

香港大學校外課程手冊

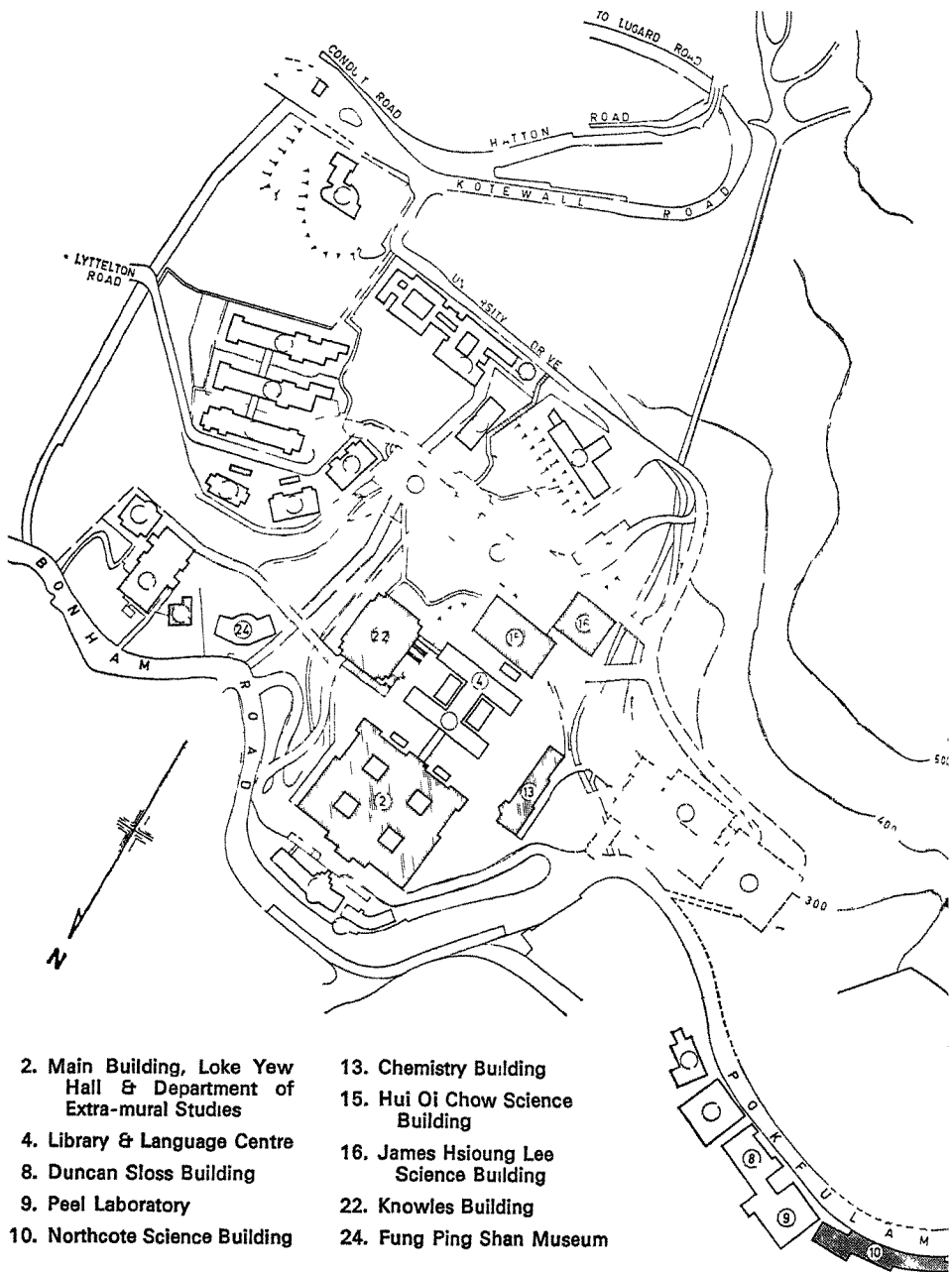
一九八一年至一九八二年度

PROSPECTUS 1981-82



**Extra Mural Studies**

**University of Hong Kong**



- |   |  |
|---|--|
| 2. Main Building, Loke Yew Hall & Department of Extra-mural Studies | 13. Chemistry Building                 |
| 4. Library & Language Centre  | 15. Hui Oi Chow Science Building       |
| 8. Duncan Sloss Building  | 16. James Hsioung Lee Science Building |
| 9. Peel Laboratory  | 22. Knowles Building                   |
| 10. Northcote Science Building                                      | 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.), F.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)*  
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Martha Lesser, *B.S. (N.Y.U.)*  
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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)*

## DEMONSTRATORS

Samuel D. H. Chan, *B.Sc. (H.K.)*  
Eva M. W. Yuen, *B.F.A. (Columbus College), M.A. (Case Western Reserve)*

## 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 21, 1981 to January 3, 1982 inclusive (Christmas and New Year).  
January 23-29, 1982 inclusive (Lunar New Year).
4. *Fees are not refundable*, except in the event of a course being oversubscribed or cancelled.
5. Closing date for enrolment: one week before the starting date of a course.
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 an 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, 40M, 70M, 44, 71, 103). Tel: 5-468161 Ext. 307 or 496 or 306.
  - (ii) Extra-Mural Town Centre, Wing On Centre, 8th floor, 111, Connaught Road Central (opposite Rumsey Street Car Park). Telephone: 5-450021 (3 lines). (Weekdays, from 9 a.m. to 6 p.m. Saturdays, 9 a.m. to 1 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，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：本港天文台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：一九八一年十二月廿一日至一九八二年一月三日。

丁：農曆新年假期：一九八二年一月廿三日至一月廿九日。

除課程額滿或取消外，已繳學費，概不退還。

學員宜於開課一星期前報名，任何課程額滿後，即隨時截止報名，故學員應儘早報名。

除非特別註明，所有中文課程將以粵語講授。

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。

申請人如獲取錄，本部不另通知，可依照課程簡章所列之地點及時間上課。如未獲取錄，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，4，7，23，37，40，71，103，40M，70M，44）。

電話：5—468161（內綫 307 或 496 或 306）

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（騾士街停車場對面）。

電話：5—450021（3 綫）。（星期一至五：上午九時至下午六時。  
星期六：上午九時至下午一時）。

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# Archaeology

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

**26. Hong Kong: the Archaeological and Historical Scene.** 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 October 14, 1981. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 7 meetings plus 2 field trips.* **Fee: \$180**

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

**Fee Refund:** on being accepted for this course, teachers of history and social studies will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (Closing date for applications: *September 20, 1981*).

## 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 deemed to have satisfied the minimum requirements for entrance to the University and be eligible for admission to read for a first degree except in the Faculty of Medicine. Applicants should apply to the Registrar for assessment of their qualifications by February preceding the academic year in which admission is sought”.



# 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

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

*“The Basics of Art & Design” consists of five 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 approximately one week before the commencement of the course if a place is not available. 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 the following courses: Two-Dimensional Design, Freehand Drawing in Various Media, Concepts of Western Art, Origins of Modern Art, and Art since 1945. 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.

Due to the serious nature of this course students should be prepared to devote a considerable amount of time to completing homework assignments.

*Closing date for applications : September 18, 1981. In the event of oversubscription an interview will be required on September 22, 1981.*

Composite fee: \$1,025

**28. Two Dimensional Design.** John Rose, Dip. A.D. (Gloucester), A.T.D., Cert. Ed. (Birmingham). *Mondays, 6.00–8.00 p.m., starting October 5, 1981. Room 11, Extra-Mural Town Centre, Wing On Centre, 81F. 24 meetings. Fee: \$350*

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. Towards the latter part of the course the concepts will be applied to exercises which incorporate rethinking the various visual images in our everyday lives. *Students should note that there will be approximately six hours of homework each week and plan their time accordingly.*

**29. Freehand Drawing in Various Media.** Martha Lesser, B.S. (N.Y.U.). *Thursdays, 6.00-8.00 p.m., starting October 1, 1981. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 24 meetings. Fee: \$400*

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.* 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 18, 1981, and in the event of oversubscription, interviews will be held on Thursday, September 24, 1981.*

**30. Concepts of Western Art.** John Rose, Dip. A.D. (Gloucester), A.T.D., Cert. Ed. (Birmingham). *Thursdays, 8.15-9.45 p.m., starting October 1, 1981. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings. Fee: \$100*

For all the seeming changes in Western Art, the basic alphabet and structure in terms of subject matter, media, technique and spacial arrangements were established during the Renaissance. What is this alphabet and structure, and how and where has it evolved? This course will look at the Art of Western Europe from the early 1400's to the early 1800's and follow the unifying threads of perspective, landscape, portraiture, figures and other subjects, as these are the elements that have been arranged within the formal design concepts of 'Western Art'. By so doing, we will come to understand the degree to which "Modern Art" is or is not as "revolutionary" as it may at first appear.

**31. Origins of Modern Art.** John Rose, Dip. A.D. (Gloucester), A.T.D., Cert. Ed. (Birmingham). *Thursdays, 8.15-9.45 p.m., starting November 26, 1981. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee \$110*

To what extent have the artistic threads, first spun in the Renaissance, become tangled and knotted? How did the ideas, structures, and vocabulary of Western

art in the period from 1400-1800 germinate into this thing we call "Modern Art", and just how radical and "Modern" is, or was, it? What were the social and industrial changes that contributed to the new art forms, and to what extent were these in keeping with the larger tradition of Western art and Western society? Beginning where "Concepts of Western Art" leaves off, this course will attempt to answer these questions by examining the major trends in Western Art till 1945. 'Art since 1945' will appear in the 1982 Spring Prospectus.

### 32. 初級國畫文憑班 (Certificate Course in Introductory Chinese Painting)

初級國畫文憑班乃由四個制定課程組成。有興趣選修其中單項之人士，則可於開學前一星期查詢有關若干空缺。申請者如欲獲知整個文憑課程或其中科目之詳情，請向本部助教阮曼華諮詢。

本課程旨為有志運用國畫媒介作自我表達而設，務使學員認識傳統及當代國畫之概念及技法。學員將從習作中學習和運用視覺造型，從而發見自我表達之途徑。此外，多位客座藝術家將討論其作品風格及背景，並在可能範圍內作技法示範。

截止報名日期為一九八一年九月十八日。如報名人數超額，將於九月二十三日舉行面試。

證書頒發將以學員之全部課程習作，學期中及學期末之考試為準則。

全期學費：一千一百八十元正。

### 33. 實驗水墨畫 (Experimental Chinese Painting)

主 講 人：周綠雲女士。

地 點：香港大學校外課程部市區中心11號室。

時 間：一九八一年九月三十日起每星期三下午六時至八時。

學 費：三百九十五元。（共三十講）。

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。

### 34. 基本素描 (Basic Freehand Drawing)

主 講 人：阮曼華女士。

地 點：香港大學校外課程部市區中心10號室。

時 間：一九八一年九月三十日起每星期三下午八時至十時。  
學 費：二百四十元。（共十五講）。（包括模特兒費）

素描乃最基本之藝術表達形式。深厚之素描基礎不獨可以舒發個人思想及感情，並有助於其它視覺藝術之探索及學習。

本課程將從基本素描技法入手，務使學員認識線條、光暗、質量、形態及空間在繪畫構圖上之意義及運用關係，並從創作練習及作品欣賞和探討過程中，啟發其對環境之觀察能力及對藝術內涵和靈感之領悟。

### 35. 基本中國繪畫 (Basic Traditional Chinese Painting)

主 講 人：翟仕堯先生。

地 點：香港大學校外課程部市區中心11號室。

時 間：一九八一年十月二日起每星期五下午六時至八時。

學 費：三百九十五元。（共三十講）。

旨在通過中國繪畫之理論探索及傳統技法之實習，着重繪畫六法之練習，包括：青綠技法及水墨技法，務使學員認識各流派發展及諸家風格，並啟導其從觸發中發見自我，而建立創作之基礎。

除畫室習作之外，學員必須以課外時間作業。

### 藝術家講座 (The Artist Speaks)

詳細內容將於一九八二年春季課程手冊內公佈。是項課程共十五講。學費，二百元正。

下列資深藝術家將參與講座：何百里先生，吳孤鴻先生，徐子雄先生，陳福善先生，譚志成先生及顧媚女士等。

## PRACTICAL STUDIO COURSES

*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. It must be stressed that in order for students to gain full benefit from studio courses they must be prepared to do work outside of class time, and should take this into consideration when enrolling for a particular course.*

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

**36. Introduction to the Techniques of Traditional Watercolour Painting.** Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Tuesdays, 6.00–8.00 p.m., starting September 22, 1981. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$195**

Traditional techniques of wet on wet, dry on wet, dry brush and others as used with watercolour, acrylic, and gouache, as well as the preparation and use of materials, and basic colour theory will form the basis of this course. The human figure, landscape, and still life will be the subjects or “take off points” for this media exploration. If deemed appropriate, there may be one or two field trips. *Students should note that there will be homework assignments each week, and should plan their time accordingly. Previous drawing experience is essential, and in the event of oversubscription an interview will be held.*

**37. Basic Freehand Drawing I.** Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Tuesdays, 8.00–10.00 p.m., starting September 29, 1981. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$210**

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.*

**38. Life Drawing.** Peter Chancellor, Dip. A.D. (Birmingham), A.T.D. (London). *Tuesdays, 6.00–8.00 p.m., starting September 29, 1981. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

**Fee: \$240** 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. *Homework assignments will be given each week and students should plan their time accordingly.*

**39. Introduction to Fabric Printing.** Marion Hughes, D.A. (Dundee College of Art), Cert.Ed. (Glasgow). *Wednesdays, 7.00–9.00 p.m., starting September 30, 1981. Pokfulam Studio, 144 Pokfulam Road. 12 meetings.* **Fee: \$250**

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 students will be able to 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.

**40. Western Painting.** John Rose, Dip. A.D. (Gloucester), A.T.D., Cert. Ed. (Birmingham). *Fridays, 6.00-8.00 p.m., starting October 2, 1981. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$175*

Painting is an extremely wide ranging and complex area of study; it is not something which can essentially be "taught". As such, this course is designed to help and guide students individually along the path of discovery, from whatever starting point they have already made. The wider aims will be directed towards development of sensitivity and sensibility, and the emphasis will be on *Observation*: the process of seeing, widening ones awareness and gaining knowledge and information; *Exploration*: analysing information and examining visual problems through use of media; *Exploitation*: the adventure of using media on the canvas to the fullest extent possible. Time will also be spent on the perennial questions of composition, colour, materials and technique. When appropriate brief slide talks will be given. *While tuition ends at 8.00 p.m., the studio will remain open till 9.30 p.m. so students may continue to work. Students will be expected to do homework and should plan their time accordingly. In the event of oversubscription an interview will be held on Friday, September 25, 1981.*

**41. Presentation Drawing for Commercial Art.** Patrick Fong, B.F.A. (Columbus College). *Tuesdays, 8.00-10.00 p.m., starting September 29, 1981. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$175*

Aimed at those with some experience in interior design or package design, this course will introduce the basic techniques and visual "symbols" used to describe a variety of materials and surfaces. Through a series of simple exercises in both black and white and colour students will build their vocabulary of descriptive techniques which will then be put to use in a series of more complex drawings such as interiors, architecture, automobiles, and others which require combined techniques. *Students should note that there will be a minimum of four hours of homework each week, and plan their time accordingly. In the event of oversubscription an interview will be required.*

**42. Introduction to Photography.** Wong Wo-bik, B.F.A. (Columbus), M.F.A. (Temple). *Tuesdays, 7.00-9.00 p.m., starting September 29, 1981. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$245*

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.

**Intermediate/Advanced Photography.** Robert Thomson. *Mondays or Thursdays, 7.00–9.00 p.m., starting September 28 and October 1, 1981 respectively. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$250*

*What constitutes "Intermediate" or "Advanced" level of study in Photography would seem to mean different things to different applicants. For this reason, and hopefully to ensure a greater homogenous grouping in class an interview will be held for both courses on the same evening to decide who belongs in which section relative to the other applicants. For this reason applicants should be available to attend the course either on Mondays or Thursdays. In order to gain full benefit from either course students will be expected to produce most finish work outside of class time. Papers, chemicals and other materials for use during class time will be provided and the cost of these is included in the course fee. The interview will be held at the Extra-Mural Town Centre on Thursday, September 24, 1981.*

#### **43. Intermediate Photography.**

Aimed at those already familiar with the basics of photography, the emphasis will be on darkroom and studio techniques, such as solarisation, bas relief and other derivatives. Studio exercises will be held in still life and table top work, as well as occasional outdoor exercises. The majority of the work will be conducted in B/W with colour being introduced during the latter part of the course. There will also be a visit to a professional colour laboratory.

#### **44. Advanced Photography.**

For those who have mastered the mechanics of photography including competent darkroom procedures. In-depth studio work will be carried out in a variety of topics, both assigned and chosen, such as: landscape, portraiture, still life, special lens effects and others.

#### **45. 乳膠彩畫 (Painting in Acrylic)**

主 講 人：馮燕儀女士。

地 點：香港大學校外課程部市區中心10號室。

時 間：一九八一年九月二十八日起每星期一下午六時至八時。

學 費：一百九十五元。（共十二講）。

本課程將着重探討乳膠彩之各種性能和特質，包括其水彩與油彩性，平薄與機理性，透明與非透明性，乾筆及其他技巧等。並配合蠟筆，粉彩和水墨等素材運

用。學員將藉着靜物，人物，風景和想像內容之題材，發揮不同平面物料之效果。學員須具繪畫基礎及以課外時間做習作。課程並輔予幻燈片及習作研討。除已定之課堂時間外，畫室將開至晚上九時三十分止，以便學員繼續課堂練習。

#### **46. 商業美術設計 (Commercial Art and Design)**

主講人：馬耀平先生。

地點：香港大學校外課程部市區中心11號室。

時間：一九八一年九月二十八日起每星期一下午八時至十時。

學費：一百七十五元。（共十二講）。

旨在通過實際設計練習，使學員增加基本設計之知識，並能在短期內掌握一定的意念構思能力及表達技巧。

課程內容包括：器材及物料運用，平面設計及色彩原理，照片及攝影特別效果之處理，字體設計，插圖技巧，正稿製作及印刷常識等。並輔予幻燈片及實例作研討，及實地參觀商業美術設計之製作過程。學員必須以課外時間做習作。

#### **47. 人體素描 (Life Drawing)**

主講人：阮曼華女士。

地點：香港大學校外課程部市區中心10號室。

時間：一九八一年九月三十日起每星期三下午六時至八時。

學費：二百四十元。（共十二講）。

本課程將以人體造形及動態作為寫畫之題材。學員需用多種畫具包括鉛筆，木炭條，粉彩及鋼筆等作輪廓線描法，動姿描法，實感及質感描法等基本練習。課程並輔予幻燈片及電影等視覺器材作人體畫風格和理論等探討。學員必須以課外時間做習作。

#### **48. 噴畫技術及運用 (Air Brush Painting)**

主講人：馬耀平先生。

地點：香港大學校外課程部市區中心11號室。

時間：一九八一年九月三十日起每星期三下午八時至十時。

學費：二百二十五元。（共十二講）。

近年來噴筆技術在藝術及商業設計之領域中帶有刺激性影響。適當之技術運用及配以其他物料，則可製造獨特之效果。



導師將從其豐富之商業插圖經驗入手，使學員實習各種噴筆技巧，以發揮其他美術創作。課程並輔予幻燈研討及專題示範，同時提供簡單及廉宜之噴畫工具設立方法，務使學員可在居所內自行創作。

學員須具繪畫經驗並購置約二百元之噴筆及其他物料。如報名人數超額，將於一九八一年九月二十三日舉行面試。

#### 49. 初級攝影 (Introduction to Photography)

主講人：王和璧女士。

地點：香港大學校外課程部市區中心13號室。

時間：一九八一年九月三十日起每星期三下午七時至九時。

學費：二百四十五元。（共十二講）。

本課程將介紹攝影入門之各種技巧。內容包括：攝影機之運用，黑房沖晒技術，構圖研究及基本彩色攝影原理與應用等。課程將由淺入深，務使學員對一般攝影效果達到控制自如之地步，藉以鞏固學員之良好基礎，進而增加深造攝影藝術及技巧之機會。

#### 50. 基本書道 (Introduction to Chinese Calligraphy)

主講人：翟仕堯先生。

地點：香港大學校外課程部市區中心11號室。

時間：一九八一年十月二日起每星期五下午八時至十時。

學費：一百七十五元。（十二講）。

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，以引起研習書道之興趣與基礎之建立，並觸發現代書道之實驗探索。

本課程將著重於書寫之實習。除堂課練習外，學員必須以課外時間做習作。

## ART APPRECIATION

51. **Understanding Ukiyo-e.** Henry Steiner, M.F.A. (Yale). *Mondays, 6.15-7.45 p.m., starting September 28, 1981. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$75**

The two hundred 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.

**52. Art of Social Conscience.** Nina Corazzo, M.A. (Indiana). *Wednesdays, 6.15-7.45 p.m., starting September 30, 1981. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$110**

As Peter Salz observed in his book 'Art of Social Conscience', "Art among other things, creates values." This course will examine the validity of this statement as regards the art of the 20th Century. Is there an art of social conscience? Of what does it consist, for whom is it produced, and what role does patronage play in determining the type of art created, and publicity displayed, in a specific place at a specific time? Among the artists and art movements to be examined are; Goya, Daumier, Roualt, Munch, early Picasso and his later Guernica, Kathe Kollowitz, George Grose, American Art of the 30's (Ben Shahn, Edward Hopper, etc) German Concentration Camp Art, Mexican Muralists, Feminist Art of the 60's and 70's, and sculptors George Segal, Claus Oldenburg, Edward Kienholtz, and Duane Hanson. Selected readings will be assigned to supplement the lectures.

**53. Photography: Its Image, Past and Present.** Wong Wo-bik, B.F.A. (Columbus College, Ohio), M.F.A. (Temple University). *Thursdays, 8.00-9.30 p.m., starting October 1, 1981. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$130**

During its 150-year history, the Art and Science of photography has not only recorded what we see, but it has affected and changed the ways in which we see. Beginning with the history of photography, this course will emphasize the aesthetic and technical concepts of contemporary photography and compare these with earlier phases of the media. It will include an examination of mixed-media photography, and "extended imagery" of xerox images, teleprinter photos, "instant" photography and others. Aimed at those with an interest in photography—be they practicing photographers or not—this lecture and discussion course will be fully illustrated, and when appropriate darkroom and other demonstrations will be given. *Students should note that on those evenings when there are demonstrations the class will end at 9.55 p.m.*

**54. Colour Reproduction and Printing for the Graphic Designer.** Norman de Brackinghe, D.M.S., M.I.O.P., M.Inst. M.P., A.M.B.I.M., A.S.I.A. *Thursdays, 6.15-7.45 p.m., starting October 22, 1981. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$110**

Relationships between the Graphic Designer and the Printer often become strained as it appears that the two elements are often working towards different ends instead of the same goal. The aim of this course is to help the designer to pick his way through the technology that gets thrown at him and to understand in basic terms what is happening in order to improve the communication between himself and the printer. The designer needs to know sufficient technology to understand the limitations of the processes that his work will go through in order to achieve a finished product. Once he does understand the limitations there is no reason why he cannot urge the printer towards those limits and in consequence

extend both their ranges through a sense of discipline. The need for a course of this type is based on many years experience of working with graphic designers and acting as interpreter between the two factions. It is designed for those with a professional interest in the subject.

## DAYTIME COURSES

**55. Introduction to Freehand Drawing.** Martha Lesser, B.S. (N.Y.U.). *Mondays, 10.00 a.m.-12.00 noon, starting September 28, 1981. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$210*

Using still life, the figure and other subjects, students will explore the basic drawing concepts and techniques of contour, gesture, light and dark, and plastic space. Among the materials to be used will be: pencil, charcoal, ink, felt pens, conté crayon and others. There will be approximately six hours of homework each week, and students should plan their time accordingly.

**56. Introduction to Silkscreen on Fabric.** Marion Hughes, D.A. (Dundee College of Art), Cert. Ed. (Glasgow). *Mondays, 10.00 a.m.-12.00 noon, starting September 28, 1981. Pokfulam Studio, 144 Pokfulam Road. 12 meetings. Fee: \$255*

Screen printing is an exciting and widely used method of transferring patterns onto cloth. All the main methods of blocking out a screen; paper, profilm and photography will be demonstrated as well as making the screen and mixing dyes. Some aspects of design, colour and repeating patterns will be touched on. Students will be expected to provide their own fabric, but dyes and other materials for use during class time will be provided, and the cost of these is included in the course fee.

**57. Introduction to Fabric Printing.** Marion Hughes, D.A. (Dundee College of Art), Cert.Ed. (Glasgow). *Wednesdays, 10.00 a.m.-12.00 noon, starting September 30, 1981. Pokfulam Studio, 144 Pokfulam Road. 12 meetings. Fee: \$250*

*See entry for Course No. 39.*

**58. Drawing Outdoors.** Merlyn Chesterman, B.A. (Bath Academy of Art), Dip. Ed. (Bath Univ.). *Thursdays, 10.00 a.m.-12.00 noon, starting October 1, 1981. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$175*

Drawing outdoor locations and activities requires skills, materials and techniques that are somewhat different from those of the controlled studio environment. Students will work outdoors in a variety of settings and with a variety of subjects including: the Botanical Gardens; the people, movement, and stalls of a market; boats and waterfront activity of Cheung Chau; rural buildings,

landscape; high density urban life, and others. In preparation for this approximately half the class sessions will take place in the studio in order to explore various techniques and materials such as: pens, pencils, colour pencils, rapidograph, felt pens and others. In addition, there will be class critiques, demonstrations, and occasional illustrated talks. *Students should note that there will be homework assignments and plan their time accordingly.*

**59. Life Drawing.** Martha Lesser, B.S. (N.Y.U.). *Fridays, 10.00 a.m.-12.00 noon, starting October 2, 1981. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$240** including model fee

The contrasts and changes of form within the human body make it an ideal subject for continuing study and practice in drawing. Using a variety of media including graphite, chalks, charcoal, poster colours, crayons, felt pens, and others, students will explore and experiment with mass, gesture, tone, line, plastic space and other drawing elements. Both beginners and more advanced students are welcome. *Enrolment is limited to 17. Students will be expected to complete homework assignments each week.*

*See also:*

- 135. **Art Therapy.** (Page 43)
- 136. 幼童的美術教學 (第 44 頁)
- 324. **Chinese Jade Carving: History and Stylistic Development.**  
(Page 108)
- 341. 山水國畫的基本寫法 (第 114 頁)
- 342. 陶藝雜談 (第 114 頁)
- 343. 山水畫的筆情墨趣 (第 115 頁)
- 344. 現代花鳥畫 (第 115 頁)
- 348. 花鳥蟲魚國畫藝術 (第 116 頁)

**In order to receive the next issue of this  
Prospectus, please turn to page 151.**

# Business Studies

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

*Courses Nos. 60 to 69 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, the Institute of Chartered Secretaries and Administrators, and some will also be relevant for some subjects in the Hong Kong Society of Accountants examination scheme. The courses are a complement to, not a substitute for, correspondence courses. Students should make their own arrangements for sitting the relevant examinations.*

**60. Financial Accounting: Foundation Stage I.** Tang Tai-wai, B.B.A., A.C.C.A., A.H.K.S.A. *Fridays, 7.15-9.15 p.m., starting October 2, 1981. Room 121, University Main Building. 15 meetings.* **Fee: \$155**

Stage 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, provision for depreciation and bad debts, incomplete records, the accounts of non-trading institutions and manufacturing accounts. Taken together with Stage II, which will commence in Spring 1982, students will have covered the syllabus of A.C.C.A. Accounting I. The course is also suitable for students studying other professional examinations at the foundation level.

**61. Intermediate Accounting.** Chan Sai-man, Gabriel, A.C.I.S., A.C.M.A., A.H.K.S.A., M.B.I.M. *Wednesdays, 6.30-8.30 p.m., starting September 23, 1981. Room 103, University Main Building. 15 meetings.* **Fee: \$155**

Topics selected from the A.C.C.A. syllabus for discussion will be: partnership accounts with emphasis on change of partners, dissolution and conversion to limited companies, and accounts of limited companies, including issue and redemption of shares and debentures, final accounts for publication, principles of consolidation, interpretation of accounts and flow of funds statement.

**62. Advanced Financial Accounting.** Wong Kai-lun, A.I.B., A.C.C.A. *Tuesdays, 7.15-9.15 p.m., starting September 22, 1981. Room 121, University Main Building. 16 meetings.* **Fee: \$90**

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. Only students showing evidence of having passed the Accounting 3 level (or equivalent) will be enrolled on this course.

**63. Company Law for Accountants.** Ng Shiu-kwan, A.C.I.S., A.M.B.I.M. Mondays, 6.15-7.45 p.m., starting September 21, 1981. Room L6C, St. Joseph's College, 7 Kennedy Road, Hong Kong. 16 meetings. **Fee: \$140**

Based on the ACCA syllabus this course will cover legal concepts and procedures of incorporation; memorandum and articles of association; promoters, prospectus and financial aspects of share capital, dividends, bonus and rights issues; directors and company secretary; membership; returns and statutory records; accounts and disclosure requirements; auditors; meetings; reconstruction, amalgamation and winding-up. Related case studies will be presented where appropriate.

**64. Data Processing and Systems Design.** Tony C. K. Yip, B.Sc. (Alberta). Fridays, 6.00-7.30 p.m., starting September 25, 1981. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 17 meetings. **Fee: \$155**

The various parts of a computer system will be described 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 the development and carrying out of feasibility studies. Relevant case studies and examples will be introduced and students will be given the opportunity to work through examination questions.

**65. Costing.** John Ellis, 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, 6.15-8.15 p.m., starting September 28, 1981. Room 103, University Main Building. 14 meetings. **Fee: \$150**

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.

