

香港大學校外課程手冊

一九八三年春季

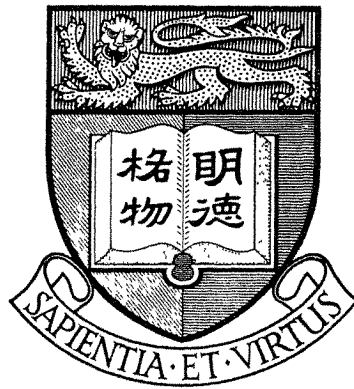
SPRING PROSPECTUS
1983



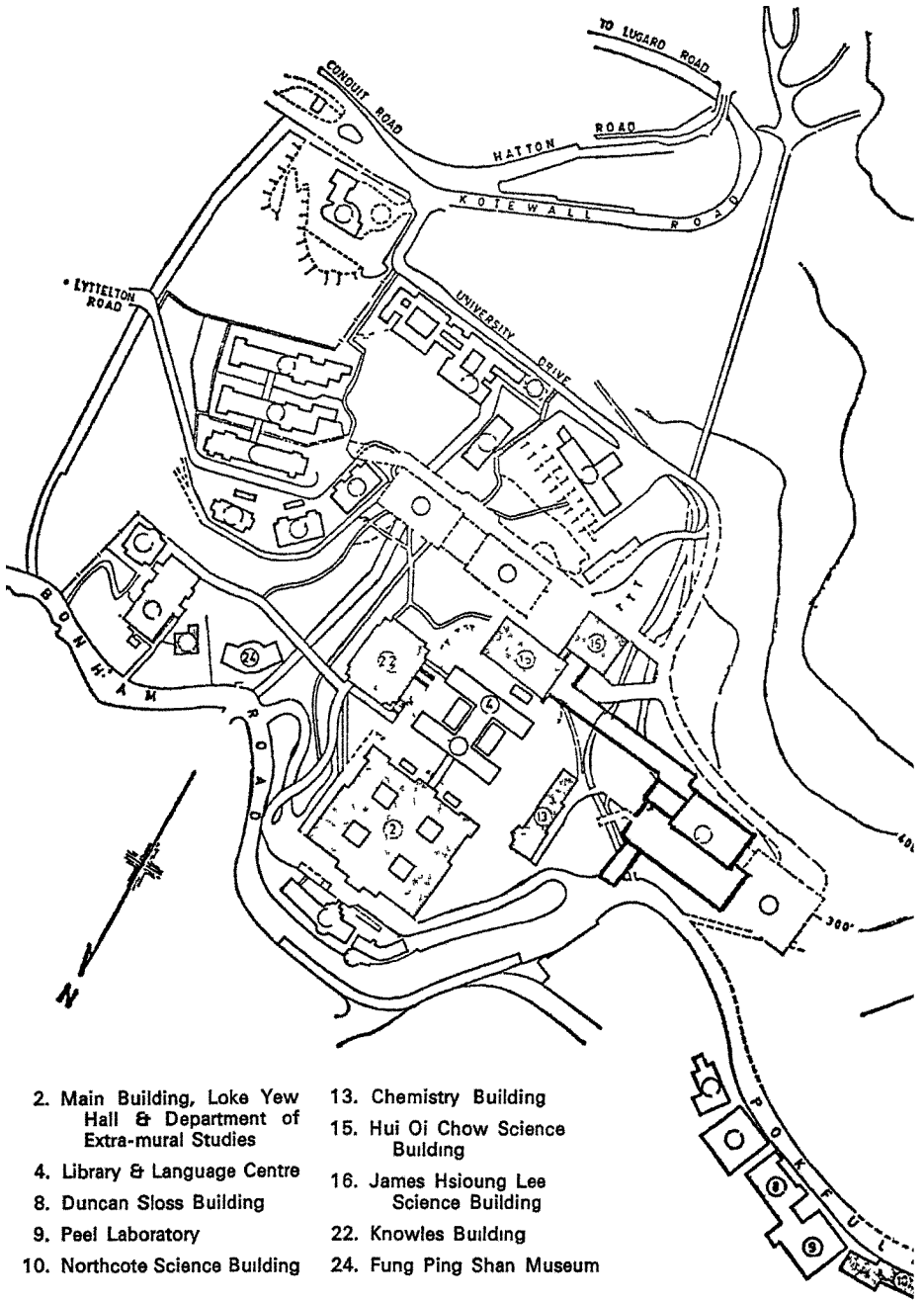
Extra Mural Studies

University of Hong Kong

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| 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

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SENIOR STAFF TUTORS

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F.R.S.A., F.R.A.S., F.I.L.
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STAFF TUTORS

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Wun-Fai Hau, *B.S.Sc., M.A. (Hawaii)*
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Mrs. Edith Yuen, *B.A. (I.C.U., Tokyo), Ph.D. (Sydney)*

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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 period: February 11-18, 1983.
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: 5-45002 (3 lines). (Weekdays: from 9 a.m. to 6 p.m., Saturdays: 9 a.m. to 1 p.m.)

入 學 須 知

1. 除特別規定學歷之課程外，祇需要年齡超過十八歲者，不限資格，均可申請入學。學員應詳閱課程簡介。
2. 學員被取錄與否，由校外課程部主任審核報名申請書決定之。
3. 除特殊情形外，本部在下列期間不授課：
 - 甲：本港公眾假期。
 - 乙：本港天文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：農曆新年假期：一九八三年二月十一日至二月十八日。
4. 除課程額滿或取消外，已繳學費，概不退還。
5. 除非特別註明，所有中文課程將以粵語講授。
6. 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。
7. 本部詢問電話：5—4097307 或 5—4097312 或 5—4097304
或 5—450021（3 綫）

報 名 手 續

8. 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。
9. 繳費可用支票，銀行本票，或郵政滙票，以「香港大學」名義抬頭，並加橫綫，連同報名表格，逕寄香港大學校外課程部主任收。
10. 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。
11. 申請人亦可親往下列地點報名，繳費時，最宜用劃綫支票：
 - 甲：香港大學校外課程部。
薄扶林道香港大學正座地下（辦公時間內）。
電話：5—4097307 或 5—4097312 或 5—4097304。
 - 乙：校外課程部市區中心。
香港干諾道中一百一十一號永安中心八樓（蘇士街停車場對面）。
電話：5—450021（3 綫）。（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）。

Contents

	Page ↗
ART & DESIGN - - - - -	5
BUSINESS STUDIES - - - - -	15
ECONOMICS, BANKING & STATISTICS - - - - -	23
MANAGEMENT STUDIES - - - - -	29
PERSONNEL MANAGEMENT - - - - -	37
EDUCATION - - - - -	39
ENGLISH STUDIES - - - - -	45
GEOGRAPHY & GEOLOGY - - - - -	52
HISTORY - - - - -	54
JOURNALISM & COMMUNICATION - - - - -	57
LAW - - - - -	61
MATHEMATICS - - - - -	64
MUSIC - - - - -	65
ORIENTAL LANGUAGES - - - - -	71
Mandarin, Cantonese, Chinese Characters, Japanese, Putonghua	
CHINESE STUDIES - - - - -	78
Literature, Translation, Philosophy, Art & Culture	
PHILOSOPHY & PSYCHOLOGY - - - - -	90
POLITICAL SCIENCE - - - - -	95
SCIENCE - - - - -	97
COMPUTER SCIENCE - - - - -	99
BIOMEDICAL SCIENCE - - - - -	106
SOCIAL WORK & SOCIOLOGY - - - - -	109
BUILDING & HOUSING STUDIES - - - - -	119

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.

487. Basic Freehand Drawing. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Mondays, 8.00-10.00 p.m., starting February 28, 1983. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings (including one full day field trip).* **Fee: \$240** 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, conté 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.*

488. Life Drawing. Malcolm Dakin, M.A. (R.C.A.) *Tuesdays, 6.00-8.00 p.m., starting March 1, 1983. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$305** including model fee

The movement and structure of the human figure has been both a source of fascination and a test of the technical and creative skills of artists throughout history: from the story-telling art of the cave dwellers, through the realistic and personally expressive achievements of Michaelangelo and Raphael, to the revolutionary creative inventions of Picasso and Matisse in this century. Many aspects of working from the figure will be discussed and illustrated, and students will be encouraged to make personal and creative interpretations of the model.

Uses of line, shape, volume, and chiaroscuro are among the techniques to be covered. Beginners, as well as advanced students are welcome. The first meeting will demonstrate and discuss the different media to be used. Some homework assignments will be given, and students should plan their time accordingly.

489. Basic Watercolour Painting. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Tuesdays, 8.00-10.00 p.m., starting March 1, 1983. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*
Fee: \$225 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.*

490. 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 March 3, 1983. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.*
Fee: \$265

For almost all types of painting activity, drawing is an essential accompanying and preparatory activity. Drawings usually exhibit a freshness, vitality and spontaneity that is often difficult to transmit into painting, thus one has to find equivalents for such drawing qualities. Colour contrasts, rhythmic movements of form, handling of a brush, knife, and other techniques, such as splattering, staining, 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, leading 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 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 February 24, 1983.*

491. 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：一九八三年三月二日起每星期三下午六時至八時。

學 費：三百零五元（包括模特兒費）。 （共十二講）。

本課程將以人體造形及動態作為寫畫之題材。學員需用多種畫具包括鉛筆，

木炭條，粉彩及鋼筆等作輪廓線描法，動姿描法，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。

492. 中級素描 (Basic Freehand Drawing II)

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：一九八三年三月二日起每星期三下午八時至十時。

全期學費：二百四十元。（共十二講）。

本課程專為有素描基礎者而設。內容之編排，着重不同物料和工具之實驗及運用。學員將本其所習繪畫之知識，對構圖和色彩原理及繪畫風格等，作更深入之研討，並探索藝術意念在平面空間之表達方法。

學員每週須付出四至六小時做習作。

如報名人數超額，將於二月二十三日舉行面試。

493. 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：一九八三年三月四日起每星期五下午六時至八時。

全期學費：二百零五元。（共十二講）。

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理法，以引起其研習書道之興趣，建立研習之基礎，並觸發對現代書道之探索。

課程將著重於書寫之實習。除堂課練習外，學員必須以課外時間做習作。

494. 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：一九八三年三月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）。

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

課程內容之編排，適合稍有書道基礎者深造與發展。本其所習，更對幅式空間之設計；五色墨彩之變化與筆鋒運旋之韻律等藝術問題，既作更深入之研討，同時亦出以新的探索。

除堂課練習外，學員必須以課外時間做習作及閱讀參考書籍。

495. 山水畫入手新試 (Varieties of Chinese Landscape Painting)

主 講 人：徐子雄先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八三年三月一日起每星期二下午六時至八時。

學 費：全期二百零五元。（共十二講）。

本課程旨為有國畫基礎者而設。內容將著重研習山水畫的多種技法及入手方法，並對中西處理風景題材的異同處作比較。課程並輔予幻燈片研討及專題示範。

除課堂練習外，學員必須以課外時間做習作。

如報名人數超額，將於一九八三年二月二十日舉行面試。

496. 初級攝影 (Introduction to Photography)

主 講 人：吳漢霖先生。

地 點：香港大學校外課程部市區中心 13 室。

時 間：一九八三年三月二日起每星期三下午七時至九時三十分。

學 費：全期三百五十元。（共十二講）。

本課程著重啟發學員對攝影藝術的理解及觀賞照片的基本能力。課程將研習一般照相機的運用，採光原理及黑房沖晒技術等，並簡介攝影史與近代重要攝影家的作品，學員必須以課外時間做習作。

497. 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 March 3, or April 14, 1983. 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.

498. Intermediate Black and White Photography. Ng Hon-lam, M.A. (Manchester Polytechnic). *Fridays, 7.00-9.30 p.m., starting March 4, 1983. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$350**

Black and White photography remains an exciting and creative means of expression partly because of the degree of manipulation and control one can have of the media. Through the exploration of a variety of techniques and

materials students will develop a greater means of individual expression in black and white photography. In addition to personal work, students will be given assigned projects to help broaden their experience. Among the specialities to be explored are: infra-red, micro-photography, photograms (cameraless images), the special effects achieved through varieties of film and paper, uses of lighting, and others. *This course is aimed at students with previous experience in basic camera and darkroom procedures for black and white photography. In the event of over-subscription an interview will be held on Friday, February 25, 1983.*

499. Introduction to Photography. Wong Wo-bik, B.F.A. (Columbus College, Ohio), M.F.A. (Temple Univ.). *Thursdays, 7.15-9.45 p.m., starting March 3, 1983. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*
Fee: \$350

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

500. Introduction to Colour Photography. Wong Wo-bik, B.F.A. (Columbus College, Ohio), M.F.A. (Temple University). *Tuesdays, 7.00-9.30 p.m., starting March 1, 1983. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. 1 full day field trip.*
Fee: \$360

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 February 21, 1983.*

APPLIED DESIGN

501. Introduction to Interior Design. Tutor to be announced. *Wednesdays, 8.00–10.00 p.m., starting March 2, 1983. 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 February 23, 1983.*

502. Introduction to Graphic Design. Derick Pao, B.A. (Purdue). *Tuesdays, 8.00–10.00 p.m., starting March 1, 1983. 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.

503. Presentation Drawing for Commercial Art. Patrick Fong, B.F.A. (Columbus College). *Mondays, 8.00–10.00 p.m., starting February 28, 1983. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 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.*

504. Illustration for Graphic Design. Patrick Lo, B.A. (Middlesex), M.A. (R.C.A.). *Wednesdays, 6.00–8.00 p.m., starting March 2, 1983. 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 February 23, 1983.*

505. Information Graphics. Patrick Lo, B.A. (Middlesex), M.A. (R.C.A.).
Thursdays, 6.00–8.00 p.m., starting March 3, 1983. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. **Fee: \$205**

This is a relatively new area in the field of graphic design, emphasizing the effectiveness and functional role of graphics through research and analysis. Topics included in the course are: systems and research methods, bar charts, diagrams, wall charts, sign systems, information-illustration, colour perception, and human psychology. *Assignments will be given each week and students should plan their time accordingly.*

506. 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：一九八三年二月廿八日起每星期一下午八時十五分至九時四十五分。

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。

507. 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：一九八三年三月三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，將於二月廿四日舉行面試。

DAYTIME COURSES

508. Life Drawing Workshop. Eva Yuen, B.F.A. (Columbus College), M.A. (Case Western Reserve), Co-ordinator. *Fridays, 10.00 a.m.-12.00 noon, starting March 4, 1983. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$240**

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.*

509. Introduction to Fabric Printing. Marion Hughes, D.A. (Dundee College of Art), Cert.Ed. (Glasgow). *Thursdays, 10.00 a.m.-12.00 noon, starting March 3, 1983. Pokfulam Studio, 144 Pokfulam Road. 12 meetings.* **Fee: \$290**

All the main ways of printing patterns on to textiles as a traditional craft form will be introduced. Methods of block printing, silkscreen, batik and tie-dye will be explained and demonstrated so that students will be able to produce printed fabric at home. Equipment used is easily obtainable and in some cases can be made by the student. As well as printing specific articles, it is hoped that students will also produce lengths of printed fabric. In addition, the basic principles of design and drawing as they relate to textile design will be discussed. Students will be expected to provide most of their own materials. Inks and dyes will be provided for class use, and the cost of these is included in the course fee.

510. Intermediate Batik. Marion Hughes, D.A. (Dundee College of Art,) Cert. Ed. (Glasgow). *Tuesdays, 10.00 a.m.-12.00 noon, starting March 1, 1983. Pokfulam Studio, 144 Pokfulam Road. 12 meetings.* **Fee: \$290**

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 tjan-ting, 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.*

511. Introduction to Ukiyo-e. Joan Hall Scott, M.A. (Univ. of Penna.). *Tuesdays, 10.00-11.30 a.m., starting March 1, 1983. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$120**

In the hands of the Japanese the medium of the woodblock print was raised to a higher technical and aesthetic level than anywhere else in the world. In this series of introductory lectures these prints will be seen in the social and historical context of 17th-19th Century Japan. The technical evolution of the art form and its aesthetic conventions will be discussed, and the major schools and artists analysed. Also included in this illustrated course will be practical pointers about collecting, authenticating, and conserving prints.

ART APPRECIATION

512. Great Masters of Impressionism and Post-Impressionism. Kathryn Moore Heleniak, B.A. (Michigan), Ph.D. (N.Y.U.) *Tuesdays, 6.15-7.45 p.m., starting March 1, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$120**

Beginning with an analysis of the radical innovations of Impressionism as in the luminous canvases of Manet, Monet and Renoir, and in the psychologically complex paintings of Degas, the lectures will thereafter focus upon the reaction to Impressionism in the 1880s by the Impressionists themselves, and by the Post-Impressionists following in their wake: Cezanne, Seurat, Van Gogh, Gauguin, Munch and others will be included in this section. We will observe how the artists' attention shifts from an interest in depicting the visible world, in all its fleeting and ephemeral moments, to a new concentration upon states of mind and universal feelings expressed in highly "unnatural" forms and colours in an effort to create what Cezanne described as "something solid and durable like the art of museums".

513. Mainstreams of Modern Art. Kathryn Moore Heleniak, B.A. (Michigan), Ph.D. (N.Y.U.). *Wednesdays, 6.15-7.45 p.m., starting March 2, 1983. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$120**

"Modern Art" was, or is, considered to be "radical", or at least controversial. Coming from, and reacting to traditional Western art it continues to interact with our values and perception, and to affect our lives. The major trends and artists in twentieth century art will be examined, including Expressionism, Cubism, Dada, Surrealism, Abstract Expressionism, Pop Art, Minimalism and some of the newer trends.

514. Understanding Ukiyo-e. Henry Steiner, M.F.A. (Yale). *Mondays, 6.15-7.45 p.m., starting February 28, 1983. 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.

