

香港大學校外課程手冊

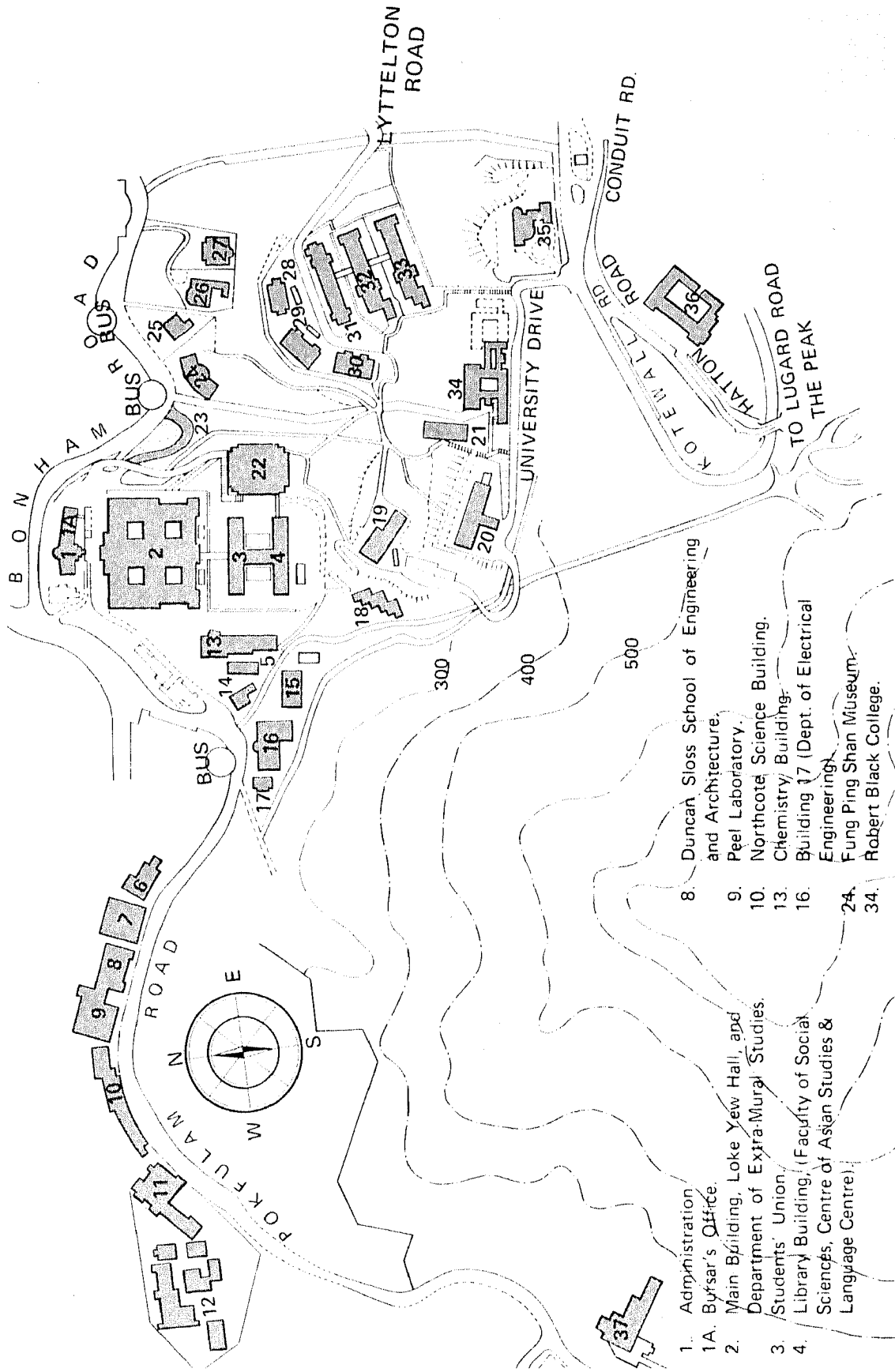
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PROSPECTUS 1970-71



Extra Mural Studies

University of Hong Kong



- 1. Administration
- 1A. Byrser's Office.
- 2. Main Building, Loke Yew Hall, and Department of Extra-Mural Studies.
- 3. Students' Union.
- 4. Library Building, (Faculty of Social Sciences, Centre of Asian Studies & Language Centre)
- 8. Duncan Sloss School of Engineering and Architecture.
- 9. Peel Laboratory.
- 10. Northcote Science Building.
- 13. Chemistry Building.
- 16. Building 17 (Dept. of Electrical Engineering).
- 24. Fung Ping Shan Museum.
- 34. Robert Black College.

UNIVERSITY OF HONG KONG GENERAL LAYOUT

Please see inside of rear cover for enlarged plan of Main Building (2) and location of rooms

University of Hong Kong



Extra Mural Studies



STAFF

Director

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

Deputy Director

J.W. England, B.A. (Nottingham)

Assistant to the Director

Mrs. Priscilla Tso, B.A., Dip. Ed. (H.K.),
Dip. Ad. Ed. (Manch.).

Staff Tutors

Mrs. Nana Tsao, B.A., Dip Ed. (H.K.)
C.K. Leung, B.A. (H.K.) (on leave)
Jon A. Prescott, B.Arch., M.C.D. (Liv.),
A.R.I.B.A., A.M.T.P.I. (on leave)
D.J.H. Macintosh, M.A. (Cantab.),
P.G.C.E. (Lond.)
T.W. Casey, B.A. (Nottingham)

Secretary

Mrs. Yvonne Wong

ACKNOWLEDGEMENTS

We would like to record our grateful acknowledgement to the following individuals, schools and organizations for permission to use their premises.-

The Management of City Hall

Design + Research Co-ordinators Ltd.

The Government Printer

Government Training Division

King's College

*Resettlement Department, Government of Hong
Kong*

Sir Robert Black College of Education

University Hall

Wah Yan College

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.

入學須知 1. 學員申請資格，除特別規定學歷之程

- 入學須知**
1. 學員申請資格，除特別規定學歷之課程外，其他課程，祇需要年齡超過十八歲者，不限資格，均可申請入學。學員應詳閱課程簡介。
 2. 學員被取錄與否概由校外課程部主任審核報名申請書後決定之。
 3. 除特殊情形外，本部在下列期間不授課：
甲：本港公眾假期。
乙：本港天文臺懸掛五號或以上風球之後。
丙：聖誕節及新年假期：一九七〇年十二月廿一日至一九七一年一月三日。
丁：農曆新年假期：一九七一年一月廿五日至卅一日。
 4. 本手冊內之學費係指課程之全期學費。課程開始後，學費通常不能退回。
 5. 授課時間通常每講一小時。
 6. 凡課程在廿講以上而學員上課次數超過三分之二者，得向本部繳費五角後申請發給聽講證書。
 7. 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。
 8. 本部詢問電話：H-468161（內線309）或H-456451。

- 報名手續**
1. 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。
 2. 繳費可用支票，銀行本票，或郵政滙票，以「香港大學」名義抬頭，並加橫線，連同申請書逕寄港大校外課程部主任收。如用現金則請至本部繳納。
 3. 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。
 4. 申請人亦可親往下列地點報名：
甲、薄扶林道香港大學校外課程部（辦公時間內）。
電話：H-468161（內線309）
乙、香港德輔道中一百五十一號環球大廈十二樓（入口在機利文街）校外課程部市區中心。電話：H-456451（正午至下午八時）。

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. 5 or above.
 - c) during the following holiday periods:-
Dec. 21, 1970 to Jan. 3, 1971 inclusive (Christmas & New Year)
January 25 - 31, 1971 inclusive (Lunar New Year)
4. The course fee will cover the entire duration of a course or part of a course. Fees are not refundable once the course has commenced.
5. Certificates of Attendance are issued, on payment of 50 cents, to those who have attended not less than two-thirds of a course of at least 20 meetings in duration.
6. Closing date for enrolment: one week before the starting date of a course. Late enrolments may not be accepted.
7. For enquiries, please ring either H-468161 Ext. 309 or H-456451 during office hours.
1. 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.
2. 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.
3. You will be notified if you are not admitted because of over-subscription 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.
4. Applicants can also enrol in person at the following places:-
 - 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, 4, 7, 23). Tel: H-468161 Ext. 309.
 - ii) Extra-Mural Town Centre, Universal House, 11th Floor, 151 Des Voeux Road Central, Hong Kong. Tel: H-456451 (entrance from Gilman Street). (From 12 noon to 8 p.m.).

HOW TO ENROL

SPECIAL TRAINING COURSES

The department welcomes enquiries and requests from business organizations, government, voluntary bodies or private institutions for specially designed training courses, whether pre-service, in-service or up-grading, to meet their specific training needs.

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Art and Archaeology

Enquiries: H456430

A PRACTICAL BASIS FOR ARCHAEOLOGY S.M. Bard, M.B.,B.S.(HK), Hong Kong Archaeology Society. *Wednesdays, 5.45 – 7.00 p.m., starting September 23, 1970. Extra-Mural Town Centre. 12 meetings plus 2 museum visits and 3 site visits.* *Fee: \$60*

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Dr. Bard's revised course will deal with the fossil record of early man and the general field of prehistory, archaeological techniques and questions of chronology in relation to tools and pottery. Special reference will be made to the prehistory of China and to sites in Hong Kong. An introductory study of method and techniques in archaeology will precede the site visits. The talks will be illustrated by exhibits which can be handled by the students and by slides.

The Museum visits will be arranged during the course and other visits will take place on Sundays in November to sites in Lamma and Lantau Islands. The cost of the course does not include expenses in connection with field visits.

Enrolment is limited to 30 persons.

WHAT IS DESIGN Jon A. Prescott, B.Arch.,M.C.D.,A.R.I.B.A.,A.M.T.P.I. *Mondays, 5.30 – 7.00 p.m., starting February 15, 1971. Extra-Mural Town Centre. 5 meetings followed by discussion.* *Fee: \$35*

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THE SOCIOLOGY OF ART Tomas Almberg, Swedish National Diploma in Design (Stockholm). *Mondays, 6.00 – 8.00 p.m., starting September 21, 1970. Extra-Mural Town Centre. 12 meetings.* *Fee: \$80*

18

A series of meetings arranged on a lecture and tutorial basis to allow for ample discussion on the inter-relationship of art to the society which produces it. This course will be illustrated with slides.

Recommended reading: Sedlmayr – Art in Crisis.
Cardiner, Linton & du Bois:- Psychological Frontiers of Society.

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- 19 **CIVILIZATION – SIR KENNETH CLARKE** Discussion Panel drawn from Jon A. Prescott (Chairman), Henry Steiner, Tao Ho, Michael Griffith, Thomas Almberg, Cesar A. Guillen-Nunez and others. *Thursdays, 5.45 – 7.45 p.m., starting February 4, 1971. Extra-Mural Town Centre. 13 meetings.* Fee: \$50

A series of 13 colour films written and narrated by Lord (Kenneth) Clarke and produced by BBC Television have been made available in Hong Kong by Hutchinson International Ltd. One of these films will be shown weekly in the first hour of this programme and the second hour will be devoted to the contributions and thoughts of a panel of experts in the field of the Visual Arts.

This series of films was hailed by critics in Britain in the most glowing terms.

Enrolment is limited to 40 persons.

- 20 **THE BRONZES OF SHANG & CHOU CHINA** James C.Y. Watt, B.A.(Oxon), Assistant Curator, City Art Gallery & Museum. *Mondays, 7.45 – 8.45 & 9.00 – 10.00 p.m., starting February 8, 1971. Extra-Mural Town Centre. 4 meetings.* Fee: \$40

The Bronze Art of Shang & Chou China represents a peak of achievement rarely surpassed. This illustrated course will relate the visual and formal achievement to the historical background and social organisation.

Staff Tutor in Charge: Mrs. Priscilla Tso, B.A., Dip.Ed. (H.K.), Dip.Ad.Ed. (Manch.). Telephone No. H-468161 Ext. 303

- 21 **BUDDHIST ART IN INDIA: AN INTRODUCTION** Mrs. Vidya Dehejia, M.A., Ph.D. (Cantab.) *Mondays, 5.30 - 7.00 p.m., starting September 28, 1970. Extra-Mural Town Centre. 10 meetings.* Fee: \$45

This illustrated course will provide a survey of the Buddhist art of India. It will examine the earliest Indian narrative sculpture, the Buddhist rock-cut monasteries with their renowned sculptural and painted embellishment and the famous Budd with their renowned sculptural and painted embellishment and the famous Buddhist monasteries of eastern India with their magnificent stone sculptures. It will also touch upon the influence of Indian Buddhist art on the art of Central Asia and examine the art of Nepal and Tibet where Buddhism continued to flourish after it had lost its hold in India.

Art and Design

Staff Tutor in Charge: Jon A. Prescott, B.Arch. (Liv.), M.C.D., A.R.I.B.A., A.M.P.T.I.
Telephone No.: H-456430

Art and Design courses are arranged so as to be available on a liberal studies basis for the general student. Due to the limitations of space and in the interests of good teaching, the numbers accepted for courses which are prescribed certificate courses will be limited, with priority given to certificate students.

Certificate Courses In Art & Design

Advisory Panel: MICHAEL F. GRIFFITH, A.T.D.
KWOK CHIU LEUNG, Dip. A.D.
KWONG YEU TING, M. Sc. (KANSAS)
HENRY STEINER, M.F.A. (YALE)
JOHN WARNER, A.T.D., N.T.D.

Director of Studies: Jon. A. Prescott, B. Arch., M.C.D., A.R.I.B.A., A.M.T.P.I.

Course Tutors and Visiting Critics:

Ruth H. Addison, Dipl. Arch., A.R.I.B.A.
Tomas Almberg, Swedish National Diploma in Design (Stockholm)
A.A. Bunting, F.R.I.C.S., D.P.A. (Glas), A.S.V.A.
John Burfield, Architekt, S.I.A., Dip. Arch., A.R.I.B.A.
R.A. Callow, P.I.S., Dip. Arch. (Liecs), F.R.I.B.A., A.P.A.M.
Joanna Campbell, D.A. (Edinburgh)
R.K. Cheng, B.A.(Econ.), St. John's, Tech. Cert. Printing C & G London
Cheung Yee, B.F.A.
David W. Crowe, Dipl. Arch. (Liv.), A.R.I.B.A.
Joan Farrar, B.F.A. (Chicago University.)
Michael F. Griffith, A.T.D.

Cesar A. Guillen-Nunez, B.A. (Hons.) Courtauld Institute of Art, University of London.
Werner Hahn, Dip. Graphic Design (Fachoberschule Nirnberg)
Leslie Harper, A.T.D.
Tao Ho, B.A. (Williams), B. Arch. (Harvard)
Kwok Chiu Leung, Dipl. A.D.
Kwong Yeu Ting, M. Sc. (Kansas)
Lawrence Ng,
Martha Lesser, B.S. (N.Y.U.)
Lawrence C.S. Tam, B.A. (Hons.) London
Jon A. Prescott, B. Arch., M.C.D., A.R.I.B.A., A.M.T.P.I.
P.W. Printer, N.D.D., M.S.I.A.
Henry Steiner, M.F.A. (Yale)
B.S. Vaughan, D.C.
Marcia Tanner, B.F.A. (Oklahoma)
Wucius C.K. Wong, M.F.A. (Maryland)

Additional Tutors will be appointed as required.

In the Autumn Term 1970 instruction for Years II & III only will be available. The next intake of new students for Year I of the three year part-time certificated course in fundamentals of Art & Design will be in February 1971. Full details of the scope of these courses will be made available prior to that date.

Course Fees

The course fees for Years II & III will be \$450. Fees are payable in advance. Registration will be accepted for a whole year only. Examination Fees are extra and are payable in advance.

Special fees for hire of models, essential materials and library account must be paid at the beginning of each term.

**CERTIFICATE COURSES IN FUNDAMENTALS OF ART & DESIGN
PRESCRIBED COURSES 1970-71**

YEAR TWO TERM 3 12 WEEKS AUTUMN 1970.

