

香港大學校外課程手冊

一九七九年至一九八〇年度

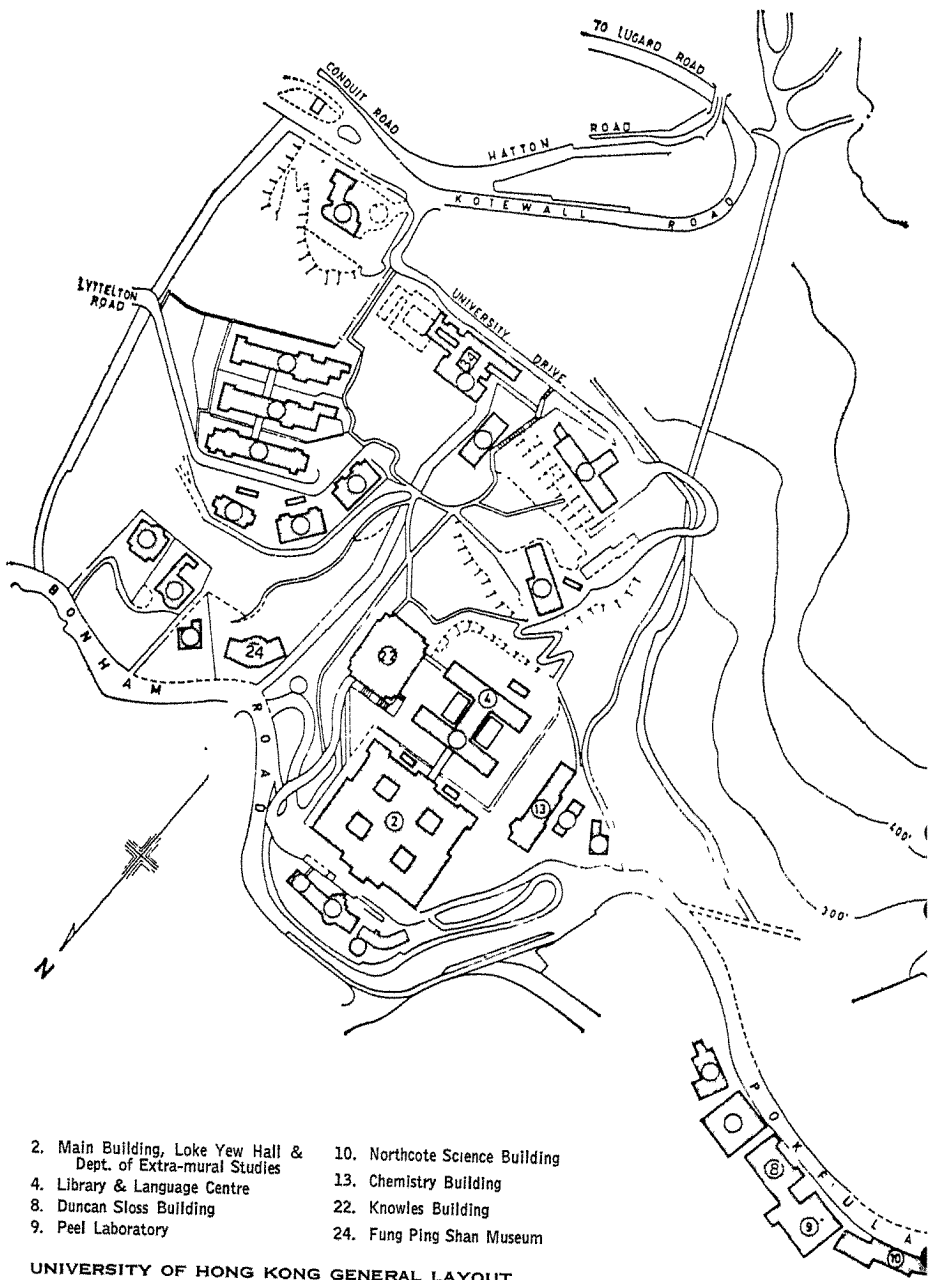
PROSPECTUS 1979-80



**Extra Mural Studies**

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**University of Hong Kong**



- |   |                                |
|---|--------------------------------|
| 2. Main Building, Loke Yew Hall &<br>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  | 24. Fung Ping Shan Museum      |

**UNIVERSITY OF HONG KONG GENERAL LAYOUT**  
 Please see inside of rear cover for enlarged plan of Main Building (2) and location of rooms

# Staff List

## DIRECTOR

R. A. Williams, *M.A. (Wales)*

## SENIOR STAFF TUTORS

T. W. Casey, *B.A. (Nott.), M.Phil. (H.K.), M.B.I.M.*  
Duncan Macintosh, *M.A. (Cantab.), P.G.C.E. (Lond.),*  
*F.R.S.A., F.R.A.S., F.I.L.*  
S. G. Redding, *M.A. (Cantab.), Ph.D. (Manc.)*  
Owen H. H. Wong, *M.A. (H.K.), Ph.D. (Cantab.)*

## SENIOR ASSISTANT TO THE DIRECTOR

Mrs. Priscilla Tso, *M.A., Dip.Ed. (H.K.), Dip.Ad.Ed. (Manc.)*

## STAFF TUTORS

J. P. Bensly, *M.A. (Oxon.), M.A. (Reading)*  
Susan Cameron, *B.A. (Leicester), Dip.I.A. (Bradford)*  
Y. S. Chan, *B.Sc., Ph.D. (H.K.)*  
Wun-Fai Hau, *B.S.Sc., M.A. (Hawaii)*  
D. R. Kemp, *M.Sc., Ph.D., Dip. Microbiol. (London)*  
Miss N. P. Lee, *B.A., Dip.Soc.St. (H.K.), M.A. (Mich.)*  
Martha Lesser, *B.S. (N.Y.U.)*  
Wilson W. S. Ng, *M.Sc., Dip. Applied Microbiol. (Strath), Ph.D. (H.K.)*  
H. K. Wong, *B.A. (H.K.), M.A. (Brunel), Dip.Soc.St. (H.K.)*  
John D. Young, *B.A. (Cal-State), M.A., Ph.D. (Cal-Davis)*

## DEMONSTRATOR

Philip J. Seth, *B.F.A. (San Francisco Art Institute)*

## SECRETARY

Mrs. Yvonne Wong

## GENERAL INFORMATION

1. There are normally no entry requirements except that applicants should be over 18 years of age. Occasionally to have the full benefit of a course applicants must possess certain defined qualifications. Applicants are therefore advised to read the description of a course carefully. Professional courses usually have clearly defined entry requirements.
2. The Director may at his discretion refuse to admit an applicant.
3. 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 22, 1979 to January 2, 1980 inclusive (Christmas and New Year).  
February 15-20, 1980 inclusive (Lunar New Year).
4. Fees are not refundable once the course has commenced or within three days prior to its commencement.
5. Closing date for enrolment: one week before the starting date of a course. Late enrolments may not be accepted.
6. For enquiries, please ring either 5-468161 Ext. 307 or 496 or 306, or 5-450021 (3 lines), during office hours.

## HOW TO ENROL

7. 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.
8. 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.
9. 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.**
10. 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, 23, 37, 40, 70, 71, 103). Tel: 5-468161 Ext. 307 or 306 or 496.
  - (ii) Extra-Mural Town Centre, Wing On Centre, 8th floor, 111, Connaught Road Central (opposite Rumsey Street Car Park). Telephone: 5-450021 (3 lines). (From 9 a.m. to 6 p.m.)

## 入 學 須 知

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。

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。

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，當晚課程全部取消。）

丙：聖誕節及新年假期：一九七九年十二月廿二日至一九八〇年一月二日。

丁：農曆新年假期：一九八〇年二月十五日至二月二十日。

已繳學費，在開課前三天內，或課程開始後，概不退還。

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。

本部詢問電話：5-468161（內綫307或496或306）  
或5-450021（3綫）

## 報 名 手 續

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。

繳費可用支票，銀行本票，或郵政滙票，以「香港大學」名義抬頭，並加橫綫，連同申請書逕寄香港大學校外課程部主任收。

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。

申請人亦可親往下列地點報名，繳費時，最宜用劃綫支票：

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）。

（下列各綫巴士均經本部：3, 3A, 4, 7, 23, 37, 40, 70, 71, 103）。

電話：5-468161（內綫307或306或496）。

乙、校外課程部市區中心。

香港干諾道中一百一十一號永安中心八樓（蘇士街停車場對面）。

電話：5-450021（3綫）。（上午九時至下午六時）。

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# Archaeology

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

**48. 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, Urban Services Department. *Wednesdays, 6.00-8.00 p.m., starting September 26, 1979. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F, 111 Connaught Road Central, Hong Kong. 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 student. 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.*

## BASICS OF ART & DESIGN

### 49. The Basics of Art & Design.

**“The Basics of Art & Design” consists of three 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 three constituent courses, viz. Two-Dimensional Design, Freehand Drawing in Various Media, and Introduction to the History of Western Art. Details of these courses are given below. Taken together they 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 is 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 11, 1979. In the event of over-subscription an interview may be required on September 18, 1979.*

Composite fee: **\$725**

**50. Two Dimensional Design.** Merlyn Chesterman, B.A. (Bath Academy of Art), Dip.Ed. (Bath). *Thursdays, 6.00-8.00 p.m., starting September 27, 1979. Room II, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 24 meetings. Fee: \$275*

Basic Design is more an attitude of mind rather than a method, shaped by enquiry, not formula. Participants will develop a direct understanding of the fundamental qualities inherent in line, form, space, colour, mass and texture through practical studio and project work. The concern will be to expose the students to formal design problems utilizing a variety of media. It is hoped that in this way students will develop a "sense of design" which will strengthen their own artistic pursuits as well as broaden their appreciation of visual realities.

*Students should note that to get full benefit from the course they should be prepared to do homework assignments.*

**51. Freehand Drawing in Various Media.** Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 6.00-8.00 p.m., starting September 25, 1979. Room 10, Extra-Mural Town Centre, 8/F., Wing On Centre, III Connaught Road Central, Hong Kong. 24 meetings. Fee: \$330*

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, conté 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 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.

*Enrolment is limited to 17 persons. Applications must be received by September 14, 1979, and in the event of oversubscription, interviews will be held on September 20, 1979.*

**52. Introduction to the History of Western Art.** Carolyn Diskant Mui, B.A. (Wellesley), M.A. (Univ. of Penn.). *Tuesdays, 8.15-9.15 p.m., starting September 25, 1979. Room 22, Extra-Mural Centre, 8/F., Wing On Centre, III Connaught Road Central, Hong Kong. 24 meetings. Fee: \$120*

The history of Western Art is a rich and varied one, encompassing diverse styles and aims. After discussing ways in which the purposes of Western Art have changed in different artistic periods, the course will consider the major forms artists have chosen to depict: the figure, still life, landscape, and non-representational forms of expression. The last part of the course will involve a study of the "messages" artists have tried to convey, ranging from literary, political, and religious ideas to personal or mystical ones. The main emphasis throughout will be on the study of painting; however, where appropriate, sculpture, architecture, and the other arts will also be discussed.

## **PRACTICAL STUDIO COURSES IN ART & 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.*

**53. Experimental Watercolour Painting.** Philip Seth, B.F.A. (S.F. Art Inst.). *Mondays, 8.00-10.00 p.m., starting September 24, 1979. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings. Fee: \$140*

The physical nature of watercolour is such that there are quite a variety of effects which can be achieved through a number of techniques. Students will explore these techniques and discover the results derived through the use of materials such as transparent and opaque watercolour, watercolour pencils, acrylics, dyes and inks and combinations thereof, on Western and Oriental papers, and on canvas. As effects are discovered, students will be encouraged to apply them to assignments or to use them in free compositions. Emphasis will be placed on experimentation. *Students should be prepared to do a limited amount of homework.*

**54. Life Drawing.** Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Wednesdays, 6.00–8.00 p.m., starting September 26, 1979. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.*

**Fee: \$210** including model fee

The human figure is perhaps the most ideal subject for developing drawing techniques because it includes such a variety of shapes. In this course the human figure will be studied through exercises in contour, gesture, weight and cross contour drawings, leading to detail and finished drawing. A wide range of media including pencil, charcoal, conté crayon, pen and ink, brush and wash will be used; there will also be discussions on styles and composition. Reference to artists from the Renaissance to the present will be made.

**55. Life Drawing.** Peter Chancellor, Dip.A.D. (Birmingham), A.T.D. (London). *Fridays, 6.00–8.00 p.m., starting September 28, 1979. Room 10, Extra-Mural Town Centre, 8/F., Wing On Centre, III Connaught Road Central, Hong Kong. 12 meetings.*

**Fee: \$210** including model fee

Drawing from the human figure provides a discipline which develops visual perception and correlation of hand and eye. This course will include basic anatomy and drawing from life. A variety of media will be used including crayon, chalk, ink, pencil and paint, and students will be encouraged to try a variety of graphic techniques to the point of experimentation. Reference to artists both old and modern will be made. Beginners and more advanced students are welcome.

*Enrolment is limited to 17 students.*

**56. Basic Freehand Drawing.** Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Wednesdays, 8.00–10.00 p.m., starting September 26, 1979. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.*

**Fee: \$165**

This basic course in drawing techniques and theories will primarily emphasise three main areas; study of the human form by means of contour, gesture, weight and cross contour drawings; study of still life and architectural forms; and study of landscape. In addition there will be slide presentations to facilitate discussion of composition and style. Students will be encouraged to experiment with a wide range of media including pencil, pen and ink, charcoal, conté crayon, ballpoint, sign pen, brush and wash. *Students should note that there will be homework assignments each week and plan their time accordingly.*

**57. Painting Workshop in Oil, Acrylic, and Related Media.** Martha Lesser, B. S. (N.Y.U.). *Thursdays, 6.00–8.00 p.m., starting September 27, 1979. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.*

**Fee: \$165** including model fee

Through paint, and the related media of collage, drawing, transfer and others, students in this *intermediate level* course will explore aesthetic and philosophic concepts of painting. Emphasis will be placed on learning to discover and communicate one's own ideas through visual and technical means. The perennial questions of materials, composition, and use of colour will be discussed throughout the course, and students will receive guidance on how to set and achieve their aims in painting. As painting is an ongoing activity, students at various levels of skill and experience are welcome, *but it should be pointed out that some previous experience in drawing, design or other related subjects is essential, and it is expected that students will do a minimum of six hours homework each week. The studio will remain open until 9.30 p.m. so that students wishing to continue work begun that evening can do so. In the event of oversubscription an interview will be required.*

**58. Three Dimensional Design.** Mary Greenwood, B.A. (Bath Academy). *Thursdays, 8.00–10.00 p.m., starting September 27, 1979. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.*

**Fee: \$140**

Through a series of exercises students will have the opportunity to learn the basic principles behind 3-D design, and how to adapt these principles to their own work and ideas. The individual techniques connected with various media, such as wood, papier mâché, and wire, will be explored. In addition there will be occasional illustrated discussion of various forms of 3-D design such as sculpture, architecture and craft.

*Students should note that they will be required to do homework and plan their time accordingly.*

**59. Architectural Drawing I.** Ruth Addison, A.R.I.B.A. (London). *Tuesdays, 6.00–8.00 p.m. or 8.00–10.00 p.m., starting September 25, 1979. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$140**

Architectural Drawing is a basic form of communication among architects, builders, interior designers and others: it is an international language. This course will be devoted to learning to draw on the drawing board with instruments, in pencil and ink. No previous knowledge of drawing techniques is necessary but completion of this course, or possession of similar skills in drawing-board techniques, will be a pre-requisite for entry to the Architectural Drawing II course, which begins after Chinese New Year.

*Students should note that there will be homework assignments each week, and plan their time accordingly.*

**60. Interior Decoration.** Robert Griffiths. *Wednesdays, 6.00–8.00 or 8.00–10.00 p.m., starting September 26, 1979. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$140**

Intended as a basic introduction to the skill of interior decoration, this course will cover: conceptual design and simple planning, proportion and scale, effects of colour and colour schemes, and materials and finishes. Assignments will be concentrated on small projects. Students should note that they will be expected to work at least five hours a week outside of class.

*Enrolment is limited to 22 students, and in the event of oversubscription an interview will be required.*

**61. Introduction to Graphic Design.** Kumar F. Pereira, Diploma in Typographic Design, (London College of Printing). *Tuesdays, 6.00–8.00 p.m., starting September 25, 1979. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$140**

A basic course of study involving the understanding and use of pattern, form and colour in conjunction with photographs, illustrations and type in the design of printed matter. Projects will include the design of symbols/logotypes, stationery, advertising, brochures, books and book-jackets, and other printed materials. Studio techniques and problems related to design, printing methods and processes will also be discussed. A visit to a design studio will be included.

*There will be weekly assignments and students should plan their time accordingly.*

**62. Introduction to Photography.** Bob Bradford, B.P.A. (Brooks Inst. Santa Barbara). *Tuesdays, 7.00-9.30 p.m., starting September 25, 1979. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$190**

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.

**63. Photography: an Intermediate Course.** Philip Tse. *Mondays, 7.00-9.00 p.m., starting September 24, 1979. Room 13, Extra-Mural Town Centre, 8/F., Wing On Centre, III Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$215**

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 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 persons, and in the event of oversubscription an interview will be held on September 17, 1979.*

**64. Photography as an Aid to the Graphic Designer.** Philip Tse. *Wednesdays, 7.00–9.00 p.m., starting September 26, 1979. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$190**

Photography, because it achieves optical effects never known before, plays a vital part today in a 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, and in the event of oversubscription an interview will be held.*

**65. Children's Arts and Crafts Activities: a Workshop for Adults.** Sylvia Weiss, A.T.C. (Univ. of London). *Thursdays, 8.00–10.00 p.m., starting September 27, 1979. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$160**

It is important for a child's growth and development to have creative activities, such as arts and crafts, integrated into home and school life. Such activities help develop a child's creativity, dexterity, and intellect. This course is designed for parents, teachers, and other adults who work with pre-school, and school-age children, and will demonstrate art and craft activities suitable for these age groups. Emphasis will be on the uses of simple, inexpensive, materials and the students themselves will participate in a variety of projects in order to better understand the basic concepts and techniques.

Students will be expected to provide most of their own tools and materials. Some paints and papers for use during class time will be provided and the cost of these is included in the course fee.



66. 兒童美術教學與欣賞  
(How to Teach and Appreciate Children's Art: a Workshop  
for Parents and Teachers)

主 講 人：陳鳳姬女士。

講授語言：粵語。

地 點：香港大學校外課程部市區中心22室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年九月二十七日起每星期四下午六時至八時。  
(共十二講)。

學 費：一百四十元。

本課程將闡述兒童美術之教育功能與重要性，尤其着重探討兒童美術教育之原則與觀念及有關如何培養與啟發兒童美術創作之想像力與智慧、潛能等問題，並介紹兒童美術宜採用之技法，媒介與物料，以供參考。

此課程適宜小學美術教師及對兒童美術有興趣之人士選修，學員須作兒童美術範圍內之各種實驗性嘗試，物料自備。

研討範圍：藝術定義；美術教育的目的；兒童在成長中各階段美術發展之特徵；小學前之美術教育原則；小學時期之美術教育原則；中學時期之美術教育原則；教學計劃之研究；兒童美術創作之技巧、媒介、物料與方法；兒童美術之欣賞。

67. 水 墨 畫  
(Introduction to Chinese Ink Painting)

主 講 人：周綠雲女士。

講授語言：粵語。

地 點：香港大學校外課程部市區中心11號室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年九月二十四日起每星期一下午六時至八時。  
(共二十四講)。

學 費：二百七十五元。

本課程介紹中國繪畫的基本觀念，歷史演變的過程。由傳統發展到現代繪畫的自然步驟。

講授內容，將着重於中國筆墨運用之方法與不同方面技法，以表達自我的思想，而達到創作的目的。

學員必須以課外時間做習作，並自備材料。

## 68. 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11號室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年九月二十八日起每星期五下午六時至八時。  
(共二十四講)。

學 費：二百七十五元。

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，藉以觸發個人研習書道之興趣與基礎之建立。

本課程將着重於書寫之實習。除課堂練習外，學員必須以課外時間做習作。

## 69. 書道進階 (Advanced 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11號室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年九月二十九日起每星期六下午二時半至四時卅分。  
(共十五講)。

學 費：一百七十元。

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

除堂課練習外，學員並須以課外時間做習作。

## 70. 素描寫生 (Introduction to Western Style Drawing)

主 講 人：李維安先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心10號室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年九月廿四日起每星期一下午六時至八時或八時至十時。(共十二講)。

學 費：一百六十五元。(包括模特兒費)。

本課程為初學者而設，以繪畫之基本技法訓練開始，以西方繪畫之素描意義為中心，務使學員能將每種人畫之對像以光暗、形態、實質與空間之學習表現，當中將會涉及中國繪畫之白描寫生與及臨摹等過程，學員除在室內上課外，並有假日郊外寫生，幻燈觀摩等輔助。

本課程首四講為靜物寫生，次四講為人物速寫，最後四講為人體素描。學員須自備鉛筆、炭筆、墨水筆及其他毛筆畫紙等工具。

學員每週須付出四至六小時課外習作。

## 71. 篆刻與書法 (Creative Seal Engraving)

主 講 人：鄭明先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心11號室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年九月二十八日起每星期五下午八時至十時。  
(共十二講)。

學 費：一百四十元。

篆刻與書法本是血肉相關的，若要了解篆刻術就必先了解書法藝術。本課程着重於認識各類書法之特色與篆刻之技術，並嘗試將各類字體(包括篆隸楷行，簡化字，英文字母，甚至符號圖形)運入篆刻之中，且特別講究造型與結構之變化，以能突破一般傳統篆刻之形式為原則，使篆刻藝術能踏入一個新的領域及有更大眾化之發展。

理論與實踐並重，除有即堂示範之外，並經常欣賞古今名作以增進學者之濃厚興趣及創作力，使學者能於短期內了解篆刻創作之真諦。

## 72. 初級攝影 (Photography: an Introduction)

主 講 人：楊逸康先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心13號室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年九月廿八日起每星期五下午七時至九時。  
(共十二講)。

學 費：一百七十元。

攝影是素描，相機是畫筆，攝影是最快捷之素描技巧。

本課程將介紹攝影器材應用技術給初學攝影人仕，在最短時期內教授各種有關攝影常識，使能在攝影中得到更多樂趣。

## DAYTIME COURSES

73. **An Introduction to Design and Drawing.** Martha Lesser, B.S. (N.Y.U.) and Merlyn Chesterman, B.A. (Bath Academy of Art), Dip.Ed. (Bath). *Mondays and Wednesdays, 10.00 a.m.-12.00 noon, starting September 24, 1979. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 24 meetings. (12 weeks) Fee: \$295*

The experience of previous years has shown that there is a need for a basic introductory 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 basic 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 six hours of homework each week.*

**74. Experimental Watercolour Painting.** Nancy Woo, B.F.A. (Cornell), M.A. (Columbia). *Tuesdays, 10.00 a.m.-12.00 noon, starting September 25, 1979. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 12 meetings. Fee: \$140*

Students will be given the opportunity to experiment with, and explore, the potentials of modern water colour techniques to a degree which will enable them to continue to work and develop skills beyond the level which can be attained in twelve meetings. Water based media to be used in this experimental and creative approach include watercolour, commercial dyes, Chinese colour pigments, inks, and acrylic media. In addition to practical work there will be discussions on the basic theories of composition, colour, and space. Both beginners and more advanced students are welcome.

**75. Life Drawing.** Merlyn Chesterman, B.A. (Bath Academy of Art), Dip.Ed. (Bath). *Fridays, 10.00 a.m.-12.00 noon, starting September 28, 1979. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 12 meetings.*

**Fee: \$210** including model fee

Drawing from the human figure requires all the skills of an artist and draughtsman, and once it has been mastered, drawing itself will cease to pose a problem. Students will be concerned with line, tone, volume, lighting and movement, in relation to the human form. A variety of media will be used. Reference to the diverse approaches of other artists will be made throughout the course.

*This course is designed primarily for beginners.*

**76. Introduction to Fabric Printing.** Marion Hughes, D.A. (Dundee College of Art), Cert. Ed. (Glasgow). *Thursdays, 10.00 a.m.-12.00 noon, starting September 27, 1979. Pokfulam Studio, 144 Pokfulam Road. 12 meetings. Fee: \$210*

All the main ways of printing patterns on to textiles as a traditional craft form will be introduced. Methods of block printing, silkscreen, batik and tie-dye will be explained and demonstrated so that the student will be able produce printed fabric at home. Equipment used is easily obtainable and in some cases can be made by the student. As well as printing specific articles, it is hoped that students will also produce lengths of printed fabric. In addition, the basic principles of design and drawing as they relate to textile design will be discussed.

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

## ART APPRECIATION

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

**77. The Ceramic Wares of China.** Philip Wen-Chee Mao, M.B.,B.S., (H.K.), F.R.C.S., Past President of the Oriental Ceramics Society of Hong Kong. *Wednesdays, 6.00-7.30 p.m., starting November 7, 1979. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 10 meetings.* **Fee: \$80**

The ceramic wares of China have long excited the wonder and admiration of the world. The development of pottery and porcelain in China will be considered with particular attention being paid to their historical and geographical background. The various types of wares will be discussed in relation to dynastic changes, and special attention will be given to archaeological finds in recent years. Both slides and specimens will be used to illustrate the subject matter.

*Enrolment limited to 20 students.*

**78. The History of Letterforms and Typography.** Michael Beech N.D.D. (Guilford College of Art), C.G.L.I.F.T.C., M.S.I.A.D., M.S.T.D. *Wednesdays, 8.00-9.30 p.m., starting September 26, 1979. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$120**

An important area of much graphic work is the relationship of lettering and typematter to the other elements of design; both can be used in a purely communicative way or as drawing or decoration. Added to this are the increasing demands placed on the designer by current technological developments in the printing industry and an ever increasing choice of material and printing methods with which to be creative.

The history of lettering and typography and how they relate to the work of the graphic designer and typographer will be discussed.

**79. Understanding Ukiyo-e.** Henry Steiner, M.F.A. (Yale). *Mondays, 6.15-7.45 p.m., starting November 12, 1979. Room 14, Extra-Mural Town Centre, 8/F., Wing On Centre, III Connaught Road Central, Hong Kong. 6 meetings.* **Fee: \$60**

The 200 year history of Japanese woodblock prints represents one of man's most satisfying visual achievements. This short course provides an introduction to this vital art form, dealing with the historic and technical background and investigating the main themes, including actors, women, landscape, and erotic subjects.

The teacher is both a graphic designer and print collector. Numerous colour transparencies will accompany the lectures.

**80. An Introduction to the Hindu & Buddhist Art of India.** Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.). *Fridays, 6.00-7.30 p.m., starting December 14, 1979. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 8 meetings. Fee: \$60*

This illustrated course will introduce the essential features of the Hindu and Buddhist art of India, its architecture, iconography and ritual function. It will survey briefly the major schools of art by focusing attention on one typical example of each school. Some of the topics covered will include the evolution of the Buddha figure; influence of Greek and Roman art on the Buddhist art of Gandhara; development of Stupa architecture; rock-cut shrines of Ajanta, Ellora and Mahabalipuram; North (Nagara) and South (Dravida) Indian temple architecture.

