

11 JUN 1990



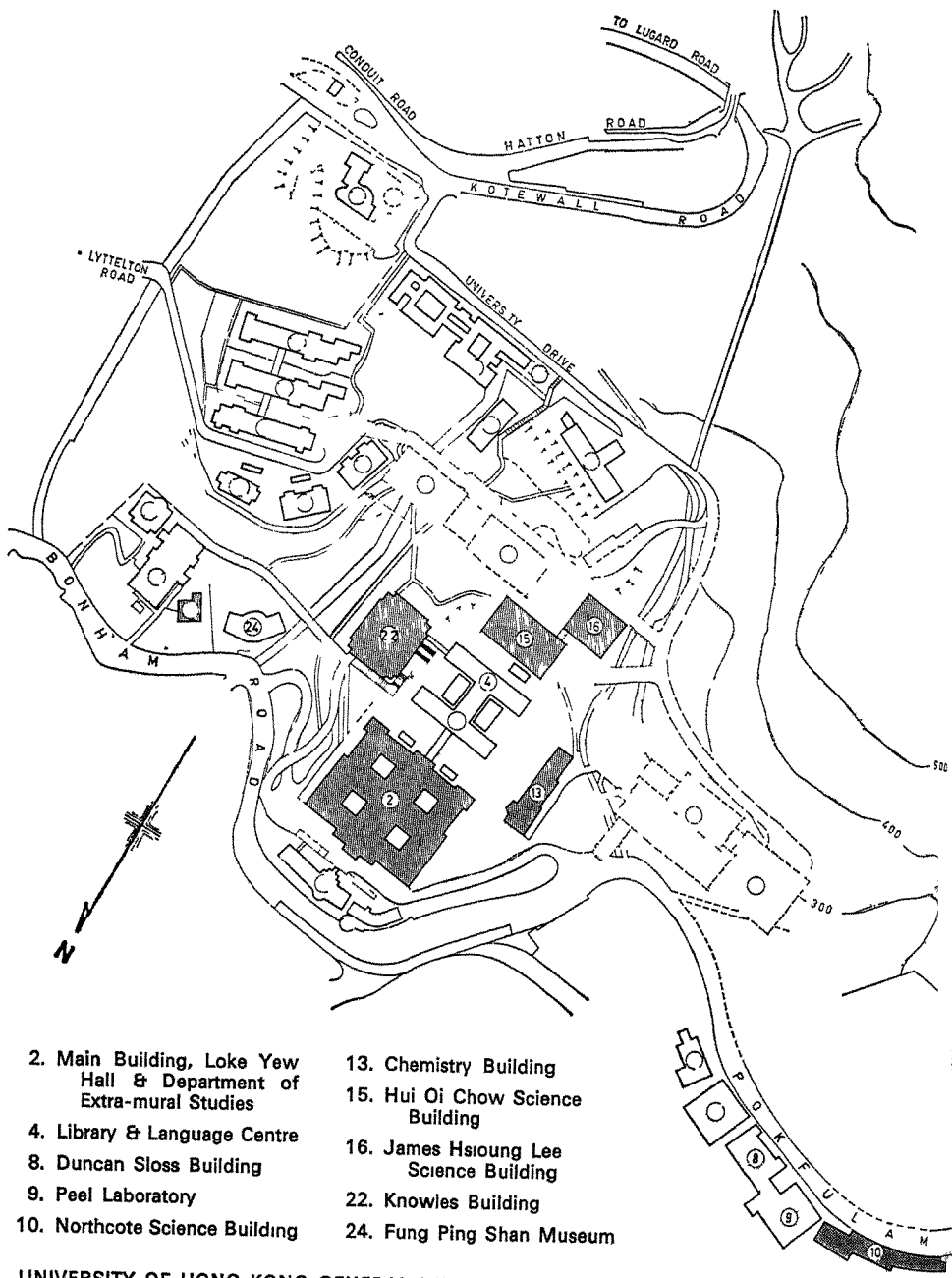
PROSPECTUS 1982-83

香港大學校外課程手冊

一九八二年至一九八三年度

**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.*  
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*F.R.S.A., F.R.A.S., F.I.L.*

S. G. Redding, *M.A. (Cantab.), Ph.D. (Manc.)*  
Owen H. H. Wong, *M.A. (H.K.), Ph.D. (Cantab.)*

## SENIOR ASSISTANT TO THE DIRECTOR

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

## STAFF TUTORS

J. P. Bensly, *M.A. (Oxon.), M.A. (Reading)*  
Susan Cameron, *B.A. (Leicester), Dip.I.A. (Bradford)*  
Y. S. Chan, *B.Sc., Ph.D. (H.K.)*

Wun-Fai Hau, *B.S.Sc., M.A. (Hawaii)*  
D. R. Kemp, *M.Sc., Ph.D., Dip. Microbiol. (London)*  
Miss N. P. Lee, *B.A., Dip.Soc.St. (H.K.), M.A. (Mich.)*  
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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)*

## ADMINISTRATIVE ASSISTANT

Miss Wai-sum Wong, *B.Soc.Sc. (H.K.), M.A. (Melb.)*

## 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 22, 1982 to January 2, 1983 inclusive (Christmas and New Year). February 11-18, 1983 inclusive (Lunar New Year).
4. *Fees are not refundable*, except in the event of a course being oversubscribed or cancelled.
5. The Department reserves the right to change the time and place of course meetings and to change the course tutor should this be necessary.
6. For enquiries, please ring either 5-4097312 or 5-4097307 or 5-4097304 or 5-450021 (3 lines), during office hours.

## HOW TO ENROL

7. Completed enrolment forms should be sent to the Director of Extra-Mural Studies, University of Hong Kong. Additional forms are 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) Tel: 5-4097312 or 5-4097307 or 5-4097304.
  - (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：一九八二年十二月廿二日至一九八三年一月二日。

丁：農曆新年假期：一九八三年二月十一日至二月十八日。

除課程額滿或取消外，已繳學費，概不退還。

除非特別註明，所有中文課程將以粵語講授。

本部保留得于必要時對原定之主講人，上課地點及時間作更改之權利。

本部詢問電話：5—4097307 或 5—4097312 或 5—4097304  
或 5—450021（3綫）

## 報 名 手 續

請填妥報名表格後連同學費郵寄「香港大學校外課程部主任收」。報名表格可隨時向本部索取。課程學額有限，敬希從速將報名表格寄回本部。

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，連同報名表格，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。如課程取消或改期或申請人未獲取錄，則另函通知。

申請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）。

電話：5—4097307 或 5—4097312 或 5—4097304。

乙：校外課程部市區中心。

香港干諾中一百一十一號永安中心八樓（彌士街停車場對面）。

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 5-4097303

**75. 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 6, 1982. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 7 meetings plus 2 field trips.* **Fee: \$220**

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 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: *September 25, 1982.*)

## 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.*

## 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.*

**6. Basic Freehand Drawing.** Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Tuesdays, 8.00-10.00 p.m., starting September 8, 1982. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings including one full day field trip.* **Fee: \$230** including model fee

Drawing is the fundamental element in all visual arts. It is also the most intimate and spontaneous form of artistic expression. This course will study the basic elements of drawing such as line, form, tone, mass, texture etc. Students will be encouraged to experiment with different media including pencil, charcoal, conte crayon and others. There will be critiques and slide presentations to facilitate discussion of style and composition. In addition, at least one of the twelve meetings will be a Sunday field trip. *Students should note that there will be homework assignments each week and plan their time accordingly.*

**77. Life Drawing.** Peter Chancellor, Dip.A.D. (Birmingham), A.T.D. (London). *Mondays, 6.00-8.00 p.m., starting September 20, 1982. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

**Fee: \$295** 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.*

**78. Figure Composition.** Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 6.00–8.00 p.m., starting September 28, 1982 Room 10, Extra-Mural Town Centre, Wing On Centre, 8|F. 12 meetings.* **Fee: \$295** including model fee

Planned for those with previous experience in drawing from the human figure, the aim of this intermediate level course is to help students discover and develop ways of using the figure, and its aspects, in full, finished pieces of work employing a variety of media. *Students should be prepared to do approximately six hours of homework each week. Enrolment is limited to 17 persons and in the event of over-subscription an interview will be held on September 21, 1982.*

**79. Drawing Outdoors.** Patrick Lo, B.A. (Middlesex), M.A. (R.C.A.). *Mondays, 6.00–8.00 p.m., starting September 27, 1982. Room 11, Extra-Mural Town Centre, Wing On Centre, 8|F., and various outdoor locations. 12 meetings.* **Fee: \$205**

Emphasizing the importance of direct contact with our environment through careful observation will be the main concern of this course. By drawing at a variety of sites and in different situations students will improve their drawing technique both in speed and accuracy. In order to achieve freshness and vitality in their work students will be encouraged to experiment with mixed media and creative composition, and the indoor class sessions will set the ground work for this. *Two or three of the outdoor sessions will be held on Saturday afternoons or Sundays and the exact dates will be agreed upon at the first class session. Students should note that there will be homework exercises and should plan their time accordingly. In the event of oversubscription an interview will be held on September 20, 1982.*

**80. Basic Watercolour Painting.** Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Mondays, 8.00–10.00 p.m., starting September 27, 1982. Room 11, Extra-Mural Town Centre, Wing On Centre, 8|F. 12 meetings.* **Fee: \$220** including model fee

The basic techniques of watercolour such as wet on wet, dry on wet, dry brush and others, the preparation and use of materials, and basic colour theory will form the core of this course. The human figure, still life and landscape will be the main subjects or “take off points” for exploration of this medium. There may be one or two Sunday field trips. *Students should note that previous drawing experience is a distinct advantage. Homework assignments will be given. In the event of oversubscription an interview will be required on September 20, 1982.*

**81. The Application of Drawing Techniques in Painting.** John Rose, Dip.A.D. (Gloucester), A.T.D., Cert. Ed., (Birmingham). *Thursdays, 6.00–8.00 p.m., starting September 30, 1982. Room 10, Extra-Mural Town Centre, Wing On Centre, 8|F. 15 meetings.* **Fee: \$260**

For almost all types of painting activity, drawing is an essential accompanying and preparatory activity. Drawings usually exhibit a freshness, vitality and

ontaneity that is often difficult to transmit into painting, thus one has to find equivalents for such drawing qualities. Colour contrasts, rhythmic movements, form, handling of a brush, knife, and other techniques, such as splattering, lining, dribbling, wiping and scraping, are among these. This course will mainly be concerned with 'process', that is, recording information, exploring composition, visual and technical problem solving, restating and refining imagery, adding to a major painted piece of work, in which drawing and painting are synthesised into one activity. Students' willingness to experiment and possibly give up "established habits" is essential if they are to break new ground and find a new direction for their work. *Homework assignments will be given, and students should plan their time accordingly. While tuition ends at 8.00 p.m., the studio will remain open till 9.30 p.m. so they may continue to work. In the event of oversubscription an interview will be held on September 23, 1982.*

**2. Introduction to Experimental Chinese Painting.** Irene Chou and Martha Lesser, B.S. (N.Y.U.). *Thursdays, 6.00-8.00 p.m., starting September 30, 1982. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.*  
**Fee: \$250**

The first few sessions of this studio course will briefly cover basic freehand drawing concepts and exercises aimed at increasing perceptual skills. The main body of the course will emphasize the basic techniques of Chinese ink and brush painting with a view towards using these for creative self-expression. The basic historical concepts, and development of contemporary Chinese painting will also be introduced. *Previous drawing experience will be an advantage. Students should note that there will be a minimum of six hours homework and should plan their time accordingly. In the event of oversubscription an interview will be required on September 23, 1982.*

### 83. 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 室。

時 間：一九八二年九月二十九日起每星期三下午八時至十時。

全期學費：二百三十五元。（共十二講）。

素描乃最基本之藝術表達形式。深厚之素描基礎不獨可以用於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，作品欣賞及探討過程中，啟發其對環境之觀察能力及對藝術內涵和靈感之領悟。

本課程將著重課堂練習。學員並須每週預備四至六小時做課外習作。

如報名人數超額，將於九月二十二日舉行面試。

#### 84. 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 室。

時 間：一九八二年九月二十九日起每星期三下午六時至八時。

學 費：二百九十五元。（共十二講）。（包括模特兒費）

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，質感及質感描法等基本練習。課程並將應用幻燈片，以輔助對人體畫風格和理論的探討。學員必須以課外時間做習作。

#### 85. 基本中國繪畫 (Traditional Chinese Painting I)

主 講 人：翟仕堯先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：甲班：一九八二年九月二十八日起每星期二下午六時至八時。

乙班：一九八二年九月二十八日起每星期二下午八時至十時。

全期學費：二百零五元。（共十二講）。

（報名時註明甲班或乙班）

本課程旨在輔導學員，初步認識中國傳統繪畫，而著重於繪寫之實習。其內容包括：中國繪畫發展史簡要，中國畫論名著提要，應用器材性能之認識，山水畫皴法之基本練習，以及水墨與賦彩之基本練習。

通過實習與體驗，冀使學員能建立繪畫技法之基礎。除畫室練習外，學員必須以課外時間做習作。

#### 86. 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 室。

時 間：一九八二年九月二十四日起每星期五下午六時至八時。

全期學費：二百三十五元。（共十六講）。

本課程通過對中國歷代書體沿革與諸家風格之介紹，使學員了解傳統書道之基本習法，以引起其研習書道之興趣，建立研習之基礎，更進一步觸發對現代書道之探索。

課程將著重於書寫之實習。

## 87. 中級書道 (Intermediate 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 室。

時 間：一九八二年九月二十四日起每星期五下午八時至十時。

全期學費：二百零五元。 (共十二講)。

本課程旨在輔導學員本其固有之書道知識與技巧，對書道理法作更深研習，藉以觸發個人風格之探索。

課程之內容，較為適合稍有書道基礎者。而對於章法之佈局，墨彩之變化與運鋒之韻律等藝術組織之原理，作更深入之研討，以及新的探索。

**88. A Guide to Better Photography.** Wong Wo-bik, B.F.A. (Columbus College, Ohio), M.F.A. (Temple Univ.). *Thursdays, 6.00-7.00 p.m., starting September 30, or November 11, 1982. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$75**

Not everyone who takes photographs aspires to be a "photographer", but even the amateur would like to take *better* pictures. This course will discuss the basic types of cameras, lens, films and other accessories for basic picture taking. Composition, focussing, lighting and camera operation will be introduced in these illustrated lectures. If time permits developing and printing of black and white photography will be introduced.

**89. Introduction to Photography.** Ng Hon-lam, M.A. (Manchester Polytechnic). *Fridays, 7.00-9.30 p.m., starting September 24, 1982. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$315**

The first section of this course will develop students' visual awareness as readers of photographic images, by briefly covering the history of photography and examining the aesthetic and philosophic intent of important photographers. The second section will be technical and practical in nature and will explore basic black and white photography including the use of cameras and other photographic equipment, films, lighting, exposure techniques, and darkroom procedures for processing and printing. Traditional and experimental projects will be assigned in order to develop creative use of the medium.

**90. Intermediate Photography.** Wong Wo-bik, B.F.A. (Columbus College, Ohio), M.F.A. (Temple Univ.). *Thursdays, 7.15-9.15 p.m., starting September 30, 1982. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. 1 full day field trip.* **Fee: \$300**

Aimed at those who have a basic knowledge of photography, including basic darkroom experience, this course will lay emphasis on creative black and white darkroom techniques, such as solarization, photogram, photo-montage etc., and on various studio techniques such as lighting for portraiture, still life and others. Colour photography may be introduced in the latter part of the course if there is time and interest. *Class critiques will be held on assignments. In the event of oversubscription an interview will be held on September 23, 1982.*

**91. Introduction to Colour Photography.** Wong Wo-bik, B.F.A. (Columbus College, Ohio), M.F.A. (Temple University). *Tuesdays, 7.00-9.00 p.m., starting September 28, 1982. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. 1 full day field trip.* **Fee: \$325**

Aimed at those with a basic knowledge of photography, including use of cameras and darkroom procedure, this course will introduce students to the technical and aesthetic aspects of colour photography. Working with both slides and colour negative film, students will learn how to best use and control various lighting situations for their own purposes, to effectively select subject matter, and to use colour to the best advantage. Emphasis will also be placed on the technical aspects of making colour prints from both slides and negatives. Hand colouring and retouching methods will be introduced, and there will be a brief look at the history of colour photography. *Assignments will be given, and class critiques will be held on the results of these. There will be one field trip on a Sunday. Paper and chemicals for use during class time will be provided and the cost of these is included in the course fee. Enrolment is limited to 15 students, and in the event of oversubscription an interview will be held on September 21, 1982.*

## APPLIED DESIGN

**92. Introduction to Graphic Design.** Derick Pao, B.A. (Purdue). *Tuesdays, 8.00-10.00 p.m., starting September 28, 1982. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$205**

Aimed at those who are considering graphic design as a career, this studio course will provide the student with a broad view of the role, function and practice of the graphic designer, enabling the student to make an informed and intelligent career choice. Among the topics to be covered will be, categories and application of graphic design and its relationship to society, structure of a graphic design agency, the education syllabus for graphic design, and the future of graphic design as a career.

**93. Presentation Drawing for Commercial Art.** Patrick Fong, B.F.A. (Columbus College). *Saturdays, 2.30–5.00 p.m., starting October 9, 1982. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$205**

Aimed at those with some experience in interior or product design, the basic drawing techniques and visual “symbols” used to describe a variety of materials and surfaces will be introduced. Through a series of drawing exercise in various media, including pencil, graphite stick, ballpoint, felt-pen, colour markers and others, students will explore and understand the form construction of different objects, the characteristics of different materials and surfaces, and 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.*

**94. Illustration for Graphic Design.** Patrick Lo, B.A. (Middlesex), M.A. (R.C.A.). *Wednesdays, 6.00–8.00 p.m., starting September 29, 1982. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$205**

There are a great variety of techniques and approaches that can be used in illustration for graphic design. In theory it is unlimited: in reality limits are set by costs, printing processes, client specifications, etc. This studio course, while emphasising the media and technique of illustration, will also include information on layout, printing methods, and the client-illustrator relationship. *Students will be expected to do homework each week and should plan their time accordingly. Previous drawing experience is essential. In the event of oversubscription an interview will be required on September 22, 1982.*

**95. Graphic Design: Appreciation, Application and Analysis.** Derick Pao, B.A. (Purdue). *Wednesdays, 6.15–7.45 p.m., starting September 29, 1982. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$205**

Graphic Design is widely used in commerce and industry, yet often those persons who are responsible for meeting graphic designers and approving designs for their companies have little or no training or experience in this field. This lecture course aims to aid in understanding the role, function and importance of graphic design, the creative conceptualization of graphics and “images” for specific purposes, and the role and function of the advertising agency. There will also be a brief look at the history of graphic design, with analyses of why international award winning designs have been so deemed. Individual questions pertaining to the applications of graphic design will also be dealt with.

**96. Introduction to Interior Design.** Allan J. Mckenzie, Dip. Int. Des., (Australian National Art School), Design Consultant. *Wednesdays, 8.00–10.00*

*p.m., starting September 29, 1982. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

**Fee: \$205**

As an introduction to the discipline of interior design, this course will cover the basic analysis, conceptualisation, and communication of ideas through drawing, colour, materials and finishes as explored through a series of small domestic and commercial projects. *There will be a minimum of five hours of homework each week. In the event of oversubscription an interview will take place on September 22, 1982.*

## **97. 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 室。

時 間：一九八二年十月七日起每星期四下午八時至十時。

全期學費：一百七十五元。（共十講）。

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。課程並輔予幻燈片研討及專題示範，同時提供簡單及廉宜之噴畫工具設置方法，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，將於九月卅日舉行面試。

## **98. 商業美術設計 (Commercial Art & Design)**

主 講 人：馬耀平先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八二年九月廿七起每星期一下午八時至十時。

全期學費：二百零五元。（共十二講）。

旨在透過商業美術設計之實例介紹，使學員建立設計理論之基礎，並能在短期內掌握一定的意念構思能力及平面表達技巧。

課程內容包括：器材及物料運用，平面設計及色彩原理，字體設計，插圖技巧，正稿製作及印刷常識等。並輔予幻燈片作研討，及實地參觀實用設計之製作過程。學員必須以課外時間做習作。

如報名人數超額，將於九月二十日舉行面試。



## DAYTIME COURSES

**99. Introduction to Freehand Drawing.** Martha Lesser, B.S. (N.Y.U.). *Mondays, 10.00 a.m.-12.00 noon, starting September 20, 1982. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$235**

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 a minimum of six hours of homework each week, and students should plan their time accordingly.*

**100. Life Drawing.** Martha Lesser, B.S. (N.Y.U.). *Fridays, 10.00 a.m.-12.00 noon, starting October 1, 1982. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$295** 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.*

**101. Life Drawing Workshop.** Eva Yuen, B.F.A. (Columbus College), M.A. (Case Western Reserve), Co-ordinator. *Tuesdays, 10.00 a.m.-12.00 noon, starting September 28, 1982. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$230**

Those interested in drawing from the human figure know that one can never get too much practice. For that reason we are offering this series of life drawing practice sessions aimed at those already engaged in the study of life drawing. Though no formal tuition, as such, will be given, a member of the Art and Design teaching staff will be present to plan and organize model poses and to give informal comments and critiques as requested or required. *Applicants must have previous experience in life drawing or freehand drawing, and be able to plan their own drawings, choose materials, etc. In the event of oversubscription an interview will be required.*

**102. Introduction to Silkscreen Printing on Fabric.** Marion Hughes, D.A. (Dundee College of Art), Cert.Ed. (Glasgow). *Thursdays, 10.00 a.m.-12.00 noon, starting October 14, 1982. Pokfulam Studio, 144 Pokfulam Road. 8 meetings.* **Fee: \$180**

Using paper and other simple stencil methods students will learn the basics of silkscreen printing on fabric. The characteristics of a variety of dyes will be explored in relation to different fabrics, desired effects, etc. Simple colour and

multi-colour designs will be printed, and students should gain enough basic understanding and experience to carry on in the media at home. *Students will be expected to provide most of their own materials. Inks, dyes and other sundries for use during class time will be provided, and the cost of these is included in the course fee.*

**103. Introduction to Batik.** Marion Hughes, D.A. (Dundee College of Art), Cert.Ed. (Glasgow). *Tuesdays, 10.00 a.m.–12.00 noon, starting October 12, 1982. Pokfulam Studio, 144 Pokfulam Road. 8 meetings.* **Fee: \$180**

The basic principles of batik will be explored through simple projects such as T-shirts, cushion covers, and dresses. The mixing of dyes, the preparation of wax, and the use of basic batik tools will also be considered. The knowledge and experience gained should enable students to continue developing their batik skills at home. *Students will be expected to provide most of their own materials. Inks, dyes and other sundries for use during class time will be provided, and the cost of these is included in the course fee.*

**104. Intermediate Batik.** Marion Hughes, D.A. (Dundee College of Art), Cert. Ed. (Glasgow). *Wednesdays, 10.00 a.m.–12.00 noon, starting September 29, 1982. Pokfulam Studio, 144 Pokfulam Road. 12 meetings.* **Fee: \$280**

Aimed at those already familiar with the basic techniques and principles of batik, this course will explore the “Indonesian” method of batik which enables greater precision and intricacy of design and colour than “Western” batik. Students will use the tjanting, paint brush, and tjap, and will experiment with a variety of waxes and dyes. In order to get full benefit from the course students should allow time at home for the planning of their designs. *Students will be expected to provide most of their own materials. Inks, dyes and other sundries for use during class time will be provided, and the cost of these is included in the course fee.*

**105. An Introduction to the Hindu and Buddhist Art of India.** Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.). *Fridays, 10.15–11.45 a.m., starting October 22, 1982. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$140**

*See entry for Course No. 110.*

## ART APPRECIATION

**106. Great Masters of Western European Art.** Kathryn Moore Heleniak, B.A. (Michigan), Ph.D. (New York). *Tuesdays, 6.15–7.45 p.m., starting October 19, 1982. Room 22, Extra-Mural Town Centre, 8/F. 8 meetings.* **Fee: \$100**

This course will examine several of the greatest masters of Western European Art from the Renaissance to the modern era, including Leonardo da Vinci, Michelangelo, Rembrandt, Goya, Degas, Van Gogh and Picasso. Each artist will be studied in depth within the broad context of the historical period and against the backdrop of contemporary art. In this way, students will be able to see how each artist came to have such an important place in the history of Western Art.

**107. French Art from the Rococo to Surrealism.** Kathryn Moore Heliak, M.A. (Michigan), Ph.D. (New York). *Wednesdays, 6.15-7.45 p.m., starting October 6, 1982. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$120**

France nurtured some of the most vital currents of European art during the last three centuries. Indeed, French art and European art came to be viewed as synonymous terms during this period, often with good reason. This course will examine the important French contributions to European art from 1700 to 1940 including: the delicate, playful, often erotic scenes of the Rococo; the sweeping, emotion-filled pictorial dramas of the Romantic period; the here-and-now imagery of Realism with its overt and covert criticisms of society; the much admired canvasses of the Impressionists and Post-Impressionists; the cool, intellectual games of Cubism; the black humour of Dadaism; and the psychological puzzles of Surrealism. Major artists and subjects will be discussed in depth.

**108. Chinese Art and Artifacts.** Deborah Fairman, B.A. (Hamilton Univ.), M.S. (Hunter College, C.U.N.Y.). *Mondays, 6.15-7.45 p.m., starting September 20, 1982. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$80**

This course is designed to answer common queries about the symbolism of Chinese Art motifs and the function of various esoteric Chinese objects. The main focus of the course will be on Chinese art and artifacts still available in Hong Kong. Stress will be placed on art motifs and symbolism as exemplified in the porcelain of the Ming and Ching periods, especially underglaze cobalt blue wares, Chinese and Mongol silver jewellery and ornaments, decorative arts of the Ming and Ching periods, textiles and interesting objects such as incense clocks, handwarmers, objects associated with cricket keeping and fighting, basketry, opium paraphernalia and other articles.

**109. Understanding Ukiyo-e.** Henry Steiner, M.F.A. (Yale). *Mondays, 6.15-7.45 p.m., starting November 8, 1982. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$80**

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.

**110. An Introduction to the Hindu and Buddhist Art of India.** Mrs Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.). *Tuesdays, 5.45-7.15 p.m. starting October 19, 1982. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$140**

This illustrated course will discuss the main schools of Hindu-Buddhist art in the socio-religious context of Indian culture. It will explore the meaning and social role of temples and Buddhist establishments in India and focus on the theory of aesthetics in Indian art. It will then trace the development of architecture from rock-cut temples to its structural phase and study the three main types of sacred architecture—Nagara, Dravida and Vesara. The main schools of Indian sculpture will also be studied along with a discussion of Hindu-Buddhist iconography. The course will conclude with a study of miniature painting and a glimpse into the religious aspects of modern performing arts.

*See also :*

- 185. 幼童的美術教學 (第 42 頁)
- 389. **Chinese Painting: Appreciation and Basic Techniques.** (Page 109)
- 409. 古今陶瓷欣賞 (第 117 頁)
- 410. 山水國畫的基本寫法 (第 118 頁)
- 411. 中文各種書法研習與欣賞 (第 118 頁)
- 412. 國畫的魚蝦蟹及蔬果藝術 (第 119 頁)
- 413. 書法藝術與筆、墨、紙、硯 (第 119 頁)
- 414. 水墨國畫的線描、寫意與潑墨 (第 119 頁)
- 415. 現代國畫花鳥篇 (第 120 頁)
- 416. 現代國畫山水篇 (第 120 頁)

**In order to receive the next issue of this  
Prospectus, please turn to page 157.**

# Business Studies

Staff Tutor : Susan Cameron, Telephone 5-4097305

**Courses Nos. 111 to 123** are designed to be of assistance to those preparing for the examinations of the Association of Certified Accountants, the Hong Kong Society of Accountants, the Institute of Cost and Management Accountants and the Institute of Chartered Secretaries and Administrators. The courses are a complement to, not a substitute for, correspondence courses. Students should make their own arrangements for sitting the relevant examinations.

**1. An Introduction to Accounting, Part I.** Jennifer Fung, B.Sc., M.B.A., I.C.P.A., A.I.B. *Wednesdays, 7.15-9.15 p.m., starting September 29, 1982, Room 121, University Main Building. 15 meetings. Fee: \$240*

Part I covers 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 Part 2, which will commence in Spring 1983, students will have covered the syllabus of the A.C.C.A., first level accounting course. The course is also suitable for students studying their professional examinations at the foundation level.