515. 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 April 1, 1983. 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.

See also :

- 585. **Art Therapy.** (Page 39)
- 588. 幼童的美術教學 (第 40 頁)
- 694. **Chinese Painting: Appreciation and Techniques.** (Page 78)
- 712. 古今陶瓷欣賞 (第 86 頁)
- 713. 山水國畫的基本寫法 (第 86 頁)
- 714. 花鳥畫構圖與賦色技巧 (第 87 頁)
- 715. 應用書法各類紙絹寫作技巧 (第 87 頁)
- 716. 書法藝術的水墨調配與運筆 (第 87 頁)
- 717. 現代山水畫意境與水墨彩新技巧 (第 88 頁)
- 718. 現代國畫魚龍篇 (第 88 頁)
- 719. 現代國畫香港郊野篇 (第 89 頁)
- 720. 篆刻藝術 (第 89 頁)

Business Studies

Staff Tutor : Susan Cameron, Telephone 5-4097305

Courses Nos. 516 to 527 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.

516. An Introduction to Accounting, Part 2. Jennifer Fung, B.Sc., M.B.A., C.P.A., A.I.B. *Wednesdays, 7.15-9.15 p.m., starting February 23, 1983. Room 121, University Main Building. 14 meetings.* **Fee: \$220**

Part 2 covers the preparation and presentation of final accounts for sole trader and partnership, introduction to the accounts of limited companies, and interpretation of accounting statements. Taken together with Part 1, offered during the autumn, students will have covered the syllabus of the ACCA/HKSA first level accounting course. The course is also suitable for students studying other professional examinations at the foundation level. New students who have done some previous study at this level may join Part 2.

517. Foundation Accounting 2. Norman W. Y. Ngai, B.A. (Sheff), A.C.M.A., A.H.K.S.A., M.B.I.M. *Fridays, 7.15-9.15 p.m., starting March 11, 1983. Room 121, University Main Building. 10 meetings.* **Fee: \$180**

This is the second part of the Foundation Course begun last autumn with the same tutor. In this part there will be an introduction to the financial framework of limited companies and coverage of shares and loan capital; preparation of simple final accounts for limited companies; departmental accounts; interpretation of financial statements; simple ratio analysis and funds flow statements. Students who have made a start on studying the ACCA Level 1 syllabus may join this course.

518. 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 February 21, 1983. 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 2.9 Advanced Accounting Practice-double paper. Each class will be conducted at the same level but will emphasize different aspects of the syllabus.

519. Advanced Accounting Practice A. To Pak-lam, A.C.C.A., A.H.K.S.A. Thursdays, 7.15-9.15 p.m., starting February 24, 1983. Room 121, University Main Building. 16 meetings. **Fee: \$260**

This course will particularly look at section A of the syllabus, accounts of limited companies, S.S.A.P.'s, current cost accounting, deferred taxation, earnings per share, 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.

520. Advanced Accounting Practice B. Alan Wong, M.A. Fridays, 6.30-8.30 p.m., starting February 25, 1983. 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.

521. Auditing. Andy S. C. Lee, B.B.A., A.C.C.A. Tuesdays, 6.00-7.30 p.m., starting February 22, 1983. 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, types 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.

522. 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 February 21, 1983. 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.

523. Advanced Costing: a managerial approach. Choi Kwok-lam, A.C.M.A., A.H.K.S.A., Dip.M.S. (Derby). *Thursdays, 7.45-9.15 p.m., starting February 24, 1983. Room 103, University Main Building. 12 meetings. Fee: \$140*

Following on from the costing theory and practice course of last term this course will proceed with a management accounting emphasis. It is designed to introduce management accounting techniques, especially budgetary control, marginal costing and contribution concepts and investment analysis techniques. Applicants should have a good knowledge of basic costing. The course will be suitable for those taking the first costing paper of professional examinations.

524. Numerical Analysis for Accountants. K. G. Jones, B.Com. (Melbourne), F.C.C.A., F.H.K.S.A., F.A.S.A., F.C.I.S., Principal Lecturer, Hong Kong Polytechnic. *Saturdays, 3.45-6.00 p.m., starting February 26, 1983. Room 21, Extra-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 studied 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 with regression and correlation.

525. Quantitative Analysis for Accountants. S. Chibber, B.Sc., M.Sc. (O.R.), Post-Grad. Dip. in B.M., F.B.I.M., M.I.I.M. *Tuesdays, 6.15-8.15 p.m., starting February 22, 1983. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 20 meetings. Fee: \$300*

The objective of this course is to provide students and practitioners with a basic 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.

526. An Introduction to Hong Kong Taxation. Tam Tak-ding, A.C.C.A., A.H.K.S.A., A.C.I.S. *Fridays, 6.00-7.30 p.m., starting February 25, 1983. 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.

527. 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 February 22, 1983. 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.

528. Elementary Book-keeping and Accounts. Chan Kee-ming, A.C.I.S. *Wednesdays, 6.15-8.30 p.m., starting February 23, 1983. Room 103, University Main Building. 15 meetings. Fee: \$250*

This course will cover the principles of elementary book-keeping; the theory of double entry system; the keeping of books of original entry such as: sales book, returns inwards/outwards books, cash book and petty cash; bank account, bank reconciliation statement; cheques and bank drafts; the ledger, debtors and creditors account; the trial balance; the final account and the balance sheet; the journal and the adjustment.

The course is particularly suitable for those who are not intending to become professional accountants but who need to be able to understand accounting principles and methods and to operate a set of financial books of records.

529. Financial Accounting: Assets. Patricia Wai, B.A. (Simon Fraser). *Thursdays, 7.45-8.45 p.m., starting February 24, 1983. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$110*

The course will take an indepth look at the assets side of the balance sheet. There will be detailed discussion of current assets, including cash and temporary investments, receivables, inventories and prepaid expenses, fixed assets, long term investments, plant assets, depreciation and depletion and intangible assets. Alternative valuation bases will be emphasized and illustrated. The course is suitable for those intending a professional accounting career as well as those requiring more and advanced practical knowledge.

530. Practical Auditing. K. H. Chow, B.Soc.Sc., C.I.S.A., A.H.K.S.A., A.C.I.S. *Mondays, 7.45-9.15 p.m., starting February 28, 1983. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. Fee: \$180*

This course is designed for those who already have practical experience in the field and who wish to update and refine their auditing techniques. Topics to be studied will include internal control, audit guidelines, audit of profit and loss items and balance sheet areas, computer auditing and selected SSAP's.

Financial Management for the Businessman. Joseph Li, B.B.A. (U.S.). *Saturdays, 2.00-3.30 p.m., starting February 26, 1983. Room 121, University Main Building. 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 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.

Food and Beverage Cost Control and Profit Improvement. Paul Chung, B.Sc., M.Sc., M.B.A., A.H.C.I.M.A. *Thursdays, 6.15-7.45 p.m., starting February 24, 1983. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings.* **Fee: \$160**

Food and beverage cost control and profit improvement is a sophisticated management tool used in modern hotel and catering operations enabling management to control and monitor food and beverage cost and improve profit without sacrificing quality.

The aim of this course is to familiarize participants with the basic principles as well as the practical applications of these principles and concepts. Cases will be used and topics to be discussed include food and beverage costing and cost control concepts and methods, purchasing and receiving control, menu control, bar register control, bar operation control and corruption prevention methods. The course will be conducted in a lecture/discussion/demonstration format and participants must have some basic knowledge of Food and Beverage operation and accounting procedures.

3. Financing and Management of Corporate Assets. Chung Kai-chiu, B.A. (Illinois). *Tuesdays, 7.45-9.15 p.m., starting February 22, 1983. Room 20, Stra-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.

534. Understanding Company Financial Statements. Mak Kam-kie, B.Sc., M.B.A., M.B.I.M. *Saturdays, 2.00-3.30 p.m., starting February 26, 1983. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 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.

535. Computers in Business Management: Decision-Making. Bernard Tsui, B.Sc. (Leeds). *Tuesdays, 7.45-9.15 p.m., starting February 22, 1983. Room 103, University Main Building. 12 meetings. Fee: \$145*

In the progressive business world of Hong Kong the use of computers is becoming commonplace. It is essential for all businessmen to understand the capacity of computers and to appreciate the techniques for using computers in business. Emphasis will be placed on decision-making with a computer. The course is most suitable for those who have some knowledge of computers and mathematics.

536. Computer Auditing: a basic appreciation. George Leung, A.C.I.S. *Tuesdays, 6.15-7.45 p.m., starting March 1, 1983. 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.

537. Management Auditing. Richard H. K. Kong, A.I.B., M.B.I.M., A.M.I.T.D., M.Inst.A.M. *Saturdays, 3.45-5.15 p.m., starting February 26, 1983. Room 17, 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.

538. Corporate Planning and Control. K. C. Ko, M.C.I.T., A.C.I.S., M.Inst.Pkg., M.B.I.M. *Fridays, 7.45-9.15 p.m., starting February 25, 1983. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$140*

The practice of Corporate Planning and Control has grown rapidly in recent years as a means for guiding future development of both public and private enterprises. This is an introductory course designed to give an idea and understanding of the concept of Corporate Planning and Control and its role in the successful running of a business. Systematic approaches to preparing business plans will be explained in simple and straightforward language as will the application of relevant management, accounting and quantitative analysis techniques. The course is so designed that no previous knowledge of accounting or operational research is required.

539. 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。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八三年二月二十四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。

540. 會議程序及法例 (Law & Procedure of Meetings)

主 講 人：陳禎祥先生。

地 點：香港大學校外課程部市區中心 20 室。

時 間：一九八三年二月二十一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）。

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。

541. 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：一九八三年二月二十一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。（共十講）。

本課程範圍包括：商業機構之組織；資本之種題及集資的方法；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。

See also :

744. 電腦和電腦入門 (第 99 頁)

746. **Computerisation: an Executive's Viewpoint.** (Page 100)

748. **Introduction to Data Processing.** (Page 100)

太 古 城 校 外 課 程

646. 廣告設計實用技巧

659. 特殊教育的音樂治療

665. 中級音樂理論

666. 視唱練習

716. 書法藝術的水墨調配與運筆

717. 現代山水畫意境與水墨彩新技巧

Economics, Banking & Statistics

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

542. Hongkong Statistics for Business. *Fridays, 5.45-7.45 p.m., starting March 4, 1983. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 11 meetings.* **Fee: \$380** (including publications and reports)

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

Population and Household Statistics

M. C. Leong, M.I.S.
Senior Statistician

External trade statistics: sources, methods and uses

K. L. Ng, B.A., M.S.
Assistant Commissioner

Manufacturing industry: cost structure, inter-industry comparisons, censuses of industrial production, economic outlook

K. Y. Tang, B.Soc.Sc.
Senior Statistician

Distributive trades

M. Y. Yeung, B.A.
Senior Statistician

Labour: employment, unemployment, underemployment

Bernard Wong, B.Soc.Sc.
Senior Statistician

Prices and wages

John Lee, B.A.
Senior Statistician

National accounts: national accounting identity, expenditure components of gross domestic product, current and constant price estimates

Frederick Ho, B.Sc., F.I.S.
Assistant Commissioner

Monetary sector: money supply, loans and advances, liquidity, interest rates, exchange rates

(to be nominated by Secretary for Monetary Affairs)

Applications of social statistics in planning

H. W. Fung, B.Soc.Sc.
Senior Statistician
H. K. Yip, B.Soc.Sc., M.Soc.Sc.
Senior Statistician

Applications of economic statistics: macro-economic applications, structure of the Hong Kong economy, micro-economic applications

S. Y. Choi, B.Soc., M.B.A.,
M.C.I.T.
Senior Economist
(Economic Services Branch,
Government Secretariat)

Panel discussion: use of economic indicators and statistics for business and administration

Annie Wong, B.Soc.Sc., M.Phil,
M.I.S.

Principal Assistant Secretary
(Economic Services Branch,
Government Secretariat)

Frederick Ho, B.Sc., F.I.S.
Assistant Commissioner

543. Technical Analysis of Market and Price Trends. J. Mark Mobius, Ph.D. (Massachusetts Institute of Technology). *Mondays, 6.15-7.45 p.m., starting March 7, 1983. Room 101, James Hsioung 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, volume analysis, and point and figure analysis. Lectures will include a review of technical analysis and the types of analysis used. In addition there will be as a workshop where students will learn to use technical analysis through actual construction and analysis of charts.

544. Principles of Economics: Microeconomics. K. K. Cheung, B.A., M.A. (Econ.) (Carleton). *Fridays, 8.00-9.30 p.m., starting February 25, 1983. Room 28, 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.

545. Principles of Economics: Macroeconomics. Ho To-ming, B.A., M.Sc. (Econ.) (London). *Tuesdays, 7.45-9.15 p.m., starting March 1, 1983. Room 14, 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.

546. Introduction to Money and Banking. Lee Chi-sum, M.A. (Econ.) (York), M.B.A., F.I.C.B. *Wednesdays, 6.45–8.15 p.m., starting February 23, 1983. Room 415, Knowles Building, University of Hong Kong. 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 of Economics I level.

547. Basic Methods of Economic Forecasting. Lee Chi-sum, M.A. (Econ.) (York), M.B.A., F.I.C.B. *Mondays, 6.45–8.15 p.m., starting February 21, 1983. Room 122, University Main Building. 14 meetings. Fee: \$150*

The primary objective is to provide an elementary but comprehensive introduction to the science of using statistical methods for economic forecasting. Topics discussed will include the nature of regression analysis, two variable regression analysis, multiple regression, simultaneous equation models, auto-regressive and the use of dummy variables. Students are expected to have prior knowledge of statistics and economics.

548. Monetary Economics. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F. *Saturdays, 2.30–4.30 p.m., starting February 26, 1983. Room 415, Knowles Building, University of Hong Kong. 15 meetings. Fee: \$200*

This course is designed for those who will be taking the Stage 2 Monetary Economics paper of the Institute of Bankers. Topics to be discussed will include: the concept of money, the U.K. financial system, interest rates, overview of monetary theory, monetary policy and control, balance of payments, exchange rates/markets, international financial system and Eurocurrency markets.

549. The Hong Kong Economy. Lau Ping-kwan, B.Comm., M.A. (Econ.) (Alberta). *Fridays, 6.15–7.45 p.m., starting February 25, 1983. Room G3, James Hsiung Lee Science Building, University of Hong Kong. 12 meetings. Fee: \$150*

This course is designed to provide students with an overview of the Hongkong economy with emphasis on its features and up-dated statistics. Topics to be discussed will include: the political framework, manufacturing and service industries, external trade, financial system, the real estate market, labour and wages, prices and inflation, the Government policy on public expenditure, housing, population and infrastructure as well as economic relationships between Hong Kong and China.

550. Elements of Banking. Conrad Chang, B.Soc.Sc. (Econ.), (H.K.), A.I.B., A.C.I.S., C.Dip.A.F. *Thursdays, 8.00–9.30 p.m., starting February 24, 1983. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 14 meetings.*
Fee: \$180

The objective is to provide banking students with basic knowledge of the monetary and financial system: the place of banks in the national economy and the framework within which they operate. Topics covered will include money, evolution of banking, British banking system, central and commercial banks, the Hong Kong banking industry and bank services. This course is designed for those who will be taking the Elements of Banking paper of the Institute of Bankers.

551. Practice of Banking I. C. S. Chan, A.I.B. *Thursdays, 7.45–9.15 p.m., starting February 24, 1983. 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.

552. Practice of Banking II. David Ho, A.I.B. *Mondays, 8.00–9.30 p.m., starting February 28, 1983. Room 101, James Hsiung 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.

553. Finance of Foreign Trade. W. K. Poon, A.C.I.S., A.I.B., M.B.I.M. *Mondays, 6.00–7.30 p.m., starting February 21, 1983. Room 22, 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.

554. Law Relating to Banking. W. K. Poon, A.C.I.S., A.I.B., M.B.I.M. Mondays, 7.45-9.15 p.m., starting February 21, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 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.

555. O. & M. Relating to Banking. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F. Fridays, 8.00-9.30 p.m., starting February 25, 1983. 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.

556. Case Problems in Finance. Kenneth C. S. Kwan, M.B.A. (Hawaii). Thursdays, 6.00-7.30 p.m., starting February 24, 1983. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. **Fee: \$180**

Applications of financial principles and analytical techniques to financial problems and developments. The cases illustrate such topics as international banking, foreign exchange risks, long-run investment and financing, working capital management, and financial control and taxation. The course is designed for credit/financial analysts or those who have taken the Extra-Mural course, "International Banking" or its equivalent. Students should note that there will be a minimum of three hours of homework each week, and plan their time accordingly.

Recommended texts:

Case Problems in Finance by J. Keith Butters and others, Eighth Edition (Irwin, 1981).

International Finance: Cases and Simulation by Robert S. Carlson and others. (Addison Wesley, 1980).

557. Elements of Statistical Theory I. Mok Mo-ching, B.Sc. (Maths.), M.Sc. (Stat.) (Glasgow). *Saturdays, 2.15-3.45 p.m., starting February 26, 1983. Room 228, Knowles Building, University of Hong Kong. 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.

558. Finite Sampling. Iris Yeung, M.Sc. (Stat.) (London). *Saturdays, 2.30-4.30 p.m., starting February 26, 1983. Room 230, Knowles Building, University of Hong Kong. 12 meetings. Fee: \$170*

The objective of this course is to provide students with a fundamental knowledge of the basic concepts and techniques of sampling theory in order to infer the population characteristics from the selected sample. Topics include: simple random sampling, ratio estimator, regression estimator, stratified sampling, cluster sampling, systematic sampling, multistage sampling, replicated sampling.