**81. 中國木刻版畫藝術**  
**(Chinese Woodblock Printmaking)**

主 講 人：周大為先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心14號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年九月二十四日起每星期一下午六時半至八時。  
（共六講）

學 費：六十元。

專題介紹中國木版印刷千餘年來發展經過，歷朝古籍插圖，民俗年畫及木版印刷的各類用途，印刷所需的工具紙墨及技術，中國木版印刷對國外藝術文化的影響等。課程輔以原圖及幻燈外，周大為先生將於課內展示部份珍藏及作印刷技術示範，誠為瞭解中國傳統文化民俗藝術不可多得之機會。

*See also :*

- 209. 實用廣告攝影設計 (第 87 頁)
- 298. 陶藝雜談 (三) (第 132 頁)
- 299. 中國陶藝專題講座 (第 132 頁)
- 300. 中國古典書法的風格 (第 133 頁)
- 301. 中國書法藝術 (第 133 頁)
- 302. 中國花鳥蟲魚畫 (第 134 頁)
- 303. 國畫的人物與走獸 (第 134 頁)
- 304. 水墨山水畫 (第 135 頁)
- 305. 篆刻藝術 (第 135 頁)

**PRIOR ENROLMENT IS ESSENTIAL**

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



# Business Studies

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

**Courses Nos. 82 to 91** are designed to be of assistance to those preparing for the examinations of the Association of Certified Accountants, the Institute of Cost and Management Accountants and the Institute of Chartered Secretaries and Administrators. The courses are a complement to, not a substitute for, correspondence courses. Students should make their own arrangements for sitting the relevant examinations.

**82. Financial Accounting: Foundation Stage I.** John Lane, M.A., A.C.I.S., A.I.B. *Tuesdays, 6.15-8.15 p.m., starting October 2, 1979. Room 201, University Main Building. 14 meetings.* **Fee: \$120**

Part I of this course will cover the principles involved in the keeping of records of financial transactions, trial balance and final accounts of sole traders and partnerships, capital and revenue expenditure, accruals and prepayments, depreciation for bad debts, incomplete records, the accounts of non-trading institutions and manufacturing accounts. Taken together with Part II, which will commence Spring 1980, students will have covered the syllabus of ACCA Accounting I. The course is also suitable for students studying other professional examinations at the foundation level.

**83. Intermediate Accounting.** Warren Lowe, Dip. Tech. (Comm.), A.A.S.A., A.H.K.S.A. *Tuesdays, 6.00-8.00 p.m., starting September 25, 1979. Room 10, Central Market, Top Floor, Hong Kong. 12 meetings.* **Fee: \$110**

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.

**84. Advanced Financial Accounting.** Mrs. S. Panchapakesan, B.Sc., A.C.A. *Mondays, 6.15-8.15 p.m., starting October 8, 1979. Room 201, University Main Building. 14 meetings.* **Fee: \$130**

The tutor will select topics from the A.C.C.A. syllabus for Accounting 4. This syllabus covers group accounts, principles of consolidation, theory in relation to the nature and measurement of business income, aspects of financial statement construction, presentation and interpretation of accounts, accounting treatment of reorganisation and amalgamations and accounting for price level changes. These topics will be treated at the highest level.

**85. Management Accounting.** Samuel K. O. Wong, M.B.A. *Fridays, 7.00-9.00 p.m., starting October 5, 1979. Room 103, St. John's Co-educational College, Taikoo Shing, Quarry Bay, Hong Kong. 16 meetings.* **Fee: \$150**

Students will be introduced to various modern management accounting techniques and methods. The syllabus is mainly based on that of the A.C.C.A. and will cover: balance sheet analysis, inter-firm comparisons, budgeting and budgetary control, marginal and differential costings, discounted cash flow, pricing policies, control analysis, and control reporting.

*Recommended textbook: Management Accounting by W. M. Harper, Second Edition 1977.*

**86. Data Processing and Systems Design.** Paul Yan, F.I.D.P., F.L.M.I., A.M.B.I.M. *Thursdays, 6.00-7.30 p.m., starting September 20, 1979. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 17 meetings.* **Fee: \$125**

Students will be introduced to the various parts of a computer system with emphasis on data storage and transmission equipment; the principles of data collecting, recording, storing and processing; systems analysis and design including the charting of systems; and also the development and carrying out of feasibility studies. Relevant cases studies and examples will be introduced and students will be expected to work through examination questions.

**87. Statistics for Accountants.** 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, Hong Kong Polytechnic. *Saturdays, 2.45-4.45 p.m., starting September 29, 1979. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$120**

The aim of this course is to give students an understanding of the nature of statistical relationships and how to interpret them as an aid in business planning and control. The course will follow the A.C.C.A. syllabus and topics to be studied include, the nature of statistics, sources, interpretation and collection of data, how to summarise and present data, statistical inference, introductory probability, sampling, correlation and regression, and measurement of change.

**88. Costing.** Charles Kwok, B.A. (Econ.), B.Sc. (Bus. Admin.). *Wednesdays, 6.15-8.15 p.m., starting October 10, 1979. Room 201, University Main Building. 14 meetings.* **Fee: \$120**

The main areas of study will be: costing for materials, labour and overheads, job costing and process costing, breakeven analysis, profit volume ratio, marginal costing, introduction to standard costing, and variance analysis. The course will be particularly useful to students taking the A.C.C.A./A.C.M.A. Costing I examination.

**89. Auditing.** Butt F. Lau, B.Sc. (Lond.), A.C.A. *Fridays, 6.00-7.30 p.m., starting September 28, 1979. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$90**

Following the ACCA syllabus, topics to be discussed and studied are, the validity of principles in public reporting, types of investigation, forms of audit report and the effectiveness of legislation in protecting interested parties, the effect of computers on audit practice, case law affecting auditors, the organisation of an audit and current developments in the practice of auditing.

**90. Management Mathematics.** S. M. Fung, B.A., M.B.A. *Tuesdays, 7.45-9.15 p.m., starting September 25, 1979. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$100**

Instead of being satisfied with feasible solutions, businessmen nowadays are looking for optimal solutions. This course serves as an introduction to how various quantitative and mathematical techniques can be applied to business problems and to the decision-making processes of management in order to reach these optimal solutions. The techniques include linear programming, statistical decision theory, network analysis, mathematical inventory theory, queuing and game theory. The course will be particularly relevant to students taking Section 2 Paper 12 of the A.C.A. examinations.

**91. U.K. Taxation I.** Joseph Chan, B.Soc.Sc. (H.K.), A.C.A., A.T.I.I. *Tuesdays, 6.00-7.30 p.m., starting September 25, 1979. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 15 meetings.* **Fee: \$100**

This course will cover the basic principles of taxation and their application in the following areas: income tax relating to individuals and partnerships, income tax schedules A, B, C, D and E; personal allowances, deduction of tax at source, treatment of losses, the preparation of personal and partnership computations; computation of capital allowances and some elements of corporation tax.

*Recommended Texts:* *Income Tax* by W. E. Pritchard (Polytech).  
*Corporation Tax* by W. E. Pritchard (Polytech).

**92. An Introduction to Accounting.** Sammy C. C. Leung, B.Soc.Sc., A.I.A., A.C.C.A. *Thursdays, 6.00-7.30 p.m., starting September 27, 1979. Room 227, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$120**

Owners of small businesses and office managers often need to have an understanding of accounting and to know how to carry out basic accounting procedures. This course is intended for the non-professional. By the completion of the course students should be able to understand and operate a set of business books, to know how financial statements are presented and how to evaluate accounting figures for management purposes.

Students embarking on a professional accounting career are referred to Course No. 82.

**93. Basic Financial Management.** Kenneth C. S. Kwan, M.B.A. (Hawaii). *Tuesdays, 7.45-9.15 p.m., starting September 25, 1979. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$90**

This introductory course on financial management is designed for those working in the banking/finance sectors. Topics to be discussed will include financial analysis, planning and control, working capital management, capital budgeting techniques, financial structure and the cost of capital, and sources and forms of long-term financing. All these basic principles of financial management will be illustrated with worked examples and short case studies drawn from local financial institutions. Students should already have a knowledge of basic financial accounting.

*Recommended Textbook: Financial Management and Policy* by James C. Van Horne, Fourth Edition, (Prentice Hall International, 1977).

**94. Company Secretaryship.** J. A. Ellis, E.D., F.I.I.A., F.H.K.S.A., A.A.S.A., A.A.I.M., A.C.I.S., M.I.T.O. *Mondays, 7.15-8.45 p.m., starting October 1, 1979. Room 227, Knowles Building, University of 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.

**95. Financing for a small business.** Patrick Tse, B.Soc.Sc. *Fridays, 7.15-8.45 p.m., starting September 28, 1979. Room 227, Knowles Building, University of Hong Kong. 8 meetings.* **Fee: \$70**

Many small businesses fail because of lack of financial planning. This course will introduce some general concepts of financial management and methods of financing which are relevant to the small business. Topics discussed will include preparation of simple accounting records, principles of financial management such as contribution analysis, break even analysis and pro forma statement, and the structuring of banking facilities and their relevance in short to medium term financing. The course will be most useful for managers/owners of small businesses and junior banking executives.

**96. Computers in Business.** J. Derbyshire, B.Sc. *Wednesdays, 6.15-8.15 p.m., starting September 26, 1979. Room 418, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$130**

The object of this course is to supply a minimum of necessary knowledge of Data Processing to people working in accounting, finance and marketing. It is not intended for those with a primary interest in Data Processing, but for those who must use computers as a tool in their work. Preferably, the student should have at least one or two years' experience in a large business organization, and should have some understanding of his company's administrative structure. Not much formal knowledge is necessary: a secondary-school education and a basic knowledge of book-keeping will be sufficient. The following topics will be considered:

*What is a computer?* Main types of hardware and software and their functions; a brief guide to computer jargon; case study: the configuration of a typical large computer user in Hong Kong.

*The place of the computer in a business organization.* Computer people and their jobs; relationships between users and computer people; case study: the administrative structure of a large computer department in Hong Kong, and its place in the organization.

*Problems with the computer.* The communications gap: talking to computer people; design of reports and screens; case study: a large computer system that failed.

*The user's role in systems analysis and design.* Requesting an improvement in your system; helping with the design of new systems; definition of goals; anticipating problems; case study: improving an accounts receivable system.

**97. Financial Analysis and Banking.** Benjamin Yeung, B.Soc.Sc., M.B.A. *Fridays, 7.45-9.15 p.m., starting September 28, 1979. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$100**

A detailed presentation on statement analysis, trend analysis, fund flow and pro-forma analysis for different industries in relation to working capital financing will be given, as well as analysis of term financing and forfeiting practices of banks. The course is for bank employees who wish to gain knowledge of the credit area and for businessmen who wish to have insights into different types of financing methods and techniques and to the banker's viewpoint. Course members should be prepared to participate in the case studies.

**98. Hong Kong Taxation: Law and Practice (Part 1).** Edward Chow, A.A.S.A., F.H.K.S.A. Mondays, 6.15-7.45 p.m., starting October 8, 1979. Room 847, Knowles Building, University of Hong Kong. 8 meetings. **Fee: \$60**

This course provides an introduction to Hong Kong's Earnings and Profits Tax imposed under the Inland Revenue Ordinance (Cap. 112). Topics to be covered will be the basic structure of Hong Kong Tax and the provisions of the Ordinance, concepts and practice. In the second part of the course, which will be held in Spring 1980, more advanced taxation aspects and relevant tax cases will be discussed.

*Reference Book: Hong Kong Inland Revenue Ordinance (Cap. 112).*

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

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

講授語言：粵語。

地 點：香港大學校外課程部市區中心20室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年九月二十五日起每星期二下午六時十分至七時四十分。(共十二講)

學 費：九十元。

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

由於技術上之名稱，皆以英語為主，學員須具有英語知識。

**100. 香港之進出口實務  
(Import and Export Practice in Hong Kong)**

主 講 人：陳炳強先生，B.Sc., M.B.A.

講授語言：粵語。

地 點：香港大學鈕魯詩樓 415 室。

時 間：一九七九年十月五日起每星期五下午六時至七時三十分。  
(共十二講)。

學 費：一百元。

本課程之目的在介紹香港進出口實務之程序及其市場拓展之辦法，希望藉此幫助在銀行界任職之人士瞭解一位出入口商面對及要應付的問題，同時亦使一位從事出入口業務的行政人員認識到銀行在其業務中所扮演的角色。

課程分十二講，內容深入淺出，除介紹基本之進出口程序、所涉及之文件及市場學之研究外，對進出口保險及香港現行之紡織品配額制度，均有一概括之討論。

由於技術上之名稱，皆以英語為主，本課程之講義及教材均以英文編寫，因此，希望各學員都具有英語閱讀之能力。

*See also:*

**221. Business Law.** (Page 93)

**222. 銀行法概論** (第 93 頁)

**223. 商人及其法律概論** (第 94 頁)



# Economics & Statistics

*Staff Tutor : W. F. Hau, Telephone 5-468161 Ext. 304*

**101. Trading Commodity Futures.** *Mondays, 7.35-9.05 p.m., starting October 8, 1979. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 8 meetings. Fee: \$100*

The growth of commodity trading in Hong Kong has created more awareness of its specialized nature, and this is an introductory course for those interested in trading commodity futures but without previous experience or training. It is intended to provide sufficient background to enable those who wish, to enter trading themselves. Special attention will be given to these topics: the concept of futures trading; the basic backgrounds of the key commodities; the practical techniques of placing orders; the analysis of price trends; explanation of commonly used technical terms; information on local and overseas markets.

*The Hong Kong Commodity Exchange Ltd. has arranged for the lectures to be provided by experts in the field.*

**102. Principles of Stock Market Investment.** *P. J. Pearson, B.A. (Econ.) (Western Australia), Vice Chairman of the Hong Kong Society of Security Analysts. Thursdays, 6.00-7.30 p.m., starting October 4, 1979. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 8 meetings. Fee: \$100*

The course is designed for those who invest or wish to invest on the Stock Market. Topics covered include: 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 used 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.

**103. Economics for Teachers.** Wun-Fai Hau, M.A., Alan Wong, B.Soc.Sc., Wai-Hong Yeung, M.A., C. K. Law, M.A., and Edward H. K. Leung, M.Phil. *Thursdays, 7.45-9.15 p.m., starting October 4, 1979. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$100**

This course is organized for secondary school teachers of upper form economics. The bridge between economic theory and its applications is the focal point of this post-experience course. With living examples from Hong Kong, the course will be more concerned with the methods of analysis than with the methods of teaching. Aspects of this discussion include: methodology, the meaning of competition, laws of demand and supply, energy crisis, rent control, cost-benefit analysis, information costs, property rights, public good, the alleged market failure versus government failure, transfer in cash and transfer in kind, inflation versus unemployment. The course is essentially analytical and prior knowledge of economics is assumed.

*Closing date for application: October 1, 1979.*

**Fee Refund:** Teachers in Forms four, five and six may apply for a full 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.

**104. The Modern Japanese Economy.** Wong Hong-ming, B.Soc.Sc., Economics Diploma (Keio University). *Saturdays, 2.15-3.45 p.m., starting October 13, 1979. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$80**

Japan emerged from the widespread destruction of the Second World War to become a new economic giant. An attempt will be made to explain this development; to understand the structure and operation of Japan's economy; to discuss the interplay of private entrepreneurship, and the growth of the Japanese multinationals, with the activities of powerful government planning agencies. Japan's economic relations with the rest of the world will also be considered.

**Principles of Economics I.** K. L. Shea, M.Sc. Ph.D. (Washington).

**105.** *Fridays, 6.15-7.45 p.m., starting October 5, 1979. Room 201, University Main Building. 12 meetings.* **Fee: \$100**

**106.** *Fridays, 8.00-9.30 p.m., starting October 5, 1979. Room 201, University Main Building. 12 meetings.* **Fee: \$100**

An introductory survey of traditional price theory and national income analysis, based on the concepts of optimization and equilibrium. Topics covered will include consumption choice, production decisions, choice under uncertainty in portfolio analysis, and the price mechanism in simple markets. This course may be suitable for candidates preparing for professional examinations requiring a paper in Economics.

*Recommended Reading:* Lipsey, R. G. and Steiner, P., *Economics*, 4th ed., (Harper and Row, 1975).

**107. Principles of Economics II.** Wun-Fai Hau, B.Soc.Sc., M.A., Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong. *Mondays, 6.00-7.30 p.m., starting October 8, 1979. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$80**

The course is designed for those who have taken Principles of Economics I or its equivalent. Throughout the entire course, the instructor will use appropriate cases to illustrate that economics is relevant to the everyday activities and situations of our personal life. Discussions will lie in the areas of micro and macro economics in an open economy with strong emphasis on the relevance of basic economic concepts. Good mathematics is not required but ability to interpret simple graphical presentation is essential.

*Recommended Reading:* Alchian and Allen, *Exchange and Production: Competition, Co-ordination and Control*, 2nd edition, Wadsworth, Publishing Co., 1977.

## 108. 經濟觀察 (Economics of Daily Life)

主 講 人：黃志光先生。

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28號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月五日起每星期五下午七時三十分至九時。  
（共十四講）。

學 費：一百元。

本科旨在從日常生活及經濟事務的細心觀察，道出經濟與人生兩者息息相關。講者得以系統的分析，闡明經濟制度內，市場供應及需求的變化，通過價格調整，如何解決社會的基本經濟問題。討論範圍包括商業管理，企業訂價原則，消費，儲蓄及投資，公用事業，金融貨幣，通貨膨脹及環境污染等。講者並跟學員共同剖析時下電台，電視，報章及雜誌發表的經濟評論，作出科學客觀的判斷，分清真理與謬論。

參考書：A. Alchian & W. R. Allen, *Exchange and Production: Competition, Co-ordination and Control, 2nd edition*, Wadsworth Publishing Co., Inc., California, 1977.

## 109. 香港經濟 (The Hong Kong Economy)

主 講 人：黃志光先生。

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20號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月三日起每星期三下午七時三十分至九時。  
（共十四講）。

學 費：一百元。

本科旨在對本港之財經制度及經濟問題，作全面性的深入探討。主題圍繞香港政治經濟結構、貨幣銀行、金融地產、國際貿易、社會福利、港府理財基本哲學、房屋交通、環境污染、通貨膨脹及失業等問題，務求學員能掌握有關香港的經濟資料及正確理論，對現存種種問題，作出客觀與合理的判斷。學員只需具備簡單經濟常識及對經濟事務的興趣，學習當無任何困難。

參考書：T. Y. Cheng, *The Hong Kong Economy, 1977*.

**110. 銀行實務概論**  
**(Principles of Banking Practice)**

主 講 人：歐恩陶碩士。

講授語言：粵語。

地 點：香港大學校本部 150 室。

時 間：一九七九年十月八日起每星期一下午七時十五分至八時四十五分。（共十四講）。

學 費：一百元。

本課程共十四講，每講一小時半，內容分以下三部份：

銀行存款、放款的種類及程序。包括港元及離岸美元之存放，集團貸款等初步知識。

進出口押匯。包括信用證，託收單（D/A, D/P）之處理方法。

匯款及外匯買賣。包括銀行外匯帳之處理，匯款的處理及外匯市場之初步介紹。

**111. Elements of Statistical Theory I.** Patrick Kwan Ying-kit, M.I.S., A.C.I.S. *Fridays, 7.15-8.45 p.m., starting October 5, 1979. Room 150, University Main Building. 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.

**112. Elements of Statistical Theory II.** Lee Hok-kui, M.Sc. (Manitoba). *Fridays, 6.15-7.45 p.m., starting October 12, 1979. Room 167, University Main Building. 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 of the course will approximate to Stage I of the examination of the Institute of Statisticians.

**113. Statistics for Teachers.** S. C. Fan, Ph.D. (Corn.), F.I.S., F.S.S., Senior Lecturer in Statistics, University of Hong Kong. *Wednesdays, 6.00-7.30 p.m., starting September 19, 1979. Room 415, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$100** including materials

This course is designed for teachers without special mathematical training who wish to learn some basic concepts underlying statistics and sampling methods which are applicable to the field of education. It is hoped that after attending this course, participants will be able to present statistical data efficiently, make scores comparable, understand statistical tests and regression techniques, and select appropriate samples under different circumstances.

**Fee Refund:** Teachers in Senior Secondary Schools may apply for a full-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.

### 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：中央市場頂樓11號室。

時 間：一九七九年九月二十七日起每星期四下午六時至七時三十分。(共十二講)。

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：如何閱覽及表達統計結果；常用統計圖之繪製；統計結果之意義；位置量數；統計結果之意義；變異量數；線性迴歸；線性相關。

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。

**114. Intermediate Statistics for Mathematics Teachers.** Chiu Wing-kin, B.A., B.Sc. Special, M.A. (H.K.), M.Sc. (Lond.), Ph.D. (Bath.), F.I.S., F.S.S., F.I.Q.A., Sr. Member of A.S.Q.C., Senior Lecturer in Statistics, University of Hong Kong. *Fridays, 6.00-7.30 p.m., starting October 5, 1979. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 20 meetings.* **Fee: \$200**

A modern world-wide trend of mathematical education is the shift of emphasis from abstract concepts to numerical methods. Statistics has been playing an ever increasing role in this development, particularly through its substantial involvement in Applied Mathematics. Unfortunately, Statistics is not an easy subject to teach or to learn. There are various reasons. The present course will locate the main difficulties and offer some solutions.

The course is specially designed for higher forms Mathematics teachers in English as well as Chinese secondary schools. It will cover a reasonably self-contained syllabus in fundamental Statistical Methods. Although the course requires no prior knowledge of Statistics it will lead participants a long way through the subject. Its emphasis is on statistical concepts and practical application rather than the traditional mathematical rigour or probability theory. The two important distributions, normal and binomial, on which most fundamental statistical principles and ideas are based, will be extensively treated by a new approach. The most impressive power of Statistics, namely, inference, will be explained with practical views. Non-parametric methods and regression and correlation analysis will also be covered. Exercises will be given, marked, and discussed. Participants, whether or not they have previously attended a basic statistics course, will probably find the present course informative, not only in its academic contents but also in its instruction techniques. The course is also suitable for postsecondary students, candidates taking professional examinations, and researchers who wish to quantify their reports.

*Recommended Reading:* W. K. Chiu, *Applied Statistical Handbook*, published by the Educational Publishing House, Ltd. (H610131).

**Fee Refund:** Teachers of Mathematics in Senior Secondary Schools may apply for a partial fee refund of \$150 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.

*See also :*

**87. Statistics for Accountants.** (Page 25)

# Management Studies

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

**116. An Introduction to Managerial Techniques.** Vincent Ng, B.S., M.B.A., M.S. (UCLA), M.B.I.M. *Mondays, 7.45-9.15 p.m., starting September 24, 1979. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 12 meetings. Fee: \$95*

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, Neo-classical, 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 considered within the general framework of the need for corporate planning and for decision-making in conditions of uncertainty. Fundamental ideas will be illustrated with practical examples drawn from the financial, marketing and personnel areas of management.

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

**117. Materials Management: a Modern Interpretation.** S. H. Symington, H.N.C., M.Inst.P.S., A.M.B.I.M. *Wednesdays, 5.45-7.15 p.m., starting September 26, 1979. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 8 meetings. Fee: \$80*

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 parts of the purchasing, inventory control or stores activities. Topics covered will include various management techniques which can be applied specifically to the solving of material management problems.



**18. Decision-making in Business: a Model-building Approach.** Wong Yat-pui. B.Sc. (H.K.), M.B.A. (Br. Col.). *Fridays, 7.45-9.15 p.m., starting September 28, 1979. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings. Fee: \$95*

A wide range of quantitative techniques may be applied to the process of taking decisions in the business field. This course is focussed upon the needs of junior and middle managers who wish to gain a deeper insight into the application of statistics and the model-building approach to their functional specialism. An understanding of basic algebra and statistics will be assumed. Special attention will be paid to the techniques of decision-making in conditions of uncertainty, preference theory, network analysis, discounting methods, linear programming, and regression analysis. Theoretical approaches will be illustrated with case histories.

**19. International Marketing.** T. R. Ramachandran, M.A. (Madras), Dip. Marketing (Bombay). *Thursdays, 7.15-8.45 p.m., starting September 17, 1979. Room 150, University Main Building. 12 meetings. Fee: \$95*

The selling and distribution of products in the overseas market presents a unique challenge to the marketing specialist. In addition to particular economic and financial criteria of such involvement, special attention has to be paid to the plan to open up new markets, modes of decision-making, the measurement of potential and of performance. This course aims to meet the needs of practising executives in business, whose responsibilities embrace overseas markets. The basic principles and problems of international marketing will be illustrated with selected case histories drawn from the recent past.

**120. Introduction to Financial Control.** Vincent Ng, B.S., M.B.A., M.S. (UCLA), M.B.I.M. and Bingley Wong, B. Com., A.C.I.S., F.H.K.S.A., A.M.B.I.M. *Saturdays, 2.15-3.45 p.m., starting September 29, 1979. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings. Fee: \$95*

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, including the establishment of basic plans for accounting, gearing cost structure to management and implications for tax. Also to be considered are techniques for internal auditing, inventory evaluation and control, the management of funds, profit planning, budgeting, financial reporting systems together with the evaluation of liquidity performance.

**121. Strategy in the Business Enterprise.** George M. Docherty, M.Sc. (Loughborough), A.C.C.A., A.C.I.S., A.M.B.I.M. *Saturdays, 11.15 a.m.-12.45 p.m., starting September 29, 1979. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 10 meetings. Fee: \$80*

A constant problem of the modern manager is that day-to-day problems so often command attention that the long term, but even more vital, questions of business strategy are ignored. The formulation of business strategy is as important to the established organization as it is to one newly-created. The course has as its focus the frameworks which a businessman may use to make his organization and its contribution more effective. Internal and external criteria will be examined in order to provide the basis of appraisal of current attainment and the longer term direction of effort. The strategic considerations of companies of different size will also be taken into account.

**122. Introduction to Operational Research.** F. K. W. Mak, Ph.D. (London), C.Eng., M.I.Mech.E. *Tuesdays, 6.00-7.30 p.m., starting September 25, 1979. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings. Fee: \$95*

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.

**123. Manufacturing Planning and Control.** Alfred Chan Tit-yu, B.Sc. (New York State), M.Sc. (Georgia I.T.). *Saturdays, 2.15-3.45 p.m., starting September 29, 1979. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings. Fee: \$95*

Planning and control problems in manufacturing industry present managers with some of the most complex and important areas of decision-making. This course is designed for junior and middle managers in production who face such problems. Planning and reporting techniques will be analyzed together with the relation between production and other functional areas of manufacture. Specific attention will be paid to demand forecasting, design and industrial engineering, the planning of production and materials flow, operations scheduling, and reporting control on the shop floor.

**124. Work Study.** Lui Sik-fai, M.Sc. (Aston), A.M.B.I.M. *Saturdays, 2.15-3.45 p.m., starting September 29, 1979. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$95**

This course offers insight into the application of work study which is one of the most important management techniques in improving productivity, planning and control, and labour relations in industrial and commercial concerns. Amongst the techniques to be covered are: the relationship between work study, productivity and standard of living; the scientific and systematic approach to method study; standard time; work measurement techniques; time study; predetermined motion time system (PMTS); analytical estimating and activity sampling; human factors in work study.

**125. Starting and Managing a Small Business.** Chung Wing-kee, B.A. (Western Ontario). *Fridays, 6.00-7.30 p.m., starting September 28, 1979. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.* **Fee: \$95**

The vast majority of business enterprises in Hong Kong are small in size. To launch and sustain such an enterprise is often a matter of high risk, involving careful assessment of all the financial, marketing, product and general business factors involved. This course is offered to those who are considering such a venture and wish to have a framework within which to proceed. Use will be made of case material in order to illustrate the legal and financial problems involved.

**126. An Introduction to Marketing.** Wong Tak-chiu, B.Soc.Sc., M.B.A. (C.U.H.K.). *Mondays, 8.15-9.45 p.m., starting September 24, 1979. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 10 meetings.* **Fee: \$80**

Successful marketing is the key to business success. The application of the marketing concept makes it necessary that all elements in the organization should have their activities focussed upon the attainment of specific marketing goals. The theory and practice of marketing will be dealt with in detail, including the definition of the market and consumer acceptance, marketing organization, market research, channels of distribution, selling, pricing policies and advertising and sales promotion activity. The tutor will address himself particularly to the problems of marketing in the context of Hong Kong. This course is intended for junior executives, whether in a specialist marketing area or not, who wish to gain a greater insight into the relevance and working of the marketing function in a business operation.

