

香港大學校外課程手冊

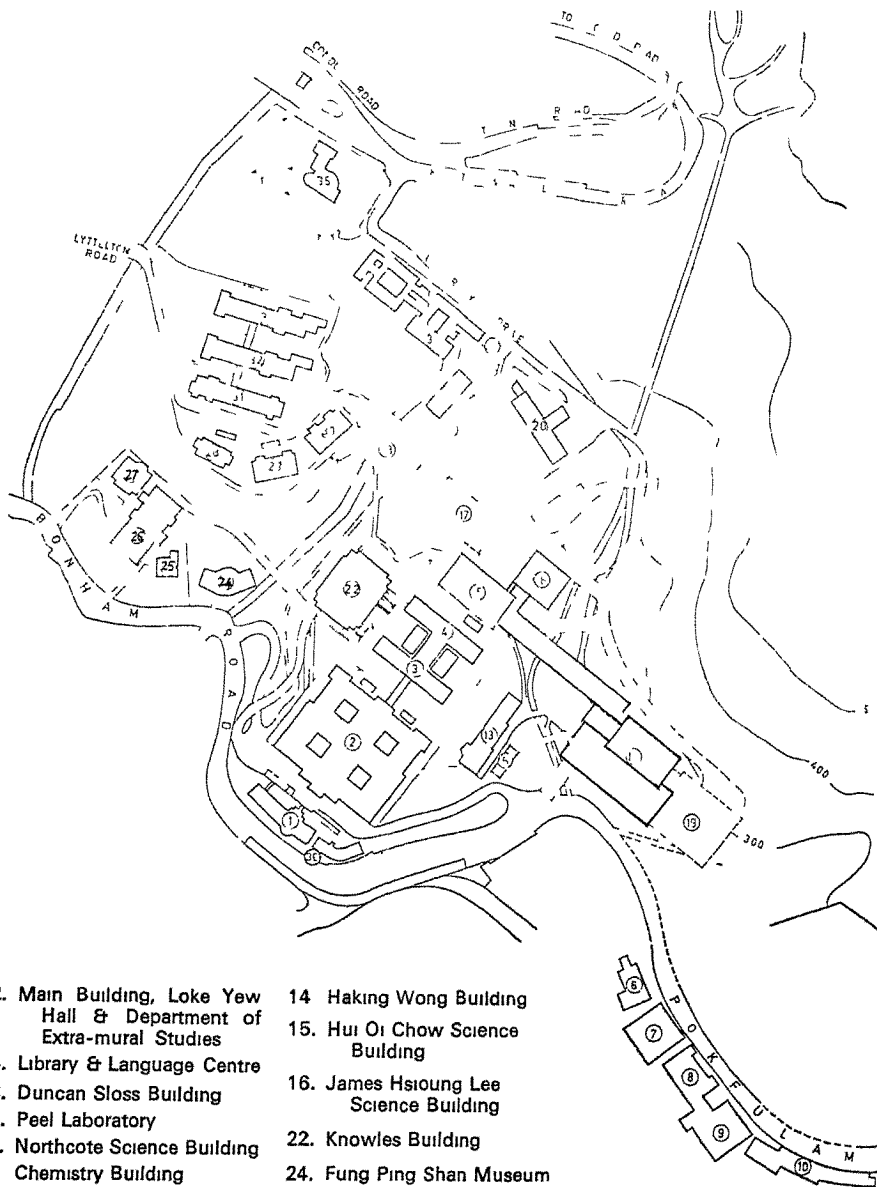
一九八三至八四年度

PROSPECTUS 1983-84



Extra Mural Studies

University of Hong Kong



- | | |
|---|--|
| 2. Main Building, Loke Yew Hall & Department of Extra-mural Studies | 14. Haking Wong Building |
| 4. Library & Language Centre | 15. Hui Oi Chow Science Building |
| 8. Duncan Sloss Building | 16. James Hsioung Lee Science Building |
| 9. Peel Laboratory | 22. Knowles Building |
| 10. Northcote Science Building | 24. Fung Ping Shan Museum |
| 13. Chemistry Building | |

UNIVERSITY OF HONG KONG GENERAL LAYOUT

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

Staff List

DIRECTOR

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

SENIOR STAFF TUTORS

T. W. Casey, *B.A. (Nott.), M.Phil. (H.K.), F.B.I.M.*

Duncan Macintosh, *M.A. (Cantab.), P.G.C.E. (Lond.),
F.R.S.A., F.R.A.S., F.I.L.*

Wilson W. S. Ng, *M.Sc., Dip. Applied Microbiol. (Strath), Ph.D. (H.K.)*

Owen H. H. Wong, *M.A. (H.K.), Ph.D. (Cantab.)*

SENIOR ASSISTANT TO THE DIRECTOR

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

STAFF TUTORS

J. P. Bensly, *M.A. (Oxon.), M.A. (Reading)*

Susan Cameron, *B.A. (Leicester), Dip.I.A. (Bradford)*

Wun-Fai Hau, *B.S.Sc., M.A. (Hawaii)*

D. R. Kemp, *M.Sc., Ph.D., Dip. Microbiol. (London)*

Miss N. P. Lee, *B.A., Dip.Soc.St. (H.K.), M.A. (Mich.)*

Martha Lesser, *B.S. (N.Y.U.)*

H. K. Wong, *B.A. (H.K.), M.A. (Brunel), Dip.Soc.St. (H.K.)*

John D. Young, *B.A. (Cal-State), M.A., Ph.D. (Cal-Davis)*

ADMINISTRATIVE ASSISTANT

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

DEMONSTRATORS

Samuel D. H. Chan, *B.Sc. (H.K.)*

Eva M. W. Yuen, *B.F.A. (Columbus College), M.A. (Case Western Reserve)*

SECRETARY

Mrs. Yvonne Wong

GENERAL INFORMATION

1. There are normally no entry requirements except that applicants should be over 18 years of age. Occasionally to have the full benefit of a course applicants must possess certain defined qualifications. Applicants are therefore advised to read the description of a course carefully. Professional courses usually have clearly defined entry requirements.
2. The Director may at his discretion refuse to admit an applicant.
3. Unless otherwise arranged, no Extra-Mural lectures will be held:
 - (a) on any public holidays.
 - (b) at a storm warning signal of No. 8 or above. (After the typhoon passes, if the No. 8 signal is lowered before 3 p.m., classes will take place as normal. If the signal is lowered after 3 p.m., classes will be cancelled that evening.)
 - (c) during the following holiday periods: December 22, 1983 to January 2, 1984 inclusive (Christmas and New Year). January 31, 1984 to February 5, 1984 inclusive (Lunar New Year).
4. *Fees are not refundable*, except in the event of a course being oversubscribed or cancelled.
5. Statements of Attendance or transcripts will be issued *only* on receipt of a \$10 processing fee and a stamp-addressed envelope within two years of the completion of the course.
6. The Department reserves the right to change the time and place of course meetings and to change the course tutor should this be necessary.

