

# 香港大學校外課程手冊

一九八〇年至一九八一年度

PROSPECTUS 1980-81



## **Extra Mural Studies**

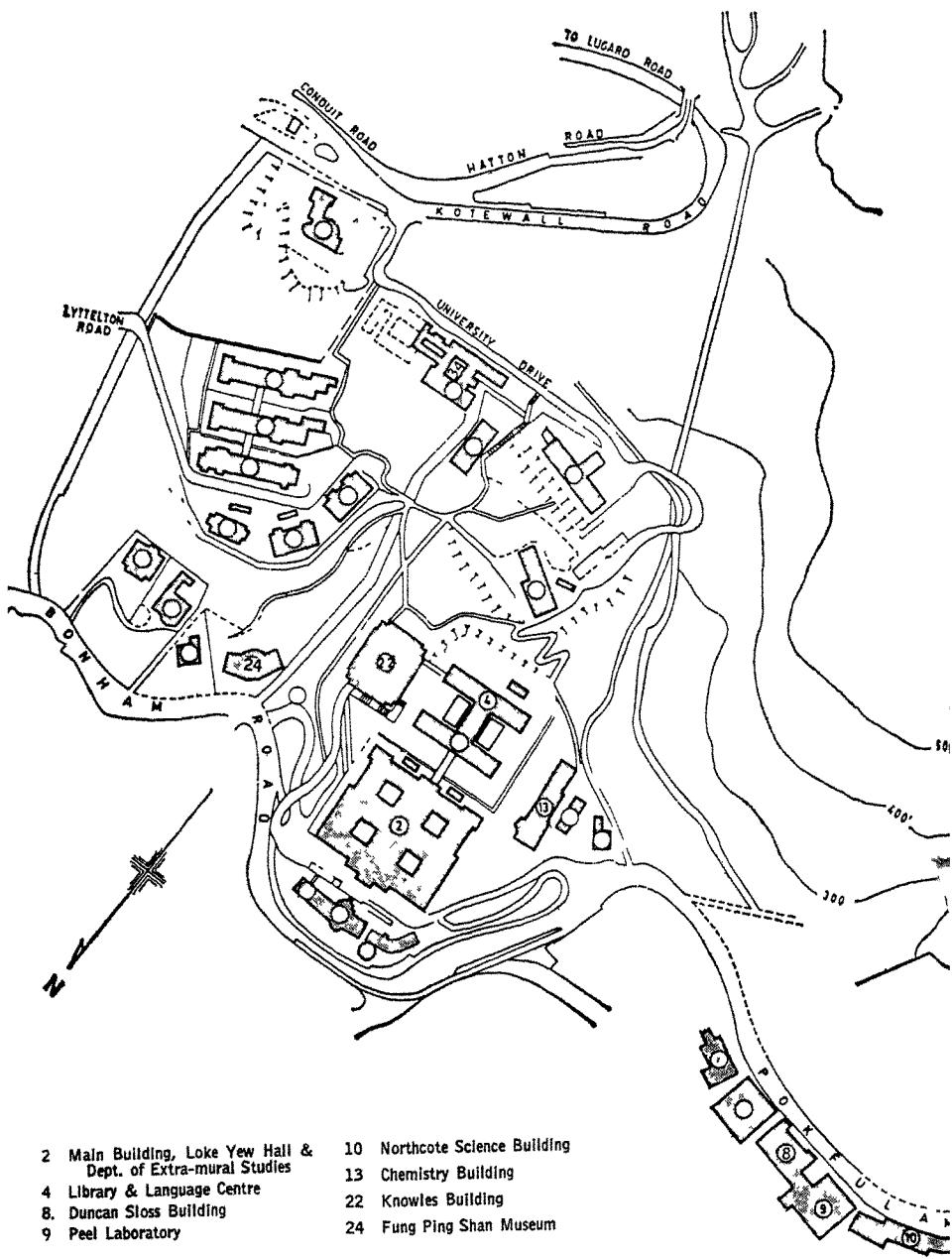
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**University of Hong Kong**

THE UNIVERSITY OF HONG KONG  
LIBRARIES



Hong Kong Collection



2 Main Building, Lake Yew Hall &  
Dept. of Extra-mural Studies  
4 Library & Language Centre  
8. Duncan Sloss Building  
9 Peel Laboratory

10 Northcote Science Building  
13 Chemistry Building  
22 Knowles Building  
24 Fung Ping Shan Museum

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

# Staff List

## DIRECTOR

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

## SENIOR STAFF TUTORS

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

## SENIOR ASSISTANT TO THE DIRECTOR

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

## STAFF TUTORS

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

## DEMONSTRATORS

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

## SECRETARY

Mrs. Yvonne Wong

## GENERAL INFORMATION

1. There are normally no entry requirements except that applicants should be over 18 years of age. Occasionally to have the full benefit of a course applicants must possess certain defined qualifications. Applicants are therefore advised to read the description of a course carefully. Professional courses usually have clearly defined entry requirements.
2. The Director may at his discretion refuse to admit an applicant.
3. Unless otherwise arranged, no Extra-Mural lectures will be held:
  - (a) on any public holidays.
  - (b) at a storm warning signal of No. 8 or above. (After the typhoon passes, if the No. 8 signal is lowered before 3 p.m., classes will take place as normal. If the signal is lowered after 3 p.m., classes will be cancelled that evening.)
  - (c) during the following holiday periods: December 22, 1980 to January 2, 1981 inclusive (Christmas and New Year). February 4-9, 1981 inclusive (Lunar New Year).
4. Fees are not refundable once the course has commenced or within three days prior to its commencement.
5. Closing date for enrolment: one week before the starting date of a course. Late enrolments may not be accepted.
6. For enquiries, please ring either 5-468161 Ext. 307 or 496 or 306, or 5-450021 (3 lines), during office hours.

## HOW TO ENROL

7. Complete the attached enrolment form and mail it to the Director, Department of Extra-Mural Studies, University of Hong Kong. Forms are also available on request. To ensure that a class can take place, the Department would appreciate early enrolment by applicants.
8. You should send your application form together with the appropriate fee either in the form of a postal order, money order or crossed cheque made out in favour of the UNIVERSITY OF HONG KONG.
9. You will be notified if you are not admitted because of oversubscription or other reasons. THE DEPARTMENT WILL NOT NOTIFY SUCCESSFUL APPLICANTS WHO ARE EXPECTED TO ATTEND THE FIRST MEETING OF THE CLASS AT THE PLACE AND TIME ADVERTISED.
10. Applicants can also enrol in person at the following places, but it would be helpful if fee payments could be made by crossed cheque rather than by cash:
  - (i) Department of Extra-Mural Studies, University of Hong Kong, University Main Building, Ground Floor, Pokfulam Road, Hong Kong (during office hours) (Buses Nos. 3, 3A, 4, 7, 23, 37, 40, 70, 40M, 70M, 44, 71, 103). Tel: 5-468161 Ext. 307 or 306 or 496.
  - (ii) Extra-Mural Town Centre, Wing On Centre, 8th floor, 111, Connaught Road Central (opposite Rumsey Street Car Park). Telephone: 5-450021 (3 lines). (From 9 a.m. to 6 p.m.)

## 入學須知

除特別規定學歷之課程外，祇需要年齡超過十八歲者，不限資格，均可申請入學。學員應詳閱課程簡介。

學員被取錄與否，概由校外課程部主任審核報名申請書後決定之。

除特殊情形外，本部在下列期間不授課：

甲：本港公眾假期。

乙：本港天文臺懸掛八號或以上風球之後。（颱風過後，如八號風球在下午三時以前除下，則照常上課，如風球在下午三時以後除下，當晚課程全部取消。）

丙：聖誕節及新年假期：一九八〇年十二月廿二日至一九八一年一月二日。

丁：農曆新年假期：一九八一年二月四日至二月九日。

已繳學費，在開課前三天內，或課程開始後，概不退還。

學員應於開課一星期前報名，過期報名可能不被接受。又任何課程額滿後，即隨時截止報名，故學員應儘早報名。

除非特別註明，所有中文課程將以粵語講授。

本部詢問電話：5—468161（內線307或496或306）  
或5—450021（3線）

## 報名手續

填妥附於本手冊之報名申請書後，逕寄香港大學校外課程部主任收。申請書可隨時向本部索取。

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

如申請人已獲取錄，本部不再通知，可依時上課。如未獲取錄，則另函通知。

申請人亦可親往下列地點報名，繳費時，最宜用劃線支票：

甲、香港大學校外課程部。

薄扶林道香港大學正座地下（辦公時間內）。

（下列各線巴士均經本部：3, 3A, 4, 7, 23, 37, 40, 70, 71, 103, 40M, 70M, 44）。

電話：5—468161（內線307或306或496）。

乙、校外課程部市區中心。

香港干諾道中一百一十一號永安中心八樓（駿士街停車場對面）。

電話：5—450021（3線）。（上午九時至下午六時）。

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# Archaeology

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

**40. Hong Kong: the Archaeological and Historical Scene.** S. M. Bard, O.B.E., E.D., M.B.,B.S., Hon.D.Litt.(H.K.), J.P., Executive Secretary, Antiquities and Monuments, Urban Services Department. *Wednesdays, 6.00-8.00 p.m., starting October 1, 1980. Room 22, Extra-Mural Town Centre, 8/F., Wing On Centre. 8 meetings plus 3 field trips and 1 museum visit.* **Fee: \$160**

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

**Fee Refund:** On being accepted for this course, teachers of history and social studies will be sent a full fee refund application form, which they should forward to the Director of Education together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications : September 23, 1980.*)

*See also :*

**209. 東南亞的古蹟文物 (第 65 頁)**  
**338. 香港及其隣近地帶之早期文化 (第 104 頁)**

## PRIOR ENROLMENT IS ESSENTIAL

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

# 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.*

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

**41. Basic Freehand Drawing.** Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Wednesdays, 6.00-8.00 p.m. or 8.00-10.00 p.m., starting October 1, 1980. Room 10, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.*

**Fee: \$175**

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

**42. Life Drawing.** Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Mondays, 6.00-8.00 p.m., starting September 29, 1980. Room 10, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.*

**Fee: \$220** including model fee

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

**43. Drawing Outdoors.** Hazel McIntosh, B.A. (St. Martins), M.A. (R.C.A.). *Tuesdays, 8.00-10.00 p.m., starting September 30, 1980. Room 22, Extra-Mural Town Centre, 8/F., Wing On Centre, and outdoor locations. 12 meetings.*

Drawing various outdoor locations and activities requires alertness, decisiveness, and, above all, a point of view about the place or event. Working at various locations such as the Night Market, Western District, Wanchai, and Victoria Peak students will develop the perception skills of freehand perspective, scale, tone, colour, line and composition. A variety of media will be used to describe the atmosphere and character of the places visited. Critiques and discussions will be held on a regular basis. In order to benefit fully students should be prepared to do work outside of class time.

**44. Figure Study.** Alice Wolff, M.A. (Cal. Berkeley). *Fridays, 6.00-8.00 p.m., starting September 26, 1980. Room 10, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.*

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

Developing skill in, and understanding of, drawing and painting the human figure through simple exercises in contour, gesture, volume and shading in the media of charcoal, pencil, conté crayon, and pastel is the primary aim of this course. Draped and nude models, photographs, fine art reproductions, and one's self will all be subjects and "take-off" points towards achieving this aim. Consideration will be given to likeness, proportion and composition.

**45. Portraiture.** Alice Wolff, M.A. (Cal. Berkeley). *Tuesdays, 6.00-8.00 p.m., starting September 30, 1980. Room 10, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.*

**Fee: \$170** including model fee

Through a series of exercises in conté crayon, charcoal, pastel, and paint, students will develop skills and techniques necessary for accuracy and expression in portraiture. Aimed at both beginners and more advanced students, the course will emphasize work from life, including self portraits, old masters, and symbolic portraits. Students will be expected to do work outside of class time.

**46. Experimental Watercolour Painting.** Philip Seth, B.F.A. (S.F. Art Inst.). *Mondays, 8.00-10.00 p.m., starting September 29, 1980. Room 11, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.*

**Fee: \$145**

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

**47. Introduction to Painting.** Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Thursdays, 6.00-8.00 p.m., starting September 25, 1980. Room 10, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.*

**Fee: \$175** including model fee

Painting is a way of communicating one's ideas through visual and technical means using paint as a medium. Oil, acrylic and watercolour will be the principal media used. The perennial questions of materials, composition, and use of colour will be discussed throughout the course. Both classical and contemporary painting styles and aesthetic and philosophic concepts of painting will be used as reference points and students will receive guidance on how to set and achieve their aims in painting. *Previous experience in drawing is essential, and in the event of oversubscription an interview will be required. Students should be prepared to do work outside of class time. The studio will remain open until 9.30 p.m. so that students wishing to continue work begun that evening can do so.*

**48. Introduction to Relief Printmaking.** Hazel McIntosh, B.A. (St. Martins), M.A. (R.C.A.). *Mondays, 6.45-8.45 p.m., starting September 29, 1980. Pokfulam Studio, 144 Pokfulam Road. 12 meetings.* **Fee: \$170**

Aimed at those students with no previous printmaking experience, this course will explore simple techniques which can have very effective and exciting results. Lino, plaster, rubber stamp and other methods will be used to explore shape, colour, overprinting and pattern working. Students will be expected to provide their own cutting, drawing and printing materials, but inks and sundries for use during class time will be provided. In order to gain full benefit students should be prepared to do some work at home.

**49. Three-Dimensional Design.** Patrick Fong, B.F.A., (Columbus College). *Thursdays, 8.00-10.00 p.m., starting September 25, 1980. Room 11, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$145**

Through a series of exercises in a variety of media students will experiment with, and come to understand the language, characteristics, and principles of 3-Dimensional Design. During the last few weeks of the course, time permitting, this knowledge will be applied to simple, functional objects in the areas of package and product design. Students will be expected to do a minimum of 5 hours of work outside of class time.

**50. Introduction to Batik.** Marion Hughes, D.A. (Dundee College of Art), Cert.Ed. (Glasgow). *Wednesdays, 6.45-8.45 p.m., starting October 1, 1980. Pokfulam Studio, 144 Pokfulam Road. 12 meetings.*

**Fee: \$215 including materials fee**

Originally a "native" craft of Indonesia, Batik is now an international "high" craft form. Both the Western and more complex Indonesian methods will be covered in this course. Uses and effects of Tajaenting, Tjap and brush, as well as, crackle effects from different waxes, and the mixing of dyes will be taught, and students will be encouraged to experiment in the media. Students must supply their own fabric and tools, but dyes and wax for use during class time will be provided. In order to gain full benefit, student should be prepared to do some work at home.

**51. Introduction to Graphic Design.** Peter Chancellor, Dip. A.D. (Birmingham), A.T.D. (London). *Thursdays, 6.00-8.00 p.m., or 8.00-10.00 p.m., starting September 25, 1980. Room 22, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$145**

The principles of two dimensional design will be discussed in relation to graphic design. Following this, the basic graphic elements will be used in a project incorporating posters, logos, television graphics, etc. to create simple, but effective designs. In addition students will study and discuss what worthwhile graphic communication involves. There will also be a visit to a design studio to see at first hand how graphic projects are developed in a professional environment. There will be homework assignments and students should plan their time accordingly.

**52. Illustration for Graphic Design.** Andy C. Neilson, D.A. (Glasgow School of Art). *Tuesdays, 6.00-8.00 p.m., starting September 30, 1980. Room 22, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$145**

Various illustration techniques and their practical application in advertising design, books, posters, brochures, etc. will form the basis of this course. Commercial printing and production techniques, including costing will also be covered. Students should have some previous design and/or drawing experience, and must be prepared to do work outside of class time.

**53. Introduction to Interior Design.** Patrick Fong, B.F.A. (Columbus College). *Wednesdays, 6.00-8.00 p.m., or 8.00-10.00 p.m., starting October 1, 1980. Room 11, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$145**

Aimed at those with a serious interest in Interior Design, the concepts of Interior Design will be introduced through simple commercial and residential projects. Students will become familiar with floor and ceiling plans, layout, lighting, proportion and scale, colour and finishes, furniture and fabrics. In addition, the basic tools of mechanical and freehand drawing, including perspective, will be covered. Students will be expected to do a minimum of 5 hours' work outside of class time.

**54. Architectural Drawing I.** Lionel Parkinson, B. Arch. (Auckland), A.N.Z.I.A., H.K.I.A. *Tuesdays, 6.00-8.00 p.m., or 8.00-10.00 p.m., starting September 30, 1980. Room 11, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$145**

Planned to provide students with knowledge of, and practice in, the basic techniques of Architectural Drawing, the course aims to develop skill in draftsmanship, for those with little or no previous experience in drafting, to the stage where they can produce floor plans and drawings for buildings and objects of a simple nature. Students will be required to do homework, and should plan their time accordingly. More complex aspects will be explored in Architectural Drawing II to be offered in the Spring Term.

**55. Perspective Drawing (Elementary).** Graham Campbell, Dip.Arch (N.E.L.P.), R.I.B.A. *Thursdays, 6.00-8.00 p.m., starting September 25, 1980. Room 11, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings. Fee: \$145*

Planned for those who have some drafting skills but lack any knowledge of mechanical perspective, this course will cover the basic concepts of mechanical perspective relating to relatively simple buildings, interiors, and objects. Exercises will be mainly line drawing in various media. "Intermediate Perspective Drawing" will be offered in the Spring term and will include additional techniques of shadow, colour and texture. Students will be expected to complete homework assignments, and should plan their time accordingly.

**56. Introduction to Photography.** Joseph Yin, B.A. (Brooks Inst., Santa Barbara). *Tuesdays or Thursdays, 7.00-9.00 p.m., starting September 30 & 25, respectively. Room 13, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings. Fee: \$215*

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.

**57. Intermediate Photography.** Robert Thompson. *Mondays, 7.00-9.00 p.m., starting September 29, 1980. Room 13, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings. Fee: \$230*

Aimed at those already familiar with the basics of photography, the emphasis will be on darkroom and studio techniques, such as solarisation, bas relief and other derivatives. Studio exercises will be held in still life and table top work, as well as occasional outdoor exercises. The majority of the work will be conducted in B/W with colour being introduced during the latter part of the course. There will also be a visit to a professional colour laboratory. In order to gain full benefit students will be expected to produce most finished work outside of class time. Papers, chemicals and other materials for use during class time will be provided and the cost of these is included in the fee.

**58. Advanced Photography.** Robert Thompson. *Wednesdays, 7.00-9.00 p.m., starting October 1, 1980. Room 13, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings. Fee: \$255*

Applicants must have mastered the mechanics of photography including competent darkroom procedures. In depth studio work will be carried out in a variety of topics, both assigned and chosen, such as: landscape, portraiture, still life, special lens effects and others. In order to gain full benefit, students will be expected to produce most finished work outside of class time. Papers, chemicals and other materials for use during class time will be provided, and the cost of these is included in the fee.

## 59. 人體素描 (Life Drawing)

主講人：王季麟先生。

地 點：香港大學校外課程都市區中心 10 號室。

時 間：一九八〇年九月二十九日起每星期一下午八時至十時。（共十二講）。

學 費：二百二十元。（包括模特兒費）。

由於人體具有多種不同之形狀及動態，故實為訓練寫畫技術之理想題材。本課程將以輪廓線描法，動姿描法，量感及質感描法等作基本練習。由文藝復興時期至現代之人體繪畫風格，構圖方法及其他有關理論皆將被提出討論。寫畫工具將包括鉛筆，木炭條，粉彩，鋼筆及其他毛筆畫紙等工具。

## 60. 水墨畫 (Introduction to Chinese Ink Painting)

主講人：周綠雲女士。

地 點：香港大學校外課程都市區中心 11 號室。

時 間：一九八〇年九月二十九日起每星期一下午六時至八時。（共二十四講）。

學 費：二百九十元。

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

講授內容，將着重於中國筆墨運用之方法與不同方面技法，以表達自我的思想，而達到創作的目的。學員必須以課外時間做習作，並自備材料。

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

主講人：翟仕堯先生。

地 點：香港大學校外課程都市區中心 11 號室。

時 間：一九八〇年十月三日起每星期五下午六時至八時。（共十二講）。

學 費：一百四十五元。

旨在通過對中國歷代書體沿革與諸家風格之認識，使學員了解傳統書道之基本理法，以引起研習書道之興趣與基礎之建立；並觸發現代書道之實驗探索。

本課程將着重於書寫之實習。除堂課練習外，學員必須以課外時間做習作。（限收三十人）。

## 62. 中級書道 (Intermediate Chinese Calligraphy)

主講人：翟仕堯先生。

地 點：香港大學校外課程都市區中心 11 號室。

時 間：一九八〇年九月二十六日起每星期五下午八時至十時。（共十二講）。

學 費：一百四十五元。

旨在輔導學員本其固有之書道知識與技巧，對傳統書體作更深研習；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。本其所習各種書體之知識與技巧，對於面幅空間之設計，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，學員並須以課外時間做習作。

### 63. 中國書畫史畧

(Introduction to the History of Chinese Calligraphy and Painting)

主講人：翟仕堯先生。

地 點：香港大學校外課程部市區中心 14 號室。

時 間：一九八〇年九月二十九日起每星期一下午六時至七時三十分。（共十二講）。學費：一百四十五元。

本課程將為初學書畫者提示書畫歷史基本知識，藉使學者明瞭我國歷代書畫創變沿革，而有助於書畫藝術之研習。課程內容將分三大綱領：書畫源流簡述，名家評介及書畫論著舉要。

## DAYTIME COURSES

64. **Figure Study.** Alice Wolff, M.A. (Cal. Berkeley). *Fridays, 10.00 a.m.-12.00 noon, starting September 26, 1980. Room 10, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.*  
Fee: \$210 including model fee

*See entry for Course No. 44.*

65. **Drawing Outdoors.** Hazel McIntosh, B.A. (St. Martins), M.A. (R.C.A.). *Mondays, 10.00 a.m.-12.00 noon, starting September 29, 1980. Room 22, Extra-Mural Town Centre, 8/F., Wing On Centre, and outdoor locations. 12 meetings.*  
Fee: \$145

*See entry for Course No. 43.*

66. **Western Painting.** Alice Wolff, M.A. (Cal. Berkeley). *Thursdays, 10.00 a.m.-12.00 noon, starting September 25, 1980. Room 10, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.*  
Fee: \$160 including model fee

Specific techniques for rendering form in acrylic, oil, watercolour or gouache, leading to finished compositions will be the major focus of this course. A variety of subjects will be employed, including fantasy and dreams. Emphasis will be on the development of individual skills, and students with varying degrees of experience are welcome. In order to gain full benefit students must be prepared to do work outside of class time.

67. **Experimental Watercolour Painting.** Nancy Woo, B.F.A. (Cornell), M.A. (Columbia). *Tuesdays, 10.00 a.m.-12.00 noon, starting September 30, 1980. Room 11, Extra-Mural Town Centre, 8/F, Wing On Centre. 12 meetings.* **Fee: \$145**

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

68. **Introduction to Relief Printmaking.** Hazel McIntosh, B.A. (St. Martins), M.A. (R.C.A.). *Thursdays, 10.00 a.m.-12.00 noon, starting September 25, 1980. Pokfulam Studio, 144 Pokfulam Road. 12 meetings.* **Fee: \$170**

*See entry for Course No. 48.*

69. **Introduction to Fabric Printing.** Marion Hughes, D.A. (Dundee College of Art), Cert.Ed. (Glasgow). *Mondays, 10.00 a.m.-12.00 noon, starting September 29, 1980. Pokfulam Studio, 144 Pokfulam Road. 12 meetings.* **Fee: \$220**

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.

70. **Introduction to Batik.** Marion Hughes, D.A. (Dundee College of Art), Cert.Ed. (Glasgow). *Wednesdays, 10.00 a.m.-12.00 noon, starting October 1, 1980. Pokfulam Studio, 144 Pokfulam Road. 12 meetings.*

**Fee: \$215** including materials fee

*See entry for Course No. 50.*

*See also:*

- 325. 陶藝雜談 (第 100 頁)
- 326. 中國陶藝專題講座 (第 100 頁)
- 327. 梅蘭竹菊水墨畫 (第 100 頁)
- 333. 中國山水畫之研究與欣賞 (第 102 頁)
- 366. **Introduction to Gemstones and Gemmology.** (Page 116)

# Business Studies

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

*Courses Nos. 71 to 83 are designed to be of assistance to those preparing for the examinations of the Association of Certified Accountants, the Institute of Cost and Management Accountants, the Institute of Chartered Secretaries and Administrators, and some will also be relevant for some subjects in the Hong Kong Society of Accountants examination scheme. The courses are a complement to, not a substitute for, correspondence courses. Students should make their own arrangements for sitting the relevant examinations.*

**71. Financial Accounting: Foundation Stage I.** John Lane, M.A., A.C.I.S., A.I.B. *Tuesdays, 6.15-8.15 p.m., starting September 9, 1980. Room 201, University Main Building. 14 meetings.* **Fee: \$140**

Part I of this course will cover the principles involved in the keeping of records of financial transactions, trial balance and final accounts of sole traders and partnerships, capital and revenue expenditure, accruals and prepayments, depreciation for bad debts, incomplete records, the accounts of non-trading institutions and manufacturing accounts. Taken together with Part II, which will commence Spring 1981, students will have covered the syllabus of A.C.C.A. Accounting I. The course is also suitable for students studying other professional examinations at the foundation level.

**72. Intermediate Accounting.** Chan Sai Man, Gabriel, A.C.I.S., A.C.M.A., M.B.I.M. *Wednesdays, 6.15-8.15 p.m., starting September 10, 1980. Room 201, University Main Building. 14 meetings.* **Fee: \$140**

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

**73. Advanced Financial Accounting.** Mrs. S. Panchapakesan, B.Sc., A.C.A. *Tuesdays, 6.15-8.15 p.m., starting September 9, 1980. Room 103, University Main Building. 14 meetings.* **Fee: \$145**

The tutor will select topics from the A.C.C.A. syllabus for Accounting 4. This syllabus covers group accounts, principles of consolidation, theory in relation to the nature and measurement of business income, aspects of financial statement construction, presentation and interpretation of accounts, accounting treatment of reorganisation and amalgamations and accounting for price level changes. These topics will be treated at the highest level. Only students showing evidence of having passed the Accounting 3 level (or equivalent) will be enrolled on this course.

**74. Data Processing and Systems Design.** Paul Yan, F.I.D.P., F.L.M.I., A.M.B.I.M. *Mondays, 6.00-7.30 p.m., starting September 29, 1980. Room 20, Extra-Mural Town Centre, 8/F., Wing On Centre. 17 meetings.* **Fee: \$145**

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

**75. Statistics for Accountants.** K. G. Jones, B.Com. (Melbourne), F.C.C.A., F.H.K.S.A., F.A.S.A., F.C.I.S., Principal Lecturer, Hong Kong Polytechnic. *Saturdays, 3.35-5.35 p.m., starting September 27, 1980. Room 16, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$135**

The aim of this course is to give students an understanding of the nature of statistical relationships and how to interpret them as an aid in business planning and control. The course will follow the A.C.C.A. syllabus and topics to be studied include, the nature of statistics, sources, interpretation and collection of data, how to summarise and present data, statistical inference, introductory probability, sampling, correlation and regression, and measurement of change. The course also caters for parts of the H.K.S.A. syllabus, and for those accountants and chartered secretaries who have a general interest in the subject.

**76. Costing.** Sarah Kwok, B.Soc.Sci. (C.U.H.K.). *Mondays, 6.15-8.15 p.m., starting September 8, 1980. Room 103, University Main Building. 14 meetings.* **Fee: \$135**

The main areas of study will be: costing for materials, labour and overheads, job costing and process costing, break-even 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.

**77. Auditing.** Andy S. C. Lee, B.B.A. *Mondays, 6.00-7.30 p.m., starting September 29, 1980. Room 22, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$105**

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

**78. Company Financial Management: Policies and Practices.** C. S. Chui, M.Sc., A.C.C.A., A.C.M.A. *Fridays, 7.45-9.15 p.m., starting September 19, 1980. Room 20, Extra-Mural Town Centre, 8/F., Wing On Centre. 14 meetings.* **Fee: \$120**

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

**79. An Introduction to U.K. Taxation.** Miss M. Leung, B.Soc.Sc., A.C.I.S., M.B.I.M. *Tuesdays, 6.00-7.30 p.m., starting September 30, 1980. Room 20, Extra-Mural Town Centre, 8/F., Wing On Centre.* 12 meetings. **Fee: \$105**

The aim of this course is to provide an introduction to the basic principles of United Kingdom Taxation and their application to practical problems. The course is designed for students who have no previous knowledge of this subject. Topics to be studied include the various income tax schedules, personal income tax computation, sole proprietor and partnership assessments, capital allowances and treatment of losses including terminal loss.

**80. Advanced U.K. Taxation.** K. S. Cheung, F.C.C.A., A.C.I.S., M.B.I.M., A.T.I.H.K. *Wednesdays, 7.45-9.15 p.m., starting October 1, 1980. Room 732, Knowles Building, University of Hong Kong.* 12 meetings. **Fee: \$105**

Topics to be studied will include an introduction to corporation tax and corporation tax computation, small companies relief, loss reliefs including terminal loss, group treatment, close companies and capital gains tax. Students will gain an understanding of the principles involved and of their application.