559. 銀行實務概論 (二) (Principles of Banking Practice II)

主 講 人：徐志輝先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八三年二月二十二日起每星期二下午六時至七時三十分。

全期學費：一百八十元。 (共十二講)。

本課程為承接「銀行實務概論一」而設。內容包括各類銀行服務，放款的原則，抵押品種類及審查，銀行賬目之基本認識，資金的調動和分配，出入口押匯原理等。

See also:

283. Selected Topics on Legal Aspects of Banking Practice. (Page 61)

652. 銀行法簡介 (第 62 頁)

Management Studies

Staff Tutor : Susan Cameron, Telephone 5-4097305

560. 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 February 23, 1983. Room 20, Extra-Mural Town Centre, Wing On Centre, 81F. 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.

561. Management Principles and Policy. Benjamin Fung, B.Comm. (Concordia), Dip. Management (McGill), A.C.I.S. *Tuesdays, 7.15-8.45 p.m., starting February 22, 1983. Room G3, 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.

562. Managing Systems and Organizational Behaviour. Pinkie Ng, M.Sc. (Heriot-Watt), D.M.S. *Thursdays, 6.15-7.45 p.m., starting February 24, 1983. Room 103, University Main Building. 12 meetings.* **Fee: \$150**

The management of an enterprise requires a balance to be struck between impersonal systems and the human requirements which have to be met in any organization. The history and development of ideas in these two areas will be the subject of this course. There will be a progressive analysis of the history of

management theory, including the setting of objectives, policy-making, systems and procedures, requirements for planning and organizing and adjustment to change. The meaning of behavioural science will also be examined and illustrated from the fields of organizational psychology and sociology. This course will be of interest to those in general management and to personnel specialists who wish to broaden their knowledge of the way these two aspects of management have developed and interact.

563. Organization and Methods. Samuel San, B.E. (N.S.W.). *Saturdays, 3.45-5.15 p.m., starting February 19, 1983. 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.

564. 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 February 22, 1983. 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.

565. Decision-making: A Systems Approach. Patrick Leung, B.Sc., M.A., M.S.W. (Ohio State). *Saturdays, 3.45-5.15 p.m., starting February 19, 1983. 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.

566. 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 February 19, 1983. 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.

567. 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 February 22, 1983. 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.

568. An Introduction to Commercial Shipping Practice. Maine Li, B.B.A., (Hawaii), M.B.A. (Texas). *Saturdays, 3.45-5.15 p.m., starting February 19, 1983. 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.

569. The Management of Air Freight Operations. Alan Miu, A.M.I.P.M., A.M.I.T.D. *Saturdays, 2.00-3.30 p.m., starting February 19, 1983. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$150*

The Air Freight Industry has developed in Hong Kong to be one of the vital links in the supply to business enterprises and in the export of the manufactured goods. In this course all aspects of air cargo procedures and movement will be analysed and discussed. Particular reference will be made to the criteria for acceptance of different types of cargo, the calculation of appropriate freight charges, rules pertaining to airway bills, cargo documentation, procedures for claims and liabilities, restricted articles, and the necessary import/export regulations in force in Hong Kong. The course has been designed for those who specialize in Air Cargo forwarding, Shippers and Exporters, and will be illustrated with examples and exercises.

570. International Trade. Lawrence Chan, B.A. (Simon Fraser). *Mondays, 7.15-8.45 p.m., starting February 21, 1983. 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.

571. Managing the Marketing Function. Danny Lam, B.Comm. (Dalhousie), Dip.Bus.Admin. *Saturdays, 2.00-3.30 p.m., starting February 19, 1983. 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.

572. Marketing Management: Analysis, Planning and Control. Paul Mak, B.Sc. (H.K.), M.B.A. (Sheffield), M.B.I.M. *Saturdays, 3.45-5.15 p.m., starting February 19, 1983. Room 28, Extra-Mural Town Centre, Wing On Centre, 81F. 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.

573. Strategic Marketing Planning. Dominic Chan, B.Comm. (Concordia), M.B.A. (Hawaii). *Tuesdays, 7.15-8.45 p.m., starting February 22, 1983. Room 142, 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.

574. An Approach to Effective Advertising. John Tung, B.A. (Western Ontario). *Wednesdays, 7.45-9.15 p.m., starting February 23, 1983. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$150**

The course has been designed to present a systematic approach to the use of advertising. Amongst the major themes to be examined are: the role of advertising in the marketing mix, market segmentation, target definition, consumer needs and wants, product/brand positioning, advertising objectives and strategy, copy strategy and execution, media planning and market research. Themes and cases will be illustrated with audio-video aids. The course will encourage active participation in assessment and constructive criticism from participants.

575. The Marketing of Tourism. Maine Li, B.B.A. (Hawaii), M.B.A. (Texas). *Saturdays, 2.00-3.30 p.m., starting February 19, 1983. 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.

576. 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：一九八三年二月十九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。

577. 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：一九八三年二月二十三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。

578. 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：一九八三年二月二十一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。

579. 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：一九八三年二月二十五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。

580. 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：一九八三年二月二十五日起每星期五下午六時至七時三十分。

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。

581. 生產管理 (Production Management)

主 講 人：黃昭欽碩士。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八三年二月二十五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 :

531. **Financial Management for the Businessman.** (Page 19)

535. **Computers in Business Management.** (Page 20)

744. 電腦和電腦入門 (第 99 頁)

746. **Computerisation: an Executive's Viewpoint.** (Page 100)

748. **Introduction to Data Processing.** (Page 100)

Personnel Management

Staff Tutor: Susan Cameron, Telephone 5-4097305

582. 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 February 21, 1983. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 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.

583. 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 February 19, 1983. 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.

584. 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：一九八三年二月十九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。

Certificate in Personnel Management.

This one year evening course is offered annually commencing in September. It is designed to meet the growing needs of Hong Kong companies for trained personnel officers and provides a recognised qualification relevant to local conditions. It is most suitable for those already in the personnel field or with suitable business experience.

A detailed brochure and special application form may be obtained by writing to the Department of Extra-Mural Studies, University of Hong Kong.

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.

**In order to receive the next issue of this
Prospectus, please turn to page 120.**

Education

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

585. Art Therapy. Miss Jennifer Creek, Dip.C.O.T., F.E.T.C., Senior Lecturer in Occupational Therapy, Hong Kong Polytechnic. *Wednesdays, 7.45-9.45 p.m., starting March 2, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8|F. 10 meetings.* **Fee: \$200**

The course is designed for those working with handicapped or ill people. Teachers, therapists, social workers, psychologists and nurses would find it particularly useful. The aim is to teach a range of techniques which can be used in treatment and to give students an opportunity to experience how art therapy works. Discussion will be centred on the application of art therapy in the setting where students are working. Students are required to participate in each week's activity, but no previous experience or artistic ability is expected. Techniques that will be used include painting, collage, papier mâché, drawing and soft sculpture.

Enrolment is limited to 20.

Fee Refund: on being accepted for this course, teachers of handicapped children will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications : February 19, 1983.*)

586. Coping with the Behavioural Problems of School-age Children. Robert Andry, Ph.D. (Lond.), Assistant Commissioner, Correctional Services Department; Jimmy Chan, Ph.D. (Lond.); Mrs. Ann Andry, M.Sc. (Montreal); Miss Elizabeth Chan, M.Ed. (H.K.). *Wednesdays, 6.00-7.30 p.m., starting March 2, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8|F. 12 meetings.* **Fee: \$130**

The causes, treatment and prevention of behavioural problems prevalent among school-age children will be discussed. Theories relating to juvenile delinquency will be presented in terms understandable to the layman, and practical measures will be recommended to deal with problems inherent in the unique educational, social and cultural setting of Hong Kong. Relevant overseas examples will be used for illustrative purposes. The course should be of interest to parents, teachers and social workers.

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, teachers in Secondary Schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications : February 19, 1983.*)

587. Social Studies for Teachers of Forms 4 & 5. *Fridays, 6.00-7.30 p.m., starting January 21, 1983. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$180**

Tutors: Professor M. A. Brimer, M.A. (Cantab), Cert.Ed. (Brist.), Dean of School of Education, University of Hong Kong.

Anthony Chan, B.Sc. (N.S.W.), M.Sc. (DLSU), M.A. (Ed.) (C.U.H.K.), Ph.D. (S.U.La).

Chow Yiu-wing, B.Soc.Sc. (C.U.H.K.), Dip.Ed. (H.K.).

Peter Fan, B.S.Sc., Dip.Ed. (C.U.H.K.), M.A. (Ed.) (Wake Forest U., North Carolina).

P. T. K. Tam, B.A. (H.K.), M.Sc. (Indiana), Ph.D. (Flor.), Senior Lecturer in Education, University of Hong Kong.

S. L. Wong, B.Soc.Sc. (H.K.), M.Phil. (C.U.H.K.), B.Litt., D.Phil. (Oxon), Lecturer in Sociology, University of Hong Kong.

This course is designed for potential teachers of social studies preparing for the forthcoming Social Studies Certificate of Education Examination. It will consist of a series of lectures and discussions on selected units in the C.D.C. syllabus. Topics to be discussed include the adolescent stage, family life education, human relationships, communication, rules and society and career education.

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, teachers of social studies will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: January 11, 1983.*)

588. 幼童的美術教學 (Teaching Art to Young Children)

主 講 人：林漢超先生。

地 點：香港大學校外課程部市區中心 22 室。

時 間：一九八三年三月十八日起每星期五下午五時四十五分至七時十五分。

全期學費：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、補助或私立學校之美術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，須於三月八日前報名)。

589. 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：香港大校本部 217 室。

時 間：一九八三年三月十八日起每星期五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，須於三月八日前報名）。

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

主 講 人：王齊樂先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：甲班：一九八三年二月二十四日起每星期四上午九時至十一時。

乙班：一九八三年二月二十四日起每星期四下午三時至五時。

丙班：一九八三年二月二十五日起每星期五下午七時四十五分至九時四十五分。

全期學費：一百八十元。（共十五講）。

（報名時請註明甲班、乙班或丙班。）

本課程旨在介紹和討論小學行政的理論和可行的實施方法。適合負責小學行政的校長、副校長、教務主任、訓導主任及一般小學教師參加。課程內容包括：小學行政組織的構想、校政計劃的訂定和實施、校長的職責和教職員間的分工、教務工作的處理、訓導工作、學校與家庭的聯繫和文書事務的處理等。（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，須於二月十日前報名）。

591. 特殊學校行政（二） (Administration in Special Schools II)

主 講 人：由對特殊教育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 14 室。

時間：一九八三年二月二十六日起每星期六上午十時至十二時。
全期學費：一百八十元。（共十二講）。

本課程乃「特殊學校行政（一）」之延續，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：如何統籌及協調校內各類員工的工作、選拔協助行政之人員、教職員評核、實用人事管理、檔案及文件處理及公共關係等。（限收 30 人）

申請教署退還半費手續：凡特殊學校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，須於二月十日前報名。）

592. 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。

時間：甲班：一九八三年二月二十一日起每星期一下午三時至五時。

乙班：一九八三年二月二十二日起每星期二上午九時至十一時。

丙班：一九八三年二月二十二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，須於二月十日前報名。）

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

主講人：陳永昌博士。

地點：香港大學校外課程部市區中心 25 室。

時間：一九八三年三月二日起每星期三下午八時至十時。

全期學費：一百六十元。（共十二講）。

本課程將對影響學校成績因素作一精要分析，因素包括學生（個人）、家庭（父母兄弟）、與學校（校長教師）方面，個人因素之智慧、態度、興趣、驅動、

象望、尤其父母子女之交互作用將作深入探討，介紹有關物質與心理環境之研究資料。本課程適合教師與家長。（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，可以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，須於二月十九日前報名）。

594. 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 22 室

時 間：一九八三年二月二十五日起星期五下午七時四十五分至九時十五分。

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。這個課程是為中學中國文學教師而設，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、田漢、謝冰瑩、張秀亞、陳之藩、孟瑤、馮至、蕭軍、白先勇、司馬中原、彭歌、張默、痲弦、田原、戴望舒、夏衍等。（限收 40 人）

申請教署退還半費手續：凡政府、補助或私立中學之中國文學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，須於二月十日前報名）。

595. 中國現代文學作家論（三） (An Introduction to Writers of Contemporary Chinese Literature III)

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：一九八三年二月二十五日起每星期五下午六時至七時卅分。

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。這個課程是為中學中國文學教師而設，共分三個階段講授。本課程為第三階段，就下列作家中選講十二人：

徐志摩、思果、丁玲、顏元叔、胡風、于伶、歐陽予倩、紀弦、李曼瑰、吳祖光、楊牧、洛夫、魏子雲、臧克家、周夢蝶、端木蕻良、葉維廉、鄭愁予等。
(限收 40 人)

申請教署退還半費手續：凡政府、補助或私立中學之中國文學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，須於二月十日以前報名)。

See also :

- 469. **Introduction to Counselling Approaches.** (Page 109)
- 470. **Explorations in Counselling.** (Page 110)
- 621. **New Orientations in English Language Teaching.** (Page 49)
- 622. **Techniques and Approaches for Teachers of English as a Foreign Language.** (Page 50)
- 623. **Games and Activities in English Language Teaching.** (Page 50)
- 632. **History of Meiji Japan: the Major Themes.** (Page 54)
- 653. **History of Mathematics.** (Page 64)
- 655. 小學數學的幾個課題 (第 64 頁)
- 659. 特殊教育的音樂治療 (第 66 頁)
- 668. **Modern Dance and Music Workshop.** (Page 69)
- 669. **Improvisation and Choreography Workshop.** (Page 70)
- 691. 普通話教學法 (第 76 頁)
- 695. 中國語文講座：現代漢語詞匯和修辭 (第 79 頁)
- 699. 中國現代短篇小說欣賞 (第 81 頁)
- 704. 朗誦講座 (第 82 頁)
- 731. 兒童道德觀之發展與德育 (第 93 頁)
- 738. **Teaching of Physics at Certificate of Education level.** (Page 97)
- 758. **Laboratory Safety.** (Page 106)
- 763. **Developing Effective Communication.** (Page 109)
- 770. 兒童遊戲作為治療用途之運用 (第 113 頁)
- 771. 防止虐待兒童—幼兒工作者的角色 (第 113 頁)
- 772. 兒童照顧與輔助方法 (第 114 頁)
- 775. 適用於青少年工作之人際關係練習及輔導技巧 (第 116 頁)
- 776. 人際關係及輔導技巧於教學工作上的應用 (第 116 頁)
- 777. 在學校中如何應用小組理論和工作技巧 (第 117 頁)

English Studies

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

ENGLISH LANGUAGE COURSES

The English Language courses offered in the Spring of 1983 are primarily intended for those who wish to prepare themselves before applying for a place in one of the Department's Certificate courses in the Use of English or in English for Business in the year 1983-84. The tuition provided will give them a better chance of passing the appropriate entrance examination that they will need to sit later in the year. Other applicants who do not have the time to attend a full course, lasting one or two academic years may also be admitted to these short courses.

SPECIAL ENGLISH

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

Courses

In Hong Kong

At the Extra-Mural Town Centre, Wing On Centre, 8/F.
(*N.B. Course 596 is held in the afternoon*)

596. Wednesdays, 4.30-6.00 p.m., starting February 23, 1983.
15 meetings. **Fee: \$165**
597. Wednesdays, 6.15-7.45 p.m., starting February 23, 1983.
15 meetings. **Fee: \$165**

At the University of Hong Kong.

598. Tuesdays, 7.15-8.45 p.m., starting February 22, 1983.
15 meetings. **Fee: \$165**
599. Wednesdays, 7.15-8.45 p.m., starting February 23, 1983.
15 meetings. **Fee: \$165**

600. Thursdays, 7.15-8.45 p.m., starting February 24, 1983.
15 meetings. **Fee: \$165**

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

601. Tuesdays, 6.30-8.00 p.m., starting February 22, 1983.
15 meetings. **Fee: \$165**

602. Wednesdays, 6.30-8.00 p.m., starting February 23, 1983.
15 meetings. **Fee: \$165**

At Wah Yan College, Queen's Road East.

603. Thursdays, 6.30-8.00 p.m., starting February 24, 1983.
15 meetings. **Fee: \$165**

604. Fridays, 6.30-8.00 p.m., starting February 25, 1983.
15 meetings. **Fee: \$165**

In Kowloon

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

605. Thursdays, 6.30-8.00 p.m., starting February 24, 1983.
15 meetings. **Fee: \$165**

606. Fridays, 6.30-8.00 p.m., starting February 25, 1983.
15 meetings. **Fee: \$165**

At Wah Yan College, 56 Waterloo Road.

607. Mondays, 6.30-8.00 p.m., starting February 21, 1983.
15 meetings. **Fee: \$165**

608. Tuesdays, 6.30-8.00 p.m., starting February 22, 1983.
15 meetings. **Fee: \$165**

609. Fridays, 6.30-8.00 p.m., starting February 25, 1983.
15 meetings. **Fee: \$165**

BUSINESS CORRESPONDENCE

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

Basic Principles: lay-out of a business letter, conventional usage, style and the use and abuse of commercial jargon.

Trade Enquiries: how to make trade enquiries, how to negotiate for more favourable terms and how to place orders.

Complaints: how to write letters of complaint and to reply to them.

- Sales Letters: how to write letters to suit a variety of different circumstances.
- Memoranda: how to write memoranda to suit different situations.
- Correspondence Summaries: how to summarize a series of letters so as to draw out the points raised in each letter or in the correspondence as a whole and how to make recommendations for further action.

Throughout the courses considerable attention will be paid not only to what to say to suit different circumstances, but also the implications of expressing oneself in a variety of different ways.

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

Closing date for applications: 16th February, 1983.