**127. The Marketing of Services.** James P. Hildebrandt, B.A. (Marquette), M.I.M. *Thursdays, 6.15-7.45 p.m., starting September 27, 1979. Room 103, University Main Building. 10 meetings.* **Fee: \$80**

Between the boundaries of marketing which embrace consumer goods and industrial products lies the important and rapidly-growing area of service marketing. These services, which include insurance, banking, investment and tourism, constitute a most important part of any modern economy. This course will focus upon the specific marketing opportunities and demands of this sector, including organizational requirements, product planning and development, pricing, market research, advertising, promotion, and distributive problems. Certain case studies will be selected to illustrate the principles involved.

**128. 工業產品市場學  
(Industrial Products Marketing)**

主 講 人：陳潤釗先生。

講授語言：粵語

地 點：香港大學校外課程部市區中心三十號室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年九月二十五日起逢星期二下午七時四十五分至九時十五分。(共十講)。

學 費：八十元。

由於重視消費品之銷售活動，往往使人忽畧了一個龐大而日漸增長的市場活動——企業之間產品的銷售及分配。此課程之目的在於分析工業產品銷售時所遇到的特殊問題。主講人將會討論：產品設計、訂價、推銷技巧、分銷、市場研究、廣告、業務拓展策畧、以至如何藉着售後服務以建立顧客長期購買之信譽。主講人將會利用個案教材闡釋市場策畧之原理。此課程適合從事產品推銷之經理人及從事其他行業而希望對市場學有所認識的人士。

## 129. 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：香港大學校外課程部市區中心二十號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年九月二十七日起逢星期四下午七時三十分至九時。（共十講）。

學 費：八十元。

近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，以供工業界督導人員及經理人員參加：——

（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。

## 130. 市場學導論 (An Introduction to Marketing)

主 講 人：陳少威先生。

講授語言：粵語（輔以英語）。

地 點：香港大學校外課程市區中心二十一室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年九月二十七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：八十元。

市場學為一研究如何有效地幫助生產者推銷商品與服務顧客之學問；其範圍包括指導業務拓展者如何搜集市場資料，估計市場潛力，革新產品及擬定價格、包裝、廣告、推銷與分銷系統等計劃。

本課程專為從事業務拓展工作之初級行政人員而設，從各不同觀點與角度以深入淺出方式探討及剖析市場拓展功能之各面。進而介紹一綜合處理業務拓展工作之新概念。

### **Diploma in Management Studies.**

The Department of Extra-Mural Studies is responsible for the two-year part-time University Diploma course which is offered to graduates and to other suitable candidates with professional qualifications. Those selected for the next intake, in October 1980, will be expected to attend for two evenings a week and to be given release by their employers for one afternoon a week. Applicants must have taken the G.M.A.T. test. The test process takes several months and applicants are advised that the last effective test for summer Dip.M.S. applications takes place in March. Further information on the test and 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 :*

- 85. **Management Accounting.** (Page 24)
- 115. 基本管理統計 (第 36 頁)
- 221. **Business Law.** (Page 93)
- 287. **Aspects of Management in China.** (Page 125)
- 325. 工業心理學簡介 (第 148 頁)

# Personnel Management

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

## **131. 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.

The Personnel Management Club Prize, consisting of a cash award and a commemorative plaque, will be awarded to the outstanding student.

*Duration* October 3, 1979 to May 7, 1980.

*Place* Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F.,  
111 Connaught Road Central, Hong Kong.

*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 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 3, 1979.*

Application should be made on a special form available on request from the Department.

#### 46. 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：香港大學校外課程部市區中心17室。  
(香港干諾道中 111 號永安中心八樓)。

時 間：一九七九年九月二十八日起每星期五下午八時至九時三十分。(共十講)。

學 費：八十元。

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士，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。



# Recreation Management

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

## **132. 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 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 1, 1979 to July 21, 1980.

*Place* Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong.

*Time* 5.30-7.30 p.m. on Mondays.

*Fee* \$600

*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 3, 1979.*

Applications should be made on a special form available on request from the Department.

# Education

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

**133. Social Studies in Secondary Schools.** Chow Yiu-wing, B.Soc.Sc. (C.U.H.K.), Dip. 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 September 21, 1979. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong (until Feb. 8, 1980). Room 722, Knowles Building, University of Hong Kong (from Feb. 22, 1980). 34 meetings.* **Fee: \$200**

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 I-III and emphasis will be placed on subject content. Cantonese and English will be used as the medium of instruction.

*Closing date for applications* : September 12, 1979.

**Fee Refund:** Teachers of Social Studies may apply for a full 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.

**134. Laboratory Safety.** Miss Lo Mun-ling, B.Sc. (H.K.U.), Dip.Ed. (H.K.U.), and Chan Wai-shing, M.Sc. (H.K.U.), Dip.Ed. (C.U.H.K.), A.C.C. (Lond.), M.R.I.C. *Wednesdays, 6.15-7.45 p.m., starting October 3, 1979. First floor lecture room and laboratory, Chemistry Building, University of Hong Kong. 5 meetings.* **Fee: \$45**

The aim of the course is to bring to the notice of teachers of chemistry the potential hazards of certain chemicals and experiments which may be encountered when following the H.K.C.E.E. Chemistry syllabuses. The course is particularly useful to non-graduates who have not studied chemistry beyond the Matriculation level.

*Closing date for applications* : September 26, 1979.

**Fee Refund:** All Science teachers may apply for a full 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.

### **Courses for Junior Secondary Science Teachers.**

The following courses are intended for junior secondary science teachers not specifically trained in one or more of the following disciplines who may have difficulty in teaching the Provisional Syllabus for Science (Forms I-III) recommended by the Curriculum Development Committee, 1975. They are limited to non-specialists in the respective subjects. These courses require little background knowledge. Emphasis will be placed on subject content, though methodology will also be discussed. There will be lectures, demonstrations and practical work. Cantonese and English will be used.

*Enrolment is limited to 30.*

*Closing date for applications : September 6, 1979.*

**135. Biology for Junior Secondary Science Teachers.** *Thursdays, 5.00-6.30 p.m., starting September 13, 1979. St. Paul's College, Bonham Road, Hong Kong. 20 meetings and 1 field trip.* **Fee: \$230**

*Tutors :* Mok Oay-tung, B.Sc. (Taiwan University).

Ho Chung-nin, B.Sc., Cert.Ed. (H.K.).

**136. Chemistry for Junior Secondary Science Teachers.** *Thursdays, 6.00-7.30 p.m., starting September 13, 1979. First floor lecture room and laboratory, Chemistry Building, University of Hong Kong and Ho Lap College, Tseuk Luk Street, San Po Kong, Kowloon. 20 meetings.* **Fee: \$210**

*Tutors :* J. B. Holbrook, B.Sc., Ph.D., Teacher's Cert. (London).

Ying Yu-hing, B.Sc., Dip.Ed. (C.U.H.K.).

**137. Physics for Junior Secondary Science Teachers.** *Tuesdays, 6.00-7.30 p.m., starting September 11, 1979. Ming Kei College, 16, Oak Street, Taikoktsui, Kowloon. 20 meetings.* **Fee: \$210**

*Tutor :* Wong Kit-lau

**Fee Refund:** Junior Secondary Science Teachers who wish to attend the above courses may apply for a full 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.

**138. New Ways in Geography: Lower Secondary Curriculum.**  
Mrs. Christine M. Speak, M.A. (Cantab.), Dip.Ed. (H.K.), Lecturer in  
Education, University of Hong Kong. *Tuesdays & Thursdays, 5.00-7.00*  
*p.m., starting September 4, 1979. Room 106, University Main Building.*  
*6 meetings.* **Fee: \$55**

Changes in approach to geographical thinking and education for all up to Form 3 require a re-think of the suitability of traditional curricula for lower secondary forms. This is intended as a refresher course for those who want to familiarize themselves with new ideas in geography and wish to introduce them in their teaching in the coming year.

The course will include lectures and workshops on the following topics: an introduction to new ideas in geography; curriculum objectives in Hong Kong, U.S.A., Britain and Australia; changing needs of Hong Kong students and teachers and the design of relevant curricula; new ideas and methods in traditional curricula; curriculum design and reform. Emphasis will be placed on the practical application of new ideas and methods in the classroom situation. Opportunities will be given for looking at and discussion of material from Hong Kong and overseas. (Students who have attended courses in University or Colleges of Education during the last 5 years are advised not to apply.)

*Enrolment will be limited to 25.*

*Closing date for applications: August 28, 1979.*

**Fee Refund:** Teachers of Geography in lower secondary forms may apply for a full 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.

**139. Administration in Secondary Schools.** C. J. G. Lowe, M.A. (Cantab.), Dip.Ed. (Lond.), Lecturer in Education, University of Hong Kong, (Co-ordinator) and others. *Saturdays, 10.00 a.m.-12.00 noon, starting October 13, 1979. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 10 meetings.*

**Fee: \$130**

A programme of lectures and discussions to provide an opportunity for practising and recently appointed head and deputy head teachers to consider the organization of secondary schools and administrative practices in them together with the role of the principal. The course will be based on working school situations. It will be task-oriented in seeking answers to problems commonly encountered in schools and members of the course will be encouraged to raise a wide range of problems for analysis and discussion. Topics to be discussed include management principles; school organization, relationship between principal, staff and students; school finance and accounts; the Code-of-Aid; the allocation of students to Form I and the selection of students for post-Form 3 education. Further details are available on application.

**Fee Refund:** Secondary school principals and vice-principals may apply for a half-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.

**140. Education for Children with Learning Difficulties.** Members of the Special Education Section of the Education Department. *Wednesdays, 6.00-7.30 p.m., starting October 3, 1979. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 12 meetings.*

**Fee: \$80**

The primary aim of this course is to help teachers identify and understand students with learning problems. The course will deal with the identification and assessment of children with learning difficulties; the learning characteristics of slow learning and mentally handicapped children; educational goals, teaching techniques and curriculum for children with learning difficulties.

*Closing date for applications : September 25, 1979.*

**Fee Refund:** Teachers in primary and secondary schools may apply for a half-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.

141. 弱智兒童的管教  
(Understanding and Helping the Mentally Handicapped Child: An Appreciation of the Problem)

主 講 人：由香港低能兒童教育協進會總幹事鄧福泉先生及本港對弱智兒童有研究及直接工作經驗之專業人士擔任。

講授語言：粵語。

地 點：香港大學校外課程部市區中心25號室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：甲班：由一九七九年十月九日起每星期二下午七時四十五分至九時十五分。(共十四講)。

乙班：由一九七九年十月十一日起每星期四下午七時四十五分至九時十五分。(共十四講)。(報名時請註明甲班或乙班)

學 費：九十元。

本課程之目的為使社會人士、家長、及直接為弱智兒童工作之教師、護士、社會工作者、或訓導員，對弱智兒童有基本之了解，並在管教方面，有正確之認識。

課程內容包括緒論，社會對弱智兒童之照顧，弱智兒童之成因及本質(包括醫療方面)，弱智兒童之需要及其在家庭，學校，社會及職業方面之適應問題，教育問題，職業訓練等等。

講授方面以粵語為主。方式包括專題講座，電影，討論及參觀弱智兒童訓練機構等。每班限收二十五名。在職專業者及兒童家長將獲優先取錄。(本課程由香港低能兒童教育協進會贊助)。

### 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。

142. 課室心理學  
(Psychology in the Classroom)

主 講 人：陳永昌博士。

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22號室。  
（香港干諾道中111號永安中心八樓）。

時 間：一九七九年十月五日起，每星期五下午七時四十五分至九時十五分。（共十二講）。

學 費：八十元。

本課程旨在促進中小學教師對課室內心理過程的認識，以增收教學效率和成果，符合現代教育趨勢。內容包括學生智力及個性的發展和學習的過程；教師的個別差異，心理狀況和教學方法；教師學生的關係；課室物質與心理的環境和問題學生的處理。

申請教署付還半費手續：凡政府、補助或私立中小學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。

截止報名日期：一九七九年九月二十八日。

143. 中國歷史教學（中一至中三）  
(The teaching of Chinese History in Junior Secondary Forms)

主 講 人：霍德成先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心21室  
（香港干諾道中一百一十一號安中心八樓）。

時 間：一九七九年十月四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。

本課程旨在介紹中國歷史教學之基本理論及方法。主要依照中學（中一至中三）課程綱要之中國歷史科暫定課程而設計。

內容：

1. 中國歷史科暫定課程（甲、乙部）之研討，
2. 教材之選擇及編排，
3. 教具之蒐集及製作，
4. 教學活動之設計。

截止報名日期：一九七九年九月二十四日。

申請教署付還學費手續：凡政府、補助或私立學校之中學歷史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。

**144. 中學中國語文科主任的工作及職責**  
**(The Role of the Panel Chairman for Chinese Studies)**

主 講 人：蘇輝祖先生，江李志豪女士，林華安先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心21號室。（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九八〇年一月三日起每星期四下午六時至七時三十分。  
（共六講）。

學 費：四十元。

自1975年中學中國語文科課程實施以來，本科的教學有了很大的改變。不但教學範圍較以前廣濶，教學方法較多變化，教師的工作亦比以前較為繁重。若要有效地達到本科的教學目標，使教學工作得以順利進行，校內本科的教學工作，必須有良好的計劃和組織。

本課程專為中學中國語文科主任而設。課程內容對本科教學工作的組織，以及科主任在課程設計，教材編排，工作分配，各級教學的聯繫等方面的職務，都有所分析和介紹，需要時會徵引有關理論和例子以幫助說明。參加者可以藉着這機會，互助切磋和對教學工作實際問題交流意見。

截止報名日期：一九七九年十二月十八日。

申請教署付還學費手續：凡政府，補助或私立中學之中國語文科主任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:*

- 65. **Children's Arts and Crafts Activities: a Workshop for Adults.**  
(Page 14)
- 66. 兒童美術教學與欣賞 (第 15 頁)
- 103. **Economics for Teachers.** (Page 32)
- 113. **Statistics for Teachers.** (Page 36)
- 114. **Intermediate Statistics for Mathematics Teachers.** (Page 37)
- 189. **Grammar & Semantics for English Language Teaching.**  
(Page 76)
- 190. **Teaching Oral English.** (Page 77)
- 191. **Teaching Verse Speaking to Children.** (Page 77)
- 229. **An Introduction to Calculus.** (Page 99)
- 230. **New Approaches to the teaching of Mathematics in Forms 4 & 5** (Page 99)



231. 小學數學教學 (第 100 頁)
240. 幼兒音樂舞蹈 (第 107 頁)
317. **Educational Psychology: Teaching in a Bilingual Setting.**  
(Page 143)
318. **An Introduction to School Counselling and Guidance.**  
(Page 144)
319. **Workshop for Careers Teachers.** (Page 145)
321. 了解你的孩童 (第 146 頁)
322. 校內之教育及心理測驗 (第 146 頁)
15. **The Sea Shore Ecology of Hong Kong.** (Page 155)
336. **Introduction to Entomology.** (Page 156)
337. **Flowering Plant Families: a Systematic Approach to Identifying Hong Kong Plants.** (Page 157)
348. 兒童身心的發展及培育 (第 163 頁)
351. **Children's Work & Play: the Montessori Way.** (Page 165)
352. **Small Group Teaching of Young Adults.** (Page 166)
353. **The Sociology of Education & Educational Policy & Planning.**  
(Page 166)
363. 學校社會工作技巧之探討 (第 172 頁)
364. 學校社會工作導論 (第 173 頁)

# Engineering

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

## CERTIFICATE COURSES

*Courses Nos. 145 to 147 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.*

### **145. Certificate Course in Applied Transistor Electronics.**

*Mondays, 6.30-8.30 p.m., starting October 8, 1979. Room 722, Knowles Building, University of Hong Kong. 30 lecture periods plus 12 laboratory instruction periods. Each period will consist of 2 hours.*

*Tutors : H. F. Li, M.S., Ph.D. (Calif.), M.I.E.E.E., Lecturer in Electrical Engineering, University of Hong Kong. (Tutor-in-Charge).*

*C. C. Lau, M.Phil. (HK), M.I.E.E.E.*

**Fee: \$500** (including examination fee)

*Entry Qualifications :* Applicants with a Mathematics or Physics 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 30 persons.*

An examination will be conducted at the end of the course. The award of a certificate is conditional on 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 9, 1979. 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* : General Network Theorems; introduction to semiconductor physics; circuit models of transistors; biasing techniques; amplifier analysis and design; high input impedance techniques; feedback oscillators; functional circuits; active filters; regulators and inverters.

This course is designed for graduates or practising engineers in the electronics industry to familiarize them with the necessary basic and practical tools in Applied Transistor Electronics.

**146. Certificate Course in Fundamentals of Digital Computers.**  
*Wednesdays, 6.30–8.30 p.m., starting October 10, 1979. Room 721, Knowles Building, University of Hong Kong. 30 lecture periods plus 12 laboratory instruction periods. Each period will consist of 2 hours.*

*Tutors* : H. F. Li, M.S., Ph.D. (Calif.), M.I.E.E.E., Lecturer in Electrical Engineering, University of Hong Kong. (Tutor-in-Charge).

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

**Fee: \$500** (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 9, 1979. 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
4. 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.*

**147. Certificate Course in the Design and Control of Manufacturing Systems.** *Mondays and Thursdays, 7.00–9.15 p.m. starting September 24, 1979. Room DS 2, Duncan Sloss Building, University of Hong Kong, Pokfulam Road, Hong Kong. 55 meetings (including laboratory instruction)*

*Tutors :* K. L. Mak, M.Sc. (Eng.); Ph.D. (Salf.); CEng.; M.I.Mech.E.; M.I.Prod.E.; M.H.K.I.E.; Lecturer in Industrial Engineering, University of Hong Kong. (Tutor-in-charge).

W. A. Reynolds, M.A. (Cantab.); C.Eng.; M.I.Mech.E.; F.I.Prod.E.; F.H.K.I.E.; M.A.I.I.E.; Professor & Head of Department of Industrial Engineering, University of Hong Kong.

N. N. S. Chen, B.Sc. (Eng.) (Aston); M.Sc. (Eng.), Ph.D. (Strath.); C.Eng.; M.I.Mech.E.; M.I.Prod.E.; M.H.K.I.E.; Senior Lecturer in 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.; F.Inst.Pet.; Lecturer in Industrial Engineering, University of Hong Kong.

W. A. Evans, B.A. (Reading); M.Sc. (Lond.); Lecturer in Industrial Engineering, University of Hong Kong.

M. C. K. Kwok, B.Sc. (Eng.) (H.K.); M.Sc. (Strath.); Lecturer in Industrial Engineering, University of Hong Kong.

**Fee: \$610** (including examination fee)

*Introduction :* The purpose of this course is to give members an introduction to the techniques used in facilities design, work design and ergonomics, process planning, production planning and control, and quality control. It is suitable for engineers and others in the manufacturing industry who are interested to apply these industrial engineering techniques to improve production and human efficiency in manufacturing.

### *Syllabus :*

Types of manufacturing systems; factory location; plant layout, material handling and storage; systematic layout planning. Process planning; group technology concept of manufacture. Work measurement techniques; work place design; industrial safety and health. Planning and control for different types of production-inventory systems. Probability distributions; process and quality control; acceptance sampling.

*Entry Qualifications :* Applicants with a Bachelor's degree, Polytechnic Higher Diploma or Higher Certificate, or equivalent, will be considered for admission.

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.

*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 3, 1979. A special application form is available on request from the Department.

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

## **NON-CERTIFICATE COURSES**

**148. Financial Management of Engineering Contracts.** S. Ganesan, B.Sc.Eng. (Sri Lanka), M.Eng. (Tokyo), Ph.D. (Lond.), C.Eng., M.I.C.E., Lecturer in Architecture, University of Hong Kong. *Wednesdays, 6.30-8.30 p.m., starting October 17, 1979. Room 722, Knowles Building, University of Hong Kong. 16 meetings.* **Fee: \$200**

A course for civil engineers and others concerned with estimating, project management or contract administration in the building industry. The need for a better understanding of the financial aspects of contract planning and administration is being increasingly felt in Hong Kong in recent years. This course is designed to meet the need. The following topics will be dealt with:

*Investment Analysis :* appraisal techniques for engineering and construction projects, D.C.F. analysis, economic aspects of feasibility studies, project financing.

*Pricing Techniques* : introduction to handling of risk and uncertainties, economic factors and tender pricing, bidding strategies. New Civil Engineering Standard Method of Measurement, its application in estimating.

*Financial Management* : financial control principles, project cost control systems, cash flow and forecasting; working capital and profitability analysis; critical path and resource allocation techniques, introduction to PERT computer programmes and their use in financial administration including contract price variations.

*The Conditions of Contract* : review of selected conditions of contract with respect to their basic financial and legal content. The Hong Kong P.W.D., I.C.E. (5th Edition) and the new F.I.D.I.C. Conditions of Contract will be referred to.

*Contract Price Adjustment* : nature of claims, interpretation and analysis of relevant contractual provisions, principles for formulation and evaluation of claims; principles of valuing variations, additional and extra works, method-related and time-related charges, effects of disturbance and delays, handling preliminary items and overheads in claims, case studies.

*Industrial Trends* : principles of construction economics; problem areas in construction management, capacity and industrial constraints, likely developments for the future.

#### 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 743 室。

時 間：一九八〇年一月九日起星期三下午六時十五分至八時三十分。(共六講)。

學 費：七十元。

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，鏽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。

**368. Background to the Energy Crisis.** E.A.Bruges, B.Sc., Ph.D., C.Eng., F.I.Mech.E., F.I.Mar.E., Mem.ASME, Mem.ASHRAE, F.H.K.I.E., Professor of Mechanical Engineering, University of Hong Kong. *Mondays, 7.15-8.45 p.m., starting October 1, 1979. Room 121, University Main Building. 8 meetings.* **Fee: \$65**

A great deal of rubbish has been written about the current energy crisis, with some falsehoods even emanating from official "spokesmen". An attempt will therefore be made to explain the nature of the energy crisis and to discuss both short and long term solutions. This will involve a scientific definition of the nature of energy, followed by a consideration of its sources and the rules for heat conversion. The course will conclude by focussing on the nature of the "cure", with particular reference to Hong Kong.

*See also :*

- 122. **Introduction to Operational Research.** (Page 40)
- 184. **Technical Report Writing.** (Page 72)
- 200. **Geotechnical Methods: Recent Developments and their Applications in Modern Building Industry.** (Page 82)
- 334. **Digital Computer Organisation, Design & Engineering.** (Page 154)
- 335. **Analog and Digital Electronic Circuits.** (Page 154)

# English Studies

*Staff Tutor : Duncan Macintosh, Telephone 5-456443*

## CERTIFICATE COURSES IN THE USE OF ENGLISH

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

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

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

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

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

The Extra-Mural Certificate in the Use of English in Grades 'A', 'B', and 'C', is recognized by the Institute of Bankers and the Institute of Chartered Secretaries and Administrators for exemption purposes from the English Paper in their Examinations.

**ENTRANCE REQUIREMENTS :** Those who have completed a First Year course sufficiently well in the year 1978-79 or who possess a Departmental Certificate in English for Business in Written 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 D or above in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade B 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 31st August, 1979  
10.00 a.m. on 1st September, 1979  
2.30 p.m. on 1st September, 1979  
6.30 p.m. on 7th September, 1979  
12 Noon on 8th September, 1979  
4.30 p.m. on 8th September, 1979

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

6.30 p.m. on 31st August, 1979  
6.30 p.m. on 7th September, 1979

EARLY APPLICATION STRONGLY ADVISED  
LIMITED NUMBER OF ENTRANCE  
EXAMINATION PLACES AVAILABLE

## COURSES—First Year

### A. *In Hong Kong*

Course No. At King's College, 63A Bonham Road.

- 150** Mondays and Wednesdays, 6.15–7.45 p.m., starting  
September 24, 1979. 50 meetings. **Fee: \$300**
- 151** Tuesdays and Thursdays, 6.15–7.45 p.m., starting  
September 25, 1979. 50 meetings. **Fee: \$300**
- 152** Tuesdays and Thursdays, 8.00–9.30 p.m., starting  
September 25, 1979. 50 meetings. **Fee: \$300**

At the University of Hong Kong.

- 153** Mondays and Thursdays, 7.15–8.45 p.m., starting  
September 24, 1979. 50 meetings. **Fee: \$300**

At Wah Yan College, Queen's Road East.

- 154** Mondays and Wednesdays, 6.30–8.00 p.m., starting  
September 24, 1979. 50 meetings. **Fee: \$300**
- 155** Tuesdays and Thursdays, 6.15–7.45 p.m., starting  
September 25, 1979. 50 meetings. **Fee: \$300**

At St. John's Co-educational College, Taikoo Shing,  
Quarry Bay.

- 156** Mondays and Wednesdays, 6.15–7.45 p.m., starting  
September 26, 1979. 50 meetings. **Fee: \$300**
- 157** Tuesdays and Thursdays, 6.15–7.45 p.m., starting  
September 27, 1979. 50 meetings. **Fee: \$300**

### B. *In Kowloon*

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

- 158** Mondays and Wednesdays, 6.15–7.45 p.m., starting  
September 24, 1979. 50 meetings. **Fee: \$300**

At Wah Yan College, 56 Waterloo Road.

- 159** Mondays and Wednesdays, 6.15–7.45 p.m., starting  
September 24, 1979. 50 meetings. **Fee: \$300**
- 160** Tuesdays and Thursdays, 6.15–7.45 p.m., starting  
September 25, 1979. 50 meetings. **Fee: \$300**
- 161** Wednesdays and Fridays, 6.15–7.45 p.m., starting  
September 26, 1979. 50 meetings. **Fee: \$300**

## Second Year

### A. In Hong Kong

- Course No. At King's College, 63A Bonham Road.
- 162** Mondays and Wednesdays, 6.15-7.45 p.m., starting September 24, 1979. 50 meetings. **Fee: \$300**
- At the University of Hong Kong.
- 163** Tuesdays and Thursdays, 7.15-8.45 p.m., starting September 25, 1979. 50 meetings. **Fee: \$300**
- At Wah Yan College, Queen's Road East.
- 164** Mondays and Wednesdays, 6.15-7.45 p.m., starting September 24, 1979. 50 meetings. **Fee: \$300**
- 165** Tuesdays and Thursdays, 6.15-7.45 p.m., starting September 25, 1979. 50 meetings. **Fee: \$300**

### B. In Kowloon

- Course No. At St. Mary's Canossian College, 162 Austin Road. (Entrance from Kimberley Road, Tsimshatsui).
- 166** Mondays and Wednesdays, 6.15-7.45 p.m., starting September 24, 1979. 50 meetings. **Fee: \$300**
- At Wah Yan College, 56 Waterloo Road.
- 167** Mondays and Wednesdays, 6.15-7.45 p.m., starting September 24, 1979. 50 meetings. **Fee: \$300**
- 168** Tuesdays and Thursdays, 6.15-7.45 p.m., starting September 25, 1979. 50 meetings. **Fee: \$300**

All the above fees are inclusive of the examination fee.

## ENROLMENT

*Closing Date: 4th September 1979, unless all the places in the Entrance Examination have been allocated before that date.*

Applicants wishing to apply at the same time for a place in an English for Business course need pay one fee only, i.e. \$375, the English for Business fee. If they fail to gain admission to an English for Business course, but are accepted for a Use of English course, \$75 will be refunded. No applicant may attend both courses at the same time.