1. History of Art & Architecture II
the 19th and 20th centuries. (159) Cesar A. Guillen-Nunez
 2. History & Techniques of Chinese Painting (157) Lawrence C.S. Tam
 3. Fundamentals of Drawing (161) Miss Martha Lesser
 4. Life Drawing II
Direct from Model (166) John Warner &
Tomas Almberg
 5. Studio
Choice of 2 subjects out of
 - a) Painting Workshop II (171) Werner Hahn
 - b) Three Dimensional Workshop II (169) Cheung Yee
 - c) Graphic Workshop I (162) Miss Joan Farrar
 6. Graphic & Photographic Processes & Techni-
ques (177) Lawrence Ng
-

YEAR THREE TERM 5 12 WEEKS AUTUMN 1970

1. Sociology of Art (18) Tomas Almberg
2. History of Art III
The Contemporary Period (160) Cesar A. Guillen-Nunez
3. Life Drawing III
Direct form Model (167) Mrs. Marcia Tanner

FINE ART

4. Studio Fine Art Continuing Seminar (172) Panel of Speakers
5. Three Dimensional Workshop (169) Cheung Yee
6. Choice of either
 - a) History & Techniques of Chinese Painting (157) Lawrence C.S. Tam
 - b) Graphic Workshop II (163) Miss Joan Farrar

ADVERTISING DESIGN

4. Advertising Studio (179) Henry Steiner
5. Photo-Production Techniques (178) Lawrence Ng
6. Graphic Workshop II (163) Miss Joan Farrar

INTERIOR DESIGN

- | | |
|--|----------------------------|
| 4. Interior Studio | (181) Miss Joanna Campbell |
| 5. Materials & Detailing II
(Advanced Course) | (182) John Burfield |
| 6. Professional Practice | (183) Alexander A. Bunting |

Complementary Courses. History & Appreciation

See also
Sociology of Art - Tomas Almberg (18)

156 GRAMMER OF VISUAL FORM A/B

A new series in Grammar of Visual Form will commence in February, 1971.

157 HISTORY & TECHNIQUES OF CHINESE PAINTING Lawrence C.S. Tam, B.A. (Hons) London. (A) *Mondays, 8.00-10.00 p.m.*, (B) *Mondays, 6.00-8.00 p.m.*, starting *September 21, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

An historical survey of Chinese Painting in which a considerable amount of time will be devoted to the technical problems relating to materials and the techniques of painting adopted at various times. Important theories of early masters, their influence and systems of classification will be discussed together with an analysis of composition.

Practical exercises will be set so as to ensure fuller understanding of the problems involved.

158 HISTORY OF ART I Cesar A. Guillen-Nunez, B.A. (Hons), Courtauld Institute of Art, London University.

A new series of History of Art I - the general introduction to historical method and survey from Lascaux to the 19th Century will commence in February, 1971.

159 HISTORY OF ART & ARCHITECTURE II: THE 19th & 20th CENTURIES Cesar A. Guillen-Nunez, B.A. (Hons) Courtauld Institute of Art, London University. *Thursdays, 8.30-9.30 p.m.*, tutorials *9.30-10.00 p.m.*, starting *September 24, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

Lectures devoted to parallel developments in painting, architecture and sculpture in the 19th & 20th centuries.

The tutorials arranged will be for small groups of students and advice on further reading and private study will be provided.

HISTORY OF ART III: THE CONTEMPORARY PERIOD Cesar Guillen-Nunez, B.A (Hons) Courtauld Institute of Art, London University, *Wednesdays, 6.00-7.00 p.m., tutorials 7.00-8.00 p.m., starting September 23, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

160

Discussion of the contemporary period of history with particular emphasis on the inter-relationships of all creative phenomena so as to explore their interlocking character.

Although this course is primarily related to the syllabus requirements of the Certificate Students, others should find this an interesting comment on to-day's art.

Fine Art

FUNDAMENTALS OF DRAWING Miss Martha Lesser, B.S. (N.Y.U.). (A) *Mondays, 6.00-8.00 p.m., (B) Mondays, 8.00-10.00 p.m., starting September 21, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

161

An exploration of a wide variety of drawing tools and methods designed to develop technique and with it ways of seeing objects and people.

Private work will be essential to gain maximum benefit from this course.

GRAPHIC WORKSHOP I Miss Joan Farrar, B.F.A. *Wednesdays, 6.00-8.00 p.m., Studio 6.00-10.00 p.m., starting September 23, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

162

Students will work in the various media related to printmaking. Etching, Lithography, Silk Screen printing and Wood Block techniques will all be available. Exploratory work and demonstrations of techniques will accompany discussion of student problems and analysis of historical and contemporary methods.

GRAPHIC WORKSHOP II Miss Joan Farrar, B.F.A. *Tuesdays, 6.00-8.00 p.m., Studio 6.00-10.00 p.m., starting September 22, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

163

A course covering similar range to Graphic Workshop I but directly related to the students need in the final year of the Certificate Course. There will be a limited number of vacancies for non-certificate students.

GRAPHIC WORKSHOP Miss Joan Farrar, B.F.A., Art Institute, Chicago. *Wednesdays, 2.30-4.30 p.m. (Studio 2.30-5.20 p.m.), starting September 23, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

164

Students' range of work will be similar to Graphic Workshop I but this is a day-time course.

165 LIFE DRAWING I

A new series of life drawing classes including a study of Anatomy for life drawing will commence in February, 1971.

166 LIFE DRAWING II (A) John Warner, A.T.D., Curator City Art Gallery. *Thursdays, 5.30-7.30 p.m., starting September 24, 1970.* (B) Tomas Almberg, Swedish National Diploma (Stockholm). *Thursdays, 5.30-7.30 p.m., starting September 23, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

A course aimed at students who have achieved a beginners' level of competence.

A model will be used on each occasion for which an additional charge will be made of \$25 per term - to be collected at the Town Centre.

167 LIFE DRAWING III Mrs. Marcia Tanner, B.F.A. (Oklahoma) (Term 5) & Michael F. Griffith, A.T.D. (Term 6). *Wednesdays, 8.00-10.00 p.m., starting September 23, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

A more advanced life class for which students should have experience of life drawing.

A model will be used for which there will be an additional charge of approximately \$25 per term payable at the Town Centre.

168 INTRODUCTION TO ANATOMY & TECHNIQUES OF LIFE DRAWING B.S. Vaughan, D.C. *Fridays, 6.00-8.00 p.m., starting September 25, 1970. Extra-Mural Town Centre, 12 meetings. Fee: 70 + \$25 model fee.*

Dr. Vaughan's course will provide a knowledge of the structural framework of the human form, its muscles and blood vessels as needed to provide a sound background knowledge for figure drawing. He will consider individual limbs and parts of the whole body both in repose and in movement.

That part of the fee which represents the model fee must be paid separately from that for tuition and will be collected from students on the first evening. Models will be used on nine out of the twelve evenings.

Enrolment is limited to 25 persons.

171 PAINTING WORKSHOP II Werner Hahn, *Tuesdays, 6.00-8.00 p.m., Studio 6.00-10.00 p.m., starting September 22, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

An intermediate level studio for continuing painting experience, the aim of which will be to encourage individual development under expert guidance.

THREE DIMENSIONAL WORKSHOP II Cheung Yee, B.F.A., *Fridays, 6.00-8.00 p.m., Studio 6.00-10.00 p.m., starting September 25, 1970. University Hall, Pokfulam. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

169

A series of studio/workshop sessions enabling students to further explore the practical problems of three dimensional composition and sculpture. Students will work in various media and should be prepared to devote additional time to that involved in formal tuition.

The studio will remain open until 10.00 p.m. and is available at other times by arrangement.

Students will provide their own materials.

PAINTING STUDIO I Y.T. Kwong, M. Sc. (Kansas), *Wednesdays, 6.00-8.00 p.m. (Studio 6.00-10.00 p.m.), starting September 23, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

170

An introduction to the practice of oil painting or use of acrylic colours through a series of developed exercises. Practical colour mixing, arrangement of palette, materials, textures and treatment of surface will be discussed.

Students will provide their own materials & requirements will be discussed at the first meeting.

FINE ART STUDIO – Continuing Seminar Hon Chi Fun and guest tutors, *Thursdays 6.00-8.00 p.m., starting September 24, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

172

An organised discussion series, with the emphasis on the expression of ideas, methods of work and the approach to conceptually creative thinking in Fine Art.

The Seminar will be orientated towards the requirements of students with experience and will, it is hoped, attract post-certificate as well as final year students. A limited number of places will be available to non-certificate students.

SCULPTURE & MODELLING WORKSHOP Tomas Almberg, Swedish National Diploma in Design (Stockholm). *Mondays, 1.30-3.30 p.m. (Studio 1.30-5.30 p.m.), starting September 21, 1970. Extra-Mural Town Centre. Continuing in groups of 4 meetings. Fee: \$45 per group of meetings.*

173

A continuing sculpture & modelling class which will run on a monthly payment basis. A minimum number of students is essential or the class will be abandoned.

Studies will be made in three dimensions of parts of the human anatomy. A model will be occasionally available and students will be encouraged to follow their own interests under expert guidance.

A small charge will be made for materials used.

Enrolment is limited to 15 persons but a minimum of 10 is required.

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- 174** **SCULPTURE & MODELLING WORKSHOP – A FIRST COURSE** Tomas Almberg, Swedish National Diploma in Design (Stockholm) *Thursdays, 8.00-10.00 p.m., starting September 24, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$80 (12 meetings), \$100 (15 meetings), \$170 (27 meetings).*

A study of human anatomy and individual three dimensional studies of parts of the human form will lead the student into development of modelling techniques direct from the human form.

A small charge will be made for materials and the model when used.

- 175** **PAINTING STUDIO – OILS** Joan Farrar, B.F.A. *Tuesdays 2.30-4.30 p.m., starting September 22, 1970. Extra-Mural Town Centre. 10 meetings. Fee: \$70*

A mixed group of beginners and intermediate level students will be accepted. Formal instruction will cover an approach to landscape/townscape and figure drawing and painting - but students will be encouraged to follow their own interests under personal supervision.

A model will be used an occasion for which a small extra charge will be made.

Enrolment is limited to 20 persons.

- 176** **BEGINNERS BASIC ART** Mrs. Marcia Lewison. *Wednesdays 9.30 a.m. - 12.30 p.m., starting September 23, 1970. Art Studio, University Hall, Pokfulam. 12 meetings. Fee: \$120*

Drawing and painting for beginners. The tutor will discuss line, form and colour and the use of various basic techniques and media, such as collage, water colour, pastels, acrylic, as a means of introduction to practical work.

Work will be carried out in the Studio and also on field trips.

The fee does not include transportation costs or materials which will be made available at the class for purchase.

Tuition will be provided for the full three hours and the studio is available for private work afterwards.

Enrolment is limited to 15 persons.

Vocational – Advertising Design

- 177** **GRAPHIC & PHOTOGRAPHIC TECHNIQUES** Lawrence Ng. *Thursdays, 7.30-8.30 p.m., starting September 24, 1970. Extra-Mural Town Centre. 12 meetings. Fee: \$70*

A general introductory course into the usefulness of the camera and photographic techniques. It is designed to reveal potential and at the same time tuition will be given for an understanding of the photographic processes so that the media can be used to the full in completing later assignments. There will be a certain amount of course work to be completed outside lecture periods.

PHOTOGRAPHIC TECHNIQUES II Lawrence Ng. *Mondays, 6.00-8.00 p.m. (Dark Room 6.00-10.00 p.m.), starting September 21, 1970. Dark Room, 412 Asian House, 27 meetings. Fee: \$90 (12 meetings), \$100 (15 meetings), \$170 (27 meetings).*

178

The course will concentrate on practical dark room work and will consist of a series of assignments related to the work of the blockmaker and the use of the camera in work in the Graphic Arts.

Only the cost of hiring dark room equipment is included in this fee. Any additional material required will be provided by the student.

Enrolment is limited to 10 persons.

ADVERTISING STUDIO III Henry Steiner, M.F.A. (Yale). *Thursdays 6.00-8.00 p.m., starting September 24, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

179

This course provides a series of advanced, selected exercises for students with some previous knowledge and experience in the field.

Emphasis will be placed on good design solutions within the practical limitations of administrative and economic considerations.

PRINTING TECHNOLOGY Tutor(s) to be announced. *Mondays, 7.00-8.00 p.m. starting September 21, 1970. Extra-Mural Town Centre and Government Printing Department. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

180

This course covers the practical problems of printing technology. Lectures cover printer's type, his type case, type setting and justification, point systems and classification, preparation of copy, casting off of copy, page layout, composition, paper and paper calculation, lino types and monotypes, etc. It is particularly suited to the printer user.

Vocational – Interior Design

INTERIOR DESIGN STUDIO Mrs. Joanna Campbell, D.A. (Edin.). *Fridays, 6.00-8.00 p.m., starting September 25, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

183

A course dealing with interior design problems presented in the form of a series of selected exercises for students with previous knowledge and experience in the field. Emphasis will be placed on the achievement of good design solutions within the limitations of expense and availability of material as well as the achievement of imaginative esquisses.

184 **INTERIOR DESIGN – MATERIALS AND DETAILING III** John Burfield, Architekt, S.I.A., Dip Arch., A.R.I.B.A. *Fridays, 8.00-9.30 p.m., starting September 25, 1970. Extra-Mural Town Centre. 27 meetings. Fee: \$70 (12 meetings), \$90 (15 meetings), \$150 (27 meetings).*

A comparatively advanced series of discussions involving the nature of basic materials, manufacture, jointing and their structural and decorative implications to the designer.

Special emphasis will be given to fittings and furniture, ergonomics and function. The course will be integrated with work done in the Interior Design Studio III course.

185 **PROFESSIONAL PRACTICE IN INTERIOR DESIGN** A.A. Bunting, F.R.I.C.S., D.P.A. (Glas), A.S.V.A. *Thursdays, 7.00-8.00 p.m., starting September 24, 1970. Extra-Mural Town Centre. 10 meetings. Fee: \$60*

A course covering professional attitudes, arrangement of contracts & the relationship of various parties in contracting work, both under present Hong Kong practice and other conditions. Methods of cost analysis of work, tendering procedure and practical procedural methods will be compared and discussed.

Architecture and Building Science

Enquiries: H-456430

Building Science, Practice and Management

A series of one day seminars will be held as a means of drawing together the various professionals involved in the building process. The series is planned to cover areas in need of study at a time when the rate of technical change is increasing throughout the Building Industry. Future subjects will include arbitration and legal problems and the working of the Building Ordinance.

PRECASTING TECHNIQUES AND PRE & POST TENSIONING OF STRUCTURES 22
A panel of speakers. *February 24, 1971. Extra-Mural Town Centre. One day symposium.*

PRACTICAL PROBLEMS OF METRICATION IN RELATION TO HONG KONG 23
A panel of speakers. *March 24, 1971. Extra-Mural Town Centre. One day symposium.*

TECHNICAL DOCUMENTATION FOR THE BUILDING INDUSTRY IN HONG KONG 24
Michael Munday, A.R.I.B.A., Dip. Arch. (Leics). *April 28, 1971. Extra-Mural Town Centre. One day symposium.*

PLANNING, ARCHITECTURE & CITY RENEWAL 25
A panel of speakers. *May 26, 1971. Extra-Mural Town Centre. One day symposium.*

Economics Commerce Management

Staff Tutor in Charge: T.W. Casey, B.A. (Nottm.)
Telephone No.: H-468161 Ext. 305

The courses in this section are aimed at all levels of industry, commerce and the public service. They are designed for two types of student:

- (a) Those who wish to prepare for professional examinations.
- (b) Those who wish to acquire skills and knowledge appropriate to their present responsibilities and future development.

Some courses are more advanced than others and require prior participation in basic courses for admission. In particular, students are advised not to enter for courses geared to examination requirements unless they already have a basic knowledge of the subject and fully intend to take the examination.

There will be other courses arranged during the year at the request of professional societies and industrial firms for which details cannot now be given. Suggestions or proposals for courses are welcome. The Department is always willing to consider arranging special courses for members of a particular firm or organisation or for a group of such bodies.