**66. Auditing.** Andy S. C. Lee, B.B.A. Tuesdays, 6.00-7.30 p.m., starting September 8, 1981. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. **Fee: \$130**

Following the ACCA syllabus, topics to be discussed and studied are: the validity of principles in public reporting, types of investigations, 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. The course will also be suitable for students preparing for the H.K.S.A. examinations.

**67. Company Financial Management: Policies and Practices.** C. S. Chui, M.Sc., A.C.C.A., A.C.M.A. Fridays, 7.45-9.15 p.m., starting September 18, 1981. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings. **Fee: \$130**

The aim of this course is to help those candidates sitting for the 'Financial Management' paper of the A.C.C.A./A.C.M.A. examinations. The theme of the course is developed through a problem solving and mathematical and analytical approach. Participants must therefore be prepared for case studies and problem solving exercises which will be regularly presented during the course. Those who have a background in accounting or a related discipline will find the course useful.

**68. Statistics for Accountants.** K. G. Jones, B.Com. (Melbourne), F.C.C.A., F.H.K.S.A., F.A.S.A., F.C.I.S., Principal Lecturer, Hong Kong Polytechnic. *Saturdays, 3.00-5.30 p.m., starting September 19, 1981. Room 121, University Main Building. 10 meetings.* **Fee: \$145**

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. The course also caters for parts of the H.K.S.A. syllabus, and for those accountants and chartered secretaries who have a general interest in the subject.

**69. Law and Procedure of Meetings.** Desmond Lee, B.Sc. (Eng.), B.Sc. (Econ.), Dip.M.S., A.M.S.I.M., A.C.I.S. *Tuesdays, 7.45-9.15 p.m., starting September 15, 1981. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.* **Fee: \$130**

The general principles and practice relating to company meetings will be considered including such aspects as drawing up of agenda, notices, minutes, voting and proxies and the rights and restrictions regarding the holding of meetings. While the course is primarily designed to assist students taking professional examinations, it will also be helpful to business executives by providing them with guidelines for conducting more effective meetings.

**70. Business Management: an accounting perspective.** Chin Sheung-kwan, A.C.C.A., A.H.K.S.A., M.B.I.M., C.P.A. *Tuesdays, 6.30-8.00 p.m., starting September 29, 1981. Room U6A, St. Joseph's College, 7 Kennedy Road, Hong Kong. 16 meetings.* **Fee: \$140**

The use of accounting techniques as aids in both forward planning and day to day control of business will be discussed. The emphasis will be on costing and budgetary control within a company context. The course is designed to be of particular use to the non-accountant manager or business person working in the commercial field.

**71. An Introduction to Financial Management.** Leung Kam-yuen, B.B.A., A.C.C.A., A.H.K.S.A. *Thursdays, 6.15-7.45 p.m., starting September 24, 1981. Room 103, University Main Building. 12 meetings.* **Fee: \$110**

This introductory course in financial management is for executives who have not studied the subject before but who wish to have a general coverage of the financial area in order to improve their management skills. Amongst the topics to be discussed will be: forms of financial information, types of business and their financing, capital structure, management of working capital and current problems facing financial managers.

**72. Basic Financial Management.** Kenneth C. S. Kwan, M.B.A. (Hawaii). *Mondays, 6.00–7.30 p.m., starting September 21, 1981. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$115**

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, Fifth Edition, (Prentice Hall International, 1980).

**73. Financing a small business.** James Yu, B.Sc., M.B.A. *Thursdays, 7.45–9.15 p.m., starting September 24, 1981. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$110**

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 asset management in small business, estimation of financing needs, sources of financing, types of bank borrowings and their applications. The course will be most useful for managers/owners of small businesses and junior banking executives.

**74. Financing and Management of Corporate Assets.** Wong Chee-wai, M.B.A., B.Com., B.A. *Wednesdays, 7.15–8.45 p.m., starting September 23, 1981. Room 121, University Main Building. 13 meetings.* **Fee: \$115**

The problems and theories of financial management related to corporate cash management, control of accounts receivable and trade-credit management, principles of inventory management, short and intermediate term financing and financial evaluation of a potential acquisition will be studied. Special topics such as financial analysis and projections and the analysis of business failure will also be covered, and case studies will be used to illustrate principles. This course is designed for junior and middle executives who already have a basic understanding of financial management and/or elementary accounting and seek to broaden their knowledge in financial management.



**75. Financial Statement Analysis.** Mrs. S. Panchapakesan, B.Sc., A.C.A  
*Saturdays, 9.30-11.00 a.m., starting October 10, 1981. Room 20, Extra-Mural  
Town Centre, Wing On Centre, 8/F. 8 meetings.* **Fee: \$95**

This course has been devised with a view to provide the non-accountant manager with an insight into the technique of financial statement analysis in respect of commercial and industrial enterprises. The lectures will impart the knowledge necessary to understand financial statements and thereafter cover the concepts of funds flow and ratio analysis which are invaluable tools for effective management. The course is ideally suited to those in the middle management cadre and also for owners of small to medium size firms.

**76. Costing: Theory and Practice.** Choi Kwok-lam, A.C.M.A., A.H.K.S.A.,  
Dip.M.S. (Derby). *Thursdays, 8.00-9.30 p.m., starting October 1, 1981. Room 103,  
University Main Building. 14 meetings.* **Fee: \$130**

This course aims to provide an understanding of some of the costing theories and their application to practical tasks. Among the subjects to be discussed include the use of cost data in decision-making, budgetary control and contribution concept. People in manufacturing and service industries who possess a basic knowledge in costing may find this course useful. It will also be useful to students taking professional examinations.

**77. 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. *Tuesdays, 6.15-8.15 p.m., starting September 29,  
1981. Room 103, University Main Building. 12 meetings.* **Fee: \$135**

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.

**78. International Banking.** Kenneth C. S. Kwan, M.B.A. (Hawaii). *Mondays,  
7.45-9.15 p.m., starting September 21, 1981. Room 20, Extra-Mural Town Centre,  
Wing On Centre, 8/F. 14 meetings.* **Fee: \$170**

A course for individuals entering the international banking field as management trainees or credit analysts and for those interested in the various sectors of international banking practice. Credit analysis, international loan syndication and bond issue, project financing, country risk, management of foreign exchange and currency risk and international corporate finance are among the topics to be discussed. Enrolment will be limited to 30 students and will be by selection of those most qualified to benefit from the course. Preference will be given to sponsored students. Applicants should have college level economics and finance.

*Recommended text: Multinational Business Finance* by David K. Eiteman and Arthur I. Stonehill, second Edition. (Addison Wesley, 1979).

**79. O. & M. (Part I).** Richard H. K. Kong, A.I.B., M.B.I.M., A.M.I.T.D., M.Inst.A.M. *Saturdays, 2.00-3.30 p.m., starting October 10, 1981. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings.* **Fee: \$80**

Part I of this course will provide an understanding of the basic techniques of O. & M. and its contribution to more efficient management practices. Method study, flow charting, work measurement, standard performance and incentives will be studied as well as an analysis of the 'human' problems of change. This part of the course will be useful to students taking professional examinations as well as those with a more practical interest.

**80. An Introduction to Hong Kong Taxation.** Tam Tak-ding, A.C.C.A., A.H.K.S.A., A.C.I.S. *Thursdays, 7.15-8.45 p.m., starting September 24, 1981. Room 121, University Main Building. 12 meetings.* **Fee: \$110**

This course is intended to provide information of a general character regarding the Hong Kong Taxation System. Topics to be discussed will include the four principal taxes, namely, Profits Tax, Salaries Tax, Property Tax and Interest Tax.

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

主講人：余汝健先生，C.P.A., F.H.K.S.A., A.A.S.A., A.T.I.H.K.

地點：香港大學校外課程部市區中心30室。

時間：一九八一年九月二十四日起每星期四下午六時十分至七時四十分。

學費：一百二十元。（共十三講）。

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

由於技術上之名稱皆以英語為主，學員須具有英語知識。

*See also:*

**377. Computer Applications: the Executive's Viewpoint.** (Page 130)

如 欲 收 到 下 期 課 程 手 冊 ，  
請 翻 閱 第 151 頁 。

# Economics, Banking & Statistics

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

**2. Principles of Stock Market Investment.** C. K. Chew, B.Sc. (Loughborough), M.Sc. (Warwick). *Wednesdays, 6.00-7.30 p.m., starting October 28, 1981. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings.*

**Fee: \$140**

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.

**3. Principles of Economics I.** K. K. Cheung, B.A., M.A. (Econ.) (Carleton). *Wednesdays, 7.45-9.15 p.m., starting September 2, 1981. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.*

**Fee: \$200**

An introduction to the theoretical concepts of economics. Topics concerning utility and value, prices and costs, markets and firms, welfare and income distribution, national income analysis, money, public finance, trade, economic growth and development are discussed in relation to the present-day institutional framework. The relevance of economic analysis to the conduct of public and business affairs are also examined. This course is suitable for candidates preparing for professional examinations requiring a paper in basic economics.

**84. International Economics.** K. K. Cheung, B.A., M.A. (Econ.) (Carleton) *Tuesdays, 7.45-9.45 p.m., starting September 22, 1981. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.*

**Fee: \$180**

This course provides an elementary treatment of the theories of international trade and monetary relations. Topics covered will include basis of and gains from trade, trade policies, tariff theory, trade and economic development, foreign exchange markets, balance of payments and its related problems under different exchange rate regimes, international economic integration and monetary reform. Current problems in this area will be considered and historical statistics/experience relevant to Hong Kong will be used for discussion. This course will be of special interest to those who wish to understand international economic relations. Applicants should have a knowledge of economics equivalent to principles of Economics I level.

**85. China's Use of Foreign Financing.** J. Mark Mobius, Ph.D. (Massachusetts Institute of Technology). *Mondays, 6.00-7.30 p.m., starting November 23, 1981. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings. Fee: \$100*

This course will examine the utilization of foreign financing by China since the 19th century. Patterns and trends will be identified and related to projections of future developments. Emphasis will be placed on the history of foreign finance utilization by China with particular focus on the bond market. Topics to be discussed will include China's Balance of Trade trends, Chinese financial obligations and foreign trade policy, foreign capital in China's Economic Development, direct foreign investments, China's banking system and its relation to foreign departments.

**86. Practice of Banking I.** C. S. Chan, A.I.B. *Fridays, 7.45-9.15 p.m., starting September 18, 1981. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings. Fee: \$180*

The objective of the course is to provide students with basic banking knowledge. Topics to be discussed will include: relationship of banker and customer, banking operations, types of account-holder, securities for advances, advances to customers and bank services. This course may be suitable for students who are preparing themselves for professional examinations in Banking.

**87. Practice of Banking II.** David Ho, A.I.B. *Thursdays, 8.00-9.30 p.m., starting September 3, 1981. Room SD02, Hui Oi Chow Science Building, University of Hong Kong. 14 meetings. Fee: \$180*

This course is designed for those who will be taking Paper 2 of Practice of Banking of the Institute of Bankers. Topics will include financial statement analysis, financial forecasting, credit evaluation and structure, pricing and profitability, factoring, import/export finance, marketing.

**88. Banking: a Legal Perspective.** Andrew Li, B. of Laws & Economics (Monash). *Tuesdays, 6.00-7.30 p.m., starting September 15, 1981. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings. Fee: \$200*

This course is designed to cover some major areas in the business of banking in Hong Kong. In particular, it will look at import/export and corporate finance. Emphasis will be placed on the legal aspect of the subjects examined. Various examples of banking documentation will be examined to give participants an appreciation of their meaning.

This course is intended for those who have a particular interest in banking. This may be because either they are working in a bank or otherwise are closely associated with banking in their daily work or business. It will be especially meaningful to those who already have some knowledge or experience in banking but would like to better understand how and why legally certain transactions in banking are carried out.

## Principles of Credit Analysis.

89. N. K. Ho, B.Soc.Sc. (C.U.H.K.). *Mondays, 8.00-9.30 p.m., starting September 21, 1981. Room 122, Main Building, University of Hong Kong. 14 meetings.* **Fee: \$200**

90. N. K. Ho, B.Soc.Sc. (C.U.H.K.). *Saturdays, 3.00-4.30 p.m., starting September 12, 1981. Room 150, Main Building, University of Hong Kong. 14 meetings.* **Fee: \$200**

These courses are designed for bank officers who would like to master the basic techniques of Credit Analysis. Topics to be discussed will include: balance-sheet analysis, financial ratios, funds flows, cash flow projections, financial forecasting, term loans, capital budgeting, and valuation. Prior knowledge of basic accounting and economics is assumed.

91. **Finance of Foreign Trade.** W. K. Poon, A.C.I.S., A.I.B. *Wednesdays, 6.15-7.45 p.m., starting September 16, 1981. Room 201, Main Building, University of Hong Kong. 15 meetings.* **Fee: \$200**

The tutor will select topics from the AIB syllabus for Finance of International Trade and Foreign Exchange. Topics include: foreign exchange market, rate of exchange, spot and forward rates, swaps and arbitrage, funds management, methods of making international payments, collection of clean and documentary bills, documentary letters of credit, ECGD services.

92. **Foreign Exchange.** Kong Hin-man, A.I.B., M.Inst.A.M. (Dip.), A.F.I.B.A. *Mondays, 7.45-9.15 p.m., starting September 7, 1981. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$200**

Foreign exchange risk can affect everybody especially those who are involved in foreign currency transactions. The course is tailored for those who want to understand in depth the operations of foreign exchange and money markets. Discussion will centre on means of hedging foreign exchange risk, exchange rate forecasting, interest arbitration and the relationship of foreign exchange markets and money markets. Internal administration and control procedures will also be included.

93. **O & M Relating to Banking.** Conrad Chang, B.Soc.Sc. (H.K.), A.I.B., A.C.I.S. *Fridays, 7.15-8.45 p.m., starting September 11, 1981. Room 227, Knowles Building, University of Hong Kong. 14 meetings.* **Fee: \$180**

The objective of the course is to provide participants with basic knowledge of O & M techniques in relation to bank operations. Topics will include: work study in the bank, introduction to method study and work measurement, forms design and control, charting techniques, office layout and working environment, office machines, procedure manual and report writing. This course may be suitable for banking students and those who have recently joined the bank's management services department.

## 94. 商品交易原理 (Principles of Commodity Trading)

主講人：由香港商品交易所有限公司安排專家主講。

地點：甲班：香港大學校外課程部市區中心20室。

乙及丙班：香港大學校外課程部市區中心28室。

時間：甲班：一九八一年九月二日起每星期三下午六時至七時三十分。

(共八講)。

乙班：一九八一年九月四日起每星期五下午六時至七時三十分。

(共八講)。

丙班：一九八一年十月三十日起每星期五下午六時至七時三十分。

(共八講)。

學費：一百四十元。(報名時請註明甲班或乙班或丙班)。

本課程適合對香港商品期貨交易市場有興趣的人士參加，香港商品交易所有限公司邀請對期貨投資有專門認識的業內人士主講。內容包括：商品交易市場的組織，功能和買賣方式，期貨市場分析技巧，和一般交易商品的基礎知識。

## 95. 香港經濟 (The Hong Kong Economy)

主講人：梁茂公先生。

地點：香港大學校外課程部市區中心22號室。

時間：一九八一年九月七日起每星期一下午六時至七時三十分。

學費：一百四十元。(共十講)。

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有興趣，便可報名。

## 96. 銀行實務概論(一) (Principles of Banking Practice I)

主講人：區文道先生，A.I.B., A.C.I.S., A.M.B.I.M., Winner of the I.C.S.A. Sir Cuthbert Grundy Prize.

地點：香港大學厲樹雄科學館二樓103號室。

時間：一九八一年九月七日起每星期一下午八時至九時三十分。

學費：一百六十元。(共十四講)。

本課程特為在銀行或財務機構之人仕而設。講授重點包括介紹本港財務及銀行業及其有關之法例，各種銀行存款及處理方法，銀行與客戶之關係，票據及支票，外匯買賣及滙款等銀行知識。

**7. Elements of Statistical Theory I.** Bacon-Shone, J. H., B.Sc. (Durh.); A.Sc. (London), Ph.D. (Birmingham), Lecturer in Statistics, University of Hong Kong. *Wednesdays, 6.15-7.45 p.m., starting September 16, 1981. Room 415, Cenovales Building, University of Hong Kong. 14 meetings.* **Fee: \$140**

The basic concepts of statistical theory will be introduced for those who wish to acquire some knowledge of elementary statistics and for candidates studying or 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.

**8. Survey Sampling.** Mrs. Tang-Mok Mo Ching, B.Sc. (Math.), M.Sc. (Stat.) (Glasgow). *Thursdays, 6.15-7.45 p.m., starting September 10, 1981. Room SDo2, Hui Oi Chow Science Building, University of Hong Kong. 10 meetings.* **Fee: \$120**

This course is designed for those who would like to design and carry out sample surveys or those who would like to take professional examinations in Statistics. Topics will include: sample design, random and quota sampling, stratified sampling, multi-stage sampling, cluster sampling, estimation of parameters with and without constraints, interviewing, postal surveys, panels, pilot surveys, non-sampling errors, design factor, Survey Sampling in Hong Kong. It is desirable that applicants have at least some basic knowledge of statistics.

**9. Statistics for Social Scientists.** Mrs. Tang-Mok Mo Ching, B.Sc. (Math.), M.Sc. (Stat.) (Glasgow). *Mondays, 6.15-7.45 p.m., starting September 21, 1981. Room 103, James Hsiung Lee Science Building, 1/F., University of Hong Kong. 8 meetings.* **Fee: \$100**

This course is designed for social scientists who would like to design their own research experiments and be able to analyse their results. Topics will include: basic principles of experimental design, randomisation, replication, blocking, Latin squares, analysis of categorical data using the chi-square test, non-parametric tests, Mann-Whitney U test, Wilcoxon test, Spearman test, Pearson's test, analysis of variance, interpretation of results, analysis of data using computer package SPSS. Emphasis will be on concrete examples. Prior knowledge of statistics is not required.

*See also :*

- 68. Statistics for Accountants.** (Page 21)
- 78. International Banking.** (Page 23)
- 379. Introduction to Data Processing.** (Page 131)
- 383. Fundamentals of Computer Systems and Data Processing.** (Page 133)
- 384. Data Processing.** (Page 133)

# Management Studies

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

**100. An Introduction to Business Management.** Auyeung Ying-fai, B.A. (Whitworth Coll.) M.B.A. (Portland State). *Saturdays, 3.45-5.15 p.m., starting September 26, 1981. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$120**

Managing a modern business enterprise is an activity for which relatively few of those who become involved in it have had proper training. The functions of the managerial process will be examined, together with the design of structure necessary to accomplish organizational objectives, and the development of managerial thought in its historical context. Particular attention will be paid to an analysis of the three major functional disciplines—Manufacture, Finance and Marketing—and a case studies will also be reviewed. This course has been specially designed for junior executives or those about to enter the management field, who wish to broaden their knowledge of modern management techniques.

**101. How to Start and Run Your Own Business.** Elizabeth L. Thomson, B.A. (Western Ontario), LL.B., B.C.L. (McGill) and Guest Speakers. *Tuesdays, 7.45-9.15 p.m., starting September 22, 1981. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$105**

The 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, legal and general business factors involved. The basic elements in setting up a business will be evaluated, including banking, accounting systems, office procedures and administration, corporate image building, import/export activity, assessing market opportunities and evaluating effectiveness.

**102. An Introduction to Marketing Management.** Albert Chan, B.Sc. (H.K.), M.B.A. (C.U.H.K.). *Tuesdays, 6.00-7.30 p.m., starting September 29, 1981. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$120**

Marketing has been described as the performance of those activities that direct the flow of goods and services from producer to consumer or user. This concept will be considered from its base to the modern practice of marketing management. The course has been designed for those who have no previous experience of the implications of marketing techniques and who wish to equip themselves for work in this field. Special attention will be paid to the organization of various marketing activities in order to ensure that they are properly co-ordinated.

**103. Marketing: Problems, Concepts and Research.** Ernest Wan, B.Sc., M.B.A. (C.U.H.K.). *Fridays, 8.00-9.30 p.m., starting September 25, 1981. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$120**



The marketing function in business requires the manager to take a set of decisions which are based partly on factual evidence and partly on anticipation of how the market will react. In order to reduce reliance on guesswork a marketing manager needs to have the fullest knowledge of the variables involved. This course will examine the problems, concepts and research techniques which are relevant to decisions in marketing. The more advanced techniques in marketing which will be considered include: market strategy planning, the assessment of market potential, product planning, promotional and pricing strategy, consumer behaviour, the dynamics of market research, sample design, data collection and the statistical techniques used in data analysis.

**104. Managing the Marketing Function.** Danny Lam, B.Comm. (Dalhousie), Dip.Bus.Admin. *Mondays, 8.00-9.30 p.m., starting September 29, 1981. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$120*

Adoption of the Marketing Concept requires that an organization should examine all of its component activities to ensure that they are geared towards the achievement of objectives in the market place. The elements of the marketing mix will be explained and analyzed, notably product planning, pricing policy, channels of distribution, and promotion and advertising. Market forces will also be reviewed, ranging from buyer behaviour, to trade behaviour, competitive activity, the role of government and the research techniques necessary to define them. This course will be of interest to individuals recently entered or who intend to enter the Marketing field and who wish to make a comprehensive assessment of all features of marketing strategy.

**105. Promotion in Marketing: strategy and control.** Charmaine Chen, B.Com. (Manitoba). *Saturdays, 2.00-3.30 p.m., starting September 26, 1981. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$120*

An understanding of consumer behaviour is of the greatest importance in the development of promotional strategy in marketing. This course seeks to establish an awareness of the buyer's motivation and behaviour and to link this knowledge to marketing policy, particularly advertising, sales promotion, and the tools of communication relating to consumer goods. The principles involved will be reinforced with the use of case material, which the class will be expected to discuss. A sequential approach will be adopted in examining promotional strategy from the analysis of the situation, the establishment of objectives and budget to the management of advertising effort. The course has been designed for marketing specialists who wish to improve their knowledge of modern marketing techniques by discussion and participation.

**106. Marketing Management.** Gavin Wu, B.B.A., M.B.A. (Iowa). *Mondays, 6.00-7.30 p.m., starting September 28, 1981. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$120*

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 consumer goods in the context of Hong Kong. This course is intended for junior executives whether in a specialist marketing area or not and for those engaged in General Management who wish to gain a greater insight into the relevance and working of the marketing function in a business operation.

**107. International Marketing Management.** Chan Wai-ming, B.S.B.A. (Lowell), M.B.A. (Arkansas). *Wednesdays, 8.00-9.30 p.m., starting September 23, 1981. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*  
**Fee: \$120**

The field of international marketing may be interpreted in terms of economic phenomena, selling opportunities in different countries, regional market characteristics or the various socio-cultural environments. Within this framework the entrepreneur must also be aware of the opportunities and constraints of marketing policy including product decisions, pricing, channels of distribution, marketing research and means of communication. This course, which will include case study and class discussion, has been designed for those who wish to deepen their knowledge of import/export factors and features of multi-national marketing planning.

**108. International Marketing.** Nelson Cheung, B.B.A. (C.U.H.K.). *Fridays, 7.15-8.45 p.m., starting September 25, 1981. Room 142, Main Building, University of Hong Kong. 12 meetings*  
**Fee: \$120**

Marketing is a selling philosophy and an art of achieving objectives through the satisfaction of others. This course uses a managerial approach as the basis for decision-making in international marketing management. Topics covered include: planning and organizing for international marketing, international policy on product, pricing, promotion and distribution channels, co-ordination and controlling of world marketing operations. Advertising in some specific markets will also be considered. This course is intended for those who want to become marketing management executives working in an international context. Knowledge of basic marketing will be an advantage but is not essential.

**109. International Trade.** Lawrence Chan, B.A. (Simon Fraser). *Wednesdays, 7.15-8.45 p.m., starting September 23, 1981. Room 141, University Main Building. 12 meetings.*  
**Fee: \$120**

A comprehensive analysis of the factors affecting international trading arrangements will be offered in this course. These range from the internal requirements of a company in terms of product and marketing organization, the establishment of distribution channels domestically and overseas, identifying foreign markets, to the financial and operational features of exporting. The sources of finance and

procedures for importing will also be considered, together with the role of Government in the import/export functions. The course will be of interest to those who are examining the feasibility of opening an import/export business or who have recently entered the field.

**110. Consumer Products Marketing.** Chan Ho-lam, B.A., M.B.A. (Windsor). *Saturdays, 2.00-3.30 p.m., starting September 26, 1981. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$120*

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 consumer goods in the context of Hong Kong. This course is intended for junior executives whether in a specialist marketing area or not and for those engaged in General Management who wish to gain a greater insight into the relevance and working of the marketing function in a business operation.

**111. The Marketing of Tourism.** Maine Li, B.B.A. (Hawaii), M.B.A. (Texas). *Saturdays, 2.00-3.30 p.m., starting September 26, 1981. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$120*

The different facets of Hong Kong's Tourist Industry represent a marketing situation of large and growing proportions. Tourism may be defined as a series of interlinked elements in the marketing mix, covering people, promotions, the distribution of facilities, the product being marketed, and its price. All of these features of the Tourist Industry play their part in the attraction of visitors to Hong Kong. Special emphasis will be placed on the role of the Tourist Association and of techniques of Market Research in making the best use of facilities for developing Tourism. The development of short and long term strategies for the Tourist Industry will also be a major theme. This course has been designed to be of interest to the wide variety of people who are directly or indirectly connected with Tourism in Hong Kong.

**112. An Introduction to Commercial Shipping Practice.** Maine Li, B.B.A. (Hawaii), M.B.A. (Texas). *Saturdays, 3.45-5.15 p.m., starting September 26, 1981. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$120*

Import and export trade is the essence of Hong Kong's economy. Shipping practice is directly or indirectly related to all kinds of import and export trade. This course will cover the basic knowledge concerning shipping practice and management. Topics to be discussed include: the functions of a Bill of Lading; containerization; different kinds of shipping companies and their functions; general structure and ship types; freight rate structure; chartering and charter-

parties; the relationship between ship owners and merchants; shipping documents and procedure; loading and stowage of cargo; the public control of shipping; and marine insurance. Current issues concerning the shipping industry will also be discussed.

**113. Introduction to Operational Research.** F.K.W. Mak, Ph.D. (London), C.Eng., M.I.Mech.E., F.B.I.M. *Thursdays, 6.00-7.30 p.m., starting October 1, 1981. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$120**

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.

**114. Organization and Methods.** Samuel San, B.E. (N.S.W.). *Saturdays, 3.45-5.15 p.m., starting September 26, 1981. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$120**

The techniques of a sound Organization and Methods approach to the running of a business enterprise are being adopted by an increasing number of companies in the modern world. Designed for office, line and general managers, this course will cover the application of O. & M. techniques from basic fact finding, the analysis of bad procedures through to the specialized techniques of an advanced nature. Specifically, the speaker will examine the problems of forms layout and design, the selection and usage of office machines, clerical aids, together with the supporting role of statistical techniques and of critical path analysis. Examples will be used to show the successful application of O. & M. techniques, taking into account the human implications of changes made.

**115. Production Management.** Richard Hung, B.A.Sc. (Toronto), M.B.A. (Windsor). *Saturdays, 3.45-5.15 p.m., starting September 26, 1981. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$120**

The rising cost of materials and equipment is a problem faced by all manufacturers in Hong Kong and it is increasingly important. These lectures aim to provide knowledge of scientific management in the production area. Topics to be covered include the selection and quality of the product line, the location, design, layout, equipment and maintenance necessary for a production unit, problems of manufacturing, and aspects of production and material control. The course is suitable for production specialists, engineers and general managers.

**116. Physical Distribution Management.** L. C. Koo, Dip.M.S. (H.K.), M.C.I.T., M.B.I.M. *Saturdays, 4.00-5.30 p.m., starting September 26, 1981. Room 17, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$120*

With the tendency for physical distribution costs to rise rapidly with succeeding years, the importance of understanding the principles of managing in this area have become very apparent. Physical Distribution Management will be reviewed from the theoretical and practical standpoints as being geared to achieve the highest degree of efficiency in resources, time, space and cost. From the introduction and development of a system in the organization, consideration will be given to problems of planning, budgeting, cost control, materials handling and packaging. The course will also examine warehouse design, inventory control, vehicle scheduling, movement of goods by land, sea and air, documentation, safe and economic operation of equipment, the analysis of traffic demand, as well as techniques for improving productivity.

*Recommended Texts :*

*Handbook of Physical Distribution Management*, Felix Wentworth (Gower Press).

*Transport and Physical Distribution made simple*, G. Whitehead (Allen).

**117. Manufacturing Planning and Control.** Alfred Chan Tit-yu, B.Sc. (New York State), M.Sc. (Georgia I.T.). *Thursdays, 7.45-9.15 p.m., starting October 1, 1981. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$120*

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 the production field 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.

**118. Materials Management.** Denis Ip, M.I.P.S. *Saturdays, 2.00-3.30 p.m., starting September 26, 1981. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$120*

Materials Management is an emerging concept whereby industrial, commercial, and governmental organizations recognize that purchasing, production and distribution are not separate activities but three aspects of one basic task: controlling the flow of materials and products from sources of supply, through manufacturing, and out through channels of distribution and into the hands of customers.

The course will benefit managers involved in any aspect of purchasing, production and distribution and will emphasize the significant contributions that can be made by materials managers in an age of scarce and ever more costly resources.

### 119. 管理科學概論 (An Introduction to Management Science)

主講人：任正民碩士。

地點：香港大學鈕魯詩樓 229 室。

時間：甲班：由一九八一年九月二十六日起每星期六下午二時至三時三十分。  
(共十二講)。

乙班：(只在甲班額滿後，才會增開乙班)

由一九八一年九月二十六日起每星期六下午三時四十五分至五時十五分。(共十二講)。

學費：一百二十元。

現代公共及工商業機構需求更多對科學管理有認識之行政及管理人員。

本課程旨在介紹各類常用之科學管理方法，包括需求預測、經濟分析、投資評價、決策分析、總性規劃、網組分析及存貨管理等。本課程雖較偏重於數量化之分析，但教師將會在課程中解釋所需應用之數學。

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

主講人：吳佩萃碩士。

地點：香港大學校外課程部市區中心30室。

時間：一九八一年九月二十六日起每星期六下午三時四十五分至五時十五分。

學費：一百二十元。(共十二講)。

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

### 121. 業務推廣導論 (An Introduction to Sales Promotion)

主講人：陳少威先生，B.Sc., M.B.A.