**81. Company Law for Accountants.** Ng Shiu-Kwan, A.C.I.S., A.M.B.I.M., *Tuesdays, 6.30-8.30 p.m., starting September 30, 1980. Room 103, St. John's Co-educational College, Taikoo Shing, Quarry Bay, Hong Kong.* 12 meetings. **Fee: \$130**

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

**82. Law and Procedure of Meetings.** Desmond Lee, B.Sc. (Eng.), B.Sc. (Econ.), Dip.M.S., A.M.B.I.M., A.C.I.S. *Mondays, 8.00-9.30 p.m., starting September 15, 1980. Room 23, Extra-Mural Town Centre, 8/F., Wing On Centre* 14 meetings. **Fee: \$120**

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

**83. O. & M. (Part 1).** Richard H. K. Kong, A.I.B., M.B.I.M., A.M.I.T.D., M.Inst.A.M. *Saturdays, 2.00-3.30 p.m., starting October 11, 1980. Room 16, Extra-Mural Town Centre, 8/F., Wing On Centre. 8 meetings.* **Fee: \$80**

Part 1 of this course will provide an understanding of the basic techniques of O. & M. and its contribution to more efficient management practices. Method study, flow charting, work measurement, standard performance and incentives will be studied as well as an analysis of the 'human' problems of change. This part of the course will be useful to students taking professional examinations as well as those with a more practical interest.

**84. Financial Statement Analysis.** Mrs. S. Panchapakesan, B.Sc., A.C.A. *Saturdays, 9.30-11.00 a.m., starting October 18, 1980. Room 20, Extra-Mural Town Centre, 8/F., Wing On Centre. 8 meetings.* **Fee: \$90**

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

**85. Basic Financial Management.** Kenneth C. S. Kwan, M.B.A. (Hawaii). *Thursdays, 6.00-7.30 p.m., starting September 25, 1980. Room 20, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$105**

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

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

**86. Financing a small business.** Patrick Tse, B.Soc.Sc. *Tuesdays, 7.45-9.15 p.m., starting October 7, 1980. Room 20, Extra-Mural Town Centre, 8/F., Wing On Centre. 8 meetings.* **Fee: \$85**

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

37. **Company Secretaryship.** J. A. Ellis, E.D., F.I.I.A., F.H.K.S.A., A.A.S.A., A.A.I.M., A.C.I.S., M.I.T.O. *Mondays, 7.15-9.15 p.m., starting September 15, 1980. Room 142, University Main Building. 12 meetings. Fee: \$125*

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.

38. **EDP and MIS for Business Executives.** Peter Ping-Yu Cheung, B.Sc., M.B.A., M.Comm. *Fridays, 6.30-8.00 p.m., starting October 10, 1980. Room 847, Knowles Building, University of Hong Kong. 8 meetings. Fee: \$80*

Computers have already made a tremendous impact on the organisation and use of management information systems in the business world. Their usage is bound to increase over the next few years with smaller yet more sophisticated equipment. This course, designed for managers who have had little contact with E.D.P. procedures, will explain the basic concepts of E.D.P. and M.I.S., analysing their role in the business enterprise and their interrelationship with the executive role itself. Although there will be an emphasis on financial M.I.S. needs, the tutor will present a number of case studies covering different managerial functions.

39. **Hong Kong Taxation: Law and Practice (Part 1).** Edward Chow, A.A.S.A., F.H.K.S.A. *Mondays, 6.30-8.00 p.m., starting October 6, 1980. Room 847, Knowles Building, University of Hong Kong. 8 meetings. Fee: \$75*

Part 1 of this course provides an introduction to Hong Kong's Earnings and Profits Tax imposed under the Inland Revenue Ordinance (Cap. 112). Topics to be covered will be the basic structure of Hong Kong Taxation and the provisions of the Ordinance, concepts and practice. In the second part of the course, which will be held in Spring 1981, more advanced taxation aspects and relevant tax cases will be discussed.

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

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

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

地點：香港大學校外課程部市區中心 30 號室。

時間：一九八〇年九月廿五日起每星期四下午六時十分至七時四十分。（共十三講）。學費：一百一十元。

此項課程將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。

由於技術上之名稱皆以英語為主，學員須具有英語知識。

## 91. 核數初階 (Auditing)

主講人：梁施明璇女士，B.Com., C.A. (Canada), A.H.K.S.A., C.P.A.

地 點：香港大學鈕魯詩樓 227 室。

時 間：一九八〇年九月廿五日起每星期四下午六時三十分至七時三十分。（共八講）。學費：八十元。

本課程目的為提高一般工商界人士對核數的基本知識。課程簡介核數的基本概念，其對工商業的影響和關係，核數的目的、方法、及核數師的工作範圍和責任。並將進一步探討核數師報告的內容和種類及其對公司資產負債表、損益計算書和讀者的影响。

由於技術上之名稱皆以英語為主，學員需具有英語知識。

## 92. 國際貿易的理論及實用知識

(Theoretical and Practical Aspects of International Trade)

主講人：伍鎮琦先生，B.A. (McMaster)

地 點：香港大學鈕魯詩樓 415 室。

時 間：一九八〇年十月十四日起每星期二下午六時三十分至八時。（共八講）。學費：八十元。

本課程為學員提供出入口貿易及銀行經營方面的基本知識，並盡量以本港貿易所遇到的問題作說明，專業名詞將輔以英語。

*See also :*

235. 商人及其法律導論（第 74 頁）

370. Computerisation made Simple. (Page 118)

### 預早報名之重要

及早報名乃是使本部得知各界對種種課程反應之唯一途徑，如不及早報名則往往引致各該課程延期或取消。故有志修讀本部課程者，敬希從速將報名申請書寄回本部。

# Economics & Statistics

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

**93. Principles of Stock Market Investment.** Charles Stewart Edmond, B.A. (Econ.) (Cambridge University), Committee Member of the Hong Kong Society of Security Analysts. *Tuesdays, 7.45-9.15 p.m., starting September 16, 1980. Room 30, Extra-Mural Town Centre, 8/F., Wing On Centre. 8 meetings.* **Fee: \$120**

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

**94. Principles of Commodity Trading.** *Tuesdays, 7.45-9.15 p.m., starting November 18, 1980. Room 30, Extra-Mural Town Centre, 8/F., Wing On Centre. 8 meetings.* **Fee: \$120**

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

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

**95. China's Use of Foreign Financing.** J. Mark Mobius, Ph.D. (Massachusetts Institute of Technology). *Mondays, 7.45-9.15 p.m., starting September 22, 1980. Room 150, University Main Building. 6 meetings.* **Fee: \$70**

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

### **Principles of Economics I.**

**96.** Nelson Yeung Cheuk-wah, M.A. (Econ.) (Guelph). *Mondays, 7.30-9.15 p.m., starting September 22, 1980. Room 20, Extra-Mural Town Centre, 8/F., Wing On Centre. 14 meetings.* **Fee: \$120**

**97.** Yuen Yiu-bun, B.A. (Econ.) (Toronto), M.A. (Econ.) (Western Ontario). *Wednesdays, 6.15-7.45 p.m., starting October 1, 1980. Room 415, Knowles Building, University of Hong Kong. 14 meetings.* **Fee: \$120**

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

**98. Principles of Economics II.** Yuen Yiu-bun, B.A. (Econ.) (Toronto), M.A. (Econ.) (Western Ontario). *Thursdays, 7.45-9.15 p.m., starting September 25, 1980. Room 20, Extra-Mural Town Centre, 8/F., Wing On Centre. 14 meetings.*

**Fee: \$110**

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

**99. Economic Policies and Problems.** Nelson Yeung Cheuk-wah, M.A. (Econ.) (Guelph). *Saturdays, 3.00-4.30 p.m., starting September 27, 1980. Room 141, University Main Building. 15 meetings.* **Fee: \$130**

The objective of the course is to develop the students' understanding of the application of economic principles to major economic problems and of the nature of economic policy. Moreover, the course will provide an outline of the economic environment within which business and public administration are carried out. The course is suitable for those students who are preparing for the part 3 of the Institute of Chartered Secretaries and Administrators examination.

### **100. 香港經濟 (The Hong Kong Economy)**

主講人：梁茂公先生。

地點：中央市場頂樓 10 室。

時間：一九八〇年九月三十日起每星期二下午六時至七時三十分。(共十四講)。

學費：一百一十元。

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

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

主講人：楊崑陵先生。

地 點：香港大學校外課程部市區中心 20 號室。

時 間：一九八〇年九月二十六日起每星期五下午六時至七時三十分。（共十四講）。學費：一百一十元。

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

102. Foreign Exchange. Kong Hin-man, A.I.B., M.Inst.A.M. (Dip.), A.F.I.B.A. Mondays, 8.00-9.30 p.m., starting September 22, 1980. Room 14, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings. Fee: \$130

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

103. Practice of Banking. C. S. Chan, A.I.B. Fridays, 7.45-9.15 p.m., starting September 26, 1980. Room 28, Extra-Mural Town Centre, 8/F., Wing On Centre. 14 meetings. Fee: \$130

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

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

主講人：余永健先生，B.B.A., A.I.B.

地 點：香港大學校外課程部市區中心 28 號室。

時 間：一九八〇年九月十九日起每星期五下午六時至七時三十分。（共十四講）。

學 費：一百三十元。

本課程特為在銀行或財務機構任職之人仕而設。講授重點包括介紹本港銀行及財務公司所提供之各種服務，銀行顧客之種類，銀行顧客開戶之處理方法，銀行與顧客之關係，票據及支票，銀行存款，放款及抵押品等課題。

**105. Elements of Statistical Theory I.** Miss Shen Shir-ming, M.Sc. (Lond.), B.A. (H.K.), D.I.C., F.S.S., Assistant Lecturer in Statistics, University of Hong Kong. *Wednesdays, 7.15-8.45 p.m., starting October 1, 1980. Room 227, Knowles Building, University of Hong Kong. 14 meetings.* **Fee: \$130**

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.

**106. Elements of Statistical Theory II.** T. K. Mak, B.Sc. (C.U.H.K.), M.A. (York), Ph.D. (W. Ont.), Lecturer in Statistics, University of Hong Kong; K. W. Ng, B.Sc. (C.U.H.K.), M.Sc. (Alberta), Ph.D. (Tor.), Lecturer in Statistics, University of Hong Kong. *Fridays, 6.15-7.45 p.m., starting September 26, 1980. Room 167, University Main Building. 14 meetings.* **Fee: \$130**

A course for those who have taken Elements of Statistical Theory I or its equivalent. Topics to be covered include: elementary experimental design; analysis of variance; nonparametric tests; correlation and regression analysis; index numbers; time series analysis.

**107. Intermediate Statistics for Mathematics Teachers.** Chiu Wing-kin, B.A., B.Sc. Special, M.A. (H.K.), M.Sc. (Lond.), Ph.D. (Bath.), F.I.S., F.S.S., F.I.Q.A., Sr. Member of A.S.Q.C., Senior Lecturer in Statistics, University of Hong Kong. *Wednesdays, 6.00-7.30 p.m., starting September 17, 1980. Room 20, Extra-Mural Town Centre, 8/F., Wing On Centre. 20 meetings.* **Fee: \$220**

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

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

its academic contents but also in its instruction techniques. The course is also suitable for postsecondary students, candidates taking professional examinations, and researchers who wish to quantify their reports.

*Enrolment is limited to 40.*

*Closing date for applications : September 10, 1980.*

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

**Fee Refund:** On being accepted for this course, teachers of Mathematics in Senior Secondary Forms will be sent an application form for a full fee refund, 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.

*See also :*

75. **Statistics for Accountants.** (Page 16)

#### UNIVERSITY ENTRANCE

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

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

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

# Management Studies

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

**108. An Introduction to Managerial Techniques.** Vincent Ng, B.S., M.B.A., M.S. (UCLA), F.B.I.M. *Mondays, 7.45-9.15 p.m., starting September 29, 1980. Room 25, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.*

**Fee: \$110**

Modern managerial activity contains within it elements of both science and art. The evolution of managerial thinking will be examined, including the ideas developed by the Classical, Human Relations, Neo-classical, and Modern Schools of thought. Attention will also focus on the functions of the executive together with his role in establishing goals and strategy in the business enterprise. A variety of managerial techniques will be considered within the general framework of the need for corporate planning and for decision-making in conditions of uncertainty. Fundamental ideas will be illustrated with practical examples drawn from the financial, marketing and personnel areas of management.

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

**109. An Introduction to Business Management.** Auyueung Ying-fai, B.A. (Whitworth Coll.), M.B.A. (Portland State). *Saturdays, 3.45-5.15 p.m., starting September 27, 1980. Room 22, Extra-Mural Town Centre, 8/F., Wing On Centre. 10 meetings.*

**Fee: \$95**

Managing a modern business enterprise is an activity for which relatively few of those who become involved in it have had proper training. The functions of the managerial process will be examined, together with the design of structure necessary to accomplish organizational objectives, and the development of managerial thought in its historical context. Particular attention will be paid to an analysis of the three major functional disciplines—Manufacture, Finance and Marketing—and a Case Study 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.

**110. Introduction to Financial Control.** Vincent Ng, B.S., M.B.A., M.S. (UCLA), F.B.I.M., and Bingley Wong, B. Com., A.C.I.S., F.H.K.S.A., M.B.I.M. *Saturdays, 2.00-3.30 p.m., starting September 27, 1980. Room 25, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.*

**Fee: \$110**

A number of analytical techniques have been developed for solving financial problems within the company. The theory and practice of such methods will be examined in detail, including the establishment of basic plans for accounting, gearing cost structure to management, and the tax implications. Also to be considered are techniques for internal auditing, inventory evaluation and control, the management of funds, profit planning, budgeting, financial reporting systems, together with the evaluation of liquidity performance.

**111. Introduction to Operational Research.** F. K. W. Mak, Ph.D. (London), C. Eng., M.I.Mech.E., F.B.I.M. Tuesdays, 6.00-7.30 p.m., starting September 30, 1980. Room 14, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.

Fee: \$110

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

**112. Work Study.** Lui Sik-fai, M.Sc. (Aston), M.B.I.M. Tuesdays, 7.45-9.15 p.m., starting September 30, 1980. Room 14, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.

Fee: \$110

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

**113. Manufacturing Planning and Control.** Alfred Chan Tit-yu, B.Sc. (New York State), M.Sc. (Georgia I.T.). Wednesdays, 7.45-9.15 p.m., starting October 1, 1980. Room 20, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.

Fee: \$110

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.

**114. Starting and Managing a Small Business.** Chung Wing-kee, B.A. (Western Ontario), F.I.E.M., M.B.I.M. Fridays, 6.00-7.30 p.m., starting September 26, 1980. Room 30, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.

Fee: \$110

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

**115. Human Behaviour in Organizations.** Yan Churk-tong, B.S. (Oregon), M.B.A. (Illinois). *Fridays, 6.30-8.00 p.m., starting September 26, 1980. Room 415, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$110**

People who come together for work purposes in organizations create and are subject to a wide variety of phenomena. These phenomena will be analyzed in this course, which is designed for those involved in supervisory and general management, as well as specialists in the personnel field. Areas to be discussed include communications within the organization, the motivation of employees, delegation, problems of discipline, labour relations and leadership. The human implications of automation and changing technology will also be examined in relation to job satisfaction.

**116. Marketing Management.** Gavin Wu, B.B.A., M.B.A. (Iowa). *Saturdays, 2.00-3.30 p.m., starting September 27, 1980. Room 30, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$110**

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

**117. Marketing for Profit.** David Ip, B.A. (C.U.H.K.), Dip. Ed. (H.K.), Dip. Marketing, M.Inst.M. *Saturdays, 2.00-3.30 p.m., starting September 27, 1980. Room 23, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$110**

Marketing has been described as "the performance of all activities necessary for ascertaining the needs and wants of markets, planning product availability, effecting transfers in ownership of products, providing for their physical distribution, and facilitating the entire marketing process". Designed for middle managers, this course will examine the processes involved in the marketing function, with particular reference to Hong Kong. Special attention will be paid to product policies, pricing, promotional strategy, problems of international marketing, industrial marketing, market research, distribution as well as corporate social responsibilities.

**118. The Marketing of Tourism.** Maine Li, B.B.A. (Hawaii), M.B.A. (Texas). *Saturdays, 2.00-3.30 p.m., starting September 27, 1980. Room 22, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$110**

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.

**119. Industrial Products Marketing.** Cheung Wai-man, B.B.A. (C.U.H.K.). *Tuesdays, 8.00-9.30 p.m., starting September 30, 1980. Room 23, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$110**

Industrial products marketing represents an area of marketing often neglected by practitioners and writers alike. The subject will be approached with a systematic overview of the analysis, planning, organising, and implementing of marketing programmes. Special emphasis will be laid on buying behaviour, total product concept, product development, pricing strategy, promotion and advertising, direct selling, market development, marketing research, and information systems. Problems peculiar to industrial products marketing, and those facing medium to small size companies will also be considered. Course membership is invited from those already involved in industrial marketing or those wishing to enter the field but who lack a fundamental knowledge of the problems involved. Case studies will be used to illustrate principles.

**120. International Marketing.** Lee Tak-kwong, B.B.A. (C.U.H.K.). *Thursdays, 6.15-7.45 p.m., starting September 25, 1980. Room 103, University Main Building. 10 meetings.* **Fee: \$95**

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

**121. International Business.** Lok Hung-Fai, B.Comm. (Concordia), M.B.A. (Br. Col.). *Saturdays, 3.45-5.15 p.m., starting September 27, 1980. Room 30, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$110**

The growth of business across national boundaries has brought about many changes, notably in the emergence of the multi-national organization whose responsibilities stretch beyond the jurisdiction of any one country. Operating a business enterprise in this context throws up potentially complex problems of structure and relationships, political and economic factors, and issues affecting

the global strategy of the firm. The basic objective of this course is to introduce the student to some basic management skills in handling the problems in multinational business: to strengthen students' practical analysis and decision-making skills within international business situations. Discussion exercises and case study will be considered.

**122. Decision Analysis.** Y. C. Cheng, Ph.D. (Br. Col.), M.I.E.E.E., Lecturer in Electrical Engineering, University of Hong Kong. *Thursdays, 7.30-9.00 p.m., starting September 25, 1980. Room 150, University Main Building.* 10 meetings.

**Fee:** \$95

Participants will be introduced to the field of decision theory and decision-making, with particular reference to the use of economic criteria. The common decision paradigms will be described, together with the problem of the evaluation of consequences, the concepts of measure used and the overall problem of measurement. The notion of subjective probability will also be considered alongside the major emphasis on decision-making models, statistical techniques and their areas of application.

**123. Decision-making in business: a model-building approach.** Kwong Chow-Cheung, B.S., M.B.A. (Cal-State). *Thursdays, 8.00-9.30 p.m., starting September 25, 1980. Room 23, Extra-Mural Town Centre, 8/F., Wing On Centre.* 12 meetings.

**Fee:** \$110

A wide range of quantitative techniques may be applied to the process of taking decisions in the business field. This course is focussed upon the needs of junior or middle managers who wish to gain a deeper insight into the application of statistics and the model-building approach to their functional specialism. An understanding of basic algebra and statistics will be assumed. Special attention will be paid to the techniques of decision-making under conditions of uncertainty, preference theory, network analysis, transportation and assignment models, inventory control models, and regression analysis.

**124. Materials Management: a conceptual approach.** L. Cdr. J. E. Flanagan, USN, B.Sc. (Annapolis), M.S. (Monterey). *Saturdays, 3.45-5.15 p.m., starting September 27, 1980. Room 28, Extra-Mural Town Centre, 8/F., Wing On Centre.* 12 meetings.

**Fee:** \$110

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

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

125. **Organization Planning.** Robert Powell, B.A. (East Anglia), D.M.S., M.M.S., M.B.I.M. Mondays, 7.45-9.15 p.m., starting September 29, 1980. Room 30, Extra-Mural Town Centre, 8/F., Wing On Centre. 10 meetings. Fee: \$95

The design of the structures of commercial, public and industrial concerns is now recognized as a most important ingredient in their success. This course will concentrate on the relationship of growth and change to organization structure. Special attention will be paid to the implications of strategies, systems, environment, role prescription and the resolution of conflict in the design of organizations. The course is aimed to help managers who are involved in the process of organizational change to extend their knowledge of the factors involved.

### 126. 生產管理 (Production Management)

主講人：黃昭欽碩士。

地點：香港大學校外課程都市區中心 30 室。

時間：一九八〇年九月廿五日起每星期四下午七時四十五分至九時十五分。（共十講）。學費：九十五元。

近來香港工業已邁進一新紀元。力求科學化管理，而工業界管理人更順對整個生產概念，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：緒論——生產形式、生產職務；廠房設計；生產計劃；生產排期；生產管制。

### 127. 生產管理的技巧 (The Techniques of Production Management)

主講人：陳栢鴻先生。

地點：香港大學校外課程都市區中心 14 室。

時間：一九八〇年九月二十七日起每星期六下午二時至三時三十分。（共十二講）。學費：一百一十元。

在現今的生產多元化年代中，生產管理者的職責範圍趨超繁重和複雜。若要維持高度的工作效率水平，數量化的管理技巧的應用，實有採納之必要。本課程旨在介紹多種重要的數量化生產管理技巧，以供生產管理者參考。課程大綱包括緒言；生產預測；線性規劃；運送法和指派法；網路分析；生產程序安排；物料運輸；存貨管理；生產管制（一）：時間表；生產管制（二）：平衡線法；品質管制；生產力分析。

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

主講人：陳少威先生，B.Sc., M.B.A.

地點：香港大學校外課程都市區中心 30 室。

時間：一九八〇年九月二十六日起每星期五下午七時四十五分至九時十五分。（共十講）。學費：九十五元。

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

### **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 1981, will be expected to attend for two evenings a week and to be given release by their employers on Saturday mornings. 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:*

- 85. **Basic Financial Management.** (Page 18)
- 88. **EDP and MIS for Business Executives.** (Page 19)
- 235. **商人及其法律概論** (第 74 頁)
- 344. **Industrial Psychology: Workshop on Communication.** (Page 107)
- 371. **Computer Applications: the Executive's Viewpoint.** (Page 118)
- 379. **System Simulation: an Overview.** (Page 122)

#### **PRIOR ENROLMENT IS ESSENTIAL**

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

# Personnel Management

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

## 9. Certificate in Personnel Management.

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

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

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

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

**Duration** October 1, 1980 to April 29, 1981.

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

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

**Fee** \$700

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

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

## Admission Requirements

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

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

*Enrolment is limited to 35 students.*

*Last date for application : September 1, 1980.*

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

**130. Personnel Management and Industrial Relations.** Kwong Kam-yin, B.B.A. (C.U.H.K.), M.Sc. (Aston), A.M.I.P.M. *Saturdays, 2.00-3.30 p.m., starting September 27, 1980. Room 21, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.*

**Fee: \$110**

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.

**131. Practising Personnel Management.** Mannan H. Najmee, B.Soc.Sc. (H.K.), M.Sc. (Strathclyde), M.Sc. (Hull). *Wednesdays, 8.00-9.30 p.m., starting October 1, 1980. Room 25, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.*

**Fee: \$110**

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

*Recommended Texts:*

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

*The Theory and Practice of Personnel Management* by M. W. Cuming (Heinemann, 1975).

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

主講人：陳斯威碩士。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八〇年九月三十日起每星期二下午六時至七時三十分。（共十講）。

學 費：九十五元。

在現代商業或非商業機構內，健全的人事政策已被認為推動機構進展的一個不可或缺的因素。香港社會夾雜着傳統管理觀念及現代西方的管理概念的對立。因此精明的人事策略的建立，藉以協調複雜的人事關係，為機構的進展而鋪路，尤為重要。

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

### 133. 人事管理學 (Personnel Management)

主講人：莊明中碩士。

地 點：香港大學校外課程部市區中心 28 室。

時 間：一九八〇年十月十八日起每星期六下午二時至三時三十分。(共十二講)。

學 費：一百一十元。

人事管理起源於一個初期的福利概念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。

## 太古城校外課程

### 81. Company Law for Accountants

157. Use of English

295. 初級日語

304. 中級日語

327. 梅蘭竹菊水墨畫

328. 中國各體書法的風格

261. 基本普通話

270. 中級普通話

# Recreation Management

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

## 134. Certificate in Recreation Management.

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

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

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

*Duration* October 6, 1980 to July 20, 1981.

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

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

*Fee* \$700

*Award* Students will be awarded an Extra-Mural Certificate provided they  
— pass the examination.  
— attend at least 75% of the meetings scheduled.

### *Admission Requirements*

University graduates or non-graduates employed or hoping to be employed in Recreation Management, with sufficient practical experience to enable them to benefit from the course. A good knowledge of written and spoken Cantonese and English is required.

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

*Enrolment is limited to 35 students.*

*Last date for application : September 1, 1980.*

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

# Education

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

**135. Administration in Secondary Schools.** C. J. G. Lowe, M.A. (Cantab.), Dip.Ed. (Lond.), Lecturer in Education, University of Hong Kong, (Coordinator) and others. *Saturdays, 10.00 a.m.-12.00 noon, starting October 4, 1980. Room 14, Extra-Mural Town Centre, 8/F., Wing On Centre. 10 meetings.*

**Fee: \$130**

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

*Enrolment is limited to 40.*

**Fee Refund:** On being accepted for this course, secondary school principals and vice-principals will be sent a half fee refund application form, which they should forward to the Director of Education together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 27, 1980.*)

**136. Social Studies in Secondary Schools.** Chow Yiu-wing, B.Soc.Sc. (C.U.H.K.), Dip. Ed. (H.K.); Kwan Wing Kei, B.S.Sc., M.Phil., Dip.Ed. (C.U.H.K.); Wong Koon Kwai, B.Soc.Sc., Dip. Ed. (C.U.H.K.), Ad. Dip.Ed. (H.K.). *Fridays, 6.15-7.45 p.m., starting September 26, 1980. Room 722, Knowles Building, University of Hong Kong. 34 meetings.*

**Fee: \$220**

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

*Enrolment is limited to 40.*

**Fee Refund:** On being accepted for this course, teachers of Social Studies will be sent a full fee refund application form, which they should forward to the Director of Education together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 19, 1980.*)

137. Physics for Junior Secondary Science Teachers. Fridays, 5.00-7.00 p.m., starting October 3, 1980. Advisory Inspectorate Teaching Centre, Pak Fuk Road, North Point, Hong Kong. 20 meetings.

Fee: \$220

Tutors: Tong Shiu Ming, B.Sc., Cert. Ed., Ad.Dip.Ed., M.Ed. (H.K.), Dip.A.V.A. (Lond.).

Tang Chee Poon, B.Sc., B.Sc.Special, Cert.Ed. (H.K.).

This course is intended for junior secondary science teachers not specifically trained in Physics who may have difficulty in teaching the Provisional Syllabus for Science (Forms I-III) recommended by the Curriculum Development Committee, 1975. It is limited to non-specialists in Physics. This course requires little background knowledge. Emphasis will be placed on subject content, though methodology will also be discussed. There will be lectures, demonstrations and practical work. Cantonese and English will be used.