Economics

26

BASIC ECONOMICS Laurence Pang, B.A. (H.K.) *Thursdays, 5.45-7.15 p.m., starting October 1, 1970. Extra Mural Town Centre. 16 meetings.* *Fee: \$80*

A series of lectures and discussions on basic economics designed for beginners. The course will cover both descriptions of economic institutions and tools of elementary economic analysis. Examples, as far as possible, will be taken from the Hong Kong economy.

ECONOMICS FOR INTERMEDIATE EXAMINATIONS Tutor to be announced.
Mondays, 5.45-7.15 p.m., starting September 21, 1970. Extra Mural Town Centre.
22 meetings. 27
Fee: \$100

The fundamental concepts and tools of modern economic analysis will be discussed in detail. Topics to be considered include general principles governing production, distribution and consumption, theories of price, income and employment, money and banking, international trade, public finance and economic growth.

This course is specially designed for those who are preparing for professional examinations, such as CIS and ACCA.

Recommended Reading: R.G. Lipsey, *An Introduction to Positive Economics*, Weidenfeld and Nicolson.

ECONOMICS FOR FORM 5 TEACHERS Edward K.Y. Chen, B.A. (H.K.), Assistant Lecturer in Economics, University of Hong Kong, and guest tutors. *Mondays, 6.00-7.30 p.m., starting September 28, 1970. University Main Building. 16 meetings.* 28
Fee: \$80

Topics included in the syllabus of the Hong Kong Certificate of Education Examination will be discussed in terms of preparation, organisation, and presentation of teaching materials. Discussions will include: the sources of information and statistics, the choice of textbooks, the use of charts, diagrams, symbols, and graphs in explaining economic concepts, multiple choice testing in economics, the setting of assignments and project work, and techniques of essay-writing.

Teachers applying for the course who wish to have their fees refunded should submit an application (on a form obtainable from the Extra-Mural Department) to the Director of Education well in advance of the commencement of the course.

INTERNATIONAL MONETARY RELATIONS Y.C. Jao, M.A. (H.K.), Lecturer in Economics, University of Hong Kong. *Fridays, 6.00-7.00 p.m., starting October 2, 1970. University Main Building. 8 meetings.* 29
Fee: \$35

This course provides the basic analytical framework for understanding international monetary relations and problems. Topics include: balance of payments and its adjustment, currency devaluation and revaluation, reserve currencies and Euro-Dollar, gold problem, S.D.R. and other proposals for international monetary reforms.

Some previous knowledge of Economics desirable, though not essential.

Statistics

- 30** **STATISTICAL METHODS I** Chay Yee, B.A. (Malaya), Demonstrator in Statistics, University of Hong Kong, and Joseph Lee, B.A. (H.K.), M.Sc. (Lond.), Statistician, Department of Census and Statistics. *Fridays, 6.15-7.45 p.m., starting October 2, 1970. University Main Building. 15 meetings.* *Fee: \$80*

A beginner's course designed for those who wish to acquire some knowledge of elementary statistics. Also suitable for those taking Part One examination of the Institute of Statisticians and other professional examinations where a statistics paper is required. The following topics will be covered: Graphic Presentation. Averages and Dispersions. Skewness and Kurtosis. Index Numbers. Time Series. Correlation and Regression. Sampling, Estimation and Test of Hypothesis.

Textbook: F.E. Croxton, D.J. Cowden & S. Klein,
Applied General Statistics, (3rd Ed.), New Delhi:
Prentice-Hall of India, 1969.

- 31** **STATISTICAL METHODS II** Lau Nai-Keung, B.Soc.Sc. (H.K.), Demonstrator in Statistics, University of Hong Kong. *Fridays, 7.00-8.30 p.m., starting February, 1971. University Main Building. 15 meetings.* *Fee: \$80*

A course designed for those who have taken Statistical Methods I or its equivalence. Suitable for those taking Elements of Statistical Methods (two papers) in Part Two examination of the Institute of Statisticians and for those who wish to acquire basic statistics useful in business, industrial and social research. Topics to be covered are: Introductory Probability. Estimation. Test of Hypothesis. Chi-square Test and t-test. Analysis of Variance. Experimental Design. Non-parametric Methods.

Textbook: W.J. Dixon & F.J. Massey, Jr.,
Introduction to Statistical Analysis, (3rd Ed.),
International Student Edition.

- 32** **STATISTICAL QUALITY CONTROL** Chiu Wing-Kin, B.A., B.Sc.(Special), M.A. (H.K.), M.Sc. (Lond.), A.I.S., Lecturer in Statistics, University of Hong Kong. *Tuesdays, 6.15-7.15 p.m., starting September 29, 1970. University Main Building. 12 meetings.* *Fee: \$50*

The course focusses attention on the application of statistical quality control in industrial production, with some reference to Hong Kong. The talks will touch on the Construction, Interpretation and Use of Control Charts in Specification, Production and Inspection, and Single, Double and Multiple Acceptance Sampling Plans. Previous knowledge of statistics is an advantage but not a prerequisite. Also suitable for those taking Industrial Statistics in Part Two examination of the Institute of Statisticians.

Textbook: B.L. Hansen, *Quality Control: Theory and Applications*,
New Delhi, Prentice-Hall of India, 1966.

METHODS OF OPERATIONAL RESEARCH Leung Chi-Kun, B.Sc (C.U.H.K.),
B Sc. (Special) (H.K.), M.Sc. (Lond.), Lecturer in Statistics, University of Hong Kong.
Wednesdays, 7.00-8.00 p.m., starting February, 1971. University Main Building.
12 meetings. Fee: \$50

33

The course is intended for graduates in mathematics, computer science, engineering, business administration, accounting, and economics or other persons with a good knowledge of algebra and calculus. The topics will cover: Linear, Non-Linear, and Dynamic Programming. Game Theory. Queueing Theory. Network Theory. Critical Path Analysis. Inventory Models.

Textbook: R.L. Ackoff & M.W. Sasieni,
Fundamentals of Operations Research,
Sydney: Wiley International Edition, 1968.

Accountancy

GENERAL ACCOUNTING D. Fairfull, B.Com., A.A.S.A., Assistant Lecturer in
Accounting, University of Hong Kong. *Thursdays, 6.00-7.30 p.m., starting September*
24, 1970. University Main Building. 20 meetings. Fee: \$100

34

Preparation of books of prime entry including day books, journals, cash books and ledgers, preparation of trial balance, profit and loss account, and balance sheet of sole proprietors and partnerships will be explained. Detailed consideration of elementary book-keeping procedures and partnership and limited company accounting.

Suitable for those wanting a basic knowledge of book-keeping and of accountancy.

Recommended Reading: Munro, *Bookkeeping and Accountancy*, Pitman.
Yorston, Smyth and Brown, *Elementary Accounting*,
Law Book Co., Sydney.
Yorston, Smyth and Brown, *Accounting Fundamentals*,
Law Book Co., Sydney.

35

ACCOUNTANCY FOR INTERMEDIATE EXAMINATIONS Charles Lo, LL.B. (Lond.), A.A.S.A. *Tuesdays, 7.00-8.30 p.m., starting September 22, 1970. Extra Mural Town Centre. 24 meetings.* Fee: \$110

The principles and objectives of accounting; Double entry bookkeeping; The relationship between profits and losses and assets and liabilities; Capital and revenue income and expenditure; Classification of assets and liabilities; Reserves and provisions.

The accounts of sole traders, partnerships and non-trading bodies; Trial balance; Manufacturing, Trading and Profit and Loss Accounts; Appropriation Accounts; Balance Sheets.

Accounting adjustments; Accrued income and expenditure; Depreciation; Bad debts; The preparation of final accounts from incomplete records. Branch and departmental accounts; Consignment accounts; Joint venture accounts; Hire purchase accounts; Bills of exchange; Branch accounts. The accounts of joint stock companies; analysis of financial statements.

Students for this course must already have a basic knowledge of accountancy up to at least L.C.C. elementary book-keeping level. Only serious students will be admitted.

Recommended Reading: Munro, *Bookkeeping and Accountancy*, Pitman.
Carter, *Advanced Accounts*, Pitman.

36

ACCOUNTANCY FOR FINAL EXAMINATIONS Edward Lau, A.C.A., A.T.I.I. *Mondays, 7.00-8.30 p.m., starting September 28, 1970. Extra Mural Town Centre. 22 meetings.* Fee: \$110

Consolidation of holding and subsidiary companies accounts; company accounts; partnership, including sole trader incomplete records; departmental and branch accounts; manufacturing accounts; accounting ratios; mechanised accounting including computer application; bankruptcy, liquidation and receivership accounts; miscellaneous accounts.

Applicants for this course must either have passed the Intermediate level or else in the opinion of the tutor have acquired sufficient knowledge of accountancy. (e.g. by previous satisfactory attendance at appropriate accountancy courses.)

COST ACCOUNTING D.S. Sukheswalla, A.A.C.C.A., A.C.I.S. *Wednesdays, 6.00-7.30 p.m., starting September 30, 1970. Committee Room North, 7/F., City Hall. 18 meetings.* **37**
Fee: \$90

The classification of costs; costing for wages including incentives; costing for materials, stock control; the collection, classification, allocation and apportionment of overheads; job, contract, process, single, marginal operation and standard costing and budgetary control.

This course is designed for students taking professional accountancy examinations at intermediate level.

Enrolment will be limited to 30 students.

Recommended Reading: W.W. Bigg, *Cost Accounts*, Macdonald & Evans.
H.J. Wheldon, *Cost Accounting and Costing Methods*,
Macdonald & Evans.

AUDITING Arthur Lam, A.A.C.C.A. *Wednesdays, 7.00-8.00 p.m., starting September 30, 1970. Extra Mural Town Centre. 22 meetings.* **38**
Fee: \$80

Topics discussed will provide knowledge of the principles and practical know-how of auditing. Recent developments of and recommendations from professional bodies over auditing and accounting matters will also be discussed. The course should prove of interest to students who are preparing for professional examinations and to those whose work is related to auditing and accountancy.

TAXATION AND ACCOUNTING PROBLEMS Charles Lo, LL. B. (Lond.), A.A.S.A. *Wednesdays, 8.15-9.15 p.m., starting September 30, 1970. Extra Mural Town Centre. 20 meetings.* **39**
Fee: \$75

稅務與會計問題

本課程共二十講，研究本港稅務法例所課徵之物業稅，薪俸稅，利得稅，利息稅，個人入息課稅，及與稅例有關各項問題。各問題之研討以適應學員之程度與興趣，酌予增刪。

主 講 人：勞啟明先生

講授語言：粵語（術語講章，兼用英文）

地 點：香港大學校外課程部市區中心

時 間：一九七〇年九月三十日起每星期三下午八時十五分至九時十五分

學 費：七十五元

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- 40 **PRACTICAL ASPECTS OF TAXATION** J.K.S. Thong, F.A.C.C.A., F.C.I.S. *Fridays, 8.15-9.15 p.m., starting October 9, 1970. Extra Mural Town Centre. 15 meetings. Fee: \$60*

The principles of assessing incomes liable to Taxation and the problems arising. The various functions of the Departments of the Inland Revenue including the duties and powers of the Assessors, the Board of Inland Revenue and the Board of Review. The practical problems of submitting tax returns, expenses claims and appealing against tax assessments. It is suitable for business executives as well as those wanting a basic knowledge of how taxes on corporations and individuals are levied and paid.

Commerce

- 41 **COMPANY SECRETARYSHIP** J.K.S. Thong, F.A.C.C.A., F.C.I.S. *Fridays, 7.00-8.00 p.m., starting September 25, 1970. Extra Mural Town Centre. 24 meetings. Fee: \$80*

The Practical work of the Company Secretary with special reference to the procedure and administration of companies registered under the Companies Ordinance. The responsibilities and duties of the secretary and officers of a company and the practice involved will be explained in detail. It is suitable for all wanting a basic knowledge of Secretarial Practice as well as those preparing for professional examinations.

- 42 **INVESTMENT I** Francis C.Y. Chan, M.B.A. *Wednesdays, 6.00-7.00 p.m., starting September 30, 1970. Lecture Room North, 8/F., City Hall. 14 meetings. Fee: \$55*

投 資 學

本課程共十四講，對有關投資的研究與處理之問題，有詳盡之討論。內容包括投資的目的，證券，互惠投資基金，參考資料之取得，購售手續，證券市場，有價證券之分析，時效問題，經紀人關係等。

主 講 人：陳暢餘碩士（工商管理學）

講授語言：粵語

地 點：香港大會堂九樓北演講廳

時 間：一九七〇年九月三十日起每星期五下午六時至七時

學 費：五十五元

- 43 **INVESTMENT II** Francis C.Y. Chan, M.B.A.

A follow-up course of Investment I with special emphasis on Securities Analysis.

This course will commence in February, 1971.

PRACTICAL BANKING I T.Y. Chan, B.A. (Lingnan) *Tuesdays, 7.00-8.00 p.m., starting September 29, 1970. Extra Mural Town Centre. 12 meetings. Fee: \$45*

44

銀行實務 (一)

本課程共十二講，適合擬求取基本銀行實務知識之一般人士。內容包括銀行意義，功能，管理及組織之普通討論。並充份研究銀行會計；出納部及營業部之工作過程；外匯；滙款；押滙；信用証等。

主 講 人：陳天元先生

講授語言：粵語（輔以英語）

地 點：香港大學校外課程部市區中心

時 間：一九七〇年九月廿九日起每星期二下午七時至八時

學 費：四十五元

PRACTICAL BANKING II T.Y. Chan, B.A. (Lingnan) *Tuesdays, 7.00-8.00 p.m., starting February 16, 1971. Extra Mural Town Centre. 12 meeting. Fee: \$45*

45

銀行實務 (二)

本課程共十二講，繼續講述銀行實務，特別注意進出口押滙及跟單商業信用証。關於香港新銀行條例，中央銀行及其他重要問題，亦加以研討。

主 講 人：陳天元先生

講授語言：粵語（輔以英語）

地 點：香港大學校外課程部市區中心

時 間：一九七一年二月十六日起每星期二下午七時至八時

學 費：四十五元

46 PUBLIC RELATIONS N.G.R. Chesnay. *Tuesdays, 5.45-6.45 p.m., starting October 6, 1970. Extra Mural Town Centre. 10 meetings.* *Fee: \$40*

The necessity for good public relations is becoming increasingly evident in Hong Kong and is vital to the well-being of the community. Its role as an aid to modern marketing, as a means of conveying ideas and policies, and in assisting companies and institutions in developing sound reputations and relationships will be discussed. There will be some examination of the techniques of public relations and the qualifications that help to make a successful public relations officer or consultant. No previous knowledge of the subject is assumed.

47 EXPORT DOCUMENTATION AND PROCEDURES Various tutors will lecture. *Fridays, 5.45-6.45 p.m., starting October 2, 1970. Extra Mural Town Centre. 15 meetings.* *Fee: \$65*

More than any other economy Hong Kong lives by its exports. To help businessmen with the many problems which arise in exporting, the Extra-Mural Department has brought together a team of lecturers from Government and commerce who will provide guidance on legal and technical difficulties. Special topics include: effects of tariffs and controls, documentation, insurance, transportation, finance, and overseas markets selection.

Chartered Institute of Secretaries—C.I.S.

The Department will not this year, or in future, be acting as local examiner for the Chartered Institute of Secretaries.

However, it will continue to offer courses suitable for those preparing for the examinations of that body.