地點：香港大學鈕魯詩樓415室。

時間：一九八一年九月二十五日起每星期五下午七時三十分至九時。

學費：一百二十元。(共十二講)。

業務推廣活動為商務政策重要的一環。其形式多取決於商品特性、市場競爭狀況，投資規模及其他拓銷策畧組合等因素。本課程概論業務推廣計劃及執行方法，分析顧客購買之動機，及研究各種商品之拓銷方法。並以個案形式介紹及分析一般被廣泛採納與應用之業務推廣技巧。

## 122. 生產管理 (Production Management)

主講人：黃昭欽碩士。

地點：香港大學校外課程部市區中心30室。

時間：一九八一年九月二十五日起每星期五下午七時四十五分至九時十五分。

學費：一百零五元。（共十講）。

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

## 123. 生產管理之作業研究 (Operational Research in Production Management)

主講人：陳大行先生，B.Sc. (London)

地點：香港大學校外課程部市區中心23室。

時間：一九八一年九月二十六日起每星期六下午四時至五時三十分。

學費：一百二十元。（共十二講）。

此課程旨在展示運籌學技巧在生產管理範疇之運用。其範圍包括：生產預測方法，線性迴歸，多重迴歸，線性規劃，單純方法，運輸問題，網路分析，要徑方法，資源平衡，替換問題，ABC分析及倉存模式。申請者應具有良好代數學識，兼有運籌學基本智識者更佳。

## 124. 現代督導管理原理 (Modern Supervisory Management Principles)

主講人：雷子龍碩士。

地點：香港大學校外課程部市區中心30室。

時間：一九八一年九月二十八日起每星期一下午七時四十五分至九時十五分。

學費：一百二十元。（共十二講）。

隨着工商業的發達，生產方式的改進及一般員工教育水準的提高，現代管理方法和知識的需求也日漸急切。無論組織屬於牟利或非牟利團體，若要提高員工及管理人員的工作效率，非要依賴科學管理方法不可。本課程正是針對此類需求而設，目的是使一般主管人員能夠從現代管理學原理的探討和研習過程中，了解到組織和人的關係，從而找到問題的解決方法。

本課程之討論內容包括：現代管理學的原理，督導實務，管理人員的責任和角色，人際關係，組織及個人的傳達技巧，員工的激勵，計劃與管制，評估下屬的

標準，決策能力的培養及其他在管理過程中可能遇上問題都會是本課程的討論和研習課題。

本課程之主要對象是工商企業的中級管理人員，其他組織的行政人員及有興趣人士亦可選讀。

### **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 1982, will be expected to attend for two evenings a week and to be given release by their employers on Wednesday afternoons. 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 the Department of Extra-Mural Studies, University of Hong Kong.

*See also :*

- 70. Business Management: an accounting perspective.** (Page 21)
- 72. Basic Financial Management.** (Page 22)
- 73. Financing a small business.** (Page 22)
- 234. 商人及其法律概論** (第 83 頁)
- 237. 公司法及合股經營法概論** (第 84 頁)
- 295. 中國貿易普通話班** (第 102 頁)
- 358. Industrial Psychology.** (Page 122)
- 376. Computerisation Made Simple.** (Page 130)
- 377. Computer Applications: the Executive's Viewpoint.** (Page 130)

#### **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.



# Personnel Management

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

## 125. 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* September 30, 1981 to April 28, 1982.

*Place* Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F.

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

*Fee* \$800

*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 1, 1981.

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

**126. Personnel Management.** Raymond Ho, B.Sc. (Wisconsin), M.A. (Minnesota). *Fridays, 7.15-8.45 p.m., starting September 25, 1981. Room 141, University Main Building. 12 meetings. Fee: \$120*

The personnel function embraces those policies which affect the acquisition of people in an organization and support their continued employment. Amongst the critical areas of policy which will be examined are: recruitment and selection, management development, training, salaries administration and industrial relations. Certain case material will be selected for discussion in class. The course is suitable for those who have recently entered or who intend to enter the personnel management profession.

**127. Modern Trends in Personnel Management.** Ng Sik-keung, B.Soc.Sc., M.Soc.Sc. (H.K.), A.C.I.S. *Saturdays, 3.45-5.15 p.m., starting October 1, 1981. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$120*

The function of Personnel Management will be examined as it applies to both the public and private sector, with an emphasis on the differentiation of role according to the nature of the organization. The major policy areas will be critically reviewed, including those of manpower planning and resource allocation, staff and industrial relations, organizational development, and the development of policies to act in pursuit of organizational objectives. Consideration will also be given to the behavioural assumptions which lie behind the translation of personnel policy into practice. The course will be of interest to those who wish to deepen their interest in the human factor in the work situation and to see the development of Personnel Management in its modern setting.

**128. Practising Personnel Management.** Mannan H. Najmee, B.Soc.Sc. (H.K.), M.Sc. (Strathclyde), M.Sc. (Hull). *Fridays, 6.00-7.30 p.m., starting September 25, 1981. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$120*

Most enterprises have a Personnel Department whose functions vary according to the size and purpose of the organization. In this course the five general personnel functions will be examined: employment, training, wages and salaries, industrial relations and welfare and safety. Special attention will be paid to the problems of manpower planning, identifying training needs, methods of recruitment and selection, wage payment systems, salaries administration, job evaluation, industrial negotiations and occupational health and safety. The purpose of the course will be to increase participants' knowledge of the personnel function and relate these activities to the needs of business as a whole.

*Recommended Text:*

*A Handbook of Personnel Management Practice, Michael Armstrong (Kogan Page 1977).*

**129. Personnel Management and Industrial Relations.** Kwong Kam-yin, B.B.A. (C.U.H.K.), M.Sc. (Aston), A.M.I.P.M. *Saturdays, 2.00-3.30 p.m., starting September 26, 1981. Room 22, Extra-Mural Town Centre, Wing On Centre. 8/F. 12 meetings.* **Fee: \$120**

The personnel function has emerged to become one of the most important elements in the successful running of an organization. The role of the personnel specialist will be considered in detail, notably in recruitment and selection, manpower planning, training and development, staff appraisal, wage and salaries administration, job analysis and evaluation. Also to be considered will be the range of interview and social skills needed by the Personnel Manager. Particular attention will be paid to the role of the personnel specialist in the Industrial Relations function: the opportunities and problems presented in the context of Hong Kong. The course is designed for those about to enter or recently involved in the personnel function.

### **130. 人事管理學 (Personnel Management)**

主講人：莊明中碩士。

地點：香港大學校外課程部市區中心30室。

時間：一九八一年九月二十六日起每星期六下午二時至三時三十分。

學費：一百二十元。（共十二講）。

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

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

# Education

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

## 131. 小學行政簡介 (Administration in Primary Schools)

主講人：王齊樂先生。

地點：香港大學校外課程部市區中心22室。

時間：甲班：由一九八一年九月二十三日起每星期三下午三時至五時。  
(共十二講)。

乙班：由一九八一年九月二十五日起每星期五下午七時四十五分至九時四十五分。(共十二講)。

學費：一百二十元。(報名時請註明甲班或乙班)。

本課程旨在介紹和討論小學行政的理論和可行的實施方法。適合負責小學行政的校長、副校長、教務主任、訓導主任及一般小學教師參加。課程內容包括：小學行政組織的構想、校政計劃的訂定和實施、校長的職責和教職員間的分工、教務工作的處理、訓導工作、學校與家庭的聯繫和文書事務的處理等。

申請教署退還學費手續：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退還學費，可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。(如欲教育司署退還學費者，須於九月十九日前報名)。

## 132. 特殊學校行政 (Administration in Special Schools)

主講人：王齊樂先生、黃祐怡先生、鮑瑞美女士及其他專業人士。

地點：香港大學校外課程部市區中心25室。

時間：一九八一年十月三日起每星期六上午十時至十二時。

學費：二百元。(共十五講)。

本課程專為特殊學校校長及參與行政之教師而設，旨在介紹及討論特殊學校行政及管理之理論與可行辦法。課程內容包括：學校行政組織、人事管理、津貼學校則例、財政管理、文書事務的處理、訓導工作、學校與家庭的聯繫等。

申請教署退還學費手續：凡政府、補助或私立學校教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。(如欲教育司署退還學費者，須於九月二十二日前報名)。

**133. Social Studies in Secondary Schools.** Chow Yiu-wing, B.Soc.Sc., (C.U.H.K.), Dip.Ed. (H.K.); Miss Lo Tang-wah, B.A., Dip.Ed. (C.U.H.K.), F.R.G.S.; Wong Koon-kwai, B.Soc.Sc., Dip.Ed. (C.U.H.K.), Ad.Dip.Ed. (H.K.). *Fridays, 6.15-7.45 p.m., starting September 25, 1981. Room D06, James Hsiung Lee Science Building, University of Hong Kong. 34 meetings. Fee: \$240*

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.

*Enrolment is limited to 40.*

**Fee Refund:** on being accepted for this course, teachers of Social Studies will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 10, 1981.*)

**134. Playing is Learning for Living.** Mrs. Elizabeth Holland and others. *Mondays, 7.45-9.45 p.m., starting September 21, 1981. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$180*

An introduction to the "Playgroup", its theory and practice, leading to a deeper understanding of the needs of pre-school children. The course aims at enhancing the appreciation of the emotional, intellectual, aesthetic and physical needs of the pre-school child, the meaning of parent participation and an understanding of playgroup presentation and management appropriate to Hong Kong. There will be ample opportunities for an interchange of ideas with the speakers who are specialists in their respective fields.

Topics to be discussed include the aims of pre-school education; play, its purpose, value and choice of play material; imaginative and fantasy play; creative activities for children; the role of music; language development; problems and pressures of Hong Kong playgroups.

The course is intended for playgroup teachers, parents and others interested and is organized in co-operation with the Hong Kong Branch of the Pre-School Playgroup Association. Further details are available on request.

*Enrolment is limited to 25.*

**135. Art Therapy.** Miss Jennifer Creek, M.C.O.T., F.E.T.C., Senior Lecturer in Occupational Therapy, Hong Kong Polytechnic. *Tuesdays, 8.00-10.00 p.m., starting October 13, 1981. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$180*

The course is designed for those working with handicapped or ill people. Teachers, therapists, social workers, psychologists and nurses would find it particularly useful. The aim is to teach a range of techniques which can be used in art therapy and to give students an opportunity to experience how art therapy works. Discussion will be centred on the application of art therapy in the setting

where students are working. Students are required to participate in each week's activity and no previous experience or artistic ability is expected. Techniques that will be discussed include painting, collage, clay-modelling, papier mache, drawing and puppetry.

*Enrolment is limited to 20.*

**Fee Refund:** on being accepted for this course, teachers of handicapped children will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: October 3, 1981.*)

### **136. 幼童的美術教學 (Teaching Art to Young Children)**

主講人：林漢超先生。

地點：香港大學校外課程部市區中心22室。

時間：一九八一年九月二十五日起每星期五下午五時四十五分至七時十五分。

學費：八十元。（共十講）。

此課程專為任教於小學及幼稚園的美術教師而設。內容包括繪畫對幼童心態發展的影響，兒童的美術觀，美術工作的材料及過程，和美術教師的角色與訓練。

申請教署退還學費手續：凡政府、補助或私立學校教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月十五日前報名）。

### **137. 結他伴奏初階 (Guitar Accompaniment Course for Music Teachers)**

主講人：盧傳偉先生。

地點：香港般舍道羅富國教育學院。

時間：一九八一年十月一日起每星期四下午七時至九時。

學費：一百五十元。（共十二講）。

本課程專為中小學音樂教師而設。課程內容包括：結他伴奏法，結他讀譜的方法，怎樣配和絃與及使用結他於音樂教學中。（限收二十人）。

申請教署退還學費手續：凡政府、補助或私立學校之音樂科教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月二十三日前報名）。

### 138. 中學中國文學科現代文學的教學 (The Teaching of Modern Chinese Literature in Senior Forms)

主講人：丁平先生、林章新先生。

地點：香港大學校外課程部市區中心14室。

時間：一九八一年九月二十五日起每星期五下午六時至七時三十分。

學費：一百一十元。（共十六講）。

本講座的舉辦，可說是以往講座「中學中國文學科的教學」的延續。講座的目的，主要就中國現代文學在教學上所牽涉的問題，提供一些意見和資料，給教師作為參考。

本課程將會剖析中學中國文學科課程甲、乙兩部中「現代文學」那一部份的內容，同時也會就中國現代文學的教學目標、施教方式、教具運用、資料處理、習作要求等等，提供一些指引。至於教師在教學上可能遭遇的困難和可能產生的疑慮，也會提出來加以討論。教學內容方面，講者將會在課程的範圍內，分就詩歌、散文、小說、戲劇四類，扼要地提供一些中國現代文學的參考資料；這些資料，將會包括一些重要作家、作品、團體、主張的介紹與評論。

申請教署付還學費手續：凡政府、補助或私立學校之中學國文科教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月十五日前報名）。

### 139. 當代中國 (Contemporary China)

主講人：梁君國先生。

地點：香港大學校外課程部市區中心21室。

時間：一九八一年九月廿九日起每星期二下午五時四十五分至七時十五分。

學費：一百三十元。（共十六講）。

本課程專為中國歷史科學教師而設，對二次世界大戰後中國政治經濟之變動，科技建設之成就，以及在國際事務中所產生之影響，作專題式討論，使教師對當代中國各方面之發展，有更深了解，以提高教學質素。

申請教署退還學費手續：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退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月十九日前報名）。

### 140. 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。

地點：香港大學校外課程部市區中心22室。

時間：一九八一年十二月四日起每星期五下午六時至七時三十分。

學費：五十元。（共六講）。

自一九七五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闊，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，互相切磋和對教學工作實際問題交流意見。

申請教署退還學費手續：凡政府、補助或私立學校之中國語文教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後，連同學費收摺向教育司署申請。（如欲教育司署退還學費者，須於十一月二十四日前報名）。

#### **141. 影響學校成績之因素 (Factors affecting Achievement in School)**

主講人：陳永昌博士。

地點：香港大學校外課程部市區中心25室。

時間：一九八一年九月三十日起每星期三下午八時十五分至九時四十五分。

學費：七十元。（共十一講）。

本課程將對影響學校成績因素作一精要分析，因素包括學生（個人）、家庭（父母兄弟）、與學校（校長教師）方面，個人因素之智慧、態度、興趣、驅動力、期望、尤其父母子女之交互作用將作深入探討，介紹有關物質與心理環境之研究資料。本課程適合教師與家長。

申請教署退還半費手續：凡政府、補助或私立學校教師進修以上課程而欲教育司署退還半費，可於接獲本部取錄函件及申請書後，連同學費收摺向教育司署申請。（如欲教育司署退還半費者，須於九月十九日前報名）。

#### **142. 課室管理及教學活動之設計 (Classroom Management and the Design of Learning Activities)**

主講人：譚添鉅博士。

地點：香港大學校本部217室。

時間：一九八一年十月五日起星期一下午六時十五分至七時四十五分。

學費：六十五元。（共八講）。

本課程特為中小學教師及教學行政人員而設。內容側重教學原理及課堂管理之方法及技巧。內容包括課室管理問題與下列各項之關係：（一）教案編寫及課程之設計；（二）技能、知識、態度、行為之教與學習；（三）科技教材之使用及管理；（四）家課、堂課活動之設計，及學業成績之評估方法；（五）操行問題及課室秩序之管理；（六）其他影響課室管理問題之因素及處理方法。（限收25人）。



申請教署退還學費手續：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退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月二十五日前報名）。

#### **143. 兒童學習的過程 (How Children Learn)**

主講人：陳永昌博士。

地點：香港大學校外課程部市區中心21室。

時間：一九八一年十一月十六日起每星期一下午五時四十五分至七時四十五分。

學費：九十元。（共九講）。

本課程旨在向中小學及幼稚園教師介紹有關兒童學習的基本學說。研討範圍包括影响兒童的內外因素，智慧的發展，學習概念的形 成，和個性與成就的關係。

申請教署退還學費手續：凡政府、補助或私立學校教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如教育司署退還學費者，須於十一月六日前報名）。

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

主講人：由香港弱智人士服務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担任。

地點：香港大學校外課程部市區中心25室。

時間：甲班：由一九八一年九月二十九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：由一九八一年十月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）。

學費：一百一十元：（報名時請註明甲班或乙班）。

本課程之目的為使社會人仕、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。（本課程由香港弱智人士服務協進會贊助）。

申請教署退還學費手續：凡政府、補助或私立學校教師進修以上課程而欲教

育司署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月十九日前報名）

**145. 學齡前聽覺弱能兒童的認識 (Understanding & Management of Pre-School Hearing Impaired Children)**

主講人：吳美薇女士、葉吳素如女士。

地點：香港大學校外課程部市區中心21室。

時間：一九八一年九月二十八日起每星期一下午六時至七時三十分。

學費：七十元。（共七講）。

本課程旨在使社會人士、家長、幼兒工作者、社會工作者對學齡前聽覺弱能兒童有基本的了解，並在處理方面有正確的認識。內容包括：介紹簡易聽覺學、助聽器的使用、學齡前聽覺弱能兒童之語言及情緒發展，提供輔導此類兒童及其家長的方法，並着重探討此類兒童與正常兒童在普通環境混合學習與生活等問題。

*See also :*

- 26. **Hong Kong: the Archaeological and Historical Scene.** (Page 6)
- 194. **Games and Activities in English Language Teaching.** (Page 66)
- 195. **Managing the Large Language Class.** (Page 67)
- 196. **Teaching Verse Speaking to Children.** (Page 67)
- 197. **Another Look at Literature.** (Page 68)
- 240. 小學數學教學（第 87 頁）
- 252. **Modern Dance and Music Workshop.** (Page 92)
- 294. 普通話教學法（第 101 頁）
- 328. 朗誦講座（第 110 頁）
- 353. **An Introduction to School Counselling & Guidance.** (Page 119)
- 354. **Workshop for Careers Teachers.** (Page 120)
- 355. **Psychology of Learning Disability.** (Page 121)
- 361. 兒童道德觀之發展與德育（第 123 頁）
- 369. **Biology at 'A' Level.** (Page 127)
- 370. **Marine Aquiculture for Secondary School Teachers.** (Page 128)
- 408. 兒童照顧與輔助方法（第 144 頁）
- 412. 學校社會工作導論（第 146 頁）
- 414. 發展性小組工作（第 147 頁）

# Engineering

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

**Course Nos. 146 and 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.

**146. Certificate Course in the Design and Control of Manufacturing Systems.** Mondays and Thursdays, 7.00–9.00 p.m., starting September 28, 1981. Room DS2, Duncan Sloss Building, University of Hong Kong, Pokfulam Road, Hong Kong. 55 meetings (including laboratory instruction).

*Tutors :* M. C. K. Kwok, B.Sc. (Eng.) (H.K.), M.Sc. (Strath.), C.Eng., M.I.Prod.E., Lecturer in Industrial Engineering, University of Hong Kong. (Tutor-in-charge).

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.

A. J. Courtney, B.Tech. (Brunel), D.S.I.R. Dip.Mgt. Studs. (Brunel), M.Sc. (Birmingham), C.Eng., M.I.Prod.E., 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. Leung, M.Sc. (Manc.), C.Eng., M.I.Prod.E., M.H.K.I.E., Lecturer in Industrial Engineering, University of Hong Kong.

K. L. Mak, M.Sc. (Eng.), Ph.D. (Salf.), C.Eng., M.I.Mech.E., M.I.Prod.E., M.H.K.I.E., 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.

**Fee: \$730** (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 2, 1981. 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.

**147. Certificate Course in Fundamentals of Digital Computers.** *Wednesdays, 6.30-8.30 p.m., starting October 7, 1981. Room 167, Main 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).

Paul Cheung, B.Sc., Ph.D. (H.K.), M.Sc. (Lond.), C.Eng., M.I.E.E., M.I.E.E.E., M.H.K.I.E., Senior Lecturer in Electrical Engineering, University of Hong Kong.

C. C. Lau, M.Phil. (H.K.), M.I.E.E.E., Lecturer in Electrical Engineering, University of Hong Kong.

**Fee: \$630** (including examination fee).

*Entry Qualifications :* Applicants with a Physics or Electrical Engineering background up to Bachelor's degree level or a qualification accepted by one of the major international institutions of a relevant profession. In exceptional cases, consideration for admission will be given to applicants without professional or graduate qualifications provided that they are over 25 and have had at least two years of related industrial experience in responsible positions.

*Enrolment is limited to 40 persons.*

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

*Closing date for applications* : September 10, 1981. 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.*

**148. Welding and Joining Technology.** Partington, E. C., M.Sc. (Lond.), D.I.C., C.Eng., M.I.Mech.E., M.I.Prod.E., M.H.K.I.E., A.M.B.I.M., Lecturer in Industrial Engineering, University of Hong Kong. *Thursdays, 6.00-7.30 p.m., starting October 1, 1981. Room 25, Extra-Mural Town Centre, Wong On Centre, 8/F. 15 meetings.* **Fee: \$150**

A course for those engaged in production management and manufacturing technology. It is of particular interest to those who are responsible for method or process selection since it offers comparisons between modern methods of joining. Those engaged in technical sales of welding and adhesives should also find the course useful.

The following topics will be discussed: technology and applications of welding, brazing and soldering processes; power sources and equipment; types and sources of welding defects and means of overcoming them; special welding and thermal cutting processes; adhesive bonding—types and applications of available adhesives; properties and fabrication precautions; the bonding mechanism; mechanical fasteners—fundamental considerations, preload factors; friction and vibration problems. There will also be case studies of process selection and improvements made by new process substitution.

**149. Electric Power Transmission.** C. T. Choy, M.I.E.E., Sen.M.I.E.E.E., M.H.K.I.E., Lecturer in Electrical Engineering, University of Hong Kong. *Tuesdays, 7.15–9.15 p.m., starting September 29, 1981. Room D05, James Hsioung Lee Science Building, University of Hong Kong. 24 meetings.* **Fee: \$400**

This course is designed for practising engineers and professional people in electric power companies and other heavy electrical industries who wish to acquire deeper knowledge of some new technologies which have been employed in the rapidly expanding local power systems.

*Syllabus:* Power Plants—sulphur Hexafluoride (SF6) switchgear, vacuum circuit breakers, loading limits of oil-immersed transformers. Power System Analysis—application of network topology, bus impedance matrix and building algorithm in short circuit computation, Gauss-Seidal method and Newton Raphson method for load flow studies, alternate cycle solution method and Runge-Kutta method for stability studies.

*Entry Qualifications:* Applicants should be holders of a B.Sc. (Eng.), a Higher Diploma or a Higher Certificate in Electrical Engineering, with related industrial experience.

*See also:*

- 211. Geotechnical Methods: Recent Developments & their Applications in Modern Building Industry.** (Page 73)
- 374. Analog and Digital Electronic Circuits.** (Page 129)
- 385. Introduction to Computer Architecture.** (Page 134)
- 386. Computer Hardware Fundamentals.** (Page 134)
- 387. Basic Electronics for Digital Computers.** (Page 135)
- 388. Digital Computer Organization, Design and Engineering.** (Page 135)
- 389. Data Communications.** (Page 136)

### **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.

# 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 recognised 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 1980-81 or who possess a Departmental Certificate in English for Business in Grade A, B or C may enrol in a Second Year course without any further test.

All those who do not have these qualifications must

1. have gained Grade 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; or
2. have passed the Cambridge University Local Examinations Syndicate Certificate of Proficiency in English Examination;
3. attach a photocopy of their certificate to their application form;
4. 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.

6.30 p.m. on 28th August, 1981  
 10.00 a.m. on 29th August, 1981  
 2.30 p.m. on 29th August, 1981  
 6.30 p.m. on 4th September, 1981  
 12 Noon on 5th September, 1981  
 4.30 p.m. on 5th September, 1981

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

6.30 p.m. on 28th August, 1981  
 6.30 p.m. on 4th September, 1981

EARLY APPLICATION STRONGLY ADVISED  
 LIMITED NUMBER OF ENTRANCE  
 EXAMINATION PLACES AVAILABLE

**COURSES—First Year**

A *In Hong Kong*

Course No. At the Extra-Mural Town Centre, Wing On Centre, 8/F.  
*(Note: these courses will be held in the morning).*

<b>150</b>	Tuesdays and Thursdays, 8.30 – 10.00 a.m., starting September 29, 1981. 50 meetings.	<b>Fee: \$400</b>
<b>151</b>	Wednesdays and Fridays, 8.45 – 10.15 a.m., starting September 30, 1981. 50 meetings.	<b>Fee: \$400</b>

At King's College, 63A Bonham Road.

<b>152</b>	Mondays and Wednesdays, 6.15 – 7.45 p.m., starting September 28, 1981. 50 meetings.	<b>Fee: \$400</b>
<b>153</b>	Tuesdays and Thursdays, 6.15 – 7.45 p.m., starting September 29, 1981. 50 meetings.	<b>Fee: \$400</b>



At the University of Hong Kong.

154 Tuesdays and Thursdays, 8.00 - 9.30 p.m., starting  
September 29, 1981. 50 meetings. **Fee: \$400**

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

155 Tuesdays and Thursdays, 6.15 - 7.45 p.m., starting  
September 29, 1981. 50 meetings. **Fee: \$400**

At Wah Yan College, Queen's Road East.

156 Mondays and Wednesdays, 6.15 - 7.45 p.m., starting  
September 28, 1981. 50 meetings. **Fee: \$400**

157 Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting  
September 29, 1981. 50 meetings. **Fee: \$400**

## B *In Kowloon*

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

158 Mondays and Wednesdays, 6.30 - 8.00 p.m., starting  
September 30, 1981. 50 meetings. **Fee: \$400**

159 Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting  
October 1, 1981. 50 meetings. **Fee: \$400**

At Wah Yan College, 56 Waterloo Road.

160 Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting  
October 1, 1981. 50 meetings. **Fee: \$400**

161 Wednesdays and Fridays, 6.30 - 8.00 p.m., starting  
October 2, 1981. 50 meetings. **Fee: \$400**

## 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 28, 1981. 50 meetings. **Fee: \$400**

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

163 Mondays and Wednesdays, 6.15 - 7.45 p.m., starting  
September 28, 1981. 50 meetings. **Fee: \$400**

164 Tuesdays and Thursdays, 6.15 - 7.45 p.m., starting  
September 29, 1981. 50 meetings. **Fee: \$400**

At Wah Yan College, Queen's Road East.

165 Mondays and Wednesdays, 6.15 - 7.45 p.m., starting  
September 28, 1981. 50 meetings. **Fee: \$400**

166 Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting  
September 29, 1981. 50 meetings. **Fee: \$400**

## B. In Kowloon

Course No.	At St. Mary's Canossian College, 162 Austin Road. (Entrance from Kimberley Road, Tsimshatsui).	
167	Mondays and Wednesdays, 6.30 – 8.00 p.m., starting September 30, 1981. 50 meetings.	Fee: \$400
168	Tuesdays and Thursdays, 6.30 – 8.00 p.m., starting October 1, 1981. 50 meetings.	Fee: \$400
	At Wah Yan College, 56 Waterloo Road.	
169	Mondays and Wednesdays, 6.30 – 8.00 p.m., starting September 30, 1981. 50 meetings.	Fee: \$400
170	Tuesdays and Thursdays, 6.30 – 8.00 p.m., starting October 1, 1981. 50 meetings.	Fee: \$400

## ENROLMENT

*Closing Date : 3rd September, 1981, 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 and an English for Business course should in the first instance pay both fees, i.e. \$400 for the Use of English and \$480 for English for Business. The fee for the course that they are accepted for will be retained and the fee for the course that they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.

## 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 clients not only in Hong Kong, but also in many of those countries that Hong Kong does business 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 convention;
<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 letters of application for employment and references;
<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:**

A. The following applicants are exempted from sitting the Entrance Examination:

- i. *University Graduates* : they should attach copies of their degree certificates and any professional qualifications they may have to their application forms and attend a special interview as follows: between 4.00 and 8.00 p.m. at the Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, on 24th August, 27th August, 2nd September, or 7th September.

Applicants should therefore state on their application forms the date and approximate time they wish to attend for interview. They will then be interviewed on a "first come, first served" basis on the date indicated above.

- ii. *Holders of the Departmental Certificate in the Use of English with a Writing Skills Grade 'C' or above awarded in 1980 or 1981* : they should attach a copy of their Certificate with a *full* statement stating why they wish to be enrolled to their application forms which should be submitted by *29th August, 1981*.

- B. Applicants holding any of the following qualifications should sit the Entrance Examination on any of the scheduled dates indicated below and state on their application forms the date and place they wish to do so:

a Departmental Certificate in the Use of English in Grade D;

a 'Good Pass' at Departmental Use of English, First Year level;

Grade 'E' or above in the Use of English Paper taken at Hong Kong University Matriculation level;

Grade 'C' or above in the English Language Paper taken at the Chinese University of Hong Kong Matriculation level;

a Grade 'C' or above Pass in English at G.C.E. 'O' level;

a Cambridge University Local Examinations Syndicate Certificate of Proficiency in English;

a Grade 'D' Pass in English in the Hong Kong Certificate of Education, Syllabus 'B' or in the case of Syllabus 'A', Grade 'B', *plus* evidence of further study at post-secondary level.

*Copies of all certificates awarded must be attached to application forms.*

**ENTRANCE EXAMINATIONS**: It is essential to arrive punctually for the Entrance Examination selected. (*State on the application forms when and where you wish to sit the Entrance Examination*).