HOW TO ENROL

7. Completed enrolment forms should be sent to the Director of Extra-Mural Studies, University of Hong Kong. Additional forms are available on request. To ensure that a class can take place, the Department would appreciate early enrolment by applicants.
8. You should send your application form together with the appropriate fee either in the form of a postal order, money order or crossed cheque made out in favour of the UNIVERSITY OF HONG KONG.
9. You will be notified if you are not admitted because of oversubscription or other reasons. **THE DEPARTMENT WILL NOT NOTIFY SUCCESSFUL APPLICANTS WHO ARE EXPECTED TO ATTEND THE FIRST MEETING OF THE CLASS AT THE PLACE AND TIME ADVERTISED.**
10. Applicants can also enrol in person at the following places, but it would be helpful if fee payments could be made by crossed cheque rather than by cash:
 - (i) Department of Extra-Mural Studies, University of Hong Kong, University Main Building, Ground Floor, Pokfulam Road, Hong Kong (during office hours) Tel: 5-4097312 or 5-4097304.
 - (ii) Extra-Mural Town Centre, Wing On Centre, 8th floor, 111, Connaught Road Central (opposite Rumsey Street Car Park). Telephone: 5-450021 (3 lines). (Weekdays: from 9 a.m. to 6 p.m., Saturdays: 9 a.m. to 1 p.m.)

入 學 須 知

1. 除特別規定學歷之課程外，祇需要年齡超過十八歲者，不限資格，均可申請入學。學員應詳閱課程簡介。
2. 學員被取錄與否，由校外課程部主任審核報名申請書決定之。
3. 除特殊情形外，本部在下列期間不授課：
 - 甲：本港公眾假期。
 - 乙：本港天文台懸掛八號或以上風球之後。（颱風過後，如八號風球在下午三時以前除下，則照常上課，如風球在下午三時以後除下，當晚課程全部取消。）
 - 丙：聖誕節及新年假期：一九八三年十二月廿二日至一九八四年一月二日。
 - 丁：農曆新年假期：一九八四年一月卅一日至二月五日。
4. 除課程額滿或取消外，已繳學費，概不退還。
5. 除非特別註明，所有中文課程將以粵語講授。
6. 學員可於課程完結後二年內向本部繳交十元手續費及一貼足郵票之回郵信封，申請發給聽講證書或學業副本。
7. 本部保留得于必要時對原定之主講人，上課地點及時間作更改之權利。

報 名 手 續

8. 請填妥報名表格後連同學費郵寄「香港大學校外課程部主任收」。報名表格可隨時向本部索取。課程學額有限，敬希從速將報名表格寄回本部。
9. 繳費可用支票，銀行本票，或郵政滙票，以「香港大學」名義抬頭，並加橫綫，連同報名表格，逕寄香港大學校外課程部主任收。
10. 申請人如獲取錄，本部不另通知，可依照課程簡章所列之地點及時間上課。如課程取消或改期或申請人未獲取錄，則另函通知。
11. 申請人亦可親往下列地點報名，（繳費時宜用劃綫支票）：
 - 甲：香港大學校外課程部
薄扶林道香港大學校本部地下。
電話：5—4097307 或 5—4097304。（辦公時間內）。
 - 乙：香港大學校外課程部市區中心
香港干諾道中一百一十一號永安中心八樓（孫士街停車場對面）。
電話：5—450021（3綫）。（星期一至五：上午九時至下午六時。
星期六：上午九時至下午一時）。

Contents

	Page
ARCHAEOLOGY - - - - -	6
ART & DESIGN - - - - -	7
BUSINESS STUDIES - - - - -	19
ECONOMICS, BANKING & STATISTICS - - - - -	26
MANAGEMENT STUDIES - - - - -	34
PERSONNEL MANAGEMENT - - - - -	41
EDUCATION - - - - -	43
ENGINEERING - - - - -	52
Fundamentals of Digital Computers, Electric Machines and Drives, Power Transmission	
ENGLISH STUDIES - - - - -	56
Use of English, English for Business, English for Professional Use, English Speech, English for Teachers	
EUROPEAN LANGUAGES - - - - -	73
GEOGRAPHY & GEOLOGY - - - - -	74
HISTORY - - - - -	76
JOURNALISM & COMMUNICATION - - - - -	79
LAW - - - - -	89
LIBRARIANSHIP - - - - -	93
MUSIC - - - - -	95
ORIENTAL LANGUAGES - - - - -	101
Mandarin, Cantonese, Chinese Characters, Japanese, Putonghua	
CHINESE STUDIES - - - - -	115
Literature, Translation, Philosophy, Art & Culture	
PHILOSOPHY & PSYCHOLOGY - - - - -	128
POLITICAL SCIENCE - - - - -	133
SCIENCE - - - - -	136
COMPUTER SCIENCE - - - - -	140
BIOMEDICAL SCIENCE - - - - -	147
HEALTH SCIENCE - - - - -	150
SOCIAL WORK & SOCIOLOGY - - - - -	152
HOUSING STUDIES - - - - -	162

UNIVERSITY DIPLOMA:										Page	
Management Studies	-	-	-	-	-	-	-	-	-	-	40
UNIVERSITY CERTIFICATES:											
Fundamentals of Digital Computers	-	-	-	-	-	-	-	-	-	-	52
Advanced Electric Machines and Drives	-	-	-	-	-	-	-	-	-	-	53
Power Transmission	-	-	-	-	-	-	-	-	-	-	54
EXTRA-MURAL CERTIFICATES:											
Digital Computer Programming	-	-	-	-	-	-	-	-	-	-	146
Digital Computer Programming, Advanced	-	-	-	-	-	-	-	-	-	-	146
English, Use of	-	-	-	-	-	-	-	-	-	-	56
English for Business	-	-	-	-	-	-	-	-	-	-	60
English Speech	-	-	-	-	-	-	-	-	-	-	66
History	-	-	-	-	-	-	-	-	-	-	76
Librarianship	-	-	-	-	-	-	-	-	-	-	93
Mandarin	-	-	-	-	-	-	-	-	-	-	102
Personnel Management	-	-	-	-	-	-	-	-	-	-	41
廣告管理	-	-	-	-	-	-	-	-	-	-	80
電視編劇	-	-	-	-	-	-	-	-	-	-	81
新聞學	-	-	-	-	-	-	-	-	-	-	82
日語	-	-	-	-	-	-	-	-	-	-	105
今日中國研究	-	-	-	-	-	-	-	-	-	-	133

Archaeology

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

69. Hong Kong: the Archaeological & Historical Scene. S. M. Bard, O.B.E., E.D., M.B.,B.S., Hon.D.Litt (H.K.), J.P. *Tuesdays, 6.00-8.00 p.m., starting September 20, 1983. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 7 meetings plus 2 field trips.* **Fee: \$240**

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

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

UNIVERSITY ENTRANCE

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

“A mature person without formal academic qualifications who is aged 30 or over on September 1 of the year in which admission is sought may be deemed to have satisfied the minimum requirements for entrance to the University and be eligible for admission to read for a first degree except in the Faculty of Medicine. Applicants should apply to the Registrar for assessment of their qualifications by February preceding the academic year in which admission is sought”.

Art & Design

Staff Tutor : Martha Lesser, Telephone 5-450021

Courses in Art & Design and related areas are open to students of all levels of development unless otherwise stated.

PRACTICAL STUDIO COURSES

These are practical studio classes in the Visual Arts with emphasis on artistic skills and creative growth of the individual. Work will be carried out in the various media described. It must be stressed that in order for students to gain full benefit from studio courses they must be prepared to do work outside of class time, and should take this into consideration when enrolling for a particular course.