INTERMEDIATE EXAMINATION

The following courses are offered:

**ECONOMICS FOR INTERMEDIATE EXAMINATIONS
USE OF ENGLISH II
ACCOUNTANCY FOR INTERMEDIATE EXAMINATIONS
PRINCIPLES OF ENGLISH LAW**

FINAL EXAMINATION

The following courses are offered:

**COMPANY SECRETARYSHIP
ACCOUNTANCY FOR FINAL EXAMINATIONS
COMPANY LAW AND PARTNERSHIP
ENGLISH MERCANTILE LAW**

Hospital Administration

AN INTRODUCTION TO HOSPITAL ADMINISTRATION A.E. Starling, F.H.A.,
F.C.C.S., F.R.S.H., Chief Hospital Secretary, Medical and Health Department.
Wednesdays, 6.00-7.00 p.m., starting October 14, 1970. Extra Mural Town Centre.
20 meetings. *Fee: \$70*

48

This course is designed for those who are connected with or who have some interest in Hospital Administration. It will, so far as is possible, follow the syllabus laid down for the Diploma of the Institute of Hospital Administrators and will cover the evolution of the modern general hospital; the basic principles of the National Health Service in the United Kingdom; hospital organisation; internal administration and the relationship of hospital departments one with another.

PRACTICAL ASPECTS OF HOSPITAL ADMINISTRATION A.E. Starling, F.H.A.,
F.C.C.S., F.R.S.H., Chief Hospital Secretary, Medical and Health Department.
Wednesdays, 7.15-8.15 p.m., starting October 14, 1970. Extra Mural Town Centre.
20 meetings. *Fee: \$75*

49

This course is designed for mature students with considerable experience in some branch of hospital administration but persons who have completed the introductory course will be accepted. It is intended to provide students with an opportunity to study and discuss practical aspects of hospital administration and students must be equipped to join in discussions on all aspects of hospital organisation, including supplies, development, financial administration, statistics, the staffing organisation of hospitals and the functions and duties of the principal officers.

Management

The management courses offered by the Department fall into three main groups.

1. In-Company training of Senior Executives in the principles and practice of Management, advice on Management Training Policy, administrative systems, and setting up a Management Development scheme. The nature and length of this work depends entirely on the situation of the Company concerned and the need to be met. Specialist advice may also be called upon in the fields of Personnel Management, Organisation Planning, and Industrial Relations.
2. Those which provide an introduction to some of the main management responsibilities and techniques. They are conducted on a lecture-discussion basis and outside reading is encouraged. Although most of them are introductory they are of sufficient duration to be serious courses of study, and by careful planning a student can follow an integrated programme over a period of years.
3. Those which require sustained study over a long period and lead to a particular qualification, such as the Diploma in Management Studies or the Certificate in Personnel Management.

THE LIONS MANAGEMENT LOAN FUND

Through the generosity of the Lions International, District 303, the Extra-Mural Department is able to offer loans to cover the cost of fees in the Diploma in Management Studies and the Certificate in Personnel Management. For further details write to the Director of Extra-Mural Studies, University of Hong Kong.

DIPLOMA IN MANAGEMENT STUDIES

The Extra-Mural Department is responsible for this two-year part-time day release Diploma which is offered to graduates or other suitably experienced and qualified candidates. Those selected will be expected to attend for two evenings per week and to be given release by their employers for one afternoon per week over the two year duration of the course. Further details of the content of this Diploma may be obtained by writing to Mr. T.W. Casey, Department of Extra-Mural Studies, University of Hong Kong.

CERTIFICATE IN PERSONNEL MANAGEMENT *Wednesdays, 6.00-7.15 p.m. and 7.30-8.45 p.m., starting October 7, 1970. Extra Mural Town Centre. 30 meetings. First Year Fee: \$300*

50

Personnel Management is increasingly being recognised as of key importance in the development of the Hong Kong economy. The Department of Extra-Mural Studies, with the co-operation of the Hong Kong Management Association, is now offering a two-year part-time course in Personnel Management.

The following are eligible for acceptance as students:

- (a) University graduates
- (b) Non-graduates who are over the age of 24 and who have had practical experience which will enable them to benefit from the course.

The number of students accepted will be limited to 35.

Topics studied in Part One will be The Hong Kong Economy, and Organisational Behaviour. In Part Two Industrial Relations and Labour Law, and Personnel Management - Principles and Practice. For further details apply to Director of Extra-Mural Studies, University of Hong Kong.

ERGONOMICS AND INDUSTRY N.S. Chen, M. Sc., Ph. D. *Wednesday, October 21, 1970, 7.00-9.30 p.m. Extra Mural Town Centre. Fee: \$5*

51

This evening seminar will consist of two lectures and discussions on the topic of Ergonomics and its applications in industry. Particular reference will be paid to increasing productivity through optimisation of equipment, the environment, and the performance of human operators.

First lecture 7.00-8.15 p.m.
Second lecture 8.30-9.30 p.m.

INDUSTRIAL LAW John Rear, M.A. (Oxon.), Barrister-at-Law. *Fridays, 5.45-6.45 p.m., starting October 9, 1970. Extra Mural Town Centre. 6 meetings. Fee: \$20*

52

An introduction to the basic principles of Industrial Law in Hong Kong. Topics will include the contract of employment; hours of work, holidays, and sickness; health and safety; compensation for injuries. This course is designed for managers, trade unionists, and Labour Department staff.

-
- 53** **MARKETING** Francis K. Pan, D.C.S. (N.Y.) *Thursdays, 5.45-7.15 p.m., starting October 1, 1970. Extra Mural Town Centre. 18 meetings.* *Fee: \$90*

The theory and practice of marketing will be dealt with in detail. Topics to be covered include scope and definition, consumers' acceptance, marketing organisation, market research, marketing channels, salesmanship, publicity and advertising, price policies, credit information, marketing management and socio-legal relationships. Especially suitable for business executives interested in marketing and distribution. Students should have a knowledge of elementary economics, or be engaged in marketing.

- 54** **FACTORY OPERATION AND SCIENTIFIC MANAGEMENT** Wong Man-tun, B.A. (Lingnan), M.A. (Nanking) *Wednesdays, 8.00-9.00 p.m., starting September 30, 1970. Lecture Room South, 8/F., City Hall. 20 meetings.* *Fee: \$70*

工廠建設與科學管理

本課程共二十講，內容包括如何籌建工廠及在工廠建成後進行科學管理等問題。建設工廠主要是爲了發展工業，繁榮經濟，而科學管理則主要是爲了提高生產水平。

工廠建設方面主要研究工業發展之重要性，建廠計劃書之編製，主要產品種類之選擇，生產規模之確定，廠區廠址之選擇，廠址總體設計與車間（工場）之組織設計等。工廠管理方面則主要探討組織管理之理論及以生產爲中心之生產管理，勞動組織，材料供應，產品銷售，技術管理（包括新產品發展管理，產品質量管理，設備維修管理）及安全生產等。

本課程適合工業投資者及實際從事工廠管理之人士與其他有興趣人士選讀

主 講 人：王文敦碩士

講授語言：粵語（輔以英語）

地 點：香港大會堂九樓南演講廳

時 間：一九七〇年九月卅日起每星期三下午八時至九時

學 費：七十元

INDUSTRIAL RELATIONS IN A CHANGING ECONOMY

Hong Kong Club. Saturday, November 29, 1970.

Fee: \$25

55

This one day Symposium will provide an opportunity for those concerned with broad policy issues to discuss the future development of Industrial Relations in Hong Kong.

Topics will include: The Role of the Labour Department in the 1970s; Industrial Relations and the Employer; Problems of Trade Union Organisation in Hong Kong; Industrial Relations - the next decade.

The Symposium will last for one day and the fee includes a charge for lunch. A timetable and details of speakers will be circulated to participants before the Symposium.

Participation is by invitation.

Education

Staff Tutor in Charge: Mrs. Nana Tsao, B.A., Dip. Ed. (H.K.)
Telephone No.: H-468161 Ext. 306

- 56** **RESEARCH METHODS IN EDUCATION & THE SOCIAL SCIENCES** N.K. Henderson, Ph. D. (London), B.A., M.Ed. (Melb.), A.B.Ps.S., F.C.P., Professor of Education, University of Hong Kong. *Wednesdays, 5.30-6.30 p.m., starting September 30, 1970. Room 117, University Main Building. 20 meetings. Fee: \$60*

An introduction to the main methods and results of modern educational and psychological research, as well as a non-mathematical introduction to statistical techniques and experimentation. Topics include the nature and problems of research, test construction methods, how to write a thesis or research report, studies of method, and results of some outstanding modern research studies in these fields.

The course is suitable for graduates working for higher degrees and others interested in systematic research; M.A. (Ed.) candidates preparing for their qualifying examination in Research Methods and also teachers and school administrators.

- 57** **AN INTRODUCTION TO PSYCHOLOGY AND EDUCATIONAL MEASUREMENT FOR THOSE INTERESTED IN SCHOOL GUIDANCE AND COUNSELLING** N.K. Henderson, Ph. D. (London), B.A., M. Ed. (Melb.), A.B.Ps.S., F.C.P., Professor of Education, University of Hong Kong. *Thursdays, 6.15-7.15 p.m., starting October 1, 1970. Room 117, University Main Building. 12 meetings. Fee: \$40*

A course of twelve (12) lectures and demonstrations to introduce teachers and others to those psychological principles and testing and measurement techniques which underline modern educational guidance and school counselling. Tests, interviewing procedures, pupil case-records etc. will be demonstrated and discussed, film-strips shown and stencilled materials on counselling distributed. The course will be practical and non-statistical and generally useful to teachers; e.g. students' problems, promoting better study habits, discipline and other school issues will be included, as well as the implications of some recent research findings in psychology and guidance.

- 58** **EDUCATION PATTERN OF A PRIMARY SCHOOL CHILD** Henry S. McNair, M.A., M. Ed. (Edinburgh), Lecturer in Education, University of Hong Kong. *Fridays, 6.30-7.30 p.m., starting October 23, 1970. University Main Building. 8 meetings. Fee: \$35*

An examination of the principal factors influencing the educational progress of a child in the Primary School: the role of intelligence, motivation, personality characteristics, social-emotional factors, teacher-pupil relationships, instructional methods.

UNDERSTANDING PRE-SCHOOL CHILDREN Mrs. Lee Shum Shuk-yuen, B.A. (H.K.), Teacher's Certificate (London), Teacher's Certificate (A) - The National Froebel Foundation (Maria Grey Training College); & Mrs. Grace Tsao, B.A. (Wash.), M.A. (N.Y., U.S.A.). *Thursdays, 2.45-3.45 p.m., starting October 15, 1970. Extra-Mural Town Centre. 8 meetings.* *Fee: \$30*

59

A series of lectures suitable for those who are working with pre-school children and others interested in young children. The topics will cover the normal growth and development of the pre-school child up to the age of five in four aspects - physical, emotional, social and intellectual. Special attention will be paid to the emotional needs of young children; the importance of play and the various forms of play which will help in the growth and development of the pre-school child; the behaviour of young children and their ways of learning.

PHYSICAL EDUCATION: A COURSE IN MODERN EDUCATIONAL DANCE Mrs. J. Sweeting, Dip. P.E. (Chelsea). *Wednesdays, 7.30-8.30 p.m., starting September 30, 1970. Sports Centre, University of Hong Kong. 10 meetings.* *Fee: \$40*

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The intention of this course is to study the theory of movement as created by Rudolf Laban. This theory is based on the four principles of TIME, WEIGHT, SPACE and FLOW, and it is around these basic principles that all movement evolves.

The movement theory of Rudolf Laban has been used in relation to time and effort studies in industry. In this course we shall apply it educationally to the art of dance and drama.

The course is intended for both teachers and non-specialists. It is designed for teachers to further their understanding of the principles of movement and so help them with their teaching of Modern Educational Dance in schools. It is designed for non-specialists to encourage a deeper understanding of the way in which we move and to produce a higher standard of creative dance.

Engineering

Staff Tutor in Charge: Mrs. Priscilla Tso, B.A., Dip. Ed. (H.K.), Dip. Ad. Ed. (Manch.).
Telephone No. H-468161 Ext. 303

Certificate Courses

All courses listed in this section lead to the award of University Certificates. They have clearly defined entry requirements and applicants are advised to read the course descriptions carefully before applying.

2 **CERTIFICATED COURSE IN APPLIED TRANSISTOR ELECTRONICS**
Thursdays, 6.30-8.30 p.m., starting September 24, 1970. University Main Building.
30 lecture & 12 laboratory instruction periods. *Fee: \$280*

3 **CERTIFICATED COURSE IN FUNDAMENTALS OF DIGITAL COMPUTERS**
Wednesdays, 6.30-8.30 p.m., starting September 2, 1970. University Main Building.
40 lecture & 12 laboratory instruction periods. *Fee: \$310*

4 **CERTIFICATED COURSE IN TELEVISION ENGINEERING**
Fridays, 6.30-8.30 p.m., starting September 4, 1970. University Main Building.
30 lecture & 12 laboratory instruction periods. *Fee: \$280*

For details, please apply for separate booklet.

CERTIFICATED COURSE IN INDUSTRIAL ENGINEERING

Tuesdays & Thursdays, 7.00-9.00 p.m., starting September 29, 1970. Department of Mechanical Engineering, Peel Laboratory, University of Hong Kong, Pokfulam Road, Hong Kong. 50 lecture periods.

Tutors: D.K.C. Wong, B. Sc. (Eng.) (H.K.), C. Eng., M.I.Mech.E., Lecturer in Mechanical Engineering, University of Hong Kong. (Tutor-in-Charge).

P.W. Wong, B. Sc. (Strath.), M. Sc. (Wales), C. Eng., M.I.Mech. E., M.I.Prod. E., Lecturer in Mechanical Engineering, University of Hong Kong.

N.N.S. Chen, B. Sc. (Aston), M. Sc. (Strath.), Ph. D. (Strath.), Lecturer in Mechanical Engineering, University of Hong Kong.

C.L. Chow, B. Sc. (Waseda), D.I.C., Ph. D. (Lond.), Lecturer in Mechanical Engineering, University of Hong Kong.

Fee: \$370 (including examination fee).

Entry Qualifications: Applicants with a Bachelor's degree, technical college diploma, Higher National Certificate or equivalent will be considered for admission.

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

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 15, 1970.

Applicants are requested to enclose photostat copies of the appropriate certificates along with their application forms.

This course is intended for engineers and managers in industry who wish to acquire a working knowledge of industrial engineering and management.

Outline of Syllabus:

1. Production Planning & Control
2. Inventory Control
3. Quality Control
4. Plant Layout & Materials Handling
5. Method Engineering
6. Cost Analysis
7. Statistics & Operational Research
8. Introduction to Digital Computer
9. Value Engineering
10. Industrial Management

CERTIFICATED COURSE IN AIR-CONDITIONING ENGINEERING

Tuesdays & Fridays, 5.45-7.45 p.m., starting September 29, 1970. Department of Mechanical Engineering, Peel Laboratory, University of Hong Kong. 45 lecture & 5 laboratory/site instruction periods.

- Tutors:** P.W. Wong, M. Sc., C. Eng., M.I.Mech.E., M.I.Prod.E., Lecturer in Mechanical Engineering, University of Hong Kong. (Tutor-in-Charge).
 Y.S. Chan, B. Sc. (Eng.), A.M.A.S.H.R.A.E., Partner, the Associated Consulting Engineers, H.K.
 K.T. Chen, Dip. N.C., A.M.I.H.V.E., Consulting Engineer, J. Roger Preston & Partners, H.K.
 Franklin K.K. Ho, B.E., C.Eng., M.I.Mech.E., M.A.I.R.A.H., M.I.E. (Aust.), Building Services Engineer, Public Works Department, H.K.

Fee: \$390 (including examination fee).

Entry Qualifications: Applicants with Mechanical or Chemical Engineering background up to a first degree or a higher diploma level, and holders of Technical College Higher Certificate with endorsement in relevant subjects, will be considered for admission.

Enrolment is limited to 25 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 15, 1970.

Applicants are requested to enclose photostat copies of the appropriate certificates along with their application forms.

A course designed for graduates, junior engineers and draftsman-designers in the air-conditioning industry to familiarise them with the necessary basic and practical tools in Air-Conditioning design and practice. This course may be offered on an annual basis.

Outline of Syllabus:

1. Physiological & Thermal Considerations
2. Design Conditions; Psychrometry
3. Thermodynamics; Refrigeration machinery for Air Conditioning
4. Fans Engineering; Air Heaters; Air Coolers & Air Washers
5. Humidification & Dehumidification
6. Air Distribution; Air Contaminants; Air Cleaning & Controls
7. Thermal Insulation; Noise and Vibration
8. Heat Pumps; Transport Air Conditioning
9. Electrical Equipment
10. Testing; System Design & Layout

Non-Certificated Courses

Tutors: Lecturers in Electrical Engineering, University of Hong Kong.