*Enrolment is limited to 30.*

**Fee Refund:** On being accepted for this course, teachers of Physics will be sent a full fee refund application form, which they should forward to the Director of Education together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 26, 1980.*)

### 138. 當代中國 (Contemporary China)

主講人: 梁君國先生。

地點: 香港大學校外課程部市區中心 25 室。

時間: 一九八〇年九月廿五日起每星期四下午五時三十分至七時三十分。(共十三講)。學費: 一百一十元。

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

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

### 139. 中學中國語文科科主任的工作及職責

(The Role of the Panel Chairman for Chinese Studies)

主講人: 蘇輝祖先生、江李志豪女士、林華安先生。

地點: 香港大學校外課程部市區中心 21 室。

時間: 一九八〇年十月一日起每星期三下午六時至七時三十分。(共六講)。

學費: 四十元。

自一九七五年中學中國語文科課程實施以來，本科的教學有了很大的改變。不但教學範圍較以前廣闊，教學方法較多變化，教師的工作亦比以前較為繁重。若要有效地達到本科的教學目標，使教學工作得以順利進行，校內本科的教學工作，必須有良好的計劃和組織。

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

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

#### 140. 中國音樂簡史 (Chinese Music: an historical survey)

主講人：陳薈士教授（香港中文大學中國音樂資料研究館館長）。講授語言：國語（輔以粵語）。

地點：音樂事務統籌處（九龍太子道 157 號東平大廈四樓）。

時間：一九八〇年九月三十日起每星期二下午五時三十分至七時。（共三十講）。

學費：一百七十元。

本課程旨在向音樂教師介紹中國音樂形成的前因後果，追溯由史前時期至現代的演變過程而徹底認識中國音樂的目前情況。（限收 40 人）

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

#### 141. 如何使用音樂教授弱智兒童 (The Role of Music in the Education of Mentally Handicapped Children)

主講人：鄭田紀華女士。

地點：香港烈提頓道聖士提反女校。

時間：一九八〇年十月十三日起每星期一下午六時至七時三十分。（共十講）。

學費：八十五元。

音樂在特殊教育的地位日趨重要。音樂可協助弱智兒童平衡及發洩情緒，表達內心感受，又可幫助弱智兒童在肌能及智能、言語等各方面的發展。本課程將使直接為弱智兒童工作者或教師明白如何使用音樂去幫助兒童。

內容包括：音樂在弱智兒童教育所佔的地位；弱智兒童音樂課程應包括的項目及活動；教授弱智兒童音樂的方法，例如唱歌與語言訓練，彈奏樂器與肌能配合，表演戲劇與情緒表達，律動與肌能訓練，音樂欣賞與聽覺訓練等；如何用音樂活動配合其他科目教授方法及介紹適用於弱智兒童音樂課的資料。（限收二十五名）

申請教署退還學費手續：凡政府，補助或私立學校之弱智兒童教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於十月六日前報名）

#### 142. 聽覺弱能兒童的認識及處理

(Understanding & Management of Hearing-impaired Children)

主講人：李樹章先生、雷俊彬先生、葉吳素如女士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八〇年十月二十三日起每星期四下午六時至七時三十分。（共十九講）。學費：一百一十元。

本課程旨在使社會人士、家長、教師及社會工作者對聽覺弱能兒童有基本了解，並在處理方面有正確之認識。

內容包括：聽覺學、聽覺檢驗、助聽儀器之使用；聽覺弱能兒童心理；家庭輔導方法、聽覺及言語訓練方法；香港聾童及弱聽兒童之教育及服務設施。

申請教署退還學費手續：凡政府、補助或私立學校教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於十月十六日前報名）

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

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

地 點：香港大學校外課程部市區中心 25 室。

時 間：甲班：由一九八〇年九月三十日起每星期二下午七時四十五分至九時十五分。（共十四講）。

乙班：由一九八〇年十月二日起每星期四下午七時四十五分至九時十五分。（共十四講）。

學 費：一百元。（報名時請註明甲班或乙班）

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

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

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

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

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

主講人：陳永昌博士。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八〇年九月二十六日起每星期五下午八時至九時三十分。（共十二講）。學費：八十元。

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

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

#### 145. 課室心理學 (Psychology in the Classroom)

主講人：陳永昌博士。

地點：香港大學校外課程部市區中心 22 室。

時間：一九八〇年十一月二十六日起每星期三下午五時四十五分至七時四十五分。（共九講）。學費：八十元。

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

申請教署退還半費手續：凡政府、補助或私立中小學教師進修以上課程而欲教育司署退還半費，可於接獲本部取錄函件後，連同學費收據，向教育司署申請。（如欲教育司署退還學費者，須於十一月十九日前報名）。

*See also :*

- 107. Intermediate Statistics for Mathematics Teachers. (Page 24)
- 192. Phonetics for English Language Teaching. (Page 58)
- 193. Teaching Verse Speaking to Children. (Page 59)
- 194. Another Look at Literature: A Stylistic Approach. (Page 59)
- 246. 音樂實用教程（第 81 頁）
- 247. 特殊教育的音樂治療（第 81 頁）
- 249. 音樂與律動（第 82 頁）
- 310. Education in China: How Revolutionary? (Page 95)
- 345. An Introduction to School Counselling & Guidance. (Page 108)
- 346. Workshop for Career Teachers. (Page 108)
- 348. 教育心理學基礎（第 110 頁）
- 360. Teaching of Physics at A-level. (Page 115)
- 362. Hong Kong Herbs and Vines. (Page 115)
- 363. Plant Taxonomy. (Page 116)
- 404. The Child's Education at Home: the Montessori Approach. (Page 133)
- 406. 青年輔導工作（第 134 頁）
- 410. 行為更易法在兒童中之應用（第 135 頁）
- 411. 學校社會工作導論（第 136 頁）
- 412. 以小組形式向中學生推行家庭生活教育（第 136 頁）
- 413. 發展性小組工作（第 137 頁）

# Engineering

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

*Courses Nos. 146 to 148 lead to the award of University Certificates. They have clearly defined entry requirements and applicants are advised to read the description carefully before applying. Special application forms are available on request from the Department. Applicants must enclose photostat copies of the appropriate certificates along with their application forms and are requested that fee payments be made by means of a crossed cheque made payable to the 'University of Hong Kong'. Applications to resit the examinations must also be submitted before the specified closing dates. Applicants should note that they are not allowed to attend any other course or sit any other examination during the year.*

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

*Wednesdays, 6.30-8.30 p.m., starting October 8, 1980. Room 722, Knowles Building, University of Hong Kong. 30 lecture periods plus 12 laboratory instruction periods. Each period will consist of 2 hours.*

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

**Fee: \$600** (including examination fee)

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

*Enrolment is limited to 30 persons.*

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

*Closing date for applications : September 9, 1980. A special application form is available on request from the Department. Applicants must enclose photostat copies of the appropriate certificates along with their application forms. Applications which are not accompanied by the relevant documents will not be considered.*

*Outline of Syllabus : General Network Theorems; introduction to semiconductor physics; circuit models of transistors; biasing techniques; amplifier analysis and design; high input impedance techniques; feedback oscillators; functional circuits; active filters; regulators and inverters.*

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

**147. Certificate Course in Fundamentals of Digital Computers.** *Wednesdays, 6.30-8.30 p.m., starting October 8, 1980. Room 721, Knowles Building, University of Hong Kong. 30 lecture periods plus 12 laboratory instruction periods. Each period will consist of 2 hours.*

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

**Fee:** \$600 (including examination fee).

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

*Enrolment is limited to 40 persons.*

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

*Closing date for applications:* September 9, 1980. A special application form is available on request from the Department. Applicants must enclose photostat copies of the appropriate certificates along with their application forms. Applications which are not accompanied by the relevant documents will not be considered.

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

*Outline of Syllabus:*

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

**148. Certificate Course in the Design and Control of Manufacturing Systems.** *Mondays and Thursdays, 7.00-9.15 p.m. starting September 25, 1980. Room DS 2, Duncan Sloss Building, University of Hong Kong, Pokfulam Road, Hong Kong. 55 meetings (including laboratory instruction).*

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

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

A. J. Courtney, B.Tech. (Brunel), DSIR Dip.Mgt. Studs. (Brunel), M.Sc. (Birmingham), C.Eng., M.I.Prod.E., Lecturer in Industrial Engineering, University of Hong Kong.

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

M. C. Leung, M.Sc. (Manc.), C.Eng., M.I.Prod.E., M.H.K.I.E., Lecturer in Industrial Engineering, University of Hong Kong.

K. L. Mak, M.Sc. (Eng.), Ph.D. (Salf.), C.Eng., M.I.Mech.E., M.I.Prod.E., M.H.K.I.E., Lecturer in Industrial Engineering, University of Hong Kong.

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

**Fee: \$700** (including examination fee)

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

*Syllabus* :

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

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

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

*Enrolment is limited to 40 persons.*

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

*Closing date for applications* : September 3, 1980. A special application form is available on request from the Department.

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

**149. Tunnelling in Rocks and Soils.** K. Y. Lo, B.Sc. (Eng.) H.K., M.Sc., D.I.C., Ph.D. (Lond.), Professor, Faculty of Engineering Science, The University of Western Ontario, Canada. *Wednesdays & Fridays, 7.15-8.45 p.m., starting September 17, 1980. Room 142, University Main Building, University of Hong Kong. 12 meetings.* Fee: \$120

This course is planned for people with a civil engineering background interested in the application of geomechanics to the design of underground structures. Some knowledge in Soil Mechanics is assumed but prior knowledge in Rock Mechanics, though helpful, is not essential. The following topics will be discussed: strength and deformation of rocks; initial ground stresses; stresses around opening after excavation; performance of tunnels during construction; long term behaviour of tunnels and rock-structure time interaction. The course will be illustrated by case records of tunnels in clays and rocks.

*See also :*

- 111. Introduction to Operational Research.** (Page 27)
- 112. Work Study.** (Page 27)
- 113. Manufacturing Planning and Control.** (Page 27)
- 122. Decision Analysis.** (Page 30)
- 126. 生產管理 (第 31 頁)**
- 127. 生產管理的技巧 (第 31 頁)**
- 186. English for Engineers.** (Page 54)
- 206. Geotechnical Methods: Recent Developments & their Applications in Modern Building Industry.** (Page 64)
- 361. Analog and Digital Electronic Circuits.** (Page 115)
- 382. Digital Computer Organisation, Design and Engineering.** (Page 124)
- 385. Fundamentals of Data Communications.** (Page 125)

# English Studies

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

## CERTIFICATE COURSES IN THE USE OF ENGLISH

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

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

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

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

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

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

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

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

**ENTRANCE REQUIREMENTS** : Those who have completed a First Year course sufficiently well in the year 1979-80 or who possess a Departmental Certificate in English for Business in Written Grade A, B or C may enrol in a Second Year course without any further test.

All those who do not have these qualifications must

1. have gained Grade D or above in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade B or above, or the equivalent in an approved examination; or
2. have passed the Cambridge University Local Examinations Syndicate Certificate of Proficiency in English Examination;
3. attach a photocopy of their certificate to their application form;
4. sit the Use of English Entrance Examination.

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

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

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

6.30 p.m. on 29th August,	1980
10.00 a.m. on 30th August,	1980
2.30 p.m. on 30th August,	1980
6.30 p.m. on 5th September,	1980
12 Noon on 6th September,	1980
4.30 p.m. on 6th September,	1980

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

6.30 p.m. on 29th August,	1980
6.30 p.m. on 5th September,	1980

EARLY APPLICATION STRONGLY ADVISED  
LIMITED NUMBER OF ENTRANCE  
EXAMINATION PLACES AVAILABLE

**COURSES—First Year**

**A. In Hong Kong**

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

**150**      Wednesdays and Fridays, 8.30 – 10.00 a.m., starting  
October 1, 1980. 50 meetings.      **Fee: \$350**

At King's College, 63A Bonham Road.

**151**      Mondays and Wednesdays, 6.15 – 7.45 p.m., starting  
September 29, 1980. 50 meetings.      **Fee: \$350**

**152**      Tuesdays and Thursdays, 6.15 – 7.45 p.m., starting  
September 30, 1980. 50 meetings.      **Fee: \$350**

**153**      Tuesdays and Thursdays, 8.00 – 9.30 p.m., starting  
September 30, 1980. 50 meetings.      **Fee: \$350**

At the University of Hong Kong.

**154**      Mondays and Thursdays, 7.15 – 8.45 p.m., starting  
September 29, 1980. 50 meetings.      **Fee: \$350**

		At Wah Yan College, Queen's Road East.
155		Mondays and Wednesdays, 6.30 - 8.00 p.m., starting September 29, 1980. 50 meetings. <b>Fee: \$350</b>
156		Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting September 30, 1980. 50 meetings. <b>Fee: \$350</b>
		At St. John's Co-educational College, Taikoo Shing, Quarry Bay.
157		Mondays and Wednesdays, 6.30 - 8.00 p.m., starting September 29, 1980. 50 meetings. <b>Fee: \$350</b>

#### B. *In Kowloon*

Course No.	At St. Mary's Canossian College, 162 Austin Road. (Entrance from Kimberley Road, Tsimshatsui).
158	Mondays and Wednesdays, 6.30 - 8.00 p.m., starting October 1, 1980. 50 meetings. <b>Fee: \$350</b>
159	Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting October 2, 1980. 50 meetings. <b>Fee: \$350</b>
	At Wah Yan College, 56 Waterloo Road.
160	Mondays and Wednesdays, 6.30 - 8.00 p.m., starting October 1, 1980. 50 meetings. <b>Fee: \$350</b>
161	Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting October 2, 1980. 50 meetings. <b>Fee: \$350</b>
162	Wednesdays and Fridays, 6.30 - 8.00 p.m., starting October 1, 1980. 50 meetings. <b>Fee: \$350</b>

#### Second Year

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

Course No.	At King's College, 63A Bonham Road.
163	Mondays and Wednesdays, 6.15 - 7.45 p.m., starting September 29, 1980. 50 meetings. <b>Fee: \$350</b>
	At the University of Hong Kong.
164	Tuesdays and Thursdays, 7.15 - 8.45 p.m., starting September 30, 1980. 50 meetings. <b>Fee: \$350</b>
	At Wah Yan College, Queen's Road East.
165	Mondays and Wednesdays, 6.30 - 8.00 p.m., starting September 29, 1980. 50 meetings. <b>Fee: \$350</b>
166	Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting September 30, 1980. 50 meetings. <b>Fee: \$350</b>

#### B. *In Kowloon*

Course No.	At St. Mary's Canossian College, 162 Austin Road. (Entrance from Kimberley Road, Tsimshatsui).
167	Mondays and Wednesdays, 6.30 - 8.00 p.m., starting October 1, 1980. 50 meetings. <b>Fee: \$350</b>

**168** Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting October 2, 1980. 50 meetings. **Fee: \$350**  
 At Wah Yan College, 56 Waterloo Road.

**169** Mondays and Wednesdays, 6.30 - 8.00 p.m., starting October 1, 1980. 50 meetings. **Fee: \$350**

**170** Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting October 2, 1980. 50 meetings. **Fee: \$350**

## ENROLMENT

*Closing Date: 4th September, 1980, unless all the places in the Entrance Examination have been allocated before that date.*

Applicants wishing to apply at the same time for a Use of English course and an English for Business course should in the first instance pay both fees, i.e. \$350 for the Use of English and \$430 for English for Business. The fee for the course that they are accepted for will be retained and the fee for the course that they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.

## CERTIFICATE COURSES IN ENGLISH FOR BUSINESS

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

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

## SYLLABUS

General English	remedial tuition will be provided with a view to eradicating the most common errors the students make.
Oral English	the students will be given tuition in conversational English.
Commercial Correspondence:	
<i>basic principles</i>	format and conventions;
<i>commercial jargon</i>	the students will be shown how to avoid outmoded jargon and redundancy;

<i>letters of application</i>	tuition will be given in how to write a letter of application for employment;
<i>letters of enquiry and replies to them</i>	tuition will be given in how to write letters making trade enquiries, how to reply to them, how to place orders and how to acknowledge them;
<i>letters of complaint and adjustment</i>	tuition will be given in how to write letters of complaint and how to reply to them appropriately;
<i>collection letters</i>	tuition will be given in how to write the first and second letters of reminder and the final demand letter when payment of an account is overdue;
<i>sales letters</i>	tuition will be given in how to write sales letters to suit particular occasions;
<i>correspondence summaries</i>	tuition will be given in how to summarise a series of letters.
<b>Other Forms of Written Communication</b>	memoranda; notices; forms.
<b>Report-writing</b>	tuition will be given in how to write full reports with recommendations, short reports and 'mixed-form' reports.
<b>Reporting Meetings</b>	tuition will be given in how to prepare agenda and write minutes.
<b>Reading and comprehension</b>	practice will be given in the comprehension of commercial and general texts.
<b>Note-writing</b>	tuition will be given in the making of tabulated notes on written material and the taking of notes on spoken material.

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

#### *ADMISSION REQUIREMENTS :*

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

- University Graduates* : they should attach copies of their degree certificates and any professional qualifications they may have to their application forms and attend a special interview as follows: between 4.00 and 8.00 p.m. at the Extra-Mural Town Centre, 8/F., Wing On Centre, 111 Connaught Road Central, on 28th August, 1st September, 4th September, or 8th September.

Applicants should therefore state on their application forms the date and approximate time they wish to attend for interview. They will then be

interviewed on a "first come, first served" basis on the dates indicated above.

ii. *Holders of the Departmental Certificate in the Use of English with a Writing Skills Grade 'C' or above awarded in 1979 or 1980*: they should attach a copy of their Certificate with a full statement stating why they wish to be enrolled to their application forms which should be submitted by *30th August, 1980*.

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

- a Departmental Certificate in the Use of English in Grade D;
- a 'Good Pass' at Departmental Use of English, First Year level;
- Grade 'E' or above in the Use of English Paper taken at Hong Kong University Matriculation level;
- Grade 'C' or above in the English Language Paper taken at the Chinese University of Hong Kong Matriculation level;
- a Pass in English at G.C.E. 'O' level;
- a Cambridge University Local Examinations Syndicate Certificate of Proficiency in English;
- a Grade 'D' Pass in English in the Hong Kong Certificate of Education, Syllabus 'B' or in the case of Syllabus 'A', Grade 'B', plus evidence of further study at post-secondary level.

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

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

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

6.30 p.m.	on 29th August,	1980
12 Noon	on 30th August,	1980
4.30 p.m.	on 30th August,	1980
6.30 p.m.	on 5th September,	1980
10.00 a.m.	on 6th September,	1980
2.30 p.m.	on 6th September,	1980

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

6.30 p.m.	on 2nd September,	1980
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(C) Wah Yan College, 56 Waterloo Road, Kowloon.

6.30 p.m.	on 28th August,	1980
6.30 p.m.	on 4th September,	1980

**N.B.** All Entrance Examinations continue for  $1\frac{1}{2}$  hours.

**Note:** Applicants will be informed of the result of the Entrance Examination very shortly after the last examination on 8th September; the fees of those who have failed to gain admission will then be refunded.

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

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

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

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

**COURSES**

**A. In Hong Kong**

Course No. At the University of Hong Kong.

171 Tuesdays and Thursdays, 7.15 - 8.45 p.m., starting October 7, 1980. 60 meetings. **Fee: \$430**

172 Wednesdays and Fridays, 6.15 - 7.45 p.m., starting October 10, 1980. 60 meetings. **Fee: \$430**

At Wah Yan College, Queen's Road East.

173 Mondays and Wednesdays, 6.15 - 7.45 p.m., starting October 6, 1980. 60 meetings. **Fee: \$430**

174 Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting October 7, 1980. 60 meetings. **Fee: \$430**

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

175 Mondays and Wednesdays, 6.15 - 7.45 p.m., starting October 13, 1980. 60 meetings. **Fee: \$430**

**B. In Kowloon**

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

176 Mondays and Thursdays, 6.15 - 7.45 p.m., starting October 9, 1980. 60 meetings. **Fee: \$430**

At Wah Yan College, 56 Waterloo Road.

177 Mondays and Wednesdays, 6.30 - 8.00 p.m., starting October 8, 1980. 60 meetings. **Fee: \$430**

178 Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting October 9, 1980. 60 meetings. **Fee: \$430**

All the above fees are inclusive of the examination fee.

## ENROLMENT

*Closing Date : September 4, 1980, unless all the places in the Entrance Examination have been allocated before that date.*

Applicants wishing to apply at the same time for an English for Business course and a Use of English course should, in the first instance, pay both fees, i.e. \$430 for English for Business and \$350 for Use of English. The fee for the course that they are accepted for will be retained and the fee for the course they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.

Applicants wishing to apply for a place in a Use of English course and an English for Business course should apply to sit the English for Business Entrance Examination by 2nd September and the Use of English Entrance Examination on 6th September. If they pass the English for Business Entrance Examination they will be informed accordingly, and should not then sit the Use of English Entrance Examination.

## SPECIAL ENGLISH

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

speaking, and the ability to carry on a conversation;

understanding what is said without difficulty;

writing skills;

reading and the ability to understand written English rapidly and without difficulty.

These courses are intended for working adults who are unable to apply for a place in one of the Department's Use of English courses because they do not possess the basic entrance qualifications. If, however, they complete the 'Special English' course they have been attending and pass the terminal test, they will be allowed to apply for a place in one of the Use of English courses in the year 1981-82, and, provided they pass the Entrance Examination satisfactorily, their application will be accepted.

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

N.B. *i. All applicants must attach a copy of their Certificate of Education to their application form.*

*ii. Applicants are advised to indicate the course of their second choice so that, if their first choice is full, they can be placed in their second choice.*

*iii. These courses are not open to students at secondary level.*

*Textbooks :*

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

Kernel Lessons Intermediate, Students' Test Book.

## COURSES

### A. In Hong Kong

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

179	Mondays and Wednesdays, 8.30 - 10.00 a.m., starting October 13, 1980. 40 meetings.	Fee: \$280
180	Tuesdays and Thursdays, 8.30 - 10.00 a.m., starting October 14, 1980. 40 meetings.	Fee: \$280
181	Wednesdays and Fridays, 8.30 - 10.00 a.m., starting October 15, 1980. 40 meetings.	Fee: \$280

At the University of Hong Kong.

182	Mondays and Wednesdays, 7.15 - 8.45 p.m., starting October 13, 1980. 40 meetings.	Fee: \$280
183	Mondays and Thursdays, 7.15 - 8.45 p.m., starting October 13, 1980. 40 meetings.	Fee: \$280

### B. In Kowloon

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

184	Mondays and Wednesdays, 6.30 - 8.00 p.m., starting October 13, 1980. 40 meetings.	Fee: \$280
185	Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting October 14, 1980. 40 meetings.	Fee: \$280

## ENGLISH FOR PROFESSIONAL USE

186. **English for Engineers.** S. K. Hsu, B.A., P.G.C.E. (London), L.T.C.L., A.C.P., F.R.S.S., A.F.I.M.A., Senior Lecturer, Department of Languages, Hong Kong Polytechnic. *Mondays, 6.30-8.00 p.m., starting October 13, 1980. St. Mary's Canossian College, 162 Austin Road, Kowloon. (Entrance from Kimberley Road, Tsimshatsui). 25 meetings.* Fee: \$220

This course is designed to improve practising engineers' writing skills in English. The core of the course will therefore include techniques of technical presentation—visuals, forms, abstracts, proposals, articles and correspondence, and technical report writing. This will be preceded by a brief discussion of modern English structure and the properties of effective sentences and paragraphs. A number of assignments will be set throughout the course to enable the participants to gain a good command of the basic elements of effective technical writing.

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

*Enrolment limited to 25 students.*

**187. Basic Medical English.** Ip Kung-Sau, B.A., M.Ed. (H.K.). *Sundays, 11.15 a.m.-12.45 p.m., starting October 5, 1980. Room 103, Main Building, University of Hong Kong. 25 meetings.* **Fee: \$220**

The need for a greater command of English for professional purposes is rapidly becoming more apparent amongst some members of the medical profession in Hong Kong. This course in Basic Medical English is therefore designed to meet the needs of those who have experienced difficulties in communicating with others by providing them with practice in conversational English, current English usage and the application of the language to medical purposes. Attention will be paid to the following: medical terms and vocabulary; how to complete statutory medical forms; how to write simple notes and memoranda; the reading and comprehension of medical texts; modern English usage; oral English.

Students who complete at least 75% of the course will be awarded a Statement of Attendance.

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

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

G. Bloom: *The Language of Hospital Services in English*  
(English for Careers, Regent Publishing Co.)

J. Maclean: *English in Basic Medical Science* (O.U.P.)

J. Parkinson: *English for Doctors and Nurses* (Evans)

*Early application is strongly advised.*

**188. Imaginative Writing.** M. L. Anderson, B.A. (Ulster), English Language Tutor, University of Hong Kong. *Fridays, 6.15-7.45 p.m., starting October 3, 1980. Extra-Mural Town Centre, 8/F., Wing On Centre. 10 meetings.* **Fee: \$90**

This course is aimed at helping the second language learner express himself imaginatively in his writing. It therefore concentrates on the special kind of perception that this kind of writing requires; a perception in which an exact and sustained attention to the object is essential. The course will also help the student transfer this attention into words so that he can describe his thoughts and feelings about the object. The tutor will provide students with sound principles on which to base their own personal use of language. There are no set texts, but the tutor will provide students with copies of readings and materials. It is important that all those enrolling in the course are prepared to participate actively in discussion on their own written work.

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

## SPOKEN ENGLISH

### Certificate Courses in English Speech.

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

Tuition will be provided in the pronunciation and intonation of English, and practical work will include role-playing in addition to guided conversation and general oral practice. Even though these are Spoken English courses, satisfactory progress can only be made if students, as well as attending regularly and participating actively, are prepared to consolidate *at home* what they have practised in the sessions.

Applicants should bear in mind that these are not general English courses and *grammatical competence will be assumed.*

*A proportion of the places offered is reserved for teachers of English who perform sufficiently well in the Entrance Test. As these courses are intended for working adults, those studying in school, college or university will not be admitted.*

*Syllabus* : Pronunciation of English; Intonation in English; Advanced Oral Communication.

*Entrance Requirements* : Those who have obtained a Certificate in the Use of English or in English for Business with Grade B (oral) awarded by the Department of Extra-Mural Studies, University of Hong Kong, may enrol in an English Speech course without further test.

All those who do not have these qualifications must

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

The Entrance Test will consist of a Listening Test and an Interview. Several Tests will be held in the Extra-Mural Town Centre, Wing On Centre, 8th floor, 111 Connaught Road Central, on 9th and 10th September, beginning at 6.00 p.m. Applicants will be tested on a first come, first served basis, but should not attend later than 7.00 p.m. Applicants should indicate on their application forms on which evening they wish to be tested.

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

*Closing Date for Applications : 6th September, 1980.*

*Enrolment limited to 26 students in each course.*

*Fee : \$430, inclusive of examination.*

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

*Award : Students will be awarded an Extra-Mural Certificate provided they:*  
— pass the examination;  
— participate fully, attend regularly and perform adequately during the course of tuition.

## COURSES

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

189 Mondays and Wednesdays, 6.15-7.45 p.m., starting September 29, 1980.

190 Tuesdays and Thursdays, 6.15-7.45 p.m., starting September 30, 1980.

## ENGLISH FOR TRANSLATORS

### 191. Certificate Course in Translation Techniques.

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

#### *Syllabus :*

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

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

*Admission Requirements :* All applicants should possess one of the following qualifications:

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

#### *Or*

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

*Entrance Examination :* All applicants possessing one or other of the qualifications mentioned above should sit the Entrance Examination at the following time and place: 6.30 p.m. on 25th September, 1980 in the Extra-Mural Town Centre, 8/F., Wing On Centre.

Preference will be given to candidates who are actively engaged in translation and/or interpreting work. Successful candidates will be informed of their enrolment by 6th October. Those applicants who are unsuccessful will also be informed accordingly and their fees will be refunded.

*Enrolment will be limited to 25 students.*

*Closing date for application: 25th September, 1980.*

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

*Time:* 6.15-7.45 p.m., on Tuesdays and Thursdays, starting October 9, 1980.

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

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

*Fee:* \$475, inclusive of examination fee.

*Award:* Students will be awarded an Extra-Mural Certificate provided they: pass the examination; complete the assignments set during the course of tuition satisfactorily; attend at least 75% of the meetings scheduled.

*Tutors:* R. S. W. Hsu, B.A. (Nanking), M.A., Ph.D. (Cantab.), F.I.L., Senior Lecturer in Translation and Linguistics, University of Hong Kong.

Shu Hsing Tso, LL.B. (Fuh Tan), D.Sc.Pol. (Rome), P.G.C.E. (H.K.), Head of the Department of Law and Administration, Hong Kong Shue Yan College.

## ENGLISH FOR TEACHERS

### 192. Certificate Course in Phonetics for English Language Teaching.

The aim of this course is to provide experienced teachers of English who have a good command of the language with a comprehensive introduction to the Phonetics and Phonology of English. The course will include a study of *Articulatory Phonetics*, covering such topics as the physiological aspects of the production of speech, the description and classification of vowel and consonant segments, notation, and the analysis of the syllable; *Phonemic Phonology*; the *Phonology of English and Cantonese*, which will include the description of vowels and consonants in English and Cantonese, a study of the word in connected speech and also of intonation. A high proportion of the work will be of a practical nature.

*Admission Requirements:* The applicant should possess a university degree or college of education diploma or certificate, a photostat copy of which should be attached to his application form, and should have had several years' experience of English language teaching. Applicants will be required to attend an interview at the Extra-Mural Town Centre, 8/F., Wing On Centre, on 16th September beginning at 5.00 p.m. Applicants will be interviewed on a first come, first served basis.

*Closing Date for Applications: 13th September, 1980.*

*Enrolment limited to 30 students.*

*Fee* : \$400, inclusive of examination.

*Duration* : 60 1½ hour sessions.

*Time* : 6.15-7.45 p.m., Wednesdays and Fridays, starting October 1, 1980.

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

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

**193. Teaching Verse Speaking to Children.** Mrs Esma Wright, L.R.A.M. (Teacher's Diploma). *Wednesdays, 6.15-7.45 p.m., starting November 5, 1980. Room 217, Main Building, University of Hong Kong. 10 meetings.* **Fee: \$90**

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

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

*Enrolment limited to 25 students.*

**Fee Refund:** on being accepted for this course, teachers of English will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (Closing date for application: November 1, 1980.)

**194. Another Look at Literature: A Stylistic Approach.** Miss Adrienne Lam, B.A. (Smith), M.A. (H.K.U.). *Mondays, 6.30-8.00 p.m., starting September 29, 1980. Room 23, St. Mary's Canossian College, 2nd floor, 162 Austin Road (entrance from Kimberley Road, Tsimshatsui). 8 meetings.* **Fee: \$80**

This course explores how a piece of language, especially literary language, is constructed, with the basic tools of analysis used in linguistics. Such an approach is offered as a complement rather than an alternative to other more usual approaches. It aims, not at the clinical dissection of works of literature into parts of speech, but providing an appreciation of literary language as a system. As such, it is of especial interest to second language learners and their teachers for its relative lack of dependence on a knowledge of the cultural and biographical background.

Amongst the topics to be considered are the concept of the word as a signifier, the problem of meaning and the levels at which it can be explored, the connection between sentences and the construction of cohesive and coherent texts, style

versus stylistics, registers—their identification and exploitation, words and the force that a speech act acquires, and structure and structuralism.

Copies of texts that will be considered, mainly from Twentieth Century literature, will be made available.