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

Intensive Drawing and Design.

“Intensive Drawing and Design” consists of two courses. A limited number of places will be available for students wishing to take only one of these courses and such applicants will be notified approximately one week before the commencement of the course if an interview is required. “Intensive Drawing & Design” is planned for those *seriously* interested in pursuing the study and practice of art and design. It consists of: Two-Dimensional Design, and Freehand Drawing in Various Media, details of which are given below. Taken together they provide a range of studies and a series of practical exercises which will enable students, whatever the nature of their previous art education, to develop their talents and interests.

Students successfully completing “Intensive Drawing and Design” may be able to embark, if they so wish, on the ‘Certificate Course in the Foundations of Art & Design’ which is arranged on a modular basis. Full details of this programme can be obtained by phoning or writing to the Staff Tutor in Art & Design.

Closing date for applications : September 23, 1983. In the event of oversubscription an interview will be required on September 27, 1983.

Composite fee: **\$850**

70. Two-Dimensional Design. Tutor to be announced. *Thursdays, 6.00–8.00 p.m., starting October 6, 1983. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 24 meetings.* **Fee: \$415**

The awareness of the basic principles of organization in painting and drawing, through theory and practical studio experience, is considered an essential

foundation from which the aspiring artist or designer may build his or her own creative ideas with confidence. The step by step structure of this course aims to provide an introduction to the underlying elements and principles of two dimensional visual form. Among the aspects to be explored are: colour, line, space, texture, form, mass, illusionism, as well as experimentation with materials. These and many other aspects of basic 2D experience can then be applied to one's own ideas, making them more effective as visual statements. *Students should note that there will be approximately six hours of homework each week and plan their time accordingly.*

71. Freehand Drawing in Various Media. Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 6.00-8.00 p.m. starting October 11, 1983. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 24 meetings.* **Fee: \$470** including model fee

Drawing is the thinking process in the language of visual art; it is the basis of all visual communication and expression. The emphasis in this course will be on learning to see, think, and communicate through visual means. Through a series of exercises in the first part of the course students will gain an understanding of the more concrete elements of line, tone, movement, texture, pictorial and modelled space as well as uses of a variety of materials including graphite, charcoal, conté crayon, oil and wax crayons, inks, paints, felt pens, and others. Mid-way through the course emphasis will be placed on the more abstract elements of plastic space, colour, self-expression and visual problem solving.

Students should note that there will be a minimum of six hours of homework each week, and should plan their time accordingly. Students who attend class sessions, and complete homework assignments regularly will find by the end of the course that they are able to approach *any* drawing subject with confidence and skill.

Enrolment is limited to 17 persons.

72. Life Drawing. Malcolm Dakin, M.A. (R.C.A.). *Mondays, 6.00-8.00 p.m., starting September 26, 1983. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$305** including model fee

The movement and structure of the human figure has been both a source of fascination and a test of the technical and creative skills of artists throughout history: from the story-telling art of the cave dwellers, through the realistic and personally expressive achievements of Michaelangelo and Raphael, to the revolutionary creative inventions of Picasso and Matisse in this century. Many aspects of working from the figure will be discussed and illustrated, and students will be encouraged to make personal and creative interpretations of the model. Uses of line, shape, volume, and chiaroscuro are among the techniques to be covered. Beginners, as well as advanced students, are welcome. The first meeting will demonstrate and discuss the different media to be used. Some homework assignments will be given, and students should plan their time accordingly.

73. Basic Freehand Drawing. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Mondays, 8.00–10.00 p.m., starting September 26, 1983. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings (including one full day field trip).* **Fee: \$240** including model fee

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

74. Basic Watercolour Painting. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Tuesdays, 8.00–10.00 p.m., starting September 27, 1983. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$225** including model fee

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

75. The Application of Drawing Techniques in Painting. Tutor to be announced. *Thursdays, 6.00–8.00 p.m., starting October 6, 1983. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$260**

For almost all types of painting activity, drawing is an essential accompanying and preparatory activity. Drawings usually exhibit a freshness, vitality and spontaneity that is often difficult to transmit into painting, thus one has to find equivalents for such drawing qualities. Colour contrasts, rhythmic movements of form, handling of a brush, knife, and other techniques, such as splattering, staining, dribbling, wiping and scraping, are among these. This course will mainly be concerned with ‘process’, that is, recording information, exploring composition, visual and technical problem solving, restating and refining imagery, leading to a major painted piece of work, in which drawing and painting are synthesised into one activity. Students’ willingness to experiment and possibly give up “established habits” is essential if they are to break new ground and find new direction for their work. *Homework assignments will be given, and students should plan their time accordingly. While tuition ends at 8.00 p.m., the studio will remain open till 9.30 p.m. so they may continue to work. In the event of oversubscription an interview will be held on September 29, 1983.*

76. Introduction to Portraiture. Patrick Lo, B.A. (Middlesex), M.A. (R.C.A.). *Fridays, 6.00–8.00 p.m., starting September 23, 1983. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$280* including model fee

The human figure has long fascinated artists, and it continues to intrigue and challenge both artists and viewers alike. In this basic course students will begin to explore and examine the aspects of structure, proportion and expression leading to full portraits in pencil, charcoal and pastel. *Students should note that homework assignments will be given, and should plan their time accordingly.*

77. Introduction to Photography. Robert Thomson. *Mondays, 7.35–9.50 p.m., starting September 26, 1983. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$360*

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

Enrolment is limited to 15.

78. Intermediate Black and White Photography. Ng Hon-lam, M.A. (Manchester Polytechnic). *Fridays, 7.35–9.50 p.m., starting September 30, 1983. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$360*

Black and White photography remains an exciting and creative means of expression partly because of the degree of manipulation and control one can have of the media. Through the exploration of a variety of techniques and materials students will develop a greater means of individual expression in black and white photography. In addition to personal work, students will be given assigned projects to help broaden their experience. Among the specialities to be explored are: infra-red, micro-photography, photograms (cameraless images), the special effects achieved through varieties of film and paper, uses of lighting, and others. *This course is aimed at students with previous experience in basic camera and darkroom procedures for black and white photography. In the event of over-subscription an interview will be held on Friday, September 23, 1983.*

Introductory/Intermediate Colour Photography. Wong Wo-bik, B.F.A. (Columbus), M.F.A. (Temple). *Tuesdays or Thursdays, 7.35–9.50 p.m., starting September 27 and September 29, 1983 respectively. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$375*

What constitutes "Introductory" or "Intermediate" level of study in Colour Photography would seem to mean different things to different applicants. For this

reason, and hopefully to ensure a greater homogeneous grouping in class, an interview will be held for both courses on the same evening to decide who belongs in which section relative to the other applicants. For this reason applicants should be available to attend the course either on Tuesdays or Thursdays. In order to gain full benefit from either course students will be expected to produce most finish work outside of class time. Papers, chemicals and other materials for use during class time will be provided and the cost of these is included in the course fee. The interview will be held at the Extra-Mural Town Centre on Tuesday, September 20, 1983 from 6.30 p.m.