**12. Foundation Accounting I.** Norman W. Y. Ngai, B.A. (Sheff), A.C.M.A., A.H.K.S.A., M.B.I.M. *Tuesdays, 6.30-8.30 p.m., starting September 28, 1982, Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings. Fee: \$190*

The course has been developed with reference to the new syllabus and examination structure of A.C.C.A. There will be two parts to this Foundation course. In the first part areas to be covered will include: introductory topics in accounting and the accounting equation; books of prime entry and book-keeping; manufacturing, trading and profit and loss accounts, balance sheet, and related adjustments and provisions; bank reconciliation statements; final accounts for sole trader and partnerships; incomplete records and accounting for non-profit-making organizations.

**13. Intermediate Accounting.** Chan Sai-man, Gabriel, A.C.I.S., A.C.M.A., A.H.K.S.A., M.B.I.M. *Mondays, 6.30-8.30 p.m., starting September 27, 1982, Room 121, University Main Building. 15 meetings. Fee: \$240*

Topics selected 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.

*The two courses below relate to the new A.C.C.A. examination for subject 2.0 Advanced Accounting Practice—double paper. Each class will be conducted at the same level but will emphasize different aspects of the syllabus.*

**114. Advanced Accounting Practice A.** To Pak-lam, A.C.C.A., A.H.K.S.A. *Thursdays, 7.15–9.15 p.m., starting September 23, 1982. Room 121, University Main Building. 16 meetings.* **Fee: \$260<sup>#</sup>**

This course will particularly look at section A of the syllabus, accounts of limited companies, S.S.A.P.'s and accounting for mergers, acquisitions and reconstructions, some aspects of section E, the analysis of financial statements and some topics from section C on the conversion of a partnership to a limited company and piecemeal realisation of a partnership.

**115. Advanced Accounting Practice B.** Alan Wong, M.A. *Fridays, 6.15–8.15 p.m., starting September 24, 1982. Room 103, University Main Building. 16 meetings.* **Fee: \$260**

This course will select topics from section B of the syllabus, the accounts of groups of companies covering acquisition method and merger method, the consolidated balance sheet and profit and loss account, disclosure requirements and associated companies, cover section E on analysis of financial statements and discuss S.S.A.P.'s.

**116. Costing: Theory and Practice.** Choi Kwok-lam, A.C.M.A., A.H.K.S.A. Dip.M.S. (Derby). *Thursdays, 7.50–9.20 p.m., starting September 16, 1982. Room 103, University Main Building. 14 meetings.* **Fee: \$165**

This course aims to provide an understanding of some of the costing theories and their application to practical tasks. 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. There will be an advanced follow-up course in the spring programme.

**117. 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 13, 1982. Room 103, University Main Building. 14 meetings.* **Fee: \$220**

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. Please note all students on this course must have at least one year of accounting experience.

**Numerical Analysis for Accountants.** K. G. Jones, B.Com. (Mel-), F.C.C.A., F.H.K.S.A., F.A.S.A., F.C.I.S., Principal Lecturer, Hong Polytechnic. *Saturdays, 3.45-6.00 p.m., starting October 9, 1982. Room 21, Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$180**

The aim of this course is to give students an understanding of numerical relationships and how to interpret them as an aid in business planning and control. The course will follow the A.C.C.A./H.K.S.A. syllabus and topics to be included include: calculus with profit maximisation, matrix algebra, compound interest, present value analysis, discounting, accumulating, amortisation, annuities, the nature of statistics, sources of data, presentation of data and time series regression and correlation.

**Quantitative Analysis for Accountants.** S. Chibber, B.Sc., M.Sc. (Econ.), Post-Grad. Dip. in B.M., F.B.I.M., M.I.I.M. *Fridays, 7.15-9.15 p.m., starting September 24, 1982. Room 121, University Main Building. 20 meetings.*

**Fee: \$300**

The objective of this course is to provide students and practitioners with a deeper understanding of quantitative techniques and their applications in the management of business. The A.C.C.A. syllabus will be followed and topics to be discussed in detail are: statistical concepts—probability and sampling distributions, regression analysis; operational research—linear programming, inventory control, network analysis queueing theory and simulation.

**Auditing.** Andy S. C. Lee, B.B.A., A.C.C.A. *Tuesdays, 6.00-7.30 p.m., starting September 14, 1982. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$180**

Following the ACCA syllabus, topics to be discussed and studied are: audit procedures and internal control, the validity of principles in public reporting, methods of investigations, forms of audit report, the effectiveness of legislation in protecting interested parties, case law affecting auditors, the effect of computers on audit practice, the special audit, planning, controlling and recording of an audit, current developments in the practice of auditing, and auditing standards and guidelines.

**Advanced Auditing.** Alfred Chow, B.Soc.Sc., A.H.K.S.A., A.C.I.S. *Fridays, 7.45-9.15 p.m., starting September 27, 1982. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.* **Fee: \$170**

Based on the A.C.C.A. paper on Auditing and Investigations the following selected topics will be studied: internal control, audit guidelines, computer audit, S.A.P.'s (in brief), group accounts and the process of investigation. All students must have passed the lower level auditing paper; please enclose a photo copy of your examination result.

**122. An Introduction to Hong Kong Taxation.** Tam Tak-ding, A.C.C.A., A.H.K.S.A., A.C.I.S. *Fridays, 7.45-9.15 p.m., starting September 24, 1982. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$140*

The subject will be discussed under five main headings: salaries tax assessment, profits tax assessment, personal assessment including assessment on partnerships, objections to assessments and provisional tax.

**123. 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, 7.15-9.15 p.m., starting September 28, 1982. Room 121, University Main Building. 12 meetings. Fee: \$190*

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.

**124. Financial Management for the Businessman.** Chan Wing-yiu, M.B.A., A.C.M.A. *Fridays, 6.00-7.30 p.m., starting October 8, 1982. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings. Fee: \$170*

This introductory course in financial management is for those who have not studied the subject before but who wish to have a general coverage in this area in order to improve their financial management knowledge. Topics to be discussed: working capital management, business finance, capital structure and the cost of capital and forms of financial information. The course will take a practical approach, case studies will be used, and students should be prepared to participate in class discussions.

**125. Financing and Management of Corporate Assets.** Chung Kai-chiu, M.B.A. (Illinois). *Tuesdays, 7.45-9.15 p.m., starting September 28, 1982. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. Fee: \$180*

The objectives of this course are to provide the concepts and techniques of financial management related to corporate cash management, control of accounts receivables and trade credit management, principles of inventory management, short and intermediate term financing. Special topics such as financial evaluation of a potential acquisition, financial analysis and projections will also be covered. This course is designed for junior and middle executives who already have a basic knowledge of financial management and/or elementary accounting and seek to broaden their knowledge in this area.



**126. Understanding Company Financial Statements.** Mak Kam-kie, B.Sc., M.B.A., A.M.B.I.M. *Wednesdays, 6.15-7.45 p.m., starting September 29, 1982. Room 103, University Main Building. 12 meetings. Fee: \$140*

This course is designed for those who have no knowledge of this subject but wish to acquire a general idea in interpreting financial statements and understanding basic financial management. Topics to be covered: basic financial statements, financial ratios, use of financial ratios in credit analysis, financial ratios in different industries, limitation of ratio analysis, financial structure, investment appraisal, cost of capital and sources of funds.

**127. Computer Auditing: a basic appreciation.** George Leung, A.C.I.S. *Tuesdays, 6.15-7.45 p.m., starting October 5, 1982. Room 103, University Main Building. 11 meetings. Fee: \$130*

The technique of computer auditing is developing rapidly. This course will briefly consider the fundamental concepts of EDP and the principles of auditing, then review computer auditing practice in general, by looking at the various controls in a computer environment and their use in auditing, and will follow on with a deeper analysis of the audit of a computer application using appropriate case studies. Although the course is at an introductory level it will be assumed that all applicants already have a basic knowledge of auditing.

**128. Management Auditing.** 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 9, 1982. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$120*

Management auditing is the systematic examination of the policies and practices within an organisation to assess their effectiveness. It has become the term for the audit of activities other than those pertaining to financial statement examination. The course is designed to provide understanding of the scope and nature of management auditing as well as how to conduct a management auditing assignment.

**129. Cost Accounting in a Factory Context.** Fong Chun-hoe, B.Comm., A.C.M.A. *Wednesdays, 7.50-9.20 p.m., starting October 6, 1982. Room 103, University Main Building. 14 meetings. Fee: \$170*

The subjects to be discussed include basic principles and standard practices of cost accounting, special factors of industrial engineering in relation to standard cost development and consideration of the techniques of variance analysis, marginal costing and management control.

### 130. 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：一九八二年九月二十三日起每星期四下午六時十分至七時四十分。

全期學費：一百五十五元。（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，各學員應在開課前購買——「香港稅務法例」，作為聽講時參考之用。

由於專門術語皆以英語為本，學員須具有英語知識。

### 131. 基本財務管理 (Basic Financial Management)

主 講 人：盧展輝先生，A.C.C.A., A.H.K.S.A., A.C.I.S., C.P.A.

地 點：香港堅尼地道 7 號聖約瑟書院 U 6 B 室。

時 間：一九八二年十月四日起每星期一下午六時十五分至七時四十五分。

全期學費：一百二十元。（共十講）。

本課程範圍包括：商業機構之組織；資本之種類及集資的方法；資本之結構及策劃；營運資金；未來資金折現法及會計報告之分析。

### 132. 家庭財務會計 (Family Finance)

主 講 人：梁漢都先生，B.B.A., M.B.A., A.C.M.A., A.C.C.A., A.H.K.S.A.

地 點：香港大學校本部 103 室。

時 間：一九八二年十月七日起每星期四下午六時十五分至七時四十五分。

全期學費：一百二十元。（共十講）。

本課程介紹家庭內的一般財務處理問題。討論的課題，包括現金流轉、簿記、策劃預算、投資、保險和稅務等。本課程會以研討班的形式，與學員共同切磋討論。

### 3. 電腦在商業管理上的應用 (Computers in Business Management)

講人：徐啟蒙先生，B.Sc.

點：香港大學校本部 103 室。

間：一九八二年九月二十八日起每星期二下午七時五十分至九時二十分。

期學費：一百四十五元。（共十二講）。

在先進的香港社會，電腦在商業上的用途十分廣泛。本課程目的在介紹電腦技在商業上及管理上的用途，並會集中討論應用電腦作出決定的方法。學員須具良好的數學知識，如對電腦有基本認識則更佳。

### 14. 會議程序及法例 (Law and Procedure of Meetings)

講人：陳禎祥先生，A.C.I.S.

點：香港大學校外課程部市區中心 20 室。

間：一九八二年十月四日起每星期一下午六時至七時三十分。

年學費：一百七十元。（共十四講）。

本課程着重討論有限公司會議的法例和實務。內容包括會議程序、通告、決議、會議記錄、投票、委派代表出席會議、香港公司法例對有限公司召開會議的規定和限制。

### 186. 股票投資之基本認識 (An Introduction to Share Investment)

主講人：鍾榮彰先生，B.E., M.B.A., M.I.E.(Aust.)。

地點：香港大學鈕魯詩樓 230 室。

時間：一九八二年十月九日起每星期六下午二時三十分至四時三十分。

全期學費：一百五十元。（共九講）。

本課程目的在介紹一般作股市投資時可以應用之分析及評估技巧，務使學員能學會獨立應用此等技巧。課程尤為適合初涉足投資的人士。

*See also:*

284. 商人及其法律概論 (第 85 頁)

444. 電腦和電腦化入門 (第 135 頁)

446. **Computerisation: an Executive's Viewpoint.** (Page 136)

448. **Introduction to Data Processing.** (Page 136)

# Economics, Banking & Statistics

*Staff Tutor: W. F. Hau, Telephone 5-4097304*

**135. Technical Analysis of Market and Price Trends.** J. Mark Mobius, Ph.D. (Massachusetts Institute of Technology). *Mondays, 6.15-7.45 p.m., starting September 20, 1982. Room 101, James Hsiung Lee Science Building, University of Hong Kong. 12 meetings. Fee: \$150*

This course is designed for investors, bankers, investment managers and others involved in buying and selling stocks, bonds and commodities. Topics to be covered will include: moving averages, bar charts, momentum, index analysis, and point and figure analysis. The first few lectures will be a review of technical analysis and the types of analysis used. The remaining lectures will be conducted as a workshop where students will actually learn to use technical analysis through actual construction and analysis of charts.

**136. Principles of Economics: Microeconomics.** K. K. Cheung, B.A., M.A. (Econ.) (Carleton). *Tuesdays, 7.45-9.15 p.m., starting September 28, 1982. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$140*

This course aims at introducing the basic analytical tools of economics to interested students. Topics to be discussed will include: the theory of value, prices and costs, factor pricing, competition and monopoly, and the theory of the firm, etc. Good mathematics is not required but ability to interpret graphical presentation is essential.

**137. Principles of Economics: Macroeconomics.** Ho To-ming, B.A., M.Sc. (Econ.) (London). *Thursdays, 6.00-7.30 p.m., starting October 7, 1982. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$120*

This course introduces the principles of macro-economics and their practical applications to current economic problems concerning the Hong Kong economy. Topics covered include: national income analysis, consumption, investment, public finance, employment, money and banking, inflation and deflation, international trade, economic growth and development. The interdependence of all sectors of the economy will be discussed. Good mathematics is not required but ability to interpret simple graphical presentation is essential.

**138. Introduction to Money and Banking.** Lee Chi-sum, M.A. (Econ.) (York), M.B.A. *Fridays, 7.15-8.45 p.m., starting October 8, 1982. Room 142, University Main Building. 14 meetings. Fee: \$160*

The course will focus on the nature and implication of monetary phenomena in the economy. Topics to be discussed will include: the financial system of Hong Kong, the demand for and supply of money, monetary vs. fiscal policy, the

foreign exchange market, the international monetary system and the gold market, etc. Applicants should have a knowledge of economics equivalent to principles Economics I level.

**9. The Hong Kong Economy.** Lau Ping-kwan, B.Com., M.A. (Econ.) (Liberta). *Fridays, 6.15-7.45 p.m., starting October 8, 1982. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings. Fee: \$150*

This course is designed for those students who are interested to have in-depth knowledge of the working of the Hong Kong Economy. Topics to be discussed will include: the socio-political framework, the banking sector, international trade and the balance-of-payments, labour, housing, transportation and the manufacturing industries, etc.

**10. Quantitative Methods in Business & Economics.** Eddie Wong, B.Sc., I. Math. (Waterloo). *Wednesdays, 8.00-9.30 p.m., starting September 22, 1982. Room 415, Knowles Building, University of Hong Kong. 16 meetings. Fee: \$200*

An introduction to the application of statistical methods to economic analysis. The objective is to establish quantitative relationships among economic variables with the aid of statistics. Furthermore, students will be exposed to the use of time series and regression analysis in economic forecasting. Basic methods of econometrics will be presented as simply as possible without recourse to advanced mathematics and statistics, although high school mathematics is essential. It is hoped that the student will acquire a fairly good intuitive feeling about a field which is of increasing importance in business and public planning and management.

**11. Practice of Banking I.** C. S. Chan, A.I.B. *Thursdays, 7.45-9.15 p.m., starting September 23, 1982. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. Fee: \$200*

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 and services, types of account-holder, securities for advances and advances to customers. This course may be suitable for students who are preparing themselves for professional examinations in banking.

**12. Practice of Banking II.** David Ho, A.I.B. *Mondays, 8.00-9.30 p.m., starting September 20, 1982. Room 101, James Hsioung Lee 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.

**143. Foreign Exchange.** Kong Hin-man, A.I.B., M.B.I.M., C.Dip.A.F., A.F.I.B.A., M.Inst.A.M. (Dip.), M.I.A.S. *Mondays, 7.45-9.15 p.m., starting September 20, 1982. 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.

**144. Finance of Foreign Trade.** W. K. Poon, A.C.I.S., A.I.B., M.B.I.M. *Tuesdays, 6.00-7.30 p.m., starting September 21, 1982. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 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.

**145. Banking Operations in Hong Kong.** Kong Hin-man, A.I.B., M.B.I.M., C.Dip.A.F., A.F.I.B.A., M.Inst.A.M. (Dip.), M.I.A.S. *Thursdays, 7.30-9.30 p.m., starting September 23, 1982. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings.* **Fee: \$200**

Hong Kong is one of the most important financial centres in the world. All the world's major financial institutions are here to provide various services, competing for business in the indigenous and the overseas markets as well. The course will introduce the development of banking operations in Hong Kong. Topics will include: banking ordinance, bank treasury management and banks' role in dealing with the Euro dollar, CD, bonds, and bankers acceptance, loan syndication techniques and administration, bank marketing in ATM, etc. Various trade financing techniques are also included.

### **Principles of Credit Analysis.**

**146.** Michael C. K. Cheung, B.Sc., M.B.A. (York). *Mondays, 6.15-7.45 p.m., starting September 20, 1982. Room 122, University Main Building. 14 meetings.* **Fee: \$200**

**147.** Michael C. K. Cheung, B.Sc., M.B.A. (York). *Mondays, 8.00-9.30 p.m., starting September 20, 1982. Room 122, University Main Building. 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.

**148. International Banking.** Kenneth C. S. Kwan, M.B.A. (Hawaii). *Thursdays, 7.45-9.15 p.m., starting September 30, 1982. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$160**

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: Law and Practice of International Finance* by Philip Wood. Sweet & Maxwell, 1980)

**149. Banking: a Legal Perspective.** Andrew C. Li, B.Ec., LL.B., Barrister & Solicitor. *Mondays, 6.00-7.30 p.m., starting September 20, 1982. Room 22, 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.

**150. Law Relating to Banking.** W. K. Poon, A.C.I.S., A.I.B., M.B.I.M. *Wednesdays, 6.15-7.45 p.m., starting September 22, 1982. Room 415, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$200**

The objective of the course is to provide students with knowledge of the elements of law which are relevant to banking practice. It is intended for those who are working in a bank or are closely associated with banking in their daily business. Topics to be discussed include relationship between banker and customer; types of accounts; partnership and company law; negotiable instruments with particular reference to drawing, issue, negotiation, collection and payment of cheques.

**151. Export-Import Banking.** Albert H. C. Ip, B.A. (Econ.) (Toronto). *Saturdays, 3.40-5.10 p.m., starting September 25, 1982. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$200**

This course is designed to help students understand the bills department in a bank—its structure, its functions, its facilities and how it can be used to serve the

customers involved in foreign trade business. Topics to be discussed include: the structure of a typical bills department, general theory of documentary credit, bills of exchange, bills of lading and relevant documents, the working of the import and export bills department, computer data entries, etc. This course is suitable for those working in a bank or in an import and export trading company. Students aiming at AIB examinations are advised to take "Finance of Foreign Trade".

**152. O. & M. Relating to Banking.** Conrad Chang, B.Soc.Sc. (H.K.), A.I.B., A.C.I.S. *Fridays, 7.45-9.15 p.m., starting October 8, 1982. Room G3, James Hsioung Lee Science 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.

**153. Elements of Statistical Theory I.** Mok Mo-ching, B.Sc. (Maths.), M.Sc. (Stat.) (Glasgow). *Saturdays, 2.00-3.30 p.m., starting September 25, 1982. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 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 for professional examinations requiring a statistics paper. Topics to be covered include: presentation of data; frequency distributions; introductory probability and elementary probability distributions; sample and population; statistical inference.

#### **154. 金融期貨交易 (Introduction to Financial Futures Trading)**

主 講 人：由香港商品交易所有限公司安排專家主講。

地 點：香港大學校外課程部市區中心 28 室。

時 間：一九八二年十一月廿六日起每星期五下午七時四十五分至九時十五分。

全期學費：一百五十元。（共八講）。

本課程適合對期貨買賣，特別是對即將開設之香港金融期貨市場之交易有興趣人士參與。課程由香港商品交易所有限公司邀請業內專業人士主講。內容包括：商品期貨市場的組織、功能與操作，買賣方式與程序，及各類利率及外幣金融期貨之基本知識。



## 5. 銀行實務概論 (Principles of Banking Practice)

講人：區文道先生，A.I.B., A.C.I.S., A.M.B.I.M.

點：香港大學校外課程部市區中心 28 室。

間：一九八二年九月十日起每星期五下午七時四十五分至九時十五分。

期學費：一百八十元。（共十講）。

本課程特為任職於銀行或財務機構之人仕而設。講授重點包括介紹本港財務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，票據及匯票，外匯買賣及匯款等銀行知識。

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

講人：徐志輝先生，A.I.B.

點：香港大學校外課程部市區中心 14 室。

間：一九八二年九月二十二日起每星期三下午八時至九時三十分。

期學費：一百八十元。（共十四講）。

本課程特為任職於銀行或財務機構之人仕而開辦。課程將包括香港銀行法例和銀行制度，商業組織的結構，各類銀行存款的處理，票據的認識，外匯和找換，放款分析，押匯業務，電腦的應用等。本課程將分為兩部份，下一部份將於八三年春季開辦。

*See also:*

132. 家庭財務會計 (第 24 頁)

283. Selected Topics on Legal Aspects of Banking Practice. (Page 85)

如欲收到下期課程手冊，  
請翻閱第 157 頁。

# Management Studies

*Staff Tutor : T. W. Casey, Telephone 5-4097306*

**157. An Introduction to Business Management.** Auyeung Ying-fai, B.A. (Whitworth Coll.), M.B.A. (Portland State). *Wednesdays, 6.00-7.30 p.m., starting September 29, 1982. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$150*

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 structures necessary to accomplish organizational objectives, as well as 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 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.

**158. Management Principles and Policy.** Benjamin Fung, B.Comm. (Concordia), Dip. Management (McGill), A.C.I.S. *Tuesdays, 7.15-8.45 p.m., starting September 28, 1982. Room 106, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings. Fee: \$150*

The objective of the course is to introduce participants to an understanding of the wider responsibilities of management as a preparation for the holding of senior management posts. Topics to be discussed comprise the definitions of management; the identification of management functions and responsibilities; the formulation and execution of policy; the setting of objectives; the exercise of delegation, authority and responsibility; structure and theories of organization; the establishment of appropriate forms of organization; the roles of senior and junior management and differences between them; direction and motivation; training and development; continuity of management succession; problems of large organizations, the social responsibilities of management.

**159. Quantitative Methods for Managers.** Andrew Lau, M.Sc. (Birmingham). *Wednesdays, 7.15-8.45 p.m., starting September 29, 1982. Room 106, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings. Fee: \$150*

The practice of management involves the use of techniques in which quantitative methods are useful and sometimes essential. This course has been designed as an introduction to the nature of quantitative methods, including those which embrace statistics and operational research. Probability theory, statistical distributions, tests of significance and the meaning of statistical terms will be covered.

problems of operational research will also be examined, including linear programming and dynamic programming. There will also be consideration of the need for computerisation and factors affecting the choice of a microcomputer.

**60. Mathematical Tools for Production Management.** Yeung Hung-biu, B.Sc. (C.N.A.A.). *Tuesdays, 7.15-8.45 p.m., starting September 28, 1982. Room 08, Northcote Science Building, University of Hong Kong. 12 meetings. Fee: \$150*

An introductory course in operational research and statistical techniques for those who are involved in the management of the production function. Techniques which are particularly relevant to the problems of production will be examined: they include Critical Path, Network Analysis, Stock Control, Linear Programming, Quality Control, Sampling Techniques, and Regression Analysis. No previous knowledge of Operational Research or Statistics will be required. However, students should have a basic knowledge of algebra. The course will be suitable for junior managers or supervisors involved in production management, quality control, materials management and production planning and control.

**61. Organization and Methods.** Samuel San, B.E. (N.S.W.). *Saturdays, 3.45-5.15 p.m., starting September 25, 1982. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$150*

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

**62. Manufacturing Planning and Control.** Alfred Chan Tit-yu, B.Sc. (New York State), M.Sc. (Georgia I.T.). *Tuesdays, 7.45-9.15 p.m., starting September 28, 1982. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$150*

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.

**163. Decision-making: A Systems Approach.** Patrick Leung, B.Sc., M.A., M.S.W. (Ohio State). *Saturdays, 3.45-5.15 p.m., starting September 25, 1982. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$150*

Decision-making is recognized as a major process in management at any level in an organization. The object of this course is to provide managers and administrators, as well as those who are about to enter the field in the public or private sector, with a systematic approach to making decisions within an organizational context. Certain fundamental questions will be addressed: what should be achieved in an organization: how should it be accomplished: what resources should be allocated for the task: what methods should be utilized to evaluate the effectiveness and efficiency of the organization? Although some quantitative techniques will be examined in this course, only a basic knowledge of algebra and arithmetic will be required.

**164. Decision Analysis in Engineering Management.** Tong King-kwong, B.Sc. (West Virginia I.T.), M.Sc. (Tennessee). *Saturdays, 3.45-5.15 p.m., starting September 25, 1982. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$150*

This course is designed for Managers and Supervisors who are required to take decisions on a quantitative basis about various alternatives for the selection or replacement of industrial equipment. The subjects to be covered include interest formulas and equivalence, decisions about alternatives involving capital recovery, effective economic life, rate of return, replacement analysis, depreciation, and depletion. Other techniques to be covered include the analysis of break even and minimum cost, and decision trees in relation to capital project evaluation. The course has been designed so that knowledge of mathematics at a basic level is required.

**165. Introduction to Operational Research.** F. K. W. Mak, Ph.D. (London), C.Eng., M.I.Mech.E., F.B.I.M. *Tuesdays, 6.00-7.30 p.m., starting September 28, 1982. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$150*

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 wishing to pursue more advanced studies in this area.

**166. Management Styles: East and West.** Neil Robinson, M.A. (Birmingham), M.B.A. (Bradford), P.G.C.E. *Wednesdays, 7.45-9.15 p.m., starting September 29, 1982. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$150**

Many people are aware that there are differences in style and practice between Eastern and Western organizations, particularly in the business field. This course seeks to probe these differences by comparing managerial styles from subjective experience and empirical research in the area, as well as an analysis of cultural attitudes and beliefs, paradigms and relevant environmental influences. There will be an examination of the pressures which may emerge to modify managerial style in a region as complex as South East Asia. By simulation and case study exercises the tutor will put the influences at work into a systematic framework for practical management. The course will be of interest to those involved in general management and particularly to personnel specialists with responsibilities in management development.

**167. 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 25, 1982. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$150**

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.

**168. International Trade.** Lawrence Chan, B.A. (Simon Fraser). *Mondays, 7.15-8.45 p.m., starting September 27, 1982. Room 415, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$150**

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.

**169. Managing the Marketing Function.** Danny Lam, B.Comm. (Dalhousie), Dip.Bus.Admin. *Saturdays, 2.00-3.30 p.m., starting September 25, 1982. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$150*

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 analysed, 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.

**170. Marketing Management: Analysis, Planning and Control.** Paul Mak, B.Sc. (H.K.), M.B.A. (Sheffield). *Saturdays, 3.45-5.15 p.m., starting September 25, 1982. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$150*

Marketing in the modern sense has evolved from its origins in selling and distribution into a comprehensive philosophy for relating an organization's products to consumer needs. The application of the marketing concept makes it necessary that all elements are properly established in their own right and co-ordinated. This applies particularly to establishing the appropriate organization, research into market needs, channels of distribution, selling, pricing policies and advertising and sales promotion activities. Particular attention will be paid to marketing in the context of Hong Kong. This course is intended for junior executives whether in a specialist marketing area or not, and 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.

**171. The Marketing of Tourism.** Maine Li, B.B.A. (Hawaii), M.B.A. (Texas). *Saturdays, 2.00-3.30 p.m., starting September 25, 1982. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$150*

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.

**72. Strategic Marketing Planning.** Dominic Chan, B.Comm. (Concordia), M.B.A. (Hawaii). *Tuesdays, 7.15-8.45 p.m., starting September 28, 1982. Room 42, University Main Building. 12 meetings.* **Fee: \$150**

Given the current climate of competition in the business environment, strategies are required to attain the goals of individual corporations. The success of every corporation relies on the careful formulation and implementation of appropriate marketing strategies. In this course, three major elements of strategic marketing planning will be reviewed: (1) analytical prerequisites for planning which include ways to analyze customers, competitors, environmental trends, marketing characteristics, company capabilities and cost dynamics; (2) formal strategic planning methods which include portfolio analysis, marketing attractiveness, business assessment and the profit impact of marketing strategy (PIMS) programme; and (3) creative and managerial aspects of planning which include ways to define creatively and segment the business, the human side of planning, and ways of implementing planning and preparing a strategic marketing plan. This course has been specially designed for marketing executives and those who wish to pursue a career in this field.