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FILTERS AND EQUALIZERS - ANALYSIS AND DESIGN *Tuesdays, 6.30-8.30 p.m., starting September 15, 1970. Building 17, University of Hong Kong. 10 meetings. Fee: \$80*

Outline of Syllabus: Two-port network analysis; image & iterative impedances; impedance matching. Filters: general theory, constant K, M - Derived, composite filter. Attenuators & equalizers: L - section, T - section, π - section, Lattice section.

BASIC ELECTRONICS *Fridays, 6.30-8.30 p.m., starting September 11, 1970. University Main Building. 15 lecture periods & 5 laboratory instruction periods. Fee: \$150*

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Outline of Syllabus: general circuit theorems; electrons in metals & semi-conductors; thermionic & semiconductor diodes; vacuum tubes & transistors; characteristics & equivalent circuits. Amplifiers: RC coupled, transformer coupled. Oscillators: basic configurations.

TRANSMISSION LINES AND AERIALS* *Mondays, 6.30-8.30 p.m., starting September 7, 1970. University Main Building. 15 meetings. Fee: \$120*

7

INTRODUCTION TO INTEGRATED CIRCUITS (I.C.)* *Tuesdays, 6.30-8.30 p.m., starting September 15, 1970. University Main Building. 10 meetings. Fee: \$80*

8

RECENT DEVELOPMENTS IN ELECTRIC MOTORS* *Tuesdays, 6.30-8.30 p.m., starting December 1, 1970. University Main Building. 10 meetings. Fee: \$80*

9

PRINCIPLES OF AMPLIFIER DESIGN* *Mondays, 6.30-8.30 p.m., starting February 8, 1971. University Main Building. 10 meetings. Fee: \$80*

10

INDUSTRIAL ELECTRONICS AND ULTRASONICS* *Tuesdays, 6.30-8.30 p.m., starting March 2, 1971. University Main Building. 10 meetings. Fee: \$80*

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*For details, please apply for separate booklet.

English Studies

Staff Tutor in Charge: D.J.H. Macintosh, M.A. (Cantab.), P.G.C.E. (Lond.).

Telephone No.: H-468161 Ext. 304

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 and integrated series of courses in the Use of English which are aimed at improving the students' ability to speak, write and understand English. General courses are offered for those who wish for a greater fluency in English for everyday purposes while the courses in English for Commercial Practice are more specifically related to the kinds of English used in commerce and industry.

All these courses comprise a continuous programme leading to the award of the Department's Certificate in the Use of English on successful completion of the final year.

The two main courses in the Programme are the Use of English I and II, but for those who need more tuition before following the Use of English I course there is a Preparatory Year in which particularly intensive tuition will be given in the basic skills of English both for general usage and for commercial practice.

As with all Extra-Mural courses, these are not intended for students in secondary schools.

The tutors for all these courses will be drawn from a panel of university graduates.

Entrance Requirements: Those who have successfully completed one of the Department's Use of English courses before may enter the next appropriate course without any further test. All those who are enrolling for the first time should possess an English or Chinese Certificate of Education, or equivalent, with a pass in English Language. In order to ensure that they can be placed in a course at the appropriate level they will also be required to sit a grading test. *All such applicants are therefore asked to indicate on their application form which of the following dates they can come to sit this test:*

At 6.15 p.m., University
Main Building,
Hong Kong.

At 6.15 p.m., Wah Yan College,
Waterloo Road,
Kowloon.

4th September 1970
10th September 1970
17th September 1970
18th September 1970
23rd September 1970

7th September 1970
14th September 1970
21st September 1970
25th September 1970

Closing date for applications: 24th September 1970.

GENERAL COURSES.

In order to improve the basic skills in English of the students, intensive tuition will be given in speaking, writing and the understanding of written and spoken English. The tutors will set assignments to be completed at home, and these will then be marked and discussed in class with the students. A large number of articles on topical subjects and short stories are available for comprehension and appreciation, and at all times the students will be given plenty of opportunity to express their own ideas. Throughout the courses, and particularly at the Preparatory and Use of English I levels, the importance of the oral usage of English will be emphasized.

On completion of the Use of English II course students may sit the examination leading to the award of the Department's Certificate in the Use of English.

Preparatory Year

In Hong Kong: Hong Kong University Main Building. 62
Wednesdays & Fridays, 6.15-7.45 p.m.,
starting October 2, 1970. 48 meetings.
Composite Fee (Tuition and Examination): \$215

In Kowloon: Wah Yan College, Waterloo Road. 63
Tuesdays & Thursdays, 6.15-7.45 p.m.,
starting September 29, 1970. 48 meetings.
Composite Fee (Tuition and Examination): \$215

Use of English I

In Hong Kong: Hong Kong University Main Building. 64
Mondays & Wednesdays, 6.15-7.45 p.m.,
starting September 28, 1970. 48 meetings.
Composite Fee (Tuition and Examination): \$215

Government Training Division, Lee Gardens, Hysan Avenue. 65
Tuesdays & Thursdays, 6.15-7.45 p.m.,
starting September 29, 1970. 48 meetings.
Composite Fee (Tuition and Examination): \$215

In Kowloon: Wah Yan College, Waterloo Road. 66
48 meetings.
Composite Fee (Tuition and Examination): \$215
Tuesdays & Thursdays, 6.15-7.45 p.m.,
starting October 6, 1970.

Wednesdays & Fridays, 6.15-7.45 p.m., 67
starting September 30, 1970.

Use of English II

- 68 *In Hong Kong:* Hong Kong University Main Building.
Mondays & Wednesdays, 6.15-7.45 p.m.,
starting September 28, 1970. 48 meetings.
Composition Fee (Tuition and Examination): \$215
- 69 *In Kowloon:* Wah Yan College, Waterloo Road.
Mondays & Wednesdays, 6.15-7.45 p.m.,
starting October 5, 1970. 48 meetings.
Composite Fee (Tuition and Examination): \$215
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COMMERCIAL PRACTICE COURSES

Intensive tuition will be provided in the uses of English most commonly needed in commercial situations and also, as in the general courses, in the basic skills of English, including oral usage. Considerable attention will be paid to letter and memorandum writing and to the comprehension of commercial texts and topical articles.

The courses at the Preparatory and Use of English I levels are ideally suited to the needs of office workers, and the Use of English II course is particularly relevant for business executives. The writing of reports and more detailed business letters and the comprehension of complex commercial texts will play an important part in the Use of English II course which is therefore also of value for those preparing for the Intermediate Examination of the Chartered Institute of Secretaries.

On completion of the Use of English II course students may also sit for the examination leading to the award of the Department's Certificate in the Use of English for Commercial Practice.

Preparatory Year

- 70 *In Hong Kong:* Hong Kong University Main Building.
Wednesdays & Fridays, 6.15-7.45 p.m.,
starting October 2, 1970. 48 meetings.
Composite Fee (Tuition and Examination): \$215
- 71 *In Kowloon:* Wah Yan College, Waterloo Road.
Wednesdays & Fridays, 6.15-7.45 p.m.,
starting October 7, 1970. 48 meetings.
Composite Fee (Tuition and Examination): \$215
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Use of English I

<i>In Hong Kong:</i>	Hong Kong University Main Building. 48 meetings. Composite Fee (Tuition and Examination): \$215 Tuesdays & Thursdays, 6.15-7.45 p.m., starting October 6, 1970.	72
	Wednesdays & Fridays, 6.15-7.45 p.m., starting October 2, 1970.	73
	Government Training Division, Lee, Gardens, Hysan Avenue. Tuesdays & Thursdays, 6.15-7.45 p.m., starting September 29, 1970. 48 meetings. Composit Fee (Tuition and Examination): \$215	74
<i>In Kowloon:</i>	Wah Yan College, Waterloo Road. 48 meetings. Composite Fee (Tuition and Examination): \$215 Tuesdays & Thursdays, 6.15-7.45 p.m., starting October 6, 1970.	75
	Wednesdays & Fridays, 6.15-7.45 p.m., starting October 7, 1970.	76

Use of English II

<i>In Hong Kong:</i>	Government Training Division, Lee Gardens, Hysan Avenue. Tuesdays & Thursdays, 6.15-7.45 p.m., starting October 8, 1970. 48 meetings. Composite Fee (Tuition and Examination): \$215	77
<i>In Kowloon:</i>	Wah Yan College, Waterloo Road. Tuesdays & Thursdays, 6.15-7.45 p.m., starting October 6, 1970. 48 meetings. Composite Fee (Tuition and Examination): \$215	78

The Department of Extra-Mural Studies welcomes enquiries and requests from business and other organisations for educational courses specifically designed to meet their special needs.

English Speech

- 80** **INTONATION AND IDIOMATIC ENGLISH** Raymond Huang, M.A. (Leeds), I.P.A. Cert. Phon., P.G.C.Ed., L.R.A.M., L.T.C.L. (London) *Mondays, 7.00-8.30 p.m., starting October 12, 1970. City Hall, 7th Floor, Committee Room South. 16 meetings. Fee: \$90*

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

- (1) The tonal and rhythmic system of his mother tongue and
- (2) how errors in his English speech arise from his native language habits.

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

The tutor is Principal, Sir Robert Black College of Education, and author of "English Pronunciation Explained with Diagrams" & "English Speech Training" and co-author of "Intonation in Idiomatic English".

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- 79** **SPOKEN ENGLISH** J.R. Canning, B.A. (London). *Fridays, 6.15-7.45 p.m., starting October 16, 1970. Hong Kong University Language Centre. 10 meetings. Fee: \$40*

Modern language laboratory teaching methods will be used to give the students practice in English pronunciation and intonation, English sentence patterns and rapid thinking and speaking in English in this course which is primarily intended for those following the Use of English I course.

Enrolment will be limited to 15 persons.

ENGLISH TEACHING TECHNIQUES William Cheng, B.A., Dip. Ed. (H.K.U.), Dip. in App. Ling. (Edin.). *Wednesdays, 6.00-7.30 p.m., starting September 30, 1970. Hong Kong University Main Building. 12 meetings. Fee: \$75*

Planned to assist secondary school teachers of English, this course will deal with up-to-date techniques applicable to the most important areas of the curriculum. The basic principles of language teaching will be discussed in detail with particular relation to the following topics:

1. The teaching of vocabulary;
2. The teaching of reading;
3. The teaching of English grammar;
4. The teaching of oral and written English;
5. The presentation of set books and the teaching of poetry;
6. Language testing.

The tutor is Headmaster of Yuen Long District Secondary School and a former senior lecturer in English at Sir Robert Black College of Education.

Fee Refund: Teachers of English at Advanced or Certificate of Education levels who wish to have their fees refunded by the Director of Education are required to complete an application form (obtainable from the Department of Extra - Mural Studies, University of Hong Kong) which must be returned directly to the Director of Education before the commencement of the course. This applies to all teachers whether in Government or private schools.

Courses in Critical Appreciation

- 82** **READING AND REASONING** T.C. Goodrich, B.A. (Birm.), Lecturer in Philosophy, University of Hong Kong, and another tutor to be confirmed. *Fridays, 6.15-7.45 p.m., starting October 16, 1970. University Main Building. 10 meetings. Fee: \$45*

A further course, principally intended for those who completed the 'Use of English II' course last year or who are following it this year and also for those who have achieved a fairly fluent command of English. Various types of non-literary English, including newspaper reports, editorials and articles of a controversial nature will be examined critically and discussed in class.

The tuition given by T.C. Goodrich will be from the point of view of a teacher concerned with the principles of Logic.

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

- 83** **CHILDREN'S LITERATURE TODAY** Mrs. P. Fitch. *Wednesdays, 10.30-11.30 a.m., starting October 14, 1970. Extra-Mural Town Centre. 8 meetings. Fee: \$35*

How relevant is a child's reading to his development? This is the main theme of a series of discussions which will examine the position of children's books today and the child's attitude to them. Class members will be asked to take part in discussions on such topics as *The Importance of Fairy Tales, Comics and Censorship, Fiction as an Aid to Experience* - and to read and comment on selected books including:

- A. Garner - *The Owl Service* (Puffin Books)
 - I. Southall - *Ash Road* (Puffin Books)
 - A. Holm - *I am David* (Puffin Books)
 - R. Sutcliff - *The Lantern Bearers* (O.U.P. - City Hall Junior Library)
-

- 84** **A HUNDRED TUMULTUOUS YEARS** J. Hall, B.A. (Oxon.), Assistant Lecturer in European Language and Literature, University of Hong Kong. *Fridays, 5.45-6.45 p.m., starting October 9, 1970. Extra-Mural Town Centre. 10 meetings. Fee: \$45*

What changes have taken place in European society in the last century? Those following this course will have an opportunity of seeing how some of the most outspoken European writers have viewed the changes that have taken place in their time. The Tutor will discuss these under five main themes, *Criticism of Bourgeois Society, the Possibility of Change, the Politics of Protest, Revolution, and a Sense of Commitment*. It is hoped that this course will be of value to those with an interest in history as well as literature.

The following novels will be considered:

- H. Balzac: *Old Goriot*
 - A. Turgenev: *Virgin Soil*
 - T. Mann: *The Magic Mountain*
 - B. Pasternak: *Dr. Zhivago*
 - L.F. Celine: *Journey to the End of the Night*.
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Geology and Geography

Enquiries: H-456430

GEOGRAPHY IN THE FIELD (PHYSICAL) A.T. Williams, B. Sc. (B'ham), B. Sc. (London), F.G.S., Dip. Ed. (Wales). *Thursdays, 6.15-7.45 p.m., starting September 24, 1970. University Main Building. 12 meetings including field trips. Fee: \$70*

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The operation of the physical processes on geological structure giving rise to special and topographical features will be discussed in lectures and studied in detail in field trips. Methods of field investigation will be considered.

Field trips will be arranged as the course proceeds.

The course fee does not include expenses incurred on the excursions. Participants should be physically fit.

Enrolment is limited to 30 persons.

GEOGRAPHY IN THE FIELD (HUMAN) D.W. Drakakis-Smith, M.A., Dip. Ed. (Wales). *Commencing Spring 1971.*

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THE INTERPRETATION OF AERIAL PHOTOGRAPHS D.W. Drakakis-Smith, M.A., Dip. Ed. (Wales). *Tuesdays, 6.15-8.15 p.m., starting September 22, 1970. University Main Building. 6 meetings. Fee: \$50*

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Instruction will be given in the use and interpretation of air photographs both oblique and vertical. The course will include photographs from Britain, Hong Kong and S.E. Asia chosen to make clear specific points.

No previous experience will be assumed and all necessary photographs and stereoscopes will be provided.

The course should be useful to teachers of Sixth Form Geography and to surveyors, engineers & planners who have no previous experience of air photo interpretation.

History and Political Studies

Staff Tutor in Charge: Mrs. Nana Tsao, B.A., Dip. Ed. (H.K.)
Telephone: H-468161 Ext. 306

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SOME LEADING IDEAS IN POLITICAL THEORY P.B. Harris, B.A. (Wales), B. Sc. (Econ.), Ph. D. (London), D.Litt. (Natal.), Professor of Political Science, (H.K.U.).
Wednesdays, 6.15-7.45 p.m., starting October 14, 1970. University Main Building.
10 meetings. Fee: \$40

This course of 10 lectures will attempt to describe and analyse some of the most important ideas which have emerged in the course of rational reflection on the nature of political life and activity.