*Enrolment limited to 25 students.*

## ENGLISH FOR APPRECIATION

**195. Madness in Literature.** E. R. Davey, B.A. (York), Ph.D. (East Anglia), Lecturer in Comparative Literature, University of Hong Kong. *Tuesdays, 6.30-8.00 p.m., starting October 14, 1980. Room 301, University Main Building.* 9 meetings. Fee: \$80

The aim of this course is to look at the ways 'madness' has been portrayed in (mainly) European literature from ancient times to the present day. The historical period is long, but permits a justifiable sub-division into: Greek, Renaissance (Baroque), Romantic, modern. The texts are chosen both for their great artistic merit (those that are not are nonetheless forceful personal documents), as also with a view to showing how these writers understood 'madness' and what place it seems to have had in the general scheme of things.

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

Euripedes	The Bacchae (trans. G. Murray)	Allen & Unwin
Shakespeare	King Lear (any edition)	
Cervantes	Don Quixote (trans. Cohen)	Penguin
Racine	Phaedre (trans. Lowell)	Faber
Büchner	Lenz (trans. Hamburger)	Chicago U.P.
Strindberg	The Father (trans. Watts)	Penguin
Mishima	The Temple of the Golden Pavilion (trans. Morris)	Berkley Medallion
Hannah Green	I Never Promised You a Rose Garden	Pan Books

*Enrolment limited to 20 students.*

**196. American Society: The Depression to Vietnam.** John Halper, B.A. (Maryknoll), M.A., M. Div. (S.U.N.Y.). *Saturdays, 4.00-5.30 p.m., starting October 11, 1980. Room 23, Extra-Mural Town Centre, 8/F., Wing On Centre.* 10 meetings. Fee: \$90

To understand present-day America, we must first consider U.S. society during its most formative years, 1930-1960. The writings of John Steinbeck offer a unique record of modern America. And, by reading his novels, we can see how the "average American" has reacted to the many changes in society. The "Grapes of Wrath" traces the lives of poor farm workers in the 30's. "Travels with Charley" is the author's account of an automobile trip through the U.S.A. in the

60's. We will discuss these novels both as U.S. literature and as a reflection of Americans today.

*Enrolment limited to 25 students.*

*Course texts :*

J. Steinbeck: *The Grapes of Wrath* (Pan Books)  
*Travels with Charley* (Pan Books)

These books may be obtained from the Hong Kong Book Centre.

**197. Reading and Discussion.** Mrs J. Craig, M.A. (Manchester). *Wednesdays, 6.30-8.00 p.m., starting October 15, 1980. Room 23, St. Mary's Canossian College, 2nd floor, 162 Austin Road (entrance from Kimberley Road, Tsimshatsui).* 10 meetings.

**Fee: \$90**

Writers employ a variety of different styles when they wish to express their ideas in differing situations. The style used when, for example, a writer wishes to persuade his readers about the truth of something is different from the style he uses when he merely wishes to provide factual information, and this, in turn varies from the style used when he expresses a personal opinion. The aim of this further course, which is suited to those who already have quite a good command of English, is to consider the various styles that a writer can use and the differing effects that they can achieve.

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

*Textbooks :*

W. E. K. Anderson: *The Written Word* (O.U.P.)  
Kam Chuan Aik and S. Edmonds: *Critical Thinking* (Longman)

These may be obtained from the Hong Kong Book Centre.

*See also :*

**343. Love in the Western World.** (Page 107)

# European Languages

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

## Courses in Spanish Language.

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

*Days for all courses* : Tuesdays and Thursdays.

*Starting date for all courses* : 14th October, 1980.

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

### First Year

Course No. 198. 5.30-6.30 p.m. 50 meetings. **Fee: \$330**

Course No. 199. 7.40-8.40 p.m. 50 meetings. **Fee: \$330**

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

*Enrolment limited to 33 persons per course.*

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

### Second Year

Course No. 200. 6.35-7.35 p.m. 50 meetings. **Fee: \$350**

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

*Enrolment limited to 33 persons.*

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

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

# Geography & Geology

Staff Tutor: John D. Young, Telephone 5-468161 Ext. 309

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

主講人：鈕柏榮、楊兆康先生、袁貞偉先生、歐陽秋眉女士。

地點：香港大學校本部 240 室。

時間：一九八〇年十月七日起每星期二下午八時十五分至九時半。（共十講及五次野外考察）。學費：九十元。

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

## 202. 矿物與岩石鑑定 (The identification of minerals and rocks)

主講人：鈕柏榮先生、歐陽秋眉女士。

地點：香港大學校本部 240 室。

時間：一九八〇年十月七日起每星期二下午六時半至八時。（共八講，另二次野外考察及一次實習參觀）。學費：九十元。

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

主要內容為：礦物的定義，主要分類，形態及物理性質，香港主要金屬礦物及主要造岩礦物的分述及其肉眼鑑定。岩石的分類，主要火成岩、沉積岩、變質岩的組成成分，結構、構造及鑑定。凡曾選修或同時選修「香港自然地理野外考察」課程者，可優先取錄。

本課程適合中學教師，工程地質，珠寶鑑定，以及對岩石，礦物有興趣的人仕選修。（限收二十五人）。

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

主講人：歐陽秋眉女士，F.G.A.（英國寶石學會院士）。

地點：香港大學校本部 237 室。

時間：一九八〇年九月十八日起每星期四下午六時卅分至九時。（共十四講）。

學費：三百八十元。（包括實驗材料）。

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

本課程理論與實踐並重，使學員有機會操作鑑別寶石。（限收二十人）。

**204. 統計地理學之原理及應用 (Introduction to Statistical Geography)**

主講人：袁貞偉先生。

地 點：香港大學校本部 237 室。

時 間：一九八〇年十月一日起每星期三下午六時卅分至八時。（共九講）。

學 費：八十五元。（限收三十人）

講授重點在介紹統計地理學之基本原理及方法。內容包括：地理資料之性質，來源與搜集方法；地理統計圖表製法；資料之綜合描述法；或然率與常態分配；簡單抽樣方法；統計假設之簡單檢定法及單相關等分析。部份講題並附有習作練習。參加本課程無須具有高深數學基礎。

**205. 都市計劃的數量模式（一）(Quantitative Models in City Planning I)**

主講人：高天明先生。

地 點：香港大學校本部 201 室。

時 間：一九八〇年十月十日起每星期五下午六時半至八時半。（共十講）。

學 費：一百元。

本課程介紹幾個數量模式的基本原理和計算方法，及在都市計劃中的應用，包括人口、經濟活動、發展與預算、交通、土地利用等等。討論的模式計有（一）數量模式與都市計劃 (Quantitative models and city planning); (二) 簡單矩陣運算溫習 (Review of simple matrix calculation); (三) 人口模式 (Cohort Survival Model); (四) 經濟基礎模式 (Economic Base Model); (五) 線性計劃模式 (Simple linear programming model); (六) 重力模式 (Gravity Model); 及 (七) 「羅理」模式 (The Lowry Model)。

**206. Geotechnical Methods: Recent Developments & their Applications in Modern Building Industry.** J. C. W. Lau, M.Sc. (Manc.), Ph.D. (London), C.Eng., M.I.C.E., M.I.Struct.E., M.H.K.I.E., F.G.S. *Saturdays, 9.30 a.m.-12.45 p.m., starting October 11, 1980. Room 15, Extra-Mural Town Centre, 8/F., Wing On Centre. 6 meetings.*

Fee: \$100

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.*

*See also :*

**149. Tunnelling in Rocks and Soils. (Page 45)**

# History

*Staff Tutor : John D. Young, Telephone 5-468161 Ext. 309*

**207. Great Minds of Modern China.** S. Y. Yim, B.A. (C.U.H.K.), M.Litt. (Oxford), John D. Young, M.A., Ph.D. (UC Davis). *Wednesdays, 6.15-7.45 p.m., starting October 15, 1980. Room 121, University Main Building. 7 meetings.*

**Fee: \$65**

An indepth look at how leading Chinese thinkers reacted to the challenges and threats imposed by the Western presence since 1842. The central theme of "Preserving the Confucian Order" versus "In Search of Wealth and Power" will be used to discuss the following personalities: Tseng Kuo-fan, Wang T'ao, Yen Fu, Chang Chih-tung, K'ang Yu-wei, Liang Ch'i-ch'ao, T'an Ssu-t'ung, Hu Shih, and Ch'en Tu-hsiu.

*Recommended Reading : Joseph Levenson, *Confucian China and Its Modern Fate : A Trilogy* (Berkeley and Los Angeles, 1968).*

**208. Personalities in Ancient China.** Terence T. T. Pang, B.A. (H.K.). *Fridays, 2.15-3.45 p.m., starting October 3, 1980. Room 18, Extra-Mural Town Centre, 8/F., Wing On Centre. 10 meetings.*

**Fee: \$85**

The political, social and intellectual background of ancient China will be illustrated by studying the lives and achievements of the following representative figures: Ch'in Shih Huang-ti: Founder of the Chinese Empire; Han Wu-ti: Traditional Chinese Diplomacy; Tai-tsung the Great: the Enlightened Monarch; Wang An-shih: Utilitarian or Socialist? Yueh Fei and Ch'in Kuei: Hero and Traitor; Genghiz Khan: the Mongol Conqueror; Ming Tai-tzu: Absolute Monarch; Emperor Ch'ien-lung: Peter the Great of China; Hung Hsiu-chuan and Tseng Kuo-fan: Peasant Rebellion and Confucian Restoration; and the Empress Dowager and Li Hung-chang: Court Politics and Regionalism.

**209. 東南亞的古蹟文物 (The Relics & Civilization of South-East Asia)**

主講人：余偉雄牧師。

地 點：香港大會堂八樓南會議室。

時 間：一九八〇年九月廿五日起每星期四下午八時至九時。（共十四講）。

學 費：六十五元。

東南亞各地與中國，特別是香港的關係至為密切，故本課程將以深入淺出的方式，介紹東南亞地理之特徵與種族之分佈、歷史沿革、文化背景、風俗習慣、文物掌故、宗教社會，更着重中國與東南亞的關係、孫中山的革命活動、西方殖民勢力之影響、日本的侵畧及華僑的分佈與社會形態。

210. 中國歷代治亂因果及政制得失（九）：（民初政治）  
(An Analysis of Chinese Historical Trends: Part IX)

主講人：林旅芝先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八〇年十月十日起每星期五下午六時五十分至八時二十分。  
(共十二講)。學費：七十五元。

本課程為研討中國歷朝之興起及覆亡之因素。以往不少人士持有「天下大勢，亂極必治，治極必亂」之觀點，此種史觀，殊不合邏輯，時代之演變，變幻無常，絕非如機械公式之千篇一律者，每朝之興，必有其因，每朝之止，必有其理，國祚長短，亦不劃一，如周歷時八百載，而劉知遠之漢僅得四年，有何極之可言，故歷史之演變，朝代之興亡，為一極其複雜之問題。本課程即以此問題為研究中心，至於史實，僅作說明資料，用以印證主題之正確性而已。研討範圍分為多期，由殷商開始至明清為第一至八期，民初政治為第九期，為文史教師及對中國史有興趣者，提供新的資料。

申請教署退還學費手續：凡政府、補助或私立學校之歷史科教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於十月三日前報名）

*See also :*

337. Hong Kong History Backwards. (Page 104)

### 預早報名之重要

及早報名乃是使本部得知各界對種種課程反應之唯一途徑，如不及早報名則往往引致各該課程延期或取消。故有志修讀本部課程者，敬希從速將報名申請書寄回本部。

# Journalism & Communication

Staff Tutor: John D. Young, Telephone 5-468161 Ext. 309

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

顧問：胡仙女士，O.B.E., J.P. (星島報業有限公司董事長)  
岑維休先生C.B.E., J.P. (華僑日報社長)

主講人：胡殷先生 (香港浸會書院傳理系講師)  
梁業昌先生 (電視企業公司行政主任)  
唐碧川先生, M.B.E. (星島晚報總編輯) ——首席主講人。  
彭煥堯先生 (哈佛大學尼曼研究院院士)  
宋郁文先生 (成報主編)  
鄭鏡彬先生 (前香港電台中文台副台長)

地點：香港大學校外課程部市區中心 18 室。

時間：一九八〇年十月廿二日起每星期三下午六時十五分至八時卅分。(共四十四講，另加兩個星期日的實習與參觀)。

學費：四百二十五元。

名額：三十二人。

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

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

入學資格：申請人須至少具下列任何一項資格：

- (甲) 持有大專畢業證書。
- (乙) 大學入學試合格，若不能達到此程度，則中英文中學會考須五科合格，而中英文成績良好。
- (丙) 在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

結業文憑：課程結束後，學員若能符合下列三項條件，則可領得本部頒發之文憑。

- (一) 畢業考試及格；
- (二) 上課次數超過四分之三；
- (三) 完成所有課程中的作業。

申請手續：申請者須於九月廿九日以前，將申請表格及函件寄回本部，函內須附回郵信封，原服務機構推薦信，二吋半身近照二張，學歷及工作經驗之證件副本及詳情。

## 212. 傳播學導論 (Mass Communication)

主講人：梁業昌先生（電視企業公司行政主任）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八〇年十月七日起每星期二下午六時十分至七時四十分。  
(共十二講)。學費：八十五元。

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

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

整個過程着重啟發性的討論，故只限收二十六人。

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

主講人：尹德玲女士，M.B.A. (Loyola Marymount)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八〇年十月二日起每星期四下午七時四十分至九時十分。  
(共十二講)。學費：九十元。

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

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

主講人：蔡克信先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八〇年十月七日起每星期二下午七時四十五分至九時十五分。  
(共十四講)。學費：九十元。

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

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

本課程適合一般廣告業人士、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士選修，而講授時則儘量深入淺出，使部份初學者易於入手。(限收三十二人)。

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

主講人：蔡克信先生。

地 點：理論講座：香港大學校外課程都市區中心 15 室。攝影及黑房講習（十月廿二日起）：三影室（Studio 3）。（香港英皇道 1044 號福昌樓十樓 B22, B21, 及九樓 B22）。

時 間：一九八〇年十月一日起每星期三下午六時至八時（十月廿二日起的講習由七時至九時）。（共二十講）。學費：二百八十五元。

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。（限收十八人）。

## 216. 公共關係：自我辨認與人際關係

(Intra- and Inter-Personal Relationships in Public Relations)

主講人：陳毓祥博士。

地 點：香港大學校外課程都市區中心 15 室。

時 間：一九八〇年十月二日起每星期四下午六時至七時半。（共二十講）。學費：一百三十五元。

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

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

## 217. 人際溝通與實用心理

(Practical Psychology in Human Communication)

主講人：陳毓祥博士。

地 點：香港大學校外課程都市區中心 24 室。

時 間：一九八〇年十月二日起每星期四下午八時十五分至九時四十五分。（共二十講）。學費：一百六十元。

以小組討論，「相互觀察與糾正小組」及實習方式，幫助學員去領畧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、又需進一步理解人際溝通的各項問題的人士，幫助尤大。凡曾選修「公共關係：自我辨認與人際關係」者將獲優先取錄機會。（限收二十人）

### 218. 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：一九八〇年十月七日起每星期二下午六時至七時半。（共十二講）。

學費：七十五元。

從心理學分析思想意見傳達的技巧與實際運用，並就修辭學觀點加以研究批評，講授時特別着重不同場合講辭的撰寫、體裁、編排、表達與評估，日常的應對與辭語的表達，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。（限收三十人）。

### 219. 理辯學 (Persuasion)

主講人：彭煥堯先生（哈佛大學尼曼研究院院士）。

地點：香港大學校外課程部市區中心 18 室。

時間：一九八〇年十月九日起每星期四下午五時五十分至七時二十分。  
(共十二講)。學費：七十五元。

「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眾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。（限收三十人）。

# Law

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

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

**220. English Legal System.** A. H. Major, LL.B. (Wales), Solicitor, Crown Counsel, Legal Department. *Tuesdays, 6.15-8.30 p.m., starting September 30, 1980. Room 725, Knowles Building, University of Hong Kong. 15 meetings.*

**Fee: \$180**

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

**221. Law of Contract.** Benjamin Chain, LL.B. (H.K.). *Fridays, 6.15-8.30 p.m., starting September 26, 1980. Room 732, Knowles Building, University of Hong Kong. 15 meetings.*

**Fee: \$180**

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

**222. Constitutional Law.** A. H. Major, LL.B. (Wales), Solicitor, Crown Counsel, Legal Department. *Thursdays, 6.15-8.30 p.m., starting September 25, 1980. Room 201, University Main Building. 15 meetings.*

**Fee: \$180**

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

**223. Criminal Law.** M. K. Turnbull, LL.B. (Vic.), Assistant Director, Legal Aid Department. *Wednesdays, 6.15-8.30 p.m., starting October 1, 1980. Room 167, University Main Building. 15 meetings.*

**Fee: \$180**

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

**224. The Law of Tort.** Sin Kam-fan, LL.B. (H.K.). *Wednesdays, 6.30-8.45 p.m., starting October 1, 1980. Room 230, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$240**

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

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

**225. Company Law.** Chong Kai Man, LL.B., LL.M. (Lond.), Barrister-at-law (Inner Temple), Crown Counsel, Legal Department. *Mondays, 6.15-8.30 p.m., starting September 29, 1980. Room 416, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$140**

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

**226. Equity and Succession.** Michael D. M. Woppard, LL.B. (Southampton), Solicitor, Legal Aid Officer, Legal Aid Department. *Tuesdays, 6.15-8.30 p.m., starting September 30, 1980. Room 847, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$180**

This course will deal with general principles of the law relating to trusts and trustees; wills; legacies and devises; intestacy and administration of estates.

**227. Jurisprudence.** M. K. Turnbull, LL.B. (Vic.), Assistant Director, Legal Aid Department. *Mondays, 6.15-8.30 p.m., starting September 22, 1980. Room 722, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$180**

The course will deal with theories of the nature and basis of law; the law of nature and natural rights; law and ethics; law and fact; sovereignty and the imperative theory; individual and social utilitarianism, legal positivism; analytical theory and the pure theory of law; the historical schools and customary law; economic interpretations and Marxist theory; legal realism, American and Scandinavian, the English rules of custom, precedent and the interpretation of statutes; the judicial process and the theory of precedent and of the *ratio decidendi*; comparison of common law and civil law approaches; codification and its effects; analysis evaluation and judicial treatment of the concepts of legal personality, rights and duties.

**228. Business Law.** William P. K. Lee, Barrister-at-Law (Inner Temple), Senior Crown Counsel. *Mondays, 6.15-8.30 p.m., starting September 22, 1980. Room 732, Knowles Building, University of Hong Kong. 16 meetings.* **Fee: \$190**

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

**229. General Principles of English Law.** Arthur Leong, Barrister-at-Law (Middle Temple). *Fridays, 6.15-8.30 p.m., starting September 26, 1980. Room 743, Knowles Building, University of Hong Kong. 24 meetings.* **Fee: \$280**

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

## LAW FOR LAYMEN

**230. 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：一九八〇年九月三十日起每星期二下午六時至七時三十分。（共十講）。

學 費：六十元。

本課程旨在引起市民對法律之興趣與認識。主要內容包括：本港法庭的司法程序，律師和法庭的種類；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。

**231. 住客與業主 (Landlord & Tenant)**

主講人：文世昌先生。

地 點：香港大學校外課程部市區中心 22 室

時 間：一九八〇年十一月二十一日起每星期五下午六時至七時三十分。（共八講）。學費：五十元。

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

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

主講人：莊啟文先生。

地 點：香港大學紐魯詩樓 743 室。

時 間：一九八〇年十月一日起每星期三下午六時十五分至七時四十五分。

（共十四講）學費：八十元。

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

## 233. 民事過失法 (Law of Tort)

主講人：岑振猷先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八〇年十月六日起每星期一下午七時四十五分至九時十五分。

（共十講）學費：六十元。

本課程旨在介紹有關民事過失的基本原則。內容包括疏忽、妨擾、欺騙、誹謗及侵權行爲。

## 234. 刑事與民事責任概要 (Elements of Criminal and Civil Liability)

主講人：陳永泉先生，LL.B., B.Com., P.C.LL., D.B.A.

地 點：香港大學紐魯詩樓 228 室。

時 間：一九八〇年九月二十五日起每星期四下午六時十五分至七時四十五分。

（共十二講）學費：七十元。

本課程旨在增進一般市民對刑事法與民事法上基本責任之認識。內容包括刑事法與民事法之分別、刑事犯罪論、刑事責任豁免論、民事侵權行爲及誹謗行爲等。

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

主講人：陳永泉先生，LL.B., B.Com., P.C.LL., D.B.A.

地 點：香港大學紐魯詩樓 416 室。

時 間：一九八〇年九月三十日起每星期二下午六時至七時三十分。（共十講）。

學 費：六十元。

本課程旨在介紹在香港經商者對有關法律應有之基本認識。內容包括公司法、合夥法、契約法、商事法、僱傭案例。勞工賠償條例及小額錢債審裁處等。

## 236. 契約法 (Law of Contract)

主講人：李志華先生。

地點：香港大學校外課程部市區中心 22 室。

時間：一九八〇年九月十九日起每星期五下午六時二十分至七時五十分。  
(共八講)。學費：六十元。

為了使市民對香港契約有一基本認識。講授內容將包括合約之定義及分類；合約之訂立及形式；立合約人之應具條件；有效及無效與不合法合約；合約之結束；破壞合約之後果；合約之轉讓。

## 237. 社會工作者法律須知 (Law for Social Workers)

主講人：錢純武先生。

地點：香港大學校外課程部市區中心 21 室。

時間：一九八〇年十月二日起每星期四下午七時四十五分至九時四十五分。  
(共十五講)。學費：一百二十元。

本課程旨在向社會工作者提供與專業相關的法律上基本知識，內容包括法律的性質及功能，法院、法庭的結構、組織及權力，香港市民的基本權利和義務，並着重討論社會工作者日常接觸的問題，如保護婦孺條例，家庭法，兒童監護權，感化服務，社會保障，法律援助，勞工法，居屋法，精神病人，移民，墮胎，意外賠償等。

### 預早報名之重要

及早報名乃是使本部得知各界對種種課程反應之唯一途徑，如不及早報名則往往引致各該課程延期或取消。故有志修讀本部課程者，敬希從速將報名申請書寄回本部。

# Librarianship

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

**238. Certificate Course for Library Assistants.** *Mondays and Thursdays, 6.15-7.45 p.m., starting September 22, 1980. Room 743, Knowles Building, University of Hong Kong.*

**Fee: \$550**

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

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

Foo, K. W., B.A. (HK), A.L.A., Senior Asst. Librarian, Hong Kong Polytechnic Library.

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

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

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

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

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

Mrs. Stretton, Marilyn, B.A. (James Cook University), Dip.Lib. (Canberra College of Advanced Education), Asst. Librarian, University of Hong Kong.

The course consists of four sections:

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

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

Part 3: Children's & school libraries  
No. of Meetings: 10

Part 4: Practical Work & Visits to Libraries  
Time: April 15, 16, 21, 22, 23, 24, 1981.  
(9 a.m.-12 noon; 2-5 p.m.)  
May 2, 16, 1981 (2.30-5.30 p.m.)

The course is planned in co-operation with the Hong Kong Library Association and the Department of Extra-Mural Studies of the Chinese University of Hong

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

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

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

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

*Closing date for applications* : September 10, 1980.

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

*Date of Examination* : June 13 and 20, 1981.

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

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

#### **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.

# Music

Staff Tutor: John D. Young, Telephone 5-468161 Ext. 309

## 239. 西歐音樂史：從浪漫派到現代樂派

(History of Western Music: From Romanticism to Modernism)

主講人：劉靖之先生，B.A. (London), M.Phil. (H.K.), L.R.S.M., F.R.S.A.

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

時 間：一九八〇年十月七日起每星期二下午六時至七時半。（共十二講）。

學 費：八十五元。

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

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

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

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

十九世紀末葉，浪漫樂派這股洪流到達頂峰。在俄國出現了濃郁鄉土味的民族樂派，在法國則在繪畫的影響下產生了華美精緻、如烟霞幻夢的印象主義樂派。廿世紀上半葉，音樂史經歷了一如十四世紀和十七世紀的「新藝術」運動的革命。經過兩次世界大戰後，再加上科技的突飛猛進，把藝術家從夢幻的境界和哲學的環境中拉回到現實世界裏。他們回顧反省過去，追覓未來，嘗試各種途徑，包括新古典主義、新浪漫主義、表現主義等各種實驗樂派。迄今派別衆多而複雜，無法匯集成爲主流。他們嘗試半音音階、多調性、新調式、全音音階等調性和音階。在和聲方面，廣泛採用不協和和弦；平衡的五度、三和弦、七和弦；甚至九和弦；平衡半音或增四度之底音進行等等，以示破舊立新。在對位方面，復用賦格和加農，但較多注意旋律線條，少注意和聲結構。現代樂派在運用節奏上，更爲複雜，有的甚至棄小節線不顧，以取得更多自由。節奏上直接影響旋律，故作品多支離破碎，絕無連貫之感。這個時期的曲式，較爲精簡，但毫無新創。

現代樂派既復古、亦反古，既反傳統、亦不得不繼承先輩之遺產，故矛盾不已。在近百年裏，我們雖然也有好幾位天才作曲家，但絕大多數均屬標新立異之絃，寧願犧牲真、善、美，障衆取寵。他們竭盡所能地在技術上鑽牛角尖，而疏忽了音樂藝術上的基本法則。在探討廿世紀現代樂派時，區分「作曲匠」與「作曲家」乃屬必要。

#### 240. 音樂音響學與心理 (一) (Musical Acoustics & Psychology I)

主講人：李超源博士，L.R.S.M., M.M., Ph.D. (S.I.U.)

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

時 間：一九八〇年十月七日起每星期二下午七時四十五分至九時十五分。

（共十二講）。學費八十五元。

從科學觀點去理解音樂與音響的現象及行為。範圍包括音響的特性，表達的單位，音波、音色、和諧、定律、回受、回聲、樂器，音樂天分等理論。

課程內容可以幫助愛好音樂者，正確的表達自己思想，可以使音樂從業者，客觀的了解音樂和科學化的去處理音樂問題。對於音樂的學員，更為必須備有的知識。

選讀者必須備有基本音樂知識（皇家學院第五級以上）及中學的數學基礎。

課本：聆音察理（中廣公司版）。

#### 241. 配器法 (Orchestration)

主講人：黃育義先生。

地 點：九龍柯士甸道 162 號，聖瑪利嘉諾撒女書院音樂室。（入口處在金巴利道與柯士甸路交界處）。

時 間：一九八〇年十月二日起每星期四下午七時半至九時。（共十二講）。

學 費：八十五元。

講授時將扼要介紹樂器及配器法之重要基本知識另佈置少量適當練習，以便更透澈了解其原理及掌握配器法之基本技術。

學員應具有管絃樂器一般性能之知識。

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

主講人：呂淑琪小姐，M.A. (Chicago)。

地 點：香港大學鈕魯詩樓 228 室。

時 間：一九八〇年十月廿七日起每星期一下午七時十五分至八時四十五分。

（共十二講）。學費：八十五元。

不同的文化在不同的背景與歷史時期都有它們的音樂產品。究竟我們怎樣分辨及欣賞不同類型的音樂呢？比方說，印度音樂、史蒂芬斯基 (Stravinsky) 的“春之祭”(Rite of Spring) 及的士够格 (Disco Sound) 都是充滿節奏感的音樂，但它們在音樂的結構與表達方面都流露出不同的特性，在聽覺上也分別給予人不同的感受，

又比方說，十九世紀的歐洲音樂，一般的民謡，以至流行樂（如“半斤八兩”）都要比二十世紀的“藝術”音樂容易上口及接受，其原因原理究竟何在？

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

本課程適合中小學音樂教師及音樂愛好者參加。（限收三十五人）。

#### 243. 音樂基本理論 (Basic 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：香港堅道 97 號玫瑰女書院 101 室。

時 間：一九八〇年十月六日起每星期一下午六時十五分至七時四十五分。  
(共十二講)。學費：八十五元。

學會認識簡譜和五線譜，對喜愛音樂的人們是一項頂有意義的樂趣。本課程包括學會數拍子，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。曾選修春季 508 課程者亦可參加。

#### 244. 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：香港堅道 97 號玫瑰女書院 101 室。

時 間：一九八〇年十月六日起每星期一下午八時至九時半。（共十二講）  
學 費：八十五元。

音樂的聽覺是可以訓練的。音準、音調、拍子、節奏、音程、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。

#### 245. 中國民歌 (Chinese Folk Songs)

主講人：董華強先生。

地 點：香港堅道 97 號玫瑰女書院 101 室。

時 間：一九八〇年十月二日起每星期四下午六時十五分至七時四十五分。  
(共十二講)。學費：八十五元。

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，則各選一首歌唱。

## 246. 音樂欣賞實用教程 (Teaching of Music Appreciation)

主講人：陳健華先生。

地 點：香港堅道 97 號玫瑰女書院 101 室。

時 間：一九八〇年十月二日起每星期四下午八時至九時半。（共十二講）。

學 費：八十五元。

本課程根據教育司署音樂科綱要編定，適合一般人士進修，更適合小學音樂教師研讀。該課程由淺入深，包括分辨音樂之快慢、高低、強弱音色、拍子、分句和發音法等。並介紹各種樂器、曲式及世界各地音樂之特點，能使初學者在短期內得到一個比較全面的知識及培養出一定的欣賞能力。

申請教署退還半費手續：凡政府，補助或私立學校之音樂科教師進修以上課程而欲教育司署發還半費，可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月廿五日前報名）

## 247. 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：香港大學校本部 141 室。

時 間：一九八〇年十月三日起每星期五下午七時十五分至八時四十五分。  
(共十二講)。學費：八十五元。

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 Rhythms) 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。

申請教署退還半費手續：凡政府，補助或私立學校之音樂科教師進修以上課程而欲教育司署發還半費，可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月廿六日前報名）

## 248. 中級聲樂 (Vocal Singing: Intermediate Level)

主講人：潘志清女士，L.T.S.C. (Hons.)。

地 點：九龍太子道 292A 號，聖瑪嘉利書院音樂室。

時 間：一九八〇年十月二日起每星期四下午六時至七時半。（共十講）。

學 費：一百二十元。

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。曾選修本年春季之聲樂初階者將優先取錄。（限收十六人）。

## 249. 音樂與律動 (Music & Movement)

主講人：莫錫珊女士，F.T.C.L., A.R.C.M.; 劉嗣萍女士，Dip.Ed.(London)。

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

時間：一九八〇年十月二日起每星期四下午七時四十五分至九時十五分。  
(共十講)。學費：九十元。

初中及小學音樂科課程，着重實行活動教學。在音樂活動教學法中，「律動」佔有很重要的地位。它可發展兒童對音樂的感受力、欣賞力和創作力，也可鼓勵兒童用適當的動作表達音樂的拍子、節奏、速度、樂句……等變化。

本課程教授方式以理論和練習並重，適宜中、小學音樂教師參加，並鼓勵各參加者從活動中，領會到「音樂與律動」的實際教學過程。

課程範圍包括：「律動」的基本知識；「音樂與律動」的關係；在不同班級的音樂課中，「律動」所佔的重要性；如何利用「律動」來提高學生對音樂的興趣；怎樣通過「律動」學習各類音樂教材：拍子、節奏、音準練習和音樂聆聽及如何選擇適當的音樂教材及樂器運用以加強「律動」教學的效果。（限收二十五人）。

申請教署退還半費手續：凡政府、補助或私立學校之音樂科教師進修以上課程而欲教育司署發還半費，可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月廿五日前報名）

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

主講人：羅玉琪女士，A.R.C.M.; 鄧孟妮女士，Dip.R.B.S., A.I.Chor., A.I.S.T.D.