**173. 管理學與企業組織導論**  
**(An Introduction to Management and Organization)**

主 講 人：黃錦華先生。

地 點：香港大學校外課程部市區中心 20 室。

時 間：一九八二年九月二十五日起每星期六下午三時四十五分至五時十五分。

全期學費：一百五十元。（共十二講）。

本課程旨在介紹工商企業組織的管理理論和實踐。內容包括：組織結構、行政人員主要職責、管理訊息系統、工作設計及商務決策方案。本課程亦會研究組織變遷和發展的原理。主要課題包括人力資源計劃、激勵與領導原理、和調和組織內的歧見。

**174. 組織理論 (Organization Theory)**

主 講 人：黃誠中先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八二年九月二十九日起每星期三下午八時十五分至九時四十五分。

全期學費：一百五十元。（共十二講）。

組織理論（或稱管理/ 機構理論）並非是近年才興起的，早在1947年已開始引起學者及管理學者的興趣，但有關的內容多分散於管理學、行政理論、社會學等學科內。純粹以一獨立科系來對待，乃是近年的事。本課程對組織理論的發展及各

學派的優點將作一有系統的研討，並對組織結構及工作再設計等作深入的討論。透過此研討課程，會對組織本體有更深入的認識。課程內容編排如下：澄清混淆的理論、科學管理學派、古典管理學派、官僚學派、人際關係學派、社會工業學派、一般系統理論、行動推論架構、多元議學派、隨機組織學派，工業、環境及不同的組織、組織結構的設計：集權及分權、機械式及有機式。

### **175. 國際市場學 (International Marketing)**

主 講 人：張振華先生。

地 點：香港大學紐魯詩樓 415 室。

時 間：一九八二年十月八日起每星期五下午七時四十五分至九時十五分。

全期學費：一百五十元。（共十二講）。

市場學乃商業經營重要的一環。本課程旨在介紹如何利用管理概念以輔助國際市場的銷售。內容包括國際市場研究、分析，營銷途徑，產品計劃的釐定，海外市場的拓展，價格釐定方法，國際營銷方案等。並以實例介紹及分析國際市場學所常遇到的問題與解決方法。歡迎對市場學有興趣人士報名。

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

主 講 人：陳少威先生，B.S.Sc., M.B.A., M.Inst.M., M B.I.M.

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八二年九月二十四日起每星期五下午六至七時三十分。

全期學費：一百五十元。（共十二講）。

業務推廣活動為商業上重要的一環。所採取的形式，多由商品特性、市場競爭狀況、投資規模及其他影響銷售的因素所決定。本課程概論業務推廣計劃及其執行方法，分析顧客購買之動機，及研究各種商品之拓銷方法。並以實例介紹及分析一般被廣泛採納與應用之業務推廣技巧。

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

主 講 人：吳佩萍碩士。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八二年九月二十日起每星期一下午六時至七時三十分。

全期學費：一百七十元。（共十四講）。

市場學乃商業經營的重要一環。故本課程主旨在評論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；分銷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。



## 78. 生產管理 (Production Management)

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：一九八二年九月二十四日起每星期五下午七時四十五分至九時十五分。

學費：一百三十元。（共十講）。

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

### 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 1983, 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:*

124. **Financial Management for the Businessman.** (Page 22)

284. 商人及其法律概論 (第 85 頁)

307. **Mandarin for Business Conversation.** (Page 96)

309. **Cantonese for Business Conversation.** (Page 96)

中國貿易普通話速成班 (小組學習) (第 108 頁)

444. 電腦和電腦化入門 (第 135 頁)

445. 中小型企業電腦化須知 (第 135 頁)

446. **Computerisation: an Executive's Viewpoint.** (Page 136)

485. **Market Analysis in Property Development.** (Page 156)

# Personnel Management

*Staff Tutor : Susan Cameron, Telephone 5-4097305*

## **179. 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 29, 1982 to April 13, 1983.

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

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

*Fee* \$1,000.

*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, 1982.*

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

**80. An Introduction to the Personnel and Industrial Relations Functions.** Wong Oi-see, B.Soc.Sc. (H.K.). *Mondays, 7.45-9.15 p.m., starting September 20, 1982. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F.* 2 meetings. **Fee: \$150**

Those who intend to become specialists in the personnel function require a broadly-based knowledge of the principles which relate to human and industrial relations, and their implementation as personnel policy. The course aims to familiarize students with the role, functions and development of the profession in a modern organization and the importance of the personnel administrator in dealing with labour matters in the context of labour legislation in Hong Kong. Case studies will be provided to help students to appreciate the necessity of sound personnel management in corporate planning. Special attention will be paid to the problems of manpower planning, recruitment and selection, job evaluation, pay administration, joint consultation and labour legislation in Hong Kong.

**181. 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 25, 1982. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$150**

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.

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

主 講 人：司徒初先生。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八二年九月二十五日起每星期六下午二時至三時三十分。

全期學費：一百五十元。（共十二講）。

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

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 5-4097303

**183. Playing is Learning for Living.** Mrs. Elizabeth Holland and others. Tuesdays, 7.30-9.30 p.m., starting November 30, 1982. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. **Fee: \$220**

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.

*Enrolment is limited to 25.*

**184. Social Studies in Secondary Schools.** Chow Yiu-wing, B.Soc.Sc. (C.U.H.K.), Dip.Ed. (H.K.). Fridays, 6.15-7.45 p.m., starting October 8, 1982. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 16 meetings. **Fee: \$140**

A course for secondary school teachers of Social Studies, dealing with the E.P.A., History and Geography aspects of the Social Studies syllabus for Forms I-III and with emphasis being placed on subject content and teaching methods. Cantonese and English will be used as the medium of instruction.

**Fee Refund:** on being accepted for this course, teachers of Social Studies 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: September 28, 1982.*)

**185. 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。

間：一九八二年九月二十三日起每星期四下午五時四十五分至七時十五分。  
期學費：九十元。（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。（限收40人。）

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署申請。（如欲教育署退還半費者，須於九月十三日前報名。）

## 86. 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 25 室。

時 間：一九八二年九月二十八日起每星期二下午五時四十五分至七時十五分。

全期學費：一百五十元。（共十六講）。

本課程專為中國歷史科教師而設，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。（限收40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署申請。（如欲教育署退還半費者，須於九月二十日前報名。）

## 187. 中國現代文學作家論（一）

### (An Introduction to Writers of Contemporary Chinese Literature I)

主 講 人：丁平先生、張雪軍小姐。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八二年九月二十四日起每星期五下午六時至七時三十分。

全期學費：一百六十元。（共十六講）。

中國文學自一九一八年一月，第一批新品種的嬰兒（新詩、散文、小說、劇本）在北京誕生後，近六十年來，中國現代文壇上出現了大量有創作成就的作家，而且有不少作家的主要作品，在國際文壇上已獲得了應有的地位和尊重。

本課程將在新詩、散文、小說及劇本等文學形式中，選講一些主要作家及其主要作品。對每一位在中國現代文學中，具有代表性的作家底思想本質、創作歷程、表達技巧、作品風格、文壇地位及作品對當代及後世文壇的影響等，都作全面

性的介紹、分析與論評。這個課程是為本港中學中國文學教師及現代文學的愛好者而設，共分三個階段講授，先選講下列作家中的十二人：

老舍、聞一多、魯迅、茅盾、巴金、徐訏、沈從文、覃子豪、余光中、胡品清、趙滋蕃、李廣田、艾青、周作人、林語堂、朱自清、洪深、曹禺等。（限收40人）

申請教署退還半費手續：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署申請。（如欲教育署退還半費者，須於九月十四日前報名。）

## r88. 中國現代文學作家論（二） (An Introduction to Writers of Contemporary Chinese Literature II)

主 講 人：丁平先生、張雪軍小姐。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八二年九月二十四日起每星期五下午八時至九時三十分。

全期學費：一百六十元。（共十六講）。

中國文學自一九一八年一月，第一批新品種的嬰兒（新詩、散文、小說、劇本）在北京誕生後，近六十年來，中國現代文壇上出現了大量有創作成就的作家，而且有不少作家的主要作品，在國際文壇上已獲得了應有的地位和尊重。

本課程將在新詩、散文、小說及劇本等文學形式中，選講一些主要作家及其主要作品。對每一位在中國現代文學中，具有代表性的作家底思想本質、創作歷程、表達技巧、作品風格、文壇地位及作品對當代及後世文壇的影響等，都作全面性的介紹、分析與論評。這個課程是為本港中學中國文學教師及現代文學的愛好者而設，共分三個階段講授。本課程為第二階段，就下列作家中選講十二人：

李金髮、梁實秋、錢鍾書、謝冰瑩、張秀亞、陳之藩、孟瑤、彭歌、痲茲、田原、司馬中原、田漢、張默、白先勇、馮至、戴望舒、蕭軍、夏衍等。（限收40人）

申請教署退還半費手續：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署申請。（如欲教育署退還半費者，須於九月十四日前報名。）

## r89. 學校德育講座 (Moral Education)

主 講 人：王齊樂先生。

地 點：甲班：香港大學校外課程部市區中心 21 室。

乙班：香港大學校外課程部市區中心 16 室。

丙班：香港大學校外課程部市區中心 21 室。

寺 間：甲班：一九八二年九月二十七日起每星期一下午三時至五時。  
乙班：一九八二年九月二十八日起每星期二上午九時至十一時。  
丙班：一九八二年九月二十八日起每星期二下午三時至五時。  
全期學費：一百七十元。（共十二講）  
（報名時請註明甲班、乙班或丙班。）

本課程要旨，在於介紹有關學校德育的一般理論和實施方法。為切合學員的實際需要，將着重問題的討論和意見的交流和歸納。內容包括：德育的涵義、學校訓導的原則、學校訓導的組織、德育訓練的內容和方法、問題學生的成因、個案的研究等。歡迎學校校長、訓導主任及在職教師參加。（每班限收30人。）

申請教署退還半費手續：凡政府、補助或私立學校之校長及教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月十七日前報名。）

### 190. 特殊學校行政（一）（Administration in Special Schools I）

主 講 人：鮑瑞美小姐及其他專業人士。  
地 點：香港大學校外課程部市區中心 14 室。  
時 間：一九八二年十月九日起每星期六上午十時至十二時。  
全期學費：二百二十元。（共十六講）。

本課程專為特殊學校校長及主任而設，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、財政管理、津貼學校則例、文書事務的處理、訓導工作、學校與家庭的聯繫等。（限收35人）

申請教署退還半費手續：凡政府、補助或私立小學之校長及主任進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月二十九日前報名。）

### 191. 小學行政講座（Administration in Primary Schools）

主 講 人：王齊樂先生。  
地 點：甲班：香港大學校外課程部市區中心 16 室。  
乙班：香港大學校外課程部市區中心 21 室。  
丙班：香港大學校外課程部市區中心 16 室。  
時 間：甲班：由一九八二年九月二十三日起每星期四上午九時至十一時。  
乙班：由一九八二年九月二十三日起每星期四下午三時至五時。  
丙班：由一九八二年九月二十四日起每星期五下午七時四十五分至九時四十五分。

全期學費：一百八十元。（報名時請註明甲班、乙班或丙班）。（共十五講）。

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。（每班限收40人）

申請教署退還半費手續：凡政府、補助或私立小學之校長及教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月十一日前報名。）

## **192. 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：一九八二年十月四日起每星期一下午六時十五分至七時四十五分。

全期學費：九十五元。（共八講）。

本課程特別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。內容包括課室管理技巧及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）操行問題及學生背景；（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署退還半費，可接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月二十四日前報名。）

## **193. 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擔任。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八二年十月七日起每星期四下午七時四十五分至九時十五分。

全期學費：一百四十元。（共十四講）。

本課程之目的為使社會人士、家長、及直接為弱智兒童工作之教師、護士、



社會工作者、或訓導員，對弱智兒童有基本之了解，並在管理方面，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（包括治療方面），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。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，向教育署申請。（如欲教育署退還半費者，須於九月二十八日前報名。）

*See also :*

- 75. **Hong Kong: the Archaeological and Historical Scene.** (Page 6)
- 242. **Creative Language Teaching.** (Page 66)
- 243. **Teaching Verse Speaking to Children.** (Page 67)
- 244. **Games and Activities in English Language Teaching.** (Page 67)
- 245. **Comparative Phonetics of English and Cantonese.** (Page 68)
- 256. **Teaching History at 'A' Level.** (Page 73)
- 289. 小學數學的幾個課題（第 89 頁）
- 293. 特殊教育的音樂治療（第 91 頁）
- 300. **Modern Dance and Music Workshop.** (Page 94)
- 386. 普通話教學法（第 107 頁）
- 391. 中國語文講座：現代漢語語法（第 110 頁）
- 393. 中國古典小說導論（第 111 頁）
- 396. 中國現代短篇小說論析（第 112 頁）
- 401. 朗誦講座（第 114 頁）
- 420. 兒童道德觀之發展與德育（第 122 頁）
- 421. 引導兒童科學概念的發展（第 123 頁）
- 428. **Workshop for Careers Teachers.** (Page 125)
- 438. **Chemistry, Man and Society.** (Page 132)
- 439. **Aquaculture Techniques.** (Page 132)
- 458. **Human Biology for Secondary School Teachers.** (Page 142)
- 461. 視軸矯正學（第 144 頁）
- 467. **Developing Effective Communication.** (Page 147)
- 475. 防止虐待兒童——小學教師的角色（第 150 頁）
- 476. 兒童照顧與輔助方法（第 151 頁）
- 477. 學校社會工作導論（第 151 頁）
- 479. 了解青少年與性問題（第 152 頁）
- 480. 適用於青少年工作之人際關係練習及輔導技巧（第 153 頁）
- 481. 人際關係及輔導技巧於教學工作上的應用（第 154 頁）

# Engineering

*Staff Tutor : Mrs. Priscilla Tso, Telephone 5-4097303*

*Course Nos. 194 to 197 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.*

**194. Certificate Course in the Design and Control of Manufacturing Systems.** *Mondays, Room G5, James Hsioung Lee Science Building, University of Hong Kong and Thursdays, Room 237, University Main Building, 7.15-9.15 p.m., starting September 27, 1982. 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., Head of Department of 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., M.H.K.I.E., Lecturer in Industrial Engineering, University of Hong Kong.

D. Das, B.Tech. (India I.T.), M.Sc., Ph.D. (Swansea), 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.

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: \$900** (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 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 1, 1982. 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.

**195. Certificate Course in Fundamentals of Digital Computers.** *Wednesdays, 6.30-8.30 p.m., starting October 6, 1982. Room G3, James Hsiung Lee Science 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. (Tutor-in-charge)

P. Y. S. Cheung, B.Sc., Ph.D., D.I.C. (Lond.), A.C.G.I.

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

*Fee: \$750 (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, 1982. 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.*

**196. Certificate Course in Advanced Electric Machines and Drives.**  
C. C. Chan, B.Sc., M.Sc. (Tsing Hua), 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 October 5, 1982. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 30 meetings.* **Fee: \$660** (including examination fee)

This course provides practising engineers with the opportunity to deepen their knowledge in the theory of electric machines, and to broaden their knowledge in the field of special machines, thyristor drives and the recent developments of machines and drives.

*Syllabus* : Steady-state and dynamic behaviour of d.c. and a.c. machines. Machines in power systems. Short circuit, oscillation and other practical transient problems. Unbalanced operation of machines. Surges and insulation. Vibration and noise. Design principles of rotating machines and power transformers. Miniature machines including permanent magnet d.c. machines, universal motors, single-phase induction motors, reluctance motors, hysteresis motors, stepping motors, servomotors and tachogenerators. Special types machines. Thyristor control of d.c. and a.c. machine. Electric drives: typical d.c. and a.c. electric drives in industry with emphasis on their applications in local industry. Starting, braking and speed control of d.c. and a.c. drives. Electric lifts and escalators. Electric traction and vehicles.

*Entry qualifications* : Applicants with a Bachelor's degree, Polytechnic Higher Diploma or Higher Certificate in Electrical Engineering or equivalent and engaged in an appropriate profession, will be considered for admission. In exceptional cases, consideration for admission will be given to applicants without

professional or graduate qualifications provided that they are over 25 and have had at least two years of related industrial experience in responsible positions.

*Enrolment is limited to 40 persons.*

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

*Closing date for applications*: September 10, 1982. 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.

**197. Certificate Course in 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. *Wednesdays, 7.15-9.15 p.m., starting October 20, 1982. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 30 meetings.*

**Fee: \$660** (including examination fee)

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 (SF<sub>6</sub>) switchgear, vacuum circuit breakers, loading limits of power transformers and current transformers. Computer methods in power system analysis—application of network topology, load flow studies, short circuit calculations, stability studies and generation scheduling.

*Entry qualifications*: Applicants with a Bachelor's degree, Polytechnic Higher Diploma or Higher Certificate in Electrical Engineering or equivalent and engaged in an appropriate profession, will be considered for admission. In exceptional cases, consideration for admission will be given to applicants without professional or graduate qualifications provided that they are over 25 and have had at least two years of related industrial experience in responsible positions.

*Enrolment is limited to 40 persons.*

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

*Closing date for applications*: September 10, 1982. 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.

**198. Electrical Machines and their Applications.** C. C. Chan, B.Sc., M.Sc. (Tsing Hua), Sen.M.I.E.E.E., M.H.K.I.E., Lecturer in Electrical Engineering, University of Hong Kong. *Thursdays, 7.15-9.15 p.m., starting October 14, 1982. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 30 meetings.* **Fee: \$500**

This course is designed for graduates or practising engineers in the electrical industry to familiarize them with the performance and applications of various types of electrical machines.

*Outline of syllabus* : The construction, theory and performance of d.c. machines, induction machines and synchronous machines. Thyristor control of d.c. and a.c. machines. Small and special electrical machines. The application of electrical machines in industry with particular consideration to the need of local industry. Electric drives.

*Entry Qualifications* : Applicants should have at least a Polytechnic Diploma or Certificate in Electrical Engineering or equivalent and be engaged in an appropriate profession.

**199. Digital Signal Processing.** H. Kwan, B.Sc. (Lond.), M.Phil. (C.U.H.K.), Ph.D. (Lond.), D.I.C., M.I.E.E.E., Lecturer in Electrical Engineering, University of Hong Kong. *Fridays, 7.15-9.15 p.m., starting September 17, 1982. Room 240, University Main Building. 12 meetings.* **Fee: \$200**

With the rapid advances in digital technology, digital signal processing is now a dynamic, expanding field being applied to an increasing number of engineering and scientific disciplines. This course is particularly suitable for those engaging in projects and research in digital signal processing, practising engineers and professionals in telecommunications, audio signals, speech, image, radar, sonar, seismology, oil exploration, geophysics, biomedical engineering and others who wish to keep pace with such a rapidly advancing technology. A previous introductory exposure to linear system theory and complex variables will be helpful.

*Syllabus* : Applications of digital signal processing; discrete-time signals and systems; the z-transform; representation and analysis of digital structures; finite impulse response (FIR) digital filters design; infinite impulse response (IIR) digital filters design; the discrete Fourier transform (DFT); computation of the DFT.

*See also :*

- 164. **Decision Analysis in Engineering Management.** (Page 34)
- 165. **Introduction to Operational Research.** (Page 34)
- 178. 生產管理 (第 39 頁)
- 254. **Geotechnical Methods.** (Page 72)
- 453. **Introduction to Microcomputer Architecture.** (Page 139)
- 454. **Principles of Computer Hardware.** (Page 140)
- 455. **Basic Electronics for Digital Computers.** (Page 140)
- 456. **Digital Computer Organization, Design and Engineering.** (Page 141)

# 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 Grade '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 1981-82 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.

Applicants who do not possess these qualifications must

- a) have gained a Grade D in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus 'A', Grade B, or the equivalent in an approved examination *and* be able to produce evidence of further study at post-secondary level,
- b) have passed the Cambridge University Local Examinations Syndicate First Certificate in English Examination *and* be able to produce evidence of further study at post-secondary level,
- c) have obtained a Grade 'C' Pass in English at G.C.E. 'O' level or in Grade 'E' or above in the Hong Kong Advanced Level Examination.

Applicants possessing any of the qualifications (a), (b) or (c) above should *attach copies of their certificates to their application forms, and sit the Use of English Entrance Examination.*

They should 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 27th August, 1982  
10.00 a.m. on 28th August, 1982  
2.30 p.m. on 28th August, 1982  
6.30 p.m. on 3rd September, 1982  
12 Noon on 4th September, 1982  
4.30 p.m. on 4th September, 1982

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

6.30 p.m. on 27th August, 1982  
6.30 p.m. on 3rd September, 1982

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.*)

**200.** Tuesdays and Thursdays, 8.30–10.00 a.m., starting  
September 28, 1982. 50 meetings. **Fee: \$480**

**201.** Wednesdays and Fridays, 8.45–10.15 a.m., starting  
September 29, 1982. 50 meetings. **Fee: \$480**



- At the University of Hong Kong.
202. Mondays and Wednesdays, 8.00–9.30 p.m., starting  
September 27, 1982. 50 meetings. **Fee: \$480**
- At King's College, 63A Bonham Road.
203. Tuesdays and Thursdays, 6.15–7.45 p.m., starting  
September 28, 1982. 50 meetings. **Fee: \$480**
204. Tuesdays and Thursdays, 8.00–9.30 p.m., starting  
September 28, 1982. 50 meetings. **Fee: \$480**
- At St. Joseph's College, 7 Kennedy Road.
205. Mondays and Wednesdays, 6.15–7.45 p.m., starting  
September 27, 1982. 50 meetings. **Fee: \$480**
206. Tuesdays and Thursdays, 6.30–8.00 p.m., starting  
September 28, 1982. 50 meetings. **Fee: \$480**
- At Wah Yan College, Queen's Road East.
207. Mondays and Wednesdays, 6.30–8.00 p.m., starting  
September 27, 1982. 50 meetings. **Fee: \$480**
208. Tuesdays and Thursdays, 6.30–8.00 p.m., starting  
September 28, 1982. 50 meetings. **Fee: \$480**

B. *In Kowloon*

- Course No. At St. Mary's Canossian College, 162 Austin Road  
(entrance from Kimberley Road, Tsimshatsui).
209. Mondays and Wednesdays, 6.30–8.00 p.m., starting  
September 29, 1982. 50 meetings. **Fee: \$480**
210. Tuesdays and Thursdays, 6.30–8.00 p.m., starting  
September 30, 1982. 50 meetings. **Fee: \$480**
- At Wah Yan College, 56 Waterloo Road.
211. Mondays and Wednesdays, 6.30–8.00 p.m., starting  
September 29, 1982. 50 meetings. **Fee: \$480**
212. Tuesdays and Thursdays, 6.30–8.00 p.m., starting  
September 30, 1982. 50 meetings. **Fee: \$480**

**Second Year**

A. *In Hong Kong*

- Course No. At the Extra-Mural Town Centre, Wing On Centre, 8/F.
213. Tuesdays and Thursdays, 8.00–9.30 p.m., starting  
September 28, 1982. 50 meetings. **Fee: \$480**
- At the University of Hong Kong.
214. Tuesdays and Thursdays, 7.15–8.45 p.m., starting  
September 28, 1982. 50 meetings. **Fee: \$480**

- At St. Joseph's College, 7 Kennedy Road.
- 215.** Mondays and Wednesdays, 6.30-8.00 p.m., starting  
September 27, 1982. 50 meetings. **Fee: \$480;**
- At Wah Yan College, Queen's Road East.
- 216.** Mondays and Wednesdays, 6.30-8.00 p.m., starting  
October 4, 1982. 50 meetings. **Fee: \$480**
- B. In Kowloon**
- Course No. At St. Mary's Canossian College, 162 Austin Road  
(entrance from Kimberley Road, Tsimshatsui).
- 217.** Mondays and Wednesdays, 6.30-8.00 p.m., starting  
September 29, 1982. 50 meetings. **Fee: \$480**
- 218.** Tuesdays and Thursdays, 6.30-8.00 p.m., starting  
September 30, 1982. 50 meetings. **Fee: \$480**
- At Wah Yan College, 56 Waterloo Road.
- 219.** Mondays and Wednesdays, 6.30-8.00 p.m., starting  
September 29, 1982. 50 meetings. **Fee: \$480**

## ENROLMENT

*Closing Date : 2nd September, 1982, 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. \$480 for the Use of English and \$600 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 26th August, 1st September, 2nd September, or 6th 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 dates indicated above.
  - ii.  *Holders of the Departmental Certificate in the Use of English with a Writing Skills Grade 'C' or above awarded in 1981 or 1982* : 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 *28th August, 1982*.
- 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 of the Hong Kong Advanced Level Examination;
  - Grade 'C' or above in the English Language Paper taken at the Chinese University of Hong Kong Matriculation level;
  - a Grade 'C' Pass in English at G.C.E. 'O' level;
  - a Cambridge University Local Examination Syndicate Certificate of Proficiency in English, *plus evidence of further study at post-secondary level*;
  - 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 27th August, 1982  
12 Noon on 28th August, 1982  
4.30 p.m. on 28th August, 1982  
6.30 p.m. on 3rd September, 1982  
10.00 a.m. on 4th September, 1982  
2.30 p.m. on 4th September, 1982

- B) Extra-Mural Town Centre, Wing On Centre, 8/F.  
6.30 p.m. on 31st August, 1982
- C) Wah Yan College, 56 Waterloo Road, Kowloon.  
6.30 p.m. on 26th August, 1982  
6.30 p.m. on 2nd September, 1982

V.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 6th 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 Extra-Mural Town Centre, Wing On Centre, 8/F.                               |                   |
| <b>220.</b> | Mondays and Wednesdays, 6.15-7.45 p.m., starting<br>October 11, 1982. 60 meetings. | <b>Fee: \$600</b> |
|             | At the University of Hong Kong.  |                   |
| <b>221.</b> | Wednesdays and Fridays, 6.15-7.45 p.m., starting<br>October 8, 1982. 60 meetings.  | <b>Fee: \$600</b> |
|             | At Wah Yan College, Queen's Road East.   |                   |
| <b>222.</b> | Mondays and Wednesdays, 6.15-7.45 p.m., starting<br>October 4, 1982. 60 meetings.  | <b>Fee: \$600</b> |
| <b>223.</b> | Tuesdays and Thursdays, 6.30-8.00 p.m., starting<br>October 5, 1982. 60 meetings.  | <b>Fee: \$600</b> |

## B. *In Kowloon*

- Course No. At St. Mary's Canossian College, 162 Austin Road  
(entrance from Kimberley Road, Tsimshatsui).
224. Mondays and Wednesdays, 6.30-8.00 p.m., starting  
October 6, 1982. 60 meetings. **Fee: \$600**
225. Tuesdays and Thursdays, 6.30-8.00 p.m., starting  
October 7, 1982. 60 meetings. **Fee: \$600**
- At Wah Yan College, 56 Waterloo Road.
226. Mondays and Wednesdays, 6.30-8.00 p.m., starting  
October 6, 1982. 60 meetings. **Fee: \$600**
227. Tuesdays and Thursdays, 6.30-8.00 p.m., starting  
October 7, 1982. 60 meetings. **Fee: \$600**

## ENROLMENT

*Closing Date : September 3, 1982, 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. \$600 for English for Business and \$480 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 28th August and the Use of English Entrance Examination by 4th 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 1983-84, and, provided they pass the Entrance Examination satisfactorily, their application will be accepted.

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

- .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 Plus, Students' Book.  
Kernel Lessons Plus, Students' Test Book.

## **COURSES**

### **A. In Hong Kong**

Course No. At the Extra-Mural Town Centre, Wing On Centre, 8/F.  
(*Note: Courses 228 and 229 will meet in the morning and Course 230 will meet in the afternoon*)

- 228.** Mondays and Wednesdays, 8.30-10.00 a.m., starting  
October 4, 1982. 50 meetings. **Fee: \$480**
- 229.** Tuesdays and Thursdays, 8.30-10.00 a.m., starting  
October 5, 1982. 50 meetings. **Fee: \$480**
- 230.** Wednesdays and Fridays, 4.30-6.00 p.m., starting  
October 6, 1982. 50 meetings. **Fee: \$480**

At the University of Hong Kong.

- 231.** Tuesdays and Thursdays, 7.15-8.45 p.m., starting  
September 28, 1982. 50 meetings. **Fee: \$480**

At King's College, 63A Bonham Road.

- 232.** Mondays and Wednesdays, 6.15-7.45 p.m., starting  
September 27, 1982. 50 meetings. **Fee: \$480**

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

- 233.** Tuesdays and Thursdays, 6.30-8.00 p.m., starting  
September 28, 1982. 50 meetings. **Fee: \$480**

At Wah Yan College, Queen's Road East.