79. Introduction to Colour Photography.

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

80. Intermediate Colour Photography.

Starting with a general review of colour photography, this course will emphasise the correct use of films and more advanced techniques of colour printing. "Zone System", a previsualisation technique which is usually applied to black and white photography will be modified for colour, taking account of both natural & artificial lighting. This project-orientated course will emphasise visual selection and creative studio work as well as spontaneous, "on the spot" shooting. The aim is to offer students a better appreciation of photography as an art as well as helping them find a direction for their individual development as photographers. Selected works of well-known photographers, both international and local, will be examined and discussed, with emphasis on the creative origins of their work. Problems and techniques relating to colour photography will be discussed throughout the course.

81. 初級攝影 (Introduction to Photography)

主 講 人：吳漢霖先生。

地 點：香港大學校外課程部市區中心 13 室。

時 間：一九八三年九月廿八日起每星期三下午七時卅五分至九時五十分。

全期學費：三百五十元。（共十二講）。

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

82. 基本素描 (Basic Freehand Drawing)

主 講 人：阮曼華女士。

地 點：香港大學校外課程部市區中心 10 室。

時 間：一九八三年九月二十八日起每星期三下午八時至十時。

全期學費：二百三十五元。（共十二講）。

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

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

本課程將著重堂課練習。學員並須每週預備四至六小時做課外習作。

如報名人數超額，將於九月二十一日舉行面試。

83. 人體素描 (Life Drawing)

主 講 人：阮曼華女士。

地 點：香港大學校外課程部市區中心 10 室。

時 間：一九八三年九月廿八日起每星期三下午六時至八時。

全期學費：二百九十五元（包括模特兒費）。（共十二講）。

本課程將以人體造形及動態作為寫畫之題材。學員需用多種畫具包括鉛筆，木炭條，粉彩及鋼筆等作輪廓線描法，動姿描法，質感及質感描法等基本練習。課程並將應用幻燈片，以輔助對人體畫風格和理論的探討。學員必須以課外時間做習作。

84. 繪畫技法研習——山水畫

(Practical Chinese Painting Technique: Landscape)

主 講 人：徐子雄先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八三年九月廿八日起每星期三下午六時至八時。

全期學費：二百零五元。（共十二講）。

本課程專為研習現代山水畫者而設。內容着重運用各種筆法繪寫物象、山、水、樹、石、流泉及雲煙等題材。課程將輔以幻燈片研討中西畫法及專題示範。本學期內將於星期日和假日舉行兩至三次郊外寫生以實踐創作理論。除課堂練習外，學員必須每週預備四小時做習作。

85. 基本書道 (Introduction to Chinese Calligraphy)

主 講 人：翟仕堯先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八三年九月廿三日起每星期五下午六時至八時。

全期學費：二百零五元。（共十二講）。

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

課程將著重於書寫之實習。除堂課練習外，學員必須以課外時間做習作。

86. 中級書道 (Intermediate Chinese Calligraphy)

主 講 人：翟仕堯先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八三年九月廿三日起每星期五下午八時至十時。

全期學費：二百零五元。（共十二講）。

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

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

除堂課練習外，學員必須以課外時間做習作及閱讀參考書籍。

APPLIED DESIGN

87. Presentation Drawing for Commercial Art. Patrick Fong, B.F.A. (Columbus College). *Mondays, 6.00-8.00 p.m., starting September 26, 1983. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$205*

Aimed at those with some experience in interior or product design, the basic drawing techniques and visual "symbols" used to describe a variety of materials and surfaces will be introduced. Through a series of drawing exercise in various media, including pencil, graphite stick, ballpoint, felt-pen, colour markers and others, students will explore and understand the form construction of different objects, the characteristics of different materials and surfaces, and will build their vocabulary of descriptive techniques which will then be put to use in a series of more complex drawings such as interiors, architecture, automobiles, and others which require combined techniques. *Students should note that there will be a minimum of four hours of homework each week, and plan their time accordingly.*

88. Illustration for Graphic Design. Patrick Lo, B.A. (Middlesex), M.A. (R.C.A.). *Tuesdays, 6.00–8.00 p.m., starting September 27, 1983. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$205**

There are a great variety of techniques and approaches that can be used in illustration for graphic design. In theory it is unlimited: in reality limits are set by costs, printing processes, client specifications, etc. This studio course, while emphasising the media and technique of illustration, will also include information on layout, printing methods, and the client-illustrator relationship. *Students will be expected to do homework each week and should plan their time accordingly. Previous drawing experience is essential. In the event of oversubscription an interview will be required on September 20, 1983.*

89. Introduction to Graphic Design. Alice Lo, B.A. (CNA). *Tuesdays, 6.00–8.00 p.m., starting September 27, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$205**

Aimed at those who are considering graphic design as a career, this studio course will provide the student with a broad view of the role, function and practice of the graphic designer. Among the topics to be covered are: basic elements and principles of design, corporate visual identity and imagery as used in stationery, labels, packaging, etc. Promotion advertising and publicity graphics, architectural graphics, and others will be discussed. *Students should note that homework assignments will be given and plan their time accordingly.*

90. Introduction to Interior Design. Christine Maillefert, D.N.B.A. (France). *Wednesdays, 8.00–10.00 p.m., starting October 5, 1983. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$205**

As an introduction to the discipline of interior design, this course will cover the basic analysis, conceptualisation, and communication of ideas through drawing, colour, materials, and finishes as explored through a series of small domestic and commercial projects. *There will be a minimum of five hours of homework each week. In the event of oversubscription an interview will take place on September 28, 1983.*

91. Information Graphics. Patrick Lo, B.A. (Middlesex), M.A. (R.C.A.). *Fridays, 8.00–10.00 p.m., starting September 23, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$205**

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

92. 商業美術設計 (Commercial Art & Design)

主 講 人：馬耀平先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八三年九月廿六日起每星期一下午八時十五分至九時四十五分。

全期學費：二百零五元。（共十二講）。

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

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

93. 噴畫技術及運用 (Air Brush Painting)

主 講 人：馬耀平先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八三年十月六日起每星期四下午八時至十時。

全期學費：一百九十元。（共十講）。

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

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

學員須具繪畫經驗並購置約二百元之噴筆及其他物料。如報名人數超額，將於九月廿九日舉行面試。

DAYTIME COURSES

94. Introduction to Freehand Drawing. Martha Lesser, B.S. (N.Y.U.).
Mondays, 10.00 a.m.-12.00 noon, starting September 19, 1983. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.

Fee: \$250 including model fee

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

95. Introduction to Portraiture. Tutor to be announced. *Tuesdays, 10.00 a.m.-12.00 noon, starting September 27, 1983. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$280** including model fee

See entry for Course No. 76.