Courses

In Hong Kong

At the Extra-Mural Town Centre, Wing On Centre, 8/F.
(*N.B. Course 611 is held in the morning.*)

- 610.** Mondays, 8.00–9.30 p.m., starting February 21, 1983.
15 meetings. **Fee: \$185**
- 611.** Tuesdays, 8.30–10.00 a.m., starting February 22, 1983.
15 meetings. **Fee: \$185**
- 612.** Wednesdays, 8.00–9.30 p.m., starting February 23, 1983.
15 meetings. **Fee: \$185**

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

- 613.** Thursdays, 6.30–8.00 p.m., starting February 24, 1983.
15 meetings. **Fee: \$185**

At Wah Yan College, Queen's Road East.

- 614.** Fridays, 6.30–8.00 p.m., starting March 4, 1983.
15 meetings. **Fee: \$185**

In Kowloon

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

- 615.** Tuesdays, 6.30–8.00 p.m., starting February 22, 1983.
15 meetings. **Fee: \$185**

616. Wednesdays, 6.30–8.00 p.m., starting February 23, 1983.
15 meetings. **Fee: \$185**
617. Thursdays, 6.30–8.00 p.m., starting February 24, 1983.
15 meetings. **Fee: \$185**

INTRODUCTION TO CORRESPONDENCE

These courses are intended for those who have recently started working in an office. The tuition provided will also be of value of those who are proposing to apply for admission to one of the Department's Use of English courses or to one of the Department's English for Business courses in the year 1983–84.

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

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

Courses

In Hong Kong

At the Extra-Mural Town Centre, Wing On Centre, 8/F.
(*N.B. This course is held in the morning.*)

618. Thursdays, 8.30–10.00 a.m., starting February 24, 1983.
15 meetings. **Fee: \$165**

In Kowloon

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

619. Mondays, 6.30–8.00 p.m., starting February 21, 1983.
15 meetings. **Fee: \$165**

ENGLISH SPEECH

620. **Intonation in Idiomatic English.** 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, 6.30–8.30 p.m., starting February 22, 1983. Room 132, Wah Yan College, 1st Floor, Queen's Road East. 10 meetings.* **Fee: \$160**

By showing the contrast in stress and intonation between English and Chinese (Cantonese and Mandarin) the tutor will help the Chinese student to grasp:

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

Methods of correcting errors will be suggested and graded aural-oral exercises on English Intonation will be provided. Intonation practice will be related to everyday idiomatic English in order to increase the student's range of expression.

Enrolment limited to 30 students.

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

ENGLISH FOR TEACHERS

621. New Orientations in English Language Teaching. William Cheng, B.A., M.A. (Ed.) (H.K.), Dip. in App.Ling. (Edin.), Supervisor, English Language Unit, School of Education, Chinese University of Hong Kong. *Wednesdays, 7.15–8.45 p.m., starting February 23, 1983. Room 141, Main Building University of Hong Kong. 12 meetings.* **Fee: \$140**

Teachers will be introduced to some of the new developments in English language teaching and their possible impact on syllabus design and classroom procedures. Lectures and discussions will be supported by the showing of films.

Topics to be considered will include the following:

- Second language acquisition;
- Syllabus design: structural syllabuses versus communicative/functional syllabuses;
- Differing approaches to the teaching of grammar;
- Error analysis; Developing communicative skills;
- Language teaching games and songs; Communication games and role-play;
- New trends in the teaching of reading; Language testing.

Enrolment limited to 30 students.

Fee Refund: on being accepted for this course, teachers of English in Secondary Schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 14, 1983.*)

622. Techniques and Approaches for Teachers of English as a Foreign Language. Miss Ora W. Y. Kwo, B.A. (Hull), M.A. (London), Lecturer in Education, University of Hong Kong. Mrs Josefa Lam, B.A. (Maryknoll, Philippines), M.Ed. (H.K.) and Mrs Peggy L. B. M. Ng, M.A., Cert.Ed. (H.K.). Teaching Consultants in Education, University of Hong Kong. *Mondays, 6.15-7.45 p.m., starting February 28, 1983. Room 201, Main Building, University of Kong Kong. 16 meetings.* **Fee: \$190**

This course aims to provide the secondary school teacher with a collection of teaching techniques and ideas about how to approach language learning and the learning situation. Teachers are expected to participate actively.

Syllabus :

Methodology; the shape of a unit; planning for an English lesson; classroom organisation and group work; Presentation, practice and application; teaching listening skills; teaching speaking skills (including a Drama Workshop); teaching reading skills; teaching writing skills; summary and precis writing; integrating language work; teaching advanced learners; motivation; teaching vocabulary; communication games; coping with the coursebook; language across curriculum: the role of ELT in Hong Kong.

Note. Enrolment will be limited to 25 teachers of English in secondary schools and may be by selection of those most qualified to benefit from the course of tuition. Applicants should therefore attach a statement to their applications stating the level(s) they are teaching at and how long they have been teaching for. This course is *not* intended for teachers who have taken the Certificate in Education course at the University of Hong Kong within the past four years.

Fee Refund: on being accepted for this course, teachers of English in Secondary Schools will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications : February 19, 1983.*)

623. Games and Activities in English Language Teaching. Mrs B. A. Taylor, B.Soc.Sc. (Birmingham). *Fridays, 6.15-7.45 p.m., starting February 25, 1983. 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 students have considerable difficulty in speaking the language they have learned. The current trend, however, introducing language teaching games into the teaching of English has had the effect of de-formalising the teaching and making what is learnt more 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-dialogue, 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 the games considered to the needs of their own pupils. They may be asked to bring their own materials and to devise and take part in the 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.

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 fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 16, 1983.*)

ENGLISH FOR APPRECIATION

624. An Introduction to English Poetry. Mrs. H. A. Bitner-Glindzicz, B.A. (Open U.). *Thursdays, 7.30-9.00 p.m., starting February 24, 1983. Room 5C, Wah Yan College, 1st Floor, 56 Waterloo Road, Kowloon. 10 meetings. Fee: \$120*

The course is planned to help the student towards an approach to poetry that will be valuable in subsequent reading. Poems illustrating the essential characteristics of English poetry have been chosen in the hope that they will delight and stimulate as well as develop an appreciation of literature. A selection of poems by William Blake, William Wordsworth and John Keats, will be studied to show the contribution made by rhythm, rhyme, syntax, metaphor, simile and tone to the meaning of a poem.

The formulation of the student's own response will be the central activity expected, and students are asked to read the texts before class and to participate in discussion.

Entrance Qualifications: an ordinary Pass in the First Year of an Extra-Mural Use of English course or, a Pass in English Language at G.C.E. 'O' level or equivalent.

Enrolment limited to 25 persons.

Geography & Geology

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

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

主 講 人：鈕栢榮，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：一九八三年三月二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）。

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

主 講 人：鈕栢榮先生。

地 點：香港大學許愛周科學館 G1 室。

時 間：一九八三年三月二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）。

627. 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：一九八三年三月三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)。

628. 玉石的分類及鑑定 (Identification & Classification of Jade)

主 講 人: 歐陽秋眉女士, F.G.A.(英國寶石學會院士, 美國寶石學院鑽石文憑)。

地 點: 香港大學許愛周科學館 G1 室。

時 間: 一九八三年三月五日起每星期六下午三時至五時。

全期學費: 二百五十元。(共八講包括一次參觀)。

授課內容: 主要介紹硬玉(翡翠)車玉的特性, 鑑定方法, 產地, 翡翠的轉色及其識別方法, 硬玉的級別及評價。(限收十二人)。

629. 中國地理選論 (Selected Topics in the Geography of China)

主 講 人: 歐陽秋眉女士、袁貞偉先生、任志輝先生、馮通先生、鄒小萃先生。

地 點: 香港大學許愛周科學館 G1 室。

時 間: 一九八三年三月八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)。

講授重點在介紹有關中國地理的各個主要方面的知識。內容包括: (一) 中國之氣候及土壤地理; (二) 中國的地質, 地震及礦產地理; (三) 中國的農業, 林業及漁業等地理; (四) 中國的人口地理; (五) 中國的都市及交通地理等。

630. 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 March 5, 1983. 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 stereonets, methods of slope stability analysis, theory and design of rock anchors; soil mechanics: properties of soils and their measurement; soil slope stability: limit equilibrium methods; infiltration theories: infiltration of rain water into unprotected slopes and its effect on slope stability, physics of unsaturated flow; earth pressures on retaining structures; dewatering: effects on buildings; and modern stress-strain theories and computational methods: tensor notations, constitutive laws, introduction to finite element method, limit analyses, implication of strain-softening in geotechnical engineering.

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

Enrolment is limited to 30.

History

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

631. India's Struggle for Independence, 1857-1947. Miss Coonoor Kripalani, B.A. (Delhi). *Mondays, 6.10-7.40 p.m., starting March 7, 1983. Room 106, James Hsioung Lee Science Building, University of Hong Kong. 8 meetings. Fee: \$100*

This course will cover India's struggle for Independence, starting with the Mutiny of 1857. The impact of the European presence in the early and mid-nineteenth century will be studied, and traced through to the rise of nationalist sentiment in India. Specifically, the growth of the middle-class, development of the press and vernacular literature, and the founding of the Indian National Congress will be looked at, together with other political parties, such as the Muslim League. The role of Gandhi, Nehru, Jinnah and other prominent leaders of the freedom movement will be discussed, as well as the British response to their demands. Finally, the success of the movement will be studied, with the transfer of power to independent India in August 1947.

632. History of Meiji Japan: the Major Themes. Joseph K. S. Yick, B.A. (Texas), M.A. (California). *Wednesdays, 6.10-7.40 p.m., starting March 2, 1983. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$120*

This course covers the history of Meiji Japan (1868-1912), with particular emphasis on the rise of Japan as the first modern industrial non-Western power and the link between industrialism and expansionism in this period. The approach will be topical as well as chronological, and the contents will include the following: the Ambiguous Legacy of Japanese Feudalism; Crisis in the Tokugawa System; the Meiji Restoration; Cultural Revolution and Confusion in Meiji Japan; Building the Nation-State; Beginnings of Industrialization; Imperialism and the New Industrial Society.

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 applications: February 21, 1983.*)

633. The Revolutionary Movement in Early 20th Century China. Terence T. T. Pang, M.Phil. (H.K.). *Thursdays, 8.00-9.30 p.m., starting March 3, 1983. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$120*

The 1911 Revolution is one of the most controversial topics in modern Chinese

history and it continues to influence the political development of present-day China to a great extent.

The topics to be covered include the personality of Dr. Sun Yat-sen, his contribution to the revolutionary movement as compared with Huang Hsing and other leaders, the Three People's Principles, the revolutionary organizations and their activities, the revolutionary programme of the Tung Meng Hui, the role of secret societies, overseas Chinese and returned students in the movement, the policies of the Western powers towards the revolution, the relationship between the revolutionaries and constitutionalists, the railway protection movement, the manoeuvre of Yuan Shih-kai and finally, an evaluation of the relative success and failure of the 1911 Revolution.

Views of Western and Chinese scholars (both KMT and Marxist) will be introduced to enhance understanding of the revolutionary movement.

634. 近代日本：政治發展與對外關係 (Modern Japan: Political Development & External Relations)

主 講 人：周佳榮碩士。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八三年三月七 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）。

本課程旨在討論近代日本開國後的政治發展和對外關係，對以下問題會作深入的剖析：明治維新及近代化進程；向歐美國家爭取廢除不平等條約的經過；大陸政策與產業發展的關係；大正時期的政黨政治與民主化傾向；軍國主義的興起和對外侵略；戰後改革和日美關係的演變；與中國關係的現狀與展望等。適合一般對日本近代史及日本問題有興趣的人士聽講，亦歡迎預科及大專學生進修。

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

主 講 人：黎志剛碩士。

地 點：香港大學鈕魯詩樓 248 室。

時 間：一九八三年三月三日起每星期四下午七時卅分至九時。

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。（限收二十五人）。

636. 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：香港大學紐魯詩樓 248 室。

時 間：一九八三年三月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：一百二十五元。（共九講及三次野外考察）。

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。

太 古 城 校 外 課 程

646. 廣告設計實用技巧

659. 特殊教育的音樂治療

665. 中級音樂理論

666. 視唱練習

716. 書法藝術的水墨調配與運筆

717. 現代山水畫意境與水墨彩新技巧

Journalism & Communication

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

637. 雜誌編輯 (Magazine Editing)

主 講 人：鄭宜迅先生（雜誌編輯與出版專業人仕）。

地 點：香港大學鈕魯詩樓 231 室。

時 間：一九八三年二月廿五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，大至銷路廣潤的雜誌，其成功與否，都倚賴編輯們的能力與修養。故本課程將兼顧以下的重點：報紙、雜誌、畫報編輯的分野及特點；讀者心理和編輯風格的建立，新聞感和信任感探討；文字編輯和技巧編輯在香港的優缺點；標題的控制，資料選輯和節奏感的分析（配幻燈片）；紙張、製版、分色、印刷原理和運用介紹，版面設計、字體研究和美學小談（配幻燈片）；編輯工作的責任感和時間控制。

638. 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：一九八三年三月五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仕參加。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。學員最好自備超八米厘影機。（限收二十人）。

639. 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：一九八三年二月廿四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。講授時將輔以電影及幻燈片，特別注重實例與個案，並邀請其他廣告專業人士參與講授，而專業名辭則輔以英語。（限收四十人）。

640. 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：一九八三年二月廿五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）。

641. 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 24 室。

時 間：一九八三年二月廿二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，更盡力增進學員們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）。

642. 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 24 室。

時 間：一九八三年二月廿二日起每星期二下午七時十五分至八時卅分。

全期學費：二百三十五元。（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仕，幫助尤大。凡曾選修本部之「自我辨認與人際關係」課程者，將優先取錄。（限收二十人）。

643. 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：一九八三年三月一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評，講授時特別着重不同場合講辭的撰寫、體裁、編排、表達與評估，日常的應對與辭語的表達，兼分析古今各演講名家的成就作為範例。重點配合職業上的實際需要。

本課程除對傳播界、教育界、社會工作者及公關人仕有幫助外，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）。

644. 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。

間 更：一九八三年三月三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家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）。

645. 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：一九八三年三月十日起每星期四下午七時卅分至九時卅分。
（共二十講）。

乙班：一九八三年三月十一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）。

646. 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 107 室。

時 間：一九八三年二月廿一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，再傳達到廣大的群衆，發揮最高度的効力。

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）。

Law

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

647. Introduction to Criminal Law. Patrick Chan, LL.B., P.C.L.L. (H.K.), Barrister-at-Law. *Fridays, 7.30-9.45 p.m., starting February 25, 1983. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$200**

This is a practical-oriented course meant for people connected with court work particularly in the magistracies. Topics to be covered include classification of offences, elements of a crime, participation in crime, general defences, advocacy, evidence and procedure.

Admission will be by selection. Only those with relevant working experience will be admitted.

Enrolment is limited to 30.

Closing date for application: February 15, 1983.

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 March 30, 1983. 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.

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.

649. 市民與法律 (Law & the Citizen)

主 講 人：韓譚春先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八三年二月廿二日起每星期二下午六時至七時三十分。

全期學費：一百元。（共十講）。

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

650. 香港地產物業法例 (Real Property Law in Hong Kong)

主 講 人：文世昌先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八三年二月廿四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。（共十講）。

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

651: 保險法 (Insurance Law)

主 講 人：關德康先生。

地 點：香港大學許愛周科學館 LG1 室。

時 間：一九八三年三月四日起每星期五下午六時十五分至八時三十分。

全期學費：一百一十元。（共七講）。

本課程旨在介紹本港有關保險法律之基本原則。內容包括：保險合約之形成，提供資料之責任，保險單，索償與賠償之原則，經紀之地位與責任，有關汽車保險及水險之法律問題。

652. 銀行法簡介 (Introduction to Banking Law)

主 講 人：李全德先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八三年三月一日起每星期二下午七時三十分至九時四十五分。

全期學費：一百三十元。（共八講）。

本課程以平易的方法，介紹香港銀行法例的一般常識。內容包括香港的銀行及財務公司的性質，滙票及支票的運用，存款及放款業務，銀行對顧客的責任，滙兌業務和商業信用証等。

See also :

554. **Law Relating to Banking.** (Page 27)

766. 社會工作人員與有關家庭法例 (第 111 頁)

780. **The Buildings Ordinance and Subsidiary Legislation.** (Page 119)

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。

Mathematics

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

653. History of Mathematics. Matthew Linton, B.Sc. (Lond.), Ph.D. (Durh.). Lecturer in Education, University of Hong Kong. *Mondays, 6.30–8.00 p.m., starting February 28, 1983. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 10 meetings.* **Fee: \$120**

A survey of the main episodes in the development of mathematics up to the early years of the twentieth century. The course should be of interest to teachers of mathematics, providing them with some background material to the school mathematics curriculum, but other interested people are also welcome.

Enrolment is limited to 30.