- 234.** Mondays and Wednesdays, 6.30-8.00 p.m., starting  
September 27, 1982. 50 meetings. **Fee: \$480**

### **B. In Kowloon**

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

- 235.** Tuesdays and Thursdays, 6.30-8.00 p.m., starting  
September 30, 1982. 50 meetings. **Fee: \$480**

## ENGLISH FOR PROFESSIONAL USE

**236. Effective Reports.** Tutor to be announced. *Wednesdays, 4.00-5.30 p.m., starting October 6, 1982. Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$150**

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.*

**237. Legal English.** Mrs P. Jewkes, LL.B. (Bristol), Lecturer in Law, University of Hong Kong. *Mondays, 6.15-7.45 p.m., starting October 4, 1982. Room 201, University Main Building, University of Hong Kong. 10 meetings.* **Fee: \$120**

The necessity for the accurate and correct use of English is particularly important in a legal context. This course is therefore designed to assist those people whose work brings them into contact with legal terminology, but to whom English is a second language. The emphasis throughout the course will be on the understanding of legal texts, the usage of legal phrases and an increased vocabulary of specialised terms.

Applicants should realize that this is *not* a General English Course and so a sound knowledge of General English and grammatical competence will be assumed. Enrolment of students will be by selection of those most qualified to benefit from the course.

*Enrolment limited to 25 students.*



*Recommended Reference Material:*

ley and Whitely: Law Dictionary, 9th Edition (available from the Hong Kong Book Centre, 25 Des Voeux Road Central);  
Glossary of Applied Legal Terms (H.K. Government Publication);  
Words and Phrases Legally Defined (this is a standard work of reference that may be consulted in libraries).

**Basic Medical English.** Mrs A. Bentley, B.A. (H.K.), A.C.E. (Oxon.).  
*Tuesdays, 8.00–9.30 p.m., starting October 6, 1982. Room 104, James Hsioung Science Building, 1st floor, University of Hong Kong. 25 meetings. Fee: \$300*

The need for a greater command of English for professional purposes is rapidly becoming more apparent amongst some members of the medical profession in Hong Kong. The course in Basic Medical English is therefore designed to meet the needs of those who have experienced difficulties in communicating with patients 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.* Enrolment 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)

**239. Write to Communicate.** J. P. Bensly, M.A. (Oxon.), M.A. (Reading),  
Staff Tutor in English, University of Hong Kong. *Wednesdays, 6.15–7.45 p.m., starting October 6, 1982. St. Mary's Convent College, 162 Austin Road, (Entrance: Kimberley Road) Tsimshatsui. 10 meetings. Fee: \$120*

This is a short intensive course in written expression for students at a fairly advanced level. Attention will be paid, in particular, to the following matters: sentence structure, meaning, the cohesion of texts, and varieties of English. A number of other subsidiary matters of a grammatical, semantic or stylistic nature will, however, also be introduced as necessary. Students, in addition to studying the texts provided for aspects of linguistic and communicative importance, will be required to complete writing assignments of their own.

*Entrance Requirements* : Applicants should have Grade C or above for Written English in the Department's Certificate for Use of English, or Grade C or above in the Department's Certificate for English for Business, or Grade C or above in the University of Hong Kong Advanced Level Use of English paper.

Enrolment will be limited to 25 persons and will be by selection of those most qualified to benefit from the course. Applicants, therefore, should add a statement to their application forms saying why they wish to be enrolled in the course.

*Closing Date for Applications* : 25th September, 1982.

## SPOKEN ENGLISH

### 240. Certificate Course in English Speech.

This is an intensive course of study in which it is intended to provide tuition in Spoken English to an advanced level for suitably qualified 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 this is a Spoken English course, satisfactory progress can only be made if students, as well as attending regularly and participating actively, are prepared to consolidate *at home* what they have practised in the sessions.

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

*A proportion of the places offered is reserved for teachers of English who perform sufficiently well in the Entrance Test. As this course is 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 Listening 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* : 4th September, 1982.

*enrolment limited to 30 students.*

*Fee:* \$600, inclusive of examination.

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

*Time:* Tuesdays and Thursdays, 6.15-7.45 p.m., starting September 28, 1982.

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

*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.

## ENGLISH FOR TRANSLATORS

### **1. 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 23rd September, 1982 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 1st 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 applications* : 23rd September, 1982.

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 7, 1982.

*Place* : Room 104, James Hsiung Lee Science Building, 1st floor, University of Hong Kong.

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

*Fee* : \$650, 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.

*Tutor* : 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

**242. Creative Language Teaching—Techniques for Enlivening the English Lesson.** William Cheng, B.A., M.A. (Ed.) (H.K.), Dip. in App. Ling. (Edin.), Lecturer, School of Education, Chinese University of Hong Kong. *Wednesdays, 7.15-8.45 p.m., starting October 6, 1982. Room 141, University Main Building. 10 meetings.* **Fee: \$120**

The new English syllabus stresses the importance of paying attention to the learner's needs and interests. The course aims to introduce techniques for developing language skills through the use of interesting activities. Topics include:

Variety in listening comprehension activities;

Playing and working with words—designing creative vocabulary expansion techniques;

Grammar without tears—creative drills, grammar games and awareness exercises for teaching structure;

ama techniques for teaching EFL skills;  
exploiting the information gap—a technique for encouraging communicative use of English in class;  
problem solving in EFL;  
discussions that work;  
developing reading strategies.

*Enrolment limited to 30 students.*

**Fee Refund:** on being accepted for this course, teachers of English in Primary 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 applications: September 27, 1982.)*

**3. Teaching Verse Speaking to Children.** Mrs Esma Wright, L.R.A.M. (Teacher's Diploma). *Wednesdays, 6.15–7.45 p.m., starting October 6, 1982. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$120*

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

Teachers will be encouraged to submit ideas which will be discussed, and it is 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 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 27, 1982.)*

**4. Games and Activities in English Language Teaching.** Mrs. B. A. Taylor, B.Soc.Sc. (Birmingham). *Fridays, 6.15–7.45 p.m., starting October 8, 1982. Room 17, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$120*

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 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: September 29, 1982.*)

**245. Comparative Phonetics of English and Cantonese.** Raymond Huang, B.A. (Lingnan), M.A. (Leeds), I.P.A.Cert.Phon., P.G.C.E. (London), L.R.A.M., L.T.C.L. (London). *Tuesdays, 6.30-8.00 p.m., starting October 5, 1982. Room 52 (Form 1A), Wah Yan College, Gr. Floor, Queen's Road East. 16 meetings.*

**Fee: \$200**

The course is designed for teachers of English; other advanced learners will also find it useful. By showing the contrast in stress, intonation and articulation between English and Cantonese the teacher will help the student to grasp:

the rhythmic, tonal and sound system of his mother tongue, and how errors in his English speech arise from his native language habits.

Methods of correcting errors and forming the right English speech habits will be suggested. Methods and devices include the use of (a) lip-reading and games in ear-training and speech exercises, (b) popular songs by well known singers for illustration of articulation, (c) musical devices such as tonic sol-fa and Chinese tones for comparison of intonation in English and Cantonese. To arouse the interest of the student the violin will be used to compare the differences in stress, rhythm, tonal ranges, glides and intonation patterns in English and Cantonese.

Enrolment will be limited to 30 persons and may be by selection of those most qualified to benefit from the course of tuition. Preference will be given to teachers of English.

The tutor is author of a number of books on phonetics, including 'English Pronunciation Explained with Diagrams' and co-author of 'Intonation in Idiomatic English', Books I & II.

**Fee Refund:** on being accepted for this course, teachers of English will be sent a half fee refund application form, which they should forward to the Director

Education, together with their course fee receipt. This applies to all teachers Government, aided and private schools. (*Closing date for applications: September 27, 1982.*)

## ENGLISH FOR APPRECIATION

**6. The English Short Story.** Mrs. A. P. Glenton, B.A., Dip. Ed. (Manchester). *Wednesdays, 6.30-8.00 p.m., starting October 13, 1982. Room 29, St. Mary's Mossian College, 3rd floor, 162 Austin Road (entrance from Kimberley Road, simshatsui). 10 meetings.* **Fee: \$120**

A selection of modern short stories by well-known English writers will be studied. Each of them has been chosen to give an idea of the variety and individuality found in English short stories written during the last 100 years. Some are classic examples of the genre, others less well known. Each session will involve interpretation and discussion of a particular short story, and students will be expected to read on their own at home and will be encouraged to participate actively in class.

Students will be expected to have a reasonably good command of English. This course is therefore ideally suited for those who have completed the Department's Use of English or English for Business programmes, but others who have not done so will also find it of interest.

*Enrolment will be limited to 25 students.*

*Reading text:* (obtainable from the Hong Kong Book Centre, 25 Des Voeux Road Central or the Swindon Book Company, Lock Road, Kowloon). The Penguin Book of English Short Stories.

**147. Shakespeare's Tragedies of Love: Romeo and Juliet, Othello and Anthony and Cleopatra.** Miss Dora Wong, B.A. (H.K.). *Saturdays, 2.30-4.00 p.m., starting October 16, 1982. Room 141, University Main Building, University of Hong Kong. 10 meetings.* **Fee: \$100**

The dramatic placing of extremes provides the scaffold for these three tragedies. In 'Romeo and Juliet', there are the extremes of fervent love and avowed hatred; in 'Othello' the surface extremes of a blackman and a white woman; in 'Anthony and Cleopatra', the two countries, Rome and Egypt, each demand divided loyalty. As for the pattern of the three plays, 'Romeo and Juliet' begins with two complete strangers and ends with them being genuine lovers, physically and spiritually united on earth and in death; 'Othello' begins with an elopement and an unacceptable marriage and ends with the destruction of that marriage; 'Anthony and Cleopatra' begins with a public scandal and concludes with the commemoration of a royal and true love relationship. Each of these tragedies is a union as well as an inevitable separation. Tragic doom is powerfully felt in all three.

The aim of this course is to explore the similarities and differences in these three plays that oblige them to be considered "tragedies of love".

*Reading list* (obtainable from the Hong Kong Book Centre, On Lok Yuen Building, 25 Des Voeux Road Central) Arden Shakespeare University Paperbacks: Romeo and Juliet; Othello; Anthony and Cleopatra.

# 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* : 12th October, 1982.

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

## First Year

Course No. **248**. 5.30-6.30 p.m. 50 meetings. **Fee: \$450**

Course No. **249**. 7.40-8.40 p.m. 50 meetings. **Fee: \$450**

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

*Enrolment limited to 34 persons per course.*

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

## Second Year

Course No. **250**. 6.35-7.35 p.m. 50 meetings. **Fee: \$480**

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 34 persons.*

*N.B.* Priority will be given to applicants who have completed one of the Department's First Year courses in the year 1981/82. Other applicants will be enrolled only if vacancies are still available after 1st October, 1982, and on the basis of their previous study of the Spanish language.

*Textbook* : *El Español Al Dia*, 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 Tutor: John D. Young, Telephone 5-4097313

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

主 講 人：鈕柏榮先生、袁貞偉先生、鄧玉琮小姐。

地 點：香港大學許愛周科學館 G1 室。

時 間：一九八二年十月十三日起每星期三下午六時卅分至七時四十五分。

全期學費：一百五十元。（共十講及四次野外考察）。

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

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

主 講 人：鈕柏榮先生。

地 點：香港大學許愛周科學館 G1 室。

時 間：一九八二年十月十三日起每星期三下午八時至九時卅分。

全期學費：一百二十元。（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，礦物有興趣的人仕選修。（限收二十五人）。

## 253. 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：香港大學許愛周科學館 G1 室。

時 間：一九八二年十月七日起每星期四下午六時卅分至九時卅分。

全期學費：六百元。（包括實驗材料）。（共十四講）。

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。（限收十五人）。

**254. 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 9, 1982. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$200**

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 stereonet, 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.*

*See also:*

**441. Introduction to Gemstones and Gemmology.** (Page 133)

**442. 實用寶石學** (第 133 頁)

# History

*Staff Tutor* : John D. Young, *Telephone* 5-4097313

**255. The Kingdom of Bhutan: tradition and modernity in an Himalayan State.** Brian C. J. Shaw, B.A. (Wellington), Ph.D. (ANU), Lecturer in Political Science, University of Hong Kong; Member, International Institute for Strategic Studies (London). *Thursdays, 7.30-9.00 p.m., starting October 14, 1982. Room 248, Knowles Building, University of Hong Kong. 7 meetings.* **Fee: \$90**

The Kingdom of Bhutan is among the smaller member-states of the United Nations, and its circumstances are not yet well-known. This series of lectures aims to introduce aspects of past history, present cultural life, and future problems and prospects of the more-than-one-million citizens of this country between Tibet and India. The livelihood of the people will be outlined, together with a review of the significance of the contemporary revival in the political, social, cultural and economic fields in the Kingdom. The costs and benefits of recent and projected changes in various fields will be suggested for discussion. Extensive use will be made of audio-visual materials, for the most part collected by the lecturer during several recent visits to Bhutan.

**256. Teaching History at 'A' Level.** Terence T. T. Pang, M.Phil. (H.K.). *Thursdays, 8.00-9.30 p.m., starting October 7, 1982. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$130**

As a link between the 'factual approach' of the secondary level and the specialist skills used by professional historians at the university, 'A' level history poses special problems to both learners and teachers. A balance between theory and practice will be maintained throughout the course and participants will be able to share experience with the tutor. The following questions will be discussed in depth: What are the objectives of teaching history in the sixth-form? How to cope with the present and the proposed syllabi? What approaches should be employed to impart concepts and interpretations? What resources are at our disposal? What assignments are appropriate for the students, inside and outside the classroom? How can students' ability to write essays be improved? What are the standards expected of the students in public exams? How can student performance be measured?

The course will be conducted on a seminar basis, supplemented by demonstrations and lectures. Special attention will be paid to 'problem areas' of the syllabus.

*Enrolment is limited to 20.*

**Fee Refund:** on being accepted for this course, teachers of History 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 27, 1982.*)

**257. The Making of Modern Japan: the Major Themes.** Joseph K. S. Yick, B.A. (Texas), M.A. (California). *Wednesdays, 6.10-7.40 p.m., starting October 13, 1982. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$120.**

This course covers the modern history of Japan since the Meiji Restoration of 1868, with particular emphasis on the emergence of Japan as a world power and its impact on Asia. The approach will be topical as well as chronological, and the subjects will include the following: Tokugawa Japan; the Meiji Restoration; Japan's Cultural Revolution; the Meiji Politics; Industrialization and Imperialism; the Taisho Democracy; the Militarist Era; the American Interlude; Japan since 1952.

*Enrolment is limited to 20.*

**258. Facets of Modern Chinese Thinking: Historical Perspectives** Elizabeth Sinn, M.Phil. (H.K.), Herbert Huey, Ph.D. (ANU), Tam King-chiu, B.A. (H.K.). *Mondays, 6.15-7.45 p.m., starting October 11, 1982. Room 248, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$120**

This course will treat in-depth three of the most important themes in the history of modern Chinese thought, Confucianism, Conservatism, and Maoism. Confucianism will be analyzed from the perspectives of East-West confrontation, reforms, and Chinese iconoclasm. Conservatism as a "living tradition" will be discussed as an ideology which guides political actions. Maoism as a philosophy and personality cult will be examined in terms of its impact on today's China. The last meeting, to be conducted as a seminar, will focus on the internal dynamics of modern Chinese thinking.

### **259. 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 22 室。

時 間：一九八二年十月十三日起每星期三下午八時至九時卅分。

全期學費：一百二十五元。（共十講及二次野外考察）。

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

60. 近代中國：政治近代化歷程的檢討  
(Modern China: The Process of Political Modernization)

主 講 人：林啟彥先生。

地 點：香港大學校外課程部市區中心 20 室。

時 間：一九八二年十月九日起每星期六上午十時卅分至正午十二時。

全期學費：一百二十元。（共十講）。

本課程論述自鴉片戰爭（1840）以迄辛亥革命（1911）民國建立為止中國政治近代化的行程。對民主主義、自由主義及社會主義等思潮的興起，及其它各類思潮在近代中國政治運動（內括太平天國革命、自強運動、戊戌變法、立憲運動、辛亥革命）中所起的作用，作較深入的剖析。

本課程適合一般對中國近代史和中國近代化問題有興趣的人士聽講。預科及大專學生亦在歡迎之列。

*See also:*

106. Great Masters of Western European Art. (Page 16)

太 古 城 校 外 課 程

- 273. 廣告設計實用技巧
- 293. 特殊教育的音樂治療
- 297. 音樂基本理論
- 298. 合唱指揮法初學
- 332-335. 基本日語
- 350. 高級日語
- 367-370. 基本普通話
- 382. 高級普通話
- 411. 中文各種書法研習與欣賞
- 412. 國畫的魚蝦蟹及蔬菜藝術

# Journalism & Communication

*Staff Tutor* : Owen H. H. Wong, *Telephone* 5-4097309

## 261. 電視編劇文憑課程（與電視廣播有限公司合辦） (Certificate Course in Television Script-Writing)

主 講 人：劉天賜先生（電視廣播有限公司製作經理）——主任主講人

鄧偉雄先生（電視廣播有限公司節目發展經理）

梁健璋先生（電視廣播有限公司劇本審閱主任）

陳翹英先生（電視廣播有限公司助理創作主任）

吳雨先生（電視廣播有限公司製作經理助理）

甘國亮先生（電視廣播有限公司製作經理助理）

（其他主講人包括電視廣播有限公司資深之行政與編導人員，如招振強先生、王晶先生、馮志強先生、李添勝先生、陳方女士、吳昊先生、李沛權先生、羅卡先生、黃孝廉先生、林麗真女士、趙崇文先生、關悅強先生、曾勵珍女士）

地 點：電視廣播有限公司訓練中心（九龍對面道五號A及廣播道嘉柏園二樓）。

時 間：一九八二年十月十日起每星期日上午十時至正午十二時。  
（共四十五講）。

學 費：七百二十五元。

名 額：限收二十人。

課程主旨：用體驗、講授與實習方式，培養配合香港社會需要與生活節奏、有深度而富創作力之電視編劇人材，以期日後的電視編劇技巧與內容，更具突破性。

課程內容：（一）各類劇本的編寫、製作與欣賞（包括中篇劇、長篇劇、單元劇、武俠劇、趣事、處境喜劇等）；（二）各類節目編寫（包括兒童節目，紀錄片旁白、訪問、綜合節目等）；（三）現場體驗與觀察；（四）節目的分析、調查與策劃；（五）劇本寫作實習。

入學資格：（一）大學畢業或相等資歷；

（二）具社會工作經驗；

（三）具相當之文學與寫作修養；

（四）富創作力、觀察力、想像力，頭腦靈活，生活體驗豐富。

畢業文憑：課程結束後，學員若能符合下列條件，則可領得本部頒發之文憑：

（一）所有測驗成績美滿；

- (二) 上課次數超過百份之八十；
- (三) 完成所有課程指定之作業與實習。

請手續：申請者須於九月四日以前，將（一）申請表格，（二）劃線支票，（三）二吋半身近照二張，（四）學歷證件副本，（五）回郵信封，（六）個人履歷表，包括工作經驗與興趣，（七）另附一份五分鐘長之諷刺幽默短劇習作；寄回香港大學校外課程部電視編劇文憑班課程主任收。

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

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)

講人：胡殷先生 (香港浸會書院傳理系講師)  
梁業昌先生 (電視企業有限公司出版經理)  
唐碧川先生，M.B.E (星島晚報總編輯) (首席主講人)  
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)  
趙潤桓先生 (香港電台高級新聞時事節目主任)  
梁天偉先生 (香港電台電視部新聞時事節目總監)

地點：香港大學校外課程部市區中心 18 室。

時間：一九八二年十月六日起每星期三下午七時十分至九時四十分。

學費：七百八十五元。(共三十七講，另加兩個星期六的實習與參觀)。

名額：三十二人。

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) 上課次數超過百份之八十；

(三) 完成所有課程中的作業。

申請手續：申請者須於九月十八日以前，將申請表格及函件寄回本部，函內須附回郵信封，原服務機構推薦信，二吋半身近照二張，學歷及工作經驗之證件副本及詳情。報名時請用支票交款。

### 263. 雜誌編輯 (Magazine Editing)

主 講 人：鄭宜迅先生（雜誌編輯與出版專業人士）

地 點：香港大學鈕魯詩樓 231 室。

時 間：一九八二年十月八日起每星期五下午七時十五分至八時四十五分。

全期學費：九十元。（共十講）。

雜誌的編輯、是專門的學問，是一種藝術、亦是一項管理學；雜誌的編輯，更是作家與廣大羣象之間的橋樑；小至團體學校的刊物，大至銷路廣濶的雜誌，其成功與否，都倚賴編輯們的能力與修養。故本課程將兼顧以下的重點：報紙、雜誌、畫報編輯的分野及特點；讀者心理和編輯風格的建立，新聞感和信任感探討；文字編輯和技巧編輯在香港的優缺點；標題的控制，資料選擇和節奏感的分析（配幻燈片）；紙張、製版、分色、印刷原理和運用介紹；版面設計、字體研究和美學小談（配幻燈片）；編輯工作的責任感和時間控制。

### 264. 電影製作 (Grammar of Film Language)

主 講 人：宋燦熙先生，B.A.(Canterbury)（香港電台電視部助理編導）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八二年十月九日起每星期六下午二時四十分至四時十分。

全期學費：一百四十五元。（共十二講）。

一部電影的構成，究竟和語言文法拉上些什麼關係呢？怎樣才算是一部合乎文法章句的電影呢？為什麼電影會有學院派及學徒派之分別呢？本課程共分四部份：（一）劇本意念的構成，（二）拍攝技巧，（三）剪接功能，（四）配音效果。歡迎對電影製作過程有興趣的人士參加。課程除講授外，並輔以電影短片及電視錄影帶作觀賞討論，務求理論與實際互相配合。（限收二十人）。

### 265. 電視觀眾、節目統籌與市場研究 (Television: the Audience, Programming and Marketing Aspects)

主 講 人：呂淑琪小姐，M.A.(Chicago)、梁中本先生，B.Soc.Sci.(H.K.)。

地 點：香港大學校本部 122 室。

時 間：一九八二年十月十四日起每星期四下午七時十五分至八時四十五分。



期學費：九十元。（共八講）。

電視是二十世紀七、八十年代最具影響力的傳播媒介，但電視藝術的發展，要科學化的分析、策劃、與及企業化管理，才能面對市場競爭與及永遠變動的環境。本課程將會探討以下項目：觀眾——觀眾類型與看電視習慣；節目——節類型、編排與宣傳；廣告——收視率、廣告客戶與廣告收益；電視研究——定量分析 (Quantitative Analysis) 與定性分析 (Qualitative Analysis)；及電視與社會。（限收二十人）。

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

主 講 人：張林森先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八二年九月三十日起每星期四下午八時卅分至十時。

全期學費：一百二十五元。（共十二講）。

廣告的作用，是在於商品的推銷以至市場的推廣，所以廣告學與市場管理，實在是關連的。本課程首先介紹市場管理學的重要性，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、報紙、廣播、雜誌、郵遞、推銷與戶外宣傳等；（三）廣告創作，包括撰稿、編排、印刷、電視與廣播製作、商標、包裝等；（四）廣告管理，包括廣告代理與廣告宣傳計劃的處理。講受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受，而專業名辭則輔以英語。（限收四十人）。

## 57. 公共關係 (Public Relations)

主 講 人：香港公共關係學會委員。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八二年十月八日起每星期五下午八時十分至九時五十五分。

全期學費：一百二十元。（共十講）。

公共關係乃現代企業管理之工具，本課程共分三部：（一）透過公共關係的發展過程與理論，使學員了解到公共關係在管理階層上所發揮的作用；（二）簡介一般工商企業、政府或服務機構的公共關係實務；（三）着重公共關係實務技巧，如：新聞稿的撰寫、傳播媒介的運用、公共關係活動的策劃等。

本課程對從事文化教育事業、社會工作、一般工商企業、以及有志投身公共關係行業者，均有極大之專業上幫助。（限收四十人）。

**268. 自我辨認與人際關係**  
**(Intra- and Inter-Personal Relationships in Human Relations)**

主 講 人：陳毓祥博士。

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：一九八二年十月五日起每星期二下午六時至七時十五分。

全期學費：二百二十五元。（共二十四講包括假日時期的兩日一夜的小組活動）。

除了導引出人際關係的主題及理論上的專有解釋及概念外，更盡力增進學員的自我了解及介紹人與人之間的技巧，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：傳播之原則及理論，自我的成長，自我的認識，人際間的隔漠，知覺力與定形趨向等等。

整個過程着重小組討論，對從事文化教育事業，社會工作及公共關係者，均會有很大的專業上的幫助。（限收二十六人）。

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

主 講 人：陳毓祥博士。

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：一九八二年十月五日起每星期二下午七時十五分至八時卅分。

全期學費：二百二十五元。（共二十四講包括假日時期的兩日一夜的小組活動）。

以小組討論，「互相觀察與糾正小組」及實習方式，幫助學員去領略有效之傳播溝通技巧，從而解決個人及人際間的問題，討論範圍包括：人際溝通處事分析；人際溝通的領導問題；人性理解；人際溝通的羣體語言；勸誘的傳播技巧與宣傳方法；家庭成員的二十種溝通技巧；人際間的相互吸引問題；人際溝通問題中之適應性與不良心理反應及人際溝通與小組壓力。

本課程適合對傳播學有初步認識的學員選修，而對一般從事文化教育事業、社會工作及公共關係、及需進一步理解人際溝通的各項問題的人士，幫助尤大。（限收二十六人）

**270. 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：一九八二年十月五日起每星期二下午六時至七時半。

全期學費：一百二十五元。（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

，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仕有幫助外，對各項日常工作與社交會議場面，尤有啟發作用。（限收四十人）。

## 171. 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：一九八二年十月七日起每星期四下午六時卅分至八時。

全期學費：一百二十五元。（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響。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象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）。

## 272. 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 B21 叁影室C室。

時 間：甲班：一九八二年九月廿三日起每星期四下午七時卅分至九時卅分。  
（共二十講）。

乙班：一九八二年九月廿四日起每星期五下午七時卅分至九時卅分。  
（共二十講）。

全期學費：每班四百三十五元，（報名時請註明甲班或乙班）。

本課程為一般喜愛美術、設計及攝影人仕而設。提供較為深入之廣告設計技巧，而其中側重介紹攝影在設計上之運用。通過理論、欣賞、示範及實習，使學習更趨完善。習作包括一般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。（每班限收十六人）。

### 273. 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：一九八二年九月廿七日起每星期一下午七時卅分至九時十五分。

全期學費：一百四十五元。（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，再傳達到廣大的群眾，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）。

#### 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。如有志修讀本部課程者，敬希從速將報名申請書寄回本部。

# Law

Staff Tutor : Mrs. Priscilla Tso, Telephone 5-4097303

*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.*

**274. Criminal Law.** John Burdett, B.A. (Warwick), Barrister-at-law. *Mondays, 6.15-8.30 p.m., starting October 4, 1982. Room 240, University Main Building. 20 meetings.* **Fee: \$320**

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.

**275. Constitutional Law.** Ernest Tang, LL.B., P.C.LL. (H.K.). *Wednesdays, 7.00-9.15 p.m., starting September 29, 1982. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 20 meetings.* **Fee: \$320**

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.

**276. English Legal System.** S. Y. Chan, LL.B.(Lond.), A.C.I.Arb., Crown Counsel, Legal Department. *Thursdays, 6.15-8.30 p.m., starting September 30, 1982. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$320**

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; Forms of Action; Judicature Acts 1873/75; Legal Aid and Advice.

**277. Law of Contract.** Helen Wong, LL.B., P.C.LL. (H.K.). *Fridays, 6.15-8.30 p.m., starting September 24, 1982. Room 217, University Main Building. 20 meetings.* **Fee: \$320**

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

**278. Law of Tort.** Sin Kam Fan, LL.B., P.C.LL. (H.K.), Solicitor. *Fridays, 6.30–8.45 p.m., starting September 24, 1982. Room 167, University Main Building. 20 meetings.* **Fee: \$320**

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.

**279. Company Law.** Jerry H. L. Szeto, B.Com (Acc.) (Birm.), Solicitor. *Tuesdays, 7.00–9.15 p.m., starting September 28, 1982. Room G05, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$240**

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.