96. Drawing Outdoors. Tutor to be announced. *Wednesdays, 10.00 a.m.-12.00 noon, starting September 28, 1983. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F., and various outdoor locations. 12 meetings.* **Fee: \$205**

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

97. Life Drawing. Martha Lesser, B.S. (N.Y.U.). *Thursdays, 10.00 a.m.-12.00 noon, starting September 29, 1983. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$310** including model fee

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

98. Life Drawing Workshop. Eva Yuen, B.F.A. (Columbus College), M.A. (Case Western Reserve), Co-ordinator. *Fridays, 10.00 a.m.-12.00 noon, starting September 30, 1983. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 11 meetings.* **Fee: \$220**

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

99. Introduction to Fabric Printing. Marion Hughes, D.A. (Dundee College of Art), Cert.Ed. (Glasgow). *Tuesdays, 10.00 a.m.–12.00 noon, starting September 27, 1983. Pokfulam Studio, 144 Pokfulam Road. 12 meetings.* **Fee: \$290**

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

100. Japanese Ceramics: a Unique History. Mrs. Diane S. Strachan, M.A. (Sophia). *Wednesdays, 10.15–11.45 a.m., starting October 5, 1983. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$125**

A general introduction to the types of pottery, stoneware and porcelain produced in Japan from the prehistoric period to the 20th Century. Native materials and methods, the introduction of foreign techniques, Chinese and Korean prototypes and decorative motives, and the role of the tea ceremony in ceramic production will be discussed. Special attention will be given to 17th and 18th Century export porcelain, its decoration and influence on European wares. Examples of the various types of wares will be examined in so far as possible.

ART APPRECIATION

101. History of Poster Art. Johnny Au, B.F.A. (Cal. Inst. of the Arts). *Mondays, 6.15–7.45 p.m., starting September 26, 1983. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$80**

In the last hundred years the poster has become an enormously popular art form with an enthusiastic audience not only among professionals, but with the public at large. This concise history course will look at the poster work of artists covering a variety of styles and media, including the powerful lithographs of the turn of the century, the sensual style of Art Nouveau, posters of war, revolution and social consciousness, the “psychedelic” of the 60s and the brilliance and technical ingenuity of today. Works by Chéret, Bonnard, Lautrec, Mucha, Hohlwein, Kokoshka, Tschnichold, Bayer, Kauffer, Cassandre, Picasso, Moscoso, Max, Shahn, Lionni, Stella and others will be examined.

102. Understanding Ukiyo-e. Henry Steiner, M.F.A. (Yale). *Mondays, 6.15-7.45 p.m., starting November 7, 1983. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$80**

The two hundred year history of Japanese woodblock prints represents one of man's most satisfying visual achievements. This short course provides an introduction to this vital art form, dealing with the historic and technical background and investigating the main themes, including actors, women, landscape, and erotic subjects.

The teacher is both a graphic designer and print collector. Numerous colour transparencies will accompany the lectures.

See also :

- 184. Art Therapy.** (Page 44)
- 187.** 幼童的美術教學 (第 46 頁)
- 434.** 古今陶瓷欣賞 (第 122 頁)
- 435.** 山水國畫的基本寫法 (第 123 頁)
- 436.** 國畫梅蘭竹菊水墨與賦色技法 (第 123 頁)
- 439.** 中文各體書法名作研習與運用 (第 124 頁)
- 440.** 中國山水畫 (第 125 頁)
- 443.** 篆刻與印章 (第 126 頁)

PRIOR ENROLMENT IS ESSENTIAL

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

Business Studies

Staff Tutor : Susan Cameron, Telephone 5-4097305

Courses Nos. 103 to 113 are designed to be of assistance to those preparing for the examinations of the Association of Certified Accountants, the Hong Kong Society of Accountants, the Institute of Cost and Management Accountants and the Institute of Chartered Secretaries and Administrators. The courses are a complement to, not a substitute for, correspondence courses. The courses have been designed on the assumption that all participants are serious students and will undertake all homework as set by tutors. Students should make their own arrangements for sitting the relevant examinations.

103. Foundation Accounting I. Norman W. Y. Ngai, B.A. (Sheff), A.C.M.A., A.H.K.S.A., M.B.I.M. *Wednesdays, 7.15-9.15 p.m., starting September 28, 1983. Room 121, University Main Building. 12 meetings. Fee: \$220*

This course is suitable for those intending to take Level 1 of the ACCA/HKSA examinations. It consists of two parts, the second will be offered in the spring session. In the first part areas to be covered will include: introductory topics in accounting and the accounting equation; books of prime entry and book-keeping; manufacturing, trading and profit and loss accounts, balance sheets, and related adjustments and provisions; bank reconciliation statements; final accounts for sole trader and partnerships; incomplete records and accounting for non-profit-making organizations.

104. Costing. John Ellis, F.I.I.A., F.H.K.S.A., A.A.S.A., A.A.I.M., A.C.I.S., M.I.T.O. *Mondays, 6.15-8.15 p.m., starting September 19, 1983. Room 121, University Main Building. 14 meetings. Fee: \$250*

The main areas of study will be: costing for materials, labour and overheads, job costing and process costing, breakeven analysis, profit volume ratio, marginal costing, introduction to standard costing, and variance analysis. The course will be particularly useful to students taking the A.C.C.A./A.C.M.A. Costing I examination. Please note all students on this course must have at least one year of accounting experience.

105. Numerical Analysis for Accountants. K. G. Jones, B.Com. (Melbourne), F.C.C.A., F.H.K.S.A., F.A.S.A., F.C.I.S., Principal Lecturer, Hong Kong Polytechnic. *Saturdays, 3.45-6.00 p.m., starting September 24, 1983. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$240*

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

106. Auditing. Andy S. C. Lee, B.B.A., A.C.C.A., A.C.I.S., A.H.K.S.A. *Tuesdays, 6.00-7.30 p.m., starting September 13, 1983. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$200**

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

107. Hong Kong Taxation Level I. Dickson Wong, B.B.A., Dip.Fin.Mgt., C.P.A., A.C.A. (Aust), A.T.I.H.K. *Thursdays, 7.15-8.45 p.m., starting September 29, 1983. Room 121, University Main Building. 12 meetings.* **Fee: \$160**

This course will cover the main topics of the HKSA/ACCA level 2 (paper 8) examination, under the five headings: profits tax, salaries tax, property tax and interest tax, depreciation allowances, personal assessment, and will include discussion of the Hong Kong Taxation system.

108. An Introduction to Hong Kong Taxation. Tam Tak-ding, A.C.C.A., A.H.K.S.A., A.C.I.S. *Fridays, 6.00-7.30 p.m., starting September 23, 1983. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$160**

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

109. Management Accounting. Mrs. Chong Chan Lai-wah, B.Sc. (Econ.), A.C.A., A.H.K.S.A. *Saturdays, 2.00-4.00 p.m., starting October 1, 1983. Room 415, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$270**

The objective of this course is to enable students to use methods and techniques available for the financial management of the organisation. Topics covered will include, cost accumulation, marginal costing, budgetary planning, flexible budgetary control, standard costing, process costing, aspects of costs for decision making, decentralization and management information systems. Applicants *must* have passed ACCA/HKSA Level 1 Accounting and Costing; photo copies of exam. passes must accompany the application form. All students will be expected to do set homework

110. Quantitative Analysis for Accountants. S. Chhibber, B.Sc., M.Sc. (O.R.), Post-Grad.Dip. in B.M., F.B.I.M., M.I.I.M. *Fridays, 6.15-8.15 p.m., starting January 6, 1984. Room 103, University Main Building. 20 meetings.* **Fee: \$350**

The objective of this course is to provide students and practitioners with a basic understanding of quantitative techniques and their applications in the

management of business. The A.C.C.A. syllabus will be followed and topics to be discussed in detail are: statistical concepts—probability and sampling distributions, regression analysis; operational research—linear programming, inventory control, network analysis, queueing theory and simulation.