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

6.30 p.m. on 28th August, 1981

12 Noon on 29th August, 1981

4.30 p.m. on 29th August, 1981

6.30 p.m. on 4th September, 1981

10.00 a.m. on 5th September, 1981

2.30 p.m. on 5th September, 1981

- (B) Extra-Mural Town Centre, Wing On Centre, 8/F.

6.30 p.m. on 1st September, 1981

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

6.30 p.m. on 27th August, 1981

6.30 p.m. on 3rd September, 1981

*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 7th 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.

**171** Wednesdays and Fridays, 6.15 – 7.45 p.m., starting  
October 9, 1981. 60 meetings. **Fee: \$480**

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

**172** Mondays and Wednesdays, 6.15 – 7.45 p.m., starting  
October 5, 1981. 60 meetings. **Fee: \$480**

**173** Tuesdays and Thursdays, 6.15 – 7.45 p.m., starting  
October 8, 1981. 60 meetings. **Fee: \$480**

At Wah Yan College, Queen's Road East.

**174** Mondays and Wednesdays, 6.15 – 7.45 p.m., starting  
October 5, 1981. 60 meetings. **Fee: \$480**

**175** Tuesdays and Thursdays, 6.30 – 8.00 p.m., starting  
October 8, 1981. 60 meetings. **Fee: \$480**

At the Extra-Mural Town Centre, Wing On Centre, 8/F.

**176** Mondays and Wednesdays, 6.15 – 7.45 p.m., starting  
October 12, 1981. 60 meetings. **Fee: \$480**

## B. In Kowloon

Course No.	At St. Mary's Canossian College, 162 Austin Road. (Entrance from Kimberley Road, Tsimshatsui).	
177	Mondays and Wednesdays, 6.30 – 8.00 p.m., starting October 7, 1981. 60 meetings.	Fee: \$480
178	Mondays and Thursdays, 6.15 – 7.45 p.m., starting October 8, 1981. 60 meetings.	Fee: \$480
	At Wah Yan College, 56 Waterloo Road.	
179	Mondays and Wednesdays, 6.30 – 8.00 p.m., starting October 7, 1981. 60 meetings.	Fee: \$480
180	Tuesdays and Thursdays, 6.30 – 8.00 p.m., starting October 8, 1981. 60 meetings.	Fee: \$480

All the above fees are inclusive of the examination fee.

## ENROLMENT

*Closing Date : September 3, 1981, unless all the places in the Entrance Examination have been allocated before that date.*

Applicants wishing to apply at the same time for an English for Business course and a Use of English course should, in the first instance, pay both fees, i.e. \$480 for English for Business and \$400 for Use of English. The fee for the course that they are accepted for will be retained and the fee for the course they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.

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 1st September and the Use of English Entrance Examination by 5th 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.

## 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 1982-83,

and, provided they pass the Entrance Examination satisfactorily, their application will be accepted.

**ENTRANCE QUALIFICATIONS :** Grade 'E' in the Hong Kong Certificate of Education. *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.  
(*Note : these courses are held in the morning.*)

**181** Mondays and Wednesdays, 8.30 – 10.00 a.m., starting  
October 7, 1981. 50 meetings. **Fee: \$350**

**182** Tuesdays and Thursdays, 8.30 – 10.00 a.m., starting  
October 8, 1981. 50 meetings. **Fee: \$350**

At the University of Hong Kong.

**183** Tuesdays and Thursdays, 7.15 – 8.45 p.m., starting  
October 8, 1981. 50 meetings. **Fee: \$350**

**184** Wednesdays and Fridays, 6.15 – 7.45 p.m., starting  
October 9, 1981. 50 meetings. **Fee: \$350**

### B. In Kowloon

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

**185** Tuesdays and Thursdays, 6.30 – 8.00 p.m., starting  
October 8, 1981. 50 meetings. **Fee: \$350**

## ENGLISH FOR PROFESSIONAL USE

**186. Effective Reports.** Mrs. O. Nahnybida-Reynolds, Ph.D. (Tulane), Doctorat d'université (Sorbonne), M.A. (Middlebury), B.A. (Rutgers). *Wednesdays, 6.15–7.45 p.m., starting September 30, 1981. St. Joseph's College, 7 Kennedy Road, Hong Kong. 15 meetings.* **Fee: \$175**

The ability to express ideas in writing heads the list of requirements for

managerial success. Very often, the writing takes the form of a report.

Reports are key organisational tools in modern business operations. These reports may be oral or written; numeric or narrative; routine, periodic or special purpose; memorandum, letter or special format. However presented, reports interchange and preserve information. No discussion of systems, organisation or management is complete without some assumption of an efficient reporting system.

The ability to write clear and effective reports demands discipline and report-tool orientation. The writer needs to have a command of the subtleties of explicit and implicit formatting in order to present information dynamically and efficiently to both primary and secondary readers.

Participants will learn to plan their reports so that the physical structure supports the message. They will learn to display key items and slot explanatory material where it logically belongs. By mastering efficient tool design, participants will reduce the difficulty of presenting their ideas accurately and persuasively.

Enrolment will be limited to 30 students and will be by selection of those most qualified to benefit from the course. All applicants should be university graduates or have been awarded either the Department's Certificate in English for Business since 1976 or Grade 'D' or above in the Use of English at Hong Kong University Matriculation level. *They should also attach a statement to their application forms in which they should state their occupation, their employer and the nature of written communication they have to engage in the course of their duties.*

**187. English for Social Workers.** Mrs. Ann Partington, B.Sc. (London), M.A. (H.K.), Teaching Assistant, Department of English Studies and Comparative Literature, University of Hong Kong. *Mondays, 6.15-7.45 p.m., starting October 19, 1981. Upper 6A, St. Joseph's College, 7 Kennedy Road, Hong Kong. 12 meetings.* **Fee: \$120**

This course is intended for professional fieldworkers in social work operating in Hong Kong. It aims to provide them with reading and writing skills in English which are directly relevant to their work. The tutor will pay equal attention to reading and writing as follows:

*Reading*: interpretation of the legislation governing social work activity, comprehension and use of case-history data, committee reports, special reports from other agencies relevant to cases, e.g. police, hospitals, the courts, official correspondence.

*Writing*: maintenance of case-histories, court-reports, official correspondence, social care reports, special reports, e.g. registration of the handicapped and the elderly.

*Enrolment will be limited to 30 students.*

The tutor was a Social Worker with the Manchester Social Services Department from 1970 to 1973.



## Courses in Basic Medical English.

The need for a greater command of English for professional purposes is rapidly becoming more apparent amongst some members of the medical profession in Hong Kong. The courses in Basic Medical English are therefore designed to meet the needs of those who have experienced difficulties in communicating with others by providing them with practice in conversational English, current English usage and the application of the language to medical purposes. Attention will 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.

*Enrolment.* In order to ensure the greatest possible degree of personal tuition, each 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)

*Tutor:* Mrs A. Bentley, B.A. (H.K.), A.C.E. (Oxon).

*Place:* Extra-Mural Town Centre, Wing On Centre, 8/F.

Course No. **188** *Wednesdays, 8.00-9.30 p.m., starting October 14, 1981.*  
*25 meetings. Fee: \$250*

Course No. **189** *Saturdays, 10.00-11.30 a.m. (note that this course is held in the morning), starting October 17, 1981. 25 meetings. Fee: \$250*

*Closing date for applications: 3rd October, 1981.*

**190. Write to Communicate.** Cheung Ng Gaik Hoon, B.A. (Malaya), M.A. (H.K.), Dip.Ed. (Malaya). *Wednesdays, 6.15-7.45 p.m., starting September 30, 1981. St. Joseph's College, 7 Kennedy Road. 15 meetings. Fee: \$160*

Writing is an extremely complex act which simultaneously makes use, among other things, of a person's grammatical competence and a number of general notions, as well as a knowledge of the relevant sociolinguistic conventions demanded in a specific piece of writing. This course aims at exploring the basic principles of good writing, and at breaking down some written texts and writing activities into teachable units so that the student can see what he is doing, and be shown how he can go about his writing tasks. Areas to be covered include the meaning of cohesion, distinguishing between fact and opinion, how to compare and contrast and the correct use of punctuation. These will be realized in various written forms which the students will have to write, like letters, articles and short stories.

Students must be prepared to engage in productive group discussions and to allow their work to be read by their classmates. Basic grammatical competence will be assumed.

Enrolment will be limited to 20 persons and will be by selection of those most qualified to benefit from the course. All applicants should have obtained a Grade 'D' or above for their written work in the Department's Certificates in English for Business or Use of English, or else a Grade 'D' in the Hong Kong University Advanced Level Use of English paper.

*Closing date for applications: 23rd September, 1981.*

## 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* : All applicants should

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 Tests will be held in the Extra-Mural Town Centre, Wing On Centre, 8th floor, 111 Connaught Road Central, on 8th and 9th September, beginning at 6.00 p.m. Applicants will be tested on a first come, first served basis, but should not attend later than 6.45 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 : 5th September, 1981.*

*Enrolment limited to 26 students in each course.*

*Fee : \$480, 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, 8/F.
- 191** Tuesdays and Thursdays, 6.15-7.45 p.m., starting September 29, 1981.
- 192** Wednesdays and Fridays, 6.15-7.45 p.m., starting September 30, 1981.

## **ENGLISH FOR TRANSLATORS**

### **193. 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 24th September, 1981 in the Extra-Mural Town Centre, 8/F., Wing On Centre.

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 3rd 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* : 24th September, 1981.

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 8, 1981.

*Place* : Room 107, James Hsioung Lee Science Building, University of Hong Kong.

*Duration* : 52 sessions as follows: 46 lectures, 4 tutorial sessions per student, 2 examination sessions.

*Fee* : \$530, 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* : 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.), Head of the Department of Law and Administration, Hong Kong Shue Yan College.

## ENGLISH FOR TEACHERS

**194. Games and Activities in English Language Teaching.** Mrs. B.A. Taylor, B.Soc.Sc. (Birmingham). *Fridays, 6.15-7.45 p.m., starting October 2, 1981. Room 17, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.*

**Fee: \$100**

The teaching of English can very easily become rather too formal and academic, with the emphasis placed on reading and writing only. The result is frequently

that the students have considerable difficulty in speaking the language they have learned. The current trend, however, towards introducing language teaching games into the teaching of English has had the effect of de-formalising the teaching and making what is learnt applicable to real life. Students will thus be able to make use of what they have learned, and this will have a positive effect on both their motivation and achievement.

The aim of this course is to devise and practise language teaching games for use in the classroom. Those introduced in the course will be situation-based, and there will be extensive use of micro-dialogues, with the students themselves speaking and responding in natural, spoken English. Consideration will also be given to different ways of playing the games and to the linguistic aims involved.

Participants should be prepared to play an active role in the group and be ready to adapt games to the needs of their own pupils. They may be asked to bring their own materials and to devise and take part in games.

Enrolment will be limited to 20 persons and may be by selection of those most qualified to benefit from the course of tuition. *Preference will be given to those teaching English in Lower Secondary forms. Applicants should therefore indicate on their application forms which secondary classes they are teaching.*

**Fee Refund:** on being accepted for this course, teachers of English will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 25, 1981.*)

**195. Managing the Large Language Class.** D. M. Morrison, M.A. (H.K.), B.A. (Dartmouth), Language Instructor, University of Hong Kong. *Mondays, 6.15-7.45 p.m., starting October 5, 1981. Room 7, King's College, Ground floor, 63A Bonham Road. 12 meetings.* **Fee: \$120**

The course aims at exploring some of the problems associated with teaching a large language class and considers ways of dealing with these problems through alternative methods of learning management. An attempt will be made to broaden theoretical perspectives while at the same time helping teachers cope at a practical level. There will be an emphasis on sharing of information and experiences as well as the development of new ideas through cooperative group projects.

*Enrolment will be limited to 30 students who must be teachers of English in secondary schools.*

**Fee Refund:** on being accepted for this course, teachers of English in Secondary Schools will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 28, 1981.*)

**196. Teaching Verse Speaking to Children.** Mrs Esma Wright, L.R.A.M. (Teacher's Diploma). *Mondays, 6.15-7.45 p.m., starting October 12, 1981. Room 201, Main Building, University of Hong Kong. 10 meetings.* **Fee: \$100**

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:** on being accepted for this course, teachers of English will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications : October 5, 1981.*)

**197. Another Look at Literature.** Miss Adrienne Lam, B.A. (Smith), M.A. (H.K.). *Mondays, 6.30-8.00 p.m., starting October 12, 1981. Room 18, St. Mary's Canossian College, 2nd floor, 162 Austin Road (entrance from Kimberley Road, Tsimshatsui). 8 meetings.* **Fee: \$90**

This course explores how a piece of language, especially literary language, is constructed, with the basic tools of analysis used in linguistics. Such an approach is offered as a complement rather than as an alternative to other more usual approaches. Participants will be guided and encouraged to discover how words are manipulated by writers and poets to acquire new significance. The course therefore aims not at the clinical dissection of works of literature into parts of speech, but at providing an appreciation of literary language as a system. As such, it is of especial interest to second language learners and their teachers for its relative lack of dependence on a knowledge of the cultural and biographical background.

*Enrolment limited to 25 students.*

**Fee Refund:** on being accepted for this course, teachers of English will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications : October 5, 1981.*)

## ENGLISH FOR APPRECIATION

**198. The Modern Novel.** M. R. Aske, M.A. (Cantab.), Assistant Lecturer in English Studies and Comparative Literature, University of Hong Kong. *Thursdays, 6.30-8.00 p.m., starting October 8, 1981. Room 301, University Main Building. 10 meetings.* **Fee: \$105**

The aim of this course is very simple: to read and discuss a variety of modern (i.e. post-1945) fiction. The authors have been chosen to represent as wide a

variety of modern literature as possible, so that readers will be able to grasp both the similarities and differences between these novels, which are now generally regarded as 'classics' in their own right. The novels have been selected for their brevity, but their imaginative wealth and bold stylistic techniques make them exemplary texts for an appreciation of modern fiction.

*Reading List* : (obtainable from the Hong Kong Book Centre)

Jean Rhys	Wide Sargasso Sea	Penguin
Alejo Carpentier	The Kingdom of this World	MacMillan
Alain Robbe-Grillet	Jealousy	Grove Press, New York
Yasunari Kawabata	Snow Country	Berkley Medallion Books
Thomas Pynchon	The Crying of Lot 49	Picador

*Enrolment limited to 20 students.*

**199. Understanding and Appreciating English Poetry.** Mrs. P.K. Thomas, M.A. (Madras), Dip.Ed. (Bombay). *Wednesdays, 6.30–8.00 p.m., starting October 14, 1981. Room 22, St. Mary's Canossian College, 2nd floor, 162 Austin Road (entrance from Kimberley Road, Tsimshatsui). 8 meetings. Fee: \$90*

This course will consider the development of the three main schools of poetry—the Classical, Romantic and Modern, and will also discuss War Poetry and the impact it had on traditional thought in poetry. It will be based on a discussion of style and theme in general and of eight representative poets in particular. A selection of the poems to be considered will be provided.

**200. Growing Up in America: 100 Years of Changing Values.** John Halper, B.A. (Maryknoll), M.A., M.Div. (S.U.N.Y.). *Saturdays, 2.15–3.45 p.m., starting October 10, 1981. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$105*

Young people often find it difficult to understand and accept the values of adult society; growing up, therefore, can be a painful process of both protest and adjustment.

By reading and discussing short sections from "Huckleberry Finn" and "Catcher in the Rye", the course will be able to see how two young Americans, one growing up in 1850, the other in 1950, come to terms with the values of society. There will also be opportunity to discuss the development of U.S. literature as well as comment on 100 years of change in American society.

*Enrolment will be limited to 25 students.*

*Reading texts* : (obtainable from the Hong Kong Book Centre)

Mark Twain:	Huckleberry Finn
J. D. Salinger:	Catcher in the Rye

**201. The New Journalism: Visions of America Today.** C. R. Merzbacher, B.A. (Williams), Teaching Assistant, Department of English, United College, Chinese University of Hong Kong. *Wednesdays, 6.30-8.00 p.m., starting October 14, 1981. Room 18, St. Mary's Canossian College, 2nd floor, 162 Austin Road (entrance from Kimberley Road, Tsimshatsui). 10 meetings.* **Fee: \$105**

What is the difference between history and fiction? When we look back at events in America such as the Vietnam War protests or a presidential election campaign, can we distinguish the *events* from our *feelings* about those events? Is there *one* "history" to be recorded, or many "histories"? These are some of the questions we will consider in this course.

"The New Journalism" is a term which has been used very freely in the past fifteen years to label a tendency in non-fiction writing to portray real people and real situations in greater sociological, historical, and psychological detail.

We will examine several examples from this new school of writing in hopes of not only discovering more about some of the vital issues in America today, but also determining what makes effective writing, whether of fact or fiction.

*Course Textbook:*

T. Wolfe & E. W. Johnson: *New Journalism* (Harper & Row)  
This may be obtained from Swindon Book Company, Lock Road, Kowloon.

**202. Reading and Discussion.** Mrs. P. K. Thomas, M.A. (Madras), Dip.Ed. (Bombay). *Tuesdays, 6.30-8.00 p.m., starting October 13, 1981. Room 22, St. Mary's Canossian College, 2nd floor, 162 Austin Road (entrance from Kimberley Road, Tsimshatsui). 10 meetings.* **Fee: \$105**

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 Matriculation level or equivalent.

*Textbooks:*

W. E. K. Anderson: *The Written Word* (O.U.P.)  
Kam Chuan Aik and S. Edmonds: *Critical Thinking* (Longman)  
These may be obtained from the Hong Kong Book Centre.



# European Languages

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

## **Courses in Spanish Language.**

*Tutor* : Rev. Father Francisco López Mendoza, O.P., Licentiate in Theology/  
Philosophy (Rome), Th.D. (Philippines).

*Days for all courses* : Tuesdays and Thursdays.

*Starting date for all courses* : 13th October, 1981.

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

### **First Year**

Course No. 203. 5.30-6.30 p.m. 50 meetings. **Fee: \$375**

Course No. 204. 7.40-8.40 p.m. 50 meetings. **Fee: \$375**

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 33 persons per course.*

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

### **Second Year**

Course No. 205. 6.35-7.35 p.m. 50 meetings. **Fee: \$400**

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 33 persons.*

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

In view of the very keen competition for enrolment in these courses, all applicants are requested to try to ensure that they can attend regularly if they are accepted.

# Geography & Geology

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

*John D. Young, Telephone 5-468161 Ext. 497*

## **206. 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。

地點：香港大學鈕魯詩樓248室。

時間：一九八一年十月五日起每星期一下午七時四十五分至九時十五分。

學費：九十五元。（共十講）。

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。

## **207. 香港地理野外考察 (Geography in the Field)**

主講人：鈕柏榮先生、杜嘉恩先生、袁貞偉先生、楊兆康先生。

地點：香港大學校本部240室。

時間：一九八一年十月十三日起每星期二下午六時卅分至七時四十五分。

學費：一百三十元。（共十講及五次野外考察）。

講授重點着重於介紹與香港有關的地質、地貌、土壤及植物、農村及都市土地利用等方面知識。內容包括：（一）礦物、岩石與構造地質特徵，簡略介紹主要造岩礦物與主要岩石類型特徵、構造特徵（包括褶皺、斷裂、節理、劈理等）；（二）海岸及河流地貌的主要特徵及其成因；（三）土壤的形成及植物考查方法；（四）農村及都市土地利用。（限收三十五人）。

## **208. 玉石的分類和鑑別 (Identification & Classification of Jade)**

主講人：歐陽秋眉女士，B.Sc., F.G.A., F.G.S.

地點：香港大學校本部237室。

時間：一九八一年十月七日起每星期三下午七時卅分至十時。

學費：二百五十元。（共七講）。（包括實驗材料）。

本課程內容包括：玉石的含義，硬玉、軟玉的礦物成份、物理性質及其鑑別

方法；硬玉的商業分類及其品級；似玉礦物：東陵玉、澳洲玉、新山玉、河南玉、非洲玉、鮑文玉的物理性質及其鑑別方法；及玉的染色及其識別方法。曾選修「珠寶科學鑑定」者將優先取錄。（限收十二人）。

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

主講人：鈕柏榮先生。

地點：香港大學校本部240室。

時間：一九八一年十月十三日起每星期二下午八時至九時卅分。

學費：一百元。（共八講，另二次野外考察及一次實習參觀）。

本課程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。（限收二十五人）。

## 210. 珠寶的科學鑑定 (Identification of Precious Stones)

主講人：歐陽秋眉女士，F.G.A.（英國寶石學會院士）。

地點：香港大學校本部237室。

時間：一九八一年十月八日起每星期四下午六時半至九時半。

學費：五百元。（共十四講）。（包括實驗材料）。

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

本課程理論與實踐並重，使學員有機會操作鑑別寶石。（限收二十人）。

## 211. 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. Saturdays, 9.30 a.m.-12.45 p.m., starting October 10, 1981. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings. Fee: \$155

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; and 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.*

**In order to receive the next issue of this  
Prospectus, please turn to page 151.**

# History

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

John D. Young, Telephone 5-468161 Ext. 497

**212. History of Modern Europe: a Topical Approach.** Frederick Cheung, Ph.D. candidate (California). *Wednesdays, 6.10-7.40 p.m., starting October 14, 1981. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.*  
**Fee: \$105**

This course covers the modern history of Europe since the 18th-century, with particular emphasis on an understanding of Spengler's thesis on the "Decline of the West". The approach will be topical as well as chronological, and the subjects will include the following: the French Revolution; Napoleonic Europe; the Industrial Revolution; Europe's Expansion and Imperialism; Arms Race and Alliances; World War I and the Lost Generation.

*Enrolment is limited to 20.*

**213. Understanding Chinese Customs and Traditions.** Mrs. Nana Tsao, M.A., Dip.Ed. (H.K.). *Thursdays, 10.15-11.45 a.m., starting October 8, 1981. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$100**

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.

**214. Women in Chinese Society.** Terence T. T. Pang, B.A. (H.K.). *Wednesdays, 2.15-3.45 p.m., starting October 14, 1981. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings.* **Fee: \$80**

Many myths cloud western concepts about Chinese women, their place in society and their political roles. An attempt will be made to analyse the underlying causes of female subordination in Chinese society since the Sung dynasty, and the part played by prominent female personalities in intellectual development, Chinese politics and diplomacy. The rise of feminism, modern education for women, and women's participation in politics in modern China will also be investigated. A topical approach will be adopted, highlighting such prominent personalities as Tan Chi, Pan Chao, Yang Tai-chen, Li Ching-ch'ao, Empress Dowager Tzu-hsi, the Sung sisters and Madame Mao.

## 215. 香港考古與出土文物欣賞 (Hongkong Relics)

主講人：盧金球先生（香港考古學會執行委員）。

地點：香港大學校外課程部市區中心15室。

時間：一九八一年十月十三日起每星期二下午七時四十五分至九時十五分。

學費：九十五元。（共八講及二次野外考察）。

本課程介紹有關考古學對香港古代文物的研究，如史前和歷史時代遺物，已往及最近發掘出土文物等方面知識，內容包括：陶器、石器、青銅器、貝類、陪葬物、古墓、摩崖、石刻、古廟、古跡、灰窰、陶窰及考古遺址等。並參觀考古學會發掘過程，及安排參與實習。

## 216. 中國歷代治亂因果及政制得失（十一）：中國戰爭與內戰 (An Analysis of Chinese Historical Trends: Part XI)

主講人：林旅芝先生。

地點：香港大學校外課程部市區中心15室。

時間：一九八一年九月廿五日起每星期五下午七時至八時卅分。

學費：九十元。（共十二講）。

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究中心，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，由殷商開始至國共之爭為第一至十期，中國戰爭與內戰為第十一期，為文史教師及對中國史有興趣者，提供新的資料。

申請教署退還學費手續：凡政府、補助或私立學校之歷史科教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月十五日前報名）

# Journalism & Communication

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

John D. Young, Telephone 5-468161 Ext. 497

## 217. 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 (電視企業公司行政主任)

唐碧川先生, M.B.E. (星島晚報總編輯)

彭煥堯先生 (哈佛大學尼曼研究院院士)

宋郁文先生 (成報主編)

趙潤垣先生 (香港電台)

地點：香港大學校外課程部市區中心18室。

時間：一九八一年九月三十日起每星期三下午七時至十時。

學費：七百五十元。 (共三十講，另加兩個星期日的實習與參觀)。

名額：三十五人。

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：新聞學導論；大眾傳播媒介與傳達學；新聞採訪與新聞寫作；新聞翻譯；編輯學；廣播與電視；及實習與參觀。

入學資格：申請人須至少具下列任何一項資格：

(甲) 持有大專畢業證書。

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

(丙) 在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

結業文憑：課程結束後，學員若能符合下列三項條件，則可領得本部頒發之文憑。

(一) 畢業考試及格；

(二) 上課次數超過四分之三；

(三) 完成所有課程中的作業。

申請手續：申請者須於九月十日以前，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。

## 218. 公共與人際關係 (Intra- and Inter-Personal Relationships in Public Relations)

主講人：張林森先生。

地點：香港大學校外課程部市區中心18室。

時間：一九八一年十月九日起每星期五下午八時至九時四十五分。

學費：一百一十元。（共十講）。

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。

本課程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。

## 219. 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）。

地點：香港大學校外課程部市區中心15室。

時間：一九八一年九月廿二日起每星期二下午六時至七時半。

學費：一百一十元。（共十二講）。

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。重點配合職業上的實際需要。

本課程除對傳播界、教育界、社會工作者及公關人士有幫助外，對各項日常工作與社會會議場面，尤有啟發作用。（限收四十人）。

## 220. 理辯學 (Persuasion)

主講人：彭煥堯先生（哈佛大學尼曼研究院院士）。

地點：香港大學校外課程部市區中心18室。

時間：一九八一年十月一日起每星期四下午五時五十分至七時二十分。

學費：一百一十元。（共十二講）。

「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，影響人類意見種種因素，及如何避免受不良影



審。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。（限收四十人）。

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

主講人：蔡克信先生。

地點：香港英皇道1044號福昌樓十樓 B22叁室。

時間：甲班：一九八一年十月一日起每星期四下午七時卅分至九時卅分。  
（共二十講）。

乙班：一九八一年十月二日起每星期五下午七時卅分至九時卅分。  
（共二十講）。

學費：三百五十元。（報名時請註明甲班或乙班）。

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。（每班限收十八人）。

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

主講人：蔡克信先生。

地點：香港鯉魚涌太古城聖約翰男女書院104室。

時間：一九八一年九月廿八日起每星期一下午七時卅分至九時十五分。

學費：一百三十元。（共十二講）。

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

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

本課程適合一般廣告業人仕、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。（限收四十人）。

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

主講人：容後公佈。

地點：香港大學校外課程部市區中心15室。

時間：一九八一年十月八日起每星期四下午七時四十分至九時十分。

學費：一百一十元。（共十二講）。

廣告的作用，是在於商品的推銷以至於市場的推廣，所以廣告學與市場管理，實在是關連的。本課程首先介紹市場管理學的重要性，消費者的心理與市況，工商機構中的銷售策略；繼而講授廣告學的各門知識，包括：（一）廣告策劃，如製作過程、宣傳目的與市場目標；（二）廣告媒介，如策略、電視、廣播、報紙、雜誌、郵遞、推銷與戶外宣傳等；（三）廣告創作，包括抄錄、編排、印刷、電視與廣播製作、商標、包裝等；（四）廣告管理，包括廣告代理與廣告宣傳計劃的處理。講授時將輔以電影及幻燈片，特別注重實例與個案，並邀請其他廣告專業人士參與講授，而專業名辭則輔以英語。（限收四十人）。

*See also:*

**238. 新聞從業員初級法律課程（第 84 頁）**

太古城校外課程

- 222. 廣告設計實用技巧
- 279. 基本普通話
- 280. 基本普通話
- 290. 中級普通話
- 304. 初級日語
- 313. 中級日語
- 347. 中文各體書法藝術
- 348. 花鳥蟲魚國畫藝術

# 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. 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.*

**224. English Legal System.** S. Y. Chan, LL.B. (London), Crown Counsel, Legal Department. *Thursdays, 6.15-8.30 p.m., starting September 24, 1981. Room SDO1, Hui Oi Chow Science Building, University of Hong Kong. 15 meetings.* **Fee: \$200**

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.

**225. Law of Contract.** Helen Wong, LL.B., P.C.LL. (H.K.). *Fridays, 6.15-8.30 p.m., starting September 25, 1981. Room SDO1, Hui Oi Chow Science Building, University of Hong Kong. 15 meetings.* **Fee: \$200**

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

**226. Criminal Law.** G. F. F. Viskovic, LL.B. (Auckland), Barrister & Solicitor (New Zealand). *Mondays, 6.15-8.30 p.m., starting September 21, 1981. Room D05, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$200**

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.

**227. Constitutional Law.** W. E. Johnson, LL.B. (Newcastle), Crown Counsel, Legal Department. *Tuesdays, 6.15-8.30 p.m., starting September 22, 1981. Room D06, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$200**

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.

**228. Law of Tort.** Sin Kam Fan, LL.B. (H.K.). *Fridays, 6.30-8.45 p.m., starting September 25, 1981. Room 167, Main Building, University of Hong Kong. 20 meetings.* **Fee: \$260**

Topics to be discussed will include an introduction to the principles of tort liability; trespass; negligence; nuisance; strict liability; liability for negligent statements; defences; parties; effect of death; remedies; breach of statutory duty; insurance; workmen's compensation; personal injuries litigation in practice and various accident compensation schemes in Hong Kong.

**229. Company Law.** T. M. Rogers, LL.B. (Canterbury), Lecturer, Department of Business & Management Studies, Hong Kong Polytechnic. *Mondays, 6.15-8.30 p.m., starting September 21, 1981. Room SDO1, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings.* **Fee: \$160**

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.