**280. Law of Partnership.** Jerry H. L. Szeto, B.Com. (Acc.) (Birm.), Solicitor. *Tuesdays, 7.00–9.15 p.m., starting January 18, 1983. Room G05, James Hsioung Lee Science Building, University of Hong Kong. 6 meetings.* **Fee: \$100**

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

**281. Business Law.** David C. K. Lam, A.C.I.S., Solicitor. *Tuesdays, 6.15–8.30 p.m., starting September 28, 1982. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 16 meetings.* **Fee: \$250**

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.

**282. General Principles of English Law.** Arthur Leong, Barrister-at-Law (Middle Temple). *Wednesdays, 6.15–8.30 p.m., starting September 22, 1982. Room 167, University Main Building. 24 meetings.* **Fee: \$360**

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

**283. Selected Topics on Legal Aspects of Banking Practice.** Carson Wen, B.A. (Columbia), M.A. (Oxon.), Solicitor. *Wednesdays, 6.00–8.00 p.m., starting November 24, 1982. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings.* **Fee: \$160**

A course primarily designed for bank officers and financial executives to familiarise them with the legal aspects of banking practice. Topics to be discussed will include the Banking Ordinance and the Deposit-taking Companies Ordinance, money market instruments, securities for advances, relationship of banker and customer, bankers' commercial credit, loan documentation and legal aspects of international financing.

*Enrolment is limited to 30.*

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

主 講 人：林志堅先生。

地 點：香港大學校外課程部市區中心 22 室。

時 間：一九八二年十一月十九日起每星期五下午六時至七時四十五分。

全期學費：一百六十元。（共十三講）。

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、僱傭案例，勞工賠償條例及小額錢債案件之處理等。

### **285. 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 25 室。

時 間：一九八二年十月六日起每星期三下午八時十五分至九時四十五分。

全期學費：八十五元。（共八講）。

本課程旨在使市民對香港契約有一基本認識。講授內容將包括合約之定義及分類；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。

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

主 講 人：關德康先生。

地 點：香港大學許愛周科學館 LG1 室。

時 間：一九八二年九月廿七日起每星期一下午六時十五分至八時三十分。  
全期學費：一百四十元。（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。

### 287. 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：一九八二年九月廿四日起每星期五下午六時至七時三十分。

全期學費：八十五元。（共八講）。

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。

*See also:*

**150. Law Relating to Banking.** (Page 29)

**237. Legal English.** (Page 62)

**404. 法律文件翻譯** (第 115 頁)

如 欲 收 到 下 期 課 程 手 冊 ，  
請 翻 閱 第 157 頁 。



# Librarianship

*Staff Tutor* : Mrs. Priscilla Tso, *Telephone* 5-4097303

**288. Certificate Course for Library Assistants.** *Mondays & Thursdays, 5.15-7.45 p.m., starting September 16, 1982. Room 229, Knowles Building, University of Hong Kong.* **Fee: \$720**

*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.  
Kwong, C. H., A.L.A., Acting Librarian, Urban Council Libraries.  
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.  
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 Alima 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: March 29, 30, 31 and April 6, 7, 8, 1983 (9 a.m.-12 noon;  
2-5 p.m.)

April 30 & May 14, 1983 (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 F 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 4, 1982.

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 18 and 25, 1983.

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.

### **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.

# Mathematics

*Staff Tutor*: Mrs. Priscilla Tso, *Telephone* 5-4097303

## 289. 小學數學的幾個課題 (Some Topics in Primary Mathematics)

主 講 人：畢堅先生、馮源先生、陳卓堅先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八二年十月五日起每星期二下午七時三十分至九時三十分。

全期學費：一百一十元。（共八講）。

本課程專為現職小學教師而設。以小學高年級數學中若干課題，如近似值、質數、比例、對稱、圖像、簡易測量等之課程範圍及教學法，進行討論。

申請教署退還半費手續：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署申請。（如欲教育署退還半費者，須於九月二十五日前報名）。

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

主 講 人：鄧偉廉先生、梁明纓女士。

地 點：香港大學厲樹雄科學館 102 室。

時 間：一九八二年九月二十四日起每星期五下午六時十五分至七時四十五分。

全期學費：一百一十元。（共十二講）。

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方法的能力。

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。

# Music

Staff Tutor: Owen H. H. Wong, Telephone 5-4097309

## 291. 西歐音樂史：從浪漫派到現代樂派 (History of Western Music: From Romanticism to Modernism)

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：香港薄扶林道香港大學聖約翰學院新翼一樓(23和103號巴士總站側)。

時 間：一九八二年十月十二日起每星期二下午六時至七時卅分。

全期學費：一百二十五元。 (共十二講)。

浪漫樂派在十九世紀初葉開始孕育萌芽，到中葉形成一股巨大的洪流，以雷霆萬鈞之勢，沖擊、席捲整個西歐大陸，迄今為止，仍是西歐音樂發展史上最輝煌的時代，亦是人類文化史燦爛的一頁。

十九世紀初的西歐，科技上的進步廣泛地沖擊着文化、經濟、政治和社會等各個領域。這個時期的作曲家，不再滿足於先輩所傾心的古典形式主義。蘇本華、尼采、黑格爾的哲學思想，拜倫、歌德、海涅、雨果的文學和詩歌著作，以及法國的各派畫家的作品，都深刻地影響了十九世紀作曲家的創作，使他們擺脫了封建思想意識的桎梏，邁進資產階級所標榜的自由、博愛、民主時代。他們天才洋溢、熱情奔放，以音樂抒發他們的理想和情感。

人類的情緒千變萬化，因而需要相應的體裁來抒發、表達。浪漫樂派的作品，充份體驗了這一點：舒伯特永垂不朽的歌曲，把淨化人類心靈的詩章提高到另一個高度、昇華到文學無法達到的境界；舒曼、蕭邦、布拉姆斯的鋼琴曲，既深邃、又富詩意；凡爾弟、韋伯的歌劇，以及華格納的樂劇。將人類錯綜複雜的情感表露無遺；那些充滿人性的宗教合唱曲以及那些把對比均衡、章節分明的古典交響樂融匯貫通、凝成一體的交響樂詩，還有十分抽象的室樂作品。這是一個真的「百花齊放，百家爭鳴」的時代。

十九世紀的音樂史，實在人類文化史裏值得大書特書的一頁。這個時期裏，同時居住在維也納的兩位音樂巨人，以及經常出現在巴黎沙龍集會上的作曲家和演奏家，為我們創作傳世不朽的作品。

十九世紀末葉，浪漫樂派這股洪流到達頂峰。在俄國出現了濃郁鄉土味的民族樂派，在法國則在繪畫的影響下產生了華美精緻、如烟霞幻夢的印象主義樂派。廿世紀上半葉，音樂史經歷了一如十四世紀和十七世紀的「新藝術」運動的革命。經過兩次世界大戰後，再加上科技的突飛猛進，把藝術家從夢幻的境界和哲學的冥想中拉回到現實世界裏。他們回顧反省過去，追覓未來，嘗試各種途徑，包括新古典主義、新浪漫主義、表現主義等各種實驗樂派。迄今派別衆多而複雜，無法匯集

為主流。他們嘗試半音音階、多調性、新調式、全音音階等調性和音階。在和聲面，廣泛採用不協和和弦；平衡的五度、三和弦、七和弦；甚至九和弦；平衡半或增四度之底音進行等等，以示破舊立新。在對位方面，復用賦格和加農，但較注意旋律線條，少注意和聲結構。現代樂派在運用節奏上，更為複雜，有的甚至以節線不顧，以取得更多自由。節奏上直接影響旋律，故作品多支離破碎，絕無貫貫之感。這個時期的曲式，較為精簡，但毫無新創。現代樂派既復古，亦反古，既反傳統，亦繼承傳統，故標新立異，矛盾不已，因此在探討現代樂派時，區分「作曲匠」與「作曲家」，乃屬必要。

## 92. 基本管絃樂指揮法 (Elementary Orchestral Conducting)

主 講 人：尤迪中先生，B.Mus.(McGill)。

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

時 間：一九八二年十月十二日起每星期二下午七時四十分至九時十分。

全期學費：一百三十五元。(共十二講)。

講授重點將集中於：講解樂隊基本知識及排列規則；總譜讀法及基本指揮原理。練習各種拍子的圖形，並學習各項技巧：不同節奏，如何起拍、收束、樂句、呼吸、力度變化，及各種表情變化。理論和練習並重，以深入淺出的方式，練習幾首不同類型樂曲指揮及樂隊指揮。

本課程適合愛好音樂教師進修，為他們提供樂隊指揮的基本訓練、知識與技巧。參加者要求具備基本的音樂知識及看懂五線譜。(限收二十二人)。

## 293. 特殊教育的音樂治療 (Music Therapy in Special Education)

主 講 人：陳崇泰先生，

A.I.E.(Mus.Therapy), F.T.C.L., L.Mus.T.C.L., L.R.S.M., L.T.C.L.

地 點：香港鯗魚涌太古城聖約翰男女書院 209 室。

時 間：一九八二年十月六日起每星期三下午七時至八時卅分。

全期學費：一百四十元。(共十二講)。

音樂治療是基於音樂本質，研究人文哲學的實際學科，範圍包括研究人的身體、心智、精神和情緒的發展，根據個別的需要而發揮的治療作用。本課程著重特殊教育方面音樂治療的運用如教育性節奏 (Educational Rhythmics) 聲音與靜止 (Sound and Silence)，音樂聆聽，律動、遊戲、戲劇、歌曲和樂器等教材的選擇和運用，並作實際研習。歡迎教師、醫療和社會工作者參加。(限收二十五人)。

申請教署退還半費手續：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署申請。(如欲教育署退還半費者，須於九月廿七日前報名)。

## 294. 中國民歌 (Chinese Folk Songs)

主 講 人：董華強先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八二年十月十一日起每星期一下午五時四十分至六時五十五分。

全期學費：一百二十五元。（共十四講）。

中國版圖廣大，民族衆多，各地區有其特色，特別在民歌藝術方面，多姿多采，源遠流長，不遜於任何國家，故中國民歌之演唱技巧，層出不窮。本課先從民歌的欣賞着手。分腔與曲兩大類，繼而講授民族聲樂的基本練聲法，民歌的演唱方法、民歌的語言處理及表現方法、民歌的腔與腔格、至於每省民歌，則各選一首教唱。（限收二十五人）。

## 295. 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：一九八二年十月七日起每星期四下午五時四十五分至七時。

全期學費：一百三十五元。（共十六講）。

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

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

## 296. 高級聲樂 (Vocal Singing: Advanced Level)

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：一九八二年十月廿一日起每星期四下午七時十分至八時廿五分。

全期學費：一百四十五元。（共十講）。

講授範圍將包括基本音樂發聲法，樂曲介紹，歌曲處理，演唱風格及吐辭等，講授時將輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練，知識與技巧。會選修上季之中級聲樂者將優先取錄。（限收十六人）。

## 17. 音樂基本理論 (Basic Music Theory)

講人：任策先生，B.S. (St. John) (前北京交響樂團指揮)。

授語言：國語 (輔以英語)。

地點：香港鰂魚涌太古城聖約翰男女書院 209 室。

時間：一九八二年十月十一日起每星期一下午六時卅分至八時。

期學費：一百二十元。 (共十二講)。

學會認識簡譜和五線譜，對喜愛音樂的人們是一項頂有意義的樂趣。本課程可學會數拍子，算音程，認調性，區別大調和小調，弄清楚基本音樂術語，記號。本課程將引導學員初步領略和聲，複調，曲式，配器各科的概念。

## 198. 合唱指揮法初學 (Introduction to Choir Conducting)

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 (輔以英語)。

地點：香港鰂魚涌太古城聖約翰男女書院 209 室。

時間：一九八二年十月十一日起每星期一下午八時十五分至九時卅分。

全期學費：九十五元。 (共十二講)。

本課程講解指揮法基本知識，內容包括二拍子，三拍子，四拍子複合拍子的圖形，樂句的起拍和收束，連音和斷音，長音保持和不同節奏的表達，分拍和合拍，停止和延長音，以及力度變化，速度變化和表情變化等。

本課程以簡明動作示範，着重練習，使學員在短期內學會初步的音樂指揮。

## 299. 中國現代舞蹈與音樂 (Chinese Modern Dance and Music)

主講人：洪漢寶先生 (香港現代舞蹈劇團副總監)。

地點：香港藝術中心 LB 排練室。

時間：一九八二年十月七日起每星期四下午六時至八時。

全期學費：一百七十五元。 (共十講)。

隨着現代舞之發展，影响了各種古典舞之變化與趨向，其中也包括了中國舞蹈。

本課程以舞蹈方式介紹如何以中國舞蹈、音樂、戲曲等各方面之藝術，配合現代舞技巧，進而創作中國現代舞，而不失却其中國傳統之個性。

適合任何對中國舞或現代舞有興趣者，參加者需穿赤腳舞蹈緊身衣。

**300. 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 9, 1982. Redgrave Room, 16/F., Hong Kong Arts Centre. 10 meetings.* **Fee: \$200**

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 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 29, 1982.*)

**301. Improvisation and Choreography Workshop.** Miss Daryl Ries, Director of Modern Dance Theatre of Hong Kong and international guest artists. *Saturdays, 11.30 a.m.-1.30 p.m., starting October 9, 1982. Redgrave Room, 16/F., Hong Kong Arts Centre. 10 meetings.* **Fee: \$200**

Open to all. This workshop is of special interest to dance and drama students and teachers, since it is designed to explore a wide variety of objective and subjective improvisational and choreographic methods and approaches. These include contact and structured improvisation; theatre games and psychodrama; sensitivity and energy-flow exercises; kin-esthetic games involving free association, sound, colour, shape, work and "mixed-media" stimuli; and dance compositions derived from space-time-force movement principles. Special emphasis is on the development of the imagination through individual creativity and the personal discovery of movement and movement-related resources.

Leotards and "footless" tights are required for all sessions. No shoes are worn in class.

*Enrolment is limited to 20.*



# Oriental Languages

*aff Tutors*: John D. Young (Mandarin and Cantonese) *Tel*: 5-4097313  
Owen H. H. Wong (Japanese and Putonghua) *Tel*: 5-4097309

## MANDARIN

### **Elementary Mandarin.**

This one-year one hundred hour course is designed for those who have not studied Mandarin, but who wish to engage in a systematic learning of the language, with the target of being able to advance to a simple conversational level by the end of the course. Emphasis will not only be on the more practical aspects of daily usages, but also on understanding the language structure, syntax and word sentence construction. Students are expected to participate fully in order to benefit from the course. An Extra Mural Certificate in Elementary Mandarin I will be awarded to those who pass the final examination and who have attended 75% of the meetings.

**302.** Fu-tsay Chien, B.A. (Nanking Normal). *Tuesdays and Thursdays, 10-11.15 p.m., starting October 5, 1982. Room 930, Knowles Building, University of Hong Kong. 57 meetings.*

**303.** Laura Sung, M.A. (Tennessee). *Mondays and Fridays, 8.00-9.45 p.m., starting October 4, 1982. Mondays, Room 106; Fridays, Room 101, James Hsiung Lee Science Building, University of Hong Kong. 57 meetings.*

**304.** Laura Sung, M.A. (Tennessee). *Tuesdays and Thursdays, 2.30-4.15 p.m., starting October 7, 1982. Room 24, Extra-Mural Town Centre, Wing On Centre, F. 57 meetings.*

*Fee*: \$1,200 (include all teaching material and examination fee, except textbook).

*Enrolment*: limited to 20 per course.

### **Mandarin.**

Participation is limited to students who have successfully completed Elementary Mandarin, or those who can prove that they have had *at least* one-hundred hours of training in the past. The emphasis here will be on pronunciation and fluency, but students will also be introduced to written characters and should be able to read simple passages by the completion of the course. Students will be awarded an Extra Mural Certificate in Mandarin provided that they pass the final examination, and have attended at least 75% of the meetings.

**305.** Jerry H. C. Law, B.A. (Peking Catholic University), Language Instructor, University of Hong Kong. *Tuesdays and Fridays, 7.30-9.15 p.m., starting October 5, 1982. Room G1, James Hsiung Lee Science Building, University of Hong Kong. 57 meetings.*

**306.** Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays and Fridays, 8.00–9.45 p.m., starting October 4, 1982. Room 248, Knowles Building, University of Hong Kong. 57 meetings.*

*Fee:* \$1,200 (include all teaching material and examination fee, except text book).

*Enrolment:* limited to 20 per course.

**307. Mandarin for Business Conversation (I).** Mrs. Maggie Chang Dunn B.A. (Chekiang). *Mondays and Fridays, 8.00–9.45 p.m., starting October 4, 1982 Mondays, Room 231, Knowles Building; Fridays, Room 306, Northcote Science Building, University of Hong Kong. 18 meetings.* **Fee: \$550**

This course is designed for those who have studied some (approximately 50 hours) Mandarin and yet wish to advance to a more conversational level in a relatively short period of time. The emphasis will be on business-related vocabulary, daily expressions, and the more practical aspects of the language. A follow-up course will be offered in the Spring.

*Enrolment is limited to 20.*

**308. Chinese Character Learning (I).** Mrs. Lo Lau, B.A. (Nankai University). *Saturdays, 10.30 a.m.–12.30 p.m., starting October 9, 1982. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$225**

Participation is limited to students who have had two years of training in Mandarin, and wish to do more advanced work, with the ultimate aim of learning to read Chinese newspapers. Chinese idioms, sentence structures, and character learning will be emphasized.

*Enrolment is limited to 20.*

## CANTONESE

**309. Cantonese for Business Conversation.** Mrs. Caroline Law, B.A. (U.C.). *Wednesdays and Fridays, 7.15–9.30 p.m., starting October 15, 1982. Room 930, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$600**

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).

1. **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 October 5, 1982. Room 24, Extra-Mural Town Centre, Wing On Centre.* 40 meetings. **Fee: \$600**

2. **Cantonese I.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.15-9.30 p.m., starting September 21, 1982. Room 15, James Hsioung Lee Science Building, University of Hong Kong.* 22 meetings. **Fee: \$480**

3. **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 7, 1982. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F.* 33 meetings. **Fee: \$480**

4. **Cantonese I.** K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Chinese University of Hong Kong. *Mondays and Thursdays, 6.00-7.15 p.m., starting September 20, 1982. Room 26, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance junction of Kimberley Road and Austin Avenue).* 15 meetings. **Fee: \$480**

## *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.*

5. **Cantonese II for Executives.** K. C. Fung, B.A., Dip.M.S. (H.K.). *Wednesdays, 5.30-7.00 p.m., starting September 29, 1982. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F.* 20 meetings. **Fee: \$600**

6. **Cantonese II.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15-9.15 p.m., starting October 14, 1982. Room 105, James Hsioung Lee Science Building, University of Hong Kong.* 15 meetings. **Fee: \$480**

7. **Cantonese II.** Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Tuesdays and Fridays, 2.00-3.30 p.m., starting October 15, 1982. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F.* 20 meetings. **Fee: \$480**

8. **Cantonese II.** K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Chinese University of Hong Kong. *Tuesdays, 6.15-8.15 p.m., starting October 19, 1982. Room 27, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue).* 15 meetings. **Fee: \$480**

*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).

**318. Cantonese III.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays, 7.15-9.15 p.m., starting October 13, 1982. Room 231, Knowles Building, University of Hong Kong. 15 meetings. Fee: \$480*

### *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).

**319. Chinese Characters I.** Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Tuesdays, 7.15-9.15 p.m., starting October 19, 1982. Room 227, Knowles Building, University of Hong Kong. 13 meetings. Fee: \$400*

**320. Chinese Characters I.** Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Wednesdays, 2.00-3.30 p.m., starting October 13, 1982. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 17 meetings. Fee: \$400*

**321. Chinese Characters II.** Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Thursdays, 7.15-9.15 p.m., starting October 14, 1982. Room 227, Knowles Building, University of Hong Kong. 10 meetings. Fee: \$400*

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

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

## JAPANESE

**322. Introductory Japanese.** Mrs. Yuko Miyazoe, B.A., M.A. (EIU), Certificate in TJFL (National Language Research Institute of Japan). *Mondays, 5.15-8.30 p.m., starting October 4, 1982. Room GI, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings. Fee: \$685*

Mainly designed for non-Chinese speaking people who wish to acquire the basics of spoken Japanese in a relatively short period of time, this course, comprehensive and condensed in nature, aims at providing beginners with a firm foundation in colloquial Japanese and in basic grammar. Ample opportunity will be given for practising pronunciation and short sentence construction orally.

*Enrolment limited to 12.*

*Textbook: Japanese for Beginners (Osaka University) (Available at Hong Kong Book Centre and University Book Store)*

### 日語文憑班 (Certificate Course in Japanese)

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

**課程概括：**本課程共分基本班和高級班兩階段。每階段為期一年。基本班着重日語的發音，中日語法的比較，「假名」基本文法，基本常用語句，更着重實用日語會話，文法則包括動詞用法及語句結構等等，以期學員於修業期滿後，能應付各種場合之日語交談及閱讀日文報刊。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：**基本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。高級班由精通中國語文之日語講師主持，故在學習過程中，學員均不會在聽講時有語言上之困難。

**入學及考試：**本部只收基本班學生，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，又須符合下列三種條件：（1）學員在每階段之上課次數超過五份之四；（2）在學習過程中，充份完成所有習作及；（3）必須考試及格。

（高級班只接受會修畢本部中級班學員，及八二年春季初級班學員申請）

**畢業考試日期：**一九八三年七月三十日下午七時起在香港大學或校外課程部市區中心。

**課 本：**現代日本語（上海譯文出版社）

（總經銷：香港中環域多利皇后街三聯書店。電話：5-250102-7）

**學 費：**基本班全期四百八十五元。高級班全期五百三十五元。

## 基本日語 (Basic Japanese)

- 323.** 王靜芬學士主講。(共四十講)。  
地點：香港大學校本部 122 室。  
時間：一九八二年九月十四日起每星期二下午七時十五分至九時卅分。
- 324.** 張廣壽學士主講。(共四十講)。  
地點：香港大學厲樹雄科學館 101 室。  
時間：一九八二年九月十五日起每星期三下午七時十五分至九時卅分。
- 325.** 國分學士主講。(共四十講)。  
地點：香港大學厲樹雄科學館 101 室。  
時間：一九八二年九月十六日起每星期四下午七時十五分至九時卅分。
- 326.** 陳德亮學士主講。(共七十二講)。  
地點：香港大學厲樹雄科學館 102 室。  
時間：一九八二年九月卅日起每星期二及四下午六時十五分至七時卅分。
- 327.** 陳德亮學士主講。(共七十二講)。  
地點：香港大學厲樹雄科學館 102 室。  
時間：一九八二年九月卅日起每星期二及四下午七時四十五分至九時。
- 328.** 黃少佳學士主講。(共七十二講)。  
地點：香港大學校外課程部市區中心 24 室。  
時間：一九八二年十月五日起每星期二及五下午七時廿分至八時卅五分。
- 329.** 黃少佳學士主講。(共七十二講)。  
地點：香港大學校外課程部市區中心 24 室。  
時間：一九八二年十月五日起每星期二及五下午八時四十五分至十時。
- 330.** 陳效贊學士(香港大學語言中心兼任導師)主講。(共四十講)。  
講授語言：國語及粵語。  
地點：香港大學校外課程部市區中心 18 室  
時間：一九八二年九月十三日起每星期一上午九時卅分至十一時四十五分。
- 331.** 陳效贊學士(香港大學語言中心兼任導師)主講。(共四十講)。  
講授語言：國語及粵語。  
地點：香港大學校外課程部市區中心 18 室。  
時間：一九八二年九月十四日起每星期二上午九時卅分至十一時四十五分。

332. 伍錦源碩士主講。(共七十二講)。  
 地點：香港鯉魚涌太古城聖約翰男女書院 206 室。  
 時間：一九八二年九月廿九日起每星期一及三下午六時四十分至七時五十五分。
333. 伍錦源碩士主講。(共七十二講)。  
 地點：香港鯉魚涌太古城聖約翰男女書院 206 室。  
 時間：一九八二年九月廿九日起每星期一及三下午八時〇五分至九時廿分。
334. 鄭熙學士主講。(共四十講)。  
 地點：香港鯉魚涌太古城聖約翰男女書院 206 室。  
 時間：一九八二年九月十六日起每星期四下午六時四十五分至九時。
335. 鄭熙學士主講。(共四十講)。  
 地點：香港鯉魚涌太古城聖約翰男女書院 206 室。  
 時間：一九八二年九月十七日起每星期五下午六時四十五分至九時。
336. 譚林通學士(香港大學語言導師)主講。(共七十二講)。  
 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：一九八二年九月卅日起每星期一及四下午七時十五分至八時卅分。
337. 陳耀德學士主講。(共四十講)。  
 地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 27 室。  
 時間：一九八二年九月十三日起每星期一下午六時卅分至八時四十五分。
338. 張斯立學士主講。(共四十講)。  
 地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 27 室。  
 時間：一九八二年九月十五日起每星期三下午六時十五分至八時卅分。
339. 李朝津碩士主講。(共四十講)。  
 地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 27 室。  
 時間：一九八二年九月十七日起每星期五下午六時十五分至八時卅分。
340. 劉鑑義碩士主講。(共七十二講)。  
 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：一九八二年十月五日起每星期二及五下午六時十五分至七時卅分。
341. 劉鑑義碩士主講。(共四十講)。  
 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：一九八二年九月十五日起每星期三下午六時十五分至八時卅分。

**342.** 黃健雄碩士主講。(共四十講)。  
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：一九八二年九月十六日起每星期四下午六時卅分至八時四十五分。

**343.** 黃健雄碩士主講。(共四十講)。  
地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 18 室。  
時間：一九八二年九月十七日起每星期五下午六時卅分至八時四十五分。

### 高級日語 (Advanced Japanese)

**344.** 楊慎豪學士主講。(共四十講)。  
地點：香港大學厲樹雄科學館 G 1 室。  
時間：一九八二年九月十六日起每星期四下午七時十五分至九時卅分。

**345.** 陳劍豪學士、張廣壽學士主講。(共四十講)。  
地點：香港大學厲樹雄科學館 101 室。  
時間：一九八二年九月十四日起每星期二下午七時十五分至九時卅分。

**346.** 守川邦明先生主講。(講授語言：國語及日語)。(共四十講)。  
地點：香港大學厲樹雄科學館 105 室。  
時間：一九八二年九月十七日起每星期五下午七時十五分至九時卅分。

**347.** 西牧義江先生主講。(講授語言：國語及日語)。(共七十二講)。  
地點：香港大學羅富國科學館 306 室。  
時間：一九八二年十月五日起每星期二及四下午六時十五分至七時卅分。

**348.** 西牧義江先生主講。(講授語言：國語及日語)。(共七十二講)。  
地點：香港大學羅富國科學館 306 室。  
時間：一九八二年十月五日起每星期二及四下午七時四十五分至九時。

**349.** 陳效贊學士(香港大學語言中心兼任導師)主講。(共四十講)。  
講授語言：國語及日語。  
地點：香港大學校外課程部市區中心 18 室。  
時間：一九八二年九月十六日起每星期四上午九時卅分至十一時四十五分。

**350.** 伍錦源碩士主講。(共四十講)。  
地點：香港鯉魚涌太古城聖約翰男女書院 206 室。  
時間：一九八二年九月十四日起每星期二下午六時四十五分至九時。



351. 張斯立學士主講。(共四十講)。  
 地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 27 室。  
 時間：一九八二年九月十六日起每星期四下午六時十五分至八時卅分。
352. 劉鑑義碩士主講。(共七十二講)。  
 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：一九八二年十月五日起每星期二及五下午七時卅分至八時四十五分。
353. 黃健雄碩士主講。(共四十講)。  
 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：一九八二年九月十三日起每星期一下午六時卅分至八時四十五分。

### 日語深造班課程 (Follow-up Japanese Courses)

本部開辦下列日文課程，給予高級班學員結業後進修，外界人士曾修讀日文二百小時以上者亦可參加，每班限收十八人，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兩個課程，名額有限，請儘快報名。

外界人士報名時，請附有關日文課程之個人學歷證件副本。

#### 354. 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：香港大學厲樹雄科學館 105 室。

時間：一九八二年九月廿二日起每星期三下午七時十五分至九時十五分。

全期學費：三百三十五元。(共二十講)。

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

主講人：楊慎豪先生。

地點：香港大學校外課程部市區中心 24 室。

時間：一九八二年九月廿七日起每星期一下午七時四十五分至九時四十五分。

全期學費：三百三十五元。(共二十講)。

### 普通話(國語) (Putonghua)

普通話課程，已有過萬學員參加，據初步的調查與統計，香港人士對普通話的學習，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，更容易為各界人士接受。普通話合格證明書只頒發給高級普通話班畢業學員。