## 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	memoranda; notices; forms.
Report-writing	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 with a Grade 'D' Pass in English, or, in the case of English Language Syllabus A, a Grade 'B' Pass, 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 1978-79 *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 31st August, 1979  
 12 Noon on 1st September, 1979  
 4.30 p.m. on 1st September, 1979  
 6.30 p.m. on 7th September, 1979  
 10.00 a.m. on 8th September, 1979  
 2.30 p.m. on 8th September, 1979

(B) Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong.

6.30 p.m. on 4th September, 1979

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

6.30 p.m. on 30th August, 1979

6.30 p.m. on 6th September, 1979

*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 8th 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.

**169** Mondays and Thursdays, 6.15-7.45 p.m., starting  
October 1, 1979. 60 meetings. **Fee: \$375**

**170** Tuesdays and Thursdays, 7.15-8.45 p.m., starting  
October 2, 1979. 60 meetings. **Fee: \$375**

**171** Wednesdays and Fridays, 6.15-7.45 p.m., starting  
October 5, 1979. 60 meetings. **Fee: \$375**

At Wah Yan College, Queen's Road East.

**172** Mondays and Wednesdays, 6.15-7.45 p.m., starting  
October 1, 1979. 60 meetings. **Fee: \$375**

**173** Tuesdays and Thursdays, 6.15-7.45 p.m., starting  
October 2, 1979. 60 meetings. **Fee: \$375**

At the Extra-Mural Town Centre, Wing On Centre,  
8/F., 111 Connaught Road Central.

**174** Mondays and Wednesdays, 6.15-7.45 p.m., starting  
October 8, 1979. 60 meetings. **Fee: \$375**

B. *In Kowloon*

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

**175** Mondays and Thursdays, 6.15-7.45 p.m., starting  
October 4, 1979. 60 meetings. **Fee: \$375**

At Wah Yan College, 56 Waterloo Road.

**176** Mondays and Wednesdays, 6.15-7.45 p.m., starting  
October 3, 1979. 60 meetings. **Fee: \$375**

**177** Tuesdays and Thursdays, 6.15-7.45 p.m., starting  
October 4, 1979. 60 meetings. **Fee: \$375**

All the above fees are inclusive of the examination fee.

## ENROLMENT

*Closing Date: September 4, 1979, unless all the places in the Entrance Examination have been allocated before that date.*

Applicants wishing to apply at the same time for a Use of English course need pay one fee only, i.e. \$375. If they fail to gain admission to an English for Business course but are accepted for a Use of English course, the difference between the two fees, i.e. \$75, will be refunded. No applicant may attend both courses at the same time.

Applicants wishing to apply for a place in a Use of English course and an English for Business course should apply to sit the English for Business Entrance Examination by 4th September and the Use of English Entrance Examination on 8th September. If they pass the English for Business Entrance Examination they will be informed accordingly, and should not then sit the Use of English Entrance Examination.

### 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.

## SPECIAL ENGLISH

Intensive tuition will be provided in the following English Language skills:

- speaking, and the ability to carry on a conversation;
- understanding what is said without difficulty;
- writing skills;
- reading and the ability to understand written English rapidly and without difficulty.

These courses are intended for working adults who are unable to apply for a place in one of the Department's Use of English courses because they do not possess the basic entrance qualifications. If, however, they complete the 'Special English' course they have been attending and pass the terminal test, they will be allowed to apply for a place in one of the Use of English courses in the year 1980-81, and, provided they pass the Entrance Examination satisfactorily, their application will be accepted.

*ENTRANCE QUALIFICATIONS:* Grade 'E' in the Hong Kong Certificate of Education awarded before 1977. Enrolment of students may be by selection of those most qualified to benefit from the course of tuition.

- N.B. *i. All applicants must attach a copy of their Certificate of Education to their application form.*
- ii. Applicants are advised to indicate the course of their second choice so that, if their first choice is full, they can be placed in their second choice.*
- iii. These courses are not open to students at secondary level.*

### *Textbooks :*

- R. O'Neill: Kernel Lessons Intermediate, Students' Book.  
Kernel Lessons Intermediate, Students Test Book.

## COURSES

### A. *In Hong Kong*

Course No. At the Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central.

178 Mondays and Wednesdays, 8.30-10.00 a.m., starting October 22, 1979. 40 meetings. **Fee: \$250**

179 Tuesdays and Thursdays, 8.30-10.00 a.m., starting October 23, 1979. 40 meetings. **Fee: \$250**

At the University of Hong Kong.

180 Mondays and Wednesdays, 7.15-8.45 p.m., starting October 22, 1979. 40 meetings. **Fee: \$250**

### B. *In Kowloon*

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

181 Tuesdays and Thursdays, 6.15-7.45 p.m., starting October 23, 1979. 40 meetings. **Fee: \$250**



## ENGLISH FOR PROFESSIONAL USE

**182. Basic Medical English.** Miss M. M. A. Broadbent, L.T.C.L. (T.E.F.L.). *Tuesdays and Thursdays, 8.00–9.30 p.m., starting October 30, 1979. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 40 meetings.* **Fee: \$300**

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. This course in Basic Medical English is therefore designed to meet the needs of those who have experienced difficulties in communicating with others by providing them with intensive tuition in conversational English, current English usage and the application of the language to medical purposes. Attention will therefore be paid to the following: medical terms and vocabulary; how to complete statutory medical forms; how to write simple notes and memoranda; the reading and comprehension of medical texts; modern English usage; oral English.

The students who complete at least 75% of the course will be awarded Certificates of Attendance.

### *Enrolment*

In order to ensure the greatest possible degree of personal tuition, the course will be limited to 25 students. Enrolment of students will be by selection of those most capable of benefitting from the course of tuition.

### *Teaching Material*

In addition to a quantity of material that has been prepared specifically for this course, the following textbooks will be studied:

- G. Bloom: *The Language of Hospital Services in English (English for Careers, Regent Publishing Co.)*
- J. Maclean: *English in Basic Medical Science (O.U.P.)*
- J. Parkinson: *English for Doctors and Nurses (Evans)*
- R. O'Neill: *Kernel Lessons Intermediate, Students' Test Book (Longman)*  
*Kernel Lessons Plus, Students' Test Book (Longman)*

EARLY APPLICATION IS STRONGLY ADVISED

**183. Legal English.** Mrs P. Jewkes, LL.B. (Bristol), Crown Counsel. *Fridays, 6.00–7.30 p.m., starting October 12, 1979. Room 17, Extra-Mural Town Centre, Wing On Centre, 81F., 111 Connaught Road Central, Hong Kong. 10 meetings.* **Fee: \$80**

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

Enrolment of students will be by selection of those most qualified to benefit from the course.

*Enrolment limited to 25 students.*

*Recommended Reference Material:*

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

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

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

**184. Technical Report Writing.** D. J. Coniam, B.A. (Southampton), P.G.C.E. (T.E.F.L.) (Leics.). *Thursdays, 6.30–8.00 p.m., starting October 4, 1979. St. Mary's Canossian College, 162 Austin Road, Kowloon. (Entrance from Kimberley Road, Tsimshatsui). 15 meetings.* **Fee: \$130**

The object of this course is to enable the students to write clear and accurate reports in the field of engineering. The course will consist of practice in both the format of reports and the type of language and structures involved in them. The different language skills used will involve the students in presenting a problem or situation, describing it, drawing conclusions and making recommendations.

Applicants should be practising engineers and should ideally possess a professional qualification. Enrolment will be by selection of those most qualified to benefit from the course of tuition.

*Enrolment limited to 25 students.*

## SPOKEN ENGLISH

### Certificate Courses in English Speech.

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

Tuition will be provided in the pronunciation and intonation of English, and practical work will include role-playing in addition to guided conversation and general oral practice. Even though these are Spoken English courses, 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 these are not General English courses 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. As these courses are intended for working adults, those studying in school, college or university will not be admitted.*

### Syllabus :

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

### Entrance Requirements :

Those who have obtained 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, may enrol in an English Speech course without further test.

All those who do not have these qualifications must

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

The Entrance Test will consist of a Listening Test and an Interview. Several Listening Tests will be held in the Extra-Mural Town Centre, Wing On Centre, 8th floor, 111 Connaught Road Central, on 13th and 14th September, beginning at 6.00 p.m. Applicants will be tested on a first come, first served basis, but should not attend later than 7.00 p.m. Applicants should indicate on their application forms on which evening they wish to be tested.

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

*Closing Date for Applications: 8th September, 1979.*

*Enrolment limited to 26 students in each course.*

*Fee:* \$375, inclusive of examination.

*Duration:* 60 1½ hour sessions, inclusive of examination.

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

— pass the examination;

— participate fully, attend regularly and perform adequately during the course of tuition.

## COURSES

At the Extra-Mural Town Centre, Wing On Centre, 8th floor,  
111 Connaught Road Central, Hong Kong.

**185** Mondays and Wednesdays, 6.15–7.45 p.m., starting October 1, 1979.

**186** Mondays and Wednesdays, 8.00–9.30 p.m., starting November 5, 1979.

**187** Tuesdays and Thursdays, 6.15–7.45 p.m., starting October 2, 1979.

## ENGLISH FOR TRANSLATORS

### **188. 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;  
The Nature and Function of Language;  
The Characteristic Features and Language Varieties of English;  
The Characteristic Features and Language Varieties of Chinese;  
Contrastive Analysis of English and Chinese: Lexis;  
Contrastive Analysis of English and Chinese: Syntax;  
Approaches to Translation;  
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 27th September, 1979 in the Extra-Mural Town Centre, Wing On Centre, 8th floor, 111 Connaught Road Central, Hong Kong.

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 10th 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 : 27th September, 1979.*

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 18, 1979.

*Place :* Room 722, Knowles Building, 7/F., University of Hong Kong.

*Duration :* 52 sessions as follows: 46 lectures, 4 tutorial sessions per student, 2 examination sessions (18th October, 1979-27th May, 1980).

*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.

R. S. W. Hsu, B.A. (Nanking), M.A., Ph.D. (Cantab.), F.I.L., Senior Lecturer in Translation and Linguistics, 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 Languages, Hong Kong Polytechnic.

# ENGLISH FOR TEACHERS

## Certificate Course

### 189. Grammar and Semantics for English Language Teaching.

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

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

*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 English language teaching. Applicants will be required to attend an interview at the Extra-Mural Town Centre, Wing On Centre, 8th floor, 111 Connaught Road Central, on 21st September beginning at 5.00 p.m. Applicants will be interviewed on a first come, first served basis.

*Closing Date for applications:* 15th September, 1979.

*Enrolment limited to 25 students.*

*Fee:* \$300, inclusive of examination.

*Duration:* 70 1½ hour sessions.

*Time:* 6.15-7.45 p.m., Wednesdays and Fridays, starting October 3, 1979.

*Place:* St. Mary's Canossian College, 162 Austin Road. (Entrance from Kimberley Road, Tsimshatsui).

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

**Fee Refund:** *Teachers of English in all categories of secondary school may apply to the Director of Education for a refund of one-third 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.*

**190. Teaching Oral English.** D. Foulds, B.A. (Lond.), Head of English, Hong Kong Technical Teachers College. *Mondays and Wednesdays, 8.00-9.30 p.m., starting September 24, 1979. Room 17, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong.* **Fee: \$100**  
12 meetings.

The course will survey the major problems encountered by local students in the acquisition of English Language speech skills. Participants will be offered an opportunity to develop strategies and aids, and prepare lessons and practice sessions leading to the effective teaching of such skills. Items to be covered will include a brief introduction to phonetic theory, the preparation of audio aids, oral drills and exercises, and the presentation in class of reading aloud, choral speaking, conversation and discussion sessions.

This course is intended specifically for teachers of Junior Secondary classes.

*Enrolment limited to 25 students.*

**Fee Refund:** Teachers of English who wish to attend this course may apply for a full 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.

**191. Teaching Verse Speaking to Children.** Mrs Esma Wright, L.R.A.M. (Teacher's Diploma). *Wednesdays, 6.15-7.45 p.m., starting October 10, 1979. Room 142, Main Building, University of Hong Kong.* **Fee: \$80**  
10 meetings.

A course for teachers in primary and secondary schools which will cover poetry for the solo speaker as well as choral work, beginning with simple poems for the very young through to more advanced verse. The course will include voice production, with an emphasis on clarity of speech, poetry with mime and poetry with dramatic interpretation.

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.*

**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

**192. Reading and Discussion.** Miss E. Samson, B.A. (Lanc.), P.G.C.E. (Leic.). *Thursdays, 6.15-7.45 p.m., starting October 18, 1979. Room 23, St. Mary's Canossian College, 2nd floor, 162 Austin Road (entrance from Kimberley Road, Tsimshatsui). 10 meetings.* **Fee: \$80**

Writers employ a variety of different styles when they wish to express their ideas in differing situations. The style used when, for example, a writer wishes to persuade his readers about the truth of something is different from the style he uses when he merely wishes to provide factual information, and this, in turn varies from the style used 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 differing effects that they can achieve.

Enrolment will be limited to 25 persons and may be by selection of those most qualified to benefit from the course. Preference will be given to applicants who have been awarded the Department's Certificate in the Use of English or in English for Business. Applicants who have not been awarded either of these Certificates should have obtained a Pass in English at G.C.E. 'O' level or equivalent.

### *Textbooks :*

W. E. K. Anderson: *The Written Word* (O.U.P.)

H. L. B. Moody: *Varieties of English* (Longman)

These may be obtained from the Hong Kong Book Centre, 25 Des Voeux Road Central.



# European Languages

*Staff Tutor : Duncan Macintosh, Telephone 5-456443*

## **Courses in Spanish Language.**

*Tutor : Rev. Father Eladio Neira, O.P., Ph.D. (Berkeley).*

*Days for all courses : Tuesdays and Thursdays.*

*Starting date for all courses : 25th October, 1979.*

*Place : Room 17, Extra-Mural Town Centre, Wing On Centre, 8/F.,  
111 Connaught Road Central.*

### **First Year**

Course No. **193.** 5.30-6.30 p.m. 50 meetings. **Fee: \$300**

Course No. **194.** 6.35-7.35 p.m. 50 meetings. **Fee: \$300**

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

*Enrolment limited to 30 persons per course.*

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

### **Second Year**

Course No. **195.** 7.40-8.40 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.*

# Geography & Geology

*Staff Tutors:* Owen H. H. Wong, Telephone 5-468161 Ext. 309  
John D. Young, Telephone 5-468161 Ext. 497

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

主 講 人：鈕柏榮先生、楊兆康先生、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 240 室。

時 間：一九七九年十月八日起每星期一下午八時十五分至九時卅分。（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。

*See also:*

## 138. New Ways in Geography: Lower Secondary Curriculum. (Page 50)

197. 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 240 室。

時 間：一九七九年十月八日起每星期一下午六時三十分至八時。  
（共八講，另二次野外考察及一次實習參觀）。

名 額：二十五人。

學 費：八十五元。

本課程為「香港自然地理野外考察」課程中礦物岩石部分的擴展，結合標本對香港的礦物與岩石作較為詳細的講授，並着重介紹鑑別方法。

主要內容為：礦物的定義，主要分類，形態及物理性質，香港主要金屬礦物及主要造岩礦物的分述及其肉眼鑑定。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，可優先取錄。

本課程適合中學教師，工程地質，珠寶鑑定，以及對岩石，礦物有興趣的人士選修。

198. 中國自然地理  
(The Physical Geography of China)

主 講 人：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 240 室。

時 間：一九七九年十月廿五日起每星期四下午六時三十分至八時  
（共八講）。

學 費：五十五元。

本課程的目的在於介紹中國自然地理的基本知識，其中包括中國的地理位置，行政分區。中國陸地的地質構造，岩層分佈。中國的山脈、高原、丘陵、平原、沙漠、河流、湖泊……等地形分佈。中國的礦產（黑色金屬、有色金屬、非金屬、石油、煤等礦岩），中國的地震及其分區。中國的氣候及土壤。中國主要風景區（杭州、桂林）的由來。

截止報名日期為十月十五日。

申請教育司署付還半費手續：凡政府，補助，或私立學校之地理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。

199. 都市計劃與土地利用：香港個案  
(Town Planning and Land Use: a Hong Kong Example)

主 講 人：高天明先生。

講授語言：粵語（輔以英語）。

地 點：香港大學紐魯詩樓 722 室。

時 間：一九七九年十月十二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。

都市化爲一個世界性現象，而有效地計劃使都市的土地作合理的利用和發展已成爲學術上和實用上的一個重要課題。本課程着重於以香港爲例介紹（一）都市計劃的原理、工具和方法；（二）都市計劃與土地利用的關係；和（三）香港城市的發展特徵和方向，並兼論新市鎮的發展。

本課程適合中學地理教師與都市計劃等有關專業人士選修。

200. **Geotechnical Methods: Recent Developments & their Applications in Modern Building Industry.** J. C. W. Lau, M.Sc. (Manc.), Ph.D. (London), C.Eng., M.I.C.E., M.I.Struct.E., M.H.K.I.E., F.G.S. and R. Fernie, B.Sc. (Heriot-Watt), C.Eng., M.I.C.E., M.I.H.E., F.G.S. *Alternate Saturdays, 9.30 a.m.-12.45 p.m., starting October 13, 1979. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 6 meetings.* **Fee: \$85**

The following topics will be discussed with the aim of providing practising Civil and Structural Engineers with up-to-date knowledge of recent trends in geotechnical engineering:

Site investigation techniques.

Rock mechanics: properties of intact rocks and their measurement, shear strength of jointed rocks.

Rock slope stability: rock joint survey and graphical presentation on stereonets, methods of slope stability analysis, theory and design of rock anchors.

Soil mechanics: properties of soils and their measurement.

Soil slope stability: limit equilibrium methods.

Infiltration theories: infiltration of rain water into unprotected slopes and its effect on slope stability, physics of unsaturated flow.

Earth pressures on retaining structures.

Dewatering: effects on buildings.

Modern stress-strain theories and computational methods: tensor notations, constitutive laws, introduction to finite element method, limit analyses. Implication of strain-softening in geotechnical engineering.

*Entry qualifications*: B.Sc. or equivalent in Engineering or related fields.

*Enrolment is limited to 30.*

# History

*Staff Tutors:* Owen H. H. Wong, Telephone 5-468161 Ext. 309  
John D. Young, Telephone 5-468161 Ext. 497

**201. China's Socio-economic Development: an Historical Perspective.** Alfred Lin, M.Phil. (H.K.), Ph.D. (London) and S. Y. Yim, M.A. (Ohio), Ph.D. candidate (Oxon). *Tuesdays, 6.15-8.15 p.m., starting October 2, 1979. Room 103, University Main Building. 10 meetings. Fee: \$85*

A broad economic survey of China, covering the span from 1600 A.D. to the present. The theme aims at an understanding of the burdens and prime movers of China's economic development. Topics selected for discussion include: the controversy over the sprouting of Chinese capitalism; the problems of population, land, taxation; the impact of the Western industrial system; the rise of Chinese-type industries; the question of modernization versus a socialist economy.

**202. Modern China: Intellectual Changes and Challenges.** Miss Elizabeth Sinn, M.Phil. (H.K.). *Thursdays, 6.15-7.45 p.m., starting October 4, 1979. Room 122, University Main Building. 6 meetings. Fee: \$55*

The main emphasis will be to examine the intellectual changes of late Ch'ing China, both in terms of a departure from the past, and as the prelude to the coming of Marxism-Leninism. Attention will be paid to the revival of the New Text School, and to the introduction of Western concepts such as democracy, nationalism and evolutionism. Key figures, including Feng Kuei-fen, Chang Chih-tung, Yen Fu, K'ang Yu-wei and Liang Ch'i-ch'ao, will be treated in terms of their impact on China's search for a solution to its national problems. Their ideas on modernization will also be discussed.

**203. Great Minds of Ancient China.** John D. Young, M.A., Ph.D. (UC Davis). *Fridays, 6.15-7.45 p.m., starting October 12, 1979. Room 230, Knowles Building, University of Hong Kong. 7 meetings. Fee: \$55*

The "great minds" of ancient China and their main philosophies are still of vital importance to modern China. Their ideas and teachings will be treated in their social and political contexts. The three major schools of thought, Confucianism, Taoism and Legalism will be studied in greater detail, with special attention given to the founders: Confucius, Lao Tzu and Hsun Tzu. The import of foreign ideas, noticeably Buddhism, and the Chinese response, will also be dealt with. No previous knowledge of Chinese history or philosophy is required.

**204. 中國歷代治亂因果及政制得失（七）：（民初至現代）**  
**(An Analysis of Chinese Historical Trends: Part VII)**

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十五號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月五日起每星期五下午六時五十分至八時二十分。（共十二講。計十八小時）。

學 費：六十五元。

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，由殷商開始至明清為第一至四期，清末為第五第六期，現代為第七期，為文史教師及對中國史有興趣者，提供新的資料。

申請教育司署付還學費手續：凡政府，補助，或私立學校之中國歷史科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。

如欲教育司署付還學費者，須於九月廿九日前報名。

*See also:*

- 52. **Introduction to the History of Western Art.** (Page 9)
- 307. 澳門的史蹟文物（第 136 頁）
- 326. **China and the United States.** (Page 149)

# Journalism & Communication

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

## 205. 新聞學文憑班 (Certificate in Journalism)

顧問：胡仙女士，O.B.E., J.P. (星島報業有限公司董事長)  
岑維休先生，C.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 (前大專會堂主任)  
唐碧川先生，M.B.E. (星島晚報總編輯)——首席主講人。  
李宜培先生 (星島出版社主編)  
宋郁文先生 (成報主編)  
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十八號室。(香港干諾道中一百一十一號永安中心八樓)。

時間：一九七九年十月十七日起每星期三下午六時十五分至八時卅分。(共四十四講，另加兩個星期日的實習與參觀)。

學費：三百八十元。

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：申請者須於九月廿九日以前，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。

## 206. 傳 播 學 導 論 (Mass Communication)

主 講 人：梁業昌先生（前大專會堂主任）。

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十五號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月十一日起每星期四下午七時四十分至九時十分。（共十二講）。

學 費：七十元。

在歐美許多大學、傳播學（或稱傳理學）已成爲必修課程之一，其目的爲運用科學方法，分析及研究傳播與人際間關係。此科對從事文化教育、社會工作、新聞事業、廣告及公共關係者，均會有很大的專業上的幫助。

討論的重點在於研究傳播媒介與社會的關係。範圍包括傳播的過程，傳播組織的特點，內容的控制及傳播媒介對政治、經濟及社會可能產生的影響，並會對傳播理論作初步的探討。

整個過程着重啟發性的討論，故只限收二十六人。

## 207. 廣 告 宣 傳 (Advertising Campaigns)

主 講 人：帥華基先生及其他廣告業專業人仕。

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十五號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月四日起每星期四下午六時至七時半。  
（共十二講）。

學 費：八十五元。

由於生活水準的不斷提高，廣告行業亦隨之而發達，對大眾的日常生活習慣、起居飲食都有顯著的影響，而廣告的最大發揮，就在宣傳技巧方面務求深入各行業、各階層，本課程的重點。亦在於介紹廣告學的觀念、理論，與實際宣傳時的特殊個案研究，使學員能從以下講授項目中充份掌握廣告宣傳的策劃與施行，廣告宣傳導論；廣告宣傳的策劃；市場策畧；廣告策畧；創作策畧；媒介策畧；推廣計劃；宣傳效果的檢討；新產品的介紹；對症下藥的宣傳計劃；增加推銷的宣傳計劃。

講授時將輔以幻燈片電影等。



## 208. 廣告設計實用技巧 (Advertising: Practical Techniques)

主 講 人：蔡克信先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心十五號室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年十月九日起每星期二下午七時四十五分至九時十五分。(共十四講)

學 費：八十五元。

名 額：三十二名。

廣告設計應用的範圍至廣，由日常活動的報導，學校社團通告與海報的編排，以至於商業用的各類廣告宣傳，都需要不同的技巧，將設計者的意念表達出來，再傳達到廣大的羣衆，發揮最高度的效力。

課程內容包括設計工具材料之運用、廣告創作過程與步驟、圖案、插畫之關係，中英文字處理，編排設計，背景之特別效果，印刷問題等常識。

本課程適合一般廣告業人仕、社團活動的負責人，學校的美術教師，及其他對此類設計有興趣人仕選修，而講授時則儘量深入淺出，使部份初學者易於入手。

## 209. 實用廣告攝影設計 (Photographic Design for Advertising)

主 講 人：蔡克信先生。

講授語言：粵語。

地 點：理論講座：香港大學校外課程部市區中心十五號室。(香港干諾道中一百一十一號永安中心八樓)。  
攝影及黑房講習(十月十七日起)：三影室(Studio 3)。  
(香港英皇道1044號福昌樓十樓 B22, B21 及九樓 B22)

時 間：一九七九年九月廿六日起每星期三下午六時至八時。  
(共二十講，計四十小時)。

學 費：二百七十五元。

名 額：十八人。

本課程爲一般喜愛美術、設計及攝影人仕而設。提供較爲深入之廣告設計技巧，而其中側重介紹攝影在設計上之運用。通過理論、欣賞、示範及實習，使學習更趨完善。習作包括一般平面印刷設計如商標、報紙廣告、海報、包裝紙及封面等。學員除了研習一般設計步驟、文字處理、編排設計、印刷常識、工具運用(如燈箱、特殊效果及顏色黏貼菲林、噴筆……)等外。並需大部份時間作拍攝及黑房沖晒實習。本課程內將會免費提供講義及各種專業攝影及黑房器材。但學員需自備少量消耗性材料如菲林、藥水等。

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

主 講 人：陳毓祥博士。

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十八號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年九月廿五日起每星期二下午六時十五分至七時四十五分。（共二十講）。

學 費：一百二十五元。

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，設計及估價；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。

## 211. 人際溝通與實用心理 (Practical Psychology in Human Communication)

主 講 人：陳毓祥博士。

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二十四號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年九月廿五日起每星期二下午八時至九時三十分。（共二十講）。

學 費：一百四十五元。

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。幫助學員去領略有效之傳播溝通技巧，從而解決個人及人際間的問題，討論範圍包括：

人際溝通處事分析。	人際溝通的領導問題。
人性理解。	人際溝通的羣體語言。
勸誘的傳播技巧與宣傳方法。	家庭成員的二十種溝通技巧。
人際間的相互吸引問題。	人際溝通問題中之適應性與不良
人際溝通與小組壓力。	心理反應。

本課程適合對傳播學有初步認識的學員選修，而對一般從事文化教育事業、社會工作及公共關係、又需進一步理解人際溝通的各項問題的人士，幫助尤大。

## 112. 表達的技巧 (Public Speaking)

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十五號室。（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月二日起每星期二下午六時至七時半。（共十二講）。

學 費：六十五元。

名 額：三十人。

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，兼分析古今各演講名家的成就作為範例。重點配合職業作上的實際需要。

本課程對傳播界、教育界、社會工作者及公關人仕有幫助外，對各項日常工作與社交會議場面，尤有啟發作用。

## 213. 理 辯 學 (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十八號室。（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月四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。

名 額：三十人。

「理辯學」實質上是「表達的技巧」之連續。學員最好先修「表達的技巧」或「表達與理辯」，但此非入學先決條件。課程重點在於理辯與勸導，特重心理學分析人類行為，理辯與社會關係，影响人類意見種種因素，及如何避免受不良影响。至於研討、辯論、訪問等場合之處理亦有詳及。範圍旁及大眾傳播群衆心理及與傳播有關之法律問題。課程內容理論與實際並重，語言、文字兼涉，與工商、教育、傳播等均有密切關係，重點配合職業上實際需求。

214. 電視的統籌、市場與作用  
(Television: Aspects of Management & Marketing)

主 講 人：呂淑琪小姐，M.A.(Chicago)。

講授語言：粵語（輔以英語）

地 點：香港大學校本部 141 室。

時 間：一九七九年十月十九日起每星期五下午七時十五分至八時四十五分。（共十講）。

學 費：六十五元。

名 額：二十五人。

電視是二十世紀七十年代最具影響力的大眾傳播媒介。但電視的發展需要科學化與企業化的管理及策劃，來面對激烈競爭與永遠變動的社會環境。本課程將會探討以下項目：

- （一）觀眾——看電視的慣性與方式；社會經濟狀況；
- （二）節目——不同類型節目的結構與內容；
- （三）節目的統籌——包括編排，新概念的發展，節目的壽命（Life Cycle）與節目宣傳；
- （四）廣告——收視率；
- （五）傳播學——調查的技巧與研究範圍；
- （六）電視與社會——暴力、婦女與世界的形象對兒童社會意識之影響；
- （七）電視行業的前景。

本課程適合電視工作從業員或對電視工作有興趣人士參加。

# 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.*

**215. 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 1, 1979. Room 725, 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.