111. Aspects of Advanced Accounting Practice. To Pak-lam, A.C.C.A., A.H.K.S.A. *Saturdays, 2.00–4.00 p.m., starting October 1, 1983. Room 103, University Main Building. 16 meetings. Fee: \$290*

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

112. Corporate Financial Management. Alan Wong, M.A. *Tuesdays, 6.15–8.15 p.m., starting October 4, 1983. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 14 meetings. Fee: \$250*

Relevant for those studying for paper 3.2 of the ACCA/HKSA examinations, the main focus will be on capital structure and cost of capital, dividend policies, consumption and investment decisions, capital budgeting topics including discounted cash flow, risk and uncertainty, capital rationing, project ranking and inflation, and the management of cash, creditors, debtors and inventory. Other topics to be touched on include portfolio theory and share price valuation. This course is for serious students who have completed or are about to complete Level 2 of the examination scheme.

113. Financial Management—for the Non-accounting Specialist. Richard Kong, A.I.B., B.Inst.A.M. (Dip.), M.I.C.M. (Grad.), C.Dip. A.F., M.M.S., M.B.I.M. *Saturdays, 2.00–3.30 p.m., starting October 1, 1983. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$160*

The course is designed to provide non-accountants with basic knowledge of the financial planning process and to focus on the place of the finance function in relation to objectives and corporate strategy. The analytical tools used by financial managers will also be discussed. The course is suitable for those studying for the Certified Diploma examinations.

114. Elementary Book-keeping and Accounts. Chan Kee-ming, A.C.I.S. *Mondays, 7.15–9.30 p.m., starting October 3, 1983. Room G5, James Hsiung Lee Science Building, University of Hong Kong. 15 meetings. Fee: \$300*

This course will cover the principles of elementary book-keeping; the theory of double entry system; the keeping of books of original entry such as: sales book,

returns inwards/outwards books, cash book and petty cash; bank account, bank reconciliation statement; cheques and bank drafts; the ledger, debtors and creditors account; the trial balance; the final account and the balance sheet; the journal and the adjustment.

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

115. Understanding Company Financial Statements. Mak Kam-kie, B.Sc., M.B.A., M.B.I.M., C.Dip.A.F. *Saturdays, 2.00–3.30 p.m., starting October 1, 1983. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$160*

This course is designed for those who have little knowledge of this subject but wish to acquire a better understanding in order to interpret financial statements of trading/manufacturing companies and banks. Topics to be covered: basic financial statements, financial ratio analysis, financial ratios in different industries, limitation of ratio analysis, fund flow and cash flow analysis. Exercises and case studies will be presented.

116. Financial Management. Joseph Li, B.B.A. (B.G.S.). *Wednesdays, 7.15–8.45 p.m., starting September 21, 1983. Room 122, University Main Building. 14 meetings. Fee: \$190*

Aimed at those who have not studied this area before. Topics to be discussed will include: working capital management, business finance, capital structure and the cost of capital and forms of financial information. The course will take a practical approach and case studies will be used. Students must be *prepared to participate* in class discussions.

117. Practical Auditing. Henry Ho, M.A. (Lancaster), A.C.C.A., A.H.K.S.A. *Thursdays, 6.15–7.45 p.m., starting September 29, 1983. Room 103, University Main Building. 15 meetings. Fee: \$200*

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

Priority will be given to the auditing staff of accounting firms.

118. Management Auditing. Richard H. K. Kong, A.I.B., M.B.I.M., A.M.I.T.D., M.Inst.A.M. *Mondays, 7.45–9.15 p.m., starting October 3, 1983. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$135*

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

119. Corporate Planning and Control. K. C. Ko, M.C.I.T., A.C.I.S., M.Inst.Pkg., M.B.I.M. *Fridays, 7.45-9.15 p.m., starting September 30, 1983. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 11 meetings. Fee: \$145*

The practice of Corporate Planning and Control has grown rapidly in recent years as a means for guiding future developments of both public and private enterprises. This is an introductory course designed to give an idea and understanding of the subject and its role in the successful running of a business. Topics to be covered include: the future, internal and environmental forces, strategic planning, operational planning, business modelling and budgetary control.

120. Small Business Management. H. Y. Tai, M.B.A., F.C.C.A., C.P.A., A.H.K.S.A. and H. D. Leung, B.B.A., M.B.A., A.C.C.A., A.C.M.A., A.H.K.S.A. *Tuesdays, 7.45-9.15 p.m., starting September 27, 1983. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$160*

This course will explore the function of management as appropriate to the small business. It will include an appraisal of business opportunities in Hong Kong, the role of the small business entrepreneur, forming a small business, the function of marketing, finance, accounting including taxation, personnel, legal aspects and insurance and will take a look at office technology for the small business.

Medium of instruction: English and Chinese.

121. An Introduction to Company Secretaryship. J. A. Ellis, E.D., F.I.I.A., F.H.K.S.A., A.A.S.A., A.A.I.M., A.C.I.S., M.I.T.O. *Tuesdays, 7.15-9.15 p.m., starting September 27, 1983. Room G4, James Hsiung Lee Science Building, University of Hong Kong. 12 meetings. Fee: \$210*

The *practical* aspects of the Company Secretary's job will be described with particular reference to the procedures and administration necessary for companies registered under the Hong Kong Companies Ordinance. This course is suitable for students who wish to acquire a basic knowledge of Secretarial Practice.

122. Computer Auditing: a basic appreciation. George Leung, A.C.I.S. *Tuesdays, 6.15-7.45 p.m., starting October 4, 1983. Room 103, University Main Building. 11 meetings. Fee: \$145*

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

123. Computers and Business Management: Decision-Making. Bernard Tsui, B.Sc. (Leeds). *Tuesdays, 7.45-9.15 p.m., starting October 4, 1983. Room 103, University Main Building. 12 meetings. Fee: \$160*

In the progressive business world of Hong Kong the use of computers is becoming commonplace. It is essential for all businessmen to understand the capacity of computers and to appreciate the techniques for using computers in business. Computer concepts will be explained and the computer's role in making business decisions will be explored through analysis of case study presentations.

124. Financing and Management of Corporate Assets. Chung Kai-chiu, M.B.A. (Illinois). *Thursdays, 7.45-9.15 p.m., starting September 29, 1983. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. Fee: \$200*

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

125. Quantitative Analysis Techniques for Investment Decisions. J. Li, B.B.A. (B.G.S.). *Thursdays, 8.00-9.30 p.m., starting September 29, 1983. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. Fee: \$200*

Being in business means making decisions. Decision making can be improved through knowing how to use model building techniques and mathematical and statistical tools. This course will cover profit planning, probabilistic profit budgets, alternative decision analysis, practical applications of cost-volume-profit analysis, capital budgeting, breakeven analysis, stock control analysis and the use of probability and statistics in performance evaluation.