Fee Refund: on being accepted for this course, teachers of mathematics 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 : February 18, 1983.*)

654. 向量微積分 (Vector Calculus)

主 講 人：鄧偉廉生生、梁明櫻女士。

地 點：香港大學校本部 240 室。

時 間：一九八三年三月二十八日起每星期一下午六時十五分至七時四十五分。

全期學費：一百一十元。（共十二講）。

向量微積分是一門建立于初等微積分基礎上的關於多個變數微積分和向量分析的課程。此課程引導學生初步掌握三維空間（甚至 n 維空間）數學分析的概念，理論與方法，其中包括偏導數、全微分，二重積分，三重積分以及三維空間解析幾何等。

655. 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：一九八三年三月一日起每星期二下午七時四十五分至九時四十五分。

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、補助或私立學校之數學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，須於二月二十二日前報名）。

Music

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

656. 京劇的藝術與功架 (Peking Opera)

主 講 人：郭錦華女士、劉洵先生。

地 點：香港大學校本部 M7 室（陸佑堂入口地下與二樓之間）。

時 間：一九八三年三月二日起每星期三下午六時十五分至七時四十五分。

全期學費：一百六十五元。（共十二講）。

京劇是唱、唸、做、打的綜合性藝術，以抽象、誇張、虛擬的形式，表達古代帝王將相、才子佳人、忠孝節義、神妖鬼怪等故事內容，使京劇各個行當，如生、旦、淨、丑，都具備整套程式功夫，以確保京劇固有多樣化的藝術風格，而京劇的獨特處，就是程式表演超越故事內容。

因此本課程除介紹京劇的特質外，特別注重以下三種功夫的訓練：包括壓腿、踢腿、躡子、飛腳、翻身等的「基本功」；古兵器運用及對打形式的「把子功」，身訓組合、起霸、一趟馬、走邊的「身段功」，通過此種訓練，便會對於京劇的手、眼、身、步法配合和運用，逐步理解，使成為表演的基礎，而此種基本程式，亦可以通過變化及組合。用來表達現實的生活。

郭女士為「老水仙花」郭繼香之孫女，曾為中國京劇院的台柱演員，拜師王瑤卿、程玉菁、方連兄等老前輩。曾在「楊門女將」中演楊七娘、「天門陣」中演穆桂英，多次出國演出，揚名國際，劉先生亦為國內名京劇藝術家，曾多次出國演出。

本課程限收二十人。

657. 古典音樂的認識與欣賞 (Understanding Classical Music)

主 講 人：尤迪中先生，B.Mus.(McGill)。

地 點：香港大學校本部 M7 室。（陸佑堂進口處二樓與地下之間）。

時 間：一九八三年三月一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）。

在香港，音響器材、唱片和錄音帶頗受大眾歡迎。再加上各種音樂會，欣賞西歐古典音樂成為許多人的愛好。對於那些初入門的人仕，覺得古典音樂過於抽象，難以理解。本課程旨在為這些音樂愛好者，中、小學教師及有意參加各種音樂考試人仕提供一些欣賞古典音樂的基本常識。

在十二講裏，將涉及歐洲古典音樂發展概況，即從萌芽時期到現代音樂的演

進；各樂派之源流、風格及影響；傑出作家之代表作品；曲式與樂曲；各種樂器之音色及性能；管弦樂隊之組合等。俾使音樂愛好者在課程結束後。對古曲音樂有着一定程度的認識和欣賞能力。講授將輔以圖片、唱片及錄音帶。

658. 流行音樂導論 (Introduction to Popular Music)

主 講 人：尤迪中先生，B.Mus.(McGill).

地 點：香港大學校本部 M7 室。（陸佑堂入口處二樓與地下之間）。

時 間：一九八三年三月八日起每星期二下午七時四十分至九時十分。

全期學費：一百元。（共十講）。

流行音樂始源於十九世紀末及二十世紀初，由歐洲的 Waltz-Fever（圓舞曲熱潮）到美國的 Ragtime 及 Jazz（爵士音樂）。美國黑人是爵士音樂的始創人。Scott Joplin 的 ragtime piano 瘋魔一時，Duke Ellington 和 Louis Armstrong 更是爵士音樂的天才。到 1930 年，爵士音樂進入 Big Band 時代。拉丁美洲音樂流入美國，加上留聲機開始發達，流行音樂很快就傳播到世界各地。Samba（森巴舞）起源於巴西，Tango（探戈舞）則是亞根庭的舞蹈。五十年代，「樂與怒」(Rock 'n' Roll) 雄霸樂壇，青年人的偶像是「貓王」Elvis Presley。到六十年代，人們對「樂與怒」的節拍漸感厭倦，開始追求新鮮的節拍 (beat)，英國於是誕生了一隊叫 Beatles 的樂隊，來迎合聽眾的口味。到七十年代，流行音樂產生了「輕」及「重」的分後者是 Rock（註：不同 Rock 'n' Roll），它代表了脫俗的一代 (hippies) 的迷幻思想。現在的 Disco 音樂也是 Rock 的音樂。

659. 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：香港鯉魚涌太古城聖約翰男女書院 209 室。

時 間：一九八三年三月二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，須於二月廿一日前報名）。

66. 中國民歌 (Chinese Folk Songs)

主 講 人：董華強先生（中國著名民歌音樂家）。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年三月七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，多彩多姿。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，則各選一首歌。 （限收二十五人）。

61. 中國民歌概論 (A General Study of 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：一九八三年三月十四日起每星期一下午四時十五分至五時卅分。

全期學費：一百四十元。（共十二講）。

中國具有燦爛的民族音樂文化，歷史悠久，風格絢麗的民歌，是各族人民音樂智慧的結晶，閃耀在歷史的長河中。

通過中國民歌概論的課程，系統地講述民歌在它產生、流傳和發展的過程中，逐漸形成了兩大類體裁：腔與曲。包括了號子、山歌和小調等。各種體裁的民歌，以豐富生動的語言，鮮明突出的藝術特點，五彩繽紛的藝術風格，廣泛而深刻地反映了社會生活。它流傳於人民羣衆的口頭，世代傳唱，深深扎根在人民生活的土壤中。

每課發講義教材，並批改習作。學員可同時選修「中國民歌」，使理論配合實習。（限收二十人）。

12. 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：一九八三年二月廿四日起每星期四下午五時四十五分至七時。

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，學員將會有被別指導的機會，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，爲他們提供聲樂上的基本訓練，知與技巧，參加者最宜先具基本的音樂知識。（限收二十六人）。

663. 中級聲樂 (Intermediate Vocal Singing)

主 講 人：麥志成先生，F.T.C.L., A.R.C.M.

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年二月廿四日起每星四下午七時十分至八時廿五分。

全期學費：一百二十五元。（共十講）。

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

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練，知識與技巧，參加者最宜先選修秋季之「聲樂初階」。（限收十八人）。

664. 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：一九八三年五月五日起每星期四下午七時十分至八時廿五分。

全期學費：一百二十五元。（共八講）。

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。會選修本部之中級聲樂者將優先取錄。（限收十四人）。

665. 中級音樂論理 (Intermediate Music Theory)

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：香港鯉魚涌太古城聖約翰男女書院 101 室。

時 間：一九八三年二月廿八日起每星期一下午六時卅分至八時。

全期學費：一百二十元。（共十二講）。

學會認識簡譜和五綫譜，對喜愛音樂的人們是一項有意義的樂趣。本課程包括學會數拍子，算音程，認調性，區別大調和小調，弄清楚基本音樂術語，記號。本課程將引導學員初步領畧和聲，複調，曲式，配器各科的概念。本期將加強其他樂理的進修。

666. 視唱練習 (Solfeggi and Aural Training)

主 講 人：任策先生，B.S. (St. John) (前北京交響樂團指揮)。

講授語言：國語(輔以英語)。

地 點：香港鯉魚涌太古城聖約翰男女書院 101 室。

時 間：一九八三年二月廿八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)。

音樂的聽覺是可以訓練的。音準、音調、拍子、音程、節奏、和絃都可以經過學習，提高聽辨能力。視唱兼用固定唱名法和首調唱名法，着重音準、節奏，並培養音樂感。

667. 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：一九八三年三月三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，影響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。(限收二十人)。

668. Modern Dance and Music Workshop. Miss Daryl Ries, Director of Modern Dance Theatre of Hong Kong. *Saturdays, 1.30-3.30 p.m., starting March 5, 1983. 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.

Enrolment is limited to 20.

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: February 23, 1983.*)

669. Improvisation and Choreography Workshop. Miss Daryl Ries, Director of Modern Dance Theatre of Hong Kong and international guest artists. *Wednesdays, 8.00–9.30 p.m., starting March 9, 1983. Redgrave Room, 16/F., Hong Kong Arts Centre. 12 meetings.* **Fee: \$220**

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 16.

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: February 28, 1983.*)

**In order to receive the next issue of this
Prospectus, please turn to page 120.**

Oriental Languages

Staff Tutors : John D. Young (Mandarin and Cantonese) *Tel*: 5-4097313

Owen H. H. Wong (Japanese and Putonghua) *Tel*: 5-4097309

MANDARIN

670. Mandarin for Business Conversation (II). Mrs. Maggie Chang Dunn, B.A. (Chekiang). *Mondays and Fridays, 7.50-9.35 p.m., starting March 7, 1983. Mondays, Room 231, Knowles Building; Fridays, Room G1, James Hsioung Lee Science Building, University of Hong Kong. 18 meetings. Fee: \$550*

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

Enrolment limited to 20.

CANTONESE

671. Cantonese for Business Conversation. Mrs. Caroline Law, B.A. (U.C.). *Wednesdays and Fridays, 7.15-9.30 p.m., starting March 9, 1983. 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 (i.e. who have studied the language for not more than 25 hours) 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).

Enrolment limited to 25 per course.

672. 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 March 18, 1983. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 40 meetings. Fee: \$600*

673. Cantonese I. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.15-9.30 p.m., starting March 8, 1983. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 22 meetings.*

Fee: \$480

674. Cantonese I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Mondays and Thursdays, 2.00-3.30 p.m., starting March 10, 1983. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 33 meetings.*

Fee: \$480

675. 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 March 3, 1983. Room 37, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance junction of Kimberley Road and Austin Avenue). 40 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.

676. Cantonese II for Executives. K. C. Fung, B.A., Dip.M.S. (H.K.). *Thursdays, 6.00-7.30 p.m., starting March 10, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.*

Fee: \$600

677. Cantonese II. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15-9.15 p.m., starting March 24, 1983. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.*

Fee: \$480

678. Cantonese II. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Tuesdays and Fridays, 2.00-3.30 p.m., starting March 18, 1983. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.*

Fee: \$480

679. 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 March 15, 1983. Room 39, 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).

680. Cantonese III. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays, 7.15-9.15 p.m., starting March 9, 1983. 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).

681. Chinese Characters I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Tuesdays, 7.15-9.15 p.m., starting March 22, 1983. Room 227, Knowles Building, University of Hong Kong. 13 meetings. Fee: \$400*

682. Chinese Characters I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Wednesdays, 2.00-3.30 p.m., starting March 16, 1983. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 17 meetings. Fee: \$400*

683. Chinese Characters II. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Thursdays, 7.15-9.15 p.m., starting March 24, 1983. 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

684. Intermediate Japanese. Mrs. Yuko Miyazoe, B.A., M.A. (EIU), Certificate in TJFL (National Language Research Institute of Japan). *Fridays, 6.15-8.30 p.m., starting March 18, 1983. Room 306, Northcote Science Building, University of Hong Kong. 16 meetings.* **Fee: \$690**

Mainly designed for non-Chinese speaking people who have learned Japanese for over 50 hours, this course provides further training in the Japanese language, with more emphasis on grammar, sentence construction and more complicated colloquial Japanese.

Enrolment limited to 8.

685. Introductory Japanese. Mrs. Yuko Miyazoe, B.A., M.A. (EIU), Certificate in TJFL (National Language Research Institute of Japan). *Mondays, 6.15-8.30 p.m., starting March 14, 1983. Room G1, 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。

（高級班只接受曾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。

基本日語 (Basic Japanese)

686. 楊慎豪學士。（共四十講）。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八三年二月廿一日起每星期一下午七時四十五分至十時（五月十八日起另加每星期三下午七時四十五分至十時）。

687. 董翠樺學士。（共卅六講）。

地 點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院41室。（柯士甸路後門出入）。

時 間：一九八三年一月二十日起每星期四下午六時二十分至八時五十分。（四月廿七日起另加每星期三下午六時二十分至八時五十分在 24 室）。

688. 日語補習班 (Special Japanese Course)

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：一九八三年三月二日起每星期三下午七時十五分至九時十五分。

全期學費：二百七十五元。（共二十講）。

本課程專為八二年春季日語初級班、中級班或歷屆中級班考試不合格者而設，以期於半年內，能通過今夏之補考合格，升入高級班。

外界人士若能證明已修畢一百小時之日語課程者，亦可申請，惟本部學生將獲優先取錄機會。（限收二十人）。

外界人士報名時，請附有關日語課程之個人學歷證件副本。

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。（可到中環域多利皇后街三聯書局購買。）高級班則由各導師加插輔導教材。

基本普通話（國語） (Basic Putonghua)

本課程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。每班約共九十小時，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。

689. 譚惠霞女士。（共五十一講）。

地點：香港大學鈕魯詩樓 231 室（星期一）及 248 室（星期二）。

時間：一九八三年一月十七日起每星期一下午六時至七時四十五分及星期二下午七時十五分至九時。

690. 蔡印時先生。（共卅二講）。

地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室。（柯士甸路後門出入）。

時間：一九八三年一月廿一日每星期五下午六時至八時四十五分。（五月卅日起另加每星期一下午六時至八時四十五分。）

691. 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：一九八三年三月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，須於二月廿一日前報名）。

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顯博士申請，每組人數不應超過八人。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 120 頁 。

Chinese Studies

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

692. Understanding Chinese Customs and Traditions. Mrs. Nana Tsao, M.A., Dip.Ed. (H.K.). *Thursdays, 10.15-11.45 a.m., starting March 17, 1983. 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.

693. Women in Chinese Society. Terence T. T. Pang, M.Phil. (H.K.). *Wednesdays, 3.00-4.30 p.m., starting April 6, 1983. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings. Fee: \$100*

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

694. Chinese Painting: Appreciation and Techniques. James Lo, B.A. (Lingnan). *Thursdays, 6.15-7.45 p.m., starting March 10, 1983. Room 24, St. Mary's Canossian College, 162 Austin Road, Kowloon. (Entrance at the junction of Kimberley Road and Austin Avenue). 10 meetings. Fee: \$285*

For Westerners with an interest in Chinese art, the main concepts of Chinese painting, as well as brush, ink and colour techniques will be introduced. Apart from the appreciation of the work of the ancient masters, instruction and demonstration of Chinese paintings of landscape, figures, fish, animals, peacocks, insects, plumflowers, orchids, bamboo, chrysanthemums, other types of flowers and birds will be given.

Enrolment is limited to 12.

LITERATURE

「中國大陸的文壇」免費公開講座（與香港英文筆會合辦） (Public Lectures on Literature in Mainland China)

地點：香港大學校外課程部市區中心15室（上環永安中心八樓）。

時間：一九八三年一月廿六日、二月二日，二月九日、六月一日、六月八日及六月廿二日每星期三下午六時至七時。

中國文壇自三十年代開始，便醞釀大變，派系亦開始分明，四九年後文學的創作與活動，更與政治風向結合；其間的波動與紛爭，層出不窮，而一般老作家與新秀，都受時勢影響，探索新的寫作路線，以上種種的緣由脈絡，都是愛好中國文學的社會大眾所關注的。

本講座將特別邀請下列專家，闡釋此時期文壇的幾個重點問題：

蕭輝楷：「從文學革命到左聯的出現——新文學運動主流思想簡述」
（一月廿六日）

司馬璐：「中共的文藝路線與文藝政策」（二月二日）

李韓玲：「鳴放前後的文壇」（二月九日）

王恩：「四人幫的非法清算作家」（六月一日）

紀馥華：「新寫實主義文學的回顧與前瞻」（六月八日）

王仁芸：「新舊交替時期的中國當代文學」（六月廿二日）

95. 中國語文講座：現代漢語詞匯和修辭 (Contemporary Chinese Vocabulary and Rhetoric)

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24室。

時間：一九八三年二月廿八日起每星期一下午六時三十分至八時三十分。

期學費：一百六十五元。（共十二講）。

我們說話和作文，不但要求說得正確，還要講求說得好。要達到這個目的就充分掌握詞的意義和使用，及語言的各種表達技巧了，換句話說，就是要學習詞和修辭。

本課程的詞匯部分包括有現代漢語詞匯的構成，詞的意義，多義詞，同義、近義、成語、慣用語、諺語的認識和使用，使用詞語的原則，詞語的規範等。辭部分包括有修辭的意義，詞語的選用，句子的錘煉，篇章的組織，和修辭方式使用等。（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文科教師進修以上課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申請。（如欲教育署退還半費者，須於二月十八日前報名）。

696. 孟子選讀 (Mencius)

主 講 人：陳耀南博士。

地 點：香港大學鈕魯詩樓 248 室。

時 間：一九八三年三月二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）。

孟子光大孔門之學，以四端良知、仁政王道之說，發揮仁義，見道真純，立論健暢，尤善設譬喻，富陽剛之美，不論心術之匡培、學術之了解、文章之修養，皆至有裨益。近數百年來，與論語，學庸並行，稱為四書，家經戶誦，其影響中國思想文化，至為鉅大。

697. 中國民間文學專題講座：笑話與趣事 (Folklore and Popular Literature III)

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：一九八三年三月十二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。以漢族作品為主，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。

698. 中國大陸早期的文學 (Early Literature in Mainland China)

主 講 人：李韋玲小姐。

地 點：香港大會堂八樓南會議室。

時 間：一九八三年三月三日起每星期四下午七時至八時。

全期學費：九十元。（共十四講）。

一九四九年是中國文壇的轉變時期，因為政府剛開始成立，文學亦需配合政治，由四九年以迄文革開始，差不多每四五年必有一種政治路線的改變，文學創作

自必受到牽連，所以這個時期的文壇，可說是多采多姿、變幻無窮，而講授範圍，就包括一九四九年毛澤東指示下的文藝政策；胡風周揚的路線之爭；百花齊放的文學創作；大躍進時期的文壇劇變；及文革前夕的鄧拓的「三家村」風雲與「海瑞罷官」事件等。

本課程將邀請有關專家與學者參與講授。

699. 中國現代短篇小說欣賞 (Appreciation of 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：一九八三年三月三日起每星期四下午八時至九時。

全期學費：九十元。（共十四講）。

選取中國現代短篇小說名篇，進行賞析。講者將分析每篇小說之特質，塑造人物形象之技巧，及其如何謀篇佈局……等等。選講的作品包括有魯迅的《孔乙己》。許地山的《綴網勞蛛》、老舍的《月牙兒》、沈從文的《蕭蕭》等等。（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，須於二月廿二日前報名）。