The lectures will be concerned with the development of the following themes:

1. Plato's Ideal State and his concept of justice.
 2. Aristotle's discussion of nature and citizenship.
 3. Catholic political ideas in the Middle Ages and later.
 4. Machiavelli's views on political ethics and power.
 5. Hobbes and the rule of the Leviathan state.
 6. Locke's liberal thought and the politics of the "market".
 7. Rousseau is totalitarian or democrat?
 8. The origins of socialism and Marx's contribution.
 9. Chinese political thought.
 10. The influence of science on political thinking in the 20th Century.
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MASS MOBILIZATION AND GUERILLA WAR: STUDIES ON CHINA Lee Ngok, M.A., Dip. Ed. (H.K.), Ph. D. (London), Lecturer, Department of History, University of Hong Kong. *Mondays, 6.15-7.15 p.m., starting October 5, 1970. University Main Building. 10 meetings.* 90
Fee: \$40

A critical study of factors accounting for the rise of Communism in China with special emphasis on the relationship between mass mobilization and guerilla war. Major topics for discussion will include:

Mass Mobilization

Communist concept of the Mass-line.
Democratic Centralism; relationship between the party and the masses.
The function of the masses: relationship between the army and the masses.
Experience in the Anti-Japanese War period.

Mao's Military Strategy

Early years (1927-1935): relationship between war revolution and the masses; relationship between strategy and tactics.
Application of Mao's strategy (especially in the Anti-Japanese War): different patterns as applied by commanders in the field, e.g. views held by Lin Piao, Liu Po-cheng, Chu Teh, Ho Lung and Chen I.

CHINESE ABROAD IN THE 19TH & EARLY 20TH CENTURIES A.Y.C. Lui, M.A. (H.K.), Ph. D. (London), Lecturer in History, University of Hong Kong. *Tuesdays & Fridays, 7.30-8.30 p.m., starting September 29, 1970. University Main Building. 20 meetings.* 91
Fee: \$75

This course will be concerned with the economic, social and political roles of the Chinese in S.E. Asia and America; the relationship between China and her emigrants and the latter's influence on the mother-country; the problem of assimilation and adaptation; the role played by the Chinese abroad in the political movements of China and the countries to which the emigrants went.

THE REVOLUTION IN AMERICAN FOREIGN POLICY SINCE 1945 W. Patrick Strauss, Professor of History, Oakland University. *Thursdays, 6.15-7.15 p.m., starting October 1, 1970. University Main Building. 8 meetings.* 154
Fee: \$35

A series of eight lectures surveying forces that have resulted in fundamental changes in United States foreign policy in Europe, the Middle East and Latin America since World War II. A specific look at relations with the two Chinas, Japan, and entanglements on the mainland of Asia.

Housing Management

CERTIFICATE IN HOUSING MANAGEMENT

Staff Tutor in Charge: Mrs. Priscilla Tso, B.A., Dip. Ed. (H.K.), Dip. Ad. Ed. (Manch.).
Telephone No.: H-468161 Ext. 303

The aim is to provide a local qualification in Housing Management for people already working in the field and for others hoping to take up housing management as a career. The course is intended to provide a firm grounding in the theory and practice of housing management.

The standard and content of the course and its examinations are designed to be the equivalent of the Diploma in Housing Management sponsored by the United Kingdom Institute of Housing Managers. The syllabus is related to that of the Institute but is strongly geared to local relevance.

The course runs over three academic years. Year I and II prepares candidates for the Intermediate Examination and Year III for the Final Examination.

A Certificate in Housing Management issued by the Department of Extra-Mural Studies, University of Hong Kong, will be awarded to a candidate on passing the Final Examination and on producing evidence of having had at least two years' approved experience in housing management work.

Fee: Year I : \$ 800
Year II : \$ 800
Year III : \$1,200

Further details are available on request.

Applications for 1971 - 72 must be submitted between March 1 & May 1, 1971. It is preferable that students should be sponsored by their employers.

European Languages

Staff Tutor in Charge: D.J.H. Macintosh, M.A. (Cantab.), P.G.C.E. (Lond.)
Telephone No.: H-468161 Ext. 304

The European language programme, taught mainly in English, offers intensive tuition in the language in question. Students should enrol at the level appropriate to their knowledge of the language, and by the end of the session, if they have completed the out-of-class work set by the tutor and have attended the classes regularly, they should have a competent command of the language they have chosen.

SPANISH I F.V. Borboa, B.S. (Mexico). *Wednesdays & Fridays, 7.00-8.00 p.m., starting September 30, 1980. City Hall 7th Floor, Committee Room South. 60 meetings.* 92
Fee: \$280

Those who have no previous knowledge of Spanish will find this elementary course particularly useful. The tutor will teach the class to a level where they will be able to understand elementary texts in Spanish and will be able to carry on simple conversations.

Textbook: *El Espagnol Al Dia*, Book I, obtainable from the Hong Kong Book Centre in Des Voeux Road Central or from the Swindon Book Company in Kowloon.

SPANISH II F.V. Borboa, B.S. (Mexico). *Wednesdays & Fridays, 8.00-9.00 p.m., starting September 30, 1970. City Hall 7th Floor, Committee Room South. 50 meetings.* 93
Fee: \$280

Although this is primarily a continuation course for those who have already completed the previous Spanish I course, it will also be of considerable value to those who have been studying Spanish elsewhere for about a year. Tuition will be given in vocabulary building, in the comprehension of simple Spanish texts and in writing and speaking skills.

Textbook: *El Espagnol Al Dia*, Book II, obtainable from the Hong Kong Book Centre in Des Voeux Road Central or from the Swindon Book Company in Kowloon.

ADVANCED AND CONVERSATIONAL SPANISH J.F. Domene, Ph. D. (Rome). *Fridays, 7.30-8.30 p.m., starting October 2, 1970. Main Building, University of Hong Kong. 20 meetings.* 94
Fee: \$200

This course is primarily intended for those who have previously completed the Department's Spanish II or III courses, but others who have achieved a fair fluency in Spanish will also find this course useful. Intensive tuition will be given colloquial and idiomatic Spanish and the students will have plenty of opportunity for holding conversations in Spanish.

Textbook: A. Greenfield: *Spanish Grammar*, obtainable from the Hong Kong Book Centre, Des Voeux Road Central.

95

INTERMEDIATE FRENCH Mrs. C. Leung, Baccalaureat (Montpellier), Cand. Phil. (Zurich). *Tuesdays & Fridays, 6.15-7.45 p.m., starting September 29, 1970. Library Extension Building, Room LC, University of Hong Kong. 65 meetings. Fee: \$430*

This is an intensive and examinable course intended for those who have been studying French for about a year.

On completion of the course students may sit the examination leading to the award of the Department's Certificate in Intermediate French.

Textbook: A Paris (Didier), obtainable from the Alliance Francaise Bookshop in Realty Building.

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INTRODUCTION A L'HISTOIRE POLITIQUE ET SOCIALE DE LA FRANCE MODERNE D. Hunter, B.A. (Sussex), Dip. Ling. Sc. (Wales), Assistant Lecturer in French, University of Hong Kong. *Tuesdays, 5.45-6.45 p.m., starting September 29, 1970. Extra-Mural Town Centre. 12 meetings. Fee: \$60*

La III^e République, l'Affaire Dreyfus, la Grande Guerre, le Front Populaire, Vichy, la Résistance, la Guerre d'Algérie, la période Gaulliste ... autant d'étapes qui jalonnent l'histoire de la France depuis une centaine d'années. Comment ces événements reflétaient-ils, et refletent-ils encore, les faiblesses et les grandeurs du peuple français?

Ces conférences visent surtout ceux qui, ayant complété deux années d'études linguistiques à l'Alliance Française, desirent elargir leurs connaissances de la langue française à travers une introduction à l'histoire politique et sociale de la France moderne.

Oriental Languages

Staff Tutor in Charge: Mrs. Nana Tsao, B.A., Dip. Ed. (H.K.).
Telephone No.: H-468161 Ext. 306

The Oriental Languages Programme is taught in English unless otherwise stated. A good standard of English is essential for admission. Course fees for Cantonese I and II, Mandarin I and II include \$20 for 12 hours of laboratory work at Caritas House, Caine Road, of which at least 2 hours will be conducted by the Tutor during course time.

MANDARIN I

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

Textbook: "Beginning Chinese" by John De Francis, Yale University Press.

MANDARIN II

Students who have completed Mandarin I or those who can prove that they have done a reasonable amount of Mandarin in the past are welcome to join this course. Some characters and idiomatic expressions will be introduced and students will be taught to read simple passages.

Textbook: "Beginning Chinese" by John De Francis, Yale University Press.

CANTONESE I

This course will give students foundation work in Cantonese and aims at enabling them to understand and speak simple conversational Cantonese. Specially prepared and graded texts will be supplied.

CANTONESE II

This course is intended for students who have completed Cantonese I or who can prove that they have had equivalent training in Cantonese. With the aim of developing thoroughly the student's conversational ability, the course will concentrate on the spoken language, expressions and idioms. Specially prepared and graded texts will be supplied.

CANTONESE III

Students who have attended Cantonese I and II will find this course extremely useful. The syllabus covers more advanced knowledge of grammar, useful colloquial expressions, idioms and proverbs in daily use in Hong Kong. In addition, some traditional stories with historical background will be introduced.

CHINESE CHARACTERS

An adequate basic knowledge of Cantonese is assumed. The study of characters will include vocabulary, spoken and literary expressions and idioms, given in the form of simple prose passage. Etymology of characters and classical reference of idioms will be touched on as the course progresses. Special effort will be made to give students practice in writing characters and to show the various ways of finding characters in Chinese dictionaries. Specially prepared texts will be supplied by the Tutor.

Autumn Evening Programmel

- 97 **MANDARIN I** Shih Wan-chu, B.A. (Peking Normal University), Instructor in Mandarin, University of Hong Kong. *Mondays & Thursdays, 6.15-7.15 p.m., starting October 1, 1970. University Main Building. 40 meetings.* *Fee: \$200*
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MANDARIN II Shih Wan-chu, B.A. (Peking Normal University), Instructor in Mandarin, University of Hong Kong. <i>Mondays & Thursdays, 7.30-8.30 p.m., starting October 1, 1970. University Main Building. 40 meetings.</i> <i>Fee: \$220</i>	98
CANTONESE I Paul Fong, B.A., Dip. Ed. (H.K.). <i>Mondays & Thursdays, 6.15-7.15 p.m., starting September 28, 1970. University Main Building. 40 meetings. Fee: \$200</i>	99
CANTONESE I Francis Sham, B.A. (Sun Yat-sen), Instructor in Cantonese, University of Hong Kong. <i>Tuesdays & Fridays, 6.15-7.15 p.m., starting October 2, 1970. University Main Building. 40 meetings. Fee: \$200</i>	100
CANTONESE II Paul Fong, B.A., Dip. Ed. (H.K.). <i>Mondays & Thursdays, 7.30-8.30 p.m., starting September 28, 1970. University Main Building. 40 meetings. Fee: \$220</i>	101
CANTONESE III C.S. Hung, B.A. (Chinan), Instructor in Cantonese, University of Hong Kong. <i>Wednesdays, 6.15-7.15 p.m., starting October 14, 1970. University Main Building. 34 meetings. Fee: \$200</i>	102
CHINESE CHARACTERS (in Cantonese) Paul Fong, B.A., Dip. Ed. (H.K.). <i>Tuesdays, 6.15-7.15 p.m., starting October 13, 1970. University Main Building. 34 meetings. Fee: \$200</i>	103
KUO YU (MANDARIN) Pai Hsuan-chih, B.A. (Lingnan). <i>Tuesdays & Fridays, 6.15-7.15 p.m., starting October 2, 1970. University Main Building. 40 meetings. Fee: \$180</i>	104

本課程共四十講，每週二講，每講一小時。內容有國語注音符號（包括注音字母及大陸現行標準拼音法），國、粵語發音，語法與詞句之差異，國語會話及新聞選讀等。

本課程限收廿五人，如報名人數衆多或國語程度高低不一，主理導師將審核分班或決定取錄。

主 講 人：白選之先生

講授語言：粵語

地 點：香港大學校本部

時 間：一九七〇年十月二日起每星期二及星期五下午六時十五分至七時十五分。

學 費：一百八十元。

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- 113** **JAPANESE IA** Miss Ip Kock-hung, B.A. (CUHK), M.A. (Kyoto), Lecturer, M.O.D., Chinese Language School. *Tuesdays & Thursdays, 6.15-8.15 p.m., starting October 13, 1970. University Main Building. 48 meetings.* *Fee: \$300*

Medium of Teaching: Cantonese.

Mainly designed for Chinese speaking students, this course aims at providing beginners with a firm foundation in colloquial Japanese; and in basic grammar. Students are required to have some knowledge of Chinese and to do at least four hours of home-work every week.

Textbook: To be announced.

- 114** **JAPANESE IB** Richard Shen, M.D. (Nagasaki), Japanese Teacher. *Tuesdays & Fridays, 5.45-6.45 p.m., starting October 13, 1970. Extra-Mural Town Centre. 48 meetings.* *Fee: \$250*

Medium of Teaching: English.

Mainly designed for non-Chinese speaking students, this course provides beginners with a firm foundation in colloquial Japanese and in basic grammar. The need for the oral usage of Japanese will be emphasized.

Textbook: Japanese Text Book, Japanese Language Research Institute, Waseda University, Tokyo.

- 115** **JAPANESE II** Miss Ip Kock-hung, B.A. (CUHK), M.A. (Kyoto), Lecturer, M.O.D., Chinese Language School. *Wednesdays, 6.15-8.15 p.m., starting October 14, 1970. University Main Building 24 meetings.* *Fee: \$320*

Medium of Teaching: Japanese/English.

Besides serving as an advanced course in colloquial Japanese, this course will include more literary and grammatical exercise.

Textbook: To be announced.

Autumn Day Time Programme

CANTONESE I Francis Sham, B.A. (Sun Yat-sen), Instructor in Cantonese, University of Hong Kong. *Tuesdays & Fridays, 2.00-3.00 p.m., starting October 2, 1970. Extra-Mural Town Centre. 40 meetings.* **105**
Fee: \$200

CANTONESE II C.S. Hung, B.A. (Chinan), Instructor in Cantonese, University of Hong Kong. *Mondays & Thursdays, 2.00-3.00 p.m., starting September 28, 1970. Extra-Mural Town Centre. 40 meetings.* **106**
Fee: \$220

Spring Evening Programme

MANDARIN I Shih Wan-chu, B.A. (Peking Normal University), Instructor in Mandarin, University of Hong Kong. *Mondays & Thursdays, 7.30-8.30 p.m., starting March 29, 1971. University Main Building. 40 meetings.* **107**
Fee: \$200

MANDARIN II Shih Wan-chu, B.A. (Peking Normal University), Instructor in Mandarin, University of Hong Kong. *Mondays & Thursdays, 6.15-7.15 p.m., starting March 29, 1971. University Main Building. 40 meetings.* **108**
Fee: \$200

CANTONESE I Paul Fong, B.A., Dip. Ed. (H.K.). *Mondays & Thursdays, 7.30-8.30 p.m., starting March 29, 1971. University Main Building. 40 meetings.* **109**
Fee: \$200

CANTONESE II Paul Fong, B.A., Dip. Ed. (H.K.). *Mondays & Thursdays, 6.15-7.15 p.m., starting March 29, 1971. University Main Building. 40 meetings.* **110**
Fee: \$220

Spring Day Time Programme

CANTONESE I C.S. Hung, B.A. (Chinan), Instructor in Cantonese, University of Hong Kong. *Mondays & Thursdays, 2.00-3.00 p.m., starting March 29, 1971. Extra-Mural Town Centre. 40 meetings.* **111**
Fee: \$200

CANTONESE II Francis Sham, B.A. (Sun Yat-sen), Instructor in Cantonese, University of Hong Kong. *Tuesdays & Fridays, 2.00-3.00 p.m., starting March 30, 1971. Extra-Mural Town Centre. 40 meetings.* **112**
Fee: \$220

Law

Staff Tutor in Charge: Mrs. Priscilla Tso, B.A., Dip. Ed. (H.K.), Dip. Ad. Ed. (Manch.)

Telephone No.: H-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 Chartered Institute of Secretaries, Association of Certified and Corporate Accountants, but are not intended to serve as a substitute for correspondence courses. Those intending to sit these examinations should make their own arrangements.