**230. Law of Partnership.** T. M. Rogers, LL.B. (Canterbury), Lecturer, Department of Business & Management Studies, Hong Kong Polytechnic. *Mondays, 6.15-8.30 p.m., starting January 11, 1982. Room SDO1, Hui Oi Chow Science Building, University of Hong Kong. 6 meetings.* **Fee: \$80**

Topics to be discussed: definition, formation, relations between parties, relations to third parties, liability of parties, dissolution.

**231. Business Law.** David F. K. Yeung, B.A. (Newcastle), P.C.LL. (H.K.). *Mondays, 6.15-8.30 p.m., starting September 21, 1981. Room 416, Knowles Building, University of Hong Kong. 16 meetings.* **Fee: \$210**

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.

**232. General Principles of English Law.** Arthur Leong, Barrister-at-Law (Middle Temple). *Fridays, 6.15-8.30 p.m., starting September 25, 1981. Room 217, Main Building, University of Hong Kong. 24 meetings.* **Fee: \$300**

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.

## LAW FOR LAYMEN

### **233. 市民與法律 (Law & the Citizen)**

主講人：韓譚春先生。

地點：香港大學校外課程部市區中心25室。

時間：一九八一年九月二十二日起每星期二下午六時至七時三十分。

學費：七十元。（共十講）。

本課程旨在引起市民對法律之興趣與認識。主要內容包括：本港法庭的司法程序，律師和法庭種類；政府的法律援助；刑事法和民事法的分別，民事不法行為的訴訟，誹謗和疏忽等；道路交通法例；勞工和僱傭法例。合約的種類、成立和實行。

### **234. 商人及其法律概論 (An Introduction to Law for Businessmen)**

主講人：陳永泉先生。

地點：香港大學校外課程部市區中心25室。

時間：一九八一年十二月八日起每星期二下午六時至七時三十分。

學費：七十元。（共十講）。

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、勞工賠償條例及小額錢債案件之處理等。

### **235. 契約法 (Law of Contract)**

主講人：錢純武先生。

地點：香港大學校外課程部市區中心21室。

時間：一九八一年十一月三十日起每星期一一下午八時至九時三十分。

學費：七十元。（共八講）。

本課程旨在使市民對香港契約有一基本認識。講授內容將包括契約之定義及

分類；合約之訂立及形式；立合約人之應具條件；有效及無效與不合法合約；合約之結束；破壞合約之後果；合約之轉讓。

### **236. 住客與業主 (Landlord & Tenant)**

主講人：文世昌先生。

地點：香港大學校外課程部市區中心22室。

時間：一九八一年十二月二日起每星期三下午六時至八時。

學費：六十元。（共六講）。

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。

### **237. 公司法及合股經營法概論 (Company Law & Partnership)**

主講人：鄧兆駒先生。

地點：香港大學校本部217室。

時間：一九八一年十月十三日起每星期二下午六時十五分至八時三十分。

學費：九十元。（共十講）。

本課程旨在介紹本港公司法及合股經營法之基本原則及其分別。內容包括：各種公司之組織及章程、招股及股份轉讓手續、股東及董事之權利與義務、資產及負債之規定、公司結業手續、合股經營之定義及與公司組織之分別、合股人之權利、義務及責任、合股人之間的關係、拆夥及結業手續等。

### **238. 新聞從業員初級法律課程 (Introductory Law for Journalists)**

主講人：陳兆愷先生。

地點：香港大學校外課程部市區中心25室。

時間：一九八一年九月十八日起每星期五下午八時十五分至九時四十五分。

學費：一百八十元。（共十七講）。

詳細資料可向本部索取。

# Librarianship

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

**239. Certificate Course for Library Assistants.** *Mondays & Thursdays 6.15-7.45 p.m., starting September 17, 1981. Room D06, James Hsioung Lee Science Building, University Hong Kong.* **Fee: \$600**

- 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 (Director of Studies).  
Foo, K. W., B.A. (H.K.), A.L.A., Senior Asst. Librarian, Hong Kong Polytechnic Library.  
Lai Shu-tim, M.A. (H.K.), Dip.N.Z.L.A., Sub-Librarian, University of Hong Kong.  
Ng Yip-lap, F., B.A. (Great Union), M.L.S. (Hawaii), M.A. (H.K.), Asst. Librarian, University of Hong Kong.  
Miss Wong Pui-ying, B.A. (Nat. Taiwan), M.L.S. (N.Y.), Asst. Librarian, University of Hong Kong.  
Lo Yiu Chung, B.A. (H.K.), F.L.A., Librarian, Urban Council Libraries.  
Miss Lillian Chan W. Y., B.A. (Manitoba), M.L.S. (West Ontario), Asst. Librarian, Chinese University of Hong Kong.  
C. F. Lee, M.A. (H.K.), M.L.S. (Columbia), Asst. Librarian, Chinese University of Hong Kong.  
Liu Ching, B.A. (National Taiwan), M.A. (Taiwan Provincial Normal), Sub-Librarian, Chinese University of Hong Kong.  
Miss S. F. Tuet, B.Soc.Sc. (CUHK), A.L.A., Asst. Librarian, Urban Council Libraries.

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 & school libraries  
No. of Meetings: 10
- Part 4: Practical Work & Visits to Libraries  
Time: April 7,8,13,14,15,16, 1982.  
(9 a.m.-12 noon; 2-5 p.m.)  
May 1, 15, 1982 (2.30-5.30 p.m.)

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

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

Enrolment is limited to 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 5, 1981.

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 12 and 19, 1982.

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

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

**In order to receive the next issue of this  
Prospectus, please turn to page 151.**



# Mathematics

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

## 240. 小學數學教學 (The Teaching of Mathematics in Primary Schools)

主講人：畢堅先生、馮源先生。

地點：香港北角百福道數學教學中心四樓17室。（112號隧道巴士北角總站）

時間：一九八一年十月二日起每星期五下午七時至九時。

學費：一百二十元。（共十二講）。

本課程旨在對小學數學教學作較深入之研討。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。

申請教署付還學費手續：凡政府、補助或私立小學之數學教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月二十三日前報名）。

## 241. 基礎微積分 (An Introduction to Calculus)

主講人：鄧偉廉先生。

地點：香港大學鈕魯詩樓229室。

時間：一九八一年九月二十四日起每星期四下午六時十五分至七時四十五分。

學費：九十五元。（共十二講）。

現代社會裏，無論在學術或工商界中，數學的基礎知識是不可缺少的工具。本課程主要為各界人仕介紹微積分學的基本知識，以培養運用數學分析分法的能力。

內容包括函數極限；微分；微分法則；極值；定積分及不定積分；面積及體積的計算；三角函數；對數函數；冪函數；積分方法和實際應用舉例。

如 欲 收 到 下 期 課 程 手 冊 ，  
請 翻 閱 第 151 頁 。

# Music

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

**242. Certificate Course in Musicology.** *Tuesdays, 7.45-9.15 p.m., Thursdays, 6.00-7.30 p.m., 7.45-9.15 p.m., starting October 8, 1981. New Wing, 1/F, St. John's College, University of Hong Kong. (Adjacent to Nos. 23 & 103 Bus Terminus).*

This two-year Extra-Mural Certificate Course in Musicology at empts 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. 243 to 245.

*Medium of instruction* : English or Chinese as appropriate.

*Director of Studies* : Liu Ching-chih, B.A. (London), M.Phil. (H.K.), L.R.S.M., F.R.S.A.

*Fee* : \$700 (first year) and \$450 (second year), including examination fee.

*Closing date for applications* : September 15, 1981.

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.

*Enrolment is limited to 30.*

Further details are available upon request.

## **243. 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), M.Phil.(H.K.), L.R.S.M., F.R.S.A.

地點：香港大學聖約翰學院新翼一樓（23及103號巴士總站側）。

時間：一九八一年十月八日起每星期四下午六時至七時卅分。

學費：一百元。（共十二講）。

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

是。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、《葛雷歌里恩歌》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。

#### 244. 自由對位法 (Free Counterpoint)

主講人：黃育義先生。

地點：香港大學聖約翰學院新翼一樓（23及103號巴士總站側）。

時間：一九八一年十月八日起每星期四下午七時四十五分至九時十五分。

學費：一百元。（共十二講）。

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

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

**245. Advanced Harmony.** Yau Dick-chung, B.Mus. (McGill). *Tuesdays, 7.45-9.15 p.m., starting October 13, 1981. New Wing, 1/F, St. John's College, University of Hong Kong. (Adjacent to Nos. 23 & 103 Bus Terminus). 12 meetings.*  
**Fee: \$100**

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

**246. History of Music (1550-1930).** Chan Tsoong-tai, A.I.E., F.T.C.L., L.Mus.T.C.L., L.R.S.M., L.T.C.L. *Wednesdays, 7.00-9.00 p.m., starting October 7, 1981. Room 105, St. John's Co-educational College, Taikoo Shing, Quarry Bay, Hong Kong. 10 meetings.*  
**Fee: \$115**

The course will be valuable for all music lovers who wish to know more about the compositions of great composers. Emphasis will be placed on the different styles of musical works and on the chronological development of the art of music. Music teachers, and candidates preparing for Practical and/or Theoretical Diploma Papers, will find this course useful.

*Enrolment is limited to 30.*

#### **247. 基本音樂知識 (Basic Musical Knowledge)**

主講人：陳崇泰先生，A.I.E., F.T.C.L., L.Mus.T.C.L., L.R.S.M., L.T.C.L.。  
地 點：香港鯉魚涌太古城聖約翰男女書院105室。  
時 間：一九八一年九月廿八日起每星期一下午七時至九時。  
學 費：九十五元。（共十講）。

音樂可助表達和溝通，也是幸福的泉源，若想體驗它、享受它，基本音樂知識是不可缺少的。

本課程協助音樂愛好者了解音樂，增加生活情趣。學員無須任何音樂資歷，課程完畢後，學員可參加一九八二年春季英國海外樂理第五或六級考試。

#### **248. 中國民歌與生活 (Chinese Folk Songs)**

主講人：董華強先生。  
地 點：香港大學聖約翰學院新翼一樓（23及103號巴士總站側）。  
時 間：一九八一年十月十三日起每星期二下午六時至七時卅分。  
學 費：九十五元。（共十講）。

講授中國各省各民族的生活方式及風土人情與民歌。並將每省有特色的民歌

選一首教唱。民歌教材分腔與曲二大類。本課程以民歌欣賞和分析傳統聲腔入手，從而使學員更深入地了解民歌的語言處理及表現方法。

#### **249. 音樂旋律寫作 (Music melody writing)**

主講人：任策先生, B.S. (St. John) (前北京交響樂團指揮)。 講授語言：國語  
地點：香港大學厲樹雄科學館D08室。 (輔以英語)。  
時間：一九八一年九月卅日起每星期三下午六時十分至七時四十分。  
學費：九十五元。 (共十二講)。

每個喜歡音樂的人，首先向往的是音樂旋律的美，都多小嘗試唱出一兩句自己的創作。本課程指導初學作曲的人，如何捕捉住靈感，以較少的理論，較多的習作修改提高音樂旋律寫作能力。

#### **250. 視唱與節奏訓練 (Sight Singing & Rhythm Training)**

主講人：任策先生, B.S. (St. John) (前北京交響樂團指揮)。 講授語言：國語  
地點：香港大學厲樹雄科學館D08室。 (輔以英語)。  
時間：一九八一年九月卅日起每星期三下午七時四十五分至九時十五分。  
學費：九十五元。 (共十二講)。

視唱五線譜和簡譜，以五線譜為主。固定唱名法和首調唱名法兼學，以固定唱名法為主，唱會不太難的升降變化音，從無調號到一兩個升降號。

學唱各種拍字組合，唱好後半拍，各種切分法、三連音、附點。領會樂句、吸氣的關係以及音樂節奏中的各種感覺。

#### **251. 聲樂初階 (Introduction to Vocal Singing)**

主講人：麥志成先生, F.T.C.L., A.R.C.M., C.S.S. (S. Cecilia)。  
地點：香港大學校外課程部市區中心15室。  
時間：一九八一年十月八日起每星期四下午六時至七時卅分。  
學費：一百元。 (共十講)。

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

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

252. **Modern Dance and Music Workshop.** Miss Daryl Ries, Director of Modern Dance Theatre of Hong Kong. *Saturdays, 1.30-3.30 p.m., starting October 3, 1981. Redgrave Room, 16/F, Hong Kong Arts Centre. 10 meetings.*

**Fee: \$160**

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

**Fee Refund:** on being accepted for this course, teachers of music and dance will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application: September 26, 1981.*)

*See also:*

137. 結他伴奏初階 (第 44 頁)

### 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。

# 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 Cantonese 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

**253. Mandarin for Business Conversation (I).** Mrs. Maggie Chang Dunn, B.A. (Chekiang). *Wednesdays & Fridays, 5.55-6.55 p.m., starting September 23, 1981. Wednesdays, Room 18; Fridays, Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 40 meetings.* **Fee: \$300**

This course is designed for those whose Mandarin is limited to a few words and phrases, and who wish to advance to a more conversational level. The emphasis will be on business-related vocabulary, but equal attention will be paid to daily expressions and the more practical aspects of the language. A follow-up course is planned for next Spring.

*Enrolment limited to 15.*

**254. Intensive Introductory Mandarin.** Tutor to be appointed. *Tuesdays and Thursdays, 7.15-9.30 p.m., starting September 22, 1981. Room 930, Knowles Building, University of Hong Kong. 22 meetings.* **Fee: \$480**

This is an experimental course set up for those who wish to learn to speak Mandarin in a relatively short period of time. The emphasis will be on the more practical aspects of the language, stressing daily usages and business conversations. Participants should be prepared to engage in drilling sessions which can be demanding.

*Enrolment limited to 24.*

**255. Introductory Mandarin.** Jerry H. C. Law, B.A. (Peking Catholic University), Language Instructor, University of Hong Kong. *Thursdays, 7.15-9.30 p.m., starting September 17, 1981. Room 109, James Hsiung Lee Science Building, University of Hong Kong. 22 meetings.* **Fee: \$360**

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

**256. Intermediate Mandarin.** Tyrone S. C. Wang, B.A. (Yen-Ching), formerly Language Tutor, University of Hong Kong. *Fridays, 7.15-9.30 p.m., starting October 2, 1981. Room 248, Knowles Building, University of Hong Kong. 18 meetings.* **Fee: \$420**

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. Also, an effort will be made to give students practice in writing characters and in finding characters in Chinese dictionaries.

**257. Higher Mandarin & Character Learning.** Tyrone S. C. Wang, B.A. (Yen-Ching), formerly Language Tutor, University of Hong Kong. *Thursdays, 7.15-9.30 p.m., starting October 1, 1981. Room 248, Knowles Building, University of Hong Kong. 16 meetings.* **Fee: \$450**

Participation is limited to students who have completed Intermediate Mandarin, 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.

## CANTONESE

**258. Cantonese for Business Conversation.** Mrs. Caroline Law, B.A. (U.C.). *Tuesdays & Thursdays, 7.45-9.15 p.m., starting September 22, 1981. Room D08, James Hsioung Lee Science Building, University of Hong Kong. 30 meetings.* **Fee: \$300**

This course is designed for those whose Cantonese is limited to a few words and phrases, and who wish to advance to a more conversational level. The emphasis will be on business-related vocabulary, but equal attention will be paid to daily expressions and the more practical aspects of the language.

*Enrolment limited to 15.*

### *Cantonese I*

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

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

**259. 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 15, 1981. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 40 meetings.* **Fee: \$510**



**260. Cantonese I.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15-9.30 p.m., starting September 10, 1981. Room 108, James Hsioung Lee Science Building, University of Hong Kong. 22 meetings* **Fee: \$400**

**261. Cantonese I.** Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Mondays and Thursdays, 2.00-3.30 p.m., starting October 1, 1981. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 33 meetings.* **Fee: \$400**

**262. Cantonese I.** K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Chinese University of Hong Kong. *Mondays and Thursdays, 6.15-7.30 p.m., starting September 21, 1981. Room 33, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at junction of Kimberley Road and Austin Avenue). 40 meetings.* **Fee: \$400**

## *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.

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

**263. Cantonese II for Executives.** Tutor to be appointed. *Wednesdays, 8.00-9.30 p.m., starting September 23, 1981. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$510**

**264. Cantonese II.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.15-9.15 p.m., starting October 13, 1981, Room 109, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$400**

**265. Cantonese II.** Miss Cecilia Sham, B.A. (H.K.). *Tuesdays and Fridays, 2.00-3.30 p.m., starting October 13, 1981. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$400**

**266. Cantonese II.** K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Chinese University of Hong Kong. *Tuesdays, 7.30-9.00 p.m., starting September 22, 1981. Room 24, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue). 20 meetings.* **Fee: \$400**

*For those students who have completed Cantonese II, an extension course can be arranged on request so as to enable them to sit for the Elementary Examination in Cantonese held by the General Chamber of Commerce four times a year.*

### *Cantonese III*

Students who have attended Cantonese I and II will find this course extremely useful. The syllabus covers more grammar, useful colloquial expressions, idioms and proverbs in daily use. Students who are doing Cantonese II or who can prove that they have done sufficient Cantonese elsewhere are also welcome.

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

**267. Cantonese III.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays, 7.15-9.30 p.m., starting October 7, 1981. Room 930, Knowles Building, University of Hong Kong. 13 meetings. Fee: \$400*

### *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).

**268. Chinese Characters I.** Francis Sham, B.A. (Sun Yat-sen) formerly Senior Chinese Language Officer. *Tuesdays, 7.15-9.15 p.m., starting October 13, 1981. Room 227, Knowles Building, University of Hong Kong. 13 meetings. Fee: \$340*

**269. Chinese Characters I.** Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Wednesdays, 2.00-3.30 p.m., starting September 30, 1981. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 17 meetings. Fee: \$340*

**270. Chinese Characters II.** Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Thursdays, 7.15-9.15 p.m., starting October 8, 1981. Room 227, Knowles Building, University of Hong Kong. 10 meetings. Fee: \$340*

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).

## 普通話（國語） (Putonghua)

普通話課程，已有數千學員參加，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。

**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。基本普通話班，每班限收三十人。

## 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。

**基本普通話課本：**普通話教程（香港大學校外課程部編）  
（可到香港灣仔道波文書局購買）

### 271. 基本普通話（國語）

主講人：丁國玲女士。（講授語言：普通話）。

地點：香港大學鈕魯詩樓231室。

時間：一九八一年九月十八日起每星期五下午七時十五分至九時卅分。

學費：二百元。（共二十講）。

### 272. 基本普通話（國語）

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228室。

時間：一九八一年九月十六日起每星期三下午七時十五分至九時半。

學費：二百元。（共二十講）。

### 273. 基本普通話（國語）

主講人：陳萬里女士。（講授語言：普通話）。

地點：香港大學校本部122室。

時間：一九八一年九月十一日起每星期五下午七時十五分至九時三十分。

學費：二百元。（共二十講）。

#### 274. 基本普通話（國語）

主講人：陳李雅琴女士。（講授語言：普通話）。

地點：香港大學厲樹雄科學館108室。

時間：一九八一年九月九日起每星期三下午七時十五分至九時卅分。

學費：二百元。（共二十講）。

#### 275. 基本普通話

主講人：張丹女士。（講授語言：普通話）。

地點：香港大學厲樹雄科學館109室。

時間：一九八一年九月十六日起每星期三下午七時十五分至九時卅分。

學費：二百元。（共二十講）。

#### 276. 基本普通話（國語）

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18號室。

時間：一九八一年九月十五日起每星期二下午四時至六時十五分。

學費：二百元。（共二十講）。

#### 277. 基本普通話（國語）

主講人：黎萃女士。（講授語言：普通話）。

地點：香港般含道英皇書院5號室。

時間：一九八一年九月十六日起每星期三下午六時卅分至八時四十五分。

學費：二百元。（共二十講）。

#### 278. 基本普通話（國語）

主講人：譚惠霞女士。（講授語言：普通話）。

地點：香港般含道英皇書院5號室。

時間：一九八一年九月十一日起每星期五下午六時三十分至八時四十五分。

學費：二百元。（共二十講）。

#### 279. 基本普通話（國語）

主講人：張開齡女士。（講授語言：普通話）。

地點：香港鯉魚涌太古城聖約翰男女書院104室。

時間：一九八一年九月九日起每星期三下午七時至九時十五分。

學費：二百元。（共二十講）。

### 280. 基本普通話（國語）

主講人：胡維堯女士。（講授語言：普通話）。

地點：香港鰂魚涌太古城聖約翰男女書院103室。

時間：一九八一年九月廿一日起每星期一下午七時至九時十五分。

學費：二百元。（共二十講）。

### 281. 基本普通話（國語）

主講人：黎萱女士。（講授語言：普通話）。

地點：九點尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院30號室。

時間：一九八一年九月十八日起每星期五下午六時四十五分至九時。

學費：二百元。（共二十講）。

### 282. 基本普通話（國語）

主講人：郭凝香女士。（講授語言：普通話）。

地點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院20號室。

時間：一九八一年九月十八日起每星期五下午六時卅分至八時四十五分。

學費：二百元。（共二十講）。

### 283. 基本普通話（國語）

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162號聖瑪利嘉諾撒女書院33號室。

時間：一九八一年九月十六日起每星期三下午六時卅分至八時四十五分。

學費：二百元。（共二十講）。

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

整個課程共四十五小時，為期半年，內容有發音，聲調與語法的複雜，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。學員上課超過四份之三，而結業考試及格者，方可報讀高級普通話班。每班限收三十人。

中級普通話課本：普通話教程。

### 284. 中級普通話

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：一九八一年九月八日起每星期二下午七時十五分至九時半。

學費：二百二十元。（共二十講）。

### 285. 中級普通話

主講人：張開齡女士。（講授語言：普通話）。

地 點：香港大學紐魯詩樓415室。

時 間：一九八一年九月廿一日起每星期一下午六時卅分至八時四十五分。

學 費：二百二十元。（共二十講）。

### 286. 中級普通話

主講人：黎萍女士。（講授語言：普通話）。

地 點：香港大學厲樹雄科學館108室。

時 間：一九八一年九月八日起每星期二下午七時十五分至九時卅分。

學 費：二百二十元。（共二十講）。

### 287. 中級普通話

主講人：黎萍女士。（講授語言：普通話）。

地 點：香港大學厲樹雄科學館109室。

時 間：一九八一年九月十一日起每星期五下午七時十五分至九時卅分。

學 費：二百二十元。（共二十講）。

### 288. 中級普通話（國語）（小組學習）

主講人：陳李雅琴女士。（講授語言：普通話）。

地 點：香港大學校外課程部市區中心24室。

時 間：一九八一年九月十八日起每星期五下午七時三十分至九時四十五分。

學 費：二百五十元。（限收二十人）。（共二十講）。

### 289. 中級普通話

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18室。

時 間：一九八一年九月十一日起每星期五下午四時至六時十五分。

學 費：二百二十元。（共二十講）。

### 290. 中級普通話

主講人：胡維堯女士。（講授語言：普通話）。

地 點：香港鯉魚涌太古城聖約翰男女書院103室。

時 間：一九八一年九月十六日起每星期三下午七時至九時十五分。

學 費：二百二十元。（共二十講）。

## 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。

### 291. 高級普通話

主講人：張丹女士。（講授語言：普通話）。  
地 點：香港大學厲樹雄科學館108室。  
時 間：一九八一年九月十一日起每星期五下午七時十五分至九時卅分。  
學 費：二百五十元。（共二十講）。（限收二十人）。

### 292. 高級普通話

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24室。  
時 間：一九八一年九月十日起每星期四下午六時至八時。  
學 費：二百五十元。（共廿二講）。（限收二十人）。

### 293. 高級普通話

主講人：黎萍女士。（講授語言：普通話）。  
地 點：香港中區太古大廈（課室容後通知）。  
時 間：一九八一年九月十日起每星期四下午八時至十時。  
學 費：二百五十元。（共廿二講）。（限收二十人）。

### 294. 普通話教學法 (Teaching Putonghua)

主講人：張丹女士。（講授語言：普通話）。  
地 點：香港般舍道英皇書院5室。  
時 間：一九八一年九月廿四日起每星期四下午六時半至八時半。  
學 費：二百五十元。（共二十講）。

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則，高深會話練習，小學、中學、成人普通話教學方法，課堂講授技巧及課堂實習講授。語言實驗室的使用操作。學員應達到勝任各種類型的教學工作。經考試及格後，可獲及格證明書。入學資格：能操流利普通話，對兩種拼音方法有認識，有意投入普通話教學工作（在職普通話課教師持學校推薦書優先取錄）。（限收二十五人）。

申請教署付還學費手續：凡政府、補助或私立學校之普通話科教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月十四日前報名）。

## 295. 中國貿易普通話班 (Putonghua for Business)

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18號室。

時間：一九八一年九月廿一日起每星期一下午四時至六時。

學費：四百五十元。（共廿五講）。

隨着中國「四化」建設的展開，本港與中國之交往、貿易日趨頻繁和擴大。普通話就成了一切經濟活動的鑰匙，本課程以最快的速度，最先進的教學方法，最實用的教材為工商界人士提供學習機會。凡持有公司中國貿易證明者優先取錄。學員結業及格可獲合格證明書。（限收廿五人）。

## 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、文教等各業人士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，高級班結業考試及格後，本部將頒發日語文憑。此項文憑之頒發，又需符合下列三種條件：（1）學員在每階段之上課次數超過四份之三；（2）在學習過程中，充份完成所有習作；及（3）必須考試及格。

## 296. 初級日語 (Introductory Japanese)

主講人：楊慎豪學士。

地點：香港大學校本部122室。

時間：一九八一年九月廿三日起每星期三下午七時十五分至九時卅分。

學費：二百元。（共二十講）。



### 297. 初級日語

主講人：張廣壽先生。

地點：香港大學鈕魯詩樓228室。

時間：一九八一年九月廿五日起每星期五下午七時十五分至九時卅分。

學費：二百元。（共二十講）。

### 298. 初級日語

主講人：陳耀德學士。

地點：香港大學鈕魯詩樓248室。

時間：一九八一年九月十六日起每星期三下午七時十五分至九時卅分。

學費：二百元。（共二十講）。

### 299. 初級日語

主講人：賴玉華碩士。

地點：香港般舍道英皇書院5號室。

時間：一九八一年九月八日起每星期二下午六時卅分至八時四十五分。

學費：二百元。（共二十講）。

### 300. 初級日語（小組學習）

主講人：陳德亮學士。

地點：香港大學校外課程部市區中心24室。

時間：一九八一年九月七日起每星期一下午六時至八時。

學費：二百五十元。（共廿二講）。（限收二十名）。

### 301. 初級日語（小組學習）

主講人：黃健雄碩士。

地點：香港大學校外課程部市區中心24室。

時間：一九八一年九月七日起每星期一下午八時至十時。

學費：二百五十元。（共廿二講）。（限收二十名）。

### 302. 初級日語（小組習學）

主講人：張斯立學士。

地點：香港大學校外課程部市區中心24室。

時間：一九八一年九月八日起每星期二下午八時至十時。

學費：二百五十元。（共廿二講）。（限收二十名）。

### 303. 初級日語

主講人：陳效贊學士（香港大學語言中心兼任導師）（講授語言：國語及粵語）。  
地 點：香港大學校外課程部市區中心18室。  
時 間：一九八一年九月十五日起每星期二上午十時卅分至下午十二時四十五分。  
學 費：二百元。（共二十講）。

### 304. 初級日語

主講人：伍錦源碩士。  
地 點：香港鰂魚涌太古城聖約翰男女書院101室。  
時 間：一九八一年九月七日起每星期一下午七時至九時十五分。  
學 費：二百元。（共二十講）。

### 305. 初級日語

主講人：陳德亮學士。  
地 點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院30室。  
時 間：一九八一年九月十七日起每星期四下午六時卅分至八時四十五分。  
學 費：二百元。（共二十講）。

### 306. 初級日語

主講人：陳德亮學士。  
地 點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院30室。  
時 間：一九八一年九月十六日起每星期三下午六時卅分至八時四十五分。  
學 費：二百元。（共二十講）。

### 307. 初級日語

主講人：劉鑑義碩士。  
地 點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院33室。  
時 間：一九八一年九月八日起每星期二下午六時四十五分至九時。  
學 費：二百元。（共二十講）。

### 308. 初級日語

主講人：譚林通學士（香港大學語言導師）。  
地 點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院33室。  
時 間：一九八一年九月廿四日起每星期一及四下午七時四十五分至九時。  
學 費：二百元。（共卅六講）。

**初級日語班課本**：日本語（國際學友會日本語學校編）（第一至二十課）  
（可到香港圖書中心，南天書局及金巴利道智源書局購買）

### 309. 中級日語 (Intermediate Japanese)

主講人：黃健雄碩士。

地點：香港大學鈕魯詩樓228室。

時間：一九八一年九月十日起每星期四下午七時半至九時半。

學費：二百二十元。（共二十二講）。

### 310. 中級日語

主講人：陳劍豪學士。

地點：香港大學鈕魯詩樓228室。

時間：一九八一年九月八日起每星期二下午七時十五分至九時卅分。

學費：二百二十元。（共二十講）。

### 311. 中級日語

主講人：盧麗珠碩士。

地點：香港大學厲樹雄科學館104室。

時間：一九八一年九月十七日起每星期四下午六時十五分至八時卅分。

學費：二百二十元。（共二十講）。

### 312. 中級日語

主講人：陳效贊學士（香港大學語言中心兼任導師）。（講授語言：國語及日語）。

地點：香港大學校外課程部市區中心18室。

時間：一九八一年九月廿四日起每星期四上午十時卅分至下午十二時四十五分。

學費：二百八十元（共二十講）。（限收二十人）。

### 313. 中級日語

主講人：伍錦源碩士。

地點：香港鰂魚涌太古城聖約翰男女書院101室。

時間：一九八一年九月十六日起每星期三下午七時至九時十五分。

學費：二百二十元。（共二十講）。

### 314. 中級日語

主講人：劉鑑義碩士。

地點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院33室。

時間：一九八一年九月十八日起每星期五下午六時四十五分至九時。

學費：二百二十元。（共二十講）。

### 315. 中級日語

主講人：守川邦明先生。（講授語言：國語）。  
地點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院26室。  
時間：一九八一年九月八日起每星期二下午六時四十五分至九時。  
學費：二百二十元。（共二十講）。

### 316. 中級日語會話 (Intermediate Japanese Conversation)

主講人：黃健雄碩士、劉鑑義碩士。  
地點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院26室。  
時間：一九八一年九月廿三日起每星期三下午七時至九時。  
學費：二百廿五元。（共二十講）。

本課程目的為增進學員之日語聽講能力。講習內容以日本語言風俗及時事為主題，參加者需曾修畢日語文憑班初級日語並經面試合格。（報名時，須連同聽講證明書副本證明。）（限收二十名）。

截止日期：九月九日。

**中級日語課本**：日本語（第廿一至四十一課）。

### 317. 高級日語 (Advanced Japanese)

主講人：西牧義江。（講授語言：國語）。  
地點：香港大學厲樹雄科學館D08室。  
時間：一九八一年十月五日起每星期一及五下午六時十分至七時四十分。  
學費：二百五十元。（共三十講）。

### 318. 高級日語

主講人：西牧義江。（講授語言：國語）。  
地點：香港大學厲樹雄科學館D08室。  
時間：一九八一年十月五日起每星期一及五下午七時四十五分至九時十五分。  
學費：二百五十元。（共三十講）。

**高級日語課本**：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。

### 日語班深造課程 (Follow-up Japanese Courses)

本部開辦下列日文課程，給與高級班學員結業後進修，每班限收十八人，以便各學員得以小組研討方式學習日文寫作與會話，每人均可同時報讀下列叁個課程，名額有限，請儘快報名。

### 319. 高級日語會話 (Advanced Japanese Conversation)

主講人：西牧義江先生。 (講授語言：國語)。

地點：香港大學鈕魯詩樓231室。

時間：一九八一年九月十六日起每星期三下午七時十五分至九時十五分。

學費：三百元。 (共二十講)。

### 320. 高級日語會話 (Advanced Japanese Conversation)

主講人：守川邦明先生。 (講授語言：國語)。

地點：香港大學鈕魯詩樓930室。

時間：一九八一年九月十一日起每星期五下午七時十五分至九時十五分。

學費：三百元。 (共二十講)。

### 321. 日文閱讀與寫作 (Practice of Reading & Writing Japanese)

主講人：楊慎豪先生。

地點：香港般舍道英皇書院5號室。

時間：一九八一年九月七日起每星期一一下午六時半至八時半。

學費：三百元。 (共二十講)。

## 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。

# Chinese Studies

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

**322. Comparing Chinese, Indian, and Japanese Philosophy-Religions.** Michael Martin, Ph.D. (Harvard), Lecturer in Philosophy, University of Hong Kong, John D. Young, Ph.D. (California) and other Guest Lecturers. *Tuesdays, 8.00-9.30 p.m., starting October 13, 1981. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$100**

This course will examine the major philosophical, as well as religious, systems of China, India, and Japan. It will analyze in depth the basic tenets of each philosophical/religious school, its influence on the society in which it originated, its influence on other societies and other thought systems, and its impact on the people of modern Asian countries. Lectures will be given by a number of people experienced in the teaching of Eastern philosophies and religions. The course will be structured to allow lectures and discussion, and some attempt will be made to compare the subject-matter with Western philosophy-religions.