**216. English Legal System.** A. H. Major, LL.B. (Wales), Solicitor, Crown Counsel, Legal Department. *Tuesdays, 6.15-7.45 p.m., starting September 18, 1979. Room 847, Knowles Building, University of Hong Kong. 20 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.

**217. Criminal Law.** M. K. Turnbull, LL.B. (Vic.), Assistant Director, Legal Aid Department. *Wednesdays, 6.15-7.45 p.m., starting September 19, 1979. Room 732, Knowles Building, University of Hong Kong. 20 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.

**218. Constitutional Law.** Clement Shum, LL.B. (H.K.), LL.M. (Lond.). *Thursdays, 6.15-7.45 p.m., starting September 20, 1979. Room 201, University Main Building. 20 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.

**219. Company Law.** Francis Cheung, LL.B. (London), Solicitor, Crown Counsel, Legal Department. *Wednesdays, 6.15-7.45 p.m., starting September 26, 1979. Room 725, Knowles Building, University of Hong Kong. 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.

**220. General Principles of English Law.** Arthur Leong, Barrister-at-Law (Middle Temple). *Fridays, 6.15-8.30 p.m., starting September 21, 1979, Room 743, Knowles Building, University of Hong Kong. 24 meetings.* **Fee: \$200**

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.

**221. 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), Senior Crown Counsel. *Mondays, 6.15-8.30 p.m., starting September 24, 1979. Room 732, Knowles Building, University of Hong Kong.* **Fee: \$140**  
16 meetings.

The course 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.

## LAW FOR LAYMEN

### 222. 銀行法概論 (Essentials of Banking Law)

主 講 人：陳倚文女士。

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二十五號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年九月二十四日起每星期一下午六時至八時。

學 費：七十元。

本課程共十講。旨在以簡易之方法，使市民與銀行僱員對香港銀行法例作基本認識。內容包括銀行與顧客之關係；商業貸款；扣押債務人在第三者手中之債權；儲蓄存款，支票及其他票據；銀行之責任和法律對銀行之保障；墊款之保證；抵押及其他債務擔保；商業信用等。

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

主 講 人：陳永泉先生，LL.B., B. Com, P.C.LL., D.B.A.

講授語言：粵語（輔以英語）。

地 點：香港大學校外課程部市區中心二十五號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：由一九七九年九月二十七日起每星期四下午六時至七時卅分。（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，僱傭案例。勞工賠償條例及最近提出之小額錢債審裁處法案等。

**224. 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二十五號室。（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月二日起每星期二下午六時至七時三十分。  
（共十講）。

學 費：五十元。

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，民事不法行爲的訴訟，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。



225. 住客與業主  
(Landlord and Tenant)

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十六號室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年十二月十一日起每星期二下午六時至七時三十分。(共八講)。

學 費：四十元。

本課程目的在使市民認識香港現行法律對業主及住客的保障，着重說明土地支配權及樓宇的買賣手續。

226. 家庭及婚姻法概論  
(An Introduction to Family Law)

主 講 人：伍傑齡先生。

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二十五號室。(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年十月三日起每星期三下午八時十五分至九時四十五分。(十二講)。

學 費：六十元。

本課程旨在以簡易之方法，使一般人士及社會工作者對香港家庭及婚姻法有所認識，內容包括家庭法的主旨，東西方的婚姻制度的比較。多妻制及一夫一妻制。香港婚姻制度的形式，無效的婚姻，可以無效的婚姻，分居及離婚，家庭的生活費，贍養費，認領孩童的手續，合法子女權。監管權等。

**227. Law for Social Workers.** J. M. Miller, LL.M. (Wellington), Senior Lecturer in Law, University of Hong Kong. *Wednesdays, 6.15-7.45 p.m., starting October 3, 1979. Room 230, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$120**

A course designed to provide social workers with a basic understanding of those aspects of the law that will assist them in the execution of their professional duties. It will include a survey of the function and nature of law; the structure and workings of the courts and tribunals; the rights and duties of a Hong Kong citizen. More specific treatment will be given to such topics related to the work of social workers as the custody and care of children, family law, probation services, protection of juveniles, social security, legal aid, employment, housing, the mentally ill, the handicapped, immigration, abortion, accident compensation and civil liberties.

The tutor, formerly a social worker, will also deal with topics, of particular interest to course members, brought up for discussion in class.

*See also :*

**183. Legal English.** (Page 72)

# Librarianship

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

**228. Certificate Course for Library Assistants.** *Mondays and Thursdays, 6.15-7.45 p.m., starting September 24, 1979. 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).

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

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

Lai Shu Tim, M.A. (HK), Dip. N.Z.L.S., Sub-Librarian, University of Hong Kong.

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

Liu Ching, B.A. (National Taiwan), M.A. (Taiwan Provincial Normal), Sub-Librarian, Chinese University of Hong Kong.

Quinn, Malcolm, LL.B. (Lond.), A.K.C., A.L.A., Deputy Librarian, University of Hong Kong.

Mrs. Yan, Angela S. W., B.A. (Boston), M.L.S. (Calif.), 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: April 1, 2, 3, 8, 9, 10, 1980.

(9 a.m.-12 noon; 2-5 p.m.)

May 3, 17, 1980. (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, 1979.

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 21, 1980.

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.

# Mathematics

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

**229. An Introduction to Calculus.** C. B. Spencer, B.Sc., Ph.D. (Liv.).  
*Wednesdays, 6.15-7.45 p.m., starting October 3, 1979. Room 743, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$80**

Almost everybody knows that the area of a circle is  $\pi r^2$ , but what precisely does this mean? What is the meaning of speed if the distance travelled is not proportional to time? Without a knowledge of calculus these quite natural questions are not easy to answer and yet many elementary mathematics courses omit this topic.

This course aims to fill this gap and to provide a fairly comprehensive working knowledge in calculus up to A-level standard. It is hoped the course will be helpful to both those involved with the teaching of calculus in schools and to beginners wishing to find out what it is all about.

*Syllabus :* Limits, rates of change; differentiation; kinematics; product, quotient and function of a function rules; definite and indefinite integrals, fundamental theorem of calculus; application to areas and volumes; implicit differentiation; logarithmic and exponential functions; logarithmic differentiation; rates of reaction; trigonometric functions; methods of integration.

**230. New approaches to the teaching of Mathematics in Forms 4 & 5.** S. B. Teng, B.A., Cert.Ed., (H.K.), L. S. Ko, M.A., Cert.Ed., (H.K.), and K. C. Ng, B.Sc., Cert.Ed., (H.K.), Dip.Ed. Guidance (Manc.).  
*Fridays, 6.15-7.45 p.m., starting September 28, 1979. Room 732, Knowles Building, University of Hong Kong. 18 meetings.* **Fee: \$110**

A new syllabus in mathematics for Forms 4 and 5 was introduced into the secondary school curriculum in 1978. It is the sequel of the common-core mathematics curriculum now being followed by many schools. The course is designed to help non-specialist teachers of mathematics who are called upon to teach this syllabus.

Besides providing teachers with an insight into the philosophy guiding the design of this syllabus, the course will also deal with the content, principles and methods of teaching the subject. Emphasis will be on numerical methods, statistics, history of mathematics, recreational mathematics and the use of electronic calculators in the classroom. Simple experiments, suitable for students, will also be demonstrated.

*Closing date for applications :* September 19, 1979.

**Fee Refund:** Teachers of Mathematics in Secondary Schools may apply for a full 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.

**231. 小學數學教學**  
**(The Teaching of Mathematics in Primary Schools)**

主 講 人：畢堅先生；馮源先生。

講授語言：粵語。

地 點：香港北角百福道數學教學中心。  
( 112 號隧道巴士北角總站 )。

時 間：一九七九年九月二十八日起每星期五下午七時至九時。  
( 共十二講 )。

學 費：八十元。

本課程旨在對小學數學教學作較深入研討。講題包括現行小學數學課程之介紹，分數、小數、統計圖、及應用題之教學，量度活動之安排等。參加者宜為現職小學教師。

截止報名日期：一九七九年九月二十一日。

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 :*

**90. Management Mathematics. (Page 26).**

**114. Intermediate Statistics for Mathematics Teachers. (Page 37)**

# Music

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

**232. Certificate Course in Musicology.** Mondays, 6.15-7.45 p.m. 8.00-9.00 p.m., Thursdays, 7.40-9.10 p.m., starting October 8, 1979. New Wing, 1/F., St. John's College, University of Hong Kong, Pokfulam Road, Hong Kong. (Adjacent to Nos. 23 & 103 Bus Terminus).

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 Aesthetics of Music, Chinese Music Studies, History of Western Music (from Antiquity to Renaissance; from Baroque to Classicism; & from Romanticism to Contemporary Music), Musical Acoustics and Psychology, Theory of Music (Advanced Harmony; Choral Idiom; Free Counterpoint & Orchestration), and Structure and Analysis. In the first term, three courses will be offered, i.e., Course Nos. 233 to 235. 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., F.I.L., F.R.S.A.

*Fee* : \$580 (1st year) and \$380 (second year), including examination fee.

*Closing date for applications* : September 14, 1979.

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

Further details are available upon request.

233. 西洋音樂史：從古代到文藝復興  
(History of Western Music: from Antiquity to the Renaissance)

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

講授語言：粵語。（輔以英語）。

地 點：香港薄扶林道香港大學聖約翰學院新翼一樓（23和103號  
巴士總站側）。

時 間：一九七九年十月八日起，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。

從遠古到公元二百年左右，有關西洋音樂史的記載幾乎一片空白，主要的原因是由於缺乏適當的記譜方法、缺少音樂文章和著作。音樂史學者唯有借助於文明古國如中國和印度等國的音樂史以及古代樂器之研究所取得的資料，來推測、聯繫、探討這個時期的音樂發展情況。但收獲也極為有限。

在公元二百年到一千三百年這一千多年裏，宗教音樂統治整個歐洲的音樂發展。這個時期的音樂都是一些單旋律樂曲，如不分小節無伴奏的《素歌》Plain Song/Plain Chant、《葛雷哥里恩歌》Gregorian Chant 以無伴奏齊唱歌曲 Cantus Planus。其實這些只是名稱雖異內容相似之宗教音樂。古代的非宗教的民間音樂由於沒有像宗教音樂有教堂加以保存，以致全部湮沒，點滴不存。中世紀“吟遊詩人”對傳播、保存民間音樂，居功至偉。

第九世紀開始萌芽的複音音樂是西洋音樂史上的一個大突破，影響後來近千年的發展。所謂“複音音樂”，也就是衝出單旋律觀念束縛的多旋律音樂。公元八百年至一千二百年是複音音樂的萌芽、發展期間，亦有人稱之為“舊藝術”Ars Antiqua（第十二、十三世紀），其主要形式是平行旋律的樂曲 Organum。

到了十四世紀，一個“新藝術”運動 Ars Nova 席捲整個歐洲。受到當時文學和繪畫的影響，“新藝術”表現在音樂作品的風格主要是非宗教音樂之興盛；卡農 Canon 之廣泛流行；更為自由的節奏；二部、三部以致四部對位之廣泛應用；旋律更為流暢；和聲更為豐滿、更注重和諧效果等等。

聲樂樂曲之創作到了文藝復興全盛時期的第十六世紀，已達到登峯造極、空前絕後的境界，因此音樂史學者稱這個時期為“複音音樂之黃金時代”。這個時期的宗教音樂仍然操縱在天主教手裏，而非宗教音樂則由貴族贊助發揚。器樂樂曲開始有其獨特的風格，音樂印刷業亦開始蓬勃發展。這些都推動了音樂創作、演奏和傳播。

本課程將討論上述各時期之西洋音樂發展。



234. 自由對位法  
(Free Counterpoint)

主 講 人：黃育義先生。

講授語言：粵語。（輔以英語）。

地 點：香港薄扶林道香港大學聖約翰學院新翼一樓（103與23號巴士總站隔隣）。

時 間：一九七九年十月八日起每星期一下午八時至九時。（共十二講）。

學 費：六十五元。

對位法為寫作的一種技巧，亦對音樂有更深入認識的途徑；本課程將提供自由對位是應熟習的基本技巧。課程範圍包括旋律寫作、旋律結合、和聲外音（Unessential notes）的運用、花巧（paraphrasing）、動機的發揮（Development of the motif）等問題，並着重材料的分析，與課外的習作。

學員應具備起碼的和音根底或相當的樂理程度。

235. **Advanced Harmony.** Yau Dick-chung, B.M. (McGill). *Thursdays, 7.40-9.10 p.m., starting October 11, 1979. New Wing, 1/F., St. John's College, University of Hong Kong, Pokfulam Road, Hong Kong. (Adjacent to Nos. 23 & 103 Bus Terminus). 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 in the rudiments of music and elementary harmony, and should be well-versed in key-relationships and enharmonic exchange.

## 236. 欣賞音樂的技巧 (How to Appreciate Music)

主講人：呂淑琪小姐，M.A. (Chicago)。

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：一九七九年十月三日起每星期三下午七時四十分至九時十分。（共十二講）。

學費：七十五元。

名額：三十五人。

不同的文化在不同的背景與歷史時期都有它們的音樂產品。究竟我們怎樣分辨及欣賞不同類型的音樂呢？比方說，印度音樂、史蒂芬斯基 (Stravinsky) 的“春之祭” (Rite of Spring) 及的士够格 (disco Sound) 都是充滿節奏感的音樂，但它們在音樂的結構與表達方面都流露出不同的特性，在聽覺上也分別給予人不同的感受，又比方說，十九世紀的歐洲音樂，一般的民謠，以至流行樂（如“半斤八兩”）都要比二十世紀的“藝術”音樂容易上口及接受，其原因原理究竟何在？

本課程將會嘗試從音樂的基本結構——即密度 (texture)，節奏，音色 (timbre)，旋律 (pitch organization)，和聲等比重和組合來解釋音樂的多元化及其對聽覺的影響。所聽及分析的音樂包括古今中外的“藝術”及民間音樂。

本課程適合中小學音樂教師及音樂愛好者參加。

## 237. 音樂治療 (Music Therapy)

主 講 人：陳崇泰先生，A.I.E. (Mus. Therapy), F.T.C.L., L. Mus.,  
T.C.L., L.R.S.M., L.T.C.L.

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：一九七九年十月三日起每星期三下午六時至七時半。（共  
十講）。

學 費：六十五元。

名 額：四十人。

音樂除供娛樂及學術研究外，可「陶冶性情」。「陶冶性情」即「音樂治療」(Music Therapy)之一。音樂俱有多方面「治療」如增進個人思維力，集中力，身體活動力，控制與合作，適應社會能力，引導正確情緒發展及人生觀等。

提倡「音樂治療」國家包括英、美、荷、比、瑞、西德、澳洲及日本，認為「音樂治療」與社會問題關係密切，功效良好。本港社會進步，而音樂教育亦日漸普及，「音樂治療」需求必日趨重要。

「音樂治療」效用深入教育、醫療及社會工作，故凡有志從事該方面音樂工作者，各類學校音樂教師，普通科教師、醫療及社會工作員，而對音樂有認識者，均歡迎參加。

課程包括「音樂治療」之範圍、原理、實踐，音樂原素之「治療」分析，音樂教育之價值，「特殊教育」之「音樂治療」，音樂在醫療上用途，「音樂治療」用於社會問題等。

### 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。

**238. 西方合唱音樂指揮**  
**(Western Choral Music & Choral Conducting)**

主 講 人：莫錫珊女士，A.R.C.M., F.T.C.L.

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：一九七九年十月五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：七十五元。

名 額：四十人。（其中至少十五名男聲）。

沿西方合唱音樂發展史，介紹：中世紀，文藝復興，巴羅克，古典派，浪漫派，1914年至今各時期合唱歌曲。並以實際練習合唱過程，討論指揮法及歌曲處理。

參加者應具有讀譜能力。

**239. 高級聲樂**  
**(Vocal Singing: Advanced Level)**

主 講 人：潘志清女士，L.T.S.C.

講授語言：粵語（輔以英語）。

地 點：香港般含道六十七號聖保羅男書院音樂室。

時 間：一九七九年十月五日起每星期五下午六時至七時三十分。（共十講）。

學 費：一百四十五元。

名 額：十二人。

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。本課只供會進修部春季之中級聲樂（二）之學員選讀。

240. 幼兒音樂舞蹈  
(Music & Dance for Pre-school Children)

主 講 人：羅玉琪女士，A.R.C.M.  
鄧孟妮女士，Dip. R.B.S., A.I.Chor., A.I.S.T.D.

講授語言：粵語。

地 點：香港薄扶林道香港大學聖約翰學院新翼一樓。（103號與23號巴士總站隔鄰）。

時 間：一九七九年十月十一日起每星期四下午六時至七時半。  
（共十二講）。

學 費：一百二十五元。

名 額：二十五人。

截止報名日期：九月二十九日。

擔任教導幼兒音樂與舞蹈課程，導師需要有專業訓練的知識。

本課程特別為幼兒教師提供以下有關的專業訓練資料：——藝術的概念，藝術與現實生活的關係；音樂與舞蹈，作為表達思想、情感的媒介；利用音樂與舞蹈幫助兒童增加想像力；利用節拍、旋律，加上動作及步法，將情感投入音樂舞蹈；熟習音譜詠唱；基本節奏的認識；如何活用音譜詠唱（簡短的旋律），配合上有變化的節奏，令兒童對音樂有實踐及活用的體驗；鼓勵兒童運用聯想力分辨音樂的情調；將音樂與舞蹈化為兒童日常生活的一部份。

學員若連續缺課兩次，而無法以書面提出缺課理由，將被請退學，本部有權挑選學員入學。

# Oriental Languages

*Staff Tutors:* Owen H. H. Wong, Telephone 5-468161 Ext. 309  
John D. Young, Telephone 5-468161 Ext. 497

*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

**241. Introductory Mandarin.** Tyrone S. C. Wang, B.A. (Yen-Ching), formerly Language Tutor, University of Hong Kong. *Tuesdays and Fridays, 6.15-7.30 p.m., starting September 25, 1979. 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).

**242. 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 2, 1979. Room 248, Knowles Building, University of Hong Kong. 30 meetings.* **Fee: \$300**

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 10 persons.*

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

**243. Higher Mandarin & Character Learning.** Tyrone S. C. Wang, B.A. (Yen-Ching), formerly Language Tutor, University of Hong Kong. *Wednesdays, 7.40-8.40 p.m., starting October 3, 1979. Room 248, Knowles Building, University of Hong Kong. 30 meetings.* **Fee: \$350**

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 8 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。

### 244. 基本普通話（國語） (Basic Putonghua)

主 講 人：黎萍女士。

講授語言：普通話。

地 點：香港大學校外課程部市中心十八號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年九月二十四日起每星期一下午七時卅五分至十時。（共十九講，計四十六小時）。

學 費：一百七十元。

**245. 基本普通話（國語）**  
**(Basic Putonghua)**

主 講 人：支宇濤先生。

講授語言：普通話。

地 點：香港大學校外課程部市區中心十八號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年九月二十七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：一百七十元。

**246. 基本普通話（國語）**  
**(Basic Putonghua)**

主 講 人：支宇濤先生。

講授語言：普通話。

地 點：九龍尖沙咀柯士甸道一百六十二號聖瑪利書院三十三號課室。  
（入口處在金巴利道與柯甸路交界處）。

時 間：一九七九年九月廿六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：一百七十元。

**247. 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：香港般含道英皇書院五號室。

時 間：一九七九年九月廿八日起每星期五下午六時十五分至八時四十五分。  
（共十八講，計四十五小時）。

學 費：一百七十元。

名 額：限收二十五人。



248. 基本普通話（國語）（小組學習）  
(Basic Putonghua)

主 講 人：張丹女士。

講授語言：普通話。

地 點：香港大學校外課程部市區中心廿四號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月三日起每星期三下午七時三十分至十時正。（共十八講，計四十五小時）。

學 費：二百元。

名 額：限收二十人。

249. 基本普通話（國語）  
(Basic Putonghua)

主 講 人：黃潔心女士。

講授語言：普通話。

地 點：香港般含道英皇書院五號室。

時 間：一九七九年十月三日起每星期三下午六時三十分至九時。  
（共十八講，計四十五小時）。

學 費：一百七十元。

250. 基本普通話（國語）  
(Basic Putonghua)

主 講 人：張丹女士。

講授語言：普通話。

地 點：香港大學校外課程部市區中心十八號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月五日起每星期二及五下午四時至五時半。  
（共三十講，計四十五小時）。

學 費：一百七十元。

## 中級普通話（國語） (Intermediate Putonghua)

整個課程共四十二小時，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，而結業考試及格者，將獲本部頒發之中級普通話合格證明書。

教材由本部供應。

### 251. 中級普通話（國語） (Intermediate Putonghua)

主 講 人：黎萍女士。

講授語言：普通話。

地 點：香港大學校外課程部市區中心二十四號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月五日起每星期五下午七時四十分至十時。  
（共十八講，計四十二小時）。

學 費：一百八十五元。（包括考試費十元）。

名 額：限收二十人。

### 252. 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：香港般舍道英皇書院五號室。

時 間：一九七九年十月四日起每星期四下午六時十五分至八時廿五分。（共二十講，計四十二小時）。

學 費：一百六十元（包括考試費十元）。

名 額：限收二十五人。

### 253. 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：香港大學校本部 122 室。

時 間：一九七九年十月二日起每星期二下午七時十五分至九時廿五分。（共十八講，計四十二小時）。

學 費：一百六十元（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。

### 254. 高級普通話 (Advanced Putonghua)

主 講 人：黎萍女士。

講授語言：普通話。

地 點：香港大學校外課程部市區中心廿四號室。（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月四日起每星期四下午六時至八時十分。  
（共二十講）。

學 費：一百六十元（包括考試費十元）。

名 額：限收二十人。

### 255. 高級普通話 (Advanced Putonghua)

主 講 人：張丹女士。

講授語言：普通話。

地 點：香港大學校本部 121 室。

時 間：一九七九年十月五日起每星期五下午七時十五分至九時廿五分（共二十講）。

學 費：一百六十元（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。

**256. 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：香港大學鈕魯詩樓二百三十一號室。

時 間：一九七九年十月八日起每星期一下午七時十五分至八時四十五分。（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：限收十八人。

**257. 語音運用和普通話朗誦藝術**  
**(Putonghua: Phonology and the Art of Chinese-speaking)**

主 講 人：王潔心女士。

講授語言：普通話。

地 點：香港大學鈕魯詩樓二百二十八號室。

時 間：一九七九年九月廿八日起每星期五下午七時半至九時正。（共十二講）。

學 費：六十五元。

名 額：限收二十七人。

語音學的功用，在於幫助我們學好標準音，從而推廣和發展漢民族的共同語文。在中國，普通話能夠成爲國定的標準語言，除了它流行地區廣大的有利客觀條件之外，和它本身還具有一種豐富的音樂性的先天優點也不無關係。而最能表達這種優點的，便是朗誦。透過朗誦的形式，誦者能把普通話的天然優美韻律，發揮得淋漓盡致，成爲一種自娛娛人的聲音藝術。本課程的目的，即在幫助有志者在已有的普通話的語音基礎上作進一步的鑽研。使語音運用的技巧，由普通的「實用」進入經過藝術加工的「美化階段」。身爲語文教師的，更可在提高普通話標準及欣賞文學作品的雙重收穫外，作爲指導學生練習朗誦的參考。

本課程的內容，是參考各語音學專家的意見及結合本人歷年來訓練朗誦所得的實際經驗而成。包括語音的要點，語言的節律，怎樣練習朗誦，和朗誦實際舉例等。

## 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).

**258. 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 September 27, 1979. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 33 meetings.*

**Fee: \$285**

**259. Cantonese I.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Mondays and Thursdays, 6.15-7.30 p.m., starting September 24, 1979. Room 248, Knowles Building, University of Hong Kong. 40 meetings.*

**Fee: \$285**

**260. Cantonese I for Executives.** L. T. Tan, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays and Fridays 6.00-7.15 p.m., starting September 25, 1979. Room 24, Extra-Mural Town Centre, 8/F., Wing On Centre, III Connaught Road Central, Hong Kong. 40 meetings.*

**Fee: \$385**

*For small group instruction, enrolment is limited to 15.*

**261. Cantonese I.** K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Yale-in-China Chinese Language Centre. *Mondays and Thursdays, 6.10-7.25 p.m., starting September 24, 1979. 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: \$285**

*Enrolment is limited to 20.*

### *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.*

**262. Cantonese II for Executives.** L. T. Tan, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays, 5.50-7.20 p.m., starting October 3, 1979. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 20 meetings.*  
**Fee: \$385**

*For small group instruction, enrolment is limited to 8.*

**263. Cantonese II.** K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Yale-in-China Chinese Language Centre. *Tuesdays, 7.30-9.00 p.m., starting October 2, 1979. Room 24, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction Kimberly Road and Austin Avenue, parking space available). 20 meetings.*  
**Fee: \$285**

**264. 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 2, 1979. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 30 meetings.*  
**Fee: \$285**

**265. Cantonese II.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Mondays and Thursdays, 7.40-8.40 p.m., starting October 1, 1979. Room 248, Knowles Building, University of Hong Kong. 30 meetings.*  
**Fee: \$285**

*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).*

**266. Cantonese III.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays, 6.15-7.30 p.m., starting October 3, 1979. Room 248, Knowles Building, University of Hong Kong. 20 meetings.*  
**Fee: \$285**

## *Chinese Characters*

The study of Characters will include etymology of characters, vocabulary, and classical reference of idioms. Special effort will be made to give students practice in 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).