116 **ENGLISH MERCANTILE LAW** Charles Lee, LL.M. (Lond.). *Mondays, 5.45-6.45 p.m., starting September 28, 1970. Extra-Mural Town Centre. 30 meetings. Fee: \$110*

A course designed to be of assistance to candidates sitting the Final Part I Examination of the Chartered Institute of Secretaries and the Intermediate Examination of the Association of Certified and Corporate Accountants. It will deal with general principles of the law of contract, negotiable instruments, sale of goods, hire purchase, carriage of goods by land, sea and air, agency, partnership, bankruptcy, guarantee and indemnity, insurance, bailment, lien, arbitration and bill of sale.

Book recommended: Charlesworth: Principles of Mercantile Law, 11th Edition.

117 **PRINCIPLES OF ENGLISH LAW** Frank Addison, LL.B. (Hons.), Principal Magistrate. *Thursdays, 5.45-7.45 p.m., starting September 24, 1970. Extra-Mural Town Centre. 15 meetings. Fee: \$110*

A course designed to be of assistance to candidates preparing for the Intermediate Examination of the Chartered Institute of Secretaries. The course covers the nature and sources of English Law; Common Law; equity and custom; the Judicature Acts; Statute law; judicial precedent; legal persons and personal relations; real property and personal property; wills and intestacy; general principles of contract and torts.

Book recommended: P.W.D. Redmond: General Principles of English Law.

118 **COMPANY LAW AND PARTNERSHIP** David Ling, Solicitor. *Fridays, 7.00-8.30 p.m., starting October 2, 1970. Extra-Mural Town Centre. 20 meetings. Fee: \$110*

The course will be divided into the following two parts:

Part One: Partnership - definition, formation, relations between parties, relations to third parties, liability of parties, dissolution.

Part Two: Company Law - formation memorandum and articles and alterations thereto, contracts and dealings with companies, share capital, allotment and transfer of shares, dividends, debentures, directors and shareholders' meetings, private companies, winding up.

The following courses are designed to be of assistance to candidates sitting the London University External LL.B. Intermediate Examination. They are intended to serve as supplements, not substitutes, for correspondence courses.

CRIMINAL LAW Winston Chu, LL.B., Solicitor. *Fridays, 5.45-6.45 p.m., starting October 2, 1970. Extra-Mural Town Centre. 30 meetings.* **119**
Fee: \$110

ENGLISH LEGAL SYSTEM J.F.Mathews, Crown Counsel. *Fridays, 7.00-8.00 p.m., starting October 2, 1970. Extra-Mural Town Centre. 30 meetings.* **120**
Fee: \$110

CONSTITUTIONAL LAW E.R. Astin, LL.B. (Lond.), Crown Counsel. *Wednesdays, 7.15-8.15 p.m., starting September 30, 1970. University Main Building. 30 meetings.* **121**
Fee: \$110

LAW OF CONTRACT Alan H. Smith, LL.B.(Brist.), Solicitor of the Supreme Court, Lecturer in Law, University of Hong Kong. *Wednesdays, 6.15-7.15 p.m., starting September 30, 1970. University Main Building. 30 meetings.* **122**
Fee: \$110

Law for Laymen

123 **LANDLORD AND TENANT** Michael Hon, Assistant Crown Counsel. *Mondays, 7.00-8.00 p.m., starting October 12, 1970. Extra-Mural Town Centre. 8 meetings.*
Fee: \$25

住客與業主

本課程共八講，目的在使市民澈底認識目前香港法律對住客和業主的保障，着重說明土地支配權及樓宇的買賣手續。

主講人：韓譚春先生

講授語言：粵語

地點：香港大學校外課程部市區中心。

時間：一九七〇年十月十二日起每星期一下午七時至八時。

學費：廿五元

124 **LAW AND THE CITIZEN** Michael Hon, Assistant Crown Counsel. *Thursdays, 5.45-6.45 p.m., starting October 1, 1970. Extra-Mural Town Centre. 20 meetings.*
Fee: \$50

市民與法律

本課程共二十講，每週一次，旨在引起市民對法律之興趣與認識，主要內容包括：

- (一) 本港法庭的司法程序，律師和法庭的種類。
- (二) 政府的法律援助。
- (三) 刑事法和民事法的分別，民事不法行爲的訴訟，誣謗和疏忽等。
- (四) 合約的種類，成立和實行。
- (五) 公司法。
- (六) 信託。
- (七) 本港婚姻的法例。

主講人：韓譚春先生

講授語言：粵語

地點：香港大學校外課程部市區中心。

時間：一九七〇年十月一日起每星期四下午五時四十五分至六時四十五分。

學費：五十元

Librarianship

*Staff Tutor in Charge: Mrs. Priscilla Tso, B.A., Dip. Ed. (H.K.), Dip. Ad. Ed. (Manch.)
Telephone No.: H-468161 Ext. 303*

The Intermediate Part I course is designed for those wishing to take up Librarianship as their profession. The course, of 11 months' duration, prepares candidates for the December 1971 United Kingdom Library Association Intermediate Part I Examination.

Those who do not wish to take the professional examination but are working as Library Assistants or in school, children and government department libraries or are otherwise interested in the subject, are advised to take the Certificate Course for Library Assistants.

LIBRARIANSHIP: INTERMEDIATE PART I COURSE *Tuesdays & Fridays, 6.15-8.30 p.m., starting September 22, 1970. University Main Building. 76 Lectures, twice weekly (2 hours each session), 9 sessions Practical Work (3 hours each). Fee: \$600*

125

Tutors: Miss L.B. Kan, B. Sc. (HK), M.A., M.L.S. (Calif.), Ph.D. (HK), Sub-Librarian, H.K.U. (Tutor-in-Charge).
Miss Colleen Cheung, B.A., Dip. Ed. (HK), A.L.A., Asst. Librarian, H.K.U.
Timothy A. Chow, L-Es-L (Aurore), Dip. Lib. (NSW), Senior Librarian, Urban Council Public Libraries.
Mrs. Lily H.S. Lee, B.A. (Nanyang), M.L.S. (Atlanta), Asst. Librarian, H.K.U.
John Lam, B.A. (HK), M.L.S. (Hawaii), Asst. Librarian, H.K.U.
Mrs. Tso Pak Suet, A.L.A., Asst. Librarian, H.K.U.

A comprehensive course specially designed to prepare candidates for the United Kingdom Library Association Intermediate Part I Examination. The Examination can be taken in Hong Kong in June and December.

Students are advised to sit for the Examination in December 1971.

Library Association Part I Examination:-

- Paper 1: The Library and the Community
- Paper 2: Government and Control of Libraries
- Paper 3: Organization of Knowledge
- Paper 4: Bibliographical control and service.

Minimum Entry Qualifications: Hong Kong University Matriculation or its equivalent.

Enrolment is limited to 25 persons.

Closing date for applications: September 12, 1970.

Applicants are requested to enclose photostat copies of the appropriate certificates along with their application forms.

CERTIFICATE COURSE FOR LIBRARY ASSISTANTS *Mondays & Thursdays, 6.15-7.15 p.m., starting September 3, 1970. University Main Building.*

Tutors: Miss L.B. Kan, B.Sc. (HK), M.A., M.L.S. (Calif.), Ph.D. (HK), Sub-Librarian, H.K.U. (Tutor-in-Charge).
Miss Colleen Cheung, B.A., Dip. Ed. (HK), A.L.A., Asst. Librarian, H.K.U.
John C.S. Lam, B.A. (HK), M.L.S. (Hawaii), Asst. Librarian, H.K.U.
Mrs. W. Steynberg, A.S.A.L.A., Librarian, Fisheries Research Station.

The course consists of four sections:

Part 1:	Library Routines & Methods		
	No. of Meetings:	50	Fee: \$150
Part 2:	General Library Principles & Practice		
	No. of Meetings:	22	Fee: \$ 75
Part 3:	Children's Libraries - including school libraries		
	No. of Meetings:	12	Fee: \$ 50
Part 4:	Practical Work & Visits to Libraries		
	Time: April 6, 7, 8, 13, 14, 15, 16 (9 a.m. - 12 noon; 2 - 5 p.m.). May 16 & 13, 1971. (mornings only)		Fee: \$160

The combined fee for the whole course is \$400 (including examination fee).

Enrolment is limited to 30 persons. Priority will be given to those working in libraries.

Closing date for applications: August 25, 1970.

Applicants are requested to enclose photostat copies of the appropriate certificates along with their application forms.

The course is planned in co-operation with the Hong Kong Library Association and is designed to provide a non-professional training for Library Assistants and those working in children's libraries.

Examination Requirements:-

- (1) Five subjects, including English, at Grade E or above in the H.K. Certificate of Education (English), or four subjects with at least Grade E together with a Grade C pass in English in the H.K. Certificate of Education (Chinese);
- (2) Hong Kong Library Association membership (tutors will help students apply for membership after the commencement of the course);
- (3) 75% attendance at lectures. Practical work and visits are compulsory.

Date of Examination: July 24, 1971.

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

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

Mathematics

Staff Tutor in Charge: Mrs. Priscilla Tso, B.A., Dip. Ed. (H.K.), Dip. Ad. Ed. (Manch.)
Telephone No.: H-468161 Ext. 303

LINEAR ALGEBRA Mok Kam Ping, B.A. (HK), Department of Mathematics, University of Hong Kong. *Wednesdays, 6.15-7.45 p.m., starting October 7, 1970. University Main Building. 10 meetings.* 127
Fee: \$55

A course for Certificate of Education and A-level teachers. The following topics will be covered: vectors in R^n ; vector spaces; matrices; linear mappings; linear maps and matrices; determinants; scalar products and orthogonality; matrices and bilinear maps; eigenvalues; eigenvectors.

A knowledge of elementary set theory is desirable.

Fee Refund: Teachers of Mathematics at Advanced or Certificate of Education levels who wish to have their fees refunded by the Director of Education are required to complete an application form (obtainable from the Department of Extra-Mural Studies, University of Hong Kong) which must be returned directly to the Director of Education before the commencement of the course. This applies to all teachers whether in Government or private schools.

APPLIED NUMERICAL METHODS Liu Wai Hung, B.A. (HK), Department of Mathematics, University of Hong Kong. *Mondays, 6.15-7.45 p.m., starting October 5, 1970. University Main Building. 10 meetings.* 128
Fee: \$55

The following topics will be covered: finite difference; divided difference (Newton's divided difference formula, Lagrange interpolation formula); interpolation; numerical differentiation; numerical integration; numerical solution of equations and systems of equations (iterative procedure for roots, regula falsi, Newton's method); least square approximation.

A knowledge of elementary calculus is essential.

MODERN MATHEMATICS IN PRIMARY SCHOOLS Timothy E.E. Bleach, B.A. (Southampton). *Wednesdays, 8.00-9.00 p.m., starting September 30, 1970. Extra-Mural Town Centre. 12 meetings.* 129
Fee: \$40

The course aims to introduce parents and interested laymen to some of the basic principles of modern mathematics and to examine recent changes in the approach to the teaching of mathematics in primary schools. It will deal with topics selected from the syllabus of primary schools. Students will be asked to participate in practical work.

Enrolment will be limited to 25 persons.

130

MODERN MATHEMATICS IN SECONDARY SCHOOLS Tsui See Ming, B.A., Dip. Ed. (HK). *Mondays, 5.45-6.45 p.m., starting September 28, 1970. Extra-Mural Town Centre. 12 meetings.* *Fee: \$40*

中學新數教學

此課程共十二講，每講一小時，旨在介紹新數之基本知識及教學方法，討論範圍着重本港中學一至三年之新數課程，專為家長及一般社會人士而設。

主 講 人：徐思明先生

講授語言：粵語

地 點：香港大學校外課程部市區中心

時 間：一九七〇年九月廿八日起每星期一下午五時四十五分
至六時四十五分

學 費：四十元

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MODERN MATHEMATICS IN PRIMARY SCHOOLS Ho Siu Lun, B. Sc. (Lond.). *Wednesdays, 5.45-6.45 p.m., starting October 7, 1970. Extra-Mural Town Centre. 10 meetings.* *Fee: \$35*

小學新數教學

本課程共十講，每講一小時，專為學生家長而設，旨在介紹小學數學之新教學方法。內容包括新教學法之原理及實踐，並着重討論家長對此等教學法應採取之態度。

主 講 人：何兆倫先生

講授語言：粵語

地 點：香港大學校外課程部市區中心

時 間：一九七〇年十月七日起每星期三下午五時四十五分至
六時四十五分

學 費：三十五元

Music

Enquiries: H-468161 Ext. 309

CHORAL WORKSHOP Sister Carmela Santos, L.R.A.M., A.R.C.M., A.I.E. (Lond.), E.T.C. *Wednesdays, 5.30-7.30 p.m., starting September 30, 1970. Sir Robert Black College of Education, Hok Yuen Street, Hunghom, Kowloon. 12 meetings. Fee: \$100*

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The course will touch upon many aspects of choral work, conducting, repertoire, psychology, voice production, organisation of choirs for adults and schools, musical history with particular reference to vocal styles and their historical interpretation, with opportunities for practical work by students. Some familiarity with the keyboard is desirable but not essential though all students should be able to read music notation.

Fee refund: Music teachers who wish to have their fees refunded by the Director of Education are required to complete an application form (obtainable from the Department of Extra-Mural Studies, University of Hong Kong) which must be returned directly to the Director of Education before the commencement of the course. This applies to all teachers whether in Government or private schools.

Oriental Studies

Staff Tutor in Charge: Mrs. Nana Tsao, B.A., Dip. Ed. (H.K.)
Telephone No.: H-468161 Ext. 306

- 133** T'ANG POETRY - A FIRST COURSE Wong Siu-kit, D. Phil. (Oxon.), M.A., Dip.Ed. (H.K.), Lecturer in Chinese, University of Hong Kong. *Tuesdays, 6.15-7.15 p.m., starting October 13, 1970. University Main Building. 10 meetings. Fee: \$40*

This course of ten lectures is intended for beginners in Chinese Literature who have already acquired some knowledge of the language. The aim is to demonstrate, by close scrutiny of a limited number of poems from the T'ang Period, how traditional Chinese poetry works. The first two lectures will be devoted to a consideration of (a) some of the general characteristics of the poetry, particularly the basic syntax of the line-unit, the tones of Chinese syllables, the antithetical construction and (b) the various attempts made at reproducing Chinese poetry in English. Each of the subsequent meetings will be used for the analysis of one or two selected poems in which the lecturer will seek to bring out qualities and themes that recur in Chinese poetry. The Chinese texts of the poems to be studied will be provided by the Department. Students would find it useful to possess a copy of David Hawkes' *A Little Primer of Tu Fu* (O.U.P.).

- 134** A COURSE IN TRANSLATION — FOR TEACHERS OF SIXTH FORM TRANSLATION Mrs. M.M.Y. Fung, M.A. (Columbia), B.A. (H.K.) & Wong Siu-kit, D. Phil. (Oxon.), M.A. Dip. Ed. (H.K.); Lecturers in Chinese, University of Hong Kong. *Thursdays, 6.15-7.15 p.m., starting October 22, 1970. University Main Building. 8 meetings. Fee: \$35*

The course is specially designed for teachers of Sixth Form Translation. It is in two parts dealing with translations from English into Chinese and from Chinese into English covering the following topics: General introduction to Translation; Chinese as a Receptor Language for English writing; Some technical aids for Translation; Discussion of specimens of Translation; English as a Receptor Language for Chinese writing; the Translation of Prose; the Translation of Poetry the Search for Approximations; the Translation of Poetry - the Recognition of Limits.

Fee Refund: Teachers of Translation at Advanced Level who wish to have their fees refunded by the Director of Education are required to complete an application form (obtainable from the Department of Extra-Mural Studies, University of Hong Kong) which must be returned directly to the Director of Education before the commencement of the course. This applies to all teachers whether in Government or private schools.