**323. China's Attempts at Modernization: an Introductory Survey.** M. S. Lam, B.A. (H.K.). *Tuesdays, 6.20-7.50 p.m., starting October 13, 1981. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$95**

In the modern era, China has tried by various means to reform and modernize herself in order to keep herself in line with the outside world. This course attempts to survey the major reform movements of modern China, emphasizing the period starting from the Self-strengthening Movement down to the recently-launched Four Modernization programme. Special emphasis will be placed on the origin, and the nature of these reform attempts; the attitudes and the various roles played by the ruling élites and the foreign powers. Finally, the interrelationship between all these reform movements, and the degree of change and continuity that they have brought to to-day's China will be examined and assessed. Guest lecturers will be invited.

**324. Chinese Jade Carving: History and Stylistic Development.** Mrs. S. K. Fung, B.A., Dip.Ed., Dip.Lib., F.L.A. *Thursdays, 6.15-7.45 p.m., starting October 22, 1981. Room D08, James Hsiung Lee Science Building, University of Hong Kong. 7 meetings.* **Fee: \$90**

This course will cover the history of Chinese jade carving from the Neolithic period to the 20th-century. The main emphasis will be on Nephrite, the traditional Chinese jade stone, although Jadeite, a later stone imported from Burma, will be included.

The stylistic development of Chinese jade carving will be presented against the general Chinese cultural background. An attempt will be made to show the influence of and interaction between jade carving and other forms of Chinese

urt. The influence of artistic trends originating outside China will also be discussed. The lectures will be illustrated by slides and specimens.

### **325. 共產主義下的基督教 (Christianity in China)**

主講人：高天明先生。

地點：香港大學鈕魯詩樓248室。

時間：一九八一年十月五日起每星期一下午六時十分至七時四十分。

學費：八十元。（共八講）。

本課程將探討49年以後基督教在中國大陸的發展，主題分為四個方面：（一）中共對宗教的政策，（二）基督教在中國的政變，（三）基督教與共產主義在幾個觀點上的對話和（四）研究這方面的方法和資料。基督教和其他中國宗教之間的關係也會包括在討論範圍內。

## **LITERATURE**

### **326. 香港新進小說作家及其小說作品選介 (Hong Kong's Local Literature)**

主講人：李韓玲女士。

地點：香港大會堂八樓南會議室。

時間：一九八一年九月廿四日起每星期四下午七時至九時。

學費：一百廿五元。（共十二講）。

近年，香港文學創作日見蓬勃。尤其小說方面，經過各有關機構主辦的各種文學獎，使好些善於以本港社會狀況為題材的新進小說家得以為讀者所認識。他們的作品均有別於以大陸或以台灣社會背景為題材的作品。本課程主要是對這一群曾獲丹華文學獎、香港青年文學獎及中國文學獎的作家代表作品作一綜合性的介紹。

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

主講人：李韓玲女士。

地點：香港大學校外課程部市區中心18室。

時間：一九八一年十月五日起每星期一下午七時五十分至九時卅五分。

學費：一百一十元。（共十講）。

隨着人類文化教育事業的發展，熱愛文學的人越來越多，不少成為文學的欣賞者；不少人還拿起筆來，進行創作，本課程是特為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，文學作品（小說、散文）的特點、寫作方法等。為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，本課程除設有創作練習外，還選出文學佳作，進行討論。

### 328. 朗誦講座 (Verse and Prose Speaking)

主講人：何家松先生（香港學校朗誦節中文朗誦委員會主席）。

地點：甲班：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院30室。

乙班：香港大學鈕魯詩樓 231 室。

時間：甲班：一九八一年九月廿九日起每星期二下午六時十五分至八時。

（共十講）。

乙班：一九八一年九月廿八日起每星期一下午七時四十五分至九時卅分。

（共十講）。

學費：一百元。（報名時請註明甲班或乙班）。

本講座詳細介紹有關朗誦方面的基本知識、技巧運用及訓練方法等，使教師及喜愛朗誦者對朗誦能有較系統而全面的認識。講授內容包括：朗誦的意義及功用；朗誦的情意表達技巧（聲調的控送，節奏的處理，情感的表達，動作的設計）；個人朗誦的指導方法；訓練集體朗誦的步驟；集體朗誦的技巧運用；隊型的編排；和聲誦讀的處理，二人對話誦讀的方法；造型朗誦；視讀的訓練法；新詩、散文、詩、詞、曲的朗誦；誦材的編選；及評判朗的準則。

本課程着重理論與實際經驗的結合，並有示範及錄音以輔助教師於訓練時有所參攷。

申請教署付還學費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月十八日前報名）。

### 329. 英譯中的技巧和方法 (Translating English to Chinese)

主講人：張學明先生。

地點：香港大學校外課程部市區中心15室。

時間：一九八一年十月十四日起每星期三下午七時五十分至九時廿分。

學費：一百一十元。（共十講）。

此項課程範圍包括英譯中的基本原則及困難問題。教師會列舉公文、歷史、及新聞翻譯的例子加以闡釋並作討論。

### 330. 中國民間文學 (Folklore & Popular Literature)

主講人：譚遠先先生（前國內大學講師）。講授語言：粵語（輔以國語）。

地點：香港大學校外課程部市區中心15室。

時間：一九八一年十月三日起每星期六下午四時十五分至五時四十五分。

學費：九十五元。（共十二講）。

中國有五十五個民族，民間文學十分豐富多彩，成為中國優秀文學遺產的重要組成部份，惟有民間文學的研究往往被忽略，現在用深入淺出的方式來闡述其特



徵、分類、內容、藝術特點，歷代的民間文學與專業作家文學的關係，講授內容包括：神話、傳說、童話、寓言、笑話、勞動歌曲、兒歌、情歌、諺語、歇後語、謎語與曲藝說唱文學等。印發講義，指定專著，便於自學。

### 331. 「聊齋誌異」之選講 (Chinese Ghost Tales)

主講人：黃珮玉女士（前暨南大學中文系講師）。

地點：香港大學厲樹雄科學館108室。

時間：一九八一年十月十二日起每星期一下午六時十分至七時四十分。

學費：九十五元。（共十講）。

「聊齋誌異」是清、蒲松齡（一六四〇——一七一五）寫的一本文言短篇小說，作者在《自誌》中說：「集腋為裘，妄續幽冥之錄；浮白載筆，僅成孤憤之書。寄託如此，亦足悲矣！嗟乎！驚霜寒雀，抱樹無溫；吊月秋蟲，俛闌自熱。知我者，其在青林黑塞間乎！」可知這本談狐說鬼的書，實際上寄託着作者的滿腔悲憤，本小說歷來為廣大讀者所喜愛，講者將選取其中之優秀篇章分析其思想及藝術技巧。

### 332. 文學概論 (Theories of Literature)

主講人：陳焯良博士。

地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院26室。

時間：一九八一年十月一日起每星期四下午七時至九時。

學費：一百四十五元。（共十二講）。

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

### 333. 韓柳文選講 (Prose of Han-Liu)

主講人：陳耀南博士。

地點：香港大學鈕魯詩樓248室。

時間：一九八一年十月十三日起每星期二下午七時四十五分至九時十五分。

學費：八十五元。（共十講）。

韓退之為中國文言散文之祧宗師，同時柳子厚亦深造自得，羽翼昌黎下開宋元明清，號正宗焉。本課程就二子在古文運動中之地位、貢獻、著名篇章，如原道、進學解、答李翊書、祭十二郎文、封建論、永州八記等，詳加論述，以收賞鑒知鼎之效。

### 334. 中國語文之修辭與寫作 (Rhetoric and Practice of Writing Chinese)

主講人：袁效良先生（香港電台教育文化節目主講人）。

地點：香港大會堂八樓南會議室。

時間：一九八一年九月廿八日起每星期一下八時至九時。

學費：七十五元。（共十二講）。

研究中國語文，應重視修辭與寫作之方法，並應以新舊文學資料，作為研究題材，進而加以比較，學習修辭與寫作方法。袁氏本三十年教學與廣播經驗，論述議論文、演講詞、散文、詩歌、小說、戲劇之寫作方法，深具語文價值。

### 335. 應酬文體 (Practical Chinese)

主講人：陳本先生。

地點：香港大會堂八樓南會議室。

時間：一九八一年九月廿八日起每星期一下午七時至八時。

學費：七十五元。（共十二講）。

在每種應酬場面，及每類書信來往，甚至於日常工作中，都需要用到各式文體；形式體裁以外，更應講求文句的修飾與文字的美感，故本課程的重點將包括：書信；柬帖；對聯；題詞及應酬詩文。以切合普通實用為標準，注重格式及作法方面，提供普通原則，以資啟發，並加習作。

## PHILOSOPHY

### 336. 佛家大乘各宗要義（七） (Buddhist Philosophy)

主講人：羅時憲先生。

地點：香港大學校外課程部市區中心15室。

時間：一九八一年十月七日起每星期三下午六時十五分至七時四十五分。

學費：九十元。（共十二講）。

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：印度龍猛系統的空宗；印度世親系統的有宗；中國人所創立的天台宗及華嚴宗；教外別傳的禪宗；著重實修的淨土宗及密宗；及上述各宗現時發展的趨勢。

凡未選修課程第六輯者，亦可參加。

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

主講人：鄭焯堅碩士。

地點：香港大學校外課程部市區中心15室。

時間：一九八一年十月五日起每星期一下午六時十五分至七時四十五分。

學費：九十元。（共十二講）。

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

講述上避免一般人視哲學為畏途之枯燥艱澀，而務求深入淺出，人人可學。學理、實用、趣味兼顧。選講範圍：哲學之意義價值，神話藝術之哲理，中西美學；中西哲學特質比較，中西哲人論「人」；泰利士（首位哲人）到蘇格拉底，伯拉圖，亞里士多德；中古及近代哲人康德，謝林，菲希特，黑格爾，馬克思；叔本華，尼采，存在主義；理性，經驗，唯物，唯心，實證，功利，進化，實用主義等；及中國學人（如王國維，嚴復，蔡元培，胡適，陳獨秀，李大釗等）與西方哲學，及中西文化交流。

### 338. 中國哲學 (Chinese Philosophy)

主講人：鄭焯堅碩士。

地點：香港大學校外課程部市區中心15室。

時間：一九八一年十月五日起每星期一下午八時至九時卅分。

學費：九十元。（共十二講）。

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

### 339. 宋詞 (Sung Tzu)

主講人：潘小磐先生。

地點：香港大學校外課程部市區中心18室。

時間：一九八一年九月廿八日起每星期一下午六時至七時四十五分。

學費：一百一十元。（共十二講）。

詞始於唐，歷五代而至兩宋大盛。其始祇有小令，中調，至柳永創慢詞（即長調），而篇幅愈寬，至蘇軾洗除蕪澤，無事不可入詞，而詞境益大。三百年間，名家輩出，如晏（殊、幾道），歐（陽修），柳、張（先），蘇、秦（觀）、周（邦彥），辛（棄疾），姜（夔），吳（文英），周（密），張（炎），王（沂孫），尤稱巨擘，以逮帝王有宋徽宗，巾幗有李清照，朱淑真，陣容之雄，篇什之富，高情逸韻，皆足蠶探。此外於宋詞先導之溫庭筠，馮延巳及南唐二主，亦將畧為介紹。

## ART & CULTURE

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

### 340. 京劇「梅蘭芳先生唱腔藝術」 (Mei Lan-fang and Peking Opera)

主講人：包幼蝶先生。

地 點：香港大學校外課程部市區中心24室。

時 間：一九八一年十月八日起每星期四下午八時至九時卅分。

學 費：九十元。（共十講）。

本課程內容簡介京劇各行檔（即角色）和京劇各種唱腔（即板式），更包括京劇旦角（主要是「青衣」）練聲方法和京劇「簡譜」（1.2.3.4.5.6.7. I. 等）的特殊唸法。同時教一齣「梅派」名劇（劇目暫定為「天女散花」或由學生們協商決定。如預備登台演出，則可選「蘇三起解」或「探女坐宮」，因這兩齣戲僅兩個人易於排練和演出）。

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

主講人：陶灑先生。（國立中山大學法學士）。

地 點：香港大學校外課程部市區中心18室。

時 間：一九八一年九月廿五日起每星期五下午六時廿分至七時五十分。

學 費：一百廿元。（共十五講）。

本課程內容包括：

（一）樹幹、樹枝、和樹木的穿插法；（二）樹葉的畫法。松葉、柳葉、竹葉、大混點、小混點、介字點、胡椒點；（三）山石的皴法，大間小法、小間大法；（四）山石的組合；（五）點苔法、直點、橫點、介字點、胡椒點；（六）水泉法，畫瀑布法、（七）畫細泉法、畫平泉法；（八）畫烟雲法；（九）畫屋宇、亭台、樓閣橋樑法；（十）用筆、用墨、用色法；（十一）寫宣紙法；（十二）寫扇面法；（十三）臨摹；（十四）寫生；（十五）創作、及其他實習。

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

### 342. 陶藝雜談 (Chinese Ceramics)

主講人：何秉聰先生、盧金球先生。

地 點：香港大學校外課程部市區中心15室。

時 間：一九八一年十月二日起每星期五下午八時卅五分至九時卅五分。

學 費：七十五元。（共十二講）。

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。不論以前曾否參加聽講者，皆可加入。

### 43. 山水畫的筆情墨趣

#### (Appreciation of Chinese Landscape Painting)

主講人：李撫虹先生。

地點：香港英皇道 193 號英皇中心 K 座二樓巴海教中心。

時間：一九八一年十月四日起每星期日下午四時十五分至五時四十五分。

學費：一百八十元。（共二十講）。

中國山水畫的成立，在畫史的過程，雖屬較晚，惟于畫體上最為突出，而寫作方面，又復推重筆墨，宋韓拙早有「山水之術，……悉資筆墨，而窮極幽妙」之說，故能格高思逸而氣勢萬千，意遠境深而咫尺千里。

本課對山水畫之全貌，作有系統之研究。在習作實踐中，雖兼顧着色而仍以筆墨之運用為骨幹。務使學者有筆情墨妙之認識，以尋求筆情墨趣之興緻。（限收廿五人）。

### 344. 現代花鳥畫 (Modern Flowers & Birds)

主講人：李撫虹先生。

地點：香港英皇道 193 號英皇中心 K 座二樓巴海教中心。

時間：一九八一年十月四日起每星期日下午二時卅分至四時。

學費：一百八十元。（共二十講）。

中國花鳥畫，歷史悠久。而其技法在傳統的慣習，不出工寫（鈎勒）意寫（沒骨）的兩大部門。自從高劍父先生創立「現代國畫」（世稱嶺南畫派），主張創作自由，故本課所提供的，係以工寓意，以形寫神。其理論與技法，則注重發揚傳統精粹，適應現代需求為主旨。

講授內容：由基本做起，從事如何單線鈎勒物象的輪廓，破筆揮寫細部，及沒骨着色，渲染顏色的實施。同時闡明臨摹寫生導致創作的途徑為目的。（限收廿五人）。

### 345. 梅蘭竹菊水墨畫 (Plumflowers, Orchids, Bamboo and Chrysanthemums in Chinese Painting)

主講人：徐達之先生。講授語言：粵語（輔以國語）。

地點：香港大學校本部 141 室。

時間：一九八一年十月三日起每星期六下午二時卅分至四時。

學費：一百八十元。（共二十講）。

本課程特為有志研習中國四君子畫「梅蘭竹菊水墨畫」技法者而設。旨在對梅蘭竹菊水墨畫源流、演變、及各個時代文人的四君子畫的風格與寫作技法。內容包括：（一）梅蘭竹菊水墨畫的興起與發展，（二）梅蘭竹菊水墨畫的特點，

(三) 梅花的風緻及寫作技法，(四) 蘭花的神韻用篆書筆墨的表現法，(五) 墨竹與各體書法的聯貫性，(六) 胸有成竹與胸無成竹的創作性，(七) 菊花與百花技法的貫通性，(八) 梅蘭竹菊與風晴雨雪的氣候性，(九) 欣賞歷代名作的啟發性。即席示範並批改習作，每講分發講義並附習作樣本。(限收廿五人)。

### 346. 應用書法 (Practical Chinese Calligraphy)

主講人：徐達之先生。 講授語言：粵語(輔以國語)。

地點：香港大學校本部141室。

時間：一九八一年十月三日起每星期六下午四時十五分至五時四十五分。

學費：一百八十元。(共二十講)。

本課程為適應香港文教工商各界使用中文書法，書寫各項文件之應用而設。旨在介紹中文書法應用毛筆、自來水筆、原子筆等各種工具的書寫方法與應用範圍。內容包括：(一) 中文字體的筆法和結構，(二) 毛筆字的書寫方法，(三) 自來水筆的書寫方法，(四) 原子筆的書寫方法，(五) 正楷大字臨寫法，(六) 正楷小字臨寫法，(七) 歐、褚、顏、柳各體書法選習法，(八) 自來水筆寫靈飛經，(九) 原子筆寫洛神賦，(十) 大字招牌與條幅對聯書寫法。即堂示範並批改習作，每講分發講義並附習作樣本。(限收廿五人)。

### 347. 中文各體書法藝術 (Styles in Chinese Calligraphy)

主講人：徐達之先生。 講授語言：粵語(輔以國語)。

地點：香港鰂魚涌太古城聖約翰男女書院102室。

時間：一九八一年十月五日起每星期一下午七時至九時。(共十五講)。

學費：一百八十元。

本課程特為有志研習中國各體書法藝術者而設。內容包括：(一) 中文現行各體書法，(正書、行書、草書)，(二) 唐代各體書法(歐、虞、褚、顏、柳、徐)，(三) 宋代各體書法(蘇、黃、米、蔡)，(四) 晉代王羲之、王獻之各體書法，(五) 魏代鍾繇等書法，(六) 漢碑各體書法，(七) 秦繹山碑各體書法，(八) 殷周大篆書法。每講分發講義並附習作樣本，即堂示範並批改習作。(限收廿五人)。

### 348. 花鳥蟲魚國畫藝術 (Flowers, Birds, Insects & Fish)

主講人：徐達之先生。 講授語言：粵語(輔以國語)。

地點：香港鰂魚涌太古城聖約翰男女書院102室。

時間：一九八一年十月七日起每星期三下午七時至九時。(共十五講)。

學費：一百八十元。

本課程特為有志研習花鳥蟲魚國畫藝術與寫作技法者而設，旨在提高對花鳥蟲魚國畫藝術的深入研習和寫作興趣。內容包括：（一）花鳥蟲魚國畫藝術的源流、派別，（二）鈎勒、沒骨、點皴各別的技法，（三）四季花卉、禽鳥及蟲、魚的構圖技法，（四）花、鳥、蟲、魚國畫藝術的設色、用筆、用墨、用水的技法，（五）署款、題句、配合篆隸行草各體書法，整幅畫面的全部法則，（六）花鳥蟲魚臨摹與寫生技法，（七）介紹欣賞歷代各家作品。即席示範並批改習作，每講分發講義並附習作樣本。（限收廿五人）。

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

主講人：陳秉昌先生、陳正誠先生。

地點：香港大學校外課程部市區中心18室。

時間：一九八一年十月三日起每星期六下午四時十五分至五時四十五分。

學費：一百二十五元。（共十二講）。

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，至今數千年來仍有留存之價值。本課程對理論、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，以增加學者之欣賞力與興趣，使在短期內能多所認識而自作篆刻。

*See also:*

- 26. **Hong Kong: the Archaeological and Historical Scene.** (Page 6)
- 32. 初級國畫文憑班（第 9 頁）
- 50. 基本書道（第 15 頁）
- 85. **China's Use of Foreign Financing.** (Page 26)
- 138. 中學中國文學科現代文學的教學（第 45 頁）
- 139. 當代中國（第 45 頁）
- 140. 中學中國語文科科主任的工作及職責（第 45 頁）
- 213. **Understanding Chinese Customs and Traditions.** (Page 75)
- 214. **Women in Chinese Society.** (Page 75)
- 215. 香港考古與出土文物欣賞（第 76 頁）
- 216. 中國歷代治亂因果及政制得失（第 76 頁）
- 364. **Certificate in Contemporary China Studies.** (Page 125)
- 366. 了解中國政制（第 126 頁）
- 367. 從毛劉到華鄧（第 126 頁）

# Philosophy & Psychology

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

## 350. 哲學導論 (Introductory Philosophy)

主講人：陶國璋先生。

地點：香港大學校外課程部市區中心21室。

時間：一九八一年十月二日起每星期五下午七時四十五分至九時十五分。

學費：一百元。（共十二講）。

本課程以初學者為對象，將深入淺出地介紹一些哲學問題，目的是使學員能了解哲學的內容與價值，從而提高對哲學的興趣。

講課將以問題為中心，列舉的問題包括：哲學是甚麼？哲學與其他學科如科學，藝術，宗教等有甚麼關係？東西方哲學有甚麼主要的分別？甚麼是倫理學，形上學，知識論？在探討上述範圍時，將盡量利用一些一般人關注的論題如人生是沒有目的，作實例。

課程將附有一些淺易的哲學性文章，幫助學員去了解哲學的意義。

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

主講人：黃展驥先生。

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：一九八一年十月五日起每星期一下午七時四十五分至九時十五分。

學費：一百元。（共十二講）。

今年春季我們會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」的心理應用於求學、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。內容包括以下趣味故事：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。

## 352. 中西哲學挑戰下的基督教

(Christianity and the challenge of Philosophy, East & West)

主講人：梁燕城先生。

地點：香港大學校外課程部市區中心21室。

時間：一九八一年十月一日起每星期四下午七時四十五分至九時十五分。

學費：一百元。（共十二講）。



基督教自中古以來是西方精神文明的支柱，也是中東一些宗教淵源，在其長期的發展中，與無數哲學系統，理性思想都有關係，但這古老的宗教在近代正遇到巨大的衝擊，在西方先有休謨的懷疑以動搖其根基，後有尼采宣佈上帝死亡，現代還有邏輯實證論，無神的存在主義，馬克斯的唯物論等，都對基督教做成強大的威脅；而在東方偉大的儒家人文主義，道家之清逸思想，佛家的解脫悲懷，亦成為基督教的挑戰。本課程即探討幾個宗教哲學的主要問題，例如上帝的存在，苦難與罪惡，東方的宗教境界與基督教比較等問題，藉此看各種哲學對信仰的挑戰及基督教如何回應。

**19. Technology, Society and Christianity in the Twentieth Century.** Michael Collier, M.A. (Cantab.), Ph.D., M.I.E.R.E., C.Eng. *Tuesdays, 6.00–7.30 p.m., starting October 13, 1981. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$90*

The last five decades have seen gigantic advances in scientific knowledge, enormous changes in the structure of society and vital expression of the Christian faith. This course will explore each of these developments and the connections between them. In particular the causal relationships between technology and society will be studied and the Christian perspective on modern issues will be discussed.

Topics to be covered include: the electronic revolution resulting in the information society; manipulation and freedom in the computer age; the energy crisis and the ecological dilemma; genetic engineering ethics; economic models and solutions; new methods and aims in education; changing lifestyles and occupational structures.

A new environment presents new problems and new opportunities to mankind. The purpose of this course is to examine some of these, and to look for general principles of belief and action suitable for the late twentieth century.

**353. An Introduction to School Counselling & Guidance.** *Saturdays, 9.00 a.m.–12.00 noon (plus two 1½ day workshops), starting September 18, 1981. Student Counselling Unit, "Woodside", University Compound. 17 meetings. Fee: \$400*

*Tutors:* Mrs. Helen Chan, Mr. Timothy Leung, Miss Ada Wong, Student Counsellors, University of Hong Kong, and Mr. Peter Whyte, Dean of Students, University of Hong Kong.

Young people today find themselves growing up in a restless and turbulent age, and are often perplexed by the rapid changes in our society as well as the expectations thrust upon them. They need the help of an experienced, sensitive and interested person in making decisions and planning for their future. They also need effective counselling that is based on sound principles and practice, to understand more about themselves and their relations with others. When approached by his students on such matters, the classroom teacher often finds that he lacks the professional training of the counsellor to help in an effective or meaningful way. This course will provide some insight into the work of counselling and guidance for school teachers and administrators.

The course consists of a series of lectures, discussions, demonstrations and practical sessions to be held on 13 Saturday mornings, and two 1½ day workshops for promoting better self understanding and enabling participants to experience some elements involved in practising counselling and guidance.

*Recommended Text*: Susan Gilmore, *The Counsellor in Training*.

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

*Enrolment is limited to 28.*

**Fee Refund**: on being accepted for this course, teachers in secondary schools will be sent a half-fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application*: September 8, 1981.)

### **Workshop for Careers Teachers.**

*Tutors*: Mr. Peter Fan, Careers Master, La Salle College.

Mr. Jacland Lai, Deputy Headmaster (Students), Diocesan Boys' School.

Mrs. Alice Lau, Careers Mistress, Good Hope 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.

- 354A.** *Workshop I*, Saturdays, October 10, 1981, 9.30 a.m.–12.30 p.m.  
October 17 & 24, 1981, 9.30 a.m.–4.00 p.m.  
**Fee: \$120**
- 354B.** *Workshop II*, Saturdays, November 14, 1981, 9.30 a.m.–4.00 p.m.  
November 21, 1981, 9.30 a.m.–12.30 p.m.  
**Fee: \$75**
- 354C.** *Workshop III*, Saturdays, December 5, 1981, 9.30 a.m.–4.00 p.m.  
December 12 & 19, 1981, 9.30 a.m.–12.30 p.m.  
**Fee: \$50**

*Enrolment is limited to 30.*

*Place*: Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F.

Workshop I aims at introducing basic concepts in career guidance and counselling, identifying available resources for further study and training, and outlining the major tasks of careers teachers. Attention will also be given to the social and psychological development and needs of students, with particular reference to career guidance and counselling. Workshop II covers interviewing techniques, decision making process, and the use of groups in career guidance. There will be case studies and exercises on interviewing. Workshop III focuses on better understanding of job opportunities, and patterns of adaptation among secondary school leavers in the different sectors of work. It will examine the practical side of job application which includes writing letters of application.

preparing résumé and interviewing for jobs. Administrative problems will also be dealt with. There will also be visits to training facilities. Special application forms for these workshops are available upon request.

*All workshops will be conducted in Cantonese.*

**Fee Refund:** on being accepted for this course, Careers Teachers will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipts. This applies to all teachers in Government, aided and private schools. (*Closing date for application: September 30, 1981.*)

**355. Psychology of Learning Disability.** Miss Catharine Williams, B.A. (Wisc.), M.A. (N.Y.U.). *Wednesdays, 6.15-7.45 p.m., starting September 30, 1981. Room SD02, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings.* **Fee: \$100**

The purpose of the course is to provide general information and background knowledge to parents and professionals working closely with learning disabled children. It will also serve as a forum where participants may share ideas and experience. Topics to be covered include: problems of definition and diagnosis, approaches to remediation, emotional factors, the learning disabled child at home and at school, relevant services and resources in our community. Specific diagnostic and remedial techniques will not be taught.