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

時間：一九八〇年十月二日起每星期四下午六時至七時半。（共十二講）。  
學費：一百元。

擔任教導幼兒音樂與舞蹈課程，導師需要有專業訓練的知識。

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

學員若連續缺課兩次，而無法以書面提出缺課理由，將被請退學。本部有權挑選學員入學。（限收二十五人）。

*See also:*

140. 中國音樂簡史（第39頁）

141. 如何使用音樂教授弱智兒童（第39頁）

# Oriental Languages

*Staff Tutor : John D. Young, Telephone 5-468161 Ext. 309*

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

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

## MANDARIN

**251. Introductory Mandarin.** Tyrone S. C. Wang, B.A. (Yen-Ching), formerly Language Tutor, University of Hong Kong. *Tuesdays and Fridays, 6.15-7.30 p.m., starting September 26, 1980. Room 248, Knowles Building, University of Hong Kong. 40 meetings.* **Fee: \$300**

**252. Introductory Mandarin.** Mrs. Grace Chu, M.A. (Ohio). *Fridays, 6.00-8.45 p.m., starting September 26, 1980. Room 11, Top Floor, Central Market Building, Hong Kong. 20 meetings.* **Fee: \$300**

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

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

**253. Intermediate Mandarin & Character Learning.** Tyrone S. C. Wang, B.A. (Yen-Ching), formerly Language Tutor, University of Hong Kong. *Tuesdays and Fridays, 7.40-8.40 p.m., starting September 26, 1980. Room 248, Knowles Building, University of Hong Kong. 30 meetings.* **Fee: \$345**

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

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

*Enrolment limited to 10 persons.*

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

254. **Higher Mandarin & Character Learning.** Tyrone S. C. Wang, B.A. (Yen-Ching), formerly Language Tutor, University of Hong Kong. *Wednesdays, 7.40-8.40 p.m., starting October 1, 1980. Room 248, Knowles Building, University of Hong Kong. 30 meetings.* **Fee: \$385**

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

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

*Enrolment limited to 8 persons.*

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

### 普通話(國語) (Putonghua)

普通話課程，已有數千學員參加，據初步的調查與統計，香港人仕對普通話的學習，興趣日益濃厚，有進一步提倡的需要，故本部將陸續擴充普通話班，並由本部兼任導師重編各類教材，以適應目前香港的需要，使普通話的教學，更趨系統化，更易為各界人仕接受。

#### 基本普通話(國語) (Basic Putonghua)

整個課程共四十五小時，為期半年。內容有國語注音符號（包括注音字母及中國現行標準拼音法），國、粵語發音，語法和詞句的差異，國語會話和文章選讀等。

教材由本部供應。

#### 255. 基本普通話(小組學習)

主講人：張丹女士（講授語言：普通話）。

地點：香港大學校外課程部市區中心 24 號室。

時間：一九八〇年十月一日起每星期三下午七時半至十時（共十八講）。

學費：二百廿五元。（限收二十人）

#### 256. 基本普通話(國語)

主講人：張丹女士（講授語言：普通話）。

地點：香港大學校外課程部市區中心 18 號室。

時間：一九八〇年九月廿六日起每星期二及五下午四時至五時半。

（共三十講）。學費：一百八十五元。

257. 基本普通話（國語）

主講人：黎萍女士（講授語言：普通話）。

地點：香港大學校外課程部市區中心 18 號室。

時間：一九八〇年九月廿二日起每星期一下午七時卅五分至十時。  
(共十九講)。學費：一百八十五元。

258. 基本普通話（國語）

主講人：陳李雅琴女士（講授語言：普通話）。

地點：香港大學鈕魯詩樓 228 室。

時間：一九八〇年九月卅日起每星期二下午七時十五分至九時卅分。  
(共二十講)。學費：一百八十五元。

259. 基本普通話（國語）

主講人：錢武宗儒女士（講授語言：普通話）。

地點：香港般含道英皇書院 5 號室。

時間：一九八〇年九月廿六日起每星期五下午六時十五分至八時四十五分。  
(共十八講)。學費：一百八十五元。(限收二十五人)

260. 基本普通話（國語）

主講人：黃潔心女士（講授語言：普通話）。

地點：香港般含道英皇書院 5 號室。

時間：一九八〇年十月一日起每星期三下午六時半至九時。(共十八講)。  
學費：一百八十五元。

261. 基本普通話（國語）

主講人：胡維堯女士（講授語言：普通話）。

地點：香港鰂魚涌太古城聖約翰男女書院 103 室。

時間：一九八〇年九月廿二日起每星期一下午六時卅五分至八時五十分。  
(共二十講)。學費：一百八十五元。

262. 基本普通話（國語）

主講人：胡維堯女士（講授語言：普通話）。

地點：香港鰂魚涌太古城聖約翰男女書院 103 室。

時間：一九八〇年九月廿六日起每星期五下午六時卅五分至八時五十分。  
(共二十講)。學費：一百八十五元。

263. 基本普通話（國語）

主講人：黎萱女士（講授語言：普通話）。

地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 19 號室。

時間：一九八〇年九月廿六日起每星期五下午六時四十五至九時。  
(共二十講)。學費：一百八十五元。

#### 264. 基本普通話（國語）

主講人：張開齡女士（講授語言：普通話）。

地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 20 號室。

時間：一九八〇年九月廿六日起每星期五下午六時十五分至八時四十五分。  
(共十八講)。學費：一百八十五元。

#### 265. 基本普通話（國語）

主講人：支宇濤先生（講授語言：普通話）。

地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 33 號室。

時間：一九八〇年十月一日起每星期三下午六時半至九時。（共十八講）。  
學費：一百八十五元。

#### 266. 基本普通話（國語）

主講人：支宇濤先生（講授語言：普通話）。

地點：香港大學校外課程部市區中心 18 號室。

時間：一九八〇年九月廿五日起每星期四下午七時半至十時。（共十八講）。  
學費：一百八十五元。

### 中級普通話（國語）

(Intermediate Putonghua)

整個課程共四十二小時，為期半年，內容有發音，聲調與語法的複習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以高深的會話與各類文章的選讀，以期學員於結業後，能充分運用標準而流利的普通話，每班限收二十五人。凡參加本部開辦之普通話課程，將獲優先取錄機會，又學員上課超過四份之三，而結業考試及格者，將獲本部頒發之中級普通話合格證明書。

教材由本部供應。

#### 267. 中級普通話

主講人：張丹女士（講授語言：普通話）。

地點：香港大學校本部 122 室。

時間：一九八〇年九月卅日起每星期二下午七時十五分至九時廿五分。  
(共二十講)。學費：一百八十五元。（包括考試費十元）  
(限收廿五人)

#### 268. 中級普通話

主講人：黎萍女士（講授語言：普通話）。

地點：香港大學鈕魯詩樓 231 室。

時間：一九八〇年九月卅日起每星期二下午七時十五分至九時廿五分。  
(共二十講)。學費：二百元。（包括考試費十元）  
(限收二十人)

### 269. 中級普通話

主講人：黎萍女士 （講授語言：普通話）。

地 點：香港大學校外課程部市區中心 24 號室。

時 間：一九八〇年九月廿六日起每星期五下午七時四十分至十時。

（共十八講）。學費：二百元。（包括考試費十元）（限收二十人）

### 270. 中級普通話

主講人：胡維堯女士 （講授語言：普通話）。

地 點：香港鰂魚涌太古城聖約翰男女書院 103 室。

時 間：一九八〇年十月一日起每星期三下午六時卅五分至八時四十五分。

（共二十講）。學費：一百八十五元。（包括考試費十元）

（限收廿五人）

### 271. 中級普通話

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：一九八〇年九月廿五日起每星期四下午六時十五分至八時廿五分。

（共二十講）。學費：一百八十五元。（包括考試費十元）

（限收廿五人）

## 高級普通話

### (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的語助詞、感嘆詞、同字異音、同音異調同音字、歇後語、及部分北京地方話語彙的講授。學員結業考試合格，可獲高級普通話合格證明書。

### 272. 高級普通話

主講人：張丹女士 （講授語言：普通話）。

地 點：香港大學校本部 121 號室。

時 間：一九八〇年九月廿六日起每星期五下午七時十五分至九時廿五分。

（共二十講）。學費：一百八十五元。（包括考試費十元）

（限收廿二人）

### 273. 高級普通話

主講人：黎萍女士 （講授語言：普通話）。

地 點：香港大學校外課程部市區中心 24 號室。

時 間：一九八〇年九月廿五日起每星期四下午六時至八時十分。

（共二十講）。學費：一百八十五元。（包括考試費十元）

（限收二十人）

## 普通話深造班

(Advanced Putonghua II: Phonology & Teaching Methodology)

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

### 274. 普通話深造班

主講人：張丹女士 (講授語言：普通話)。

地點：香港大學鈕魯詩樓 231 室。

時間：一九八〇年九月廿二日起每星期一下午七時十五分至八時四十五分。

(共二十講)。學費：一百八十五元。(包括考試費十元)

(限收十八人)

## CANTONESE

### 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).

275. **Cantonese I for Executives.** L. T. Tan, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays and Fridays 6.00-7.15 p.m., starting September 26, 1980. Room 24, Extra-Mural Town Centre, 8/F., Wing On Centre.* 40 meetings. **Fee: \$425**

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

276. **Cantonese I.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Mondays and Thursdays, 6.15-7.30 p.m., starting September 22, 1980. Room 248, Knowles Building, University of Hong Kong.* 40 meetings. **Fee: \$320**

277. **Cantonese I.** Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Mondays and Thursdays, 2.00-3.30 p.m., starting September 22, 1980. Room 15, Extra-Mural Town Centre, 8/F., Wing On Centre.* 33 meetings. **Fee: \$320**

278. **Cantonese I.** K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Yale-in-China Chinese Language Centre. *Mondays and Thursdays, 6.15-7.25 p.m., starting September 22, 1980. Room 33, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at junction of Kimberley Road and Austin Avenue, parking space available).* 40 meetings. **Fee: \$320**

*Enrolment is limited to 20.*

## *Cantonese II*

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

*Enrolment is limited to 15.*

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

**279. Cantonese II for Executives.** L. T. Tan, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays, 5.50-7.20 p.m., starting October 1, 1980. Room 24, Extra-Mural Town Centre, 8/F., Wing On Centre.* **20 meetings.** **Fee: \$425**

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

**280. Cantonese II.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Mondays and Thursdays, 7.40-8.40 p.m., starting September 22, 1980, Room 248, Knowles Building, University of Hong Kong.* **30 meetings.** **Fee: \$320**

**281. Cantonese II.** Miss Cecilia Sham, B.A. (H.K.U.). *Tuesdays and Fridays, 2.00-3.00 p.m., starting September 26, 1980. Room 15, Extra-Mural Town Centre, 8/F., Wing On Centre.* **30 meetings.** **Fee: \$320**

**282. Cantonese II.** K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Yale-in-China Chinese Language Centre. *Tuesdays, 7.30-9.00 p.m., starting September 30, 1980. Room 24, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue, parking space available).* **20 meetings.** **Fee: \$320**

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

## *Cantonese III*

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

*Enrolment is limited to 12.*

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

**283. Cantonese III.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays, 6.15-7.30 p.m., starting October 1, 1980. Room 248, Knowles Building, University of Hong Kong.* **20 meetings.** **Fee: \$320**

## *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.

Prior 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).

**284. Chinese Characters I.** Francis Sham, B.A. (Sun Yat-sen) formerly Chinese Language Officer. *Wednesdays, 6.15-7.30 p.m., starting October 1, 1980. Room 418, Knowles Building, University of Hong Kong. 20 meetings. Fee: \$280*

*Enrolment is limited to 12.*

**285. Chinese Characters I.** Francis Sham, B.A. (Sun Yat-sen), formerly Chinese Language Officer. *Wednesdays, 2.00-3.30 p.m., starting October 1, 1980. Room 15, Extra-Mural Town Centre, 8/F, Wing On Centre. 17 meetings.*

*Fee: \$280*

*Enrolment is limited to 12.*

**286. Chinese Characters II.** Francis Sham, B.A. (Sun Yat-sen), formerly Chinese Language Officer. *Wednesdays, 7.40-8.40 p.m., starting October 1, 1980. Room 418, Knowles Building, University of Hong Kong. 20 meetings. Fee: \$320*

*Enrolment is limited to 8.*

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

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

## JAPANESE

### 日語文憑班

(Certificate Course in Japanese)

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

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

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

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

#### 287. 初級日語 (Introductory Japanese)

**主講人：**楊慎豪學士。

**地點：**香港大學鉅魯詩樓 231 室。

**時間：**一九八〇年十月一日起每星期三下午六時十五分至八時四十五分。  
(共二十講)。學費：一百八十五元。

#### 288. 初級日語

**主講人：**陳劍豪學士。

**地點：**香港大學鉅魯詩樓 418 室。

**時間：**一九八〇年九月廿六日起每星期五下午六時半至九時。(共二十講)。  
學費：一百八十五元。

#### 289. 初級日語

**主講人：**賴玉華碩士。

**地點：**香港般含道英皇書院 5 號室。

**時間：**一九八〇年九月卅日起每星期二下午六時半至九時。(共二十講)。  
學費：一百八十五元。

#### 290. 初級日語 (小組學習)

**主講人：**劉成初學士。

**地點：**香港大學校外課程部市區中心 24 號室。

**時間：**一九八〇年九月廿二日起每星期一下午六時十五分至八時四十五分。  
(共二十講)。學費：二百五十元。(限收二十名)

#### 291. 初級日語

**主講人：**黃健雄碩士。

**地點：**香港大學校外課程部市區中心 15 號室。

**時間：**一九八〇年九月廿二日起每星期一及三下午八時至九時半。(共三十三  
講)。學費：一百八十五元。

## 292. 初級日語

主講人：張斯立學士。

地 點：香港大學校外課程都市區中心 18 號室。

時 間：一九八〇年九月廿六日起每星期二及五下午七時五十分至九時廿分。  
(共三十三講)。學費：一百八十五元。

## 293. 初級日語

主講人：張斯立學士。

地 點：香港中央市場頂樓 11 室。

時 間：一九八〇年九月廿五日起每星期四下午六時十五分至八時四十五分。  
(共二十講)。學費：一百八十五元。

## 294. 初級日語

主講人：陳效贊學士（香港大學語言中心兼任導師）（講授語言：國語及粵語）。

地 點：香港大學校外課程都市區中心 18 號室。

時 間：一九八〇年九月廿六日起每星期二及五上午十時半至正午十二時。  
(共三十三講)。學費：一百八十五元。

## 295. 初級日語

主講人：伍錦源碩士。

地 點：香港鰂魚涌太古城聖約翰男女書院 102 室。

時 間：一九八〇年九月廿二日起每星期一及四下午六時卅五分至七時五十分。  
(共四十講)。學費一百八十五元。

## 296. 初級日語

主講人：伍錦源碩士。

地 點：香港鰂魚涌太古城聖約翰男女書院 102 室。

時 間：一九八〇年九月廿二日起每星期一及四下午八時至九時十五分。  
(共四十講)。學費：一百八十五元。

## 297. 初級日語

主講人：源璧琪學士。

地 點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 19 室。

時 間：一九八〇年九月廿五日起每星期四下午六時廿分至八時五十分。  
(共二十講)。學費：一百八十五元。

## 298. 初級日語

主講人：源璧琪學士。

地 點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 19 室。

時 間：一九八〇年十月一日起每星期三下午六時廿分至八時五十分。  
(共二十講)。學費：一百八十五元。

### 309. 初級日語

主講人：劉鑑義碩士。

地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 33 號室。

時間：一九八〇年九月廿六日起每星期二及五下午六時十五分至七時半。  
(共四十講)。學費：一百八十五元。

### 300. 初級日語

主講人：譚林通學士（香港大學語言導師）。

地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 33 號室。

時間：一九八〇年九月廿二日起每星期一及四下午七時四十五分至九時。  
(共四十講)。學費：一百八十五元。

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

### 301. 中級日語 (Intermediate Japanese)

主講人：黃健雄碩士。

地點：香港大學鈕魯詩樓 231 室。

時間：一九八〇年九月廿五日起每星期四下午六時四十五分至九時十五分。  
(共二十講)。學費：一百八十五元。

### 302. 中級日語

主講人：陳劍豪學士。

地點：香港大學校本部 201 室。

時間：一九八〇年九月廿二日起每星期一下午六時半至九時。(共二十講)。  
學費：一百八十五元。

### 303. 中級日語

主講人：陳效贊學士（香港大學語言中心兼任導師）（講授語言：國語及日語）。

地點：香港大學校外課程部市區中心 18 號室。

時間：一九八〇年九月廿二日起每星期一及四上午十時半至正午十二時。  
(共三十三講)。學費：二百七十五元。(限收十八名)

### 304. 中級日語

主講人：伍錦源碩士。

地點：香港鯉魚涌太古城聖約翰男女書院 102 室。

時間：一九八〇年九月廿六日起每星期五下午六時四十五分至九時十五分。  
(共二十講)。學費：一百八十五元。

### 305. 中級日語

主講人：劉鑑義碩士。

地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 33 號室。

時間：一九八〇年九月廿六日起每星期二及五下午七時四十五分至九時。  
(共四十講)。學費：一百八十五元。

### 306. 高級日語 (Advanced Japanese)

主講人：西牧義江先生 (講授語言：國語)。

地點：香港大學鈕魯詩樓 418 室。

時間：一九八〇年九月廿二日起每星期一及四下午六時十五分至七時卅分。  
(共四十講)。學費：一百八十五元。

### 307. 高級日語

主講人：西牧義江先生 (講授語言：國語)。

地點：香港大學鈕魯詩樓 418 室。

時間：一九八〇年九月廿二日起每星期一及四下午七時四十分至八時五十五分。  
(共四十講)。學費：一百八十五元。

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

### 日語班深造課程

#### (Follow-up Japanese Courses)

本部開辦下列日文課程，以爲高級班學員結業後進修，每班限收十五人，以便各學員得以小組研討方式學習日文寫作與會話，每人均可同時報讀下列兩個課程，名額有限，請儘快報名。

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

主講人：西牧義江先生 (講授語言：國語)。

地點：香港大學校本部 122 室。

時間：一九八〇年十月三日起每星期五下午七時十五分至九時十五分。(共二十講)。學費：二百廿五元。

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

主講人：楊慎豪先生。

地點：香港般含道英皇書院 5 號室。

時間：一九八〇年九月廿九日起每星期一下午六時半至八時半 (共二十講)。  
學費：二百廿五元。

# Chinese Studies

*Staff Tutor: John D. Young, Telephone 5-468161 Ext. 309*

**310. Education in China: How Revolutionary?** H. O. Brown, Ph.D. (Stanford), Lecturer in Education, University of Hong Kong. *Tuesdays, 7.35-9.05 p.m., starting October 14, 1980. Room 418, Knowles Building, University of Hong Kong.* **7 meetings.** **Fee: \$70**

The focus will be on the organization and conduct of education in the People's Republic of China since 1949, with particular emphasis upon the Great Proletarian Cultural Revolution and its recent aftermath. The first lectures will survey the historical context of education in modern China, along with an overview of the fluctuations in educational policy that have followed upon changes in China's economic-political policies and leadership. Subsequent lectures will deal with particular topics in education, such as educational research, concepts of ideal teachers and learners, language reform, curriculum reform, organization and administration, education and modernization, political education, teacher education, minority education, and rural education. Mimeographed readings in Chinese and English will be available.

**311. Religion in Contemporary China.** Philip Wickeri, M.Div. *Tuesdays, 6.15-7.45 p.m., starting October 7, 1980. Room 19, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue, parking space available).* **8 meetings.** **Fee: \$70**

Chinese policies on religion on the eve of Liberation will be touched on as well as the Marxist theory on this subject, but the main concern will be with the present and future state of the major institutional religions in China. Chinese policies in many areas to-day are undergoing rapid change and this is no less true in the field of religion.

## LITERATURE

**312. 文字學與音韻學 (Etymology and Phonology)**

主講人：單周堯先生（香港大學中文系講師）。

地點：香港大學校本部 217 室。

時間：一九八〇年九月卅日起每星期二下午六時十五分至八時半。（共十講）。

學費：一百元。

文字、音韻並為根本之學，其於訓詁文辭，校讎古籍，皆有深切之關係。本課程文字學方面，旨在說明中國文字之構造法則、字體之流變、及研治中國文字學之途徑；音韻學方面，則重於辨析音理，講解反切，及闡明古今音韻變遷之大勢，務使學員於文字之點畫偏旁，聲韻之清濁洪細，皆能濬原通流，循本究末。

### 313. 中國古典詩詞 (Classical Chinese Poetry)

主講人：黃珮玉女士（前暨南大學中文系講師）。

地點：香港大學校本部 217 室。

時間：一九八〇年十二月九日起每星期二下午六時十五分至八時半。（共十四講）。學費：一百二十五元。

中國向有“詩國”之譽，在漫長的封建社會中，詩歌是文學的正統，一向備受重視。在每個歷史時期中，詩歌都有豐碩的收穫，時代的面貌、國家的命運、社會的生活、人民的感情，在詩歌中都得到反映，許多優美的詩篇，膾炙人口，家傳戶曉。由於歷代詩人的不斷努力，古典詩詞的藝術造詣亦達到了神妙的境界。

本課程擬對中國古典詩詞的全貌作概括的介紹，並對詩經、楚辭、漢魏樂府、陶淵明、王維、李白、杜甫、白居易、柳永、蘇軾、辛棄疾、陸游、及宋、元、明、清四朝的佳作，作重點的論述分析，俾學者能了解中國古典詩歌之發展流變，並能具體欣賞各個時代的重要作家的代表作品。

### 314. 中國語文講座：現代漢語語法

(An Introduction to Modern Chinese Grammar)

主講人：陳焯良博士。

地點：香港大學校本部 217 室。

時間：一九八〇年十月九日起每星期四下午七時十五分至九時十五分。（共十二講）。學費：一百一十五元。

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

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

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司署發還半費，可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於十月二日前報名）

### 315. 近三十年來的中國文學創作

(Literary Works of the Last Thirty Years in China)

主講人：劉文勇先生（前國內大學講師）。

地點：香港大學校外課程部市區中心 15 室。

時間：一九八〇年十月十一日起每星期六下午四時十五分至五時四十五分。（共九講）。學費六十五元。

當然，世界上正掀起一個「中國熱」，香港一些對中國文學有興趣的人士及國外研究和想了解中國當代文藝狀況的人士一樣，都想具體地了解一下三十年來中國文學的狀況及其發展趨勢。為了滿足這種要求，本部從一九七九年秋季即開始開

設《近三十年來的中國文學》。主講人曾實際參與文學研究及創作，故對中國大陸文壇的狀況及對茅盾、巴金等老作家現況，與新作家的成長，至為熟識。尤其是最近，主講人為了掌握更多的第一手材料，特專門赴北京、廣州等地，訪問了中國一批著名作家，對中國文壇現況，有了更具驗的瞭解。

本課程專門介紹三十年來中國文學創作的狀況，其中包括小說、詩歌、散文、劇本的創作情況，對於有影響的重點作家與作品，更作專章介紹。由於主講人會專門訪問了中國當代一批著名作家，所掌握的第一手材料甚為豐富，並力求以忠於歷史的態度，全面地、系統地介紹近三十年來中國大陸的文學創作狀況，對想瞭解中國當代文學創作情況的來說，這是一個難得的機會。

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

主講人：劉文勇先生（前國內大學講師）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八〇年十月十一日起每星期六下午二時半至四時。（共九講）。

學 費：七十五元。

文學是人學。

隨着人類文化教育事業的發展，熱愛文學的人越來越多，不少人成為文學的欣賞者；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，各種文學作品（小說、散文、詩歌、劇本）的特點、寫作方法等，着重講授小說的寫作方法和劇本的寫作方法。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，本課程還精選出文學佳作，進行課堂討論，至於學員的佳作，將儘量予以介紹給報刊。（限收二十五人）。

### 317. 清詩摘腴 (Ch'ing Poetry)

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：一九八〇年十月六日起每星期一下午六時至七時半分。（共十四講）。

學 費：一百元。

有清一代之詩，凌駕元明，直追唐宋，且距今為時較近，其寫景言情，鑄詞彌切，而摭典摘藻，運筆亦巧，尤宜後學諷誦，資為楷模。其間作者既衆，流派自多，或宗唐，或尊宋，衍為神韻，性靈，格調，肌理之說，飈舉雲湧，亦復各有成就，正宜廣為涉獵，取益多師。

### 318. 五四時期小說 (Novels of the May-Fourth Period)

主講人：黃珮玉女士（前暨南大學中文系講師）。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八〇年十月七日起每星期二下午七時半至九時。（共十講）。

學 費：八十五元。

五四運動在中國文學史上開闢了一個新的歷史時期，在這以前，中國文學、籠罩在深重的封建主義的影響下；在這以後的中國文學，則以嶄新的姿態出現，揭開了現代文學史新的一頁。五四運動狂飈式的時代精神，在新小說的創作中極其鮮明地表現出來，喊出了打倒「吃人」的封建禮教、「救救孩子」的呼聲，在當時具有震撼靈魂、發聲振聾的巨大力量！這時，中國新一代的小說家在誕生，在成長，他們是中國新文學的先行者，其中之傑出者後來均成為一代文學大師，如魯迅。

本課程擬選講五四運動前後十年（1917-1927）的小說代表作品，以能够表現五四運動的時代精神的作品為主，對其中之傑出代表者如魯迅、郁達夫、葉紹鈞、許地山、冰心、王統照等入將作重點的論述與分析。