700. 文學創作 (Creative Writing in Chinese Literature)

主 講 人：李韓玲女士。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年三月七日起每星期一下午七時五十分至九時卅五分。

全期學費：一百二十五元。（共十講）。

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

講授內容，包括文學創作的一般原理，文學作品（小說、散文）的特點、寫作方法等。為了提高學員的欣賞文學作品、分析文學作品的水平和寫作能力，本課程除設有創作練習外，還選出文學佳作，進行討論。

701. 修辭與寫作 (Rhetoric and Practice of Writing Chinese)

主 講 人：袁效良先生。

地 點：香港大會堂八樓南會議室。

時 間：一九八三年二月廿八日起每星期一下午八時至九時。

全期學費：七十五元。（共十二講）。

以新舊文學資料及各時期之代表作品，如左傳、六朝文之用字，唐宋古文之結構、詩詞之語彙，明清小說的題材，作為研究之對像，進而加以比較，學習修辭與寫作方法，並加講五四後各派名家之傑作，以期學員能掌握議論文、演講詞、散文，詩歌及各類應用文之寫作技巧，並提高文字水平。

702. 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：一九八三年二月廿八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，為最優美、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，易知易從者為準，以清真雅正為旨歸。首講李（白）、杜（甫）、王（維）、孟（浩然）、高（適）、岑（參）之名作；本期再加晚唐李（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。

703. 詩經國風淺釋 (Book of Poetry: Folk Songs)

主 講 人：潘小磐先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年二月廿八日起每星期一下午六時卅分至七時四十五分。

全期學費：一百一十五元。（共十四講）。

詩經為我國最古之詩歌總集，夙受重視，奈解詩者紛紜其說，每加曲解，反使真面受蒙，謬誤相承。茲試就詩之本文，參以諸家注解，擇善而從，細為闡釋，披雲見日，淘沙見金，或有助於讀者乎。詩經分風、雅、頌三部，先從國風入手。

704. 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：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室。

時 間：一九八三年三月二日起每星期三下午六時卅分至八時卅分。
（共八講）。

全期學費：一百一十元。

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，（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，須於二月廿一日前報名）。

TRANSLATION

705. 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：一九八三年二月廿五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。課程內容包括「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）。

706. 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：一九八三年三月四日起每星期五下八時卅分至十時。

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）。

707. 公事文件翻譯 (Documentary 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：一九八三年三月二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）。

翻譯在香港已日趨專業化，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，本課程將包括公事文件翻譯的技巧，會議程序及會議紀錄、議案等的翻譯；商業信札的翻譯；銀行文件的翻譯，一般演說詞的翻譯；啟示、柬帖、通告，便條及其他報告等的翻譯。（限收二十五人）。

PHILOSOPHY

708. 佛學概論 (Introduction to Buddhism)

主 講 人：羅時憲先生。

地 點：香港大學校外課程市區中心 15 室。

時 間：一九八三年二月廿三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。

709. 佛經選講：金剛般若經 (Selected Buddhist Text)

主 講 人：羅時憲先生。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八三年三月二日起每星期三下午八時至九時卅分。

全期學費：一百一十五元。（共十一講）。

大乘佛學有空宗、有宗。本經為空宗之重要經典，禪宗六祖慧能因聞此經而悟道，隋唐以來注釋此經者凡八十餘家，文人學士之稱引此經者不計其數，可見其影響中國人思想之大。本講依印度世親論師的疏釋，比較六種譯本，剖析經文，俾初學者藉此得觀全經之面貌。（限收二十人）。

710. 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：一九八三年二月廿八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。

711. 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：一九八三年二月廿八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，初學可懂，選講範圍：周易，孔孟荀，老

莊，墨子，列子，惠施，公孫龍子，韓非子，呂不韋，董仲舒，王充，劉劭，劉勰，韓愈，柳宗元；周張劭，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亦流。

ART & CULTURE

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

712. 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：一九八三年二月廿五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。

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

主 講 人：陶濠先生。（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：一九八三年二月廿五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）畫煙雲法；（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。

714. 花鳥畫構圖與賦色技巧 (Flowers & Birds Painting)

主 講 人：徐達之先生。講授語言：粵語（輔以國語）。

地 點：香港大學鈕魯詩樓 229 室。

時 間：一九八三年三月十二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）。

本課程為有志研習中國花鳥畫技法，與花鳥畫各種構圖及設色技巧者而設。內容包括：（一）春、夏、秋、冬四季花卉構圖與設色；（二）各類禽鳥與四季花卉配合構圖技法；（三）桃花與鴛鴦構圖與設色；（四）荷花與翠鳥構圖與設色；（五）芙蓉與烏雀構圖與設色；（六）梅花與喜鵲構圖設色；（七）各類花卉、禽鳥取形，寫神，鈎勒、沒骨、點染技巧；（八）介紹欣賞歷代中國名家花鳥畫作品。即席示範並批改習作，（包括畫面署款，題字與用印示範）。每課分發講義附習作樣本。（限收二十五人）。

715. 應用書法各類紙絹寫作技巧 (Practical Calligraphy and Writing Materials)

主 講 人：徐達之先生。講授語言：粵語（輔以國語）。

地 點：香港大學鈕魯詩樓 229 室。

時 間：一九八三年三月十二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）。

本課程為適應中文工作者繕寫文稿，函件，抄錄詩文，大字對聯，條幅、招牌，匾額等應用書法而設。內容包括：（一）中文字體的結構與筆法分解；（二）硬筆小字與原子筆、自來水筆之運用；（三）毛筆小楷書法之研習法；（四）毛筆大字楷、行、草、書、研習法；（五）對聯條幅書寫法；（六）招牌、匾額、書法之研習；（七）白宣紙、染色紙與洋紙書寫法；（八）白絹與染色絹書寫法；（九）王羲之王獻之小楷書法研習；（十）顏魯公大楷書法研習。每課分發講義及習作樣本。（限收二十五人）。

716. 書法藝術的水墨調配與運筆 (Water & Ink in Chinese Calligraphy)

主 講 人：徐達之先生。講授語言：粵語（輔以國語）。

地 點：香港鯉魚涌太古城聖約翰男女書院 102 室。

時 間：一九八三年三月十四日起每星期一一下午七時至九時。

全期學費：二百二十五元。（共十五講）。

中國書法藝術，龍飛鳳舞，千變萬化，但能掌握運筆技巧，又善於調配水墨，則萬變不離其宗。只要熟練某一種字體之後，便能極變化之妙，盡書法藝術之

能事。本課程即以研習水墨調配與運筆。內容包括：（一）書法藝術各體碑刻名帖介紹；（二）各體碑帖應用筆墨紙張之選擇；（三）在唐碑、魏碑或其他碑帖中選定主要研習之版本；（四）唐碑：顏，柳，歐，虞，褚各體碑刻之欣賞；（五）魏碑：石門銘、瘞鶴銘，鄭文公碑刻之欣賞；（六）漢隸八分碑刻之欣賞；（七）各種碑刻名帖用筆之選擇；（八）水墨調配與運筆之研習。每課分發講義並附字範樣本。（限收二十五人）。

717. 現代山水畫意境與水墨彩新技巧 (Impression and Technique in Chinese Landscape Painting)

主 講 人：徐達之先生。 講授語言：粵語（輔以國語）。
地 點：香港鯉魚涌太古城聖約翰男女書院 102 室。
時 間：一九八三年三月十六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）。

本課程特為有志研習現代山水畫新意境與水墨彩之新技法者而設。山水畫在中國藝術史上有悠久之歷史，自唐代以來即注重意境之描繪，唐王維所繪山水，人稱「畫中有詩」，即說明其山水畫蘊涵着詩情意境。歷經宋、元、明、清各代，山水畫意境既隨時代而不斷創新，用以表現意境之水墨彩技法，亦日新月異，本課程即以現代山水畫為研習對象。內容包括：（一）山水畫之傳統宗派；（二）山水畫之鈎勒皴擦，點染、設色傳統技法；（三）山水畫之現代新意境；（四）山水畫之水墨、設色新技法；（五）山水畫之寫生、寫意、抽象新技法；（六）渲染、潑墨、潑彩技法與畫具之運用；（七）紙、絹之選擇。每課分發講義。（限收二十五人）。

718. 現代國畫魚龍篇 (Fish and Dragon in 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：一九八三年三月十三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）。

本課所提示鱗介中之錦鯉與金魚為吾人所習見。其華麗動人之處，遠非熱帶魚類所能比擬。主講人蓄養既久，寫生尤勤。由經驗積累既了解其性格，以作神情生動之表現，故在技法上，無論工細（鈎勒）簡畧（沒骨）莫不並佳皆妙，栩栩如生。

至于雲中之龍，雖無跡象可尋，惟想像中，亦有其一致的造型和動態。抑我國畫裏，亦有彪炳輝煌的史跡，且為世界藝壇所獨有。而龍之與雲，猶魚之與水，非使互相交融不能臻于至美。

本課作綜合和分析之研究，對於學者的體會與實踐有相當的效果。（限收二十五人）。

719. 現代國畫香港郊野篇
(Rural Scenes of Hong Kong in 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：一九八三年三月十三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）。

本課主講人居港三十餘年，屢齒所至，輒好把眼前風物。收入畫囊，積稿遂多。曾選出百幀譜入畫圖，既具傳統性，復有時性，更從真實性寫諸藝術性。現在由此百幀擇二十幀，以供教材而對寫生之實踐。莫不詳為指出、務期從事于茲者獲致確切之實際習作為主旨。並于示範時，復有彩色影片藉資參考。（限收二十五人）。

720. 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：一九八三年二月廿六日起每星期六下午四時十五分至五時四十五分。

全期學費：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 :

493. 基本書道（第 7 頁）

494. 中級書道（第 7 頁）

495. 山水畫入手新試（第 8 頁）

515. **Chinese Art and Artifacts.** (page 14)

594. 中國現代文學作家論（二）（第 43 頁）

595. 中國現代文學作家論（三）（第 43 頁）

629. 中國地理選論（第 53 頁）

633. **The Revolutionary Movement in Early 20th Century China.** (Page 54)

635. 近代中國：政治近代化歷程的檢討（第 55 頁）

656. 京劇的藝術與功架（第 56 頁）

660. 中國民歌（第 67 頁）

661. 中國民歌概論（第 67 頁）

667. 中國現代舞蹈與音樂（第 69 頁）

735. 中國政治經濟的新發展（第 95 頁）

Philosophy & Psychology

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

721. Ways of Salvation in the Contemporary World. Paul Clasper, Ph.D. (Union Theological Seminary, N.Y.C.), Dean of St. John's Cathedral. *Tuesdays, 6.00-7.30 p.m., starting March 1, 1983. Room 16, Extra-Mural Town Centre, 8/F., Wing On Centre. 10 meetings.* **Fee: \$120**

Each hopeful vision of life, whether in the great religions or in modern utopian schemes, implies a view of human nature and human "Salvation". The meaning of "Salvation" will be examined in Hinduism, Buddhism, Taoism, as well as Marxism, Existentialism, and certain modern psychologies. These will be compared with the Christian "Way".

722. 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 23 室。

時 間：一九八三年二月廿六日起每星期六下午二時至三時三十分。

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。

723. 思想方法趣談 (Exercises in the Art of Thinking)

主 講 人：黃展驥先生。

地 點：香港大學校外課程部市區中心 23 室。

時 間：一九八三年二月廿六日起每星期六下午三時四十五分至五時十五分。

全期學費：一百一十元。（共十二講）。

本課程以初學者為對象，從趣味的小故事入手，激發學習的動機和興趣，以訓練學員的思考、推理、分析等能力，使能以「思想方法」的學理應用於求學、就業、及日常生活裏常遇到的種種問題。適合高中至大專程度人士。

內容包括下列趣味的故事：①算命先生的邏輯；②諸葛亮舌戰群儒；③少婦離奇自殺；④王小姐今天真漂亮；⑤松風與獵人；⑥木馬屠城記；⑦吃霸王飯的邏輯；⑧叉燒飽與老婆餅；⑨阿茂正傳；⑩一指禪師；⑪拾上的五元鈔票不翼而飛；⑫珍珠與領袖。

724. 哲學導論 (Introduction to Philosophy)

主 講 人：李榮添先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八三年三月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：一百二十五元。（共十講）。

古希臘一位哲學家說：「年輕的人，應及早研讀哲學；甚至年長的，也不要放棄唸哲學；因為固立靈魂的健康，是沒所謂太早或太遲的。」

本課程的目的在於普及哲學，使「哲學」一詞不再披上神秘的色彩。課程分下列三部份：（一）倫理學 (Ethics) —— 探討人生的意義、價值觀念等問題。（二）形上學 (Metaphysics) —— 研究宇宙真實體，存有 (Being) 等問題（三）知識論——反省如知識確立的基礎，我們的知識是否可靠等問題。

725. 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：一九八三年三月一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）學習科學與其他學科的關係。

726. 心理學導論（二） (Introductory Psychology II)

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：一九八三年二月廿五日起每星期五下午六時至七時三十分。

全期學費：一百一十元。（共十二講）。

此課程乃心理學導論（一）之延續，其目的為使學員對普通心理學有進一步的認識，而其內容則着重社會及文化對個體行為之影響。

課程綱要：自然環境，文化背景及社會結構對心理之發展及思想的影響；觀

念之形成和改變；群體的結構和成員的行為，群體力學；領袖和領導；偏見之形成；現代都市生活及稠密之人口對行為之影響等。

會修讀心理學導論（一）者得優先取錄。

727. 心理學疾病和行為 (Psychological Implications of Illness)

主 講 人：余洪傑美女士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八三年二月廿八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。（十二講）。

縱使常云「小病是福」，一般來說，生病仍是令人討厭的；生病影响我們的身體，同時也影响我們對自己，對別人，和事物的觀感，我們的行為也或多或少因此而有改變。本課程的目的是幫助學員了解疾病和人的感受並行為的關係。

課程內容包括：心理學與疾病的關係；感覺與訊息傳遞，學習與記憶、性格與精神緊張，疾病對不同年紀的人的含意；華人對健康和疾病二者的觀念；疾病與行為；患上不治之症（如癌）及面對死亡；傷殘所引起的心理影响等，歡迎學員提出實例研討。

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

主 講 人：簡穎君小姐、甄麗婷小姐。

地 點：香港大學許愛周科學館 LG 2 室。

時 間：一九八三年三月二日起每星期三下午六時三十分至八時三十分。

全期學費：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。為使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的情緒反應；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，並提出適合個人應用的處理辦法。參加學員務要積極參與。

729. 與青少年子女相處 (Effective Parenthood II)

主 講 人：李昆生女士、蕭梁潔心女士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八三年二月廿四日起每星期四下午六時至七時三十分。

全期學費：一百二十元。（共十二講）。

青少年是一個從童年踏至成年的橋樑，在這一段時期，他們被認為情緒波動較大，既反叛，又童心未泯，他們在生理、心理和社交方面轉變得那麼快，以致和他們相處的成年人未免有點措手不及之感。

本課程的目標是幫助家長更加了解青少年（特別是高小至初中程度）子女的心理發展和特徵，促進積極的父母子女關係，課程內容包括：兒童的成長過程；青少年的成長過程；本港青少年的心態；了解自己；婚姻協調與子女的關係；與青少年溝通及影响溝通的因素；對於預防問題和補救方法的建議等。歡迎家長及對青少年問題有興趣的人士參加，提出實例研討。

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

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：一九八三年三月十一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）。

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

731. 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：一九八三年二月廿一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）社會因素一例如大眾傳播媒介對兒童道德發展的影响。

歡迎在職教師及對德育有興趣之人參加。

732. 兒童心理 (Child Psychology)

主 講 人：張兆煌碩士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八三年三月三日起每星期四下午七時四十五分至九時十五分。

全期學費：一百元。（共十講）。

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

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

See also :

- 708. 佛學概論 (第 84 頁)
- 709. 佛經選講：金剛般若經 (第 85 頁)
- 710. 西洋哲學與中國 (第 85 頁)
- 711. 中國哲學 (第 85 頁)
- 764. **The Structure of Change: a new approach to communication and psychotherapy.** (Page 110)

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 120 頁 。

Political Science

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

733. Introduction to Public Administration. Kathleen Cheek-Milby, Ph.D. (Cincinnati). *Tuesdays, 8.05-9.35 p.m., starting March 8, 1983. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$125**

The purpose of this course is to introduce students to the conceptual framework needed for an understanding of public administration. Major topics include: definitions, especially the distinction between public and private administration; the evolution of the field of public administration, with emphasis on 20th century developments; concepts used in the analysis of organisation, organisation theory, decision-making theory, and the public policy process.

734. Issues in Public Administration: Public Policy in Hong Kong. Kathleen Cheek-Milby, Ph.D. (Cincinnati). *Wednesdays, 8.05-9.35 p.m., starting March 9, 1983. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$125**

The purpose of this course will be the application of the conceptual framework of public administration as it applies to the public policy process in Hong Kong. Areas of analysis will include educational policy, transportation policy, housing policy, corruption, and the district administration scheme.

When possible, government policy-makers will present their own views on the policy process.