An extension of this course for teachers on learning disabled children in the classroom will be offered in Spring 1982: priority will be given to those who have completed this course.

**Fee Refund:** on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application: September 21, 1981.*)

**356. Social Psychology.** Mrs. Sharyn V. Butt, B.A. (N.S.W.), *Mondays, 6.15-7.45 p.m., starting September 28, 1981. Room 150, Main Building, University of Hong Kong. 12 meetings.* **Fee: \$110**

Social Psychology seeks to understand man's social behaviour. This course will examine the major areas social psychologists have researched upon; it will also spell out the relevance that socio-psychological research might have for some of the problems besetting our society. Topics to be covered include: brief outline of methods of research in social psychology; the impact of the physical and social environment on our behaviour; attitude formation and attitude change; norms and conformity; groups, stereotypes and reference groups; roles and role conflict; interaction and socialization; persuasion, mass communication and propaganda; aggression; interpersonal attraction; power, status and leadership; research and ethical considerations.

**357. Psychology and the Cinema.** G. H. Blowers, B.Sc. (Sheff.), M. Phil (Sussex), Ph.D. (H.K.), Lecturer in Psychology, University of Hong Kong *Wednesdays, 6.30–8.30 p.m., starting October 14, 1981. Room 669, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$130**

This course will consist of a series of ten lectures with film clips which will attempt to illustrate the ways in which the cinema portrays the psychological relationships of individuals to their societies. Extracts of films chosen are from the American and European cinema of the sixties and seventies: they have been shown commercially in Hong Kong but will be looked at from a “fresh” viewpoint. Various perspectives of individual behaviour will be examined and discussed. The course will focus upon the extent to which the study of film can be achieved through psychology and the study of psychology through film. No specialized knowledge of either film aesthetics or psychology is required, but familiarity with these subjects would prove useful.

**358. Industrial Psychology (II): Workshop on Motivation. Monetary and Non-monetary Incentives.** T. S. Chow, B.A., M.I.P.M. (H.K.). *Wednesdays, 6.00–7.30 p.m., starting October 7, 1981. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings.* **Fee: \$180**

The Workshop is designed for practising managers and personnel administrators who are interested in motivating staff for better performance, higher productivity and more job satisfaction. The three parts of the Workshop are: a) a brief introduction to motivational theories; b) a review of the major types of incentive schemes available in Hong Kong and c) a series of case studies on the application of incentive schemes by prominent local firms and factories.

Priority will be given to applicants sponsored by their companies.

(Teaching media: bilingual)

### **359. 心理學導論 (一) (Introductory Psychology I)**

主講人：黃世強先生。

地點：香港大學校外課程部市區中心21室。

時間：一九八一年十月二日起每星期五下午六時至七時三十分。

學費：一百元。（共十二講）。

在過去數十年來，一般人對心理學的興趣都不斷加增，為使學員對心理學有基本認識，特別提供心理學導論課程，整個課程將分為兩部份，第一部份在本季介紹普通心理學的綱要，第二部份在明年春季上課，集中研讀社會心理學。

心理學導論（一）內容包括：心理學之概念、源流及派別；學習的理論和歷程，記憶與遺忘；動機的性質，生理及心理的動機；感覺與知覺等。

## 60. 兒童心理 (Child Psychology)

主講人：張兆煌碩士。

地點：香港大學校外課程部市區中心16室。

時間：一九八一年十月十三日起每星期二下午七時四十五分至九時十五分。

學費：九十元。（共十講）。

人的表達方式有多種，包括語言、文字、行為等等；小孩子對文字和詞彙的認識有限，所以行為比其他表達方式更能反映他們的內心。

本課程是以兒童心理學作途徑，使與兒童有關的人士如幼兒工作者、幼稚園教師、家長、及初小學教師能對兒童心理有認識。課程內容包括：兒童在不同時期，年歲的心理狀況及需要；學習過程；性格的培養及成長因素；了解孩童的行為動機，以及如何處理若干常見的問題。課程將盡量利用影片，個案研討及小組討論去協助學員對兒童行為和心理有更具體的了解。

## 61. 兒童道德觀之發展與德育 (Moral Development of Children & Moral Education)

主講人：霍瑞次小姐。

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：一九八一年十月五日起每星期一下午六時至七時三十分。

學費：一百元。（共十二講）。

對兒童加強德育的建議近來受到相當的重視，但在一個着重物質的社會中，如何有效地推行德育，有賴我們對兒童道德觀念之形成，和接受過程有所了解。

本課程旨在介紹西方學者對兒童道德觀發展過程之理論及其對德育的見解，內容包括：西方學者對道德的定義；四種有關兒童道德觀發展的理論；理性、感性與道德之關係；校內之德育輔導及在推行時可能遇到的困難等。歡迎在職教師及對德育有興趣之人士參加。

申請教署退還學費手續：凡政府、補助或私立學校教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月二十二日前報名）。

## 62. 人格心理學與人際關係 (Psychology of Personality and Interpersonal Relationships)

主講人：黃劍強先生、蘇曄小姐。

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：一九八一年十月十二日起每星期一下午六時至七時三十分。

學費：一百一十元。（共十二講）。

選講範圍：從人類心理發展過程，了解到一生中各階段的心理特徵及適應方

法，進而分析性格的形成，家庭成員出生次序的心理特徵，及個人早期經驗對日後人際關係的影響。此外亦討論一般人被他人接納的因素，探索與個人成長有密切關係的幾方面，如認識自己是怎樣的領袖、如何作理智的選擇、解決難題的基本步驟、怎樣應付憂慮、挫折及增進身心健康的途徑等。

### 363. 情緒問題的處理 (Coping with Emotional Problems of Everyday Life)

主講人：鄭基雄先生。

地點：香港大學校外課程部市區中心21室。

時間：一九八一年十月一日起每星期四午六時至七時三十分。

學費：一百元。（共十二講）。

在日常生活中我們難免被情緒問題所困擾，並且花不少精力去應付；爲使學員能更有效地處理情緒問題，本課程將分作下列三部份：（一）闡釋常見較輕微的情緒問題；（二）研討如何去克服因情緒問題而產生的困難；（三）了解人與人之間的溝通。課程將特別着重第二部份，針對緊張、焦慮、憂慮、恐懼等情緒，提出適合個人應用的處理辦法，參加學員務要積極參與，同時亦將要做「家課」。

*See also:*

322. **Comparing Chinese, Indian, and Japanese Philosophy-Religions.**  
(Page 108)

336. 佛家大乘各宗要義（第 112 頁）

337. 西洋哲學與中國（第 112 頁）

338. 中國哲學（第 113 頁）

339. 宋詞（第 113 頁）

如欲收到下期課程手冊，  
請翻閱第 151 頁。

# Political Science

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

## **364. Certificate in Contemporary China Studies.**

A sound knowledge of contemporary Chinese affairs has become increasingly vital for anyone wishing to have a good understanding of present-day Asia, and the general development of this region. As China becomes more and more an active partner on the Asian scene, her activities—political, economic, and social—are taken into serious consideration by decision-makers actively seeking solutions to current problems and planning for the future. Needless to say, those of us living in Hong Kong should acquaint ourselves with major events occurring inside China, not only for academic reasons, but also because of the rather relevant situation.

The Extra-Mural Certificate in Contemporary China Studies seeks to meet the growing demand of those who wish to gain a balanced knowledge of the People's Republic of China, be it for professional or academic reasons. Its aim is to provide a sound and comprehensive programme for those whose duties require closer contacts with China, those who are in the teaching profession, and anyone interested in preparing themselves for more advanced studies.

The course will basically cover the following four general areas: Leadership and Government; Society and Culture; Economics and Finance; Foreign Policies and Relations.

An Extra-Mural Certificate will be awarded provided that a student attends at least 80 percent of the meetings scheduled, satisfactorily completes coursework assignments, and submits a satisfactory written project report. A field-trip will be arranged if feasible.

*Course Directors* : Leo Goodstadt, Honorary Research Fellow, Centre of Asian Studies, University of Hong Kong;  
John D. Young, Staff Tutor in Chinese Studies.

*Duration* : October 15, 1981 to May 27, 1982  
7.30–10.00 p.m., every Thursday

*Place* : Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F.

*Fee* : \$900

*Admission Requirements* : University graduates, or non-graduates employed in a position with sufficient practical experience to enable them to benefit from this programme. Preference will be given to those with a strong background in political science or other related subjects.

*Last Date for Application* : October 5, 1981 (Enrolment is limited to 25)  
Applicants should submit a photo and any relevant documents when applying.

Further information available upon request.

**365. Conflicts or Collaboration: the Dilemma of Nuclear Force.** E. V. Roberts, M.Sc. (Econ.), Dip.Ed. (Wales), Lecturer in Political Science, University of Hong Kong. *Mondays, 6.10-7.40 p.m., starting November 2, 1981. Room 23r, Knowles Building, University of Hong Kong. 7 meetings.* Fee: \$80

There are two contrasting schools of thought at present pertaining to nuclear force. The one school maintains that unless nuclear disarmament is achieved in the near future then a nuclear holocaust is inevitable. The other school argues that the only way to guarantee stability is through the retention of nuclear capability and the development of ideas and methods to deter any power from using it. Both schools agree that there are major problem areas which need investigation. These areas would include the problems of a nuclear arms race, nuclear proliferation, arms control and above all the theory of nuclear deterrence.

Over the last two years there has been a resumption of public concern over the present situation. On the one hand the U.S.A. has decided on a major investment to update the nuclear armoury in the face of a perceived increased threat from the U.S.S.R. At the same time anti-nuclear sentiment and calls for disarmament have been more vocal in Western Europe and the U.S.A.

This course will attempt to analyse these opposing views and study the issues that they raise.

### **366. 了解中國政制 (Chinese Political Institutions)**

主講人：譚惠震女士、黃慧心女士。

地點：香港大學厲樹雄科學館D08室。

時間：一九八一年十月十三日起每星期二下午六時十分至七時四十分。

學費：九十五元。（共十講）。

本課程將從政治學角度，對中國政制作一全面性介紹，以最基本的方式，簡明及有系統地評述這政制對中國社會及民生的一般影響，所包括內容將涉及經濟、軍事、教育、宗教及整個文化方面的問題，講者會解釋何謂「文革」，「毛澤東思想」和「又紅又專」與制度之間的關係。本課程特別適合欲對中國有更進一步認識的人士。

### **367. 從毛劉到華鄧——中共三十年來的政治發展 (The Political Development of China, 1950-1980)**

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15室。

時間：一九八一年十月三日起每星期六下午二時四十分至四時十分。

學費：九十元。（共十講）。

毛澤東與劉少奇早期合作無間，同為中華人民共和國的奠基人。稍後出現了路線衝突，文化大革命期間，劉少奇與鄧小平同被指為走資本主義道路當權派司令部領導人物，即劉鄧集團。劉不幸被鬥致死，鄧則倖存，1973年復出1976年春再次被鬥。同年秋毛澤東逝世，華國鋒繼之，1977年7月，鄧再次復出，成為目前中國共產黨最具權威的領導人物。毛劉過渡到華鄧的過程，就是本課程所將講授的中共三十年來之政治發展。本課程講授七十年代的政局，下期將講八十年代的政局。



# Science

*Staff Tutor* : D. R. Kemp, *Telephone* 5-468161 *Ext.* 551

**8. Chemistry, Man and Society.** R. M. Letcher, Ph.D. (London), Senior lecturer in Chemistry, University of Hong Kong. *Mondays, 6.30-8.00 p.m., starting September 28, 1981. Chemistry First Floor Lecture Theatre, University of Hong Kong. 8 meetings.* **Fee: \$100**

This course is intended to provide a general awareness of the role of Chemistry in everyday life, concentrating on applied aspects not covered in theory biased A-level and degree chemistry courses. Topics will include a chemical background to some of the major problems facing man today, such as pollution (e.g. motor cars, pesticides, detergents etc.), energy sources and overpopulation (the pill); Environmental Chemistry with particular reference to Hong Kong; major chemical discoveries which are changing the world we live in; and an understanding of the mode of action of many commonly used chemical products in today's world (e.g. plastics, drugs, food additives, liquid crystals, fluoride in toothpaste etc.). One of the aims of the course will be to give students a background from which to make informed opinions on many of today's technological controversies. Lectures will also include some laboratory demonstrations, and should be of special interest to chemistry teachers in secondary schools.

**69. Biology at 'A'-Level.** I. J. Hodgkiss, B.Sc., Ph.D. (Wales), F.L.S., Lecturer in Botany, University of Hong Kong. H. H. Edie, B.Sc. (Agric.), M.Sc. (Edin.), Lecturer in Botany, University of Hong Kong and S. J. Barnes, B. Pharm., Ph.D. (Lond.), M.I. Biol., F.I.M.L.S., Principal Lecturer in Biology, Hong Kong Polytechnic. *Wednesdays, 6.30-8.00 p.m., starting October 7, 1981, Lecture Room 302, Northcote Science Building, University of Hong Kong. 11 meetings.* **Fee: \$120**

Sixth form biology teachers will have the opportunity to familiarise themselves with some new aspects of A-level biology programmes. Special reference will be made to the new A-level biology syllabus that teachers will be using from September 1981, and some topics will be dealt with fully. These include particularly: the diversity of living organisms; ecology; micro-organisms and man; plant and animal products; principles of agriculture; cultivation; plant and animal breeding; diseases and pests; the structure of the cell membrane and defence against disease by animals and man. Opportunities for discussion will occur during the course.

**Fee Refund:** on being accepted for this course, teachers of biology will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 25, 1981.*)

**370. Marine Aquiculture for Secondary School Teachers.** Peter Cheung, B.Sc., Senior Aquarist at Ocean Park, Johnny P. F. Chin, B.Sc., Curator Aquarist at Ocean Park, K. H. Lo, B.Sc., William Lam, B.Sc. *Fridays, 6.30–8.00 p.m., starting September 25, 1981. Lecture Room 302, Northcote Science Building, University of Hong Kong. 10 meetings.* **Fee: \$100**

This course aims to equip secondary school teachers with the necessary knowledge and techniques to make them able to rear marine organisms in their own school laboratories. Using the basic methods as employed at Atoll Reef of Ocean Park, teachers will learn how to maintain live, healthy marine fish and invertebrates. It provides a unique opportunity for biology teachers to study marine organisms in nearly natural conditions and should help observations made later in the field.

Topics include the design and construction of marine aquaria; control of water quality and the theoretical principles involved; special equipment for specific animals and the techniques of rearing different groups of marine organisms. There will be one visit to Ocean Park.

Seriously interested non teachers may also apply.

**Fee Refund:** on being accepted for this course, teachers of biology will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 15, 1981.*)

**371. Botanical Survey of Southeast Asian Foods.** Miss Martha Dahlen, B.Sc. (Hort.). *Thursdays, 6.15–7.30 p.m., starting October 1, 1981. Lecture Room 302, Northcote Science Building, University of Hong Kong. 7 meetings.* **Fee: \$70**

This course is intended for those interested in botany, people, and that area of botany most vital to people—food. It will consider the plants most commonly used for food in Southeast Asia, specifically: rice, its varieties, history and methods of culture; soyabeans and the many ways in which they are processed; the coconut palm; a selection of spices; as well as many fruits and vegetables common in Hong Kong markets but uncommon in temperate zones. Attention will focus on the plants themselves: how they grow, are related to each other botanically and distributed geographically. A brief consideration of how they may be cooked will be included. Slides and demonstrations of fresh plant material will supplement the lectures. If there is sufficient interest one visit to a local market will be arranged.

**372. Butterflies in Hong Kong.** Dr. M. J. Bascombe, F.L.S., F.R.E.S. *Mondays, 7.15–8.15 p.m., starting October 26, 1981. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$50**

This course includes the taxonomy, anatomy, biology and early stages of one of our more obvious and widespread faunal elements, the butterflies. It is suitable for all with an interest in natural history. Lectures will be illustrated with slides and specimens of the adults and early stages of Hong Kong species.

**373. Introduction to Birdwatching in Hong Kong.** Michael Webster, M.A., M.B.O.U., Chairman of the Hong Kong Bird Watching Society. *Mondays, 5.00-7.00 p.m., starting September 28, 1981. Room 23, Extra-Mural Town Centre, Ning On Centre, 8/F. 10 meetings.* **Fee: \$80**

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. Two field meetings will be held.

**374. Analog and Digital Electronic Circuits.** Cheng Chung-chih, M.Sc. (Harvard), M.I.E.E.E. *Tuesdays, 7.00-9.00 p.m., starting September 29, 1981. Lecture Room 302, Northcote Science Building, University of Hong Kong. 18 meetings.* **Fee: \$290**

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 Examination or equivalent.

The course includes an introduction to analog and digital electronic circuits; computer circuits; bipolar transistor and field-effect transistor models, two-port network representatives, special purpose amplifiers, feedback concepts and techniques, the differential pair and integrated operational amplifiers, oscillators, wave generating and shaping circuits.

### **375. 實用室內園藝 (Practical Indoor Gardening)**

主講人：許霖慶學士（學洋公園兼職植物學家）。

地 點：香港大學許愛周科學館 S D O 2 室。

時 間：一九八一年九月廿八日起每星期一下午六時十五分至七時四十五分。

學 費：一百二十元。（共十二講）。

室內植物目前已成爲現代居室和辦公室佈置的重要部份，香港喜愛種植室內植物的人士越來越多，本課程專爲彼等而設。課程內容包括：室內園藝基本知識如適當的土壤、光線、溫度和合理的施肥灌水等；各類型室內植物的主要種類名稱，特性和代表種的栽培管理方法如室內花卉，賞葉植物，仙人掌，肉質植物，蘭花，盆景和瓶景等；室內植物的繁殖方法和害蟲防治等。講者將以幻燈片及標本以輔講授。

# Computer Science

*Staff Tutor* : Y. S. Chan, *Telephone* 5-468161 *Ext.* 497

**376. Computerisation Made Simple.** K. T. Lui, B.Sc. (Special) (H.K.). *Fridays, 6.15-7.45 p.m., starting October 2, 1981. Room 230, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$130**

Computer involvement has become a commonplace in any system endeavour. This course aims at introducing students to the potential of computers, and to enable them to understand the basic functional parts of a computer. It shows computer users where the problems lie and what they can positively do to encourage success in computerisation of projects. In addition, fundamental knowledge of the power and limitation of the computer will be introduced.

This course assumes no prior technical knowledge of computers and leads participants through to a sophisticated appreciation of the purposes and methods for assessing the computer as an aid to the business enterprise, without losing sight of the need for simple and economic solutions. Frequent case histories will be used as illustrations.

*Recommended Reading* : *Data Processing Made Simple* by Susan Wooldridge.

**377. Computer Applications: the Executive's Viewpoint.** Richard K. Li, B.S., M.S. (Indiana). *Mondays, 6.00-7.30 p.m., starting September 28, 1981. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$130**

This course aims to identify and explore the application of computers in accounting, administration, finance, management and marketing. Data processing will be dealt with in a depth sufficient for understanding the usage of computers as would be experienced by an executive. Preferably students should have at least some experience in a large corporation, and should have an understanding of its administrative structure. Topics to be covered include:

*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 an 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.

**378. Basic Principles of Computer Systems.** F. T. Chan, B.Sc. (H.K.), Assistant Computer Officer, University of Hong Kong. *Tuesdays, 7.50-9.20 p.m., starting September 15, 1981. Room 230, Knowles Building, University of Hong Kong. 16 meetings.* **Fee: \$160**

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

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

**379. Introduction to Data Processing.** C. W. Liu, B.Sc. (H.K.). *Wednesdays, 6.30-8.30 p.m., starting September 30, 1981. Room SDoI, Hui Oi Chow Science Building, University of Hong Kong. 10 meetings.* **Fee: \$160**

This course is intended for those whose work involves contact with computer systems and who wish to obtain a fundamental understanding of the principles and methods of electronic data processing. It will be helpful to those who are preparing to take Data Processing in IDP, accounting, business or management examinations. No previous knowledge of computers is necessary but applicants should have passed English and Mathematics in the Hong Kong Certificate of Education Examination or equivalent. It may be considered as a preliminary to the 'Certificate course in Digital Computer Programming'.

The syllabus will include: overview of data processing development; punched-card data-processing; basic elements of a computer; information representation; data collection and organization; data storage; input/output devices; file updating, sorting and searching; direct access methods and random-processing; concepts of real-time, time-sharing and on-line systems; database management information systems; appreciation of programming languages; the role of the systems analyst and relationships between users and computer people.

Relevant case studies or examples will be introduced. Computer time will be provided for participants to obtain some experience of using computing facilities.

**380. Program Structure and Design Techniques.** David S. K. Mak, B.Sc. (Aston). *Thursdays, 6.30-8.30 p.m., starting October 1, 1981. Room 230, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$150**

Many have been trained in programming languages, yet few are capable of developing ideas on 'good' programming. This course is intended for those who have knowledge of at least one high level programming language but wish to know how to increase their programming proficiency and to improve the quality of their programs. The syllabus will cover:

*Characteristics of good programs* : development of programming style, the need for documentation.

*Program design* : idea of top-down approach, concepts of modular and structured programming, the selection of algorithms.

*Program efficiency* : execution efficiency in virtual memory systems, storage considerations, compiler optimization, output and input, efficient commands and control mechanisms, programming with and without 'GO TO' statements.

*Program testing and debugging* : modules testing and strategies in debugging.

Illustrated examples will be drawn from several high level programming languages such as COBOL, FORTRAN, ALGOL and PL/1.

*It is preferable that applicants should have completed the Extra-Mural Certificate Course in Digital Computer Programming, or equivalent.*

**381. Introduction to Computer Software.** P. F. Tse, B.Sc. (H.K.), Assistant Computer Officer, University of Hong Kong. *Tuesdays and Fridays, 6.15-7.15 p.m., starting October 9, 1981. Room 418, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$150**

This course aims at furthering the software knowledge of a novice programmer. It provides an appreciation of the different types of software tools available. It, however, does not provide training in computer language or place strong emphasis on teaching algorithms. This intermediate course may be beneficial to those who have taken the Extra-Mural Certificate Course in Digital Computer Programming.

The syllabus will include: characteristics of machine language, advantages of high level programming languages, review of interpreter, compiler, procedural and nonprocedural languages; software development methods; use of data structure, discussions on operating system and database, illustrating the extended machine as a friendly, powerful and secure partner to the programmer.

*Minimum Entry Qualifications* : applicants must have experience in at least one high level programming language, e.g. COBOL or FORTRAN or BASIC. Preference will be given to students who have completed the Extra-Mural Certificate Course in Digital Computer Programming and/or the Extra-Mural course entitled BASIC, or equivalent.

*Enrolment is limited to 40.*

**382. Introduction to Formal Languages and Automata.** T. Y. Chen, B.Sc., M.Phil. (H.K.), M.Sc. (Lond.), D.I.C., M.B.C.S., Lecturer in Computer Science, University of Hong Kong. *Wednesdays, 6.30-8.30 p.m., starting September 30, 1981. Room 418, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$200**

This course aims to provide an introduction to the properties of formal languages, automata and their inter-relationship. It is a theoretical computer science course emphasising compiler design applications. It is designed to serve as a preliminary to a forthcoming follow-up course on compiler design.

The syllabus will include: formal grammars and their applications in defining programming languages; properties and applications of context-free and regular languages; properties and applications of finite automata.

*Minimum Entry Requirements:* applicants should have at least a pass in advanced Level Pure Mathematics, or equivalent. It is preferable that applicants have completed the Extra-Mural courses entitled "Advanced Certificate Course in Digital Computer Programming" and "Fundamentals of Computer Systems and Data Processing", or equivalent.

*Enrolment is limited to 25 persons.*

**383. Fundamentals of Computer Systems and Data Processing.** S. C. Chan, B.Sc. (H.K.), W. K. Hui, B.Sc. (H.K.), C. W. Liu, B.Sc. (H.K.) and Miss S. K. Ng, B.Sc. (York). *Mondays and Thursdays, 6.30-8.30 p.m., starting September 28, 1981. Room 418, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$320**

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

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

*Enrolment is limited to 30 persons.*

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

**384. Data Processing.** W. M. Cheung, B.Sc. (H.K.) and W. Y. Ma, B.Sc. (Eng.), M.Phil. (H.K.). *Tuesdays and Fridays, 7.20-9.20 p.m., starting October 9, 1981. Room 418, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$200**

This course is designed to provide an extensive background for those wishing a greater understanding of data processing functions. The syllabus includes: program structure, appreciation of programming languages; data management; data structure; data organization; file structure; file handling; storage devices; transmission; input and output; flowchart and decision table; functions and testing; sorting and merging; system software, utility and packages; hardware feature of digital computer; operating systems; batch, real time, on-line systems; introduction to systems analysis and design; case study. The syllabus is similar to that of the Part I examination of the British Computer Society (Option C).

It will be helpful to those preparing for professional examinations, especially for those thinking of taking up data processing as a career. This course may be considered as a follow-up to the Extra-Mural course entitled "Fundamentals of Computer Systems and Data Processing".

Applicants must have knowledge of at least one high level programming language such as FORTRAN, COBOL etc. In addition, they should have passed at least five subjects including Mathematics and English in the Hong Kong Certificate of Education Examination or equivalent.

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

**385. Introduction to Computer Architecture.** Miss Diane Y. H. Mui, M.Sc. (Cran. I.T.), M.I.E.E.E., Lecturer in Electronic Engineering, Hong Kong Polytechnic. *Tuesdays, 6.15-7.45 p.m., starting September 22, 1981. Room 230, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$130**

Students will be provided with an intelligent appreciation of computer hardware systems from both the user's and the programmer's viewpoint. Attention will also be focused on methods of interpreting the technical information provided by the hardware manufacturers. The course is intended for those who already have a basic knowledge of computer systems and would like to pursue the following topics in detail.

Review of switching theory and machine organization including data representation.

Microprocessors and microcomputers: technology; microprocessor architecture; examples of microprocessors, microcomputer organization; input and output techniques; memory management; applications.

Computer performance evaluation and monitoring.

Future trends in computer market.

Fundamental ideas will be illustrated by practical examples.

*Minimum Entry Qualifications:* applicants should have preferably completed an introductory course in fundamental computer principles, e.g., the Extra-Mural course entitled "Basic Principles of Computer Systems", and/or "Fundamentals of Computer Systems and Data Processing". Knowledge of at least one high level programming language, e.g., FORTRAN, COBOL, PL/1 is required. In addition, knowledge in assembler language is highly desirable but not essential. Applicants should have passes in Mathematics and English in the Hong Kong Certificate of Education Examination or equivalent.

**386. Computer Hardware Fundamentals.** Fung Ka-kit, B.Sc. (Eng.) (H.K.), M.Sc. (Lond.), Senior Computer Officer in the Universities and Polytechnic Computer Centre. *Mondays, 7.20-9.20 p.m., starting September 28, 1981. Room 229, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$160**



This course aims to teach the structure of a computer system so that an ordinary computer user can understand what makes a computer and appreciate how things work inside. Topics to be covered include: overview of computer hardware; central processing unit; main storage, e.g. core store and semiconductor store; basic peripherals, e.g. card reader and line printer; magnetic peripherals, e.g. magnetic tape and disk; communication devices, e.g. communication controller and video display unit.

*Minimum Entry Requirement*: students must have a basic knowledge in programming and binary arithmetic. Knowledge of electronics is desirable but not necessary. It is also preferable that intending students have completed the Extra-Mural course, "Basic Principles of Computer Systems" or equivalent.

**387. Basic Electronics for Digital Computers.** Joseph C. L. Ho, B.A.Sc. (Ottawa), M.A.Sc. (Waterloo). *Wednesdays, 6.30–8.30 p.m., starting October 7, 1981. Room D06, James Hsioung Lee Science Building, University of Hong Kong. 14 meetings.* **Fee: \$170**

This course aims to present an analytical description of the basic logic elements in integrated-circuit building blocks from which digital computers and systems are assembled. Current information on new integrated-circuit products will be provided to illustrate how these circuit elements may be applied in practice.

Topics to be discussed will include: a review of Boolean algebra and combinational logic design; logic circuit families: TTL, ECL, IIL, MOS gates, etc.; the MOS/bipolar interfacing techniques; flip-flops, decoders, counters and registers; read-only memories: structure of ROM, PROM, EPROM and applications in the programmable logic array; random-access memories: static RAM, dynamic RAM and refreshing techniques; analog/digital conversion: sampling theorem, quantization and various A/D, D/A converters; pipeline organization of digital systems; slice microprocessors: ALU and microprogram sequencer.

*Minimum Entry Requirements*: applicants should have a basic knowledge of computers and electronics, in particular semiconductor devices and circuits. It is preferable that applicants have completed the Extra-Mural course, "Analog and Digital Electronic Circuits" or equivalent.

**388. Digital Computer Organization, Design and Engineering.** Lai Chee-yan, B.Sc. (H.K.), Cert. Ed., M.Sc. (Tech.) (Manc.), M.I.E.E.E., A.M.B.C.S. *Thursdays, 6.30–8.30 p.m., starting September 24, 1981. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings.* **Fee: \$250**

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, satellite communications.

Computer architecture, security problems.

*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.

**389. Data Communications.** P. W. To, S.M.I.E.E.E., W. M. Pau, B.Sc. (Eng.) (H.K.), M.Sc. (Eng.) (H.K.), M.I.E.E.E., K. F. Cheung, B.Sc. (Eng.) (H.K.), M.I.E.E.E. *Mondays, 7.40-9.10 p.m., starting September 28, 1981. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$130*

This intermediate course on data communication discusses in depth the various aspects of communication network design and their future trends. It is designed for systems analysts, network planners and managers. Sufficient basic knowledge of data communications is assumed. Course content will include: hardware aspects of network design and comparative studies; software aspects of network design and multilayer concept; integrated communications systems; future trends.