UNDERSTANDING CHINESE CUSTOMS & TRADITIONS Mrs. Nana Tsao, B.A.,
Dip. Ed. (H.K.). *Thursdays, 6.15-7.30 p.m., starting October 15, 1970. University
Main Building. 10 meetings.* 135
Fee: \$40

This series of lectures is designed for those who wish to learn something of Chinese life and culture, and will deal with traditional Chinese customs and ways of life existing in Hong Kong: historical background to the understanding of Chinese customs and traditions; Chinese family structure and kinship; ancestor worship and folk religion; wedding and burial customs; types of symbols in Chinese art; the main festivals celebrated during the year; Chinese etiquette and common courtesy. The lectures will be illustrated with slides.

THE ROLE OF RELIGION IN CHINESE SOCIETY Mrs. M. Topley, Ph. D. (London). 136
*Wednesdays, 6.15-7.15 p.m., starting October 21, 1970. University Main Building.
8 meetings.* *Fee: \$35*

The focus will be on religion and its role in the life of ordinary people in Hong Kong today - rural and urban. Discussion will centre around the "situational" significance of religion; the traditional role of religion in accordance with different social requirements, e.g. in the family, in such occupations as farming, crafts and trades. In this context the emergence of different cults and sects, and the role of the priesthood in popular religious practices, and their formal organisation will also be touched upon.

UNDERSTANDING CHINESE CUSTOMS & TRADITIONS Mrs. M. Topley, Ph. D. 137
(London). *Wednesdays, 6.15-7.15 p.m., starting February 24, 1971. University Main
Building. 12 meetings.* *Fee: \$40*

This series of lectures is designed for those who wish to learn something of the role of Chinese customs and traditional ways of thought in Hong Kong life today. It will also discuss changes in some of the traditional patterns of thought and behaviour. Topics to be included are Chinese family and marriage; child-rearing and the position of women; Chinese names; clan and ancestor worship; geomancy; Chinese traditional medicine; religion; and popular festivals.

Philosophy Psychology Sociology

Enquiries: J.W.England, B.A. (Nottm.), Deputy Director.
Telephone No.: H-468161 Ext. 301

Philosophy

- 138** **A GUIDE TO MODERN PHILOSOPHY** T.C. Goodrich, B.A. (Birm.), Lecturer in Philosophy, University of Hong Kong. *Tuesdays, 6.15-7.15 p.m., starting September 22, 1970. University Main Building. 5 meetings.* *Fee: \$15*

An outline of basic problems. A desire to know is the only course requirement. The topics introduced are intended to be of particular interest to teachers, but participants are welcome to ask about other things that interest them. The accent will be on guided self-instruction rather than lecturing.

If enough interest is shown, a full course will be offered next term.

-
- 139** **EXISTENTIALISM** Ian Watson, B.A. (Melb.), M.A. (McMaster), Lecturer in Philosophy, University of Hong Kong. *Wednesdays, 7.30-8.30 p.m., starting October 7, 1970. University Main Building. 10 meetings.* *Fee: \$35*

Existentialism has sometimes been called 'philosophical anthropology'. This term defines in a reasonably adequate way, the aims of this course - namely, to look at the work of certain thinkers, loosely called 'Existentialists', hoping the better to understand man and his situation. It will be an effort, by a philosopher, to unfold part of the meaning of Existentialism by dealing with some of the concepts central to this meaning.

THE LOGIC OF SENTENCES Law Yip-wang, B.A. (Taiwan), M.A. (Hawaii and UCLA). *Fridays, 8.00-9.00 p.m., starting October 2, 1970. Committee Room North, 7/F., City Hall. 16 meetings.* *Fee: \$55*

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語 句 邏 輯

本課程共十六講，旨在介紹現代邏輯中的一些基本概念，內容包括：

- (一) 敘述句的特點；
- (二) 漢語裏的連詞及其變體；
- (三) 以符號代語句；
- (四) 語句的內容和真值表；
- (五) 打孔卡的用途；
- (六) 論證的對錯與自然演繹法。

歡迎初學者參加。

主 講 人：羅業宏先生

講授語言：粵語

地 點：香港大會堂八樓北會議室

時 間：一九七〇年十月二日起每星期五下午八時至九時

學 費：五十五元

Psychology

SOCIAL PSYCHOLOGY Tam Wai-hon, B.A., Ed. D. (Calif.) *Tuesdays, 6.00-7.00 p.m., starting September 29, 1970. Training Unit, Resettlement Dept., J. Hotung House, Hankow Road, Kowloon. 12 meetings.* *Fee: \$40*

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社 會 心 理 學

學生與群眾示威之舉瀰漫全世界，本科主旨之一為研究群眾，暴民，暴動等等之心理並及觀眾聽眾之心理與說服他們的技術。除此以外，尚討論各國之國民性。（共十二講）

主 講 人：譚維漢博士

講授語言：粵語

地 點：九龍漢口道何鴻卿大廈四樓316室徙置事務處訓練組講室

時 間：一九七〇年九月廿九日起每星期二下午六時至七時

學 費：四十元

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- 142 **INTERPERSONAL RELATIONS** Miss Beryl Wright, B. Ec., A.B.Ps.S., Appointments Officer, University of Hong Kong. *Wednesdays, 5.45-7.15 p.m., starting October 7, 1970. University Appointments Service Office. 10 meetings. Fee: \$55*

Meetings will take the form of spontaneous discussion, with the leader functioning mainly to facilitate communication. Academic and theoretical arguments form no part of this kind of discussion which essentially depends on the personal experience and feelings of the participants.

Areas of interpersonal relations which receive most attention have proved to be, those within the family, those between contemporaries, and those between superiors and subordinates in the working environment.

Hence group discussion is especially relevant to people engaged in management, industrial relations and social welfare work.

Enrolment will be limited to 25 persons.

Sociology

- 143 **SOCIAL PROBLEMS IN HONG KONG** Miss Winnie Chan Yuen-Ying. B. Soc. Sc. (H.K.). *Wednesdays, 7.50-8.50 p.m., starting September 30, 1970. Committee Room North, 7/F., City Hall. 10 meetings. Fee: \$35*

香港社會問題

本課程共十講，將簡介香港之社會問題，西方社會學家對類似問題之解釋及此等解釋在本港之應用性。此課程並將對本港之各種社會控制方法，加以檢討。

主 講 人：陳婉瑩女士

講授語言：粵語

地 點：香港大會堂八樓北會議室

時 間：一九七〇年九月三十日起每星期三下午七時五十分至八時五十分

學 費：三十五元

Science

Staff Tutor in Charge: Mrs. Priscilla Tso, B.A., Dip. Ed. (H.K.), Dip. Ad. Ed. (Manch.).
Telephone No.: H-468161 Ext. 303

ELECTRONICS FOR PHYSICS TEACHERS L.K. Ng, M. Sc. (HK), Ph. D. (Br.Col.), 144
Lecturer in Physics, University of Hong Kong. *Fridays, 6.15-7.45 p.m., starting*
September 25, 1970. Northcote Science Building, University of Hong Kong, Pokfulam
Road, Hong Kong. 10 lecture periods & 5 laboratory instruction periods. Fee: \$80

This course is designed to provide a background knowledge for the teaching of electronics at Certificate of Education and Matriculation levels. It will deal with electronic components and devices, equivalent circuits, analysis of simple circuit elements, descriptions in common electronic appliances.

Fee refund: Teachers of Physics at Advanced or Certificate of Education levels who wish to have their fees refunded by the Director of Education are required to complete an application form (obtainable from the Department of Extra-Mural Studies, University of Hong Kong) which must be returned directly to the Director of Education before the commencement of the course. This applies to all teachers whether in Government or private schools.

HONG KONG PLANTS Mrs. Stella L. Thrower, B. Sc., Ph. D. (Melb.). 145
Wednesdays, 5.30-6.30 p.m., starting October 7, 1970. Extra-Mural Town Centre. 10 meetings.
Fee: \$40

The course will comprise a series of discussions on the plant communities of Hong Kong, illustrated with slides and specimens.

The communities which will be dealt with are: (1) those which may be considered as stages in development of the natural vegetation of the greater part of Hong Kong, e.g. heathland, scrubland, evergreen broad-leaved forest, (2) those which occur in special environments, e.g. mangroves, (3) those which occur in man-made (or man-modified) environments, e.g. roadsides, rock walls, paddy fields.

Discussion of each community will cover:- the characteristic plants, the distribution in Hong Kong, and the possible factors operating in production and maintenance.

One or more excursions to visit examples of these plant communities will be arranged if possible.

CONCEPTS OF MODERN PHYSICS E.C.M. Young, B. Sc. (HK), Ph. D. (Bristol), 146
Lecturer in Physics, University of Hong Kong.
Commencing February 1971.

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- 147 **HOW YOUR BODY WORKS** Chi-Chin Liang, B. Sc. (Tsing Hua), Ph. D. (Lond.).
Fridays, 7.00-8.30 p.m., starting October 2, 1970. Extra-Mural Town Centre. 15 meetings. Fee: \$55

人 體 功 能

本課程以最簡明的方法，深入淺出，解釋人體的生理機能，體內各器官的相關作用及如何保持身心健康等。共十五講，每講輔以實物示範及圖片說明。

主 講 人：梁其瑾博士

講授語言：粵語

時 間：一九七〇年十月二日起每星期五下午七時至八時卅分

地 點：香港大學校外課程部市區中心。

學 費：五十五元

- 148 **ASTRONOMICAL PHOTOGRAPHY FOR AMATEURS** Liu Hing Chai, B.A. (H.K.).
Fridays, 8.15-9.45 p.m., starting September 25, 1970. Extra-Mural Town Centre. 12 meetings. Fee: \$55

天 文 攝 影 術 要 訣

本課程共十二講，以介紹天文愛好者如何利用攝影術進行觀測及記錄星空現象為目的，課程實用而極饒興趣，內容包括：

攝影術與天文學之關係。

拍攝天文照片所需之攝影機，望遠鏡及其他設備。

感光片，濾光器及沖洗藥物之選擇。

星座，太陽，月球，行星，流星，變星，星團，星雲及銀河等攝影方法。

天文底片之分類，整理與分析。

除上述十二講外，另有天文攝影實習，次數及日期時期，將視天氣情況而定。

主 講 人：廖慶齊先生

講授語言：粵語

時 間：一九七〇年九月廿五日起每星期五下午八時十五分至九時四十五分

地 點：香港大學校外課程部市區中心

學 費：五十五元

CERTIFICATED COURSE IN DIGITAL COMPUTER PROGRAMMING

149

Mondays & Thursdays, 7.00-9.00 p.m., starting October 12, 1970. Department of Mechanical Engineering, Peel Laboratory, University of Hong Kong, Pokfulam Road. *Fee: \$400 (including examination fee).*

Tuesdays & Fridays, 7.00-9.00 p.m., starting October 13, 1970. Extra-Mural Town Centre. *Fee: \$400 (including examination fee).*

150

These courses are designed for people with no previous knowledge of computer programming. They aim to provide a thorough grounding in programming techniques and to train independent computer programmers. The course will be offered again in March, 1971.

Tutors: C.L. Chow, B.Sc.(Waseda), D.I.C., Ph.D.(Lond.), Lecturer in Mechanical Engineering, University of Hong Kong.
P.W. Poon, B.A.(HK), M.Sc.(Lond.), Assignment Officer, Government Organizational Surveys Unit.

No. of Meetings: 50, twice weekly.
Each period will consist of two hours.

Entry Qualifications: Applicants should have 5 subjects including English & Mathematics at Grade 'E' or above in the Hong Kong Certificate of Education, or equivalent.

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

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

SYLLABUS

1. Introduction: computer concepts & hardware; number & character systems; problem definition & description; computer language development.
2. Fortran - IV: elements of language; arithmetic, control, input/output & allocation; subscripting & flow-charts; subroutines & flow-charts; compatibility; overwriting; efficiency; examples.
3. Cobol: elements of Full Cobol; descriptions & procedures; data division; environment & identification division; additional procedure division; object program efficiency; examples.
4. More Advanced Studies: basic arithmetic & decision operations; symbolic coding & program; assembly & execution; address modification & index register; direct & indirect addressing; subroutines.
5. Projects: the organization, writing & running of projects on digital computers form an integral part of the course.

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

Closing date for applications: September 19, 1970.

Applicants are requested to enclose photostat copies of the appropriate certificates along with their application forms.

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.

Urban & Regional Planning

Enquiries: H-456430

TRAFFIC ENGINEERING *Thursdays, 7.30-9.30 p.m., starting November 5, 1970.*
Extra-Mural Town Centre. 20 meetings. **151**
Fee: \$200

Director of Studies: K.F. Nip, M.A., M.Sc., A.M.I.C.E., A.M. Inst. H.E.

Tutors: W.C. Bell, D.I.C., A.M.I.C.E., Assistant Government Civil Engineer
(Traffic and Transport) Public Works Department.
J.J. Raftery, M.E., N.U.I., Ph. D. (Leeds) M.I.C.E.
C.R. Saunders, B. Sc., D.I.C., M.I.C.E.
K.E. Softly, M.I.C.E., A.M.I., Mun. E.

The Traffic Engineering Course is designed to give the fundamentals of traffic engineering and instruction ranges from consideration of vehicle operating characteristics, geometric design of roadways and intersection design (Hong Kong practice), traffic signals, control devices and aids, grade separation, parking and the problems of long range urban traffic planning and the use of the Computer. The course is planned particularly for officers of the Public Works Department, Police and other government employees, but is open to others interested.

THE SHAPE OF TOWNS *Jon A. Prescott, B. Arch., M.C.D., A.R.I.B.A., A.M.T.P.I.* **152**
Commencing March, 1971.

CONSERVATION PROBLEMS IN HONG KONG *A panel of Speakers.* **153**
commencing Spring 1971.

See also under:

Architecture & Building Science
Geography & Geology

PROFESSIONAL AND VOCATIONAL COURSES

CHARTERED INSTITUTE OF SECRETARIES INTERMEDIATE EXAMINATION

Economics for Intermediate Examinations
General Principles of English Law
Accountancy for Intermediate Examinations
Use of English – Commercial Practice Courses

CHARTERED INSTITUTE OF SECRETARIES FINAL EXAMINATION

Company Secretaryship
Accountancy for Final Examinations
Company Law and Partnership
English Mercantile Law

CORPORATION OF SECRETARIES INTERMEDIATE EXAMINATION

Accountancy for Intermediate Examinations
Economics for Intermediate Examinations
Use of English – Commercial Practice Courses
General Principles of English Law

CORPORATION OF SECRETARIES FINAL EXAMINATION

Part I

Economics for intermediate Examinations
Company Secretaryship

Part II

Accountancy for Intermediate Examinations
Company Law and Partnership

INSTITUTE OF BANKERS

Part I

Use of English – Commercial Practice Courses
Economics for Intermediate Examinations
General Accounting
General Principles of English Law

Part II

Accountancy for Intermediate Examinations
Practical Banking

AUSTRALIAN SOCIETY OF ACCOUNTANTS

Part I

Accountancy for Intermediate Examinations
Auditing

Part II

Company Law and Partnership

Part III

Accountancy for Final Examinations
Auditing

ASSOCIATION OF CERTIFIED AND
CORPORATE ACCOUNTANTS
INTERMEDIATE EXAMINATION

Part I

Accountancy for Intermediate Examinations
Economics for Intermediate Examinations
Cost Accounting

Part II

Accountancy for Final Examinations
Auditing

ASSOCIATION OF CERTIFIED AND
CORPORATE ACCOUNTANTS
INTERMEDIATE EXAMINATION

Part I

Accountancy for Intermediate Examinations
Economics for Intermediate Examinations
Cost Accounting

Part II

Accountancy for Intermediate Examinations
Auditing

ASSOCIATION OF CERTIFIED AND
CORPORATE ACCOUNTANTS
FINAL EXAMINATION

Part I

Accountancy for Final Examinations
Company Law and Partnership
Cost Accounting

Part II

Accountancy for Final Examinations
Auditing
English Mercantile Law

ASSOCIATION OF INTERNATIONAL
ACCOUNTANTS
INTERMEDIATE EXAMINATION

Part I

Accountancy for Intermediate Examinations
Auditing

Part II

Company Law and Partnership
Economics for Intermediate Examinations

ASSOCIATION OF INTERNATIONAL
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