普通話課本：普通話教程（香港大學校外課程部編），另附錄音帶。（可到灣仔波文書局購買。）高級班則由各導師加插輔導教材。

### 基本普通話（國語） (Basic Putonghua)

整個課程為期一年。內容有國語注音符號（包括注音字母及中國現行標準拼音法），國粵語發音，語法和詞句的差異，聲調與語法的練習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以會話與各類文章的選讀。每班共計九十小時，限收三十人。本課程是以普通話講授。

全期學費：四百八十五元。

356. 張莘、張丹女士主講。（共四十講）。  
地 點：香港大學鈕魯詩樓 228 室。  
時 間：一九八二年九月十四日起每星期二下午七時十五分至九時卅分。
357. 張丹女士主講。（共四十講）。  
地 點：香港大學鈕魯詩樓 228 室。  
時 間：一九八二年九月十六日起每星期四下午七時十五分至九時卅分。
358. 丁國玲女士主講。（共四十講）。  
地 點：香港大學校本部 122 室。  
時 間：一九八二年九月十五日起每星期三下午七時十五分至九時卅分。
359. 譚惠霞女士主講。（共四十講）。  
地 點：香港大學校本部 122 室。  
時 間：一九八二年九月十七日起每星期五下午七時十五分至九時卅分。
360. 黎萍女士主講。（共四十講）。  
地 點：香港大學校外課程部市區中心 18 室。  
時 間：一九八二年九月十七日起每星期五上午九時至十一時十五分。
361. 張丹女士主講。（共七十二講）。  
地 點：香港大學校外課程部市區中心 18 室。  
時 間：一九八二年十月五日起每星期二及五下午三時四十五分至五時。
362. 張丹女士主講。（共七十二講）。  
地 點：香港大學校外課程部市區中心 18 室。  
時 間：一九八二年十月五日起每星期二及五下午五時十分至六時廿五分。

363. 李彥融女士主講。(共七十二講)。  
 地點：香港般含道英皇書院 5 室。  
 時間：一九八二年十月六日起每星期三及五下午六時十五分至七時卅分。
364. 李彥融女士主講。(共七十二講)。  
 地點：香港般含道英皇書院 5 室。  
 時間：一九八二年十月六日起每星期三及五下午七時四十五分至九時。
365. 陳萬里女士主講。(共四十講)。  
 地點：香港般含道英皇書院 5 室。  
 時間：一九八二年九月十六日起每星期四下午六時十五分至八時卅分。
366. 黎萍女士主講。(共四十講)。  
 地點：香港般含道英皇書院 7 室。  
 時間：一九八二年九月十五日起每星期三下午六時十五分至八時卅分。
367. 胡維堯女士主講。(共七十二講)。  
 地點：香港鰂魚涌太古城聖約翰男女書院 207 室。  
 時間：一九八二年九月廿九日起每星期一及三下午六時四十分至七時五十五分。
368. 胡維堯女士主講。(共七十二講)。  
 地點：香港鰂魚涌太古城聖約翰男女書院 207 室。  
 時間：一九八二年九月廿九日起每星期一及三下午八時〇五分至九時廿分。
369. 張開齡女士主講。(共四十講)。  
 地點：香港鰂魚涌太古城聖約翰男女書院 207 室。  
 時間：一九八二年九月十四日起每星期二下午六時四十五分至九時。
370. 張開齡女士主講。(共四十講)。  
 地點：香港鰂魚涌太古城聖約翰男女書院 207 室。  
 時間：一九八二年九月十六日起每星期四下午六時四十五分至九時。
371. 黎萍女士主講。(共四十講)。  
 地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 28 室。  
 時間：一九八二年九月十三日起每星期一下午六時十五分至八時卅分。
372. 黎萍女士主講。(共四十講)。  
 地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 28 室。  
 時間：一九八二年九月十四日起每星期二下午六時十五分至八時卅分。

- 373.** 王潔心女士主講。(共四十講)。  
 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：一九八二年九月十五日起每星期三下午六時十五分至八時卅分。
- 374.** 支字濤先生主講。(共四十講)。  
 地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 28 室。  
 時間：一九八二年九月十五日起每星期三下午六時十五分至八時卅分。
- 375.** 黎萱女士主講。(共四十講)。  
 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：一九八二年九月十七日起每星期五下午六時十五分至八時卅分。

### 高級普通話 (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的語助詞、感嘆詞、同字異音、同音異字、歇後語、及部分北京地方話語彙的講授。學員結業考試合格，上課次數超過百分之八十，可獲普通話合格證明書。

高級班只接受會修畢本部中級班學員（及八二年春季初級班學員）申請。  
 每班為期一年，限收二十六人。全期學費：四百八十五元。

- 376.** 張丹女士主講。(共卅八講)。  
 地點：香港大學紐魯詩樓 228 室。  
 時間：一九八二年九月廿九日起每星期三下午七時十五分至九時卅分。
- 377.** 張丹女士主講。(共卅八講)。  
 地點：香港大學紐魯詩樓 228 室。  
 時間：一九八二年九月廿四日起每星期五下午七時十五分至九時卅分。
- 378.** 張丹女士主講。(共卅八講)。  
 地點：香港大學校外課程部市區中心 18 室。  
 時間：一九八二年九月廿七日起每星期一下午四時至六時十五分。
- 379.** 黎萍女士主講。(共卅八講)。  
 地點：香港大學校外課程部市區中心 24 室。  
 時間：一九八二年十月七日起每星期四下午五時卅分至七時四十五分。
- 380.** 黎萍女士主講。(共四十二講)。  
 地點：香港中區太古大廈（課室容後通知）。  
 時間：一九八二年九月廿三日起每星期四下午七時五十分至九時五十分。

381. 李彥融女士主講。(共卅八講)。  
地點：香港般含道英皇書院 5 室。  
時間：一九八二年十月五日起每星期二下午六時十五分至八時卅分。
382. 胡維堯女士主講。(共卅八講)。  
地點：香港鰂魚涌太古城聖約翰男女書院 207 室。  
時間：一九八二年九月廿四日起每星期五下午六時四十五分至九時。
383. 王潔心女士主講(共卅八講)。  
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：一九八二年十月五日起每星期二下午六時十五分至八時卅分。
384. 黎萍女士主講。(共卅八講)。  
地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 28 室。  
時間：一九八二年九月廿四日起每星期五下午六時十五分至八時卅分。
385. 丁國玲女士主講。(共卅八講)。  
地點：香港般含道英皇書院 7 室。  
時間：一九八二年九月廿四日起每星期五下午六時十五分至八時卅分。

### 386. 普通話教學法 (Teaching Putonghua)

- 主 講 人：張丹女士(講授語言：普通話)  
地 點：香港般含道英皇書院 5 號室。  
時 間：一九八二年九月廿七日起每星期一下午六時四十五分至八時四十五分。  
全期學費：三百元。(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。經考試合格後，可獲合格證明書。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(在職普通話教師持學校推薦書優先取錄)。(限收二十五人)。

申請教署退還學費手續：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署申請。(如欲教育署退還學費者，須於九月十三日前報名)

## 中國貿易普通話速成班(小組學習) (Intensive Putonghua for Business)

主 講 人：張丹女士。(講授語言：普通話)。

地 點：在各參加公司辦公地點。

時 間：每班上課六天，即一連三星期之星期六與星期日上午九時至下午六時，共五十餘小時。

全班學費：六千六百五十元。

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。

凡各有關公司欲組織此類小組學習，可直接來函本部黃康穎博士申請，每組人數不應超過八人。

### 太 古 城 校 外 課 程

- 273. 廣告設計實用技巧
- 293. 特殊教育的音樂治療
- 297. 音樂基本理論
- 298. 合唱指揮法初學
- 332-335. 基本日語
- 350. 高級日語
- 367-370. 基本普通話
- 382. 高級普通話
- 411. 中文各種書法研習與欣賞
- 412. 國畫的魚蝦蟹及蔬菜藝術

# Chinese Studies

*Staff Tutor* : Owen H. H. Wong, *Telephone* 5-4097309

**387. Understanding Chinese Customs and Traditions.** Mrs. Nana Tsao, M.A., Dip.Ed. (H.K.). *Thursdays, 10.15-11.45 a.m., starting September 16, 1982. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$120*

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.

**388. China and the Outside World: Issues and Personalities.** Terence T. T. Pang, M.Phil. (H.K.). *Wednesdays, 2.15-3.45 p.m., starting October 13, 1982. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$120*

The prevailing western image of China's foreign policy is perennial isolation. In actual fact, however, there has been active interaction between China and the outside world since the dawn of history. The present course attempts to clarify various interpretations and issues in traditional China's foreign relations systematically, highlighted by significant personalities involved in the process.

The issues discussed include the balance of power along the Inner Asian Frontier; the variety of China's diplomatic strategies; the 'silk road', 'silver road' and the 'spice road'; the introduction of religions into China and thence to other areas in East and South-east Asia; maritime trade and important ports; China's military campaigns to Inner and South-east Asia; China's relations with North East Asia, especially with Japan, Korea and Manchuria; 'barbarian' incursions into China; the introduction of western culture into China; the Tributary System; the Canton System; and China's relation with Russia before the nineteenth century.

The personalities discussed include Chang Chien and Pan Chiao, diplomat and warrior; Hsuan Chang and Fa Hsien, pilgrim monks; Marco Polo, the admirer of Cathay; Cheng Ho, the eunuch explorer; Cheng Cheng-kung, the liberator of Taiwan, and the Jesuits in Peking.

**389. Chinese Painting: Appreciation and Basic Techniques.** James Lo, B.A. (Lingnan). *Thursdays, 6.15-7.45 p.m., starting October 14, 1982. Room 33, St. Mary's Canossian College, 162 Austin Road, Kowloon. (Entrance at the junction of Kimberley Road and Austin Avenue). 12 meetings. Fee: \$275*

For Westerners with an interest in Chinese art, the basic concepts of Chinese painting, its historical development and theories, as well as brush, ink and colour

techniques will be introduced. The emphasis will be on appreciation and creative expression through the studies of the work of ancient masters, Chinese paintings of landscape, figures, birds and flowers being included.

*Enrolment is limited to 14.*

**390. Basic Concepts of Buddhism.** Ven. Yuen Quing, B.A. (H.K.), M.A. (Guelph), of Lotus Pond Monastery. *Fridays, 6.15-7.45 p.m., starting October 8, 1982. Room 306, Northcote Science Building, University of Hong Kong. 10 meetings.*  
**Fee: \$135**

The Buddha Dharma is a moral and philosophical system which expounds a unique path of enlightenment and is certainly to be studied, more to be practised, and above all to be realized by oneself. It is with the same spirit that this course is designed for those who would like to know what the Buddha actually taught and how meditation helps us to see things as they really are as well as to see ourselves as we really are.

The essential and fundamental concepts to be discussed are the Four Noble Truths, the Noble Eightfold Path, the Five Aggregates, Karma, Rebirth, Conditioned Genesis, the doctrine of No-Soul (Anatta), Voidness (Sūnyatā), Meditation (Bhāvanā) and Zen.

*Enrolment is limited to 25.*

## LITERATURE

### 391. 中國語文講座：現代漢語語法 (An Introduction to Modern Chinese Grammar)

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 33 室。

時 間：一九八二年十月十一日起每期一下午六時十五分至八時十五分。

全期學費：一百六十五元。（共十二講）。

現代漢語語法指的是現代漢語組詞成句的規則。現代漢語有它的規律。我們學習語法，一方面可以提高分析句子結構的能力，有助於閱讀時能準確地理解文意；一方面又能改正語病，正確地運用語言去表情達意。

本課程介紹現代漢語語法的基本知識，包括詞和詞的構造，句子和句子成分，詞類和詞組，單句和複句，語氣，標點符號等。務使學員在聽課後，對語文學習和語文教學都有幫助。（限收三十五人）。

申請教署退還半費手續：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署申請。（如欲教育署退還半費者，須於十月一日前報名）。



### 392. 四書講座——論語選講 (The Analects)

主 講 人：陳耀南博士。

地 點：香港大學鈕魯詩樓 248 室。

時 間：一九八二年十月十三日起每星期三下午七時四十五分至九時十五分。

全期學費：一百元。（共十講）。

中國傳統學術文化，以儒學為主流，以孔子為宗師。孔子生平思想，以論語為最可靠之直接資料。論語及孟子、大學、中庸，合稱四書，數百年來，家弦戶誦，早為中國思想之重要成分；近代以還，雖屢經世變，而價值愈出。與言國民道德之重建，考流索源，則重新注意孔子思想，實為當急之務。本課程擬就孔子之生平及基本思想為綱，紬繹論語原文，作為研究，並加闡發。

### 393. 中國古典小說導論 (Classical Chinese Novels and Short Stories)

主 講 人：陳炳良博士、陳國球先生、容世誠先生。

地 點：香港大學鈕魯詩樓 231 室。

時 間：一九八二年十月十一日起每星期一下午六時十五分至七時四十五分。

全期學費：一百二十元。（共十二講）。

本課程主要介紹中國古典小說包括六朝志怪、志人小說，唐代傳奇及變文，宋元話本，及明清章回小說（如水滸、三國、西遊、紅樓夢）；並着重分析小說中所表現之人性、俠義、愛情、性愛、社會道德，啟悟等主題，並以現代文學分析方法討論其技巧及結構。（限收三十五人）。

申請教署退還半費手續：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署申請。（如欲教育署退還半費者，須於十月一日前報名）。

### 394. 中國民間文學專題講座：傳說與童話 (Folklore and Popular Literature II)

主 講 人：譚達先先生（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：一九八二年十月十六日起每星期六下午四時十五分至五時四十五分。

全期學費：九十五元。（共十講）。

優秀的傳統中國民間文學，既有濃厚的趣味性，也有科學性。講授時分為下列專題：（一）民歌與情歌；（二）傳說與童話；（三）笑話與趣事；（四）謎語

研究；（五）魯迅與民間文學。以漢族作品爲主，剖析有關藝術種類的特徵、若干名作的意義及卓越的文學成就。如對優秀的情歌，歌謠史；梁山伯與祝英台；清官包公、愛國詩人屈原、魯班、孟姜女、劉三姐等傳說；蛇郎、老虎外婆、怪孩子等童話；諷刺笑話及呆女婿、巧女等故事；謎語史及近、現代謎語，等等，均作了剖析，說明其現實意義。

酌印講義，指定專著，便於自學，未選修《中國民間文學》一科者，亦可參加。

### 395. 一九四九年以後中國大陸及台灣的文學概況（導論） (Modern Chinese Literature since 1949)

主 講 人：李韓玲小姐。

地 點：香港大會堂八樓南會議室。

時 間：一九八二年九月三十日起每星期四下午七時至八時。

全期學費：九十元。（共十四講）。

自一九四九年中國共產黨在大陸建立了他們的政權後，中國社會從此掀起了極深重的變革，甚至連同文學的創作和活動也起了嚴重的變化。而這種變化當然與政治風向有着不可分割的關係。三十年來，中國大陸文壇的面貌是怎樣的呢？有自由中國之稱的台灣文壇在承先啟後方面、在創作方面又扮演了一個怎樣的角色呢？

本課程在導論之後，將詳細分門討論三十年來海峽兩岸各時期的文學作品及作家。並於課程內邀請對這方面有研究的文化人及作家專題介紹及研討。

### 396. 中國現代短篇小說論析 (Modern Chinese Short Stories)

主 講 人：黃珮玉女士（前暨南大學中文系講師）。

地 點：香港大會堂八樓南會議室。

時 間：一九八二年九月三十日起每星期四下午八時至九時。

全期學費：九十元。（共十四講）。

選講中國現代短篇小說名家的作品，以期透過對作品的論析，探討中國現代短篇小說發展的潮流；範圍包括中國現代小說的不同流派，並分析其寫作的藝術手法，人物形象的刻劃，心理活動的描寫。所選講的作家包括魯迅、矛盾、郁達夫、老舍、許地山、靳以……等。

申請教署退還半費手續：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署申請。（如欲教育署還半費者，須於九月二十日前報名）。

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

講人：李韓玲女士。

點：香港大學校外課程部市區中心 18 室。

間：一九八二年九月廿七日起每星期一下午八時十分至九時五十五分。

期學費：一百二十五元。（共十講）。

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

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、寫方法等。爲了提高學員的欣賞文學作品、分析文學作品的水平和寫作能力，本課除設有創作練習外，還選出文學佳作，進行討論。

## 18. 中國古典文學概論 (Introduction to Chinese Classics)

講人：袁效良先生（香港電台文化節目主講人）。

點：香港大會堂八樓南會議室。

間：一九八二年九月廿七日起每星期一下午八時至九時。

期學費：七十五元。（共十二講）。

中國古典文學，範圍甚廣，典藉浩浩，若江海然，非自學所能明其要旨，得其概念，故本課程將濃縮所有代表作，首重詞章之欣賞與理解，其次認識文章之體裁與風格，末則學習寫作淺易文言文，以收實用之效，內容包括經史子集精華，選講詩、書、禮記、左傳、唐代古文與詩歌，下輯再補講宋詞、宋代古文、元曲、明小說及清文學名篇，並旁及中國文學史，本課程適合教師及對中國文學有興趣之社會人士選修。

## 199. 唐詩選講 (Selected Tang Poetry)

主講人：陳本先生。

地點：香港大會堂八樓南會議室。

時間：一九八二年九月廿七日起每星期一下午七時至八時。

全期學費：七十五元。（共十二講）。

唐人律絕，爲最優美、最富感染力之純文學；世俗所謂「唐音」，流傳至廣。茲擇其文成法立，言情言景，易知易從者爲準，以清真雅正爲旨歸。首講李（白）、杜（甫）、王（維）、孟（浩然）、高（適）、岑（參）之名作；第二期續講晚唐李（商隱）、杜（牧）等之名篇。詳析聲調之運用，鍊字鍊句之技巧。開示門徑，便於初學，俾易收舉一反三之效。並派發講義。

#### 400. 宋詞 (Sung Tzu)

主 講 人：潘小磬先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八二年十月四日起每星期一下午六時卅分至八時。

全期學費：一百二十五元。（共十四講）。

宋詞至柳（永）周（邦彥）而後，體制大備，界域益廣。南渡而還，名家踵接，鑄詞鍊句，彌為精到。其時大致分豪放，婉約兩派。豪放派祧承東坡，有辛（棄疾）陸（游）二劉（過、克莊）；婉約派祧承清真，有姜（夔），史（達祖），吳（文英），周（密），王（沂孫），張（炎）；楊葩振采，各擅勝場，佳作連翩，尤堪研誦。

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

主 講 人：何家松先生（香港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 33 室。

乙班：香港大學鈕魯詩樓 248 室。

時 間：甲班：一九八二年九月廿二日起每星期三下午六時卅分至八時卅分。  
（共八講）。

乙班：一九八二年九月廿一日起每星期二下午七時十五分至九時十五分  
（共八講）。

全期學費：一百一十元。（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；造型的朗誦；視讀的訓練法；新詩、散文、詩、詞、曲的朗誦；誦材的編選；及評判朗誦的準則。

本課程着重理論與實際經驗的結合，並有示範及錄音以輔助教師於訓練時有所參攷。（每班限收三十人）。

申請教署退還半費手續：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署申請。（如欲教育署退還半費者，須於九月十一日前報名）。

# TRANSLATION

## 402. 翻譯的基本觀念和技巧 (Basic Concepts and Techniques of Translation)

主 講 人：鍾陳穎嘉女士。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八二年十月八日起每星期五下午七時至八時卅分。

全期學費：一百二十五元。（共十二講）。

翻譯是一種藝術，也是一種重要的工具學問。然而翻譯不是件簡單的工作，也不如想像中的容易。單就中英文翻譯工作而言，搞翻譯的人應最少需要掌握這兩種文字的使用，而東西方語言的結構，習慣以及詞藻均迥然不同，更增加了翻譯工作的困難。本課程旨在介紹翻譯的基本觀念，也探討各種翻譯的技巧，課程包括「信、達、雅」之翻譯原則，意譯與直譯，成語及慣用語之翻譯等。講授時會列舉譯例加以闡釋並作討論。（限收二十五人）。

## 403. 英譯中技巧研討班 (Seminar in Translation: From English to Chinese)

主 講 人：黃邦傑先生（前北京師範學院英文系副教授）。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八二年十月十五日起每星期五下午八時卅分至十時。

全期學費：一百二十五元。（共十二講）。

香港是一個華洋雜處的社會，各界行政人員必須在一定程度上掌握中英兩種文字的翻譯能力，才能有效地溝通人際關係和準確地傳達訊息。

本課程通過研討和實習，明確翻譯的標準，講授各種翻譯技巧，幫助參與者具備一個翻譯工作人員所應有的質素。翻譯是一門實踐課，當以習作為主，通過練習和講師的講評，結合實例（新聞、商業、聯合國文件、文學、歷史等方面），逐步提高參與者的翻譯水平。（限收二十五人）。

## 404. 法律文件翻譯 (Legal Translation)

主講人：陳善祥先生（前任香港政府高等法院翻譯主任）。

地 點：香港大學厲樹雄科學館 G1 室。

時 間：一九八二年九月廿九日起每星期三下午七時十五分至八時四十五分。

全期學費：一百六十五元。（共十五講）。

翻譯在香港已趨專業化，為配合各種政府部門及私人的工商業與法律機構翻

譯與行政上的需要，本課程將包括：法律文件翻譯與其他文件翻譯之異同；閱讀一般法律文件的方法；一般法律文件名詞的翻譯（包括民事與刑事法律各種名詞的翻譯）；現代及傳統中國法律名詞翻譯的異同；法律文件與名詞翻譯的實習（包括各種契約，規條、陳辭、案件等等）。（限收二十五人）。

## PHILOSOPHY

### 405. 佛學概論 (Introduction to Buddhism)

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：一九八二年十月六日起每星期三下午六時十五分至七時四十五分。

全期學費：一百一十五元。（共十二講）。

佛家思想影響中國及整個亞洲文化至大，故對佛學之源流、派別及哲理，宜有一明確認識。

本課程將特別講授：（一）佛教與佛學，（二）佛法的創始者釋迦牟尼，（三）佛家典籍概觀，（四）佛法的有情觀與世界觀，（五）因緣業果，（六）三法印，（七）小乘佛學概觀，（八）大乘佛學概觀，（九）修行與證果。講授之目的在使初學者明瞭佛學的一般情況。

### 406. 佛經選講 (Selected Buddhist Text)

主 講 人：吳汝鈞先生。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八二年十月十三日起每星期三下午八時至九時卅分。

全期學費：一百二十五元。（共十二講）。

參考現代研究資料，以哲學分析方法，選講大乘佛教之代表作品「楞伽經」。

「楞伽經」為一內容極其豐富之大乘經典，佛教各派的重要說法，及其與宗教經驗的結合，皆隱含於其中。本課程除主要介紹該經典之內容外，並將特別注意以下三個重點：（一）「楞伽經」與如來藏思想之關係；（二）「楞伽經」與達摩禪法；（三）「楞伽經」對後期唯識學說之影響。（限收二十人）。

### 407. 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：一九八二年十月四日起每星期一下午七時至八時十五分。

全期學費：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。

#### 408. 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：一九八二年十月四日起每星期一下午八時卅分至十時。

全期學費：一百一十五元。 （共十二講）。

中國哲學：精深博大，對社會人生之實效價值，早已引起全球學者所重視。此課程不但適合哲理思想及義理文學之愛好者，且對一般人之生活修養及智慧啟發有助。講解深入淺出，寓高深於趣味，初學易懂，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，雜家與西方哲學折衷主義，先秦諸子比較，玄學，道教，佛學，陰陽五行，中國無神論，中國各期各派思想與中外文化交流。

## ART & CULTURE

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

#### 409. 古今陶瓷欣賞 (Appreciation of Chinese Ceramics & Porcelain)

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：一九八二年十月八日起每星期五下午五時四十分至六時五十五分。  
全期學費：一百元。（共十二講）。

近日各地仿古陶瓷，製作精巧迫肖，直可亂真。本課程著重古今陶瓷之比較，增進辨真識力。古人製器固屬艱難；今人仿造亦非易事。故古今陶藝皆有其欣賞價值。本課將就製作技術、釉色、土質為特點作古今陶瓷欣賞之重點講述。

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

主 講 人：陶雲先生。（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：一九八二年九月廿四日起每星期五下午六時卅分至八時。

全期學費：一百五十元。（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。

#### 411. 中文各種書法研習與欣賞 (Various Styles of Chinese Calligraphy)

主 講 人：徐達之先生。講授語言：粵語（輔以國語）。

地 點：香港鯉魚涌太古城聖約翰男女書院 102 室。

時 間：一九八二年九月廿七日起每星期一下午七時至九時。

全期學費：二百二十五元。（共十五講）。

本課程為適應研習與欣賞中文各體書法者而設。內容包括：（一）大篆小篆書法的研習與欣賞，（二）漢碑八分書的研習與欣賞，（三）魏碑的研習，（四）唐帖的研習，（五）宋代行草書的欣賞，（六）章草書法的欣賞，（七）今草書法的欣賞，（八）標準草書的欣賞，（九）每課編發講義並附習作字範，（十）即席批改習作。（限收二十五人）。



#### 412. 國畫的魚蝦蟹及蔬果藝術 (Fish, Shrimps, Crabs and Vegetables in Chinese Paintings)

主 講 人：徐達之先生。講授語言：粵語（輔以國語）。  
地 點：香港鯉魚涌太古城聖約翰男女書院 102 室。  
時 間：一九八二年九月廿九日起每星期三下午七時至九時。  
全期學費：二百二十五元。（共十五講）。

本課程為適應研習國畫的魚蝦蟹及蔬果等各種繪寫技法者而設，旨在將國畫藝術與日常生活融滙貫通，從而以「造化為師」進入寫生創作的門徑。內容包括：（一）魚蝦蟹的姿態研習，（二）水墨寫意的魚蝦蟹，（三）彩色寫生的魚蝦蟹，（四）蔬菜的寫生與寫意法，（五）水菓的寫生與寫意法，（六）各類畫面的構圖研習，（七）每課編發講義及示範畫稿，（八）即堂批改習作。（限收二十五人）。

#### 413. 書法藝術與筆、墨、紙、硯 (Chinese Calligraphy and Chinese Stationery)

主 講 人：徐達之先生。講授語言：粵語（輔以國語）。  
地 點：香港大學紐魯詩樓 229 室。  
時 間：一九八二年九月廿五日起每星期六下午四時二十分至五時五十分。  
全期學費：二百二十五元。（共二十講）。

中國書法藝術是用中國特製之筆、墨、紙、硯、（所謂文房四寶）為寫作工具，由精研書法技巧而善於運用筆墨工具的人寫作出來的。所以善於寫作的書法家，必善於筆法，這就是說，書法藝術出於筆法，不明筆法，即不善書法，昔懷素以「古釵腳」，顏真卿以「屋漏痕」來比喻筆法，而筆法之表現，又與墨、紙和硯有密切關係，故有共同研習之必要。

本課程為適應研習中文書法藝術入門及深造書寫技法者而設。內容包括：（一）書法用紙的種類與特性，（二）筆的選擇與運用方法，（三）墨的選擇與水的配合，（四）硯的選擇與運用，（五）正楷書法的筆墨，（六）王右軍各體書法的筆墨，（七）王獻之各體書法的筆墨，（八）歐、褚書法的筆墨，（九）顏、柳書法的筆墨，（十）各家筆墨技法的特點。（十一）每課編發講義並附習作字範，（十二）即堂批改習作。（限收二十五人）。

#### 414. 水墨國畫的線描、寫意與潑墨 (Chinese Ink Painting)

主 講 人：徐達之先生。講授語言：粵語（輔以國語）。  
地 點：香港大學紐魯詩樓 229 室。

時 間：一九八二年九月廿五日起每星期六下午二時四十分至四時十分。  
全期學費：二百二十五元。（共二十講）。

本課程為適應研習中國水墨畫各種技法者而設。旨在提高運用毛筆與水墨在線描、寫意與潑墨繪畫上的特殊效果。闡發所謂「用筆難，用墨尤難，而用水更難」的觀念。內容包括：（一）水墨紙筆的選擇與運用。（二）線描花鳥技法。（三）寫意花鳥技法。（四）潑墨人物走獸技法。（五）水墨魚蝦技法。（六）水墨、山水畫技法。（七）水墨寫生與寫意。（八）每課編發講義並示範畫稿。（九）即席批改習作。（限收二十五人）。

#### **415. 現代國畫花鳥篇 (Flowers and Birds in Modern Chinese 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：一九八二年十月三日起每星期日下午二時卅分至四時。