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

主 講 人：余汝健先生。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八三年十月六日起每星期四下午六時十分至七時四十分。

全期學費：一百八十五元。（共十四講）。

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

由於專門術語皆以英語為本，學員須具有英語知識。

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

主 講 人：陳祜祥先生。

地 點：香港大學校外課程部市區中心 20 室。

時 間：一九八三年十月三日起每星期一下午六時至七時三十分。

全期學費：一百九十元。 （共十四講）。

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

128. 商業理論入門 (An Introduction to Business Principles)

主 講 人：黃偉雄先生。

地 點：九龍尖沙咀諾士佛合 4-5 號格致英文書院 41 室。

時 間：一九八三年十月三日起每星期一下午六時三十分至八時。

全期學費：二百元。 （共十五講）。

每年中學畢業生參加商業各行人數不少而其中對商業認識不多或不全面者，往往因此而未能充份發揮其工作能力。本課程將會集中幾個普遍應用的知識領域，逐一加以介紹。其中包括會計、管理、市場、財務及電腦應用等。學員修畢此課程後，將會對商業有較全面的基本概念，從而可進一步選擇某科作更深入之研習。

See also :

144. **Basic Economics for Professional Examinations.** (Page 30)

474. 電腦和電腦化入門 (第 140 頁)

476. **Computerisation: an Executive's Viewpoint.** (Page 141)

479. **Introduction to Data Processing.** (Page 142)

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 163 頁 。

Economics, Banking & Statistics

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

129. Portfolio Investment. L. C. Poon, B.Sc., M.Sc. (London). *Fridays, 6.00-7.00 p.m., starting September 16, 1983. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$150**

The course consists of four parts. Part one is an overview of Risk and Return. Part two focuses on the major aspects of Modern Portfolio Theory. Topics discussed will include Markowitz and the Efficient Frontier, Capital Asset Pricing Theory, Random Walk and Efficient Markets. Part three is on Investment Management: Business Cycles and Investment Strategy and Technical Analysis. Part four is on Investment Selection which will include Valuation Techniques, Industry Analysis and Company Analysis.

130. Fundamental Analysis of Company Shares. J. Mark Mobius, Ph.D. (Massachusetts Institute of Technology). *Mondays, 6.00-7.30 p.m., starting November 7, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$80**

The course is an introduction to fundamental analysis of company common stock. Using company annual reports as the primary source material, students will be introduced to methods used by financial and security analysts to make investment evaluations of shares listed on the stock exchange. Topics will include: financial statement analysis, profitability ratios, financial stability ratios, net asset values, current and quick ratios, forecasting earnings, price-earnings ratios, dividend yields, and qualitative factors.

131. Money and Capital Markets. Chan Kwong-shing, B.Sc., M.B.A. (Long Island). *Thursdays, 7.45-9.15 p.m., starting September 29, 1983. Room 227, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$220**

This course is an in-depth analysis of the United States Money and Capital Markets. Throughout the course, we will discuss the economic importance of United States monetary and fiscal policies and their impacts upon financial markets. A brief discussion on Hong Kong and the European financial markets will also be included. Topics include: characteristics of financial markets, economics factors influencing the decisions of savings and investment and the role of financial intermediaries, analysis of flow of funds and interest rates, the money market at work, principles and practices of the U.S. Federal Reserve System, U.S. monetary policy, the capital market and its instruments.

132. Technical Analysis of Market and Price Trends. J. Mark Mobius, Ph.D. (Massachusetts Institute of Technology). *Mondays, 6.00-7.30 p.m., starting September 19, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings. Fee: \$80*

This course is designed for investors, bankers, investment managers and others involved in buying and selling stocks, bonds and commodities. Topics to be covered will include: moving averages, bar charts, momentum, index analysis, volume analysis, and point and figure analysis. Lectures will include a review of technical analysis and the types of analysis used. In addition there will be a workshop where students will learn to use technical analysis through actual construction and analysis of charts.

133. Fundamentals of Portfolio Management. Dennis K. C. Wat, B.Sc. (Econ.) (Wisconsin), M.B.A. (C.U.H.K.). *Wednesdays, 6.15-7.45 p.m., starting September 14, 1983. Room 503, Knowles Building, University of Hong Kong. 20 meetings. Fee: \$220*

This course introduces the conceptual foundation for the investment management of a pool of funds, focusing on the nature of investment risk and return and assessing the relationship between these two dimensions. Key concepts in portfolio analysis and component analysis of risk and return, valuation of individual assets, portfolio construction, modification and optimization will be discussed. U.S. equities will be used to illustrate concepts. If time allows, topics such as bond/stock allocation in a portfolio, portfolio performance measurement and international investment diversification may also be discussed. There is no pre-requisite for this course.

134. Principles of Economics: Microeconomics. Ho To-ming, B.A., M.Sc. (Econ.) (London). *Thursdays, 6.30-8.00 p.m., starting October 6, 1983. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$130*

This course is designed for those who wish to understand the basic principles of micro-economics and their application to business decisions and economic problems concerning the Hong Kong economy. Topics will include demand and supply, consumer behaviour, production and costs, competition, monopoly and other market structures, factor pricing, labour and wages, general equilibrium and welfare economics. Good mathematics is not required but ability to interpret graphical presentation is essential.

135. Principles of Economics: Macroeconomics. K. K. Cheung, B.A., M.A. (Econ.) (Carleton). *Tuesdays, 7.45-9.45 p.m., starting September 20, 1983. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$150*

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

136. Introduction to Macroeconomics. Benjamin K. Y. Lam, M.A. (Econ.) (Alberta). *Saturdays, 2.30-4.00 p.m., starting October 1, 1983. Room 217, University Main Building. 11 meetings.* **Fee: \$140**

The course aims to provide students with some basic economic knowledge to understand and analyze current economic issues. It consists of four parts. Part I introduces the basic structure of a simple macro-economy, showing how the various sectors interact. Part II focuses on the factors affecting the decisions of consumption, investment and government expenditure. Part III introduces the theories and the roles of fiscal and monetary policies in an economy to shed light on the problems of inflation and unemployment. The last part will extend the simple macro-economy to include the foreign sector. In particular, the balance of payments and the rate of exchange will be discussed.

137. Applied Microeconomics. Lawrence Y. K. Lam, B.A., M.A. (Econ.) (Windsor). *Mondays, 8.00-9.30 p.m., starting September 26, 1983. Room 248, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$160**

The course will introduce the fundamental theories of micro-economics. Hypothetical and empirical examples will be given to help students understand the theories and enhance their analytical power. Topics of interest include: Consumer Behaviour, Supply and Demand Theory, Production Theory and Market Structures.

138. The Hong Kong Economy. Lau Ping-kwan, B.Comm., M.A. (Econ.) (Alberta). *Fridays, 6.15-7.45 p.m., starting September 30, 1983. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$160**

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

139. Managerial Economics. Eddy K. L. Fung, B.A., M.B.A. (Bus. Econ.) (Aston). *Thursdays, 7.15-9.15 p.m., starting September 29, 1983. Room 142, University Main Building. 15 meetings.* **Fee: \$220**

This course aims to present an economic perspective on management decisions and behaviour. It explores the extent to which economic theories can explain, and the changing external environment influence, the decision-making process in companies. The emphasis is on the interdependence of the different decision areas within the firm and how economic concepts can assist managers in the decision-making process. This course will be mainly conducted in the form of lectures, but some seminars and cases will also be arranged.