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

主講人：袁效良先生（香港電台教育文化節目主講人）。

地點：香港大會堂八樓南會議室。

時間：一九八〇年九月廿九日起每星期一下午七時至八時。（共十二講）。

學費：五十五元。

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

### 320. 應酬文體 (Practical Chinese)

主講人：陳本先生。

地點：香港大會堂八樓南會議室。

時間：一九八〇年九月廿五日起每星期四下午七時至八時。（共十四講）。

學費：六十五元。

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

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

主講人：何家松先生（香港學校朗誦節中文朗誦委員會主席）。及其他客座講者。

地點：甲班：香港大學鈕魯詩樓 228 室。

乙班：香港大學校外課程部市區中心 15 室。

時間：甲班：一九八〇年九月一日起每星期一下午七時十五分至九時十五分。  
(共八講)。

乙班：一九八〇年九月十六日起每星期二下午四時至六時。（共八講）。

學費：六十五元。（報名時請註明甲班或乙班）。

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

## PHILOSOPHY

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

主講人：鄭炯堅碩士。

地 點：香港大學校外課程都市區中心 15 室。

時 間：一九八〇年九月廿九日起每星期一下午六時十五分至七時四十五分。  
(共十二講)。學費：六十五元。

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

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

### 323. 中國哲學 (Chinese Philosophy)

主講人：鄭炯堅碩士。

地 點：香港大會堂八樓南會議室。

時 間：一九八〇年九月廿九日起每星期一下午八時至九時。（共十二講）  
學 費：五十元。

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

### 324. 佛家大乘各宗要義（五）(Buddhist Philosophy)

主講人：羅時憲先生。

地 點：香港大學校外課程都市區中心 15 室。

時 間：一九八〇年十月廿二日起每星期三下午六時廿分至七時五十分。  
(共十二講)。學費：七十五元。

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

凡未選修課程第四輯者，亦可參加。

## ART & CULTURE

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

### 325. 陶藝雜談 (Chinese Ceramics)

主講人：何秉聰先生。

地 點：香港大學校外課程都市區中心 15 室。

時 間：一九八〇年十月三日起每星期五下午五時四十五分至六時四十五分。  
(共十二講)。學費：六十元。

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

### 326. 中國陶藝專題講座 (Chinese Ceramics)

主講人：何秉聰先生及其他陶藝專家。

地 點：香港大學校外課程都市區中心 15 室。

時 間：一九八〇年十月卅一日起每月一專題演講；時間為星期五下午八時半至十時。(共八講)。學費：五十五元。

陶藝在中國有數千年歷史，自有其特色與世界地位，陶藝在香港，亦備受重視，本講座的目的，除了聘請專家，講授有關陶藝的專門智識與品評的方法外，並鼓勵聽講者意見的交換，俾陶藝的欣賞，在香港成為一種風氣。

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

主講人：徐達之先生。 講授語言：粵語(輔以國語)。

地 點：香港鰂魚涌太古城聖約翰男女書院 102 室。

時 間：一九八〇年十月七日起每星期二下午七時卅分至九時。(共二十講)。  
學 費：一百六十五元。

本課程特為有志研習中國文人畫梅蘭竹菊（四君子畫）水墨畫技法與練習梅蘭竹菊寫作而設。旨在提高對四君子水墨畫源流演變及各個時代文人畫風格的認識與寫作。講授內容包括：四君子水墨畫的興起與發展；四君子水墨畫的特點；梅花的風致及寫作技法；蘭花的神韻水墨如何表現；墨竹與書法的聯貫性；胸有成竹與胸無成竹；菊荷以表現能傲霜而隱逸；菊花技法與百花技法的貫通性；四君子畫與風晴雨露（雪）的感染性；四君子畫用筆墨水的特殊性；及欣賞歷代名作與創作的啟發性。（限收二十人）。

### 328. 中國各體書法的風格 (Styles in Chinese Calligraphy)

主講人：徐達之先生。 講授語言：粵語（輔以國語）。

地點：香港鰂魚涌太古城聖約翰男女書院 102 室。

時間：一九八〇年十月八日起每星期三下午七時半至九時。（共二十講）。

學費：一百六十五元。

本課程為適應對中國各體書法有研究與寫作興趣者而設。不論以前曾否參加聽講其他書法課程者皆可參加。本課程專研楷書、行書各體書法風格。（篆、隸、草書另立課程），內容包括：魏鍾繇的楷書風格；晉王羲之的楷行書風格；晉王獻之的楷行書風格；唐歐陽詢的楷行書風格；虞世南的楷行書風格；褚遂良的楷行書風格；顏真卿的楷行書風格；柳公權的楷行書風格；李邕的楷行書風格；及徐浩的楷行書風格。每課除發講義習作外，每課並即堂示範，並批改習作。（限收二十人）。

### 29. 中國花鳥畫 (Birds and Flowers in Chinese Painting)

主講人：徐達之先生。 講授語言：粵語（輔以國語）。

地點：香港大學校本部 217 室。

時間：一九八〇年十月四日起每星期六下午二時卅分至四時。（共二十講）。

學費：一百六十五元。

本課程特為有志研習中國花鳥畫技法與練習花鳥寫作者而設，旨在提高對花鳥畫源流演變與各版畫的認識和寫作的興趣。講授內容包括：中國花鳥畫的鈎勒法，沒骨法，法鈎勒點染法，四季花卉，禽鳥的構圖，設色，用筆，用墨，用水的技巧；署款，題句，配合篆隸行草各體書法，整幅畫面的全部法則；即席示範，批改習作；及介紹欣賞歷代名家作品。（限收二十人）。

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

主講人：徐達之先生。 講授語言：粵語（輔以國語）。

地點：香港大學校本部 217 室。

時間：一九八〇年十月四日起每星期六下午四時十五分至五時四十五分。

（共二十講）。學費：一百六十五元。

本課程為適應中文為香港法定語文後，文教工商各界使用中文漸多、研習中文書法者日衆而設，旨在介紹中文書法的用筆，用墨，用紙，以至各種字體的書寫

技法與應用範圍。內容包括：中文字體的筆法和結構；毛筆字的技法；鋼筆原子筆寫字技法；正楷（大楷、小楷）臨摹法；行書臨摹法；小楷應用書法；大楷應用書法，行書應用書法；大字招牌書法；及歷代名家書法欣賞與創作。（限收二十人）。

### 331. 現代山水畫初階 (Introduction to Chinese Landscape Painting)

主講人：李撫虹先生。

地 點：香港英皇道 193 號英皇中心 K 座二樓巴海教中心。

時 間：一九八〇年九月廿八日起每星期日下午二時半至四時。（共二十講）。

學 費：一百六十五元。

山水畫的技法在筆情墨趣上、有很大的變化。同時足以資助其他繪畫部門的寫作效能。故在中國繪畫史上的位置，佔有最為突出的一頁。

本課目的，係向學者給與山水畫的技法和理論，作基本上的研習。對於歷史的過程、理論的綱要、技法的實踐、務使有確切的瞭解。從而那些應具的條件，如鈎勒，沒骨，皴擦、點苔、着色的指示，筆、墨、紙、絹、扇面、冊頁、條幅、手卷的處理，樹木、山石、泉、瀑、雲、烟、風、雨、雪、晴、斜陽、月夜、四時更迭，氣候變化，峯巒、湖海、深、淺、遠、近、的表現，人、畜、屋宇、橋梁、舟、車、的點綴，欵識、題詠的探討，莫不一一闡明。以導致其進入藝術的領域。（限收二十人）。

### 332. 龍與走獸的寫法 (Dragons & Other Animals in Chinese Paintings)

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：一九八〇年九月廿八日起每星期日下午四時十五分至五時四十五分。（共二十講）。學費：一百六十五元。

昔韓非子論畫，以為「鬼魅最易」而「犬馬最難」，係把物象的習見與否為標準，此不過就技法未臻純熟的畫家立論耳，如果那一畫家技法純熟，自以習見之物體，更為足供寫生，未有不視為最易者。

龍之為物，在我國的傳說，已成了神化而公開的秘密，其見諸圖籍，差不多已有一定的造型，實不同於鬼魅之不可方物所能比擬。倘在繪寫當中，加以詳分縷析，則與所常見之獸畜，自無發生難易之見。故本課對於龍的雄踞海天，隱現叵測，騰雲駕霧，製電吐氣，喚雨呼風，興波作浪，莫不盡態極妍地予以探索。同時對於常見的牛、馬、犬、羊、豕、猴、兔、鼠等走獸的諸般動作，也有其刻盡入微的研究，來提供學者以充分的體會，務使之就其各個性格，逐一作詳細之辨別，而為整體之示範，以喚起其習作興趣，提高其表現技能。（限收二十人）。

### 333. 中國山水畫之研究與欣賞 (Chinese Landscape Painting)

主講人：陶濬先生。（國立中山大學法學士）。

地 點：香港大學校外課程都市區中心 16 室。

時 間：一九八〇年九月十九日起每星期五下午八時半至十時。（共十二講）。

學 費：九十元。

本期介紹石濤與八大山人之畫藝。

在中國藝術上，每個朝代以至於每位作者，各有其風格與特色。石濤為明末清初之畫家，當時以四王（王時敏、王鑑、王原祁、王翬）為山水畫代表，側重師古與臨摹；而石濤則不然，他強調山水畫，以自然為師。他用筆放縱，具有獨特面貌。八大山人為明宗室之王孫，他作品不泥成法，用筆蒼勁，以簡勝，署款以八大二字連在一起。

講授方法特重視使學員能在講授中欣賞石濤，與八大山人之作風，而配合自己的個性創作而發展。每講必有欣賞、示範、修改作業。

本課程為一般愛好中國之傳統畫，與尋求創作之方法而設。

### 334. 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：一九八〇年十月十一日起每星期六下午四時二十分至五時五十分。  
(共十四講)。學費：一百一十五元。

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。本課程共分十四講，對理論、技術、石之種類等，分別詳為講解，作一整體之介紹，並作示範及放映幻燈片，以增加學者之欣賞力與興趣，使在短期內能多所認識而自作篆刻。（限收二十五人）。

## LOCAL STUDIES

335. Understanding Chinese Customs and Traditions. Mrs. Nana Tsao, M.A., Dip.Ed. (HK). *Thursdays, 10.00-11.30 a.m., starting October 2, 1980. Room 15, Extra-Mural Town Centre, 8/F., Wing On Centre. 10 meetings.*

Fee: \$85

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.

336. Health Care in Hong Kong: East and West. John Anderson, M.A. (Aberdeen), Keith Arnold, M.D.B.S. (London), F.A.C.P., Lillian Chan, M.D. (Virginia Medical), L. K. Ding, M.D. (John Hopkins), Mona Lo, B.A., Dip.Soc. Studies (H.K.U.), M.Sc. (London), Diana Martin, B.A., Dip.Soc.Anthro. (London), M.Litt. (Oxford), Pauline Mistry, B.Tech., M.Sc. (Loughborough), M.H.A. (George Washington), Susan Rifkin, M.I.A. (Columbia), Rance Lee, Ph.D. (Pitts), Majorie Topley, Ph.D. (London), Honorary Research Fellow, Centre of Asian Studies, University of Hong Kong. *Fridays, 6.15-7.45 p.m., starting September 26, 1980. Room 18, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.*

Fee: \$90

Hong Kong presents a unique opportunity to study two distinct health cultures—the Chinese and the Western. As disease patterns change and as the cost of health care rises, there is a need to re-examine the interrelationships between these two health systems in meeting the health priorities for the people of Hong Kong. This series of lectures will examine: the cultural definition of health; its influence on the distribution and utilization of money, manpower and facilities at the present time; and the future alternatives for health care in Hong Kong.

**337. Hong Kong History Backwards.** Alan Birch, Ph.D. (Manc.), Reader in History, University of Hong Kong. *Mondays, 6.15-7.45 p.m., starting September 29, 1980. Room 150A, University Main Building. 8 meetings.* **Fee: \$75**

Why backwards? It makes more sense for the person wishing to understand the influence of history on the character of the Colony to see Hong Kong as it is now; and then to turn to the past and ask how the territory has become the place that it is today. This is the approach of this series of eight sessions on Hong Kong's history, which will 'home in' on some of the more important themes and problems of Hong Kong's phenomenal economic and social development: people, building, commerce, industry, government and relations of the colony with China. The last two sessions will consider Hong Kong's cultural revolution over the past century and a half; and, inevitably, the viability of the 'city-state' in the future.

**338. 香港及其附近地帶之早期文化  
(Hong Kong: Early Cultures and Activities)**

主講人：林天蔚先生，林志昇博士，關禮雄博士，曾一民先生，蕭國健先生。

地 點：香港大學鈕魯詩樓 230 室。

時 間：一九八〇年九月十九日起每星期五下午六時十五分至七時四十五分。（共十二講另加二次旅行考察）。學費：九十元。

本課程利用族譜，方志及實地考察，研究香港及其附近地帶之早期歷史。課程內容為：香港早期歷史之特點及分期；早期的港澳關係；唐宋時期的香港及其附近地帶包括早期歷史及鹽課分佈與民生概況；明代時期葡萄牙人在香港附近的三大貿易中心；清代時期香港及其附近地帶包括邊界、海防及廟宇分佈問題；及香港開埠前後之若干問題。

申請教署退還半費手續：凡政府，補助或私立學校之社會、史地科教師進修以上課程而欲教育司署發還半費，可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月十二日前報名）。

*See also:*

- 40. Hong Kong: the Archaeological and Historical Scene. (Page 6)
- 60. 水墨畫 (第 12 頁)
- 61. 基本書道 (第 12 頁)
- 62. 中級書道 (第 12 頁)
- 63. 中國書畫史畧 (第 13 頁)
- 95. China's Use of Foreign Financing. (Page 21)
- 100. 香港經濟 (第 22 頁)
- 138. 當代中國 (第 38 頁)
- 139. 中學中國語文科科主任的工作及職責 (第 38 頁)
- 107. Great Minds of Modern China. (Page 65)
- 108. Personalities in Ancient China. (Page 65)
- 210. 中國歷代治亂因果及政制得失 (九)：(民初政治) (第 66 頁)
- 245. 中國民歌 (第 80 頁)
- 341. 中國近代文化思潮 (第 106 頁)
- 353. Hong Kong 1997: Some Alternatives. (Page 112)
- 354. Mao Tse-tung: The Man and His Ideas. (Page 112)
- 358. 政治學導論：中國的政制 (第 114 頁)
- 359. 從毛劉到華鄧——中共三十年來的政治發展 (第 114 頁)

### 太古城校外課程

- 81. Company Law for Accountants
- 157. Use of English
- 295. 初級日語
- 306. 中級日語
- 337. 梅蘭竹菊水墨畫
- 328. 中國各體書法的風格
- 261. 基本普通話
- 270. 中級普通話

# Philosophy & Psychology

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

## 339. 科學方法導論 (Introduction to the Methodology of Science)

主講人：陳國雄先生。

地 點：香港大學鈕魯詩樓 229 室。

時 間：一九八〇年十月二日起每星期四下午六時十五分至七時四十五分。  
(共十二講)。學費：九十元。

近百年來人們在數學、自然科學和社會科學的研究，不單帶來科學上不少突破性的發現，也引起工藝和技術上重大的改變，這些發展對我們的日常生活產生很大的影響，同時也叫許多人重視「科學方法」。本課程的目的是從不同的角度去了解何謂科學方法。討論內容包括：數學、自然科學、社會科學之異同；科學之功能；科學理論之結構；科學說明與預測；科學理論之證立；各學科間之關係。

## 340. 謬誤與詭辯 (Fallacy & Sophistry)

主講人：黃展驥先生。

地 點：香港中環中央市場頂樓 11 室。

時 間：一九八〇年九月三十日起每星期二下午六時至七時三十分。(共十二講)。  
學費：八十五元。

本港人士近年來對思想方法漸趨重視。在報章、刊物、辯論和談話中，人們常引用「謬誤」與「詭辯」等詞語。

這課程特別為高中至大專程度人士而設，目的在學習如何避免謬誤和對抗詭辯；內容包括：詞語的情緒色彩；以情害意的謬誤；篡改詞意的謬誤；應否作人身攻擊？應否訴諸權威；等量齊觀的謬誤；幾種「不相干的謬誤」；討論一些因果問題；假值保留的謬誤；舉出一些與上述有關的專文作比較和討論。

## 341. 中國近代文化思潮 (Intellectual Trends in Modern China)

主講人：王耀宗先生。

地 點：香港大學校外課程都市區中心 22 室。

時 間：一九八〇年十月一日起每星期三下午八時十五分至九時四十五分。  
(共十二講)。學費：九十元。

自鴉片戰爭以來，中國經歷了翻天覆地的變化，而變化的根源，往往與種種外國勢力之「挑戰」和中國為此而作出的「回應」有關。本課程之重點在介紹上述「挑戰」與「回應」當中，從一八四〇年至一九四九年，中國本土所發生的文化論爭和思潮。內容包括：中國近代文化基本路線及社會結構；中國近代文化的變遷（家庭制度的變化、社會改革、反孔家店、舊道德之崩潰等）；保守與革新之論爭（「中體西用」、「東西文化」、「科玄」、「十教宣言」等論爭）；革命學說之崛起；自由主義之傳入（嚴復、梁啟超及胡適等人之角色）。

**342. Buddhism in Asia.** Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.), Fridays, 6.00-7.30 p.m., starting October 24, 1980. Room 14, Extra-Mural Town Centre, 8/F., Wing On Centre. 10 meetings. **Fee: \$80**

This course will trace the rise and development of Buddhism in India and then explore the spread of this faith through South East Asia and the Far East. Topics to be covered include: the philosophical and religious climate of India at the time of the Buddha; the life and teachings of the Buddha; the evolution, tenets and iconography of Mahayana Buddhism; the development of Tantric Buddhism in India, Nepal and Tibet; the contributions of Sri Lanka to Buddhism; the role of Buddhism in Burma, Thailand and Cambodia, with a glimpse into the folk elements of these regions; the two major schools of Chinese and Japanese Buddhism, Pure Land and Zen.

Lectures will be illustrated with typical examples of Buddhist art from selected areas. A field trip to one of the local Buddhist monasteries is proposed.

**343. Love in the Western World.** Paul Clasper, Ph.D. (Union Theological Seminary, N.Y.C.), Senior Lecturer in Religion, Chinese University of Hong Kong. Wednesdays, 6.00-7.30 p.m., starting October 8, 1980. Room 16, Extra-Mural Town Centre, 8/F., Wing On Centre. 10 meetings. **Fee: \$80**

The confusion in the understanding of LOVE is part of the crisis of the West today. This, in turn, affects the East (and Hong Kong) as Western ideas of Love are transmitted by plays, novels and movies. This course will study the intertwining of the three strands of Love found in the West: Greek *Eros*; Christian *Agape*; and Medieval *Courtly Love*. Various views of Love will be studied as reflected in literature and psychology. Four types of love will be given special consideration: Affection; Friendship; Eros; and Charity. The works of D. de Rougemont, M. D'Arcy, E. Fromm, C. S. Lewis and others will be used.

**344. Industrial Psychology (I): Workshop on Communication.** T. S. Chow, B.A., M.I.P.M. (H.K.). Wednesdays, 7.45-9.15 p.m., starting October 15, 1980. Room 16, Extra-Mural Town Centre, 8/F., Wing On Centre. 8 meetings. **Fee: \$150**

The course is designed for practising managers, personnel specialists and professional people interested in this important but hitherto not too well developed aspect of management skill. It will provide a theoretical background, case studies and discussion sessions on effective communication. Practical local experience in the various approaches will be drawn on extensively. Speakers include labour administrators, personnel managers and industrial relations managers from major industrial and commercial establishments. Applicants sponsored by companies will receive higher priority.

Topics to be covered include: communication—promises & pitfalls; the strength and weakness of the traditional approach; house journals—effectiveness, practical problems and solutions; breakdown of communication in crisis situations, case studies; communication channels—welfare clubs and recreational committees; opinion audit; joint consultation and dialogues with trade unions; group discussion—practical problems in improving communication.

(Teaching media: bilingual, predominantly in Cantonese).

**345. An Introduction to School Counselling & Guidance.** *Saturdays, 9.00 a.m.-12.00 noon, starting October 10, 1980. Student Counselling Unit, "Woodside", University Compound. 16 meetings.* **Fee: \$400**

*Tutors:* Norman Briers, Senior Student Counsellor, University of Hong Kong. Peter Whyte, Dean of Students, University of Hong Kong. Ada Wong (Miss), Student Counsellor, University of Hong Kong.

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

The course consists of a series of lectures, discussion, demonstrations and practical sessions to be held on 13 Saturday mornings. In order to make the best use of these sessions, participants are required to read a recommended text; video taped materials will be used to examine the application of the theoretical aspects. Apart from these sessions, there will be three 1½ day workshops for promoting better self understanding and enabling participants to experience some elements involved in practising counselling and guidance. For this reason, participation in these workshops is a must.

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

*Enrolment is limited to 24*

**Fee Refund:** On being accepted for this course, teachers in secondary schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application: October 3, 1980*).

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

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

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

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

Miss N. P. Lee, Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong.

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

**346.** *Workshop I, Saturdays, November 8, 1980, 9.30 a.m.-1.00 p.m.*  
*November 15 & 22, 1980, 9.30 a.m.-4.30 p.m.*  
(Enrolment will be limited to 30) **Fee: \$110**

**346A.** *Workshop II, Saturdays, December 13, 20, 1980, 9.30 a.m.-4.30 p.m.*  
(Enrolment will be limited to 24) **Fee: \$90**

346B. *Workshop III*, Saturday, January 17, 1981, 9.30 a.m.-4.30 p.m.  
 (Enrolment will be limited to 30) Fee: \$40

346C. *Workshop IV*, Saturdays, February 14, 1981, 9.30 a.m.-1.00 p.m.  
 February 21, 1981, 9.30 a.m.-1.00 p.m.  
 (Enrolment will be limited to 20) Fee: \$60

346D. *Workshop V*, Saturday, March 21, 1981, 9.30 a.m.-4.30 p.m.  
 (Enrolment will be limited to 24) Fee: \$50

*Place*: Room 150, University Main Building.

Workshop I aims at introducing basic concepts in career guidance and counselling, resources available, the major tasks of careers teachers, and helping participants better understand the social and psychological development and needs of their students. Workshop II covers interviewing techniques, decision making process, and the use of groups; there will be case studies and exercises on interviewing. Workshop III seeks to understand the general working conditions, adjustment problems of secondary school leavers in the job market, and industrial relations. Workshop IV will focus on the practical side of job application, including preparation of resume, writing letters of application and recommendation, and interviewing for jobs. Workshop V explores such administrative problems as management of time, co-ordinating with colleagues, keeping records and evaluation.

Workshop I is open to all careers teachers who would like to acquire a basic understanding of career guidance & counselling. Workshops II to V are elective courses for all those who have completed Workshop I and those who have taken part in previous workshops and courses for careers teachers. Special application forms for these workshops are available upon request.

(All workshops will be conducted in Cantonese)

**Fee Refund:** On being accepted for this course, Careers Teachers will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipts. This applies to all teachers in Government, aided and private schools. (*Closing date for application: November 1, 1980*).

### 347. 心理學基本原理（二） (Basic Principles in Psychology)

主講人：雷偉彬先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八〇年九月三十日起每星期二下午七時四十五分至九時四十五分。  
 (共十講)。學費：九十元。

這是基本心理學一課程的延續，目的是叫學員對這學科有更全面性的認識；本課程除介紹有關理論外，並強調心理學在日常生活的應用。內容包括下列分題：學習理論、方法及歷程；語言與思維；性格發展及理論；挫折、衝突、與適應。曾修讀心理學基本原理的學員將被優先取錄。限收三十人。

### 348. 教育心理學導論 (Educational Psychology)

主講人：陳永昌博士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八〇年九月二十六日起每星期五下午六時至七時三十分。  
(共十二講)。學費：九十元。

本課程着重學習與認知之基本過程，研討有關教學方法與技巧，師生關係，教育環境與社會文化背景，評估方法，特殊教育，心理衛生與教育，問題兒童之鑑定、成因、處理及預防等問題。

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

### 349. 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：一九八〇年十月八日起每星期三下午七時四十五分至九時十五分。  
(共十講)。學費：七十五元。

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

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。

### 350. 普及文化與心理學 (Psychology & Pop Art)

主講人：李國松先生。

地 點：香港大學鈕魯詩樓 847 室。

時 間：一九八〇年十月二十二日起每星期三下午六時十五分至七時四十五分。  
(共八講)。學費：五十元。

本課程將透過心理學及其他社會科學去探討普及文化與消費社會及現代傳播媒介的三邊關係。

討論內容包括：科技對現代人生活模式的影響；普及文化與當地群體生活之特徵及群體結構的關係；消費社會中藝術表現的媒介；普及藝術如何以商品的姿態在消費社會中壯大；由前衛文化進而為普及文化，再演變至懷舊時期，最後成為古典文化之過程；從本港的小說、電影、電視、漫畫、流行音樂、商品包裝設計等去了解香港的普及文化；精英份子對文化的影响；有關普及文化的審美問題等。

為着增強學員對這課題的了解，將以幻燈片、電影片段等視覺教材示範，並邀請促進普及文化的人士蒞臨現身說法。

### 351. 宗教心理學初探 (Introduction to the Psychology of Religion)

主講人：馬國明先生。

地 點：香港大學校外課程都市區中心 21 室。

時 間：一九八〇年十月二十四日起每星期五下午七時四十五分至九時十五分。  
(共十講)。學費：七十五元。

近代知名的心理學家佛洛依德 (Freud)，容格 (Jung) 和佛洛姆 (Fromm) 都先後對西方宗教提出一些論說。本課程以他們的學說為基礎去探討心理學對罪咎，救贖和神等觀念的解釋。課程綱要包括：近代社會科學對宗教的研究概說；罪咎和救贖在基督教觀念中的重要性；佛洛依德對罪惡感起源和神的觀念的解釋；容格對佛洛依德之宗教觀的反駁；文化和社會環境對宗教的構思和認識的影響——佛洛姆的宗教觀；宗教心理學對於了解宗教的貢獻和局限性。

### 352. 金色年華 (Understanding Adulthood & Aging)

主講人：黃世強先生。

地 點：香港大學校外課程都市區中心 21 室。

時 間：一九八〇年九月二十九日起每星期一下午六時至七時三十分。  
(共十二講)。學費：九十元。

基於種種因素，多年來心理學在研究個人的成長和行為方面，比較多着眼於兒童及青少年人；事實上成年人的數目，他們的貢獻和影響都很大，為着叫社會人士有系統地了解人從成年至老年時期的心態，本課程將先簡略介紹個人成長的歷程，各時期的特徵和要素，然後對成年及老年時期的發展和問題作較深入的研討，正視生理和社會兩方面對他們心理上的影響，剖析老年人在急劇轉變的都市生活中心理上適應的問題，討論培養生活情趣和活力的一些建議，和老年人日增這現象的社會含意等，本課程對於從事老人服務的工作人員尤為合適。

*See also :*

- 144. 兒童學習的過程 (第 40 頁)
- 145. 課室心理學 (第 41 頁)
- 322. 西洋哲學與中國 (第 99 頁)
- 323. 中國哲學 (第 99 頁)
- 324. 佛家大乘各宗要義 (五) (第 100 頁)

# Political Science

*Staff Tutor: John D. Young, Telephone 5-468161 Ext. 309*

**353. Hong Kong 1997: Some Alternatives. (a one-session symposium).**  
*Saturday, November 29, 1980, 9.00 a.m.-1.00 p.m. Room 16, Extra-Mural Town Centre, 8/F., Wing On Centre.*

**Fee: \$50**

*Speakers:* Leo Goodstadt, China specialist and Honorary Research Fellow, Centre of Asian Studies, University of Hong Kong.  
Leonard Rayner, Writer and lecturer on Asian affairs.  
Victor Sit, Lecturer in Geography, University of Hong Kong.  
John D. Young, Staff Tutor, Extra-Mural Studies, University of Hong Kong.

What will happen to Hong Kong in 1997 when the lease for the New Territories expires? No one can "predict" future events, but this does not mean one should not explore, investigate and analyse the possibilities and options. After all, not only the livelihood of millions of Hong Kong dwellers are at stake—1997 also directs the socio-economic planning of present-day Hong Kong society.

The group of speakers will not only comment on the above, but will also discuss the various social, economic and political implications involved. The emphasis will be on giving their own interpretations on the possible avenues Hong Kong can take, and how policy-makers can anticipate their implementation.

**354. Mao Tse-tung: The Man and His Ideas.** Alfred Lin, Ph.D. (London), Lecturer in History, University of Hong Kong. *Thursdays, 6.00-7.30 p.m., starting November 6, 1980. Room 122, University Main Building. 6 meetings.*

**Fee: \$60**

The purpose of this course is not only to consider Mao Tse-tung's life, but also his ideas in their totality, and especially their origins, characteristics and manifestations. Is the Thought of Mao Tse-tung something from China's past, or is it based on his own revolutionary experience? What is the difference between Mao Tse-tung Thought and Maoism? Was Mao out of touch with Chinese reality during the last year of his life? These questions will be discussed with special attention paid to the relevance of Mao's ideas for the future development of China.

**355. An Introduction to International Politics.** E. V. Roberts, M.Sc. (Econ.), Dip.Ed. (Wales), Lecturer in Political Science, University of Hong Kong. *Thursdays, 6.00-7.30 p.m., starting September 25, 1980. Room 122, University Main Building. 6 meetings.*

**Fee: \$60**

As we move into a new decade there is increasing evidence that the world system is becoming less rather than more stable. The aspiration of the United Nations for a peaceful resolution of disputes has been replaced by threat, reliance

1 military power and, in many instances, open aggression. In Africa, Asia and atin America crisis after crisis has emerged with states, both great and small volved. The U.S.A. and the U.S.S.R. continue to employ weapons of mass destruction which could destroy the present system in a matter of hours. This course attempts to explain the origin of these relationships, to analyse the nature of the present international system and to provide the student with a framework to tentatively predict the outcome of present trends.