**267. Chinese Characters I.** Francis Sham, B.A. (Sun Yat-sen), *Wednesdays, 6.15-7.30 p.m., starting October 3, 1979. Room 228, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$250**

*Enrolment is limited to 12.*

**268. Chinese Characters I.** Francis Sham, B.A. (Sun Yat-sen). *Wednesdays, 2.00-3.30 p.m., starting October 3, 1979. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 17 meetings.* **Fee: \$250**

*Enrolment is limited to 12.*

**269. Chinese Characters II.** Francis Sham, B.A. (Sun Yat-sen). *Wednesdays, 7.40-8.40 p.m., starting October 3, 1979. Room 228, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$285**

*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，並曾在各大學校任教。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。

### 270. 初級日語 (Introductory Japanese)

**主講人：**陳劍豪學士。

**講授語言：**粵語。

**地點：**香港大學鈕魯詩樓四百一十八號室。

**時間：**一九七九年九月廿八日起每星期五下午六時十五分至八時四十五分（共二十講，計五十小時）。

**學費：**一百七十元。

（此課程將於一九八〇年春季重辦）。



**271. 初級日語**  
**(Introductory Japanese)**

主 講 人：楊慎豪學士。

講授語言：粵語。

地 點：香港大學鈕魯詩樓二百三十一號室。

時 間：一九七九年九月廿六日起星期三下午六時十五分至八時四十五分。（共二十講，計五十小時）。

學 費：一百七十元。

（此課程將於一九八〇年春季重辦）。

**272. 初級日語**  
**(Introductory Japanese)**

主 講 人：黃健雄碩士。

講授語言：粵語。

地 點：香港大學校外課程部市區中心十五號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年九月廿四日起每星期一及星期三下午八時至九時半。（共三十三講）。

學 費：一百七十元。

（此課程將於一九八〇年春季重辦）。

**273. 初級日語**  
**(Introductory Japanese)**

主 講 人：陳國森學士。

講授語言：粵語。

地 點：香港大學校外課程部市區中心十八號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年九月廿五日起每星期二及星期五下午七時五十分至九時二十分。（共三十三講）。

學 費：一百七十元。

（此課程將於一九八〇年春季重辦）。

**274. 初級日語**  
**(Introductory Japanese)**

主 講 人：劉鑑義碩士。

講授語言：粵語。

地 點：九龍柯士甸道一百六十二號。聖瑪利嘉諾撒女書院，三十三號課室。（入口處在金巴利道與柯士甸路交界處）。

時 間：一九七九年九月廿五日起每星期二及星期五下午六時十五分至七時半。（共四十講）。

學 費：一百七十元。

（此課程將於一九八〇年春季重辦）。

**275. 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：九龍柯士甸道一百六十二號，聖瑪利嘉諾撒女書院，三十三號課室。（入口處在金巴利道與柯士甸路交界處）。

時 間：一九七九年九月廿四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：一百七十元。

（此課程將於一九八〇年春季重辦）。

**276. 初級日語**  
**(Introductory Japanese)**

主 講 人：伍錦源碩士。

講授語言：粵語。

地 點：香港鰂魚涌太古城聖約翰男女書院一百〇三號室。

時 間：一九七九年九月廿四日起每星期一及星期四下午六時三十五分至七時五十分。（共四十講）。

學 費：一百七十元。

（此課程將於一九八〇年春季重辦）。

277. 初級日語  
(Introductory Japanese)

主 講 人 . 伍 錦 如 領 上 。

講 授 語 言 . 粵 語 。

地 點 . 香 港 綢 綉 邨 太 古 城 聖 約 翰 男 女 書 院 一 白 〇 三 號 室 。

時 間 . 一 九 七 九 年 九 月 日 四 日 起 每 星 期 一 及 星 期 四 下 午 八 時 至 九 時 十 五 分 。（ 共 四 十 講 ）。

學 費 . 一 百 七 十 元 。

（ 此 課 程 將 於 一 九 八 〇 年 春 季 重 辦 ）。

278. 初級日語  
(Introductory Japanese)

主 講 人 . 陳 友 贊 學 士 （ 香 港 人 學 語 言 中 心 兼 任 專 師 ） 。

講 授 語 言 . 粵 語 及 國 語 。

地 點 . 香 港 大 學 校 外 課 程 部 市 區 中 心 十 八 歲 室 。

（ 香 港 干 諾 道 中 一 百 一 十 一 號 永 安 中 心 八 樓 ）。

時 間 . 一 九 七 九 年 九 月 日 五 日 起 每 星 期 二 及 星 期 五 上 午 十 時 半 至 正 午 十 二 時 。（ 共 三 十 三 講 ）。

學 費 . 一 百 七 十 元 。

（ 此 課 程 將 於 一 九 八 〇 年 春 季 重 辦 ）。

279. 初級日語（小組學習）  
(Introductory Japanese)

主 講 人 . 劉 成 初 學 士 。

講 授 語 言 . 粵 語 。

地 點 . 香 港 大 學 校 外 課 程 部 市 區 中 心 二 十 四 號 室 。

（ 香 港 干 諾 道 中 一 百 一 十 一 號 永 安 中 心 八 樓 ）。

時 間 . 一 九 七 九 年 九 月 日 四 日 起 每 星 期 一 下 午 六 時 十 五 分 至 八 時 四 十 五 分 。（ 共 二 十 講 ， 計 五 十 小 時 ）。

學 費 . 二 百 二 十 五 元 。

名 額 . 二 十 名 。

（ 此 課 程 將 於 一 九 八 〇 年 春 季 重 辦 ）。

**初級日語班課本：**日本語（國際學友會日本語學校編）  
（ 可 到 香 港 圖 書 中 心 ， 南 天 書 局 及 金 巴 利 道 智 原 書 局 等 地 購 買 ）

**280. 初級日語  
(Introductory Japanese)**

主 講 人：劉成初學士。

講授語言：粵語。

地 點：香港大學鈕魯詩樓四百一十八號室。

時 間：一九七九年九月廿五日起每星期二下午六時三十分至九時。（共二十講，計五十小時。）

學 費：一百七十元。

（此課程將於一九八〇年春季重辦）。

**281. 中級日語  
(Intermediate Japanese)**

主 講 人：劉鑑義碩士。

講授語言：粵語及日語。

地 點：九龍柯士甸道一百六十二號，聖瑪利嘉諾撒女書院，三十三號課室。（入口處在金巴利道與柯士甸路交界處）。

時 間：一九七九年九月廿五日起每星期二及星期五下午七時四十五分至九時。（共四十講）。

學 費：一百八十五元。

（此課程將於一九八〇年春季重辦）。

**282. 中級日語  
(Intermediate Japanese)**

主 講 人：陳效贊學士（香港大學語言中心兼任導師）

講授語言：日語及國語。

地 點：香港大學校外課程部市區中心十八號室。（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年九月廿四日起每星期一及星期四上午十時半至正午十二時。（共三十三講）。

學 費：一百八十五元。

（此課程將於一九八〇年春季重辦）。

283. 中級日語  
(Intermediate Japanese)

主 講 人：黃健雄碩士。

講授語言：日語及粵語。

地 點：香港大學鈕魯詩樓二百三十一號室。

時 間：一九七九年九月廿七日起每星期四下午六時四十五分至九時十五分（共二十講）。

學 費：一百八十五元。

（此課程將於一九八〇年春季重辦）。

284. 中級日語  
(Intermediate Japanese)

主 講 人：陳劍豪學士。

講授語言：日語及粵語。

地 點：香港大學校本部 103 室。

時 間：一九七九年九月廿四日起每星期一下午六時十五分至八時四十五分（共二十講）。

學 費：一百八十五元。

（此課程將於一九八〇年春季重辦）。

285. 高級日語  
(Advanced 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：香港大學鈕魯詩樓四百一十八號室。

時 間：一九七九年九月廿四日起每星期一及星期四下午六時十五分至七時三十分。（共四十講）。

學 費：一百八十五元。

課 本：伊達政之編著：最新實用日語課本（香港第一日文專科學校發行）。另加補充教材。

（此課程將於一九八〇年春季重辦）。

286. 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：一九七九年九月廿四日起每星期一及星期四下午七時四十分至八時五十五分。（共四十講）。

學 費：一百八十五元。

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。

（此課程將於一九八〇年春季重辦）。

# Chinese Studies

*Staff Tutors*: Owen H. H. Wong, Telephone 5-468161 Ext. 309  
John D. Young, Telephone 5-468161 Ext. 497

**287. Aspects of Management in China.** Ronnie Chan, D.M.S., M.A. (C.N.A.A.), Eugene Cooper, Ph.D. (Columbia), Gordon Redding, Ph.D. (Manc.), Susan Rifkin, M.I.A. (Columbia), K. K. Tse, Ph.D. (Manc.) and John D. Young, Ph.D. (UC Davis). *Fridays, 6.15-7.45 p.m., starting October 5, 1979. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 7 meetings.* **Fee: \$75**

Since the founding of the People's Republic in 1949, management has been one of the most vital issues in China's search for successful modernization programs. To achieve the Maoist version of socialism in the most populous nation on earth presented problems of enormous proportions in the past. Exactly how the present leadership will "manage" those problems will be of great significance to developing countries planning the course of their own modernization programs. Equally important, the Chinese styles of management will also be of concern to countries seeking alternatives to their own managerial strategies.

The specific areas to be covered are the management of: (a) the agricultural sector, down to the commune level; (b) light and heavy industries; (c) social welfare programs such as national health plans; (d) financial and trade sectors; (e) old habits and customs considered feudalistic.

The question of the importation of Western know-how in the context of Chinese managerial beliefs will also be dealt with.

## 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。

## LITERATURE

### 288. 近三十年來的中國文學 (Contemporary Chinese Literature, 1949-1979)

主 講 人：劉文勇先生（職業作家、前國內大學講師）。

講授人言：粵語。

地 點：香港大學校外課程部市區中心十五號室。（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月二十日起每星期六下午四時十五分至五時四十五分。（共九講）。

學 費：五十元。

當前，世界上正掀起一個“中國熱”，香港一些對中國文學有興趣人士及國外有興趣研究和了解當代中國文藝情況的人士一樣，都想具體地了解一下中國文學近三十年的狀況及其發展趨勢，爲了滿足這種要求，本部特聘請曾在中國大學任教中國現代文學、中國當代文學十八年的劉文勇先生開設這門課程。主講人曾實際參與文學研究及創作，故對茅盾、巴金等老作家現況，與新作家的成長，至爲熟識。

本課程從客觀出發以忠於歷史的態度，全面地，系統地敘述三十年來（1949年7月—1979年7月），中國文學發展的情況，以敘述真實爲主，同時力圖公正地評價作家作品，科學地探討發展規律。因此，以後還將開設《文藝運動》、《作家作品研究》等課程。

本課程將概括地而又系統地介紹中國文學三十年的一個基本情況。其中包括：文藝路綫、文藝方針、政策、文藝創作方法、中國文聯的組織，作家作品情況，出版情況、文藝運動、文藝界的思想鬥爭情況，近兩年來的文藝思潮及“潮頭文學”的狀況，當前文藝動態及發展趨勢等。



## 289. 文學創作 (Creative Writing in Chinese Literature)

主 講 人：劉文勇先生（職業作家，前國內大學講師）。

講授語言：粵語。

地 點：香港大學校外課程部市區中心十五號室。（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月二十日起每星期六下午二時半至四時。  
（共九講）。

學 費：六十五元。

名 額：二十五人。

文學是人學。

隨着人類文化教育事業的發展，熱愛文學的人越來越多，不少人成爲文學的欣賞者；不少人還拿起筆來，進行創作，本課程是特爲本港的文學愛好者與文學教師而開設的。

講授內容，包括文學創作的一般原理，各種文學作品（小說、散文、詩歌、劇本）的特點、寫作方法等，着重講授小說的寫作方法和劇本的寫作方法。爲了提高學員的欣賞文學作品、分析文學作品的水平和寫作能力，本課程還精選出文學佳作，進行課堂討論，至於學員的佳作，將儘量予以介紹給報刊。

## 290. 中國現代文學 (Modern Chinese Literature)

主 講 人：黃繼持先生、袁立勳先生、黎活仁先生、羅潔湘小姐、盧瑋鑾小姐。

講授語言：粵語。

地 點：香港大學校本部 217 室。

時 間：一九七九年十月十六日起每星期二下午六時十五分至八時卅分。（共十八講）。

學 費：一百二十五元。

自五四運動至一九四九年期間的中國文學創作，多彩多姿，有繼承傳統的，亦有創新的，有接受西洋影响的，亦有帶東洋風格的；而文學理論與派系，更五花八門。本課程分作若干專題，各有專人講述該期的散文、新詩、戲劇及魯迅、茅盾等各家小說；除選讀欣賞個別作品之外，尚介紹有關作家的生平及最新的研究資料。

## 291. 中國現代戲劇的舞台藝術 (The Theatrical Art of Modern Chinese Drama)

主 講 人：黎萍女士、黎萱女士。

講授語言：粵語。

地 點：香港大會堂八樓南會議室。

時 間：一九七九年九月廿七日起每星期四下午七時至九時。（共八講，計十六小時）。

學 費：六十五元。

名 額：四十名。

近年香港的話劇演出，至為蓬勃，由社團以至各學校，都紛紛組織劇團，然而劇團的組織與演出，工作至為困難，由舞台的管理，編與導的工作，以至於藝員的表演，都需專業性的訓練，以下的項目，就是由戲劇的專業人士為各社團與學校的劇團組織人與成員提供系統性的基本戲劇知識。

- (一) 中國戲劇的淵源，發展及豐富性；
- (二) 中國話劇的形成及其發展；
- (三) 編劇、導演常識；
- (四) 從劇團的組成、管理到組織排練；
- (五) 演員的表演藝術：表演藝術的性質與特點；舞台表演與影視表演的區別；戲曲表演與話劇表演的區別；
- (六) 舞台美術、佈景、燈光在戲劇中的作用；
- (七) 音樂效果在戲劇中的作用；
- (八) 服裝、化裝、導具在戲劇中的作用。

## 292. 宋詩泛覽 (Sung 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十八號室。（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月八日起每星期一下午六時至七時卅分。（共十四講）。

學 費：八十五元。

唐詩雖稱極盛，宋詩繼起，祖述之餘，又能別開蹊徑，實亦不弱於唐。例如尚議論，以俚語入詩，固為宋詩之特色，而辭句之研鍊，典料之運用，亦何嘗不比唐人為更精到。以言作者，自以蘇（軾）陸（游）最為大家，而北宋之歐（陽修），梅（聖俞），王（安石），黃（庭堅）、二陳（師道與義）南宋之楊（萬里），范（成大），姜（夔），亦皆健者，騁馳爭先，笙簧並奏，如林佳作，足備揣摩矣。世之言詩者每尊唐而抑宋、而言宋文學者又每重詞而輕詩，實為一偏之論，未敢苟同。

293. 詩聯欣賞與作法(三)  
(Appreciation and Composition of Chinese Verse and Couplets)

主 講 人：陳本先生。

講授語言：粵語。

地 點：香港大會堂九樓演奏廳。

時 間：一九七九年九月二十八日起每星期五下午七時至八時。  
(共十六講)。

學 費：六十五元。

本課程共十六講，內分兩部門：(甲)對聯——聯語為我國民間通俗文學，亦為辭章學入門初步。選講歷代名聯，以資欣賞，並詳述各體聯語作法。以資隅反，並加習作，以臻實用之效。(乙)詩歌——詩為抒寫性靈之具，可以涵養心志，啟發人之善心。選講唐宋詩家之名作，擇其文成法立，言情寫景，易知易仿者，詳為解釋，並注重鍊字、造句、屬對押韻等，舉例為證，俾易得徑知門，藉增學者興趣。

凡未選修本課程第二輯者，亦可報名。

294. 中國文學史講話  
(Development of Chinese Literature)

主 講 人：袁效良先生(香港電台教育文化節目撰述員。)

講授語言：粵語。

地 點：香港大會堂八樓南會議室。

時 間：一九七九年九月廿四日起每星期一下午七時至八時。  
(共十二講)。

學 費：四十五元。

研究中國文學者，對於中國之文學發展，應該有所認識。歷朝代之名作者與名作品對文學思潮與源流之影響如何？亦有探討之必要。

本課程由古典文學研究到現代新文學，一方面分析古典文學之資料，一方面研究現代新文學之發展路向。以扼要方式講授，使學員於短期內對中國文學之發展及每時期之特色，能有一充份之認識。

# PHILOSOPHY

## 295. 中國哲學 (Chinese Philosophy)

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：一九七九年九月二十四日起每星期一下午八時至九時。  
(共十二講)。

學 費：四十五元。

中國哲學：精深博大，對社會人生之實效價值，早已引起全球學者所重視。此課程不但適合哲理思想及義理文學之愛好者，且對一般人之生活修養及智慧啟發有助。講解深入淺出，寓高深於趣味，初學易懂。選講範圍：

- (一) 周易，孔孟荀，老莊，墨子，列子，惠施，公孫龍子，韓非子，呂不韋。
- (二) 董仲舒，王充，劉劭，劉勰，韓愈，柳宗元。
- (三) 周張劭，二程，朱熹，陸九淵，王陽明。
- (四) 王船山，顏習齋，戴震，章實齋。
- (五) 康有為，梁啟超，陳獨秀，李大釗，魯迅，胡適。
- (六) 專題：先秦邏輯批判，中哲天命觀，批孔與儒法之爭，雜家與西方折衷主義，先秦諸子比較，玄學，道教，佛學，陰陽五行，中國無神論，中國各期各派思想與中外文化交流。

### 太古城校外課程

85. Management accounting.

156-157. Use of English.

276-277. 初 級 日 語

301. 中 國 書 法 藝 術

302. 中 國 花 鳥 蟲 魚 畫

296. 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：香港大學校外課程部市區中心十五號室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年十月一日起每星期一下午六時十五分至七時四十五分。(共十講，計十五小時)。

學 費：五十五元。

哲學一向被譽為「羣學之首」，「全體大用之學」，「科學之科學」。本課程通過哲學，幫助學員探索宇宙觀，人生觀及其他學術問題(如社政、神學、文學、美術、音樂等)並提供哲理基礎，使所研究之學術更富於深度和價值。並選若干要點作中西比較。

講述上避免一般人視哲學為畏途之枯燥艱澀，而務求深入淺出，人人可學。學理、實用、趣味兼顧。選講範圍：

- (一) 哲學之意義價值，神話藝術之哲理，中西美學。
- (二) 中西哲學特質比較，中西哲人論「人」。
- (三) 泰利士(首位哲人)到蘇格拉底，伯拉圖，亞里士多德。
- (四) 中古及近代哲人康德，謝林，菲希特，黑格爾。
- (五) 叔本華，尼采，存在主義。
- (六) 理性，經驗，唯物，唯心，實證，功利，進化，實用主義等。
- (七) 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。

297. 佛家大乘各宗要義(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十五號室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年十月十七日起每星期三下午六時廿分至七時五十分。(共十二講)。

學 費：六十五元。

佛家哲學課程已開辦多年，今期再以另一形式分宗講述現時流行於中國的大乘佛學。包括：(一) 印度龍猛系統的空宗；(二) 印度世親系統の有宗；(三) 中國人所創立的天台宗及華嚴宗；(四) 教外別傳的禪宗；(五) 著重實修的淨土宗及密宗；(六) 上述各宗現時發展的趨勢。

凡未選修課程第二輯者，亦可參加。

## ART & CULTURE

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

### 298. 陶藝雜誌 (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十五號室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年十月五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。

每次上課由學員提出陶瓷製品，即席共同評述其年代、製法、藝術價值與社會價值等；或用圖片、影片作專題演講，以闡述某一時代之中外陶藝。不論以前會否參加聽講者，皆可加入。

### 299. 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十五號室。(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年十月廿六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：五十五元。

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，亦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。

### 300. 中國古典書法的風格 (Classical Chinese Calligraphy)

主 講 人：徐達之先生。

講授語言：粵語（輔以國語）。

地 點：香港大學馮平山博物館三樓。

時 間：一九七九年十月十三日起每星期六下午四時十五分至五時四十五分。（共二十講，計三十小時）。

學 費：一百四十五元。

名 額：二十名。

本課程為適應對中國古典書法有研究與寫作興趣者而設。內容包括：  
（一）甲骨文的書法風格（二）金文的書法風格（三）大孟鼎與毛公鼎的金文風格（四）王孫鐘的書法風格（五）石刻文字的風格（六）石鼓文的風格（七）詛楚文的風格（八）泰山刻石與琅琊台刻石（九）繹山碑與會稽刻石（十）秦始皇詔版文字（十一）天發神讖的書法風格（十二）欣賞與研習同時並進。

### 301. 中國書法藝術 (The Art of Chinese Calligraphy)

主 講 人：徐達之先生。

講授語言：粵語（輔以國語）。

地 點：香港鯉魚涌太古城聖約翰男女書院 103 號室。

時 間：一九七九年十月十日起每星期三下午七時半至九時。  
（共二十講，計三十小時）。

學 費：一百四十五元。

名 額：二十人。

中國書法具有高度的藝術性，歷代國畫名家，多有良好的書法根基，才能臻於上乘。所謂「以書入畫始通神」。故書法不特有記事通信等實用價值，且有流傳不朽的藝術價值。

本課程特為有志研習中國書法藝術者而設，內容包括：（一）甲骨文的書法藝術。（二）鐘鼎文的書法藝術。（三）石鼓文的書法藝術。（四）小篆的書法藝術。（五）古隸的書法藝術。（六）八分書的藝術。（七）正楷的書法藝術。（八）行草書的藝術。（九）即席示範，批改習作。

附記：本季課程以古典書法藝術為重點，即以大篆小篆書法藝術為研習中心，佔十四講，古隸，八分，佔二講，正楷佔二講，行草書佔二講。

凡曾選修或未選修前期「應用書法」課程者，均可參加研習。

### 302. 中國花鳥蟲魚畫 (Flowers, Birds, Insects & Fish in Chinese Painting)

主 講 人：徐達之先生。

講授語言：粵語（輔以國語）。

地 點：香港鯉魚涌太古城聖約翰男女書院 103 號室。

時 間：一九七九年十月九日起每星期二下午七時三十分至九時。  
（共二十講，計三十小時）。

學 費：一百四十五元。

名 額：二十人。

中國花鳥蟲魚畫歷代均有專門研習，與山水畫人物畫成鼎立之勢，而其範圍至廣包羅花卉、翎毛、蔬果、昆蟲、魚蝦等水陸動物植物。

本課程將花鳥蟲魚畫法綜合研習，以期多姿多采，發揚國畫藝術精神。內容包括：（一）四季花卉。（二）蔬果清供。（三）禽鳥翎毛。（四）草蟲蜂蝶。（五）魚蝦蟹蚧。（六）花鳥配合構圖。（七）蔬果花卉配合構圖。（八）草蟲蜂蝶配合構圖。（九）魚蝦蟹配合構圖等。（十）即席示範批改習作。

附記：本季課程以花鳥畫為重點，佔十講，蔬果佔三講，草蟲佔三講，魚蝦蟹佔四講。

凡會選習花鳥畫課程或未曾選習者均可參加。

### 303. 國畫的人物與走獸 (Humans & Animals in Chinese Painting)

主 講 人：徐達之先生。

講授語言：粵語（輔以國語）。

地 點：香港大學馮平山博物館三樓。

時 間：一九七九年十月十三起每星期六下午二時半至四時。  
（共二十講，計三十小時）。

學 費：一百四十五元。

名 額：二十名。

本課程為適應對中國古代人物畫和現代人物畫，以及馬牛羊虎兔等走獸的描繪有研習興趣者設。內容包括：（一）白描人物畫。（二）潑墨人物畫。（三）古代美人畫。（四）現代仕女畫。（五）馬牛羊虎兔等走獸的古畫欣賞。（六）馬牛羊虎兔等個別描繪技法。（七）各類走獸畫的構圖。（八）即席示範批改習作。

附記：本課程以人物畫為重點，佔十二講，走獸畫佔八講。



#### 14. 水墨山水畫 (Chinese Landscape Ink Painting)

主 講 人：李撫虹先生。

講授語言：粵語。

地 點：香港大學馮平山博物館三樓。

時 間：一九七九年九月三十日起每星期日下午二時卅分至四時。  
(共二十講)。

學 費：一百四十五元。

名 額：二十名。

水墨畫在藝術上是中國畫最突出的特徵。其經過歷程較敷彩畫為晚，開端于南北朝，興起于唐代。其見諸山水畫中，尤為顯著，而更流行于現代。

本課在使學員對水墨山水畫獲致正確之認識和基本之技法。故對於水和墨的交融紙與筆的運用，而如何把其表現出乾濕濃淡、焦積破暈、和陰陽凸凹、深淺遠近、寒暖晦明，迷離漂渺、虛實顧盼的光彩與形態？莫不一一加以說明和示範。

#### 105. 篆刻藝術 (The Art of Seal Engraving)

主 講 人：陳秉昌先生。

陳正誠先生。

講授語言：粵語。

地 點：香港大學馮平山博物館三樓。

時 間：一九七九年十月七日起每星期日下午四時十五分至五時四十五分。(共十四講)。

學 費：九十元。

名 額：二十五名。

篆刻是我國特有的一種藝術，乃由文字，美術及雕刻三者結合而成，至今數千年來仍有欣賞及流傳之價值。本課程共分十四講，對理論、技術、石之種類等，分別詳為講解，作一整體之介紹，並作示範及放映幻燈片，以增加學者之認識與興趣，使在短期內能自作篆刻。

## LOCAL HISTORY

**306. Understanding Chinese Customs and Traditions.** Mrs. Nana Tsao, M.A., Dip.Ed. (HK). *Wednesdays, 10.00-11.30 a.m., starting September 26, 1979. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 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.

### **307. 澳門的史蹟文物 (The Culture & Historical Relics of Macau)**

主 講 人：余倫雄牧師。

講授語言：粵語。

地 點：香港大會堂九樓演奏廳。

時 間：一九七九年九月廿八日起每星期五下午八時至九時。  
(共十六講，計十六小時)。

學 費：六十五元。

遠在明朝末年，葡人已開始在澳門貿易，故澳門早已為西方人進入中國的門戶，亦為中西文化最早的交匯點，而遺下的古蹟文物，必多彩多姿，及後孫中山先生革命，以澳門為基地，民初的政治波動，日軍南侵，澳門隨而成為文人抗日人士的避難所。今將從以下各方面講授澳門早期面貌，另外安排一項旅行考察，以增加學員的興趣：

- (一) 早期澳門的對外關係。
- (二) 葡人的東來與在澳門的設置。
- (三) 葡人在澳門所築的重要砲台。
- (四) 天主教的傳入與澳門早期的教堂。(包括主教山與大山巴牌坊之史蹟)。
- (五) 澳門的開埠與城市的發展。
- (六) 澳門與中西文化交流。
- (七) 澳門與中國的革命政治活動。
- (八) 澳門的重要掌故與史蹟(如白鴿巢公園、蓮峯山、議事亭、白馬行、望廈村等等)。
- (九) 澳門的寺廟(普濟禪院、媽祖閣等等)。

## CERTIFICATE COURSES

### 308. 中國文學文憑班 (Certificate Course in Chinese Literature)

主 講 人：羅慷烈教授（香港大學中文系教授）  
陳炳良博士（香港大學中文系講師）。  
陳耀南博士（香港大學中文系講師）。  
黎活仁先生（香港大學中文系副講師）。  
單周堯先生（香港大學中文系講師）。  
黃繼持先生（香港中文大學中文系講師）。  
黃珮玉女士（前暨南大學中文系講師）。  
袁立勳先生（市政局職業話劇團高級助理經理）。  
羅潔湘小姐（香港大學中文系導師）。  
盧瑋鑾小姐（香港大學中文系導師）。

講授語言：粵語。

地 點：香港大學校本部 217 室。

時 間：一九七九年十月十六日起每星期二下午六時十五分至八時  
卅分。（共八十講，計一百八十小時，分兩年上課）。

學 費：第一年三百八十元，第二年三百元。

課程主旨：本課程為配合當前香港社會之實際需要，提高中文地位，  
及加深好學之士對中國文學之全面認識，特將大學之中國  
文學課程濃縮，使各員於短期內對中國歷代各體文學有系  
統而深入之體會。故本課程適合一般中學教師與有志研究  
中國文學之社會人士進修。

課程內容：（一）現代文學；（四）古典小說；  
（二）歷代文選；（五）詩詞選講；  
（三）古典戲曲；（六）文字學與音韻學。

入學資格：申請入學者至少應具備下列任何一項或一項以上資格：  
（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。  
（四）持有師範或教育學院畢業證書之中學中文教師。

名 額：二十五名。

報名手續：報名者應於申請表格內附學歷及工作經驗之詳情，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。截止報名日期為九  
月二十九日。凡由各機關學校保送前來就讀者，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。

申請教育司署付還部份學費手續：凡政府，補助，或私立學校之中文  
教師進修以上課程而欲教育司署支付學費一百元，可於接獲本部取錄函件後  
向教育司署申請。

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

主 講 人：徐士文博士，Ph.D. (Cantab.), F.I.L.,  
香港大學英文系高級講師。  
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 地：香港大學校本部二百一十七號室。

時 間：一九七九年十月廿二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：三百八十元。

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，純粹是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、標準、原則；漢英語法比較；漢語拼音與規範，英語專名的漢譯；語文、文化及其他有關問題。

（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；啟事、柬帖、通告、便條及其他報告等的翻譯。

入學手續：截止報名日期為九月廿九日，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。

# Philosophy & Psychology

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

**310. Israel Among the Nations.** Michael Collier, M.A. (Cantab.), Ph.D., Dip.Th., M.I.E.R.E., C.Eng. *Thursdays, 6.15-7.45 p.m., starting October 11, 1979. Room 229, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$70**

The story of Israel may be seen as a river—starting from an insignificant source in ancient Mesopotamia; flowing serenely through times of success and prosperity; sometimes drying up to a trickle under the onslaught of hostile neighbours; in some periods almost lost among the surrounding nations; yet eventually emptying into the great ocean to become a major current in world affairs.