*It is preferable that applicants should have completed the Extra-Mural course entitled "Fundamentals of Data Communications" or equivalent.*

*Enrolment is limited to 30.*

### **Certificate/Advanced Certificate Courses in Digital Computer Programming.**

The Department of Extra-Mural Studies will offer the Certificate/Advanced Certificate Courses in Digital Computer Programming in February, 1982. These courses aim to provide a thorough training in computer programming. They will benefit those persons whose duties involve knowledge of programming languages.

Those interested should write to Dr. Y. S. Chan, Department of Extra-Mural Studies, University of Hong Kong. Further details are available on request.

# Biomedical Science

*Staff Tutors*: Y. S. Chan, Telephone 5-468161 Ext. 497

W. S. Ng, Telephone 5-468161 Ext. 551

**390. Water Pollution and Public Health.** R. S. S. Wu, B.Sc. (C.U.H.K.), B.Sc. (Special), M.Phil. (H.K.), Ph.D. (Br.Columbia), Research Scientist, Agriculture & Fisheries Department. *Mondays, 6.15-7.15 p.m., starting October 12, 1981. Room 141, University Main Building. 6 meetings.* **Fee: \$70**

Water pollution is an important problem in Hong Kong. Water pollutants may, in many ways, cause potential health hazards to the public. This course is therefore offered, in order to stimulate public awareness of these problems. The following topics will be covered: various kinds of water pollutants (e.g. pathogenic bacteria and virus, trace metals, organochlorines, hydrocarbons etc.) and their importance in Hong Kong, methods of detection, effects of various pollutants on public health, surveillance of pollutants in food and the environment, methods of pollution prevention and control.

**391. Dentistry and Dental Care in Hong Kong.** R. M. Green, B.Sc., B.Ch.D. (Leeds), Lecturer in Dental Anatomy, University of Hong Kong. *Wednesdays, 6.00-7.30 p.m., starting October 14, 1981. Lecture Theatre 1, 2/F., Li Shu Fan Building, Sassoon Road. 8 meetings.* **Fee: \$100**

This course falls into two main parts. Firstly, the aims of modern dentistry, the present state of dental health in the community, and the future for dentistry in Hong Kong will be examined. Secondly, an overview of what dentistry is will be presented. The content of this course will include: the development of teeth and related structures, developmental abnormalities and their correction (including orthodontics), plaque and the associated problems of dental decay and gum disease, and areas of current dental research. A certain amount of practical involvement will be offered.

This course is open to those who are interested in (a) learning more about dentistry, and (b) improving their own and/or their communities dental health. Teachers and nurses would, therefore, be especially welcome.

**392. Skin Care and the Use of Cosmetics.** Patrick Y. Chiu, B.Sc.Pharm. (Leicester), M.P.S., M.I.Pharm.M. *Mondays, 6.15-7.15 p.m., starting October 5, 1981. Room 229, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$80**

Cosmetics play an important part in our life. The formulation and clinical uses of cosmetics will be introduced to those who are interested in this specialised subject. Topics to be discussed will include: formulation of toiletries, namely soaps, shampoos, talc powder, deodorants, cosmetics including perfumes, creams and ointments, sprays, and hair lotions. Their clinical uses in skin and hair care will be explained to the lay public and the professional beautician and hair stylist.

**393. Food Microbiology.** Miss Mimi Fok, B.Sc. (Wisc.), Miss Grace Chan, B.Sc. (Alberta), Kenneth Ma, B.Sc., M.Sc. (Nebraska), Peter Tsang, B.Sc. (Alberta), and K. P. Yip, B.Sc. (Alberta). *Wednesdays, 7.45-8.45 p.m., starting September 23, 1981. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F.* **Fee: \$110**  
12 meetings.

Microorganisms are important to mankind from the viewpoints of both health and disease. In the former situation, men have been and continue to utilize microorganisms on a large scale for industrial purposes which are of great economic importance. This course is designed for those who wish to acquire a basic knowledge of food microbiology and is especially suited for people who are employed at the supervisory level in the food industry or those engaged in public health work. Topics to be discussed include: food and microorganisms, principles of food preservation, food production by microorganisms, food poisoning, food sanitation, control and inspection.

Students should preferably have a basic knowledge of biology and chemistry at the Hong Kong Certificate of Education level or equivalent.

**394. An Introduction to Venereal Diseases.** *Wednesdays, 7.15-8.15 p.m., starting November 4, 1981. Room 142, University Main Building. 6 meetings.* **Fee: \$70**

*Tutors:* H. W. Fung, M.B., B.S. (H.K.), Dip. Ven. (Liverpool).

W. S. Ng, M.Sc. (Strath.), Ph.D. (H.K.), Staff Tutor in Medical Laboratory Science, University of Hong Kong.

To-day, there is an increasing incidence of venereal diseases reported in many countries all over the world. This has not only constituted a major health hazard but is a socio-economic problem that is likely to persist in future years. The aim of this course is to introduce the different varieties of venereal diseases, their aetiology, clinical features, laboratory diagnosis and management for these diseases. Some consideration will also be given to gonorrhoea cases infected by penicillin-resistant *Neisseria gonorrhoeae* strains.

**395. Human Physiology.** *Mondays, 7.20-8.50 p.m., starting September 28, 1981. Room 141, University Main Building. 12 meetings.* **Fee: \$120**

*Tutors:* Y. S. Chan, B.Sc., Ph.D. (H.K.), Staff Tutor in Physiology,

S. F. Pang, B.Sc. (C.U.H.K.), M.A. (Calif.), Ph.D. (Pitt.),

F. Tang, B.Sc., M.Sc. (H.K.), Ph.D. (Hull),

E. C. F. Tso, B.Sc., M.Sc. (H.K.), Ph.D. (Lond.),

T. M. Wong, B.Sc. (C.U.H.K.), M.Sc., Ph.D. (H.K.),

Lecturers in Physiology, University of Hong Kong.

Physiology is an integrated study of the functional systems of the human body. Recent advances in physiology have enabled us to comprehend the more basic functional mechanisms upon which life depends. An understanding of human physiology has indeed formed the basis for the diagnosis and treatment of

myriads of ailments. This course consists of a simple approach to basic physiology in such systems as muscle, blood and circulation, respiration, digestion, excretion, reproduction, endocrine glands, and nervous systems. Particular attention will be placed on the control and regulation of various coordinated body functions. After attending this course, participants should have acquired a deeper insight into the basic principles of physiology and, in so doing, will be prepared for courses on more specialized topics in physiology.

For students to benefit fully, they should desirably have passes in Biology and Chemistry in the Hong Kong Certificate of Education Examination or equivalent.

### **Selected Topics in Physiology**

The following two 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.

**396. Basic Experiments in Neurophysiology.** *Fridays, 6.15–8.15 p.m., starting November 6, 1981. Lecture Theatre 1, 2/F., Li Shu Fan Building, Sassoon Road. 6 meetings.* **Fee: \$200**

*Tutors:* P. W. F. Poon, B.Sc. (C.U.H.K.), M.Phil. (H.K.), Ph.D. (Indiana), Lecturer in Physiology, University of Hong Kong.

C. Y. Huang, M.B.E., B.Sc. (Sydney), M.B.,B.S. (H.K.), M.Med. (Singapore), F.R.A.C.P., Senior Lecturer in Medicine, University of Hong Kong.

J. C. Hwang, Ph.D. (Oregon), Professor of Physiology, University of Hong Kong.

This course provides students with an opportunity to understand the function of the brain by actual participation in *laboratory* sessions. The response of the nervous system to various modes of stimulation in experimental animals as well as in man will be examined. Methods employed will include: eliciting as well as recording action potentials from excitable tissues; determination of nerve conduction velocity; effects of drugs on neuronal transmission; measurement of evoked potentials, electromyograms (EMG) and electroencephalograms (EEG); testing the functional characteristics of general senses and special senses; general examination of testing the properties of various kinds of reflexes.

Students are expected to have some background in biology at high school or post-secondary level.

*Enrolment is limited to 25.*

**397. Reproductive Physiology and Contraception.** *Tuesdays, 6.00–7.30 p.m., (lecture), 7.30–9.00 p.m. (demonstration when applicable), starting October 13, 1981. Lecture Theatre 1, 2/F., Li Shu Fan Building, Sassoon Road. 7 meetings.* **Fee: \$150**

*Tutors:* C. C. L. Wang, M.D. (H.K.), F.R.A.C.P., Senior Lecturer in Medicine, University of Hong Kong.

P. Y. D. Wong, B.Sc. (Lond.), M.A., Ph.D. (Cantab.), C. Chem., F.R.I.C., Senior Lecturer in Physiology, University of Hong Kong,  
S. F. Pang, B.Sc. (C.U.H.K.), M.A. (Calif.), Ph.D. (Pitt.),  
T. M. Wong, B.Sc. (C.U.H.K.), M.Sc., Ph.D. (H.K.), Lecturers in Physiology, University of Hong Kong.

Topics to be discussed include sexual development, male and female reproductive systems, fertilization, pregnancy, parturition, lactation, sexual behaviour, male and female contraceptive methods and their effect on population control. Students are expected to have a basic knowledge in Biology at the Hong Kong Certificate of Education level or equivalent.

*Enrolment is limited to 30.*

**398. Autonomic and Cardiovascular Pharmacology.** Dennis M. F. Li, B.Sc., Ph.D. (Monash), Lecturer in Pharmacology, University of Hong Kong. *Thursdays, 6.00-7.30 p.m., starting October 15, 1981. Lecture Theatre 1, 2/F., Li Shu Fan Building, Sassoon Road. 5 meetings. Fee: \$80*

The pharmacological actions, adverse reactions as well as the clinical applications, of drugs acting on the autonomic and cardiovascular systems will be discussed in this course. Topics covered will include the drug treatments of asthma, hypertension, heart failure, cardiac arrhythmia, angina pectoris, hyperlipoproteinaemia and various blood diseases.

This course is intended for dispensers, nurses, and those employed in the pharmaceutical industry. Students are expected to have a basic knowledge in Biology and Chemistry at least at the Hong Kong Certificate of Education level or equivalent.

**399. Immunological and Clinical Basis of Allergy.** A. K. Y. Lee, M.B., B.S. (H.K.), F.R.A.C.P., Honorary Clinical Lecturer, Department of Medicine, University of Hong Kong. *Mondays, 7.10-8.10 p.m., starting September 28, 1981. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 4 meetings. Fee: \$60*

Allergic disorders are common in people of all age groups. Recent advances in immunological diagnostic techniques have led to a better understanding of these diseases and these, together with new therapeutic discoveries, have brought great relief to such patients. The aim of this highly specialized course is to review the progress made in the study of immunopathological mechanisms for the clinical manifestations of these diseases, followed by discussion on chemical, drug and infectious allergies. This course, organized in conjunction with and sponsored by the Hong Kong Pharmaceutical Society, is open only to qualified pharmacists.

#### **400. 常用藥物簡介 (Drugs in Common Use)**

主講人：戴樹焯博士（香港大學藥理系講師）。 講授語言：粵語（輔以英語）。

地點：香港大學紐魯詩樓 230 室。

時間：一九八一年十月九日起每星期五下午七時五十分至九時二十分。

學費：一百元。（共十講）。

隨着文明的進步，藥物已成爲我們生活的一部份；不但在生病時會服藥，就是在日常生活中亦不知不覺地服用了相當數量的藥物，如吸煙，飲酒，喝茶或咖啡等。此外，有些藥物更被大家所廣用，如止痛丸，退燒丸，胃藥，避孕丸及鎮靜劑等，往往爲家中常備。因此我們應具備這些普通藥物的知識，使能適當地應用它們及避免其所引起的副作用。

本課程將扼要地闡述一般常用藥物之作用，副作用，施用方法，及這些藥物在人體內吸收化學變化及排泄等程序。本課程適合任何對藥物有興趣的人士參加。

*See also :*

**406. The Sociology of Medicine. (Page 143)**

# Health Science

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

## 401. 日常營養學 (Nutrition in Everyday Life)

主講人：梁吳寶儀女士。

地點：香港大學校外課程部市區中心21室。

時間：一九八一年九月二十九日起每星期二下午七時三十分至九時。

學費：一百零五元。（共十六講）。

本課程以深入淺出方法介紹營養學的基本知識。內容包括：營養學之意義與重要性；食物各種主要成份及對人體的功用；孕婦嬰兒，兒童及老人之營養問題；餐膳之計劃；現代食物療法，如胃病、糖尿病、過胖、腎病等問題；日常營養上所見的偏嗜與誤解。

## 402. 婦女與健康護理 (Health Care for Women)

主講人：由香港婦產科學會會員擔任。

地點：香港大學校外課程部市區中心22室。

時間：一九八一年十月七日起每星期三下午八時十五分至九時四十五分。

學費：九十元。（共十四講）。

本課程旨在為婦女提供有關她們身體機能之基本認識，對婦女不同年齡應注意之健康問題及各類普通疾病的料理作深入淺出之討論。課程內容包括：婦女生理剖析，青春及更年期，妊娠前後及母乳哺育，節育與不孕，整容、健美、減肥、受心理影響的疾病，白帶與性病，癌症及其預防，在職婦女問題及吸煙的害處。

## 403. 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。

地點：香港大學校外課程部市區中心14室。

時間：一九八一年十月二日起每星期五下午八時至九時三十分。

學費：六十五元。（共九講）。

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。

*See also:*

391. **Dentistry and Dental Care in Hong Kong.** (Page 137)

392. **Skin Care and the Use of Cosmetics.** (Page 137)



# Social Work & Sociology

*Staff Tutor* : H. K. Wong, Telephone 5-468161 Ext. 602

**404. Developing Effective Communication.** Peter M. Whyte, Dean of Students, University of Hong Kong. *Wednesdays, 6.15-8.15 p.m., starting October 7, 1981. Room 230, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$135**

A lecture series with practical exercises aimed at developing understanding of the processes of communication, both verbal and non-verbal, and of methods for maximizing effectiveness of communication.

The orientation of the lecturer will be particularly towards communication in the one-to-one counselling situation, the small group situation and the structured interview.

Topics will include language, non-verbal communication, person perception, interaction, purposes of communication, content of communication, techniques of communication, and the structured interview.

**405. Explorations in Counselling.** David McCormick, B.Soc.Sc. (U.C.), M.Div., Ph.D. (Southwestern Theological Seminary). *Wednesdays, 7.45-9.15 p.m., starting October 7, 1981. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 9 meetings.* **Fee: \$95**

This is a foundation course aimed at those who may wish or must by nature of their job do some counselling but are not skilled enough to proceed effectively.

The course will be of three parts. The first part deals with the person as counsellor. Topics will include the attributes of a good counsellor, authenticity, and responsibility in varying forms. The second part deals with the counsellee and the goals of counselling in general. The third part deals with the context of counselling. It will examine what happens within the counselling situation and matters such as initiating counselling, creative listening, listening as dialogue, catharsis, and growth.

**406. The Sociology of Medicine.** John L. Anderson, M.A. (Aberd.), Lecturer in Medical Sociology, University of Hong Kong. *Mondays, 6.15-8.15 p.m., starting October 5, 1981. Room 142, Main Building, University of Hong Kong. 10 meetings.* **Fee: \$130**

The aim of this course is to provide a greater understanding of the social aspects of health, illness and medical care. The course is ideally suited for anyone involved in medical and health care and for interested lay persons. Recent research results suggest that non-physical aspects of disease are becoming increasingly more important. Also, the medical profession has been criticised for practising without reference to the needs of the population it serves. Such topics form the basis for a fascinating study of medicine from a totally different perspective.

The course will cover the following: the contribution of non-physical factors to the disease process; social definitions of illness; illness behaviour; doctor-patient relationships and communication; the medical profession; the politics and organisation of health care. The usual format will be a lecture followed by a brief discussion. Films will be used to illustrate particular points.

#### **407. 婚姻輔導 (Counselling in Marriage Problems)**

主講人：張翕壽詔女士。

地點：香港大學校外課程部市區中心24室。

時間：一九八一年十月十日起每星期六下午九時三十分至下午十二時三十分。

學費：一百五十元。（共十講）。

夫妻之感情破裂比比皆是，其所生之影響至深且巨，婚姻輔導能促進二人個性的長成，及夫妻關係的發展，而達到事後補救功能。

此課程專為對婚姻輔導有初步認識而欲加深了解其特質與輔導技巧的社會工作人員而設；旨在闡釋婚姻輔導的技巧，輔導員的自覺及輔導過程中所扮演的角色，蓋斯特治療法及其他輔導方法的運用，一方或雙方接受輔導的問題等。

除授課外，並配以角色扮演及技巧示範，更着重學員積極的參與。故限收二十五人。

#### **408. 兒童照顧與輔助方法 (Helping Methods in Childcare)**

主講人：曾家達先生、沈啟明先生。

地點：香港大學校外課程部市區中心16室。

時間：一九八一年十月五日起每星期一下午六時至七時三十分。

學費：一百元。（共十講）。

本課程特為兒童護理工作者，幼稚園及小學教師而設，旨在介紹分析兒童行為之基本理論架構，及對各種輔助兒童方法作一綜合導論。內容包括「遊戲治療」及遊戲的運用，對兒童的心理輔導，繪畫及故事的運用，行為更易法簡介，兒童問題之預防方法及家長訓練。課程除短講外並包括小組討論及角色扮演等。

申請教署退還學費手續：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退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月二十二日前報名）。

#### **409. 住院福利工作 (Residential Social Work)**

主講人：周馬允明女士。

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：一九八一年十月二日起每星期五下午六時十五分至七時四十五分。

學費：一百元。（共十講）。

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

專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。

#### **410. 傳播學與社會工作 (Communication & Social Work)**

主講人：鄭鍾幼齡女士。

地點：香港大學厲樹雄科學館109室。

時間：一九八一年十月五日起每星期一下午七時至八時三十分。

學費：一百元。（共十講）。

傳播行為乃是無處不在的，它不但是人際交往的基礎，也是人類生活不可缺少的一部份。傳播不獨是指大眾傳播，它更是包括人際溝通，消息傳遞等。

本課程是特別為社會工作者而設。旨在介紹基本傳播概念及理論，透過研討傳播模式，傳播過程、效果、傳播及媒介與社會的關係等等，加深社工人員對傳播行為的認識，從而活用該知識於各項社工事務。例如：宣傳及推廣服務於社會各階層人士，解決與服務對象溝通問題。

主講人會接受社會工作及傳播學訓練，整個課程將以應用傳播知識及技巧於社會工作過程中為重心。上課形式包括講授、技巧示範、小組討論及個案分析，並着重學員的參與及經驗分享。（限收20人）

#### **411. 社會工作導論 (Introduction to Social Work)**

主講人：陳碧苑小姐。

地點：香港大學校外課程部市區中心16室。

時間：一九八一年十月二日起每星期五下午五時五十分至七時二十分。

學費：一百元。（共十講）。

本課程特別為有志於從事社會工作之各界人士，及社工界之義務工作者而設。內容深入淺出，詳盡介紹社會工作之理論與實務，使參加者對社會工作有基本之認識及瞭解。

授課方式以講解為主，並歡迎參加者提出問題及實際經驗討論。課程大綱包括：社會工作之歷史、原則、價值及目標；社會工作者之職責及所扮演的角色；個案工作、小組工作、及社區發展等方法；如何與受助者溝通及建立關係；輔導服務的取向、架構、及程序，社會工作之最新趨勢等。

#### **412. 學校社會工作導論 (An Introduction to School Social Work)**

主講人：梁麗珍女士。

地點：香港大學校外課程部市區中心16室。

時間：一九八一年十月八日起每星期四下午七時四十五分至九時十五分。

學費：一百元。（共十講）。

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；「香港社會福利白皮書」決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。

申請教署退還學費手續：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退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月二十八日前報名）。

#### **413. 基礎青少年小組工作 (Introduction to Group Work for Youth Workers)**

主講人：袁燕紅女士。

地點：香港大學校外課程部市區中心16室。

時間：一九八一年十月二日起每星期五下午七時三十分至九時三十分。

學費：一百四十元。（共十講）。

小組工作是青少年工作中最常見的一種社會工作方法，但究竟什麼是小組工作？時下青少年的心態，需要又是什麼？作為青少年工作者所負的使命為何？在不同的場合中，如青少年中心、學校、住院服務、怎樣有效地運用小組工作？

本課程專為現職而未有正式訓練之青少年工作者及教師而設。旨在提供有關小組工作之基本理論及概念，並協助學員了解小組裏常見的現象，加以分析，從而探討帶領小組的技巧。

課程內容包括：香港青少年工作之發展，時下青少年心態剖析；青少年小組工作之使命；小組工作基本概念、定義、功能及類別；小組發展歷程；小組動力；組員關係；領袖及領袖才；小組常見之問題之診斷及解決方法；小組之內聚力及分歧；程序設計、小組工作之評估；不同場合中小組工作之應用。

除基本理論外，課程包括小組案例的研究，並以遊戲、角色扮演、小組討論等方式進行；故學員除必須連貫性地準時上課外，並自發地踴躍參加討論。（限收十八人）。

#### 14. 發展性小組工作 (Developmental Group Work)

主講人：李安先生。

地點：香港大學校外課程部市區中心16室。

時間：甲班：一九八一年九月二十六日上午至二十七日下午為週末研習營及十月三日起連續五個星期六上午九時三十分至十一時三十分。週末營集合時間及地點為九月二十六日上午準九時於本部市區中心。（共十講）。

乙班：一九八一年十一月七日中午至八日下午為週末研習營及十一月十四日起連續五個星期六上午九時三十分至十一時三十分。週末營集合時間及地點為十一月七日下午準十二時半於本部市區中心。（共十講）。

學費：二百元。（報名時請註名甲班或乙班）。

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。課程範圍將包括下列各項：互相認識及互信；緊張情緒之鬆弛及自我之描述；內省；生活圈；友誼研究；心聲之溝通；個人在小組之角色；領袖才能；社會性的戲劇或角色扮演；自我檢討。

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。各學員務須自發地熱烈參予全部課程。

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。為使各學員盡量得益，特採用錄影設備及特別教具；為更能發揮小組動力與促進較深入之相互了解，首五講將在一個週末營內舉行，營地為赤柱村道44號瑪利諾修院。營費已包括在學費內。（限收十七人）。

申請教署退還半費手續：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退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育司署申請。（如欲教育司署退還半費者，甲班須於九月十六日前報名；乙班須於十月二十八日前報名）。

#### 14.5. 適用於青少年工作之人際關係練習及輔導技巧 (Application of Structured Human Relations Experience in Youth Work)

主講人：曾慶寧先生。

地點：香港大學校外課程部市區中心21室。

時間：一九八一年十月十七日起每星期六下午二時至五時三十分。

學費：一百九十元。（共八講）。

隨着社會的急劇轉變，墨守成規及被動性的青少年工作程序及訓練方式，已

不再適用於八零年代的青少年工作；而經過嘗試而證明有顯著成效的人際關係訓練及輔導訓練被採用於青少年領袖訓練，小組工作，小組輔導工作以至教學工作中，以協助青少年的全面發展及成長。

本課程是特別為具有興趣於青少年工作之在學，在職以至教學工作者而設，目的是幫助學員認識及活用人際關係練習及輔導技巧。希望於課程完畢後，學員能對其工作環境及對象有進一步了解，進而能獨立思考設計適合其工作環境及對象的練習；並幫助青少年認識及發揮其內在潛能。

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，開放之態度及出席率有極大之關係。（限收十五人）。

#### **416. 與義工工作——人力資源的協調 (Working with Volunteers)**

主講人：張王小城女士及義務工作協會訓練部人員。

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：一九八一年十月三日起每星期六上午十時至中午十二時。

學費：一百元。（共十講）。

義務工作人員是社區建設中不可或缺的人力資源。他們獻出愛心，時間與力量，本着互助互愛的精神共同改善社區、建設社區。對於從事社會服務的同工，他們當然不會對義工感到陌生，但如何與義工合作，向社區提供更好的服務却非一件容易的事。

究竟怎樣才能有效地任用義工，使之發揮最大效能？任用義工之方法和程序如何？如何招募合適的義工參與服務，而又能維繫義工服務的熱誠與興趣？怎樣訓練及督導義工？這課程將對上述問題提出實際的建議和答案。除此之外，更會有系統地介紹義務工作在香港發展的特色與及新穎的服務計劃。

本課程適合任何有機會與義工合作的人士。上課形式除講授外，更有小組討論及研習，藉以分享各同工在任用義工時的心得與經驗，輔以模擬練習、習作、幻燈、遊戲等，務求營造良好的學習氣氛，提高學習情緒，共同為學習目標而努力。（本課程由義務工作協會贊助）

#### **417. 專業社區工作——行為學派方法 (Community Work: a Behavioural Approach)**

主講人：曾家達先生、黃文泰先生。

地點：香港大學校外課程部市區中心16室

時間：一九八一年十月八日起每星期四下午六時至七時三十分。

學費：一百元。（共十講）。

本課程專為在職社區工作者而設；講者相信行為理論能促進社區工作的效率，獲得更美好的成果。

課程講題包括行為學派社區工作的基本理論及概念；社區工作目標的制定；社區工作中之行為評估法；操作條件訓練理論與行為和動機之關係；社會學習理論與社區改變的策略；工作檢討及研究；及操縱，控制或發展——有關社工的價值問題。

#### **418. 犯罪學專題研討：罪證科學 (Topical Studies in Criminology)**

主講人：葉永茂先生。

地點：香港大學校外課程部市區中心16室。

時間：一九八一年十月七日起每星期三下午六時至七時三十分。

學費：一百元。（共九講）。

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、謀殺、接觸證物、指紋、假筆跡、交通意外、行劫、炸彈及其他罪案，並介紹美國聯邦密探隊及蘇格蘭場之設施。除講授及討論外，並附有幻燈片及照片說明。

*See also*

**187. English for Social Workers. (Page 62)**

# 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. The course is intended to provide a firm grounding in the theory and practice of housing management.

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.

Applicants must be sponsored by their employers as some of the lectures are held during office hours.

Further details are available on request.

Applications for 1982-83 must be submitted before *November 30, 1981*. Please complete and return the name and address slip below if you wish to be sent a copy of the special application form for the course.

Name 姓名

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Full Postal  
Address 地址

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(HM)



## 1982 Spring Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available in early January, 1982. As there are now over 22,000 extra mural students a year it will not be possible, as in the past, to automatically send a copy to all current students. Consequently, if you wish to be sent a copy of the Prospectus in January, 1982, kindly complete and return the name and address slip below, together with a 50¢ stamp, to the Department of Extra-Mural Studies, University of Hong Kong, Hong Kong.

### 一九八二年春季校外課程手冊

本部將於一九八二年一月初印發一九八二年春季校外課程手冊。有意索取者請填妥下列表格，並附郵票五角逕寄香港大學校外課程部主任。

Name 姓名
_____
Full Postal Address 地址
_____
_____
P

## CERTIFICATE IN ARTS ADMINISTRATION STUDIES

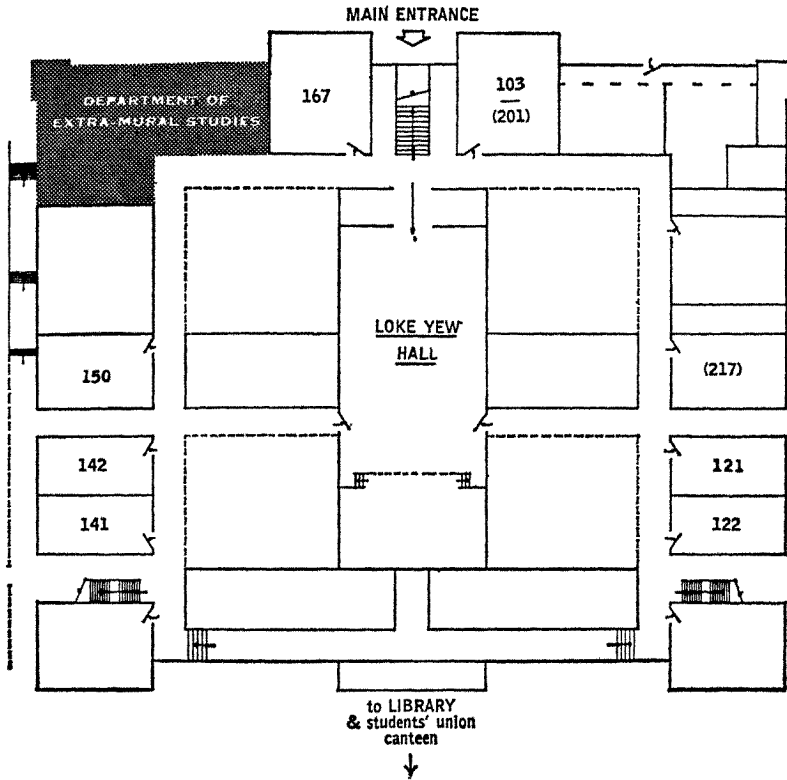
The Department of Extra Mural Studies, University of Hong Kong, is hoping to arrange, in conjunction with the City University, London, a Certificate course in Arts Administration Studies to commence some time in 1982.

Applicants will normally be expected to have a first degree and to have some experience of professional arts administration. The course is likely to be of interest, not only to professional arts administrators working in the Cultural Services division of the Urban Council, but also to other professional, semi-professional, and amateur organisations that require their administrators to work at a high standard.

In order to assess the likely demand over the next five or six years, it would be helpful if interested organisations and individuals would write to the Director of Extra-Mural Studies, University of Hong Kong. They will then be kept informed of future developments.

# GROUND PLAN OF UNIVERSITY OF HONG KONG MAIN BUILDING

showing location of rooms used for extra mural courses. Please see inside of front cover for University general layout.



LIBRA PRESS LTD.

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香港大學校外課程手冊

一九八一年至一九八二年度

PROSPECTUS 1981-82



**Extra Mural Studies**

**University of Hong Kong**