**56. Strategic Dilemmas for the Asian States in the 1980's and Beyond.**  
rian C. Shaw, B.A. (Wellington), Ph.D. (ANU), Lecturer in Political Science, University of Hong Kong, and member, International Institute for Strategic Studies (London). *Tuesdays, 6.00-7.30 p.m., starting October 14, 1980. Room 418, Knowles Building, University of Hong Kong. 8 meetings.* **Fee: \$75**

The 1980's commenced in the shadow of the Soviet invasion of Afghanistan. This event and its consequences underline the fragile basis for hopes of détente and stable world order. Now more than ever, events in Asia have to be evaluated against the backdrop of global super-power suspicion and rivalry. This series of lectures (which will be illustrated with slides) will report the current assessment of, and survey the likely future options available for, the defensive and offensive security of the Asian states. "Asia" for our purposes will be a broadly-conceived entity ranging from the Soviet Far East, Korea, and Japan, to the western borders of Iran, and including the ASEAN and Indochina states. The concept of "security" will also be analysed in the broadest sense, to include the requirements of political, social, and economic (as well as military) policy. The lectures will look at the idea of frontiers as "permeable membranes" for influence, and will also review the role of the substantial numbers of "minority" peoples in mainland Asia as catalysts for changing views of security.

**357. 從沙皇到蘇聯共產主義—蘇聯的內政與外交  
(Soviet Union: Domestic & Foreign Policies)**

主講人：歐陽可彭先生。（前國內大學講師）。

地點：香港大學校本部 122 室。

時間：一九八〇年十月一日起每星期三下午六時十五分至七時四十五分。  
(共八講)。學費：七十五元。

蘇聯是一個侵畧性極強的超級大國，六十年代與中國進行長期論戰，不久發生邊境衝突，引起中蘇關係的全面惡化和中美、中蘇、美蘇關係的調整。蘇聯的一舉一動，受到關心世界局勢人士的關注。本講座擬對蘇聯的內政外交進行詳盡剖析，並突出中蘇關係，內容為俄羅斯帝國；蘇德戰爭前的蘇聯內政外交；第二次世界大戰結束後蘇聯的內政外交；歷史上的中俄關係及領土爭執；斯大林時期的中蘇關係；中蘇論戰：中蘇關係惡化的原因及其對世界局勢的影響；及中蘇關係的展望。

### 358. 政治學導論：中國的政制 (Chinese Political Institutions)

主講人：梁君國先生。

地 點：香港大學校本部 217 室。

時 間：一九八〇年十月六日起每星期一下午六時至七時三十分。（共八講）。

學 費：七十五元。

人大、公社、代辦、特區、軍區以上各種辭彙我們了解多少？何謂馬列主義？毛澤東思想？社會主義、共產主義及修正主義又有何不同？

研究中國問題，我們嘗試先從哲學途徑入手，然後對其政治、社會、外交、經濟及軍事等制度作一個概括性的分析。

### 359. 從毛劉到華鄧—中共三十年來的政治發展

(The Political Development of China, 1950-1980)

主講人：金思愷先生（香港大學亞洲研究中心高級研究員）。講授語言：國語。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八〇年十月十一日起每星期六下午二時四十分至四時十分。

（共十講）。學費：七十五元。

毛澤東與劉少奇早期合作無間，同為中華人民共和國的奠基人。稍後出現了路線衝突，文化大革命期間，劉少奇與鄧小平同被指為走資本主義道路當權派司令部領導人物，即劉鄧集團。劉不幸被鬥致死；鄧則倖存，1973年復出，1976年春再次被鬥。同年秋毛澤東逝世，華國鋒繼之，1977年7月，鄧再次復出，成為目前中國共產黨最具權威的領導人物。毛劉過渡到華鄧的過程，就是本課程所將講授的中共三十年來之政治發展。本課程分三個階段講授，第一階段為五十年代的政局。

# Science

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

**360. Teaching of Physics at A-level.** P. K. Tao, B.Sc. (C.U.H.K.), Cert. Ed. H.K.), M.A. (Leeds), Science Subjects Co-ordinator, Diocesan Boys' School. *Fridays, 5.30-7.30 p.m., starting September 26, 1980. Physics Laboratory, Diocesan Boys' School, 131 Argyle Street, Mongkok, Kowloon. 12 meetings. Fee: \$120*

Sixth form physics teachers will be given an opportunity to familiarise themselves with some of the more modern approaches to the teaching of physics at A-level. Special reference will be made to the proposed new A-level physics syllabus for 1983, and the course should be of considerable help to those who will be teaching it. 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 with demonstrations, but opportunities will also be given to participants to do some of the new and more difficult experiments. It is desirable that participants should themselves possess or have access to the Nuffield Advanced Physics course books as they will be extensively referred to.

**Fee Refund:** on being accepted for this course, teachers of physics 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.

**361. Analog and Digital Electronic Circuits.** Cheng Chung-chih, M.Sc. (Harvard), M.I.E.E., *Tuesdays, 7.15-9.15 p.m., starting October 7, 1980. Room 227, Knowles Building, University of Hong Kong. 18 meetings. Fee: \$220*

This course is aimed at technicians in the field of semi-conductors, electronics and microprocessors. Applicants should have a basic knowledge of electricity and electronics and preferably should have passed Physics at advanced level in the Hong Kong School Certificate of Education Examination or equivalent.

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

**362. Hong Kong Herbs and Vines.** D. R. Kemp, B.Sc., Dip. Microbiology, M.Sc., Ph.D., M.I. Biol., Staff Tutor in Science, University of Hong Kong. *Wednesdays, 6.30-8.00 p.m., starting October 1, 1980. Lecture Room 302, Northcote Science Building, University of Hong Kong. 8 meetings. Fee: \$120*

This course should be of use to secondary school teachers and interested laymen who wish to have a better knowledge of our local herbaceous plants. Their classification into Families, based on the structure of the flowers, will form the basis of the course, and emphasis will be laid on locally occurring species. Herbaceous plants showing special adaptations, for example climbers, insectivores, parasites, semi-parasites and aquatics will also be considered independently. The plants discussed will be demonstrated by fresh specimens or by the projection of

slide transparencies wherever possible. In addition there will be two field trips, the cost of which is included in the fee.

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

**363. Plant Taxonomy.** Miss Martha Dahlen, B.Sc. (Hort.). *Saturdays, 2.00-6.00 p.m., three parallel courses, starting September 27, 1980, also repeated on October 4 and 11. Seminar Room, Northcote Science Building, University of Hong Kong. One meeting.*

**Fee:** \$20

This course will include a lecture followed by a field trip. It is intended to teach methods of plant identification, and to demonstrate the characteristics of common local plant families. The characteristics of at least fifty of the most common local plant species will be considered. The field trip will be to Victoria Peak via paths passing through grassland, scrubland and forest vegetation.

**364. Introduction to Birdwatching in Hong Kong.** Michael Webster, M.A., M.B.O.U., Chairman of the Hong Kong Bird Watching Society. *Thursdays, 7.45-8.45 p.m., starting September 25, 1980. Room 14, Extra-Mural Town Centre, 8/F., Wing On Centre. 10 meetings.*

**Fee:** \$70

Increasing leisure is encouraging more and more people to go out into Hongkong's countryside, and natural history, especially birdwatching, is becoming more popular as a hobby. Over 370 species of birds have been recorded here, and at least 250 of these are recorded annually. This course is designed to introduce the newcomer and beginner to Hong Kong's bird life, and at the same time outline the part birds play in the balance of nature, and the part even amateurs can play in extending our knowledge; ornithology is one of the few sciences where there is still a need for amateurs. Two field meetings will be held.

**365. Drug Abuse.** Dennis M. F. Li, Ph.D. (Monash), Lecturer in Pharmacology, University of Hong Kong. *Thursdays, 6.00-7.30 p.m., starting September 25, 1980. Room 14, Extra-Mural Town Centre, 8/F., Wing On Centre. 6 meetings.*

**Fee:** \$60

Drug abuse is one of the major social problems in the world today. In this course, some important aspects related to this problem will be discussed, including: causes of drug dependence, legal aspects of the drug problem, available methods for detecting drug use, methods used to treat drug addiction, types of drugs commonly abused and their pharmacological actions and adverse reactions.

**366. Introduction to Gemstones & Gemmology.** D. Healey, B.Sc., Ph.D., F.G.A. (Lond.), Lecturer in Physics, University of Hong Kong. *Fridays, 7.15-8.45 p.m., starting November 7, 1980. Room 231, Knowles Building, University of Hong Kong. 6 meetings.*

**Fee:** \$80

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.

**367. Diamond Grading.** D. Healey, B.Sc., Ph.D., F.G.A. (Lond.), Lecturer in Physics, University of Hong Kong, R. M. Yu, B.Sc., Ph.D., F.G.A., Lecturer in Physics, University of Hong Kong. Tuesdays, 7.00-10.00 p.m. (Group A), Thursdays 7.00-10.00 p.m. (Group B), in English, and Wednesdays, 7.00-10.00 p.m. (Group C) and Fridays, 7.00-10.00 p.m. (Group D) in Cantonese. Starting September 30, 1980 (Group A), September 25 (Group B), October 1 (Group C) and September 26 (Group D). Room 124, Knowles Building, University of Hong Kong. 6 meetings for each group. **Fee: \$450**

A course on the art and science of diamond grading. The methods adopted by the Gemological Institute of America (GIA) and the Geomological Association of Great Britain to grade the clarity, colour and proportion of diamonds will be explained. While the most advanced instrumentation will be demonstrated, the emphasis will be on basic techniques requiring only the simplest tools available in any jewellery store. Topics covered will include properties of diamonds, proportions, colour, clarity and pricing. *Enrolment is limited to 12 people in each course, and will be confined to people working in the jewellery trade.*

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

主講人：吳錦泉先生、黃恩來先生。

地點：香港大學鈕魯詩樓 725 室。

時間：一九八〇年九月二十九日起每星期一下午六時十五分至七時四十五分。

（共十二講）。學費：八十五元。

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

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

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

主講人：許霖慶學士（海洋公園兼職植物學家）。

地點：香港大學羅富國科學館（薄扶林道）3 樓 302 室。

時間：一九八〇年九月廿五日起每星期四下午六時半至八時。（共十二講）。

學費：一百元。

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

*See also:*

**137. Physics for Junior Secondary Science Teachers.** (Page 38)

**339. 科學方法導論 (第 106 頁)**

**421. 實用寶石學 (第 140 頁)**

# Computer Science

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

**370. Computerisation Made Simple.** K. T. Lui, B.Sc. (Special) (H.K.).  
*Tuesdays, 6.15-7.45 p.m., starting October 7, 1980. Room 112, 1/F., Chemistry Building, University of Hong Kong. 12 meetings.* **Fee: \$130**

Computer involvement has become a commonplace in any system endeavour. This course aims to introduce students to the potential of computers and to enable them to comprehend the elements of a computer system. It shows computer users where the problems lie and what they can positively do to encourage success in managing computer projects. In addition, fundamental knowledge of the power and limitation of the computer will be introduced. It assumes no prior technical knowledge of computers and leads participants through to a sophisticated appreciation of the purposes and methods for assessing the computer as an aid to management, without losing sight of the need for simple and economic solutions. Frequent case histories will be used as illustrations.

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

**371. Computer Applications: the Executive's Viewpoint.** Miss Sylvia N. Y. Tse, B.Sc. (Wisconsin). *Wednesdays, 6.10-7.40 p.m., starting October 1, 1980. Room 14, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$130**

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

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

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

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

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

**372. Basic Principles of Computer Systems.** F. T. Chan, B.Sc. (H.K.), Assistant Computer Officer, University of Hong Kong. *Mondays, 7.40-9.40 p.m., starting September 29, 1980. Room 217, University Main Building. 12 meetings.* **Fee: \$140**

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

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

**373. Introduction to Data Processing.** S. M. Chung, B.A. (H.K.), M.Sc., Ph.D. (Wisconsin), Lecturer in Computer Science, University of Hong Kong, and C. W. Liu, B.Sc. (H.K.). *Thursdays, 6.15-8.15 p.m., starting October 9, 1980. Room 112, 1/F., Chemistry Building, University of Hong Kong. 8 meetings.*

**Fee: \$130**

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 the 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: basic elements of a computer; data storage; input/output devices; punched-card data processing, the role of the systems analyst and relationships between users and computer people; data collection and organization; computer programming languages; file updating, sorting and searching; direct access methods and random processing; real-time, time-sharing and on-line systems, database management information systems. Relevant case studies or examples will be introduced. Computer time will be provided for participants to obtain some experience of using computing facilities.

#### **Certificate Course in Digital Computer Programming.**

**374. Mondays and Thursdays, 6.15-8.45 p.m., starting October 6, 1980. Room 230, Knowles Building, University of Hong Kong.**

**375. Mondays and Thursdays, 6.15-8.45 p.m., starting October 6, 1980. Room 721, Knowles Building, University of Hong Kong.**

*376. Tuesdays and Fridays, 6.15-8.45 p.m., starting October 7, 1980. Room 721, Knowles Building, University of Hong Kong.*

*Tutors:* M. S. Luk, B.Sc. (Special) (H.K.), Computer Officer, University of Hong Kong. (Tutor-in-charge)

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.

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

*Fee:* \$700 (including examination fee)

*No. of meetings:* 55, twice weekly.

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

*Minimum Entry Qualifications:* Applicants should have 5 subjects including English and Mathematics at Grade E or above in the Hong Kong Certificate of Education 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.

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

*Syllabus:*

Introduction: computer concepts; storage representation; problem definition and problem solving technique; flowchart.

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

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

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

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

*Closing date for application:* September 17, 1980.

*Enrolment for each course is limited to 50 students.*

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

**377. Advanced Certificate Course in Digital Computer Programming.**  
*Wednesdays and Fridays, 6.15-8.45 p.m., starting October 8, 1980. Room 725, Knowles Building, University of Hong Kong. 55 meetings (including computing workshops), 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.  
S. W. Ho, B.Sc. (Special), M.Phil. (H.K.), M.Sc. (Lond.), Lecturer in Computer Science, University of Hong Kong.  
K. S. Kwok, B.Sc. (C.U.H.K.), Computer Officer, University of Hong Kong.  
M. S. Luk, B.Sc. (Special) (H.K.), Computer Officer, University of Hong Kong.

*Fee:* \$875 (including examination fee)

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.

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:*

Advanced Features of Cobol and Fortran: structured programming with Cobol; structured programming with Fortran; sequential and direct access; modular programs.

Data Processing: handling of data; storage devices; introduction to systems analysis and design; 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/1, ALGOL and PASCAL.

Projects.

Ample computer time will be provided for exercises and projects.

*Closing date for application:* September 17, 1980.

*Enrolment is limited to 50 students.*

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

**378. Program Structure and Design Techniques.** David S. K. Mak, B.Sc. (Aston). Tuesdays, 7.15-9.15 p.m., starting September 30, 1980. Room 167, University Main Building. 12 meetings. Fee: \$140

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

Characteristics of good programs;

Development of programming style, the need for documentation;

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

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

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

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

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

**379. System Simulation: an Overview.** S. S. Lau, B.A. (Calif.), M.Sc. (Oklahoma). Fridays, 7.15-9.15 p.m., starting October 10, 1980. Room 227, Knowles Building, University of Hong Kong. 12 meetings. Fee: \$140

Simulation is a general-purpose technique which can be applied to the analysis of such problems as control of inventories, priority of servicing, optimisation of telephone switch board usage, queueing problems and managerial decisions. The use of simulation is expanding rapidly, and an understanding of the techniques used in computer simulation is becoming increasingly important to those who employ the computer to construct analytical solutions to problems which otherwise cannot be explicitly formulated. This course is designed to introduce the principles of simulation and the application of simulation languages to the daily systems. Examples will be drawn from many fields.

Topics to be covered include: What is a system? Why simulation? How to use computers in system simulation? Principles of model-building and techniques of system simulation. Constructing discrete system models. A brief description of different simulation languages. Demonstrating FORTRAN as a simulation language. An overview of the General Purpose Simulation System (GPSS). Verification of simulation results.

*Minimum Entry Requirement:* No specialized knowledge in any particular discipline is assumed. However, applicants are expected to have been introduced to computer programming and to have some knowledge in FORTRAN. Familiarity with probability and statistics is desirable.

**380. Fundamentals of Computer Systems and Data Processing.** S. C. Chan, B.Sc. (H.K.), W. K. Hui, B.Sc. (H.K.), C. W. Liu, B.Sc. (H.K.) and Miss S. K. Ng, B.Sc. (York). *Tuesdays and Fridays, 7.55-9.15 p.m., starting September 30, 1980. Room 229, Knowles Building, University of Hong Kong.* **Fee: \$320**

The syllabus will include: basic components of a computer; stored-programme computer; systems software; logic operators; hardware concepts; concepts of input/output device control; concepts of files; data structures; data processing concepts; life cycle of a project, including feasibility study, systems analysis, design, specification, development, documentation, turn-over and project control; sorting techniques; concepts of programming languages; numerical methods, simple statistics; modelling and simulation.

It will be very helpful to those who are preparing to sit for the Part I examination of the British Computer Society, as this course covers most of the syllabus of the Part I General Papers. Applicants must have knowledge of at least one high level programming language such as FORTRAN, COBOL etc. They should have passed 5 subjects including English and Mathematics in the Hong Kong Certificate of Education Examination or equivalent.

*Enrolment is limited to 30 persons.*

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

**381. Data Processing.** T. B. Chow, B.Sc. (H.K.) and K. S. Ho, B.Sc. (H.K.). *Mondays and Thursdays, 7.40-9.10 p.m., starting September 25, 1980. Room 122, University Main Building.* **25 meetings.** **Fee: \$200**

This course is designed to provide an extensive background for those wishing a greater understanding of data processing functions. The syllabus includes: data storage and organization; data handling, data capture, transmission, input and output; flowchart and decision table; programme structure, functions and testing; appreciation of programming languages; sorting and merging; hardware feature of digital computer; operating systems, system software, utility and packages; real-time, on-line systems; data processing organization structure and functions; security and control. The syllabus is similar to that of the Part I examination of the British Computer Society (Option C).

It will be helpful to those preparing for professional examinations, especially for those thinking of taking up data processing as a career. This course may be considered as a follow-up to the Extra-Mural course entitled "Fundamentals of Computer Systems and Data Processing".

Applicants must have knowledge of at least one high level programming language such as FORTRAN, COBOL etc. In addition, they should have passed at least five subjects including Mathematics and English in the Hong Kong Certificate of Education Examination or equivalent.

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

**382. Digital Computer Organisation, Design and Engineering.** Lai Chee-yan, B.Sc. (H.K.), Cert. Ed., M.Sc. (Tech.) (Manchester), M.I.E.E. *Fridays, 6.30-8.30 p.m., starting September 26, 1980. Room 23, Extra-Mural Town Centre, 8/F., Wing On Centre. 25 meetings.* **Fee: \$250**

This course follows part of the syllabuses of Papers 'A' of the British Computer Society Parts I & II Examinations, and will be of special help to those who intend to sit for professional examinations or to take up a career in the computer field. Topics to be discussed will include:

- Logic: advanced combinational logic techniques and minimization method.
- A/D and D/A conversion.
- System technology: information theory and codes, storage techniques, ROM, interrupt, interfacing.
- Real-time, time-sharing, on-line and multiprocessing systems.
- Peripheral technology: computer communications V.D.U., data-transmissions, satellite communications.
- Computer architecture, security problems.

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

**383. Introduction to Computer Architecture.** P. Chan, B. Math. (Waterloo), M.A.C.M., M.I.E.E.E. *Wednesdays, 6.15-7.45 p.m., starting October 1, 1980. Room 112, 1/F., Chemistry Building, University of Hong Kong. 12 meetings.*

**Fee: \$120**

Students will be provided with an intelligent appreciation of computer hardware systems from both the user's and the programmer's viewpoint. Attention will also be focused on methods of interpreting the technical information provided by the hardware manufacturers. The course is intended for those who already have a basic knowledge of computer systems and would like to pursue the following topics in detail.

- Review of switching theory and machine organization including data representation.
- Microprocessors and microcomputers: technology; microprocessor architecture; examples of microprocessors, microcomputer organization; input and output techniques; memory management; applications.
- Computer selection: selection of a computer system for a given application; economic versus technical aspects.
- Mainframe versus mini versus micro: what will be the future of the computer market?

Fundamental ideas will be illustrated by practical examples.

*Minimum Entry Qualifications* : applicants should have preferably completed an introductory course in fundamental computer principles, e.g., the Extra-Mural course entitled "Basic Principles of Computer Systems", and/or "Fundamentals of Computer Systems and Data Processing". Knowledge of at least one high level programming language, e.g., FORTRAN, COBOL, PL/1 is required. In addition, knowledge in assembler language is highly desirable but not essential. Applicants should have passes in Mathematics and English in the Hong Kong Certificate of Education Examination or equivalent.

**384. Basic Computer Hardware and Operating Systems.** Fung Ka-kit, B.Sc., (Eng.) (H.K.), M.Sc. (Lond.), Computer Officer in the Universities and Polytechnic Computer Centre. *Mondays, 7.15-9.15 p.m., starting October 6, 1980. Room 121, University Main Building. 12 meetings.* **Fee: \$140**

This course aims to teach concepts of computer hardware and operating systems so that an ordinary computer user can appreciate how things work inside the computer. Topics to be covered include: overview of computer hardware; central processing unit; basic peripherals, e.g. card reader, line printer; magnetic peripherals, e.g. magnetic tape and disk; communication devices; concepts of computer operating system; operating system techniques; examples of an operating system; latest developments.

*Minimum Entry Requirement* : students must have a basic knowledge in programming and binary arithmetic. Knowledge of electronics is desirable but not necessary. It is also preferable that intending students have completed the Extra-Mural course, "Basic Principles of Computers Systems" or equivalent.

**385. Fundamentals of Data Communications.** P. W. To, M.I.E.E.E., W. M. Pau, B.Sc. (Eng.) (H.K.), M.I.E.E.E., and K. F. Cheung, B.Sc. (Eng.) (H.K.), M.I.E.E.E. *Wednesdays, 7.45-9.15 p.m., starting October 1, 1980. Room 14, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings.* **Fee: \$120**

This course discusses different aspects of data communication from the point of view of a user. It starts with elementary concepts in data communication and then works through the more complicated part of communication network design. It is designed for those who are involved in the design of large or small scale teleprocessing networks and in computer operations. No previous knowledge of communication is assumed but preference will be given to those with a knowledge of computer operations and electronics. Course content will include:

Data communications terms, definition, transmission codes, transmission modes, etc. ;  
Communication lines characteristics, line conditioning, etc. ;  
Modem and interfaces: principle and characteristics and applications;  
Multiplexer and concentrator and their usage in line cost saving and performance enhancement;  
Brief discussion on error detection schemes, and error correction schemes;  
Network protocol and line control procedures;  
Network control facilities;  
System design considerations and criteria, etc.

# Biomedical Science

*Staff Tutors: Y. S. Chan, Telephone 5-468161 Ext. 497  
W. S. Ng, Telephone 5-468161 Ext. 551*

**386. Basic Microbiology.** *Thursdays, 6.00-7.00 p.m. (lecture), 7.00-9.00 p.m. (demonstrations or practicals when applicable), starting October 16, 1980. Lecture Theatre, Old Pathology Building, Queen Mary Hospital Compound. 10 meetings.*

**Fee: \$200**

*Tutors: K. Y. Chan, B.Sc. (C.U.H.K.), M.Sc., Ph.D. (Conn.), Lecturer in Biology, Chinese University of Hong Kong.*

*J. P. H. Fung, M.Sc. (Manit.), Ph.D. (Corn.), Lecturer in Microbiology, University of Hong Kong.*

*S. W. K. Im, B.Sc., Ph.D. (Melb.), Lecturer in Microbiology, University of Hong Kong.*

*W. S. Ng, M.Sc., Dip. Applied Microbiology (Strath.), Ph.D. (H.K.), Staff Tutor in Medical Laboratory Science, University of Hong Kong.*

Micro-organisms are of importance to man either because they produce disease or because they are economically useful. The fundamental concepts of microbiology will be introduced to all those who are interested in what micro-organisms are, their importance in industry and medicine, and their relationship with mankind. Topics to be discussed will include: the examination of micro-organisms, their classification, ecological distribution, growth, nutritional requirements and methods of identification. To illustrate the above, demonstrations or experiments in handling live organisms, and methods used in the study of microbial biochemistry and physiology will be included.

This course is intended for science teachers, public health workers and people who work in the food or brewery industries. Since it is a science-based course, it is preferable that intending students should be matriculated.

*Enrolment is limited to 30, so early application is desirable.*

**387. Advanced Methods in Clinical Chemistry.** *J. D. Robinson, M.Phil., (H.K.), M.I. Biol., Hospital Biochemist, University of Hong Kong. Wednesdays, 6.00-7.00 p.m., (lecture), 7.00-9.00 p.m. (practical), starting October 15, 1980. Lecture Theatre, Old Pathology Building, Queen Mary Hospital Compound. 8 meetings.*

**Fee: \$350**

This is a "hands on" workshop concentrating on the more esoteric analysis required in the modern Clinical Chemistry Laboratory. The course consists of lectures on this fast developing field and a related series of practical exercises which have been arranged to enable students with limited experience to acquire a degree of competence in each method presented. Topics to be handled include: characterization of diagnostically useful enzymes, advanced chromatographic and electrophoretic techniques, and new approaches to hormonal assay.

This course is suitable for scientists and technologists with a first degree or a higher technical qualification in Chemistry or Clinical Chemistry. Because of the practical nature of this course the number of students will be limited to 24.

**388. Advanced Laboratory Instrumentation.** *Fridays, 6.00-7.30 p.m. (lecture), 7.30-8.30 p.m. (demonstration or practical when applicable), starting October 24, 1980. Lecture Theatre 1, 2/F., Li Shu Fan Building, Sassoon Road. 8 meetings.*

**Fee: \$130**

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

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

J. W. O. Tam, B.Sc. (C.U.H.K.), Ph.D. (Calif.), Lecturer in Biochemistry, University of Hong Kong.

S. Wu, B.Sc. (H.K.).

Y. G. Yeung, B.Sc., M.Phil. (H.K.), Lecturer in Biochemistry, University of Hong Kong.

The course will centre on the technical knowledge of the principle of operation, structure, applications, and maintenance of instruments which are used in scientific and medical research. Such instruments will include the spectrophotometer, atomic absorption and flame photometers, equipment for special types of electrophoresis, scintillation counters, high speed centrifuge and ultracentrifuge, and special instruments for preparation of biological samples.

In the use of such instruments, the need for electrical safety measures in the handling of main cables, plugs, sockets and adaptors, fuses, earthing and double insulation will be discussed. In addition, individual responsibility for safety measures in the laboratory, treatment of electrical shock and electric burns will be presented. Equipment used for electrical maintenance and simple fault-finding in the electronic instruments listed above will also be introduced.

**389. Introduction to the Management and Diseases of Small Mammals.** G. J. Moore, B.V.M. & S. (Edin.), M.R.C.V.S., Veterinary Surgeon and Head of the Laboratory Animal Unit, University of Hong Kong. *Wednesdays, 6.00-7.30 p.m., starting October 15, 1980. Lecture Theatre 1, 2/F., Li Shu Fan Building, Sassoon Road. 10 meetings.*

**Fee: \$150**

The course will be of interest to all those who come into regular contact with small mammals, either during their work or in the home as pet animals. The subjects will include handling, sexing, daily management and common infectious diseases. Advice will be given on prevention and control of disease, with particular reference to infections transmissible to man. The species to be covered will be mice, hamsters, rats, guinea-pigs, rabbits, cats and dogs.

**390. Food, Health and Nutrition.** Miss W. F. Ho, B.Sc. (C.U.H.K.), M.Sc. (Calif.). *Fridays, 6.15-7.45 p.m., starting October 3, 1980. Room 112, 1/F., Chemistry Building, University of Hong Kong. 14 meetings.*

**Fee: \$140**

This course is focused mainly on the properties of food and the relation of a balanced diet to health. It deals with the various nutrients, their structures, physiological roles, dietary sources, requirements, deficiency symptoms, etc.

Adjustment of diets to meet nutritional norms will also be discussed. The course also intends to provide some basic concepts of nutrient metabolism such as digestion, absorption and energy production. Other topics to be discussed include food ecology, and modification of diets in the diseased. Students are expected to have a fundamental background in science at the high school level.

**391. Human Physiology.** *Tuesdays, 7.15-8.45 p.m., starting September 30, 1980. Room 150, University Main Building. 12 meetings.* **Fee: \$120**

*Tutors:* F. Tang, M.Sc. (H.K.), Ph.D. (Hull), Lecturer in Physiology, University of Hong Kong.

J. C. L. Wong, B.Sc., M.Phil. (H.K.), Ph.D. (Monash), Lecturer in Pharmacology, University of Hong Kong.

Y. S. Chan, B.Sc., Ph.D. (H.K.), Staff Tutor in Physiology, University of Hong Kong.

Physiology is an integrated study of the functional systems of the human body. Recent advances in physiology have enabled us to comprehend the more basic functional mechanisms upon which life depends. An understanding of human physiology has indeed formed the basis for the diagnoses and treatments of myriads of ailments. This course consists of a simple approach to basic physiology in such systems as muscle, blood and circulation, respiration, digestion, excretion, reproduction, endocrine glands, and nervous system. Particular attention will be placed on the control and regulation of various coordinated body functions. After attending this course, participants should have acquired a deeper insight into the basic principles of physiology and, in so doing, will be prepared for courses on more specialized topics in physiology.

For students to benefit fully, they should desirably have passes in Biology and Chemistry in the Hong Kong Certificate of Education Examination or its equivalent.

### **Selected Topics in Physiology**

The following two courses are aimed at graduate science teachers, nurses, physiotherapists and other medical and health workers who have some fundamental conception of Physiology and wish to further their knowledge in the following specialized aspects.