735. 中國政治經濟的新發展 (China's Political-Economic Development)

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：一九八三年三月十九日起每星期六下午二時四十分至四時十分。

全期學費：一百二十元。（共十講）。

自中英開始香港前途的談判以來，中國政治經濟的新發展，已為本港各界人士所深切關心，講者為滿足這種要求，以黨的第十二次代表大會為起點，從理論結合實際這種角度，逐一分析最新發生的中國政治、經濟重大事件。

736. 中英港三邊關係的過去現在和將來 (Sino-British Hong Kong Relations)

本課程將採用公開講座性質，邀請對中英港各方面發展有專見人仕，評述三方對整個形勢不同見解的原因及背景，以公正態度分析目前的難題，再而提出各類不同的方案。

上課日期：一九八三年二月廿六日，三月五日及三月十二日。

時 間：星期六下午二時四十分至四時十分。

地 點：香港大學校外課程部市區中心 15 室。

講授語言：粵語（輔以國語）。

學 費：三十元。

名 額：限收五十人。

課程主持：金思愷先生（香港大學亞洲研究中心高級研究員）。

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

主 講 人：楊意龍博士及其他客座講者。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年三月一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。

Science

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

738. Teaching of Physics at Certificate of Education level. P. K. Tao, B.Sc. (C.U.H.K.), M.A. (Leeds), Cert. Ed. (H.K.), Science Subjects Coordinator, Diocesan Boys' School. *Fridays, 5.30-7.30 p.m., starting February 25, 1983. Physics Laboratory, Diocesan Boys' School, 131 Argyle Street, Mongkok, Kowloon. 12 meetings.* **Fee: \$220**

Physics teachers will be given an opportunity to familiarise themselves with some of the modern approaches to the teaching of physics at the Certificate of Education (C.E.) level. Special reference will be made to the latest C.E. Physics syllabus. Stress will be laid on the experimental work involved and the teaching strategies of the various topics. The practical problems which may arise in teaching situations will also be discussed. The course will be extensively illustrated by demonstrations, but opportunities will also be given to participants to do some of the new and more difficult experiments.

Fee Refund: on being accepted for this course, teachers of Form V physics 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 : February 11, 1983.*)

739. Drug Abuse. D. M. F. Li, Ph.D. (Monash), Lecturer in Pharmacology, University of Hong Kong. *Tuesdays, 7.00-8.30 p.m., starting February 22, 1983. Lecture Room 302, Northcote Science Building, University of Hong Kong. 6 meetings* **Fee: \$100**

Drug abuse is one of the major social problems in the world today. Some important aspects related to this problem, with particular emphasis on the local situation, will be discussed in this course. These include the possible causes of drug dependence, legal aspects of the drug problem, methods available for detecting and treating drug addiction, types of drugs commonly abused and their pharmacological actions and adverse reactions.

740. 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 February 25, 1983. Room 124, Knowles Building, University of Hong Kong. 8 meetings.* **Fee: \$120**

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.

741. Gem Identification for Jewellers. R. M. Yu, F.G.A., G.G., Lecturer in Physics, University of Hong Kong. *Tuesdays, 7.30-9.30 p.m., starting February 22, 1983. Room 124, Knowles Building, University of Hong Kong. 5 meetings.*
Fee: \$250

A practical course designed for jewellers and gem dealers who wish to master the use of scientific methods in the identification of natural and synthetic gemstones.

Enrolment is limited to 8 persons.

742. 實用寶石學 (Practical Gemmology)

主 講 人：于淼博士（香港大學物理系講師，英國寶石學會院士，美國寶石學院院士）。

地 點：香港大學紐魯詩樓 124 室。

時 間：一九八三年二月廿一日起每星期一下午八時至十時。

全期學費：二百元。（共五講）。

本課程注重實踐，教授鑑定寶石之科學方法，使用折射計，分光鏡，偏光鏡等儀器並備各類寶石供學員使用。（每期限收十二名。只招收珠寶或銀行保險業人仕。須名片或信件証明）。

743. 首飾製造及估值 (Jewellery Manufacture and Appraisal)

主 講 人：于淼博士（香港大學物理系講師，英國寶石學會院士，美國寶石學院院士）。

地 點：香港大學紐魯詩樓 124 室。

時 間：一九八三年四月六日起每星期三下午七時半至九時。

全期學費：二百元。（共五講）。

本課程講解寶石切割，名貴金屬之成色及檢驗，首飾製造之過程及原理，並詳述判斷珠寶優劣及市值之準則。（每期限收十二名）

Computer Science

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

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

主 講 人：呂錦濤先生。

講授語言：粵語（輔以英語）。

地 點：香港大學紐魯詩樓 230 室。

時 間：一九八三年三月二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構電腦化的瞭解。

745. Advanced Information Systems Management. Wanbil W. Lee, B.A., Grad.Dip. Operations Research (Canberra), M.B.A. (New South Wales), A.F.I.M.A., M.A.C.S. *Mondays, 7.35-9.35 p.m., starting March 7, 1983. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. Fee: \$200*

This is a *management oriented* course in information systems at an advanced level. Focus will be placed on the management of the information system function in today's business organisations and government agencies. It is therefore suitable for *experienced managers* who desire to update or extend their knowledge of *important* data processing management issues so as to enhance or upgrade their management skills.

Discussion topics include: policy and effectiveness; project selection and justification; user interface issues; user oriented design practice; systems design project management; lifecycle and methodology; project organisation; project control; management of physical design, program specification and coding tasks; data management issues: DEMS, DB administrator, data analysis; communications network; distributed systems; office automation/MIS/DSS; DP audit; risk management of DP resources.

Enrolment is limited to 30.

746. Computerisation: an Executive's Viewpoint. Y. H. Siu, B.Eng. (McGill). *Mondays, 6.00-7.30 p.m., starting March 7, 1983. 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.

747. Basic Principles of Computer Systems. P. F. Tse, B.Sc. (H.K.), Computer Officer, University of Hong Kong. *Fridays, 7.50-9.30 p.m., starting March 4, 1983. Room 230, Knowles Building, University of Hong Kong. 16 meetings.* **Fee: \$200**

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.

748. Introduction to Data Processing. C. W. Liu, B.Sc. (H.K.). *Tuesdays, 6.30-8.30 p.m., starting March 8, 1983. 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.

BASIC

750. Lectures on Mondays, 7.50-9.50 p.m., starting March 14, 1983; Room G3, James Lee Science Building, University of Hong Kong. Computer Workshops on Wednesdays, either (a) 6.00-7.20 p.m., or (b) 7.20-8.40 p.m. or (c) 8.40-10.00 p.m., starting March 30, 1983 (all students will attend the same lectures on Mondays and select one terminal workshop on Wednesdays); Room 218, Knowles Building, University of Hong Kong. 6 lecture meetings and 8 workshop meetings, twice weekly.

751. Lectures on Mondays, 7.50-9.50 p.m., starting May 9, 1983; Room G3, James Lee Science Building, University of Hong Kong. Computer Workshops on Wednesdays, either (a) 6.00-7.20 p.m., or (b) 7.20-8.40 p.m., or (c) 8.40-10.00 p.m., starting May 25, 1983 (all students will attend the same lectures on Mondays and select one terminal workshop on Wednesdays); Room 218, Knowles Building, University of Hong Kong. 6 lecture meetings and 8 workshop meetings, twice weekly.

752. Lectures on Mondays, 7.50-9.50 p.m., starting July 11, 1983; Room G3, James Lee Science Building, University of Hong Kong. Computer Workshops on Wednesdays, either (a) 6.00-7.20 p.m., or (b) 7.20-8.40 p.m., or (c) 8.40-10.00 p.m., starting July 27, 1983 (all students will attend the same lectures on Mondays and select one terminal workshop on Wednesdays); Room 218, Knowles Building, University of Hong Kong. 6 lecture meetings and 8 workshop meetings, twice weekly.

Tutor : S. C. Chan, B.Sc. (H.K.)

Fee: \$750 (including computer time).

These courses aim to provide a knowledge of the interactive mode of processing through the study of a popular programming language, BASIC, which is available in most mini-computers. They are particularly aimed at secondary school teachers because of the growing importance of micro-processors in science teaching. No computer knowledge is required, but students should have at least completed secondary school education. Use of the computer is included in the 8 workshop sessions.

The syllabus will include: basic concepts of computer systems; flowcharts; introduction to timesharing and computer programming in BASIC; elementary operations; arithmetic operations; branching and loops; subscripts and arrays;

matrix operations; character strings manipulation; programming with data files; a selection of statistics and business problems.

Enrolment is limited to 30 for each course, with 10 attending each workshop.

Applicants must enclose photostat copies of appropriate certificates along with their application forms. Applicants should also indicate on their application forms the respective computer workshop they wish to attend.

753. COBOL. Lectures on Wednesdays, 6.30–9.00 p.m., starting March 23, 1983; Room 418, Knowles Building, University of Hong Kong. Computer Workshops on Fridays, 6.00–10.00 p.m., starting April 29, 1983; Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 12 lecture meetings and 15 workshop meetings, twice weekly.

Tutors: S. C. Chan, B.Sc. (H.K.),

T. Y. Chen, B.Sc., M.Phil. (H.K.), M.Sc. (Lond.), D.I.C., M.B.C.S.,
Lecturer in Computer Science, University of Hong Kong.

Fee: \$950 (including computer time).

This course aims to provide a thorough training in Cobol which is the most commonly used language in commercial applications. Preference will be given to those who have attended the Extra-Mural course in BASIC programming. Applicants should have at least completed secondary school education. Students are expected to do a certain amount of home work in their own time.

Syllabus:

Introduction: basic concepts of computer systems, problem definition and problem solving techniques; flowcharts.

Cobol: overview of COBOL; features of identification division, environment division, data division and procedure division, conditions and conditional statements; table handling techniques, file processing concepts.

Enrolment is limited to 48 students.

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

Certificate Course in Digital Computer Programming.

754. Lectures on Tuesdays, 6.30–9.00 p.m., starting March 8, 1983; Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Mondays, 6.00–10.00 p.m., starting April 11, 1983; Room 418, Knowles Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.

755. Lectures on Tuesdays, 6.30–9.00 p.m., starting March 8, 1983; Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Thursdays, 6.00–10.00 p.m., starting April 7, 1983; Room 418, Knowles Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.

756. Lectures on Tuesdays, 6.30–9.00 p.m., starting March 8, 1983; Room 223 Knowles Building, University of Hong Kong. Computer Workshops on Fridays, 6.00–10.00 p.m., starting April 8, 1983; Room 418, Knowles Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.

Tutors: T. Y. Chen, B.Sc., M.Phil. (H.K.), M.Sc. (Lond.), D.I.C., M.B.C.S.,
Lecturer in Computer Science, University of Hong Kong.

K. S. Kwok, B.Sc. (C.U.H.K.), M.Sc. (Eng.) (H.K.), Senior
Computer Officer, University of Hong Kong.

W. H. Tang, B.Sc. (H.K.), Computer Officer, University of Hong
Kong.

W. C. Ying, B.Sc. (Eng.) (H.K.), M.Sc. (Lond.), M.I.E.E.E.,
M.A.C.M., Chief Programmer in Dental Data Processing Unit,
University of Hong Kong.

Fee: \$1,350 (including computer time).

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

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

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

Students are expected to do a certain amount of work in their own time and are advised not to take any other public examination in the same year.

Syllabus:

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

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

Cobol: overview of the COBOL language; features of identification division, environment division, data division and procedure division; conditions and conditional statements; table handling technique; file processing concepts; structured programming; typical commercial system using COBOL; case studies.

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

Ample computer time will be provided for problem exercises and projects.

Closing date for application: February 4, 1983.

Enrolment for each course is limited to 54 students.

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the Department.

757. Advanced Certificate Course in Digital Computer Programming.

Lectures on Thursdays, 6.30–9.00 p.m., starting March 17, 1983; Room 230, Knowles Building, University of Hong Kong. Computer Workshops on Tuesdays, 6.00–10.00 p.m., starting April 12, 1983; Room 418, Knowles Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.

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

T. Y. Chen, B.Sc., M.Phil. (H.K.), M.Sc. (Lond.), D.I.C., M.B.C.S.,
Lecturer in Computer Science, University of Hong Kong.

K. S. Kwok, B.Sc. (C.U.H.K.), M.Sc. (Eng.) (H.K.), Senior
Computer Officer, University of Hong Kong.

W. H. Tang, B.Sc. (H.K.), Computer Officer, University of Hong
Kong.

Fee: \$1,650 (including computer time).

This course is a follow-up of the Certificate Course in Digital Computer Programming. It aims to provide a thorough training in computer programming. Preference will be given to applicants who are programmers or potential programmers. Those who are able to enclose supporting documents to this effect are advised to do so. Interviews might be required.

Minimum Entry Qualifications: applicants should have completed successfully a Certificate Course in Digital Computer Programming offered by the Department of Extra-Mural Studies, University of Hong Kong, or equivalent.

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

Students are expected to do a certain amount of work in their own time and are advised not to take any other public examination in the same year.

Syllabus:

PASCAL.

Data Processing: handling of data; storage devices; introduction to systems analysis and design; project management; concepts of data base.

Data and File Structures: linear lists, stacks, queues, etc.; applications of fundamental data structures to programming techniques, searching and sorting; sequential files, indexed sequential files and direct files, their organization and processing.

Searching and Sorting Algorithms: linear search, binary search, direct search; internal and external sorts.

Programming Methodology: program style, design, efficiency, debugging and testing.

Features of PL/I and ALGOL.

Projects.

Ample computer time will be provided for exercises and projects.

Closing date for application: February 19, 1983.

Enrolment is limited to 54 students.

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the Department.

BASIC (Day Time Courses)

A number of courses on the popular programming language, BASIC, which is available in most mini and micro-computers, will be offered in the summer of 1983. These courses aim to provide a training in the interactive mode of processing through the study of BASIC. They are also aimed at secondary school teachers because of the growing importance of microprocessors in science teaching. Use of the computer will be included in all meetings.

Those interested should write to Dr. Y. S. Chan, Department of Extra-Mural Studies, University of Hong Kong, before April 30, 1983. Further details are available on request.

See also :

535- Computers in Business Management. (Page 20)

**In order to receive the next issue of this
Prospectus, please turn to page 120.**

Biomedical Science

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

W. S. Ng, Telephone 5-4097310

758. Laboratory Safety. *Mondays, 6.15-7.45 p.m., starting March 21, 1983. Room G3, James Lee Science Building, University of Hong Kong. 10 meetings.*

Fee: \$130

Tutors : K. W. Fung, B.Sc. (C.U.H.K.); B.Sc. (Special), Ph.D. (H.K.); M.Sc. (Aston); M.I.O.S.H.; C.Chem.; F.R.S.C., Safety Officer, University of Hong Kong.

S. T. Liao, Sarah, B.Sc. (H.K.); M.Sc. (Birm.); M.Phil. (H.K.); C.Chem.; M.R.S.C., Assistant Safety Officer, University of Hong Kong.

Every individual working in a laboratory should be aware of the hazards involved and be consciously taking precautions against accidents. Staff in a supervisory capacity such as secondary school teachers or laboratory superintendents have also the responsibility of organising laboratory sessions in such a way that hazards can be minimised. The importance of recognition of the potential hazards, adequate planning in the laboratory, safety management techniques and the education/training of staff and users will be emphasised. When applicable, lectures will be illustrated by laboratory demonstration. Topics to be covered include:

Recognition of potential hazards. Chemical toxicity; biological hazard; equipment safety; physical safety.

Planning of laboratory. Layout design; furniture/equipment; electrical safety; fire/explosion protection; ventilation/fume cupboards.

Safety management/training. Accident reporting system; accident investigation and analysis; programme review; safety training; safety promotion.

Fee Refund: on being accepted for this course, teachers of science 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: March 11, 1983.*)

759. Operation, Application, Safety and Maintenance of Electronic and Microcomputer-Based Medical Equipment. *Thursdays, 6.15-8.15 p.m., starting March 24, 1983. Room G3, James Lee Science Building, University of Hong Kong. 5 meetings.*

Fee: \$90

Tutors : L. S. Cornish, B.Sc. (Eng.) (Lond.), M.Phil. (H.K.), C.Eng., M.I.E.E., M.B.E.S., Sen.M.I.E.E.E., M.H.K.I.E., Electronics Engineer, Electronic Services Unit, University of Hong Kong.

S. H. Lau, C.E.I. (Lond. Pt. II), A.M.I.E.E., M.I.E.E.E., Assistant Electronics Engineer, University of Hong Kong.

The aims of this course are to help those working in the biomedical laboratory and patient care environments to (i) carry out simple-fault finding and maintenance procedures for biomedical electronic equipment and (ii) identify electrical hazards and prevent their occurrence or minimise their consequences. The principles of operation of electronic instruments will be discussed and the applications of microcomputers in medical care will be reviewed.

Topics to be discussed will include: brief review of the principles of electricity; electrical supplies to equipment (including mains cables, plugs, sockets and adaptors); components commonly found in an electronic equipment; introduction to the logic world; basic principles of an electronic instrument (e.g. pH meter and pH simulator); maintenance responsibility of users; protective devices including fuses, m.c.b.s, earthing, double insulation; simple fault-finding; demonstration of the use of trouble-shooting equipment; individual responsibility for electrical safety; treatment of electric shock and burns; identification of electrical hazards in the biomedical laboratory and patient care areas; accident prevention; international medical electrical safety standards; study of hazards associated with some specific equipment e.g. electrophoresis, diathermy and dialysis equipment; applications of microcomputers in patient monitoring and data acquisition, diagnosis, therapy, prostheses, orthoses and rehabilitation, modelling and simulation, clinical testing and patient, laboratory and hospital management.

760. Hospital and Home Haemodialysis for Patients with Kidney Failure. C. P. Ho, M.B.,B.S. (H.K.), M.R.C.P. (U.K.), Senior Medical Officer in Renal Unit, Princess Margaret Hospital, Hong Kong. *Fridays, 6.15-7.45 p.m., starting March 4, 1983. Room 230, Knowles Building, University of Hong Kong. 6 meetings.* **Fee: \$80**

Haemodialysis is an effective way to manage patients with end-stage kidney failure. The aim of this course is to introduce the principles and techniques of haemodialysis, including the treatment of water for haemodialysis, various types of artificial kidneys and haemodialysis machines, different types of vascular access and methods of heparinization, problems and emergencies in haemodialysis. Common causes of kidney failure in Hong Kong and drug treatments for patients on maintenance haemodialysis will also be covered.