全期學費：二百二十五元。（共二十講）。

中國花鳥畫之成立，在歷史上雖為稍遲，但極受人們欣賞，實亦佔了國畫的重要地位。而其技法，原分疏「意筆」密「工筆」兩派，自古流傳，除了傑出名家外，風格未嘗稍變，陳陳相因，已成積習。藝術革命畫師高劍父氏巧創現代國畫，主張中西繪畫合一研究，既尊重傳統遺產，復適應時代需求，意至善也。

本課以花鳥種類繁多，而前課「現代花鳥畫」只是開端，故特繼續講授其他未經研習之花鳥，並予以示範；在技法上側重鈎勒沒骨之兼併，務期以工寓意，以形寫神之主旨。

其顏色或形態之特殊，未能即時寫生者，將付彩色攝映俾資參考。

對花鳥之未經或已經選習者，均可參加。（限收二十五人）

#### **416. 現代國畫山水篇 (Modern 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：一九八二年十月三日起每星期日下午四時十五分至五時四十五分。

全期學費：二百二十五元。（共二十講）。

自從世界藝術論壇由十九世紀起之「現代繪畫」、或「現代藝術」，未有提及中國，殆以國畫尚留滯於古代也。乃革命畫師高劍父先生，有見及此，本國父孫中山先生三民主義之淵源，因襲吾國固有思想、與規模歐美學術事跡，而加以

其所獨見之創獲為宗旨。由是創立現代國畫，從辛亥革命、民國成立起，把我國傳統優點，及世界藝術精華，一爐共冶，實踐創作自由，風格為之一新，被世所稱為嶺南畫派。

本課對山水畫之形式與內容、除了詳述傳統精粹、及現代潮流之經過外、更着重實習，由臨摹寫生以至創作，其訓練過程，亦由開始達到完成。

對山水畫之未經或已經選習者、均可參加。（限收二十五人）。

#### 417. 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：一九八二年十月九日起每星期六下午四時十五分至五時四十五分。

全期學費：一百四十五元。（共十四講）。

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，使在短期內能有所認識而自作篆刻。

*See also :*

- 75. **Hong Kong: the Archaeological and Historical Scene.** (Page 6)
- 82. **Introduction to Experimental Chinese Painting.** (Page 9)
- 85. 基本中國繪畫（第 10 頁）
- 86. 基本書道（第 10 頁）
- 87. 中級書道（第 11 頁）
- 108. **Chinese Art and Artifacts.** (Page 17)
- 139. **The Hong Kong Economy.** (Page 27)
- 186. 當代中國（第 43 頁）
- 187. 中國現代文學作家論（一）（第 43 頁）
- 258. **Facets of Modern Chinese Thinking: Historical Perspectives.**  
(Page 74)
- 259. 香港考古與出土文物欣賞（第 74 頁）
- 260. 近代中國：政治近代化歷程的檢討（第 75 頁）
- 432. **Contemporary China Studies.** (Page 128)
- 434. 從憲法修改看中國政治體系（第 130 頁）
- 436. 中國經濟特區政策概述（第 130 頁）
- 437. 鄧小平統治下的中國（第 131 頁）

# Philosophy & Psychology

Staff Tutor: Miss N. P. Lee, Telephone 5-4097308

## 418. 趣味邏輯淺解 (Introductory Logic)

主 講 人：黃展驥先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八二年九月廿七日起每星期一下午七時四十五分至九時十五分。

全期學費：一百一十元。（共十二講）。

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

## 419. 思想方法導論 (The Art of Thinking)

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：一九八二年九月廿四日起每星期五下午七時四十五分至九時十五分。

全期學費：一百一十元。（共十講）。

本課程旨在輔助喜愛思考的學員，使他們能夠運用課程中介紹和討論的原理，透過日常生活常見的事例去磨練思考，並對一般性的哲學問題作較深刻反省。內容包括下列課題：（一）問題與思考——問題的性質及思考的功能；（二）語言與謬誤——介紹語言與思想的關係及思想如何產生錯誤；（三）邏輯與方法——介紹一般性的邏輯概念和方法；（四）一般性哲學問題分析。除講授外，兼有小組討論。（限收三十人）

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

主 講 人：霍瑞次小姐。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八二年九月廿七日起每星期一下午六時至七時三十分。

全期學費：一百四十元。（共十五講）。

在一個物質主義的社會中，青少年問題日趨嚴重，如何對下一代推行德育，近來備受重視。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對德育的見解。課程內容可分下列四部份：（一）道德的概念和內涵；（二）心理學派對道德觀念之形成和培養的解釋；（三）如何在學校和家庭中推行道德教育；（四）社會因素——例如大眾傳播媒介對兒童道德發展的影響。

歡迎在職教師及對德育有興趣之人士參加。

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署申請。（如欲教育署退還半費者，須於九月十八日前報名）。

#### 421. 引導兒童科學概念的發展 (Development of Scientific Concepts in Young Children)

主 講 人：陳婉雲小姐。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八二年十月十九日起每星期二下午七時四十五分至九時十五分。

全期學費：八十元。（共八講）。

對四至十歲的兒童來說，科學是甚麼，他們怎樣吸收和學習科學概念，都是教師和家長感到興趣的。本課程是針對上述問題而設，目的是介紹一些基本理論和方法給予教師和家長去參考，從而幫助兒童去掌握科學概念。

課程內容包括：（一）何謂科學，何謂概念，兒童對科學的觀念；（二）簡介心理學家和教育學家對兒童學習科學過程的研究成果；（三）以一些科學題材例如空氣，生長等為例，介紹一些教導方式，令兒童對科學更感興趣，吸收更多；（四）科學的學習與其他科學的關係。（限收三十人）。

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署申請。（如欲教育署退還半費者，須於十月九日前報名）。

**422. Morality.** Henry Tam, B.A. (Oxford). *Wednesdays, 6.15-7.45 p.m., starting October 13, 1982. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 10 meetings.* **Fee: \$110**

A critical introduction to the subject of morality. Whilst no background knowledge in philosophy is required, the method of philosophical analysis will be explained, as great emphasis will be placed upon the application of systematic reasoning to the understanding of moral problems. A balance will be maintained between the theoretical treatment of abstract notions such as 'justice', 'goodness',

'obligation' on the one hand and practical considerations of everyday moral questions on the other.

This introductory course will tackle the question of whether a coherent basis for sound moral judgements can be found, and serve as a demonstration of how ethical principles can actually be formulated. No conclusions, however, will be dogmatically asserted, and criticisms and questions will be welcomed.

**423. The Mother-Goddess in Various Religions.** Paul Clasper, Ph.D. (Union Theological Seminary, N.Y.C.) Senior Lecturer in Religion, Chinese University of Hong Kong. *Tuesdays, 6.00-7.30 p.m., starting October 12, 1982. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$110.*

An introduction to the Mother-Goddess figure in various religions and cultures in such places as China, Japan, India, Tibet and the Mediterranean World. The relationship of this to the cult of Mary in the Roman Catholic Church and the near-absence of the feminine in the Protestant Churches, and the re-visioning of the feminine-in-the-Divine in recent Jungian psychology and Christian theology, will be discussed.

**424. Paths to Perfection: the Hindu-Buddhist Way.** Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.). *Fridays, 6.00-7.30 p.m., starting October 22, 1982. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$130.*

This series of lectures will begin by examining the three main streams of ideas that led to the evolution of modern Hinduism. These consist of the Vedic tradition of the invading Aryans, pre-Aryan beliefs of the native inhabitants as preserved in their classics and the strong substrata of folk religion. The process of synthesis as expressed through the language of myths, sacred art and the phenomena of rites and rituals will be examined. The six major schools of Hindu philosophy will also be briefly surveyed. The second part of the series will begin by examining the life and times of the Buddha and concentrate on the extent of the influence of Hinduism on Buddhism, and how it was transformed from what originally seemed to be a protest movement against Hinduism into a new charter of faith. The concluding lectures will briefly survey the main doctrinal differences between the three major branches of Buddhism—Theravada, Mahayana and Mantrayana.

**425. Introduction to Personality.** Daniel Shek, B.Soc.Sc. (H.K.). *Mondays, 6.15-7.45 p.m., starting October 4, 1982. Room 237, University Main Building. 12 meetings. Fee: \$120.*

The purpose of the course is to provide participants with some background knowledge relating to the Psychology of Personality. Some of the basic concepts, issues and problems in the field will be introduced. Different theoretical frameworks and general techniques of assessment will also be covered. Topics to be discussed include: an overview of various theoretical models and conceptions of Personality, including the theories of Freud, Eriksen, Murray, Skinner, Allport, Kelly, Maslow, Rogers; personality assessment; personality disorders, personality and social environment; Chinese personality.

**426. Projective Techniques in Psycho-therapy.** Miss Jennifer Creek, M.H.K.A.O.T., Dip.C.O.T., F.E.T.C., Senior Lecturer in Occupational Therapy, Hong Kong Polytechnic. *Thursdays, 7.30-9.30 p.m., starting October 14, 1982. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*  
**Fee: \$220**

Projective techniques are a form of group psycho-therapy using activities or media for exploration and support. The course should be of interest to those working with mentally ill or emotionally disturbed people. Occupational therapists, nurses, social workers, psychologists and doctors would find it particularly relevant. No previous experience is necessary.

The course will teach a range of projective techniques including art, poetry, music and drama. There will also be discussion on the application of these techniques in the work setting of each individual student. It will also offer an opportunity to experience projective techniques from the participant's point of view. The course will include a lot of practical work and students should be prepared to involve themselves in each session and be willing to talk about themselves in order to experience how projective techniques work.

*Enrolment is limited to 20.*

**427. The Structure of Change: a new approach to communication and psychotherapy.** George Zee, S.J., M.A., C.A.G.S. (Anna Maria), Diploma from the Gestalt Training Centre in San Diego, Certified Practitioner in the Art of Neuro-Linguistic Programming (NLP). *Saturdays, 2.30-5.30 p.m., starting September 18, 1982. Audio-visual Room, Wah Yan College, 56 Waterloo Road. 10 meetings.*  
**Fee: \$220**

This course will introduce some of the innovative techniques of Neuro-Linguistic Programming, which deal mainly with the structure of subjective experience. Fundamental skills and rapid and reliable ways of building rapport, gathering information, designing interventions and bringing about positive changes will be covered. The well-renowned Gestalt therapist, John O. Stevens, thinks that "NLP represents a huge quantum jump in our understanding of human behaviour and communication. It makes most current therapy and education obsolete."

*Enrolment is restricted to psychologists, social workers and those in the helping professions.*

*Medium of instruction: Cantonese.*

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

*Tutors:* Mr. Peter Fan, Chairman, Hong Kong Association of Careers Masters.

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

Mrs. Alice Lau, former Careers Mistress, Good Hope School.

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

- 428A. *Workshop I*, Saturdays, October 9, 1982 (9.30 a.m.-12.30 p.m.)  
October 16 & 23, 1982 (9.30 a.m.-4.30 p.m.)  
Fee: \$140
- 428B. *Workshop II*, Saturdays, November 13, 1982 (9.30 a.m.-12.30 p.m.)  
November 20, 1982 (9.30 a.m.-4.30 p.m.)  
Fee: \$90
- 428C. *Workshop III*, Saturdays, December 4, 1982 (9.30 a.m.-4.30 p.m.)  
December 11, 1982 (visit)  
December 18, 1982 (9.30 a.m.-12.30 p.m.)  
Fee: \$75

*Enrolment is limited to 30.*

*Place:* Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F.

Workshop I aims at introducing the basic concepts in career guidance and counselling, identifying available resources for further study and training, and outlining the major tasks and scope of work of careers teachers. Attention will also be given to the social & psychological needs of students with special reference to choice of careers. Case study, communication & interviewing exercises will be conducted. Workshop II will cover decision making process, introduction to tests, and the use of groups in careers guidance. Workshop III focuses on better understanding of job opportunities, and patterns of adaptation among secondary school leavers in the commercial sector and civil service. It will also examine the practical side of job application e.g. writing letters of application and interviewing for jobs. The administrative aspects will also be touched upon, while visits to training facilities will be arranged.

While it is not a must to attend all three workshops, it is advisable to do so. 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 half 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, 1982.*)

#### 429. 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：一九八二年九月卅日起每星期四下午八時十分至九時四十分。

全期學費：一百一十元。（共十二講）。

在過去數十年來，一般人對心理學的興趣都不斷增加，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。



## 精神壓力的處理 (Coping with Stress in Daily Living)

講人：簡穎君小姐、甄麗婷小姐。

點：香港大學校外課程部市區中心 21 室。

間：一九八二年十月七日起每星期四下午六時至八時。

月學費：一百一十元。 (共九講)。

日常生活中我們難免遇到各種精神壓力的困擾，並且要花不少精力去應付。更學員能更有效地處理精神壓力的問題，本課程將闡釋常見之精神壓力及所引起情緒反應；研討如何去克服例如緊張、焦慮、煩燥、擔憂、恐懼等等情緒困擾；提出適合個人應用的處理辦法。參加學員務要積極參與。

*e also:*

10. **Basic Concepts of Buddhism.** (Page 110)
15. 佛學概論 (第 116 頁)
17. 西洋哲學與中國 (第 116 頁)
18. 中國哲學 (第 117 頁)

如 欲 收 到 下 期 課 程 手 冊 ，  
請 翻 閱 第 157 頁 。

# Political Science

*Staff Tutor* : John D. Young, *Telephone* 5-4097313

## **431. Certificate in Translation for Current Affairs.**

As Hong Kong becomes more and more an active participant on the international scene, the demand for competent English-Chinese translators for current affairs increases heavily, while the supply lags behind both qualitatively and quantitatively. This one-year certificate course is designed to meet the need of Hong Kong's community, and can be described as a course of Translation for Special Purposes (TSP). The basic approach involves linguistic forms as well as communicate functions of both the English and Chinese languages.

The primary objectives of the Extra-Mural Certificate in Translation for Current Affairs are to: (a) introduce the interrelated aspects of bilingual and bicultural societies, e.g. Hong Kong in terms of the linguistic, sociolinguistic, psycholinguistic, political and economic dimensions, (b) discuss systematic improvement of language communication skills in English and Chinese, the nature of translation, the relevance of contrastive analysis, and what is 'good' and 'bad' translation, (c) survey the measurement of precision and the detection of errors, with an emphasis on back-translation.

The general curriculum will cover four areas: Approaches to Languages; Theories and Practice of Translation; Comparative Cultural-Political Studies; Translation for Current Affairs.

An Extra-Mural Certificate will be awarded provided that a student completes successfully a minimum of 50% of all course work, which includes homework, in-class assignments, and contribution to class discussions.

*Course Directors* : Miss Helen O. Chau, Lecturer, Hong Kong Polytechnic.  
John D. Young, Staff Tutor, University of Hong Kong.

*Duration* : October 12, 1982 to March 1983, 8.05-9.50 p.m., Tuesdays and Thursdays.

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

*Fee* : \$1,000

*Admission Requirements* : a minimum of 5 passes in Syllabus B HKCE with credits or above in English and Chinese language subjects. Priority will be given to serving journalists, and those with related background (enrolment limited to 30).

*Last Date for Application* : October 5, 1982. Applicants please submit a photo and any relevant documents when applying.

Further details of the course will be available upon request.

## **432. 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. Specialists in the contemporary China field will be invited to be guest speakers.

An Extra-Mural Certificate will be awarded provided that a student attends at least 80 percent of the meetings scheduled, satisfactorily completes heading assignments, and submits a satisfactory written project report. Those who are accepted must expect to contribute to class discussions, and participate fully to fully benefit from the course.

*Course Directors:* Leo Goodstadt, Honorary Research Fellow, Centre of Asian Studies, University of Hong Kong;  
John D. Young, Ph.D. (California).

*Duration:* October 12, 1982 to May 24, 1983.  
7.45–10.00 p.m., every Tuesday.

*Place:* Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F.

*Fee:* \$1,050.

*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, 1982 (Enrolment is limited to 30)  
Applicants should submit a photo and a supporting letter from their employers when applying.

Further information available upon request.

### 433. 現代日本——政治與經濟 (Modern Japan—Politics & Economy)

主 講 人：周佳榮碩士。

地 點：香港大學厲樹雄科學館 106 室。

時 間：一九八二年十月十一日起每星期一下午六時十分至七時四十分。

全期學費：一百二十元。（共十講）。

日本在一九四五年戰敗投降之際，全國幾為一片廢墟，但曾幾何時，即躍居

世界經濟大國之列，在國際舞台上舉足輕重，對亞洲地區影响尤大。本課程旨在介紹和分析這三十餘年間日本政治、經濟的演進及其現狀，並從歷史及政治學的角度，對這近乎奇蹟的事實作一全面性的討論。主要內容包括：戰後民主化改革（新憲法的制訂、財閥解體）、政治結構、資本主義重建與高度成長、經濟結構及對外貿易等，亦會闡述韓戰對日本的影响、日美安保條約及其演變、安保鬥爭、日本帝國主義復活問題及中日關係的展望。

#### 434. 從憲法修改看中國政治體系 (China's Revised Draft Constitution)

主 講 人：梁君國先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八二年十月十三日起每星期三下午八時至九時卅分。

全期學費：一百二十元。（共十講）。

本年四月廿一日通過的「中華人民共和國憲法修改草案」，是中國最新的一次修改憲法，內容是基於一九五四年第一部憲法作適當的修訂，其中第三章「國家機構」更有大幅度的變更，例如恢復設立國家主席及新設立中央軍事委員會等。此憲法草案，經人民討論，再作修改，然後提請第五屆全國人民代表大會第五次會議審議，通過將成爲中國第四部憲法。我們試從草案的修改內容，比較以往三部憲法的異同，討論一些新近的政治體系問題如人民民主專政、行政機構精簡化、黨政分工及民主法制等等。

#### 435. 國際關係導論 (Introduction to International Relations)

主 講 人：李正儀女士、楊意龍博士。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八二年十月十二日起每星期二下午六時卅分至八時。

全期學費：一百二十元。（共十講）。

本課程將從實用角度，對世界政局作初步介紹，以最基本形式，討論國際關係研究中的概念和名詞。講者會解釋何謂帝國主義、國家主義、平衡觀念之間的關係。本課程特別適合對世界問題有初步了解的人士。

#### 436. 中國經濟特區政策概述 (China's Special Economic Zones)

主 講 人：譚惠霞女士。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八二年十月十一日起每星期一下午六時十分至七時四十分。  
全期學費：一百二十元。（共十講）。

講者將從中國實施經濟全面調整的角度，概要闡述中國經濟特區政策產生的背景，內容，及其實施後對中國國民經濟及民生之影响。本課程適合欲對中國經濟問題有進一步了解之人仕。

#### 437. 鄧小平統治下的中國 (Deng's China)

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：一九八二年十月十六日起每星期六下午二時四十分至四時十分。

全期學費：一百二十元。（共十講）。

一九七七年鄧小平復出，否定了文化大革命以及着眼于階級鬥爭的路線，將工作重點移轉到四個現代化，引進外國資本幫助建設；並且支持胡耀邦取代華國鋒為中共中央主席，制訂新憲法，改組行政，企業等等新變化，講者將結合當前發展作系統的討論。

**73. Wars in Asia: First-hand Views.** Claire Hollingworth, O.B.E., and other foreign correspondents. *Thursdays, 7.15-9.15 p.m., starting October 14, 1982. Room 142, University Main Building. 10 meetings. Fee: \$150*

This course will be conducted by foreign correspondents who have covered major Asian conflicts, including the Korean War, the Malaysian Emergency, and the wars in Indo-China. Whilst drawing heavily on their personal experiences, they will also evaluate the overall political scene.

*Course co-ordinator* : Susan Rifkin, M.I.A. (Columbia).

*See also :*

**260.** 近代中國：政治近代化歷程的檢討（第 75 頁）

# Science

Staff Tutor : D. R. Kemp, Telephone 5-4097310

**438. 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 27, 1982. First Floor Lecture Theatre, Chemistry Building, 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 tooth paste 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.

**Fee Refund:** on being accepted for this course, teachers of chemistry 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 : September 17, 1982.*)

**439. Aquariculture Techniques.** Lo Kwok Hung, B.Sc., Lam Chiu, B.Sc. *Thursdays, 7.00-9.00 p.m., starting September 23, 1982. Lecture Room 302, Northcote Science Building, University of Hong Kong. 10 meetings.* **Fee: \$150**

This course will concentrate on the technical aspects of rearing marine fish and invertebrates in closed systems. The course will consider topics ranging from choice and collection of specimens to long-term rearing of these animals.

Although small scale closed systems will be the main subject of discussion, examples of large culture systems will be cited where applicable. Topics covered in this course will be: introduction to the types of marine invertebrates and fish; choice, collection, transportation and handling; quarantine procedures and its significance in aquariculture; the basic closed system and equipment used; water quality: changes and methods of control; types of feed and methods of preparation; maintenance: a practical code; fish diseases; keeping marine invertebrates.

Applicants should have 'O' level Hong Kong School Certificate in Biology if they are to benefit from the course. Interested teachers of Biology should also apply.

**Fee Refund:** on being accepted for this course, teachers of Biology 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: September 13, 1982.*)

**440. Introduction to Birdwatching in Hong Kong.** Michael Webster, M.A., M.B.O.U., Chairman of the Hong Kong Bird Watching Society. *Wednesdays, 7.00–8.00 p.m., starting September 22, 1982. First Floor Lecture Theatre, Chemistry Building, University of Hong Kong. 10 meetings.* **Fee: \$90**

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.

**441. Introduction to Gemstones and Gemmology.** D. Healey, B.Sc., Ph.D., F.G.A. (London), Lecturer in Physics, University of Hong Kong. *Fridays, 7.00–8.30 p.m., starting September 24, 1982. Room 124, Knowles Building, University of Hong Kong. 6 meetings.* **Fee: \$100**

A course designed for the interested layman. Emphasis will be placed on methods of distinguishing between natural and synthetic gems. Topics to be covered include: natural gems; description and origin. Crystal structure and physical properties. Hardness, refractive index, double refraction, specific gravity, dichroism, spectra, fluorescence. Production and properties of synthetic and imitation gems. New diamond simulants: YAG, GGG, Cubic Zirconia.

#### **442. 實用寶石學 (Practical Gemmology)**

主 講 人：于森博士（香港大學物理系講師，英國寶石學會院士、美國寶石學院鑽石文憑）。

地 點：香港大學紐魯詩樓 124 室。

時 間：甲班：一九八二年九月廿一日起每星期二下午八時至十時。  
乙班：一九八二年九月廿三日起每星期四下午七時至九時。  
丙班：一九八二年九月廿五日起每星期六下午三時至五時。  
丁班：一九八二年十一月九日起每星期二下午八時至十時。  
戊班：一九八二年十一月十一日起每星期四下午七時至九時。  
己班：一九八二年十一月十三日起每星期六下午三時至五時。

全期學費：二百元。（報名時請註明甲班、乙班、丙班、丁班、戊班或己班）。  
（共五講）。

本課程將教授鑑定寶石之科學方法，使用析射計，分光鏡，偏振鏡等儀器。  
（每期限收十二名。只招收珠寶或銀行保險業人仕，須名片或信件證明）。

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

主 講 人：許霖慶學士（海洋公園兼職植物學家）。

地 點：香港大學厲樹雄科學館G 4 室。

時 間：一九八二年九月廿七日起每星期一下午六時十五分至七時四十五分。

全期學費：一百三十元。（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，在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輔助講授。

*See also :*

**457. Human Physiology. (Page 142)**

**458. Human Biology for Secondary School Teachers. (Page 142)**



# Computer Science

Staff Tutor : Y. S. Chan, Telephone 5-4097318

## 4. 電腦和電腦化入門 (Computerisation Made Simple)

講 人：呂錦濤先生。

授語言：粵語（輔以英語）。

點：香港大學鈕魯詩樓 230 室。

間：一九八二年九月廿九日起每星期三下午六時十五分至七時四十五分。

期學費：一百五十元。（共十二講）。

鑑於電腦已經越來越廣泛地被應用於社會上的各行各業，故對電腦和電腦化的基本認識便更形迫切。

本課程之目的為幫助一般工商從業人員認識電腦的功能，電腦化過程中所牽涉到的問題，成功地推行電腦化的步驟及介紹電腦在各行各業上的應用。內容深入淺出，學員無需具備電腦知識。本課程的實例個案和幻燈片等能加深學員對工商機電電腦化的瞭解。

## 145. 中小型企業電腦化須知 (Essentials of Corporate Computerisation)

主 講 人：呂錦濤先生、蕭禹鏗先生、陳宗岳先生及其他專業人仕。

講授語言：粵語（輔以英語）。

地 點：香港大學厲樹雄科學館G 3 室。

時 間一九八二年十月七日起每星期四下午六時三十分至八時三十分。

全期學費：一百六十元。（共八講）。

隨着工商企業電腦化的日漸普遍，行政及管理人員更須對整個電腦化觀念有更明確的認識。本課程特為有意進行電腦化的中小型企業之決策人仕提供必須的基本概念和方法，內容包括：為何進行電腦化，數據處理的基本概念和方式，硬件和軟件的選擇與評估，電腦化過程中經常遇到的問題及電腦在工商業方面應用的趨勢。此課程除講授外，參加者更可參與討論及對實際問題交流意見。

此課程專為有意進行電腦化的機構之現職行政人員而設，故由公司贊助者優先取錄。報名時，請填上工作機構的名稱及須附上其服務機構推薦信。

**446. Computerisation: an Executive's Viewpoint.** Y. H. Siu, B.Eng. (McGill). *Mondays, 6.00-7.30 p.m., starting September 27, 1982. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$150**

This course aims at discussing computerisation from the executive's viewpoint. No prior technical knowledge of business data processing is required as basic computer concepts will be dealt with in a depth sufficient for understanding the usage of computers as would be experienced by an executive. Topics to be covered include:

*What is a computer system?* A brief introduction to computer hardware, software functions and their limitations; case study: the configuration of a typical large computer user in Hong Kong.

*Computer applications.* The uses of computers in business, including batch, online and realtime applications.

*Justification for computerisation.* Brief discussion of the common mistakes made in computerisation; the evaluation of costs and benefits.

*Computer facilities and services.* Bureau services vs in-house computer system, consultancy services and software packages.

*The user's role in computerisation.*

**447. Basic Principles of Computer Systems.** F. T. Chan, B.Sc. (H.K.), Computer Officer, University of Hong Kong. *Wednesdays, 7.50-9.20 p.m., starting October 6, 1982. Room 230, Knowles Building, University of Hong Kong. 16 meetings.* **Fee: \$190**

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.

**448. Introduction to Data Processing.** C. W. Liu, B.Sc. (H.K.). *Tuesdays, 6.30-8.30 p.m., starting October 12, 1982. Room 230, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$190**

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.

**449. Introduction to Program Structure and Design Techniques.** David S. K. Mak, B.Sc. (Aston), B.A.A.S. (H.K.), A.M.B.C.S. *Fridays, 6.30-8.30 p.m., starting October 8, 1982. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 15 meetings.* **Fee: \$180**

This course aims to introduce the basic development techniques which enable programmers to write 'good' programmes. Emphasis will be placed on explaining the basic principles of programming rather than on teaching design algorithms. This course is intended for those who have knowledge of at least one high level programming language but wish to know how to improve their programming proficiency. Topics to be discussed will include:

*Fundamental concepts*: the computing process, principles of programming languages, general program structure and data types.

*Programming methodology*: development process: problem definition and problem solving techniques, idea of top down design, step-wise refinement, concepts of modular and structured programming; development tools: pseudocode, processing logic trees and flowcharts.

*Programming style*: quality of 'good' programs, general coding considerations, efficiency and documentation.

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

**450. Introduction to Computer Software.** P. F. Tse, B.Sc. (H.K.), Computer Officer, University of Hong Kong. *Thursdays, 6.15-7.45 p.m., starting October 21, 1982. Room 230, Knowles Building, University of Hong Kong. 8 meetings.* **Fee: \$150**

This course aims at furthering the software knowledge of a novice programmer. It explains the techniques and tools used in software development. It does not

provide training in computer languages or place strong emphasis on algorithm teaching. 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, overview of assembler and high level programming languages, program interpretation and compilation, the role of link editor and loader, software development methods and use of data structures.