**392. Hormonal Control and Disorders.** *Thursdays, 6.00-7.30 p.m., starting October 9, 1980. Lecture Theatre 1, 2/F., Li Shu Fan Building, Sassoon Road. 6 meetings.* **Fee: \$100**

*Tutors:* R. T. T. Young, M.D. (H.K.), F.R.C.P. (Lond. and Edin.), F.R.A.C.P., J.P., Professor in Medicine, University of Hong Kong. C. S. Teng, M.B., B.S. (H.K.), M.R.C.P. (U.K.), Senior Lecturer in Medicine, University of Hong Kong.

C. C. L. Wang, M.D. (H.K.), F.R.A.C.P., Senior Lecturer in Medicine, University of Hong Kong.

F. Tang, M.Sc. (H.K.), Ph.D. (Hull), Lecturer in Physiology, University of Hong Kong.

This course is designed to give students some knowledge of: the principles of the normal functions and regulation of the human endocrine system, and the physiological basis for the clinical manifestations of endocrine disorders. Topics to be discussed include hypothalamic-pituitary regulation, thyroid, adrenals, carbohydrate metabolism, reproductive endocrinology, and calcium and phosphate metabolism.

It is preferable that students should have a basic knowledge of Biology, Chemistry and Physics at the Hong Kong Certificate of Examination (Advanced Level) or its equivalent.

**393. The Kidney and the Body Fluids.** *Mondays, 6.00-7.30 p.m. (lecture), 7.30-9.00 p.m. (demonstration when applicable), starting October 13, 1980. Lecture Theatre 1, 2/F., Li Shu Fan Building, Sassoon Road. 7 meetings. Fee: \$140*

*Tutors:* P. Y. D. Wong, B.Sc. (Lond.), M.A., Ph.D. (Cantab.), C. Chem. F.R.I.C., Senior Lecturer in Physiology, University of Hong Kong.  
F. Tang, M.Sc. (H.K.), Ph.D. (Hull), Lecturer in Physiology, University of Hong Kong.

This course is concerned with the physiology of the kidneys and their role in maintaining a constant internal environment. The first few lectures will review the basic physiology of the body fluids, the kidneys and the regulation of water and electrolyte balance. The later lectures will integrate the essentials of renal and electrolyte physiology with common clinical disorders. Two clinical settings, viz. hypovolemia and edematous state will be chosen to illustrate how disturbances of the body fluids can best be approached from an understanding of basic physiologic principles. The course will conclude with a lecture on diuretic drugs and their application in the treatment of edema and hypertension. Their mechanisms of action will be discussed in the light of what has recently been learnt about the functions of the kidney tubules.

Students are expected to have some background in Biology at the Hong Kong Certificate of Education level or its equivalent.

**394. Introductory Pharmacology.** *Thursdays, 6.00-7.30 p.m. (lecture), 7.30-9.00 p.m. (demonstration when applicable), starting October 9, 1980. Lecture Theatre 2, 1/F., Li Shu Fan Building, Sassoon Road. 10 meetings. Fee: \$200*

*Tutors:* Dennis M. F. Li, B.Sc., Ph.D. (Monash),  
John C. L. Wong, B.Sc., M.Phil. (H.K.), Ph.D. (Monash),  
Lecturers in Pharmacology, University of Hong Kong.

An understanding of the actions and adverse effects produced by drugs is important in many professions, e.g. dispensers, nurses and those employed in the pharmaceutical industry. The aim of this course is to provide a basic knowledge of pharmacology, and topics to be discussed include history and development of pharmacology; classification of drugs; principles of pharmacokinetics and pharmacodynamics; pharmacology of drugs acting on the central and autonomic nervous systems, cardiovascular, respiratory and gastrointestinal systems.

It is preferable that applicants should have a basic knowledge in Biology and Chemistry at least at the Hong Kong Certificate of Education level or its equivalent.

*Enrolment is limited to 30.*

**395. Actions of Drugs.** *Tuesdays, 6.00-7.30 p.m., starting October 7, 1980. Lecture Theatre 1, 2/F., Li Shu Fan Building, Sassoon Road. 10 meetings.*

**Fee: \$100**

*Tutors:* Dennis M. F. Li, B.Sc., Ph.D. (Monash),

John C. L. Wong, B.Sc., M.Phil. (H.K.), Ph.D. (Monash),

Lecturers in Pharmacology, University of Hong Kong.

Drugs are administered to man for the treatment or prevention of disease. All drugs, however, do produce unwanted or toxic effects. The pharmacological actions and adverse reactions of various groups of drugs, especially those acting on the heart, kidney, blood, endocrine glands and the respiratory tract, will be discussed. It is preferable, although not a prerequisite, that intending students have attended the Extra-Mural course, "Introductory Pharmacology".

**396. Drug Treatment of Neoplastic Diseases.** John C. L. Wong, B.Sc., M.Phil. (H.K.), Ph.D. (Monash), Lecturer in Pharmacology, University of Hong Kong. *Wednesdays, 6.30-8.00 p.m., starting September 10, 1980. Lecture Theatre 2, 1/F., Li Shu Fan Building, Sassoon Road. 3 meetings.*

**Fee: \$70**

In countries where infectious diseases and malnutrition are adequately controlled, cancer and cardiovascular diseases are among the main causes of death. The present course is a review of the currently available chemotherapeutic agents for the treatment of neoplastic diseases. It is an advanced course for hospital pharmacists as part of their continuing education. Topics to be discussed will include: the classification of neoplastic diseases, the various types of antineoplastic drugs, their mechanisms of actions, their side effects, and the current status of chemotherapy in the treatment of neoplastic diseases. Discussion periods will be introduced in each session for questions and viewpoints raised by the audience.

*Enrolment is limited to 20.*

### **397. 日常藥理學 (Drugs in Common Use)**

主講人：黃澤霖博士（香港大學藥理系講師）、吳金薇小姐。（講授語言：粵語輔以英語）。

地點：香港大學化學樓一樓 112 室。

時間：一九八〇年十月六日起每星期一下午六時十五分至七時四十五分。  
(共十講)。學費：一百元。

目前藥物已成為我們生活不可缺少的一部分。不但在生病時我們須要服藥，就是在日常生活中如吸煙，飲酒，喝茶或咖啡等亦服用了相當數量的藥物。因此我們應該具備普通的藥理學常識，使我們能明瞭及適當地應用藥物。

本課程將介紹人體對藥物的吸收，轉化及排泄，與及各類藥物對人體所產生的藥理作用，其副作用及毒性等。學員毋須具備醫學知識，本課程適合任何對藥物有興趣的人士參加。

# Health Science

*Staff Tutors : Mrs. Priscilla Tso, Telephone 5-468161 Ext. 303  
Miss N. P. Lee, Telephone 5-468161 Ext. 308*

## 398. Certificate in Health Service Administration.

We are witnessing a growing concern as well as an increasing demand for health service programmes at the present time. Besides the changing patterns of health problems, there are other more basic aspects such as preventive medicine. There is a real need for an overall understanding of the mechanism of the health service in Hong Kong, and health service programmes run by various institutions. These institutions are often complex in organizational structure, with staff members drawn from a wide range of disciplines and with different skills, all working in close contact.

This course describes the medical, social and economic background against which health services are administered. It examines the organizational structure as well as the management system of health service institutions. Coverage will also be given to the human factors involved on different levels of administration, and the operation of major supporting services. As the set up, the goals and the existing operation of the institutions are far from uniform, theories on management and concepts governing the administration of services will be supplemented by case studies, problem solving exercises, observational visits and panel discussion.

### *Course Content*

- Background to the health service in Hong Kong
- General Management Studies
- Operation of supporting services in health service institutions
- The use of statistics in health service
- Legal aspects of health service

*Duration of Course : September, 1980 to June, 1981.*

*Time of meeting : Tuesdays, 6.00-7.30 p.m.*

*Saturdays, 9.00 a.m.-10.30 a.m., 10.45 a.m.-12.15 p.m.*

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

*Fee : \$800*

Enrolment is limited to 24. As this course is for those actively engaged in administrative work in health service, preference will be given to those sponsored by health service institutions. Special application forms are available upon request.

**399. An Introduction to Mental Health.** Members of the Department of Psychiatry, University of Hong Kong. *Wednesdays, 6.00-7.30 p.m., starting November 12, 1980. Room 21, Extra-Mural Town Centre, 8/F., Wing On Centre.* **Fee: \$60**

A course designed for people interested in problems concerning mental health and professionals directly or indirectly involved in the field of mental health. It is aimed at giving some insight into what constitutes good mental health and the causes and nature of mental illness. It will also provide the framework for an understanding of the prevention and treatment of mental illness.

#### 400. 心臟血管的健康 (Health of the Cardiovascular System)

主講人：由香港心臟學會會員擔任。

地 點：香港大學校外課程部市區中心 22 室。

時 間：一九八〇年十月三日起每星期五下午八時至九時三十分。（共十講）。

學 費：六十元。

本課程旨在向各界人士提供有關心臟及血管機能的基本常識，進而介紹常見疾病的護理原則。內容包括心臟血管的正常功能，保健方法，疾病的防範及認識和心動停止的急救。

#### 401. 日常營養學 (Nutrition in Everyday Life)

主講人：譚碧玉女士。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八〇年十月六日起每星期一下午六時十五分至七時四十五分。

（共十六講）。學費：九十五元。

本課程旨在介紹一般基本營養學知識，以應用於日常飲食生活，內容包括營養學之意義；食物之主要成份，脂肪蛋白質，維他命及礦物質對人體之功用；嬰兒、兒童、成人、孕婦及老年人所需要之營養；餐膳之計劃，如何利用食物來應付普通的不適，如胃病、過重、糖尿病等，食物營養素之保存法及烹製方法對營養素之影響；並通過集體討論，糾正一般人對補品及其他食物之偏嗜與誤解。

#### 402. 學齡前兒童的健康 (Health of the Pre-School Child)

主講人：由香港兒科醫學會會員擔任。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八〇年十月三日起每星期五下午八時至九時三十分。（共九講）。

學 費：五十五元。

本課程旨在向家長及兒童教育、護理工作者，介紹有關二歲至五歲兒童的一般醫學衛生常識。內容包括兒童生理及心理衛生；兒童身心的發展過程；童年常見的意外及其預防；小兒常見疾病及一般護理。

*See also :*

336. **Health Care in Hong Kong: East and West.** (Page 103)

390. **Food, Health and Nutrition.** (Page 127)

# Social Work & Sociology

*Staff Tutor : H. K. Wong, Telephone 5-468161 Ext. 602*

**403. Developing Effective Communication.** Peter M. Whyte, Dean of Students, University of Hong Kong. *Tuesdays, 6.15-8.15 p.m., starting October 14, 1980. Room 230, Knowles Building, University of Hong Kong. 10 meetings.*

**Fee: \$120**

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.

*Enrolment is limited to 24.*

**404. The Child's Education at Home: the Montessori Approach.** Charles F. Rossow, B.A. (Minn.), M.Ed. (Harvard), Montessori Diplomate (M.M.T.O.). *Mondays, 7.15-9.15 p.m., starting October 6, 1980. Room 209, Duke of Windsor Social Service Building, 15, Hennessy Road, Wanchai. 9 meetings and 1 field trip.*

**Fee: \$120**

This course is designed to introduce parents and future parents to a body of practical knowledge about children's education from birth to three. Topics will include: the absorbent mind, sensitive periods, sequential learning, movement and learning, selection of educational material (toys), the home as a prepared environment, educational milestones from birth to three.

Parents will be introduced to observation techniques and will be asked to make a series of guided observations of young children. Course participants are invited to bring their particular problems of child rearing to class for purpose of discussion and problem solving using the Montessori approach.

*Recommended Reading : B. White, The First Three Years of Life (Avon Paper Back, 1978).*

**405. 基礎青少年小組工作**

**(Introduction to Group Work for Youth Workers)**

主講人：李安先生、袁燕紅小姐。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八〇年十月十日起每星期五下午六時十五分至八時十五分。  
(共十講)。學費：一百二十五元。

本課程專為現職而未有正式訓練之青少年工作者而設。內容包括：香港青少年工作之發展及工作者之使命；香港青少年小組工作之定義、類別、意義與功能；

小組之定義及其發展歷程；個人在小組之角式；小組常見之病徵與診斷；領袖及領袖才；小組之內聚力及分歧；小組之結構與分工；程序計劃；程序檢討。

上課形式除基本之理論傳授及研討外並採用角色扮演及其他實驗性小組。學員將被協助組成各實驗性小組，分別將日常小組工作中所遇到之問題在堂上提出，並由導師配以理論與協助分析；故各學員除必須連貫性的準時上課外，並自發地參與各實驗小組之工作。（限收十八人）。

#### 406. 青年輔導工作 (Youth Counselling)

主講人：陳蘇劍英女士。

地 點：香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 207 室。

時 間：一九八〇年十月一日起每星期三下午六時三十分至八時正（共十講）。

學 費：九十五元。

由於社會的急劇改變及中西文化的衝突，青年人所面對的挑戰和壓力不斷增加，對社會的適應往往發生困難，青年輔導工作已成為協助青年成長重要的一環。本課程目的是提高學員對青年問題的認識，增強彼等與青年建立關係之能力及提供適當輔導技巧。

內容包括剖析青年人的情緒困擾，心理動力及成長危機的成因，輔導青年的模式、策略及技巧，和輔導員本身的裝備。上課形式除以小組討論及講授外，並採用角色扮演，技巧示範，個案分析及小組活動等。本課程適合青年工作者，教師及學校社會工作者參加。

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

#### 407. 婚姻諮商技巧與診斷上的探討 (Counselling in Marriage Problems)

主講人：張俞壽韶女士。

地 點：香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 209 室。

時 間：一九八〇年十月三日起每星期五下午七時至九時。（共十講）。

學 費：九十元。

夫妻之感情破裂比比皆是，其所生之影響至深且鉅，雖然推行家庭生活之重要不容置疑，但婚姻輔導所達事後補救的功能及個性的發展，亦應佔不可抹煞的地位。

此課程專為對婚姻輔導有初步認識而欲加深了解其特質與輔導技巧的社會工作人員而設；旨在闡釋婚姻生活可能遇到的困難及其處理方法，輔導員的自覺及輔導過程中所扮演的角色，蓋斯特治療法及其他輔導方法的運用，一方或雙方接受輔導的問題等。

除授課外，並配以個案討論和分享，角色扮演及技巧示範，更着重學員積極的參與。故限收二十五人。

#### 408. 與義工工作——人力資源的協調 (Working with Volunteers)

主講人：張王小城女士及義務工作協會訓練部人員。

地 點：香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 207 室。

時 間：一九八〇年十月四日起每星期六上午十時至中午十二時。（共十講）。

學 費：九十五元。

義務工作人員之任用，對一般社工人員並不陌生；義務工作人員是福利服務中一個豐富的人力資源，但在職員與義工合作時則不是容易的事。

究竟怎樣才是有效的任用義工之方法和程序？職員與義工之工作關係，在機構之角色及態度應怎樣？如何維持義工之興趣以防止服務中斷？怎樣督導，訓練及發展義工？這課程將提供各學員對此等問題實際的解決建議及訓練；除此以外，更會系統化地介紹義務工作在香港發展之特色，亦會介紹新穎的服務計劃。

本課程適合於前線青年工作者及有經驗或有機會與義工工作之人仕；各專題除講授外，更有模擬練習、遊戲、幻燈、角色扮演及小組研習等；希望各學員對義務工作有整體之認識及懂得如何與義工建立良好之工作關係，不但能藉此協助及拓展機構之服務，更可以促進義工個人之成長。

（本課程由義務工作協會贊助）

#### 409. 住院福利工作 (Residential Social Work)

主講人：周馬允明女士。

地 點：香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 207 室。

時 間：一九八〇年十月三日起每星期五下午六時四十五分至八時十五分。

（共十講）學費：九十五元。

本課程旨在探討院護福利服務對住院人士身心發展及性格行爲之影響，使從事院護工作人員對住院者之特殊需要及行爲表現，能有基本之了解及認識，並如何運用院內外環境資源，以達到治療及照顧之功用。

課程包括院護服務之目的，行政制度及發展趨向，並討論院護服務與家庭及社區之關係。香港現行各類院護照顧，如兒童院、安老院、傷殘康復院、青年宿舍、感化院、戒毒治療中心等，亦將詳加——討論。課程並包括院護福利人員之工作技巧及應有態度，對從事這方面之社會工作者，當更為適合。

#### 410. 行為更易法在兒童中之應用

(Behaviour Modification for Children: Theory and Application)

主講人：曾家達先生；何式怡小姐。

地 點：香港大學校外課程都市區中心 16 室。

時 間：一九八〇年十月六日起每星期一下午七時四十五分至九時十五分。

（共十二講）。學費：一百元。

本課程特為兒童護理工作者、幼稚園及小學教師而設。行為更易法是根據心理學之學習理論演變及發展而成，其目的在於分析行爲之成長，從而加以改善，及培育一些更良好之生活習慣。課程內容包括基本學習理論，兒童行爲成長分析，各種行爲更易法之技巧及應用於兒童之行爲更易法之範疇等等。課程形式除講授外，並包括小組討論，個案分析等。（限收三十人）。

申請教署退還學費手續：凡政府，補助或私立學校之小學教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月二十九日前報名）。

#### 411. 學校社會工作導論 (An Introduction to School Social Work)

主講人：梁麗珍女士；李張哲華女士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八〇年十月二日起每星期四下午七時四十五分至九時十五分。

（共十講）。學費：九十元。

自一九七一年以來，學校社會工作漸漸發展起來，頗受社會人士及教育工作者所關注；「香港社會福利白皮書」決議香港將全面性提供學校社會工作及學生輔導工作。本課程專為教師、學校行政人員及準學生輔導員而設，旨在探討並介紹學校社會工作目前之發展情況，社會工作者在學校與師生之關係，工作方法和貢獻。

課程包括學校社會工作之目的、方式及發展趨向；目前香港社工的發展；學校辦社工之條件和方法；社工人員、教師、行政人員、家長及其他專業人員之間的關係；教師與社工人員之分工與合作；就學青少年的發展過程，需要及常遇之難題；個案之研究；在學校中如何運用社會工作方法——包括個人、小組及社區的工作形式，技巧及社會資源的運用等。除講授外，並輔以幻燈片介紹，小組討論及角色示範等。

申請教署退還學費手續：凡政府，補助或私立學校之教師進修以上課程而欲教育司署退還學費，可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月二十五日前報名）

#### 412. 以小組形式向中學生推行家庭生活教育 (The Use of Groups in Promoting Family Life Education in Secondary Schools)

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：一九八〇年十月四日起每星期六上午十時至正午十二時。（共十講）。

學費：九十元。

青年階段的特色是生理、心理、精神及智力快速增長時期；是喜歡嘗試，冒險時期；是充滿理想，幻想時期；更是心緒凌亂，尋找自我時期。青年需要成人輔助以準備進入成年生活。若教師明白青年需要，在教學或課餘提供適當家庭生活教育課程，自然更易了解及隨時協助彼等解決難題。「香港社會福利」白皮書已發表，指出家庭生活教育將是香港青少年與家庭服務之一重點工作，而教師在此工作之影響力不容忽視。

本課程特為中學教師而設，以家庭生活教育範圍內有關青年部份為中心，着重討論青年在身心成長，自我觀念，家人相處，友伴、性觀念，異性交往，前途、戀愛、婚姻等所引起之問題。各專題均運用小組活動、討論、角色扮演等技巧，啟發參加者之實際感受，分享彼此之經驗及着重個人參予及主動策劃，以收理論實踐並重之效；各講題之內容分配及小組技巧之運用，皆務求適合於課室環境下推行，使學員日後能適當地應用於實際工作中。

申請教署退還半費手續：凡政府、補助或私立學校之中學教師進修以上課程而欲教育司署退還半費，可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月二十七日前報名）。

#### 413. 發展性小組工作 (Developmental Group Work)

主講人：李安先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八〇年十月四日上午至五日中午為週末研習營及十月十一日起連續五個星期六上午九時三十分至十一時三十分。（共十講）。

學 費：一百六十元。

發展性小組工作着重協助人際關係之建立、生長與發展。其目的在提供適當之機會給予每一小組之組員，在融洽、安穩及互助之氣氛下，嘗試新的社交方法，並實習扮演新的人生角色。課程範圍將包括下列各項：互相認識及互信；緊張情緒之鬆弛及自我之描述；內省；生活圈；友誼研究：心聲之溝通；個人在小組之角色；領袖才能；社會性的戲劇或角式扮演；自我檢討。

本課程特別為具有基本青少年小組工作訓練而正在服務於各類型青少年機構之工作人員而設，例如社會工作者及教師等。全部課程共分十節，將以實驗性學習小組形式上課；而該學習小組將是一個小型實驗，各學員將視自己為整個實驗的一部份。藉此各學員得以親身體驗小組之歷程，並能現身說法，從而更深入自我了解，重新探測及研究人際關係。各學員須自發地熱烈參予全部課程。

講者將鼓勵及協助各學員安排在其本身日常工作中，嘗試實踐；並在實踐小組作經驗之分享及適當之督導。為使各學員盡量得益，特採用錄影設備及特別教具；為更能發揮小組動力與促進較深入之相互了解，首五講將在一個週末營內舉行，營地為長洲慈幼會，集合時間及地點為十月四日上午準八時半於本部市區中心。

申請教署退還半費手續：凡政府，補助或私立學校之教師進修以上課程而欲教育司署退還半費；可於接獲本部取錄函件及申請書後連同學費收據向教育司署申請。（如欲教育司署退還學費者，須於九月二十七日前報名）。

#### 414. 社會福利機構之基本會計管理

(Basic Accounting Control for Social Welfare Agencies)

主講人：袁國榮先生，A.H.K.S.A., A.C.C.A., A.C.I.S., A.A.I.A.

地 點：香港大學校外課程部市區中心 16 號室。

時 間：一九八〇年十月七日起每星期二下午六時三十分至八時三十分。  
(共八講) 學費：九十五元。

鑑於社會福利機構行政人員及社會工作者往往因要處理一般會計與財務事項而遭遇困難，故此本課程特別為在此類服務團體有財務管理責任之職員而設，目的使參加者對會計管理之基本概念及運用有正確的認識及瞭解。

課程包括基本會計原理，預算之編制與管理，內部統制，收入與支出之控制，內部審計等等。內容着重實用方面，使參加者能明瞭使用於日常工作上。

#### 415. 社會服務單位之事務管理 (Office Management in Social Service Centres)

主講人：顏其平先生；鄭廣桓先生。

地 點：香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 201 室。

時 間：一九八〇年十月七日起每星期二下午七時十五分至八時四十五分。  
(共十講)。學費：九十五元。

本課程旨在介紹本港社會服務工作單位事務的現代管理方法，俾負責這方面的督導級社會工作者或在較大組織的社會服務機構內負有一定行政責任的辦公室人員多作認識。

課程重心將放在事務管理的實用方面，內容將包括人事及組織行為，內部訊息溝通，資料整存系統，如檔案整理及資料查存與分析，日常庶務如儀器用具及場地的保養與維修，簡單預算設計和審核程序設計等。

歡迎任職於青年中心、托兒所、老人宿舍等社會服務單位之督導級社會工作者，或得其服務機構舉薦之工作人員報名參加。

#### 416. 電腦應用與社會福利 (Applications of the Computer in Social Welfare Services)

主講人：賴作迅先生；鄭忠強先生。

地 點：香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 209 室。

時 間：一九八〇年十月一日起每星期三下午六時至七時三十分。(共八講及一個小組實習)。學費：二百元。

本課程旨在介紹在社會福利方面如何應用電腦以提高一般福利機構的行政效率，服務水平以及策劃的客觀性。內容包括：電腦的基本概念的介紹；電腦化的過程和必經的步驟的分析；如何在社會服務機構裏設立電腦化的資料搜集系統；如何利用電腦處理及分析資料；及如何應用由電腦輸出的資料，以達到社會福利工作的策劃及行政的目的。學員將有機會分組實習及使用微型電腦處理資料。

本課程只接納在職社會工作員以劃線支票申請。限收二十人。實習應用電腦之時間費用已包括在學費內。

#### 417. 社會福利服務之人事管理 (Personnel Management in Social Welfare Service)

主講人：梁紹基先生、鄧守正先生。

地 點：香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 209 室。

時 間：一九八〇年十月二日起每星期四下午七時至八時三十分。(共十二講)。  
學 費：一百元。

本課程主要為從事於社會福利機構之工作人員而設，俾使學員對人事管理有一概括之認識。

課程綱目包括：工作關係之概念與理論，人事管理範疇，訊息傳遞、僱用方針與人力策劃、僱員甄選，招募與評估，職員進修、工作檢討與策劃，僱傭條例、勞資關係及薪酬制度。

歡迎任職於社會福利機構之人士報名參加。限收二十五名。

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

主講人：葉永茂先生。

地 點：香港大學校外課程都市區中心 16 號室。

時 間：一九八〇年十月二日起每星期四下午六時至七時三十分。（共九講）。

學 費：八十五元。

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

419. **Ministering to the Terminally Ill.** David McCormick, B.Soc.Sc. (U.C.), M.Div., Ph.D. (Southwestern Theological Seminary). *Mondays, 6.00-7.30 p.m., starting October 6, 1980. Room 16, Extra-Mural Town Centre, 8/F., Wing On Centre. 9 meetings.*

Fee: \$85

The purpose of this course is to better prepare the professional caring community—doctors, nurses, hospital staff, social workers, ministers, etc.—and interested lay people in dealing with the terminally ill and their problems. Objectives of ministry to the dying, the terminally trajectory and stages of dying will be examined. The specific problems of confirmation of diagnosis, defining death, euthanasia and prolonging life will be discussed. Understanding family grief, family relationships and reaction, and developing a team approach in such work will also be considered.

420. **Woman: Problems and Prospects.** Anne Hughes, B.A. (Durh), M.Phil., Ac.Dip.Ed. (Lond.), Lecturer in Education, University of Hong Kong; Mark Fisher, M.A. (Oxon), Lecturer in Philosophy, University of Hong Kong. *Wednesdays, 7.15-8.45 p.m., starting October 1, 1980. Room 150, University Main Building. 10 meetings.*

Fee: \$95

Some of the issues which have been raised by the Women's Movement over the last few years will be examined. The position of women in society and the arguments for and against changing that position will be considered. Myths and facts about women, socialisation processes, educational issues, the representation of women by the media, women's role in the family and in the wider society will all be discussed.

*See also:*

237. 社會工作者法律須知（第 75 頁）

## 421. 實用寶石學 (Practical Gemmology)

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

地點：香港大學紐魯詩樓 124 室。

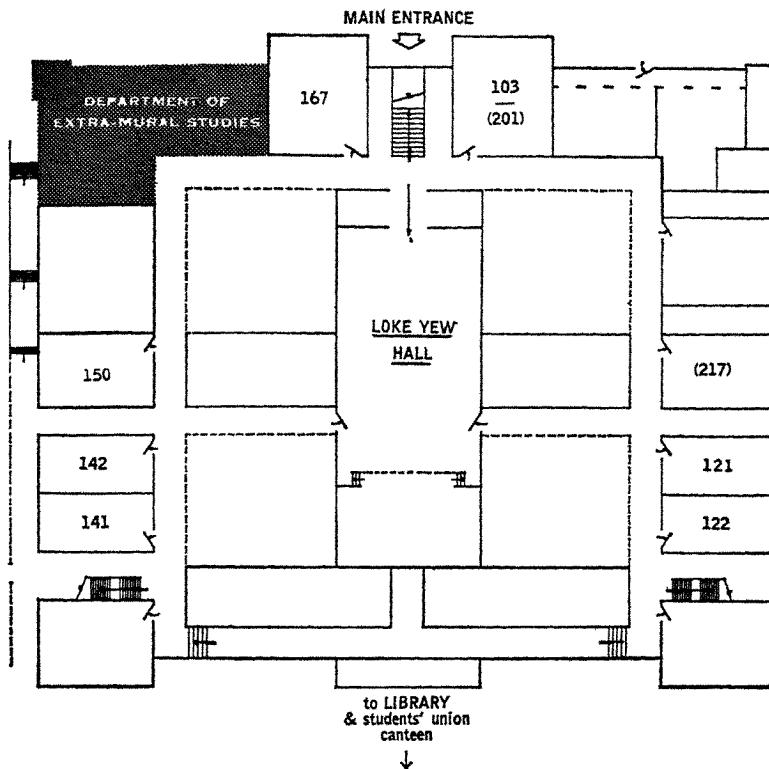
時間：一九八〇年九月廿九日起每星期一下午七時至八時三十分。（共八講）。

學費：一百七十五元。

教授科學鑑定各類寶石、玉器、珍珠之原理及方法，包括折射計、比重液、偏振光鏡、分光鏡、紫外燈、鑽石燈、鑽石比例鏡、寶眼等儀器之應用及X-光分析，美國寶石學院鑽石分級法等。（限收十二名，只招收珠寶行業人仕）。

**GROUND PLAN OF UNIVERSITY OF HONG KONG MAIN BUILDING**

showing location of rooms used for extra mural courses. Please see inside of front cover for University general layout.



# 香港大學校外課程手冊

一九八〇年至一九八一年度

PROSPECTUS 1980-81



## **Extra Mural Studies**

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### **University of Hong Kong**