This course is intended for nurses, dispensers, patients interested in haemodialysis and relatives of chronic renal failure patients. It is a supplement to the practical training in a Dialysis Centre but cannot replace it. Intending students should have a knowledge of biology.

761. Pathology: Its Significance in Medicine and Law. Eugene N. Castagnoli, B.A. (U.C.L.A.), M.D. (Zurich), formerly staff pathologist at the University of Zurich and Basel and member of Scientific Service Department of the Zurich Criminal Police. *Tuesdays, 7.00–8.30 p.m., starting March 1, 1983. Lecture Theatre, Old Pathology Building, Queen Mary Hospital Compound. 10 meetings.* **Fee: \$150**

Pathology is that branch of medicine which studies and elucidates the total nature of disease by observing and interpreting pathogenetically-linked functional and structural changes in cells, tissues, organs, and organ systems. No physician would dispute the fact that pathology forms the basis of his perception of medicine and his way of thinking about his patient, nor would any lawyer deny that its use in law provides a solid—often crucial—anchor to reality in many an otherwise dubious legal case.

This course will define the fundamental concepts of pathology, such as inflammation, neoplasia, degeneration, trauma, etc., and explain what the pathologist does and how he does it as evidenced by his work on biopsies, tissue smears, and autopsies. It will also describe the role of pathology in legal medicine where the forensic pathologist is frequently called on to establish the cause of death and the temporally-sequenced chain of events leading to it in individuals whose death is suspected to be of criminal origin. Finally, the course will briefly consider how pathology contributes to a nation's national security.

The lectures will be illustrated with models, slides, and actual specimens whenever possible. A working knowledge of human anatomy and physiology would be an advantage.

762. Introduction to Drug Actions. S. M. Hui, B.Sc. Pharmacy, Ph.D. (Sunderland), M.P.S., M.I.P.M. *Mondays, 6.00–7.30 p.m., starting March 7, 1983. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$120**

The aim is to show how drugs work in the human body to achieve their therapeutic effect. Topics on the safe use of antibiotics, antacids, oral contraceptives, cardiovascular drugs, respiratory drugs, analgesics, anti-inflammatory drugs, sedatives, hypnotics, gastrointestinal drugs and vitamins will be discussed.

This course is intended for dispensers, nurses, sales representatives and technicians employed in the pharmaceutical industry and retail pharmacy. It is preferable that applicants should have a basic knowledge of Biology and Chemistry at least at the Hong Kong Certificate of Education level or its equivalent.

Enrolment is limited to 30.

Social Work & Sociology

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

763. Developing Effective Communication. Peter M. Whyte, Dean of Students, University of Hong Kong. *Mondays, 6.15-8.15 p.m., starting February 28, 1983. Room 141, University Main Building. 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: February 18, 1983.*)

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 February 23, 1983. 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.

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: February 13, 1983.*)

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 February 23, 1983. 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.

764. 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 February 26, 1983. Audio-visual Room, Wah Yan College, 56 Waterloo Road. 5 meetings.* **Fee: \$130**

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.

765. Human Sexuality. Miss Veronica Pearson, M.Sc. (Bristol), C.Q.S.W., Lecturer in Social Work, University of Hong Kong. *Tuesdays, 6.00-7.30 p.m., starting February 22, 1983. Room 21, Extra-Mural Town Centre, Wing On Centre, 8|F. 10 meetings.* **Fee: \$120**

An attempt will be made to clear up some popular myths and misconceptions about human sexuality, and to enhance sensitivity towards problems individuals and couples have in these areas.

Topics covered will include cultural and personal attitudes towards sex and the role they play in human behaviour; sex based differences in behaviour; the physiology of sexual reactions; sex and the adolescent; contraceptives; sexual

dysfunctions in both sexes (such as frigidity, impotence, etc.) and their treatment; homosexuality; and the more common sexual deviations (such as rape, paedophilia, etc).

The course is designed with social workers, teachers, counsellors, nurses and other helping professionals in mind, but the interested public is also welcome. Where appropriate, video and film materials, and small group discussion will be used.

766. 社會工作人員與有關家庭法例 (Family Law & the Social Worker)

主 講 人：陳爵先生。

地 點：香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 204 室。

時 間：一九八三年二月廿八日起每星期一下午六時至七時三十分。

全期學費：八十元。（共五講）。

本課程專為社會工作人員而設，旨在闡述香港有關家庭的法例，如婚姻法，離婚法、和收養兒女法等；並討論分居及離婚所引起的財產問題，子女問題，和其他經濟問題等。

本課程並介紹香港現存的各種法律援助及諮詢計劃，及社會工作者如何能充份利用此等資源以協助其工作對象。歡迎學員提出在工作上所遇到有關這方面的問題以作討論。

767. 輔導實驗訓練：現象學派方法的基本課程 (Counselling Practicum: A Basic Course in the Phenomenological Approach)

主 講 人：曾家達先生，何式怡小姐。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年二月廿四日；三月十、十七、廿四；四月七、十四、廿八；五月五、十二及十九日共十個星期四下午七時至九時十五分，另二月廿六、三月五及五月廿一日，共三個星期六上午九時至下午五時正。

全期學費：五百五十元。

講者們相信透過有系統之輔導實驗訓練，在職之社會工作者更能掌握輔導過程之精粹。本課程並不着重直接講授，而是以實驗訓練形式進行。強調學員從親身參與體驗輔導，與受導過程中學習，主要過程會用影音記錄，然後進行分析討論，再加上講者之綜合回饋，協助學員掌握現象學派輔導之基本原則及方法，內容包括：（1）現象學派之哲學基礎。（2）現象學派輔導之基本方法，例如：聆聽及反映技巧，焦點選擇，線索辨別，總結法、提升法、反映分析法，如何協助當事人

宣洩情緒，化解衝突，及達至悟悉，與及如何處理當事人之抗拒、靜默、試探及其他反面情緒。(3) 輔導歷程之分析。(4) 輔導員本身的修練。

為使學員了解講者對彼等之期望，及彼此該承約的程度，首十六名報名而符合要求之學員將被邀於二月十七日(星期四)下午七時正出席一個約一小時的聚會，地點在校外課程部市區中心 16 室。學員可屆時才決定是否進修此課程。

本課程只接受具備認可社工訓練而從事於家庭服務，學校社會工作或外展隊之人員報名。限收十六人，只收劃線支票報名。

768. 親職教育的實踐基礎 (Parent Education)

主 講 人：鄭偉文先生。

地 點：香港洛克道三號小童群益會總部三樓講室。

時 間：一九八三年三月八日起每星期二下午六時至八時。

全期學費：二百二十元。(共十二講)。

本課程的設立旨在探索親職教育的理論基礎及工作方法。課程範圍規限於以小組形式推行的親職教育，而不包括治療性(clinically oriented)的家長小組工作。

此課程專為在職社會工作者而設，授課形式以研習(workshop)為主，側重技巧訓練的學習活動。

769. 青年工作者與家庭生活教育 (Youth Workers and Family Life Education)

主 講 人：江任燕琼女士。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年二月廿六日起每星期六上午九時三十分至正午十二時。

全期學費：一百四十元。(共八講)。

家庭生活教育乃香港青少年與家庭服務重點工作之一，目的在培養和諧的人際關係，改善家庭生活質素，防止家庭破裂。對象廣泛而以青少年為主，由於青年階段是生理、心理、精神及智力快速增長時期；是喜歡嘗試，冒險時期；是充滿理想，幻想時期；更是心緒凌亂，尋找自我時期，需要成人輔助以準備進入成年生活。

本課程特別以家庭生活教育範圍內有關青年部份為中心，著重討論青年在身心成長，自我觀念，家人相處，友伴、性觀念、異性交往、前途、戀愛，婚姻等所引起之問題。

家庭生活教育之推行着重知識、態度、技巧三方面運用。本課程目的協助為青年工作之人士如青年中心工作者，教師等了解推行家庭生活教育之特色；各專題均採用小組活動、討論、角色扮演等技巧，啟發參加者之實際感受，分享彼此之經

驗及着重個人參予及主動策劃，以收理論實踐之效，使學員日後能適當地應用於實際工作中。（限收二十四人）。

770. 兒童遊戲作為治療用途之運用 (Child's Play: a therapeutic tool)

主 講 人：梁永亮先生。（臨床心理學碩士）

地 點：香港大學校本部 237 室。

時 間：一九八三年二月廿八日起每星期一下午六時三十分至八時正。

全期學費：一百六十元。（共十二講）。

大多數人心目中，兒童遊戲只不過是消磨時間之活動；只可以帶來一些歡樂的時光，但在心理學家來說，遊戲對於兒童的發展有深遠之影響。本課程著重介紹不同心理門派對兒童遊戲的觀點，解釋遊戲對每個兒童的情緒、性格及智態發展所佔之重要地位，而從這些理論，心理學家提出一連串實際的原則和技巧，利用不同種類的遊戲方式，包括單獨和團體。用不同的玩具和質物，去協助兒童達到最理想之心理發展，或矯正一些有問題之心態及行爲。

本課程將會介紹之心理學說甚廣，其中包括主要心理學派，如 psychoanalysis, cognitive psychology, humanistic psychology, behaviourism 或一些頗為獨特之學說，如 play therapy.

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，須於二月十八日前報名）。

771. 防止虐待兒童——幼兒工作者的角色 (Child Abuse and Neglect: the Role of Child Care Workers)

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：香港大學許愛周科學館 L G 1 室。

時 間：一九八三年三月二十三日起每星期三下午六時三十分至八時三十分。

全期學費：一百二十元。（共六講）。

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。而幼兒工作者在防止虐待兒童方面所擔當的職位尤其重要，透過他們日常工作上的接觸，能預早發現被虐兒童及了解其家庭狀況，協助解決他們的問題。

本課程特為幼兒工作者而設。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，以幼兒工作者在整個探索及應付虐兒事件過程中所扮演的角色為中心。

本課程祇接受任職於幼兒中心或幼稚園的人仕參加，故報名時，請填上工作機構的名稱。（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，須於三月十三日前報名）。

772. 兒童照顧與輔助方法 (Helping Methods in Childcare)

主 講 人：沈啓明先生。（臨床心理學碩士）。

地 點：香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 204 室。

時 間：一九八三年三月三日起每星期四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、補助或私立學校之幼稚園或小學教師進修以上課程欲教育署退還半費，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，須於二月廿一日前報名）。

773. 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：一九八三年二月廿五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）

774. 綜合性青年工作 (Integrated Approaches to Working with Youth)

主 講 人：袁煥森先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八三年三月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：二百四十元。（共十二講）。

社會工作的發展從個案工作開始，繼而小組工作，社區工作。近十年來，則朝綜合性方面發展，究其原委，一則是人被視為完整個體，不能分割其生理、心理、感情及社會各方面；二則承認人乃生活於現實環境之中，不能單看個人或單看其環境因素而忽視二者之關連；三則認為社會工作方法之運用應以案主需要而定，不應以工作之技術專長而定；四則與社會工作專業之認同及知識運用之廣泛性有關。

本課程著重介紹及比較近十年間發展的各種綜合性工作模式，及其於青年工作範疇之運用：怎樣以綜合概念分析個人或小組之需要及問題？怎樣以綜合概念分析及擬定介入策略及原則？怎樣結合及聯用個案，小組及社區工作方法以協助青少年的成長？

課程之主要對象為在職之青年工作者，受訓或未受訓者皆可。上課方法包括理論講授及個案討論。

775. 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。

時 間：一九八三年三月十二日起每星期六下午二時至五時三十分。

全期學費：二百二十元。（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，須於三月二日前報名）。

776. 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：一九八三年三月三日起每星期四下午六時十五分至八時四十五分。

全期學費：三百五十元。（共十三講）。

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。（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，須於二月廿四日前報名）。

777. 在學校中如何應用小組理論和工作技巧 (Application of Small Group Theories and Techniques)

主 講 人：梁麗珍女士。

地 點：香港大學校外課程部市區中心 22 室。

時 間：一九八三年二月廿四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）。

集體活動及興趣小組是青少年在學校生活中主要的一部份，本課程旨在介紹團體生活中小組運行的知識、個人與小組的相互關係，學校教師和輔導人員如何運用小組的技巧積極地協助學生彼此的人際關係和進行小組輔導工作。

本課程分別介紹小組的基本理論，包括小組與個人的關係；小組歷程與領袖訓練；小組溝通；小組活動的程序和技巧；小組輔導的技巧；以及學校小組的種類和性質。

課程除講授外，並加設小組形式的練習，角式扮演，幻燈片或電影介紹等。適合在職教師，課外活動導師，學校輔導人員，學校社工人員，青少年工作者及小組領袖。（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，須於二月十四日前報名）。

778. 社會工作導論 (Introduction to Social Work)

主 講 人：陳碧苑小姐。

地 點：香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 201 室。

時 間：一九八三年二月廿四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。

779. 犯罪學專題研討：罪證科學 (Topical Studies in Criminology)

主 講 人：葉永茂先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年二月廿八日起每星期一一下午六時至七時三十分。

全期學費：一百一十元。 (共九講)

本課程從社會科學角度介紹罪證科學，內容包括罪證科學之歷史與發展，及當代社會背景之關係，在刑事司法系統所扮演之角色，及科學證據在下列各情形下之運用：死因、謀殺、接觸證物、指紋、假筆跡、交通意外、行劫、炸彈及其他罪案，並介紹美國聯邦密探隊及蘇格蘭場之設施。除講授及討論外，並附有幻燈片及照片說明。

781. Behavioural Aspects of Medicine. John L. Anderson, M.A. (Aberb.). Lecturer in Medical Sociology, University of Hong Kong & Richard Fielding, Lecturer in Medical Psychology. *Mondays, 6.15-8.15 p.m., starting February 28, 1983. Room G04, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$200**

Non-physical factors are increasingly recognised as being important aspects of health and disease. This course investigates the role that non-physical (i.e. sociological and psychological) factors play in the disease process, from onset of disease, people's responses to disease to recovery from disease. Other topics covered include practitioner-patient relationships and communication, stress, death and dying, the organisation of health care and the role of medicine in society. The twelve sessions provide an introduction to the fascinating fields of Medical Sociology and Medical Psychology. Talks are interspersed with discussion and films.

Building & Housing Studies

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

780. The Buildings Ordinance and Subsidiary Legislation. Tsang Cheung Chuen, A.R.I.C.S. *Thursdays, 6.15-8.30 p.m., starting March 3, 1983. Room 217, University Main Building. 6 meetings.* **Fee: \$200**

This course is intended to provide the basic concepts affecting the planning and design of building developments in Hong Kong. It is designed for architectural personnel and covers the procedures in the preparation and submission of general building and drainage plans. The main areas to be discussed concentrate on the regulations relating to height, site coverage, plot ratio, open space and service lanes, street shadow area, lighting and ventilation, fire-resisting construction and provision of means of escape in case of fire.

See also :

630. Geotechnical Methods: Recent Developments & their Application in Modern Building Industry. (Page 53)

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”.

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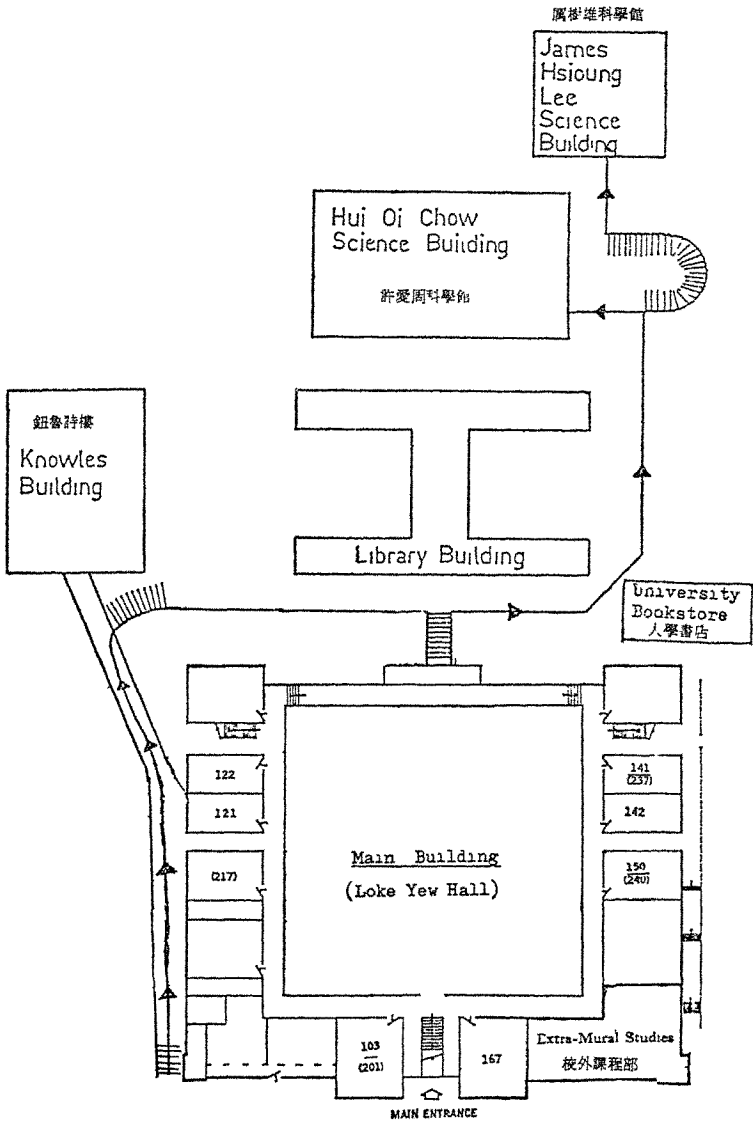
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