*Minimum Entry Qualifications* : applicants must have experience in at least one high level programming language, e.g. FORTRAN, COBOL or BASIC, etc. 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. Applicants must enclose photostat copies of appropriate certificates along with their application forms.*

**451. Fundamentals of Computer Systems and Data Processing.** W. K. Hui, B.Sc. (H.K.) and C. W. Liu, B.Sc. (H.K.). *Mondays and Thursdays, 6.30-8.30 p.m., starting September 30, 1982. Room 418, Knowles Building, University of Hong Kong. 35 meetings.* **Fee: \$340**

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 35 persons. Applicants must enclose photostat copies of appropriate certificates along with their application forms.*

**452. Data Processing & System Design.** 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 12, 1982. Room 418, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$240**

This course is designed to provide an extensive background for those wishing a greater understanding of data processing functions. The syllabus includes: concept of programming; program structure; data management; data structure; data organization; file structure; file handling; storage devices; transmission;

input and output; flowchart and decision table; sorting and merging; system software, utility and packages; hardware feature of digital computer; operating systems; batch, real time, on-line systems; system development cycle; system study; system design; system testing; system conversion; system operation; case study on system development. The syllabus is similar to that of the Part I examination of the British Computer Society (Options C & D).

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 programming and computer concepts. 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.*

**453. Introduction to Microcomputer Architecture.** W. C. Tse, B.Sc. (Portsmouth), M.I.E.E.E., Lecturer in Electronic Engineering, Hong Kong Polytechnic. *Fridays, 6.30–8.30 p.m., starting October 15, 1982. Room 230, Knowles Building, University of Hong Kong. 10 meetings. Fee: \$180*

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 in assembly language is desirable but not essential. Applicants should have passes in 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.*

**454. Principles of Computer Hardware.** P. T. Ho, B.Sc. (Eng.), M.Phil. (H.K.), Computer Officer, University of Hong Kong. *Mondays, 6.30–8.30 p.m., starting October 11, 1982. Room G3, James Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$160**

In this course, the basic principles of a von Neumann type computer system will be introduced for studying the fundamentals of its hardware components and the interaction between such hardware and operating systems. This will provide computer users with a better understanding of the functional capabilities of a computer system. Topics will include: general organization of a computer hardware system, fundamentals of a central processing unit (CPU), internal and external memories, communication and I/O devices, interaction between operating systems and computer hardwares, trends of development.

*Minimum Entry Requirements* : Participants should have a basic knowledge of binary arithmetic and computer programming. Knowledge of logic circuits and working experience in a computing environment is desirable but not essential. It is recommended that applicants have completed one of the following Extra-Mural courses, "Basic Principles of Computer Systems" and "Fundamentals of Computer Systems and Data Processing".

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

**455. 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 6, 1982. Room 418, Knowles Building, University of Hong Kong. 14 meetings.* **Fee: \$200**

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; digital comparators, parity checkers and carry look-ahead adders; read-only memories: structure and applications in character generators, programmable logic arrays, etc.; 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; introduction to bit-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.

**i. Digital Computer Organization, Design and Engineering.** Lai Chee-  
1, B.Sc. (H.K.), Cert.Ed., M.Sc. (Tech.) (Manc.), M.I.E.E.E., A.M.B.C.S.  
*ursdays, 6.30-8.30 p.m., starting September 30, 1982. Room 14, Extra-Mural  
wn Centre, Wing On Centre, 8/F. 25 meetings. Fee: \$275*

This course follows part of the syllabus of the British Computer Society  
aminations, and will be of special help to those who are already working in the  
nputer field, or intend to sit for professional examinations. Topics include:

Logic: advanced combinational logic techniques and minimization method.  
A/D and D/A conversion.

System technology: information theory, error correcting codes, memory  
management, ROM; interrupt; interfacing.

Real-time, time-sharing, on-line and multiprocessing systems.

Peripheral technology: computer communications, V.D.U., data-transmissions,  
satellite communications, multiple-access techniques, earth-station.

Computer architecture, security problems, simulation.

*Minimum Entry Qualifications*: applicants should have some basic knowledge  
electronics and computers and preferably have completed an introductory  
urse in computer programming and fundamental computer principles, for  
ample, the Extra-Mural course entitled "Basic Principles of Computer  
ystems", and/or "Fundamentals of Computer Systems and Data Processing".  
n addition, applicants should have passes in Physics, Mathematics and English  
the Hong Kong Certificate of Education Examination or equivalent.

*Applicants must enclose photostat copies of appropriate certificates along with their  
plication forms.*

### **Certificate/Advanced Certificate Courses in Digital Computer Program- ning.**

The Department of Extra-Mural Studies will offer the Certificate/Advanced  
ertificate Courses in Digital Computer Programming in February, 1983. These  
ourses aim to provide a thorough training in computer programming. They  
ill benefit those persons whose duties involve knowledge of programming  
anguages.

Those interested should write to Dr. Y. S. Chan, Department of Extra-Mural  
udies, University of Hong Kong. Further details are available on request.

*See also :*

**127. Computer Auditing: a basic appreciation.** (Page 23)

**133. 電腦在商業管理上的應用** (第 25 頁)

**195. Fundamentals of Digital Computers.** (Page 49)

# Biomedical Science

*Staff Tutor : Y. S. Chan, Telephone 5-4097318*

**457. Human Physiology.** *Fridays, 6.15-7.15 p.m., starting October 15, 1982. Room 418, Knowles Building, University of Hong Kong. 10 meetings. Fee: \$80*

*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.  
J. C. L. Wong, B.Sc., M.Phil. (H.K.), Ph.D. (Monash), Lecturer in Pharmacology, Chinese University of Hong Kong.  
T. M. Wong, B.Sc. (C.U.H.K.), M.Sc., Ph.D. (H.K.), Lecturer 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 diagnoses and treatments 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 system. 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 its equivalent.

**458. Human Biology for Secondary School Teachers.** *Mondays, 6.30-8.30 p.m., starting October 4, 1982. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 10 meetings. Fee: \$140*

*Tutors :* T. T. Loh, M.Sc., Ph.D. (W. Aust.), Dip.Sc. (Chung Chi Coll.), Senior Lecturer in Physiology, University of Hong Kong.  
S. F. Pang, B.Sc. (C.U.H.K.), M.A. (Calif.), Ph.D. (Pitt.),  
P. W. F. Poon, B.Sc. (C.U.H.K.), M.Phil. (H.K.), Ph.D. (Indiana), Lecturers in Physiology, University of Hong Kong.  
D. K. Y. Shum, B.Sc., M.Phil. (H.K.), Lecturer in Applied Biology, Hong Kong Polytechnic.  
T. M. Wong, B.Sc. (C.U.H.K.), M.Sc., Ph.D. (H.K.), Lecturer in Physiology, University of Hong Kong.  
D. T. W. Yew, B.Sc. (C.U.H.K.), Ph.D. (Wayne State), Senior Lecturer in Anatomy, Chinese University of Hong Kong.



Secondary School teachers will be provided with a fundamental knowledge of the organization and functions of the human body to enable them to comprehend the functional mechanisms upon which human life depends. Basic physiological processes of the human body will also be discussed in relation to the treatment of ailments. This course is intended for those teachers interested in or preparing for teaching secondary school courses leading to the forthcoming Human Biology paper in the Hong Kong Certificate of Education Examination.

This course will cover the "Organization in the Human Body" and "Functions of the Human Body" sections of the new Human Biology syllabus. Particular attention will be paid to the following topics: basic plan of the human body, human skeleton and movable joints; nature of food, importance of balanced diet, digestion and absorption; mechanism of respiration, respiratory ailments; function of the cardio-vascular system, common cardio-vascular diseases; sensory and motor functions of the nervous system; homeostatic mechanisms including temperature regulation, hormonal coordination and osmoregulation; body defence, in particular immunity and liver detoxication; pregnancy and parental care, principles of birth control; growth and mental development, including social interaction. Discussion periods will be introduced in each session for questions and viewpoints raised by the audience.

*Enrolment is limited to 40.*

**Fee Refund:** on being accepted for this course, teachers of biology 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: September 24, 1982.*)

#### 459. 常見病徵之生理淺釋及藥物療理 (The Physiological Basis of Symptoms of Common Diseases and their Drug Treatment)

主 講 人：黃澤霖博士（香港中文大學藥理系講師）、  
潘偉豐博士（香港大學生理系講師）。

講授語言：粵語（輔以英語）。

地 點：香港大學校外課程部市區中心 23 室。

時 間：一九八二年十月十一日起每星期一下午七時二十分至八時二十分。

全期學費：六十元。（共六講）。

在我們日常生活中會時常接觸到一些疾病，其症狀如發燒、中風等，但一般人對這些症狀的生理基礎及藥物治療都不甚了解。本課程將簡淺的介紹一些常見疾病及症狀的成因，生理組織及藥物治療的基本原理，範圍將包括發燒、過敏、關節炎、痛風、中風、發羊吊及貧血等疾病及症狀。本課程將適合一般對生理及藥物常識有興趣的人仕進修。

#### 460. 常用藥物簡介 (Drugs in Common Use)

主 講 人：戴樹焯博士（香港大學藥理系高級講師）。

講授語言：粵語（輔以英語）。

地 點：香港大學紐魯詩樓 230 室。

時 間：一九八二年十月十四日起每星期四下午七時五十分至九時二十分。

全期學費：一百一十元。（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，有些藥物更被大眾所廣用，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。

#### 461. 視軸矯正學 (Basic Orthoptics in Ocular Motility Defects)

主 講 人：陳誕華先生，B.Sc., Dip.App.Sc.(Orthoptics), D.A.O.

地 點：香港大學校外課程部市區中心 23 室。

時 間：一九八二年十月十一日起每星期一下午六時十五分至七時十五分。

全期學費：八十元。（共十講）。

香港環境稠密，兒童視力的發育及眼睛健康已成爲保健中重要的一環，父母及教師若能具備普遍的眼睛常識，便能適當地預防及避免一些先天性或後天性弱視的成因。

本課程將扼要地闡述眼球及眼肌的構造，正常視力發展過程，雙眼共視能力的成長與加強弱視成因及矯正方法，成人因隱性斜視或不強健眼肌造成的不適及其視軸運動與光學的補救，常見的眼疾及其認識等。

本課程適合任何對視軸矯正及兒童視力保健有興趣的人士參加。

#### 462. 保護皮膚與頭髮之藥品製劑 (Skin and Hair Care: the Use of Cosmetics)

主 講 人：趙粵先生，B.Sc.Pharm.(Leicester), M.P.S., M.I.Pharm.M.

講授語言：粵語（輔以英語）。

地 點：香港大學紐魯詩樓 418 室。

時 間：一九八二年十月十九日起每星期二下午六時十五分至七時十五分。

全期學費：八十元。（共十講）。

本課程將會介紹皮膚及頭髮護理之基本原理與及化粧品之用途，內容包括皮膚與頭髮的生理結構，各類化粧品，如潤膚露，胭脂、粉、香水、辟味劑及其他各樣護膚物品，肥皂，洗頭水及護髮素等的成份，皮膚敏感及美容外科手術等項目。

本課程內容將適合一般在職美容師，髮型師及任何對化粧品有興趣的人士進修。

# Health Science

*Staff Tutor* : Mrs. Priscilla Tso, *Telephone* 5-4097303

## 463. 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 25 室。

時 間：一九八二年九月二十四日起每星期五下午八時至九時三十分。

全期學費：八十元。（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。

## 464. 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 25 室。

時 間：一九八二年十月七日起每星期四下午六時至七時三十分。

全期學費：一百一十元。（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，青春期及更年期，妊娠前後及母乳哺飼，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。

## 465. 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 25 室。

時 間：一九八二年九月二十八日起每星期二下午七時三十分至九時。

全期學費：一百三十元。（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。

#### **466. 精神健康簡介 (An Introduction to Mental Health)**

主 講 人：由香港心理衛生會會員擔任。

地 點：香港大學校外課程部市區中心 22 室。

時 間：一九八二年十月八日起每星期五下午八時至九時三十分。

全期學費：九十元。（共十講）。

本課程旨在介紹有關精神健康對個人及社會的問題。內容包括精神健康的維持、精神病態的成因及認識、弱智兒童的精神健康、本港精神健康設施等等。適宜醫療輔助及社會工作人員和有興趣各界人士參加。

*See also:*

**426. Projective Techniques in Psycho-therapy. (Page 125)**

**462. 保護皮膚與頭髮之藥品製劑 (第 144 頁)**

# Social Work & Sociology

Staff Tutor : H. K. Wong, Telephone 5-4097311

**467. Developing Effective Communication.** Peter M. Whyte, Dean of Students, University of Hong Kong. *Wednesdays, 6.15-8.15 p.m., starting October 6, 1982. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$160**

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.

This course will be particularly useful to those in educational and other counselling or guidance fields and in personnel work.

*Enrolment is limited to 24.*

**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 27, 1982.*)

**468. Management of Residential Institutions and Effective Human Service Delivery.** Jose O. de Barros, B.A. (Soc. Sci.), M.A. (Brunel), CQSW, Principal Lecturer, Hong Kong Polytechnic. *Wednesdays, 6.15-7.45 p.m., starting October 6, 1982. Room 201, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai. 8 meetings.* **Fee: \$110**

A lecture and group discussion series exploring the role and function of residential care institutions and the techniques available for achieving appropriate service delivery. The course is aimed at senior staff of residential homes and correctional institutions, and those concerned with the definition and implementation of policy in the residential care field. Particular attention will be given to the objectives of institutional care from both the individual institution's and the wider community's point of view.

The first part of the course will survey the development of residential care up to 1980 and the attitudes reflected in this development. It will consider the effect of cultural differences in the development of the service. The second part will explore the function of residential institutions and consider the dichotomy between treatment and care reflected in differing administration and programme

structures. The final part will focus on the techniques available to assist participants to meet service objectives and ensure appropriate service delivery. It will examine concepts appropriate to residential agencies administration and operation, and analyse the quantitative and qualitative resource requirement for service provision.

The course will rely heavily on case examples and participants will be expected to relate the information presented to their own work situation.

**469. Introduction to Counselling Approaches.** David McCormick, B.Soc.Sc. (U.C.), M.Div., Ph.D. (Southwestern Theological Seminary). *Wednesdays, 7.45-9.15 p.m., starting October 6, 1982. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 9 meetings.* **Fee: \$110**

The course is designed to assist the student recognize and identify several basic approaches to counselling. It will briefly introduce rational-emotive therapy, learning theory approaches, phenomenological approaches, psychoanalytic therapy and existential therapy. Should time allow other therapy concepts will be discussed such as Reality therapy, and Integrity therapy.

**470. Explorations in Counselling.** David McCormick, B.Soc.Sc. (U.C.), M.Div., Ph.D. (Southwestern Theological Seminary). *Wednesdays, 6.00-7.30 p.m., starting October 6, 1982. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 9 meetings.* **Fee: \$110**

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 in 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.

#### 471. 精神病慈學與社會工作者 (Psycho-Pathology for Social Workers)

主 講 人：梁永亮先生（臨牀心理學家）。

地 點：香港大學校本部 141 室。

時 間：一九八二年十月四日起每星期一下午六時十五分至七時四十五分。

全期學費：一百四十元。（共十一講）。

本課程特為在職之社會工作者而設，課程範圍包括常見之精神病態，重心在於一般基本理論及實際病例之辨認。課程內容包括：精神病態之定義；精神病態之基本原理；心理病態之臨牀徵狀；精神病；神經病；心因性官能病；心智遲鈍；異態性行爲；婚姻關係問題；人際關係問題；精神病態綜覽等。

課程形式除講授外，並包括小組討論，個案分析等。

## 472. 婚姻輔導 (Counselling in Marriage Problems)

主 講 人：張愈壽韶女士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八二年十月九日起每星期六上午九時三十分至下午十二時三十分。

全期學費：一百七十元。（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人的長成，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。

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。

## 473. 公共關係與社會福利服務 (Public Relations and Social Welfare Services)

主 講 人：黃梁佩詩（香港社會服務聯會新聞聯絡部主任）、  
何子源（國際新聞碩士）。

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：一九八二年十月八日起每星期五下午六時至七時三十分。

全期學費：一百四十元。（共十一講）。

近年來專業社會工作人士逐漸察覺社會教育可以促進社會人士認識、善用及參與社會福利服務。公共關係在推廣社會福利的功能，亦隨而備受重視。

本課程目的在為有關人士提供公共關係的基本認識，協助社會工作人員利用各項傳播策略去處理公共關係問題，推廣社會福利服務計劃，提高社會人士對整體社會福利的認識。

課程內容包括大眾傳播原理、各種公關技巧、傳播媒介的類別及運用、與新聞界的聯絡、公關計劃的設計及社會福利界的公關問題等。

教學方式包括講解、討論、示範及參考資料，尤其着重實務習作。

各機構行政人員，服務協調幹事，基層社會工作人員，以及任何對推廣工作有興趣的人士，可以藉着這項課程，提高工作效率，協助推廣社會福利事業，（限收三十人）。

#### 474. 兒童院家長之工作 (Houseparent and Institutional Care for Children)

主 講 人：林君一先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八二年十月八日起每星期五上午十時三十分至下午十二時十五分。

全期學費：一百三十元。（共十講）。

兒童院家長長久以來是社會工作從業員中工作壓力比較重的一群——長時間地面對來自不同問題家庭的孩子，既要是親人、又是教師，也是朋友，很易就會產生失落、徬徨、孤單，直接間接地將服務質素拉下來。

本課程之目標旨在為兒童院家長提供精簡的有關工作訓練，務使學員能更深入地了解自己工作的意義及影響，特別容易產生壓力的地方及社會工作者與住院工作人員彼此間所應互有之關係。

本課程有異於慣常之講授，而較注重於日常工作之實踐，因為住院工作者很多時是提供服務的第一線，面對不斷的工作挑戰，純理論之提供不能解決問題，反之然應提供的是社會工作化了的實際生活經驗及注意角度，使住院服務同工亦能從社工的角度去看自己的工作。為求達致共修之裨益，參加者需儘量提供本身之經歷及問題，藉着學員與導師間之雙方面交流而找出可行的辦法，從而達致生活化了的社會工作實踐。

本課程特別為兒童住院服務工作者而設，經驗年資不拘，不同的經驗更能刺激良佳的討論。而有興趣從事兒童住院服務者亦歡迎參加，藉此而對此行業有一較佳之認識。（限收二十人）。

（本課程由聖基道兒童院贊助）

#### 475. 防止虐待兒童——小學教師的角色 (Child Abuse and Neglect: the Role of Primary School Teachers)

主 講 人：心理學家、大學講師、教育工作者、防止虐待兒童行動組代表、兒科醫生、律師及其他專業人士。

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：一九八二年九月三十日起每星期四下午六時至八時。

全期學費：一百四十元。（共八講）。

虐待兒童問題現今已深受很多國家及社會的關注。在香港，不少專業人士亦已開始對此問題作出研究。而教育工作者在防止虐待兒童方面所擔當的職位尤其重要，在學校他們經常與學童接觸，能預早發現被虐待兒童及了解其家庭狀況，協助解決他們的問題。



本課程特為小學教師而設。主要介紹一些虐兒基本概念及理論，其成因及影響，並會探討本港虐兒情況，指導如何發掘虐兒個案，解釋被虐兒童的特徵及處理方法等。課程將着重實際行動方面，以小學教師在整個探索及應付虐兒事件過程中所扮演的角色為中心。

本課程祇接受任教於小學的人士參加，故報名時，請填上學校名稱。（限收二十人）。

本課程由防止虐待兒童會贊助。

申請教署退還半費手續：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署申請。（如欲教署退還半費者，須於九月二十日前報名）。

#### **476. 兒童照顧與輔助方法 (Helping Methods in Childcare)**

主 講 人：沈啟明先生。（臨床心理學碩士）。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八二年十月八日起每星期五下午六時至七時三十分。

全期學費：一百二十元。（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。（限收四十人）。

申請教署退還半費手續：凡政府、補助或私立學校之小學及幼稚園教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月卅日前報名）。

#### **477. 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：一九八二年十月七日起每星期四下午七時四十分至九時十分。

全期學費：一百二十元。（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。（限收三十五人）。

申請教署退還半費手續：凡政府、補助或私立學校之中學教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月廿八日前報名）。

#### 478. 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：一九八二年十月十八日起每星期一下午六時四十五分至九時十五分。

全期學費：一百七十元。（共八講）。

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，並須自發地踴躍參加討論。（限收十八人）

#### 479. 了解青少年與性問題 (Understanding Sexuality and Youth)

主 講 人：曾家達先生（臨床心理學家）。

地 點：香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 209 室。

特 間：一九八二年九月二十七日起每星期一下午六時至七時三十分。

全期學費：一百二十元。（共十講）。

本課程專為青少年輔導工作者、外展工作者、學校社會工作者及中學教師等而設。

課程內容包括從人類之基本需要及人性等角度了解性問題的本質，探討青少年對本身性的需要及與性有關之行爲；嘗試尋求更實際之途徑去幫助青少年管理本身之性需要及行爲，並檢討及反省性行爲規範及道德觀念之影響及發展，從而提出一個更切合現實需要之性教育方法，以協助青少年人對性建立更健康的態度和行爲。

除講授外，更着重小組討論及分享。（限收三十五人）。

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署申請。（如欲教育署退還半費者，須於九月十七日前報名）。

#### 480. 適用於青少年工作之人際關係練習及輔導技巧 (Youth Work Counselling Techniques)

主 講 人：曾慶寧先生。

地 點：香港大學校外課程部市區中心 16 室。

特 間：甲班：一九八二年八月七日起每星期六上午九時三十分至下午一時。

乙班：一九八二年十月九日起每星期六下午二時至五時三十分。

全期學費：二百六十元。（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，已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。（限收十六人）。

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署申請。（如欲教育署退還半費者，甲班須於七月二十九日前報名，乙班須於九月二十七日前報名）。

#### 481. 人際關係及輔導技巧於教學工作上的應用 (Counselling in the classroom: an expanded role for teachers)

主 講 人：鄺偉文先生。

地 點：香港洛克道三號小童群益會總部三樓講室。

時 間：一九八二年十月九日及十月廿三日起連續九個星期六下午二時至五時；  
另十月十六日中午至十七日下午為週末研習營。週末營集合時間及地點  
為十月十六日下午一時十五分於永安中心八樓校外課程部市區中心。

全期學費：四百二十元。（共十講加週末營）。

教學工作除涉及知識及學能的傳授外，亦擔負輔導學生的任務，現存教育制度存在的種種問題，形成學生的學習及情緒上的壓力加重教師於教學過程中負起的輔導工作。

此課程專為中學教師而設，旨在訓練教師於教學中應用人際關係及輔導的基本概念與技巧以協助學生解決學習及成長上的困難，課程內容分理論與概念和技巧訓練兩部分，尤重後者，授課形式以學員的學習經驗為主導，並側重技巧訓練的學習活動。

為加強學習效果，其中三講將在週末營內舉行，營地為長洲慈幼靜修院。營費已包括在學費內。（限收二十人）。

（本課程由小童群益會贊助）。

申請教署退還半費手續：凡政府、補助或私立學校之中學教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月二十九日前報名）。

#### 482. 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：一九八二年十月七日起每星期四下午六時至七時三十分。

全期學費：一百四十元。（共十一講）。

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。

#### 483. 義工計劃之管理導論 (Management of Volunteer Programmes)

主 講 人：王小城女士及義務工作發展局訓練部人員。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八二年十月九日起每星期六上午九時三十分至中午十二時三十分。

全期學費：一百七十元。（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，時間及力量。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，但如何運用義工這龐大的人力資源，配合機構的服務與方針，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機構的服務，而又能維繫他們服務的熱誠與興趣？怎樣訓練和督導義工？怎樣將義工納入機構現存的組織架構內？誰該負責協調機構內義工的工作？這課程將對上述問題提出實際的建議。除此以外，更會有系統地介紹義務工作在香港發展的特色及新穎的先導性服務計劃。

本課程專為機構內義工調協員而設。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、幻燈片等，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。（限收二十四人）。

（本課程由義務工作發展局贊助）。

#### 484. 犯罪學專題研討：暴力罪案 (Topical Studies in Criminology)

主 講 人：葉永茂先生。

地 點：香港大學校本部 142 室。

時 間：一九八二年十月六日起每星期三下午七時十五分至八時四十五分。

全期學費：一百一十元。（共九講）。

本課程檢討暴力罪案的基要，犯事者及受害者的心理，並討論預防措施及各種抗拒方法。隨着暴力罪案作為一種宣洩個人問題的途徑之增加，剖析及理解暴力罪案之本質與動機乃尋求解決辦法之首要工作。

課程特別適合社會工作者、感化工作者、教師、監務及警務人員。

# Housing Studies

*Staff Tutor : Mrs. Priscilla Tso, Telephone 5-4097303*

**485. Market Analysis in Property Development.** Ho Chi-wing, B.Arch. (UC Berkeley), M.C.P. (Harvard), A.I.C.P., M.S.I.P., S.I.A., S.C.V. *Saturdays, 9.30 a.m.-12.15 p.m., starting September 18, 1982. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$160**

The course will introduce the various methods of analysing the fundamentals of demand and supply of residential, office, shopping and hotel developments and examine means of financial appraisals. These issues will be discussed within the context of the property market in the United States, Hong Kong, Singapore and other Asian cities and case studies will be drawn from these countries. Analytical methods, statistical trends, data sources, surveys, 'market sentiment' and the discounted cash flow model will also be dealt with.

Private developers, investors interested in international real estate development and professionals in the field of architecture, planning, estate management and financing may find the course interesting. Discussion and exchange of views will be encouraged.

*Enrolment is limited to 30.*

## **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 and Year II prepare candidates for the Part I and Part II Examinations and Year III for the Final Examination.

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 1983/84 must be submitted before *November 30, 1982.*

## 1983 Spring Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available early in January 1983. As there are now over 23,000 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, 1983, kindly complete and return the name and address slip below, together with an 80¢ stamp, to the Department of Extra-Mural Studies, University of Hong Kong, Hong Kong.

### 一九八三年度春季校外課程手冊

本部將於一九八三年一月初印發一九八三年春季校外課程手冊。有意索取者請填妥下列表格，並附郵票八角逕寄「香港大學校外課程部主任」。信封請註明「春季手冊」字樣。

茲附上郵票八角，請惠寄一九八三年春季校外課程手冊。

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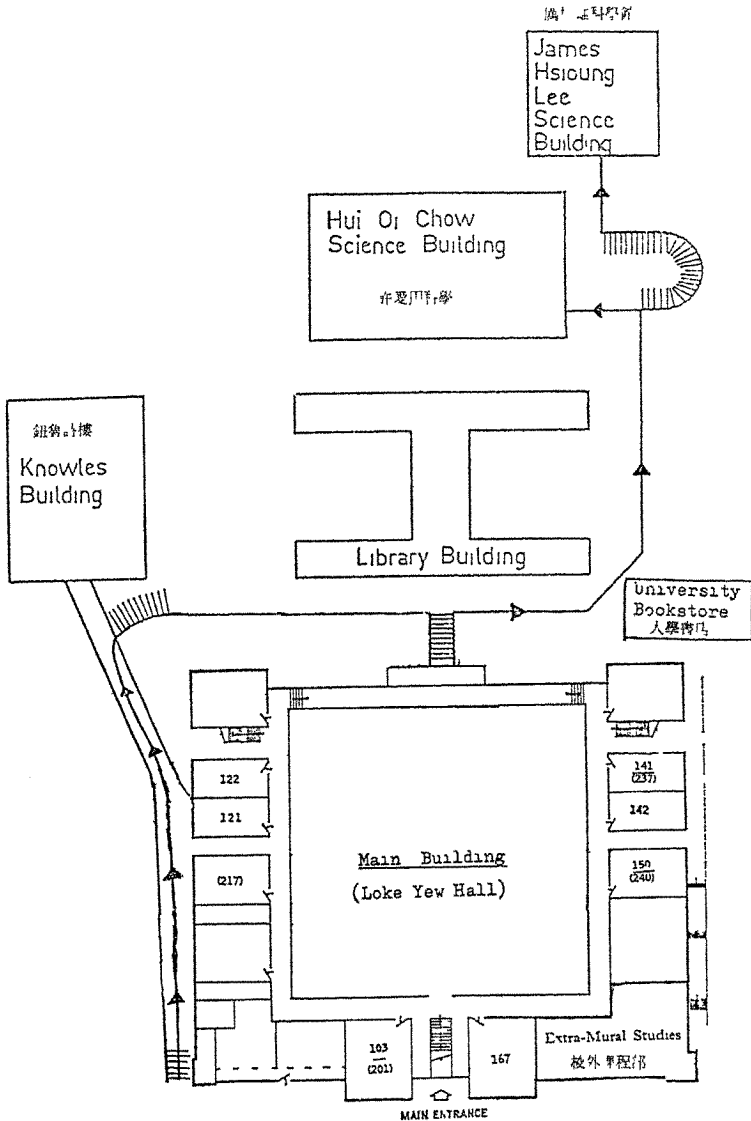
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