These lectures will trace the history of Israel, and at the same time examine its applications to modern life and society. The course will be aimed mainly at those who see Israel as the seed-bed of Christianity, but the material will be relevant to all who are interested in the long history of this significant nation. Subjects to be discussed include: the early Hebrews, the periods in Egypt, Assyria and Babylon, occupation by Greeks and Romans, the writers of the Dead Sea Scrolls, and the founding of the modern state of Israel.

**311. Buddhism in Asia.** Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.). *Fridays, 6.00-7.30 p.m., starting September 28, 1979. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 10 meetings.* **Fee: \$70**

The important features of Buddhism will be introduced, and then the spread of this faith will be traced through South East Asia and the Far East. Topics to be covered include: the philosophical and religious climate of India at the time of the Buddha; the life and teachings of the Buddha; the evolution, tenets and iconography of Mahayana Buddhism; the development of Tantric Buddhism in India, Nepal and Tibet; the contributions of Ceylon to Buddhism; the role of Buddhism in Burma, Thailand and Cambodia; the nature of Buddhism in ancient Java and present day Bali; the major schools of Chinese and Japanese Buddhism, e.g. Pure Land and Zen. The lectures will be illustrated with slides where applicable.

**312. A Comparative Study of Chinese and Western Basic Attitudes.**  
Miss Margaret Ng, M.A. (H.K.), Ph.D. (Boston). *Mondays, 6.00-7.30 p.m., starting September 24, 1979. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 12 meetings.*

**Fee: \$85**

Do Chinese people and Westerners think very differently? What makes them react differently in a given situation? What are the bases of their judgement? Why do they find each other so incomprehensible? This course attempts to compare and contrast Chinese and Western attitudes towards such basic issues as the individual and society; human relationships; independence and responsibility; law and government; authority; moral obligations and material interest; science and humanity.

**313. 西洋哲學概論**  
**(An Introduction to Philosophy)**

主 講 人：劉國華先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心21號室。  
(香港干諾道中111號永安中心八樓)。

時 間：一九七九年十月十二日起每星期五下午七時四十五分至九時四十五分。(共十講)。

學 費：八十五元。

本課程旨在通過介紹西方歷史上較為著名及具影響力的思想，為在職青年提供一個哲學思考的入門，與及給予社會流行的價值念和生活模式提出一個反省。

為着講述上的方便，本課程將照傳統把哲學分成下列四個課題，依次由淺入深討論：政治哲學；倫理學；形上學；知識論。在課程結束時將予上列課題綜合和總結。

### 314. 邏輯謬誤趣談 (二) (An Appreciation of Logic)

主 講 人：黃展驥先生。

講授語言：粵語。

地 點：香港中環中央市場頂樓十號室。

時 間：一九七九年九月二十七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。

去年秋季我們曾辦邏輯謬誤趣談一課程，同學的反應很好，所以這學期另選一些趣味的故事，用以激發學習的動機和興趣，以訓練學員的思考、推理、分析等能力，使能以「基本邏輯學」及「謬誤學」的學理應用於求學、就業、及日常生活裏遇到的種種問題，適合於高中至大專程度人士，內容包括下列趣味故事：

天狗食日

物極必反

以形補形

白天鵝與黑天鵝

牛不耕田，非牛也

白馬非馬，鯨魚非魚

塞翁失馬，焉知非福

不薄之謂厚，不白之謂黑

官僚、社會公僕、政府官員

一朵雲加一朵雲等於一朵雲

「黃牛」「野豬」「黃獺」

「中」「外」的雙重標準。

### 315. 思想方法淺解 (The Art of Thinking)

主 講 人：黃展驥先生。

講授語言：粵語。

地 點：香港中環中央市場頂樓十號室。

時 間：一九七九年九月二十七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。

本課程的目的在培養批判的思考能力，題材深入淺出，大多採用自日常生活，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人士，內容包括：

避重就輕與片面之理

不當排斥

極端思考方式

擴大論點與縮小論點

概念混淆

一詞多義的謬誤與語法歧異的謬誤

詞語的籠統性、混合性、空無性

訴諸無知的謬誤

訴諸中庸的謬誤

**316. Introduction to Child Development.** Sylvia Opper, License (Geneva), Ph.D. (Cornell). *Thursdays, 6.15-7.45 p.m., starting October 11, 1979. Room 847, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$70**

Participants will be introduced to some of the basic concepts and findings in developmental psychology. The major characteristics of development will be traced from the pre-natal period through infancy, early and middle childhood to adolescence.

Topics to be discussed include: determinants of development; development of the sensory-motor abilities from birth to two years; physical development; language development; personality and social relations; intellectual and moral development.

**317. Educational Psychology: Teaching in a Bilingual Setting.** Farideh Salili, Ph.D. (Ill.). *Tuesdays, 6.15-7.45 p.m., starting October 2, 1979. Room 415, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$80**

There is growing concern for the difficulties in teaching and helping children learn in a bilingual setting. While this course does not aim at giving ready-made answers to the many problems thus arising, it intends to introduce the concepts of learning in educational psychology, and from there examine the possible solutions. Topics to be covered include: conceptual and theoretical models of educational psychology; specific approaches to instruction; motivation and achievement; development of language; some linguistic effects of bilingualism on the mental processes and learning; and implications of bilingualism on teaching. Guest speakers will be invited to share their experience with the class.

*Enrolment is limited to 30.*

*Closing date for applications: September 25, 1979.*

**Fee Refund:** Teachers who wish to attend this course may apply for a half 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.



**318. An Introduction to School Counselling and Guidance.** Saturdays, 9.00 a.m.-12.00 noon (plus one 1-day workshop and two 1½ day workshops), starting September 15, 1979. Students Counselling Unit, Pao Siu Loong Health Centre, Main Campus, University of Hong Kong. 18 meetings.

Fee: \$200 for Part I  
\$200 for Part II

*Tutors:* N. W. Briers, Senior Student Counsellor, University of Hong Kong.  
Peggy Miu (Mrs.), Student Counsellor, University of Hong Kong.  
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 them in any effective or meaningful way. This course is an attempt to provide some insight into the work of counselling for school teachers and administrators. Part I of the course introduces the scope, dynamics and underlying principles of school counselling while Part II deals with the principles and techniques of counselling and guidance in greater detail. Upon completing Part I, participants could proceed on to Part II, if they so wish.

Parts I & II consist of a series of lectures, discussion and practical sessions on 15 Saturday mornings plus 3 workshops. In order to make the best use of these sessions, participants are required to read a recommended text, while video taped materials will be used extensively to examine the application of the major theories in local context. The workshops use group experiences to promote self understanding & to assist participants in reaching the fullest possible involvement in the course itself. For this reason, participation in these workshops is a must.

*Recommended Text:* Susan Gilmore, *The Counsellor in Training*.

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

*Enrolment:* Part I will be limited to 32.

Part II will be limited to 24.

*Closing date for applications:* September 7, 1979.

**Fee Refund:** Teachers who wish to attend this course may apply for a half 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.

### 319. Workshop for Careers Teachers.

- Tutors:* Mr. Peter Fan, Careers Master, La Salle College.  
Mr. Jacland Lai, Deputy Headmaster (Students), Diocesan Boys' School.  
Miss N. P. Lee, Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong.  
Miss Ada Wong, Student Counsellor, University of Hong Kong.
- Time:* Saturdays, November 17, 1979, 9.30 a.m.-1.00 p.m.  
November 24, 1979, 9.30 a.m.-4.30 p.m.  
December 1, 1979, 9.30 a.m.-4.30 p.m.
- Place:* Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F.,  
111, Connaught Road Central, Hong Kong.
- Fee:* \$100

The workshop is designed for practising careers teachers. It aims at introducing the basic concepts of careers guidance, identifying the resources available, providing exercises on the practical aspects involved and examining the common administrative problems in fulfilling the additional responsibilities of a careers teacher. Admission is limited to one careers teacher from each school. A special application form for this course is available upon request.

All sessions will be conducted in Cantonese.

*Enrolment is limited to 30.*

*Closing date for applications:* November 10, 1979.

**Fee Refund:** Teachers who wish to attend this course may apply for a full 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.

**320. Jungian Psychology as a Resource for Modern Life.** Paul Clasper, Ph.D. (Union Theological Seminary, N.Y.C.), Senior Lecturer in Religion, Chinese University of Hong Kong. *Wednesdays, 6.00-7.30 p.m., starting October 10, 1979. Room 16, Extra-Mural Town Centre. Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 10 meetings.*

**Fee: \$70**

An introduction to the life and work of Carl Jung and his pioneer contribution to modern psychology. An examination of some of his major insights and applications to modern problems and quests: the relationship of the conscious to the unconscious; psychological types; the importance of dreams; the crises of the middle-years and the individuation process; contributions of Asian religions to world understanding. Jung's contributions to therapy, religious understanding, and the arts will be studied.

### 321. 了解你的孩童 (Understanding Your Children)

主 講 人：李昆生女士（紅蘋果月刊編輯）。  
方達怡女士。

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 16 號室。（香港干諾道中  
111 號永安中心八樓）。

時 間：由一九七九年十月十日起每星期三下午八時至九時三十分。  
（共十講）。

學 費：六十五元。

兒童在成長的過程中，常帶來父母不少歡欣，體驗，挑戰，和頭痛的問題；了解孩童實在是現代父母教育子女的秘訣。

緊張繁忙的都市生活常令父母，特別是在職父母對孩子入學和應付功課極為操心，甚致無閒兼顧能帶來孩童均衡發展的其他方面；因此本課程除了介紹兒童身心成長的過程和需要外，特別着重一般父母比較少留意的實際問題，例如：夫婦協調對教育孩子的重要性及影響；孩子的情緒；讀物、電視、宗教、朋友對孩子的影響；如何培養孩子的適應能力、興趣及嗜好；孩子與學校生活，合羣生活；克服孩子的恐懼心，建立他們的自信和克制力；管教；正視代溝和與孩子交往的態度等。

除講授及討論實例外，並有視覺教材及參觀，歡迎學員分享經驗。

### 322. 校內之教育及心理測驗 (Educational & Psychological Testing in Schools)

主 講 人：陳永昌博士。

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二十一號室。  
（香港干諾道中 111 號永安中心八樓）。

時 間：一九七九年十月五日起每星期五下午六時至七時三十分。  
（共十二講）。

學 費：八十元。

本課程旨在介紹中小學校使用之各類測驗技巧，改進測驗質素，闡釋測驗之基本功能；內容包括示範各類測驗之製作及樣本，學科及普通教育測驗，此外各主要心理測驗之應用及解說，亦在討論之列。

截止報名日期：一九七九年九月二十八日

申請教署付還半費手續：凡政府，補助或私立學校之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。

### 323. 心理學基本原理(二) (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二十一號室。（香港干諾道中 111 號永安中心八樓）。

時 間：一九七九年九月二十四日起每星期一下午七時四十五分至九時四十五分。（共十講）。

學 費：八十元。

這是基本心理學一課程的延續，目的是叫學員能對這學科有更全面性的認識；本課程除介紹有關理論外，並強調心理學在日常生活的應用。內容包括下列分題：

學習理論、方法及歷程

語言與思維

性格發展及理論

挫折，衝突，與適應

會修讀心理學基本原理的學員將被優先取錄。

### 324. 電影分析與觀眾心理 (Psychology at Work in Films)

主 講 人：李國松先生。

講授語言：粵語（輔以英語）。

地 點：香港大學鈕魯詩樓 847 室。

時 間：由一九七九年十月十日起每星期三下午六時十五分至七時四十五分。（共十講）。

學 費：七十元。

電影是相當普及的娛樂，跟社會上各方面的轉變例如市民的心態，生活方式經濟情況，都有密切的關係。

過去十年來在本港會流行過好幾類電影，而觀眾看電影的習慣也有改變。為着了解電影對我們，特別是在心理方面的影響，本課程選出好幾類電影，包括喜劇、色情片、打鬥片、文藝論理片等，透過電視錄影片段去分析各類片的結構，去了解電影如何吸引觀眾，如何促使觀眾去聯想，令他們投入，甚致導致他們行為和價值觀念上的轉變。

### 325. 工業心理學簡介 (Introduction to Industrial Psychology)

主 講 人：鄭偉謙先生。

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二十一號室。（香港干諾道中 111 號永安中心八樓）。

時 間：一九七九年十月十六日起每星期二下午七時四十五分至九時十五分。（共十二講）。

學 費：八十元。

本課程將介紹工業心理學的幾個基要概念，討論有關這學科的理論及其應用性。內容包括：心理與行爲；領導行爲與策畧；員工動機之闡析；工作團體的動力因素及溝通模式；心理在語言上之障礙；工作滿足感等。歡迎學員從工作經驗中提出實例，共同研討。

*See also:*

203. **Great Minds of Ancient China.** (Page 83)

295. 中國哲學（第 130 頁）

296. 西洋哲學與中國（第 131 頁）

297. 佛家大乘各宗要義（三）（第 131 頁）

# Political Science

*Staff Tutors*: Owen H. H. Wong, Telephone 5-468161 Ext. 309  
John D. Young, Telephone 5-468161 Ext. 497

**326. China and the United States.** Kenneth Chern, Ph.D. (Chicago), Jonathan Grant, M.A. (Washington), Betty P. T. Wei, B.A. (Bryn Mawr College), M.A. (NYU), Daniel Tretiak, Ph.D. (Stanford), Huang Chih-lien, M.A. (Harvard) and John D. Young, Ph.D. (UC Davis). *Wednesdays, 6.15-7.45 p.m., starting October 10, 1979. Room 121, University Main Building. 7 meetings.* **Fee: \$65**

Historically speaking, the relationship between China and the United States was in the form of a swinging pendulum, going from one extreme to the other. Viewed from one perspective, the two countries have benefited from cultural, philosophical, financial and diplomatic exchanges. On the other hand, it was not infrequent that the leaders of both nations saw it necessary to resort to violent confrontations. Our emphasis here will be to examine this "love and hate" relationship, its historical roots, and its present tendencies. Discussions will also touch upon the future relationship of the two countries, and how their interactions will affect the world political scene.

## **327. 中國社會主義建設問題 (Problems of Socialist Construction in China)**

主 講 人：謝家駒博士。

講授語言：粵語（輔以英語）。

地 點：香港大學校本部 122 室。

時 間：一九七九年十月三日起每星期三下午六時十五分至七時四十五分。（共八講）。

學 費：六十五元。

有關社會主義建設的方針與方法，影響了整個當代中國的命運，因此本課程的重點將集中分析中國社會主義建設中以下幾個重要問題：

- （一）新民主主義革命與社會主義革命性質上之基本分別；
- （二）農業合作化、集體化及公社化：背景、過程、矛盾；
- （三）大躍進抑是大躍退：政治、經濟政策之檢討；
- （四）文化大革命：根源、意義、評價；
- （五）階級鬥爭與無產階級專政：理論根據、現實意義；
- （六）四人幫與四個現代化。

328. 從韓戰到越戰：中國的內政與外交  
(Chinese Politics & Foreign Policy, 1949-79)

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十八號室。（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月十三日起每星期六下午二時四十分至四時十分。（共十講）。

學 費：六十五元。

中國的內政與外交，反映中國共產黨的馬克思列寧主義革命理論與實踐，對內實行民主專政，對外鼓動世界革命，中間又滲透與結合了國內外的反對修正主義，其具體發展過程究竟如何？講者將予以系統深入的介紹。講授範圍包括韓戰前後中國與蘇聯及西方的關係，毛澤東的外交路線，國內政治鬥爭與對外關係，文革期的強硬路線，反修正主義與反蘇的過程，政局的改變與乒乓外交，第三世界問題，越戰與東南亞，中美中日關係，新越戰的爆發。

# Science

*Staff Tutor* : D. R. Kemp, *Telephone* 5-468161 *Ext.* 551

## **Certificate Course in Digital Computer Programming.**

**329.** *Mondays and Thursdays*, M. S. Luk, B.Sc. (Special) (H.K.), Computer Officer, Computer Centre, University of Hong Kong. 6.15-7.15 p.m., 7.30-8.30 p.m., starting September 24, 1979, Room 721, Knowles Building, University of Hong Kong. **Fee: \$550** (including examination fee)

**330.** *Tuesdays and Fridays*, T. Y. Chen, B.Sc., M.Phil. (H.K.), M.Sc. (Lond.), D.I.C., M.B.C.S., M.A.C.M., Lecturer, Computer Centre, University of Hong Kong. 6.15-7.15 p.m., 7.30-8.30 p.m., starting September 25, 1979. Room 721, Knowles Building, University of Hong Kong. **Fee: \$550** (including examination fee)

**331.** *Tuesdays and Fridays*, P. T. Ho, B.Sc. (Eng.) (H.K.), Assistant Computer Officer, Computer Centre, University of Hong Kong. 6.15-7.15 p.m., 7.30-8.30 p.m., starting September 25, 1979. Room 725, Knowles Building, University of Hong Kong. **Fee: \$550** (including examination fee)

*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 technique 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*

Introduction: computer concepts; storage representation; problem definition and problem solving technique; flowchart.

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

Cobol: overview of the COBOL language; features of identification division, environment division, data division and procedure division; conditions and conditional statements; table handling technique; file processing concepts; structured programming; typical commercial system using COBOL; case studies.

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

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

*Closing date for application: September 15, 1979.*

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

**332. Basic Principles of Computer Systems.** F. T. Chan, B.Sc.,  
*Thursdays, 6.00-7.00 p.m., 7.15-8.15 p.m., starting September 20, 1979.*  
*Room 112, Chemistry Building, University of Hong Kong. 12 meetings.*

**Fee: \$100**

This course aims to provide an explanation of how computer systems operate. It is designed for people who have no previous knowledge of computers and is 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: the structure of a computer; input; storage; processing; control; output; data representation; binary arithmetic; algorithm; flowcharting; computer programming language; the nature of data processing systems; storage units; input/output units; method of processing.

**333. Programming Style and Documentation.** Lai Yee-ping, B.Sc. (University of Alberta). *Mondays, 6.15-7.15 p.m., 7.30-8.30 p.m., starting September 24, 1979. Room 230, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$150**

An intermediate course in computer programming using a high-level language such as COBOL, FORTRAN or PL/I. Most programmers know how to write programmes to solve problems, but few are able to present readable code. It is not uncommon to see working programmes that are difficult to understand, and are often confusing. This course is intended for those who have learnt the basic elements of programming and would like to know how programmes could be developed with style. Documentation, essential to every written programme, is also discussed. The syllabus will cover: Programming Style: computer approach to problem solving; top-down design: method of specifying an algorithm; design phase and coding phase; psuedo-code vs. flowcharts; psuedo-code to programme code mapping; structured, modular and egoless programming; advantages and disadvantages of GOTO statements. Examples illustrating the concepts will be drawn from COBOL, FORTRAN and PL/I programmes. Documentation: the need for programme documentation; in-programme documentation and supplements; flowcharts, psuedo-code, IBM HIPO diagrams; problems of putting comments in Assembler programmes.

**334. Digital Computer Organisation, Design and Engineering.** Lai Chee-yan, B.Sc. (H.K.), Cert.Ed., M.Sc. (Tech.) (Manchester), M.I.E.E.E., *Fridays, 6.30–8.30 p.m., starting September 21, 1979. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 25 meetings.* **Fee: \$220**

This course follows part of the syllabuses of Papers 'A' of the British Computer Society Parts I & II Examinations, and will be of special help to those who intend to sit for professional examinations or to take up a career in the computer field. Topics to be discussed will include:

Logic: advanced combinational logic techniques and minimization method.

A/D and D/A conversion.

System technology: information theory and codes, storage techniques, ROM, interrupt, interfacing.

Real-time, time-sharing, on-line and multiprocessing systems.

Peripheral technology: computer communications V.D.U., data-transmissions.

Computer architecture.

*Minimum Entry Qualifications:* applicants should have some basic knowledge of electronics and computers and preferably have completed an introductory course in computer programming and fundamental computer principles, for example the Extra-Mural course entitled "Basic Principles of Computer Systems", and/or "Fundamentals of Computer Systems and Data Processing". In addition applicants should have passes in Physics, Mathematics and English in the Hong Kong Certificate of Education Examination or equivalent.

**335. Analog and Digital Electronic Circuits.** Cheng Chung-chih, M.Sc. (Harvard), M.I.E.E.E., *Tuesdays 7.15–9.15 p.m., starting September 25, 1979. Room 229, Knowles Building, University of Hong Kong. 18 meetings.* **Fee: \$200**

This course is aimed at technicians in the field of semi conductors, electronics and microprocessors. Applicants should have a basic knowledge of electricity and electronics and preferably should have passed Physics at advanced level in the Hong Kong School Certificate of Education or equivalent.

The course includes an introduction to analog and digital electronic circuits; bipolar transistor and field-effect transistor models, two-port network representations, special purpose amplifiers, feedback concepts and techniques, the differential pair and integrated operational amplifiers, oscillators, wave generating and shaping circuits.

15. **The Sea Shore Ecology of Hong Kong.** B. S. Morton, B.Sc., Ph.D. (Lond.), Reader in Zoology, University of Hong Kong. *A one week residential field course at the Y.M.C.A. Hostel at Wu Kwai Sha, Tolo Harbour, from 4 p.m. Sunday, August 19, till 2 p.m. Saturday, August 25. Accommodation is in two or four bedded rooms.*

**Fee: \$425** (including accommodation and full board).

The course will comprise general lectures covering sea-shore ecology. There will be special lectures, followed by field trips to the following habitats: mangroves and mud flats; sand flats; cobble/crevices shores; exposed rocky shores and the coral subtidal. Field trips will be followed by laboratory sessions where the student will be encouraged to investigate for himself the floristic and faunistic components of each habitat.

This is an aquatic field course aimed specifically at local teachers of Biology of 4th, 5th and 6th forms. It should be of considerable help to those who will soon be teaching the new 6th form syllabus. It may also be of interest to others who wish to know more about Hong Kong's marine environment.

**Fee Refund:** Teachers of Biology in fourth, fifth and sixth forms may apply for a refund of \$150 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.

**336. Introduction to Entomology.** D. S. Hill, M.Sc., Ph.D., F.L.S., M.I. Biol., M.B.O.U., Senior Lecturer in Zoology, University of Hong Kong. *Mondays, 6.15-8.15 p.m., starting October 1, 1979. Northcote Science Building, Department of Zoology, Lecture Room 302 and Laboratory 212. 12 meetings.* **Fee: \$200**

This course is designed for anyone who wishes to learn more about the study of insects in general and the Hong Kong insect fauna in particular. It is particularly suitable for senior secondary school teachers. Each class will consist of a lecture followed by a practical session. The first four classes will be mainly concerned with collecting and preserving insect specimens. The identification and classification of insects, their anatomy, morphology, life history and development will also be considered. The remaining eight classes will include a systematic examination of the Class Insecta, stressing points of interest such as adaptations for a particular environment, important pests and beneficial species.

There will be 4 Saturday field trips (morning or whole day) to observe insects in their natural habitats and to make insect collections. The cost of the field trips is included in the course fee. Participants will be encouraged to make their own insect collections.

*Closing date for application: September 24, 1979.*

**Fee Refund:** Teachers of Biology in fourth, fifth and sixth forms may apply for a half-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.

**337. Flowering Plant Families: a Systematic Approach to Identifying Hong Kong Plants.** Miss Martha Dahlen, B.Sc. (Hort.). *Tuesdays, 6.15-7.15 p.m., starting October 2, 1979. Seminar Room, Ground floor, Northcote Science Building, University of Hong Kong. 8 meetings. Fee: \$60*

This course is intended for Biology teachers who must lead ecology field trips and for serious layman-naturalists who want to be able to identify plants. Family characteristics and methods of identifying plants will be stressed rather than memorizing names. The course will cover: the Classification System used in Hong Kong; what to look for in identifying plants; characteristics of the 10 major plant families in Hong Kong; how to use keys, floras and other references, how to make herbarium specimens for reference.

Class time will be divided between lectures and identification of fresh, local plant material. Students will be encouraged to bring in their own specimens to identify. References such as Bentham's *Flora of Hong Kong*, other regional floras, and herbarium specimens will be available for use.

*Closing date for application: September 25, 1979.*

**Fee Refund:** Teachers of Biology in fourth, fifth and sixth forms may apply for a full-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.

**338. Introduction to Birdwatching in Hong Kong.** Michael Webster, M.A., M.B.O.U., Chairman of the Hong Kong Bird Watching Society. *Thursdays, 6.15-7.15 p.m., starting September 27, 1979. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 10 meetings. Fee: \$60*

Increasing leisure is encouraging more and more people to go out into Hongkong's countryside, and natural history, especially birdwatching, is becoming more popular as a hobby. Over 370 species of birds have been recorded here, and at least 250 of these are recorded annually. This course is designed to introduce the newcomer and beginner to Hong Kong's bird life, and at the same time outline the part birds play in the balance of nature, and the part even amateurs can play in extending our knowledge; ornithology is one of the few sciences where there is still a need for amateurs. A guest lecturer will talk on some scientific aspects of ornithology. Two field meetings will be held.

**339. Drugs of Abuse.** Dennis M. F. Li, B.Sc., Ph.D. (Monash), Lecturer in Pharmacology, University of Hong Kong. *Thursdays, 7.30-9.00 p.m., starting September 27, 1979. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 10 meetings.*

**Fee: \$60**

This course is intended for those who are interested in the subject of drug abuse, which is one of the major social problems in the world today. Topics to be discussed include: types of drugs commonly abused, the pharmacology of these drugs, their adverse effects on people and on society, drug dependence, the phenomenon of tolerance, withdrawal syndrome, methods of detecting their use and possible causes of drug addiction.

*See also :*

- 96. **Computers in Business.** (Page 28)
- 135. **Biology for Junior Secondary Science Teachers.** (Page 49)
- 136. **Chemistry for Junior Secondary Science Teachers.** (Page 49)
- 137. **Physics for Junior Secondary Science Teachers.** (Page 49)
- 368. **Background to the Energy Crisis.** (Page 61)

# Medical Laboratory Science

*Staff Tutor : W. S. Ng, Telephone 5-468161 Ext. 551*

## **Advanced Courses in Medical Laboratory Science**

These are specialist courses on topics of current medical laboratory interest, in which particular attention will be paid to new techniques used in diagnostic laboratories. They are intended for post-Higher Certificate students in medical laboratory technology or medical laboratory scientists. The lectures are given by clinicians and scientists who are experts in their fields. Each lecture will be followed by relevant illustrations or demonstrations.

**340. Electrical Safety, Simple fault-finding and Maintenance of Electronic Equipment.** *Three Wednesdays, October 17, 24 and 31, 1979, 6.00-7.00 p.m. (lecture), 7.00-8.00 p.m. (demonstration when applicable). Lecture Theatre, Chemistry Building, Main University Compound.*

These evening sessions will be free for those students joining any one of the courses listed below. The first session will be on electrical safety. The topics to be discussed include individual responsibility for electrical safety in the laboratory, treatment of electrical shock, treatment of electric burns, mains cables, plugs, sockets and adaptors, fuses, earthing and double insulation. The other two sessions will be centred on simple fault-finding and the maintenance of electronic equipment and topics including electrical supplies to equipment, "black boxes", electromechanical devices, protective devices commonly used, maintenance responsibility of users, equipment used in electrical maintenance and simple fault-finding will be presented.

*Tutors :* L. S. Cornish, B.Sc. (Lond.), M.Phil. (H.K.), C.Eng., M.I.E.E., M.I.E.E.E., M.H.K.I.E., Electronics Engineer, Electronic Services Unit, University of Hong Kong.

S. H. Lau, C.E.I. (Lond. Pt. II), A.M.I.E.E., Assistant Electronics Engineer, Electronic Services Unit, University of Hong Kong.



**341. Evaluation of Methods in Clinical Chemistry.** *Wednesday, November 7, 1979, 6.00–8.00 p.m. Lecture Theatre, Old Pathology Building, Queen Mary Hospital Compound.* **Fee: \$40**

This session deals with certain practical problems in the routine clinical chemistry laboratory, which should concern beginners as well as more experienced clinical chemists. These problems include determining whether a routine method has developed trouble; procedures used in setting up new methods; and the evaluation of new instruments, with particular reference to automatic analysers.

*Tutor:* H. J. Lin, B.A. (Col.), M.Sc., D.Sc. (Harv.), Senior Hospital Biochemist, University of Hong Kong.

*Enrolment is limited to 40.*

**342. Aspiration Biopsy Cytology.** *Wednesday, November 14, 1979, 6.00–7.00 p.m. (lecture), 7.00–8.00 p.m. (demonstration). Lecture Theatre, Old Pathology Building, Queen Mary Hospital Compound.* **Fee: \$40**

Aspiration biopsy cytology has a wide application for the detection of palpable lesions in organs such as the breast, thyroid and the salivary gland where exfoliative cytology is not applicable. An introduction to this technique, its field of application and aims will be discussed. Particular emphasis will be placed on lesions of the breast, thyroid and their diagnostic features will be presented in detail.

*Tutor:* C. Yui-hsu, B.Sc. (St. John's), Dip. Med. (Shanghai), Clinical Pathologist, University of Hong Kong.

*Enrolment is restricted to 20.*

**343. Tests for White Cell Functions.** *Two Wednesdays, November 21 and 28, 1979, 6.00–7.00 p.m. (lecture), 7.00–8.00 p.m. (demonstration when applicable). Lecture Theatre, Old Pathology Building, Queen Mary Hospital Compound.* **Fee: \$50**

Recently, the role of a variety of distinct cell types in immune mechanisms in normal and diseased persons has become measurable in the clinical laboratory. The principles involved in tests for the functional activities of T- and B-lymphocytes, granulocytes and monocytes will be presented. Technical details in methodology will also be discussed.

*Tutors:* J. W. M. Lawton, M.D. (Adel.), M.R.C.P. (U.K.), Senior Lecturer in Pathology, University of Hong Kong.

B. M. Jones, M.Sc., Ph.D. (Wales), Hospital Immunologist, University of Hong Kong.

*Enrolment is limited to 30.*

**344. Serological Tests for Syphilis.** *Two Wednesdays, December 5 and 12, 1979, 6.00–7.00 p.m. (lecture), 7.00–8.00 p.m. (demonstration when applicable), Lecture Theatre, Old Pathology Building, Queen Mary Hospital Compound.* **Fee: \$50**

The content of this course will centre on those serological tests currently in use as aids in the diagnosis of syphilis. Particular emphasis will be placed on methodology and interpretation of these tests.

*Tutor:* S. K. Lee, F.I.M.L.S., Chief Technologist, Medical and Health Department, Institute of Pathology.

*Enrolment is limited to 30.*

*Closing date for applications for all courses: October 10, 1979.*

*Students wishing to attend all four courses may pay a composite fee of \$150.*

# Biomedical Science

*Staff Tutor: W. S. Ng, Telephone 5-468161 Ext. 551*

## Selected Topics in Physiology

These courses are aimed at graduate science teachers, nurses, physiotherapists and other medical and health workers who have some fundamental conception of Physiology and wish to further their knowledge in the following specialized aspects.

**345. Endocrinology.** *Wednesdays, 6.00-7.00 p.m. (lecture), 7.00-8.00 p.m. (demonstrations or practicals when applicable), starting October 3, 1979. Department of Physiology, Li Shu Fan Building, Sassoon Road, University of Hong Kong. 5 meetings. Fee: \$100*

*Tutors:* S. F. Pang, B.Sc. (C.U.H.K.), M.A. (Calif.), Ph.D. (Pitts.), F. Tang, M.Sc. (H.K.), Ph.D. (Hull).  
T. M. Wong, B.Sc. (C.U.H.K.), M.Sc., Ph.D. (H.K.), Lecturers in Physiology, University of Hong Kong.

Lectures on hypothalamic-hypophysial system, the pineal body, thyroid gland, adrenal gland and hormonal control of calcium metabolism will be presented.

**346. Reproductive Physiology and Contraception.** *Wednesdays, 6.00-7.00 p.m. (lecture), 7.00-9.00 p.m. (demonstrations or practicals when applicable), starting November 7, 1979. Department of Physiology, Li Shu Fan Building, Sassoon Road, University of Hong Kong. 7 meetings. Fee: \$140*

*Tutors:* C. C. L. Wang, M.D. (H.K.), F.R.A.C.P., Senior Lecturer in Medicine, University of Hong Kong.  
K. K. Yeung, M.B., B.S. (H.K.), M.Sc. (Mich.), M.R.C.O.G., Senior Lecturer in Obstetrics and Gynaecology, University of Hong Kong.  
E. Tso, B.Sc., M.Sc. (H.K.), Ph.D. (Lond.), Post-doctoral fellow (W. Ont.).  
T. M. Wong, B.Sc. (C.U.H.K.), M.Sc., Ph.D. (H.K.).  
S. F. Pang, B.Sc. (C.U.H.K.), M.A. (Calif.), Ph.D. (Pitts.), Lecturers in Physiology, University of Hong Kong.

Topics to be discussed include sexual development, male and female reproductive systems, pregnancy, parturition, lactation, sexual behaviour, male and female contraceptive methods and their effect on population control.

*Enrolment for both courses is limited to 30, so early application is desirable.*

# Health Science

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

## 347. 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擔任。

講授語言：粵語。

地 點：香港大學校外課程部市區中心十四號室。（香港千諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月十九日起每星期五下午八時至九時三十分。（共八講）。

學 費：四十五元。

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護理。

## 348. 兒童身心的發展及培育 (Child Development)

主 講 人：兒科醫生及鴉蘭街兒童體能智力測驗中心專業人仕。

講授語言：粵語。

地 點：香港大學校外課程部市區中心14號室。（香港千諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十二月十四日起每星期五下午八時至九時三十分。（共八講）。

學 費：四十五元。

本課程旨在向家長兒童護理工作者介紹兒童一般生理及情緒上之健康常識，家庭及社會對兒童發育的影響。

349. 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二十一室。（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月三日起每星期三下午七時四十五分至九時十五分。（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。

# Social Work & Sociology

*Staff Tutor* : H. K. Wong, *Telephone* 5-468161 *Ext.* 602

**350. Family Therapy.** Peter M. Whyte, Dean of Students, University of Hong Kong. *Tuesdays, 6.15-8.15 p.m., starting October 9, 1979. 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 in depth approaches to individual, dyadic and family therapy within the context of the disturbed family unit; and to consider in particular the needs of children in the family, and parent-child relationships. It is hoped to work on the basis of 50% lecture material/50% group discussion.

*Enrolment is limited to 24.*

**351. Children's Work and Play: the Montessori Way.** Charles F. Rossow, B.A. (Minn.), M.Ed. (Harvard), Montessori Diplomate (M.M. T.O.). *Tuesdays, 5.15-7.15 p.m., starting October 2, 1979. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 10 meetings. Fee: \$110*

Teachers, social workers and others, working in kindergartens, child care centres, residential homes etc., whose duties bring them into daily contact with young children up to the age of six, will be introduced to the Montessori method, which is heavily based on the observation of young children. Guided observations of such children will therefore form an important element of the course.

Topics to be discussed will include: Montessori philosophy; sensorial education; the 3 Selves—self-motivation, self-teaching, self-discipline; sequential learning, movement and learning; prepared environment; the teacher; ground rules; and preparation of learning materials.

Participants will be involved in developing educational kits utilizing Montessori principles. The first hour will be generally devoted to lectures and the second hour devoted to discussion and demonstration.

**352. Small Group Teaching of Young Adults.** John F. Jones, B.A. (N.U.I.), M.S.W. (Michigan), M.A.P.A., Ph.D. (Minnesota), Professor of Social Work, Chinese University of Hong Kong. *Wednesdays, 6.30-8.00 p.m., starting October 10, 1979. Room 207, Duke of Windsor Social Service Building, 15 Hennessy Road, 2/F., Wanchai, Hong Kong. 10 meetings.*

**Fee: \$100**

The course is designed for teachers in the upper forms of secondary school and at the college or university level as well as for social work supervisors and field instructors who are concerned with small group learning. The first part of the course sets the stage for small group teaching, dwelling in particular on the cultural values and norms of the young adult student. It covers topics such as understanding the environment and group composition. The second part is a step-by-step guide to small group teaching, taking the teacher through the stages of group learning.

The course makes extensive use of group development theory, more particularly that of Sarri and Galinsky, in exploring what happens in small group teaching. The case illustrations, however, are almost all local, and quite a few of the small group teaching examples are drawn from social work education and field supervision.

**353. The Sociology of Education and Educational Policy & Planning.** Mrs. Susan Balloch, B.Sc., M.Sc. (L.S.E.), formerly Senior Lecturer in Political Sociology, University of London, Consultant in Education at OECD. *Thursdays, 6.00-7.30 p.m., starting October 11, 1979. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, Hong Kong. 10 meetings.*

**Fee: \$80**

The Sociology of Education is concerned with the complicated relationships that exist between a "society" and its formal educational system, i.e. schools, colleges, universities, and with the social relationships created within or introduced into that system. Such relationships may not always support education's proclaimed values or the learning process.

With this in mind, this course will examine the origins and nature of modern methods of mass schooling and the relationship of formal education to the family, social class, social mobility, the economy and politics. Pupil and teacher roles will also come under discussion and be related to teaching as a 'profession'.

Research into these areas has provided a tentative 'knowledge base' for those concerned with education. An attempt will be made to relate this base to the formulation of educational policy and planning and to define some of the directions in which education might proceed in the future.

*Closing date for applications: October 4, 1979.*

**Fee Refund:** Teachers who wish to attend this course may apply for a half 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.

**354. Management Concepts for Social Workers.** David G. Race, B.Sc. (U.M.I.S.T.), Ph.D. (Reading), Lecturer in Social Administration, University of Hong Kong. *Mondays, 6.00-7.30 p.m., starting October 8, 1979. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F., III Connaught Road Central, Hong Kong. 10 meetings.* **Fee: \$85**

Practising social workers will be introduced to concepts from the field of management studies which have relevance to their work. No attempt will be made to create managers out of social workers, but to try and bridge the communication gap which often exists between fieldworkers and the organizational hierarchy.

Topics covered will include: General views on management and on organizations. Social welfare organizations: problems of bureaucracy, problems of professionals in organizations. Assessment and measurement of work: history of work measurement, "scientific" management, work study, productivity. Personnel management: "human relations" school, job evaluation, appraisal schemes, training and staff development. Management information systems: usage and abuse of computers in management information, overview of computing. Financial planning and control: basic concepts of cost accounting, revenue and capital finance, budgeting. Quantitative methods in management: use of operational research and statistical methods, network analysis, game theory and decision making. Resource allocation.

*Enrolment is limited to 24.*

*See also :*

**227. Law for Social Workers.** (Page 96)



### 355. 公共關係，大眾傳播媒介與社會福利服務計劃 (Public Relations, Mass Media and Social Welfare Services Programmes)

主 講 人：黃梁佩詩女士（香港社會服務聯會新聞聯絡部主任）  
黃維忠先生（中文大學新聞系講師）。

講授語言：粵語（輔以英語）。

地 點：香港灣仔軒尼詩道15號溫莎公爵社會服務大廈 207 室。

時 間：一九七九年十月五日起每星期五下午六時至七時三十分。  
（共十二講）。

學 費：一百元。

名 額：三十名。

近年來社會福利服務迅速發展，公共關係（社會教育）對推廣社會福利的功能，亦逐漸受專業社會工作人士重視。

本課程目的在為有關人士提供公共關係的基本認識，協助社會工作人員利用有效的傳播策略，去推廣宣傳各項社會福利服務計劃，提高社會人士對整體社會福利服務的認識。

課程內容包括公共關係的概念；公關技巧的各種類型；傳播媒介的模式；新聞淺釋；公關計劃的設計，效果的分析；公關問題及挑戰的探討。

課程方式包括講解、討論、實習及示範。

一般青年工作者，家庭生活教育工作人員，機構服務協調幹事以及任何對推廣計劃有興趣的社會工作人員，可藉着這項課程，提高推廣工作效率。

### 356. 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。

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十六號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月二日起每星期二下午七時三十分至九時。  
（共十講）。

學 費：八十五元。

名 額：二十五名。

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為，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。

357. 社會福利機構之基本會計管理  
(Basic Accounting Control for Social Welfare Agencies)

主 講 人：袁國榮先生，A.H.K.S.A., A.C.C.A., A.C.I.S., A.A.I.A.

講授語言：粵語（輔以英語）。

地 點：香港大學校外課程部市區中心十六號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月十九日起每星期五下午六時十五分至八時十五分。（共八講）。

學 費：八十五元。

鑑於社會福利機構行政人員及社會工作者往往因要處理一般會計與財務事項而遭遇困難，故此本課程特別為在此類服務團體有財務管理責任之職員而設，目的使參加者對會計管理之基本概念及運用有正確的認識及瞭解。

課程包括基本會計原理，預算之編制與管理，內部統制，收入與支出之控制，內部審計等等。內容着重實用方面，使參加者能明瞭使用於日常工作上。

358. 應用人際關係與其特殊技巧於青年工作  
(Application of Structured Human Relations with Specific Skills in Youth Work)

主 講 人：林慧賢女士。

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十六號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月十一日起每星期四上午十時至 中午十二時。（共十講）。

學 費：一百元。

名 額：十八名。

隨着工商業化發展轉變及社會變遷，青年人在工作上不得不採取主動地位來適應環境需求。此人際關係實用方法課程是為青年工作者特設，使其採用於領袖訓練，小組工作及小組輔導工作中，以協助青少年的成長。

各地實例證明，經過嘗試及練習此方法，青年人能積極地表達及開放自我，建立自信心及能發揮其潛能，並可以熟練地活用此技巧與他人相處合作。實驗中求得互相尊敬各人獨特之長，共同合力解決問題。

本課程是特別為具有青少年小組工作訓練之在職者而設，目的是幫助學員認識及活用人際關係與其特殊方法。

課程包括，如何積極地，有效地與長輩、上司、及同事們交易；應用人際關係交通技巧使彼此對事工均能負責，稱心愉快地合作；認識自我及建立自信。

透過具體方法，希望於課程完畢後，學員能獨立思考，對其工作環境及對象有進一步了解，並幫助青年人稱心地應付外在人、事、物，及促使其認識、發揮內在潛能。

此課程以實驗性小組形式上課，並要求學員繳交小量功課。各學員之收益，將與其參予之積極性，開放態度及出席率有極大之關係。

### 359. 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十六號室。  
（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月十三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。

名 額：十五名。

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。

講者將鼓勵及協助各學員安排在其本身日常工作中，嘗試實踐；並在實踐小組作經驗之分享及適當之督導。

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）社會性的戲劇或角式扮演；（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。

### 360. 基礎青少年小組工作 (Introduction to Group Work for Youth Workers)

主 講 人：李安先生、袁燕紅小姐。

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 207 號室。

時 間：一九七九年十月九日起每星期二下午七時至九時。（共十講）。

學 費：一百二十元。

名 額：十七名。

本課程專為現職而未有正式訓練之青少年工作者而設。內容包括：  
（一）香港青少年工作之發展及工作者之使命；（二）香港青少年小組工作之定義、類別、意義與功能；（三）小組之定義及其發展歷程；（四）個人在小組之角色；（五）小組常見之病徵與診斷；（六）領袖及領袖才；（七）小組之內聚力及分歧；（八）小組之結構與分工；（九）程序計劃；（十）程序檢討。

上課形式除基本之理論傳授及研討外並採用角色扮演及其他實驗性小組。學員將被協助組成各實驗性小組，分別將日常小組工作中所遇到之問題在堂上提出，並由導師配以理論與協助分析；故各學員除必須連貫性的準時上課外，並自發地參與各實驗小組之工作。

### 361. 行為更易法在兒童中之應用 (Behaviour Modification for Children: Theory and Application)

主 講 人：曾家達先生；  
何式怡小姐；  
梁永亮先生。

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16室。（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年九月二十四日起每星期一下午七時四十五分至九時十五分。（共十二講）。

學 費：一百元。

名 額：三十名。

本課程特為兒童護理工作者而設。行為更易法是根據心理學之學習理論演變及發展而成，其目的在於分析行為之成長，從而加以改善，及培育一些更良好之生活習慣。課程內容包括基本學習理論，兒童行為成長分析，各種行為更易法之技巧及應用於兒童之行為更易法之範疇等等。

課程形式除講授外，並包括小組討論，個案分析等。

### 362. 與義工工作——人力資源的協調 (Working with Volunteers)

主 講 人：葛志芬女士；及義務工作協會之其他代表等。

講授語言：粵語（輔以英語）。

地 點：香港灣仔軒尼詩道15號溫莎公爵社會服務大廈 207 室。

時 間：一九七九年十月十三日起每星期六上午十時至 中午十二時。（共十講）。

學 費：八十五元。

名 額：二十四人。

義務工作人員之任用，對一般社工人員並不陌生；義務工作人員是福利服務中一個豐富的人力資源，但在職員與義工合作時則不是容易的事。

究竟怎樣才是有效的任用義工之方法和程序？職員與義工之工作關係，在機構之角色及態度應怎樣？如何維持義工之興趣以防止服務中斷？怎樣督導，訓練及發展義工？這課程將提供各學員對此等問題實際的解決建議及訓練；除此以外，更會系統化地介紹義務工作在香港發展之特色，亦會介紹新穎的服務計劃。

本課程適合於前線青年工作者及有經驗或有機會與義工工作之人仕；各專題除講授外，更有模擬練習、遊戲、幻燈、角色扮演及小組研習等；希望各學員對義務工作有整體之認識及懂得如何與義工建立良好的工作關係，不但能藉此協助及拓展機構之服務，更可以促進義工個人之成長。

（本課程由義務工作協會贊助）

### 363. 學校社會工作技巧之探討 (School Social Work: an Exploration in Techniques)

主 講 人：梁麗珍女士（社會工作碩士）。

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 207 室。

時 間：一九七九年十月十一日起每星期四下午五時三十分至七時正。（共十講）。

學 費：八十五元。

名 額：二十四名。

由於近年來，輔導工作和社會工作在學校中漸漸推行，同時亦受學校行政人員，教師及家長所重視。本課程特別為服務於學校的學生輔導主任及社會工作者而設，目的在探討在學校進行輔導工作的技巧。

全部課程共分十節，主要以小組討論之形式深入研究不同性質的個案，藉以探討輔導工作之方法和技巧，包括專業關係之建立和運用；面談、家訪和一般輔導的過程；常見問題之分析；工作者個人能力之運用；小組治療和其他程序之技巧；輔導人員在學校之任務和如何處理行政人員、教師、家長和學生之合作關係等。

除以小組形式討論及講授外，並輔以幻燈片分析個案工作之技巧，角色扮演和技巧示範等。

### 364. 學校社會工作導論 (An Introduction to School Social Work)

主 講 人：梁麗珍女士（社會工作碩士）。

講授語言：粵語（輔以英語）。

地 點：香港灣仔軒尼詩道15號溫莎公爵社會服務大廈 201 室。

時 間：一九七九年十月十日起每星期三下午六時至七時三十分。  
（共十講）。

學 費：八十五元。

自一九七一年以來，學校社會工作漸漸發展起來，頗受社會人士及教育工作者所關注；「青少年個人服務」綠皮書並提議香港將全面性提供學校社會工作及學生輔導工作。

本課程專為教師、學校行政人員及準學生輔導員而設，旨在探討並介紹學校社會工作目前之發展情況，社會工作者在學校與師生之關係，工作方法和貢獻。

課程包括學校社會工作之目的、方式及發展趨向；目前香港社工的發展；學校辦社工之條件和方法；社工人員、教師、行政人員、家長及其他專業人員之間的關係；教師與社工人員之分工與合作；就學青少年的發展過程，需要及常遇之難題；個案之研究；在學校中如何運用社會工作方法——包括個人、小組及社區的工作形式，技巧及社會資源的運用等。

除講授外，並輔以幻燈片介紹，小組討論及角色示範等。

截止報名日期：一九七九年十月三日。

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。

365. 以小組形式向中學生推行家庭生活教育  
(The Use of Groups in Promoting Family Life Education in  
Secondary School)

主 講 人：江任燕琼女士。

講授語言：粵語。

地 點：香港大學校外課程部市區中心18室。  
(香港干諾道中一百一十一號永安中心八樓)。

時 間：一九七九年十月十三日起每星期六  
上午十時至正午十二時。(共十講)。

學 費：八十五元。

名 額：二十四名。

青年階段的特色是生理、心理、精神及智力快速增長時期；是喜歡嘗試，冒險時期；是充滿理想，幻想時期；更是心緒凌亂，尋找自我時期。青年需要成人輔助以準備進入成年生活。若教師明白青年需要，在教學或課餘提供適當家庭生活教育課程，自然更易了解及隨時協助彼等解決難題。

本課程特別以家庭生活教育範圍內有關青年部份為中心，着重討論青年在身心成長，自我觀念，家人相處，友伴，性觀念，異性交往，前途、戀愛、婚姻等所引起之問題。

各專題均運用小組活動，討論，角色扮演等技巧，啟發參加者之實際感受，分享彼此之經驗及着重個人參予及主動策劃，以收理論實踐並重之效，使學員日後能適當地應用於實際工作中。

「青少年個人服務」白皮書已發表，指出家庭生活教育將是香港青少年與家庭服務之一重點工作，而教師在此工作之影響力不容忽視。

本課程特為中學教師而設。

截止報名日期：一九七九年十月六日。

申請教署付還半費手續：凡政府，補助或私立學校之中學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。

### 366. 住院福利工作 (Residential Social Work)

主 講 人：周馬允明女士。

講授語言：粵語（輔以英語）。

地 點：香港灣仔軒尼詩道15號溫莎公爵社會服務大廈 209 室。

時 間：一九七九年十月十一日起每星期四下午六時三十分至八時。（共十講）。

學 費：八十五元。

名 額：二十四名。

本課程旨在探討院護福利服務對住院人士身心發展及性格行為之影響，使從事院護工作人員對住院者之特殊需要及行為表現，能有基本之了解及認識，並如何運用院內外環境資源，以達到治療及照顧之功用。

課程包括院護服務之目的，行政制度及發展趨向，並討論院護服務與家庭及社區之關係。香港現行各類院護照顧，如兒童院、安老院、傷殘康復院、青年宿舍、感化院、戒毒治療中心等，亦將詳加一一討論。課程並包括院護福利人員之工作技巧及應有態度，對從事這方面之社會工作者，當更為適合。

### 367. 犯罪學專題研討：罪證科學 (Topical Studies in Criminology)

主 講 人：葉永茂先生。

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十六號室。（香港干諾道中一百一十一號永安中心八樓）。

時 間：一九七九年十月十一日起每星期四下午七時四十五分至九時十五分。（共九講）。

學 費：七十元。

名 額：三十名。

本課程從社會科學角度介紹罪證科學，內容包括罪證科學之歷史與發展，與當代社會背景之關係，在刑事司法系統所扮演之角色，及科學證據在下列各情形下之運用：死因、接觸證物、指紋、交通意外、行劫及其他罪案。

除講授及討論外，並附有幻燈片及照片說明。



# Housing Management

*Staff Tutors* : Mrs. Priscilla Tso, *Telephone* 5-468161 *Ext.* 303  
Miss N. P. Lee, *Telephone* 5-468161 *Ext.* 308  
Mr. H. K. Wong, *Telephone* 5-468161 *Ext.* 602

## **Certificate in Housing Management**

The aim is to provide a local qualification in Housing Management for people already working in the field and the course is intended to provide a firm grounding in the theory and practice of housing management.

The standard and content of the course and its examinations are designed to be the equivalent for the Diploma in Housing Management sponsored by the United Kingdom Institute of Housing. The syllabus is related to that of the Institute but is strongly geared to local relevance.

The course runs over three academic years. Year I prepares candidates for the Intermediate Examination and Years II and III for the Final Examinations.

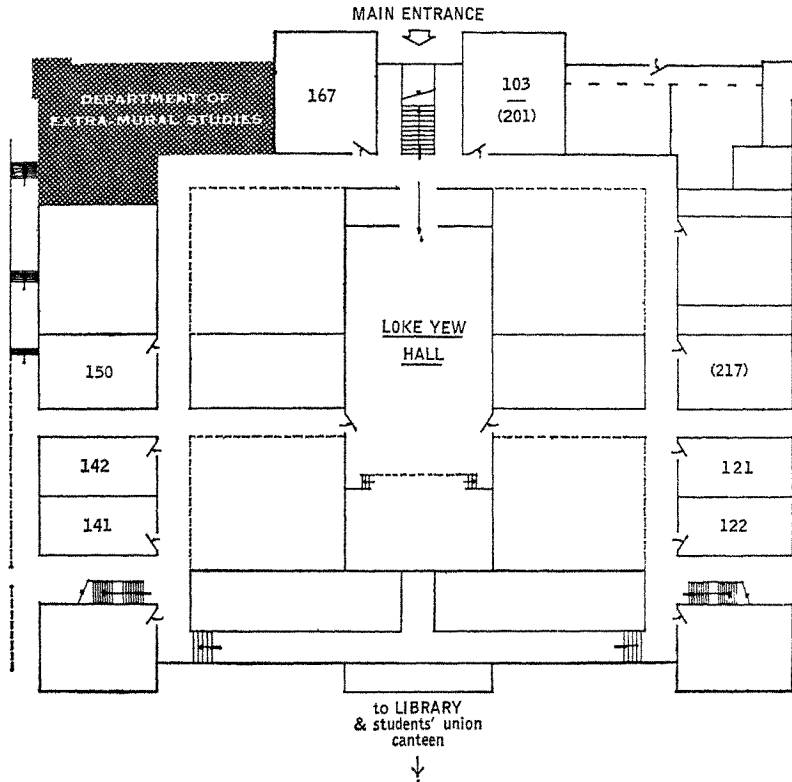
A Certificate in Housing Management, issued by the Department of Extra-Mural Studies, University of Hong Kong, will be awarded to a candidate on passing the Final Examination and on producing evidence of having had at least three years' approved experience in housing management work.

Further details are available on request.

Applications for 1980-81 must be submitted before March 31, 1980. Preference will be given to applicants sponsored by their employers.

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