140. Industrial Economics. Eddy K. L. Fung, B.A., M.B.A. (Bus. Econ.) (Aston). *Saturdays, 2.00-4.00 p.m., starting September 24, 1983. Room 228, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$220**

This course provides a rigorous analysis of the implications of economic theories concerning market behaviour of both producers and consumers. It seeks to investigate the determinants and consequences of the changing structure, conduct and performance of the industrial sector in general. An extensive analytical and empirical appraisal of the effects of governmental industrial policies on the behavior of industry will also be discussed. This course will be mainly conducted in the form of lectures, but seminars and cases will also be arranged.

141. Quantitative Methods in Economics and Business. Ho To-ming, B.A., M.Sc. (Econ.) (London); K. K. Cheung, B.A., M.A. (Econ.) (Carleton). *Wednesdays, 8.00-9.30 p.m., starting October 5, 1983. Room 503, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$130**

This is a practical-oriented course designed for those who wish to acquire a knowledge of statistical and econometric techniques and their applications in economics, business planning and management. Basic methods of time series, regression analysis, Box-Jenkins method, X-11, simultaneous-equations system will be presented as simply as possible without recourse to advanced mathematics and statistics. The art and science of model building and forecasting will be introduced as well as the use of computer packages for model estimation and analysis. The course will also include a discussion on the sources and applications of economic indicators and statistics.

142. Introduction to British Economic Policy. William K. L. Siu, B.Sc. (Econ.). *Saturdays, 2.30-4.30 p.m., starting September 17, 1983. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 18 meetings.* **Fee: \$220**

This course aims at providing a general discussion on selected British economic policies and is designed for those who will be taking the part three Economic Policies and Problems paper of the Institute of Chartered Secretaries and Administrators, 'A' level and professional bodies Examinations in connection with the British Economy.

143. Public Finance. Woo Kwai-hung, M.Econ. (N. Carolina State). *Saturdays, 2.30-4.30 p.m., starting October 1, 1983. Room 142, University Main Building. 12 meetings.* **Fee: \$170**

This course provides a microeconomic analysis of governmental activity. Topics to be discussed will include: the theory of public goods, collective choice through voting process, cost-benefit analysis, externalities, the theory of taxation, public debt, fiscal federalism and income distribution. Empirical studies will be cited when useful in providing information.

144. Basic Economics for Professional Examinations. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F. *Saturdays, 2.30-5.00 p.m., starting November 19, 1983. Room 121, University Main Building. 8 meetings.*
Fee: \$200

This is intended to be a revision course for those who are preparing for the Introductory Economics paper of professional examinations. Topics covered would be those commonly related to the syllabus of HKSA/ACCA/ICMA/ICSA/IOB Examinations.

145. Monetary Economics. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F. *Fridays, 7.15-9.15 p.m., starting September 23, 1983. Room 142, University Main Building. 15 meetings.*
Fee: \$210

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

146. Practice of Banking I. C. S Chan, A.I.B. *Thursdays, 8.15-9.45 p.m., starting September 29, 1983. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.*
Fee: \$210

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

147. Practice of Banking II. David Ho, A.I.B. *Mondays, 8.15-9.45 p.m., starting September 26, 1983. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 14 meetings.*
Fee: \$190

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

148. Elements of Banking. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F. *Thursdays, 7.00-9.00 p.m., starting September 29, 1983. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 15 meetings.*
Fee: \$220

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

149. Banking Operations in Hong Kong. Kong Hin-man, A.I.B., M.B.I.M., C.Dip.A.F., A.F.I.B.A., M.Inst.A.M. (Dip.), M.I.A.S. *Wednesdays, 6.15-7.45 p.m., starting September 21, 1983. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$210**

Hong Kong is one of the leading financial centres in the world. Most of the world's major banks and financial institutions are operating here for Asia-Pacific business. Various kinds of financial services are designed and marketed to customers ranging from multinational corporations to consumers. The course will cover typical financial services and include loan syndications, floatation of bonds and notes, ATM, unit/investment trust, financial futures and currency options.

150. Foreign Exchange and Money Markets. Kong Hin-man, A.I.B., M.B.I.M., C.Dip.A.F., A.F.I.B.A., M.Inst.A.M. (Dip.), M.I.A.S. *Mondays, 7.45-9.15 p.m., starting September 26, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$220**

Exchange rates and interest rates movement can affect every corporate treasurer and individual. Various means and approaches can be adopted to hedge against fluctuations. Activities in spot, forward, financial futures and currency option markets are discussed. Internal control and working procedures are also included.

151. Principles of Credit Analysis. Gabriel N. P. Leung, M.B.A. (Washington). *Mondays, 6.30-8.00 p.m., starting September 26, 1983. Room 122, University Main Building. 14 meetings.* **Fee: \$210**

The objective is to help students acquire the basic techniques of credit analysis in order to identify major financial risks in a lending situation. The course is designed for those who are working in a bank or financial institution which is involved in lending both on a short and long term basis. Knowledge of basic accounting and economics is required. Topics discussed will include: financial statement analysis, financial ratios analysis, funds flows, cash flow projections, term loans and capital budgeting. Case discussion and exercises will also be included.

152. O. & M. Relating to Banking. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F. *Saturdays, 2.30-5.00 p.m., starting September 24, 1983. Room 121, University Main Building. 8 meetings.* **Fee: \$200**

Participants will be provided with a basic knowledge of O & M techniques in relation to bank operations. Topics will include: work study in the bank, introduction to methods study and work measurement, forms design and control, charting techniques, office layout and working environment, office machines, procedure manuals and report writing. This course may be suitable for banking students and those who have recently joined the bank's management services department. Participants will be required to do case studies and exercises in class.

153. Elements of Statistical Theory I. Ng Ki-sing, B.Sc., M.Ph. (Maths.) (C.U.H.K.). *Fridays, 7.15-8.45 p.m., starting September 30, 1983. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.*

Fee: \$150

The basic concepts of statistical theory will be introduced for those who wish to acquire some knowledge of elementary statistics and for candidates studying for professional examinations requiring a statistics paper. Topics to be covered include: presentation of data; frequency distributions; introductory probability and elementary probability distributions; sample and population; statistical inference.

154. Elements of Statistical Theory II. Bacon-Shone, J. H., B. Sc. (Durham), M.Sc. (London), Ph.D. (Birmingham), M.I.S., Lecturer in Statistics, University of Hong Kong. *Mondays, 6.15-7.45 p.m., starting September 26, 1983. Room 106, James Hsioung Lee Science Building, University of Hong Kong. 14 meetings.*

Fee: \$150

This course develops further the ideas introduced in Elements of Statistical Theory I. The idea of fitting standard models (in particular, linear models) is discussed. Hypothesis testing and estimation are developed to test the validity of the model and to fit the model, respectively.

155. Sample Surveys. Iris Yeung, B.Soc.Sc. (H.K.), M.Sc., D.I.C. (London). *Mondays, 6.30-8.00 p.m., starting September 26, 1983. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.*

Fee: \$120

This course is offered for mathematically unsophisticated practitioners in business, government and industry who use sampling procedures as an integral part of their work. Topics to be covered: censuses and sample surveys; methods and theory of sample design; various types of sampling and their advantages and disadvantages.

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

主 講 人：由香港商品交易所有限公司安排專家主講。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八三年十一月二十九日起每星期二下午七時四十五分至九時四十五分。

全期學費：一百六十元。（共八講）。

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

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

主 講 人：區文道先生，A.I.B., A.C.I.S., A.M.B.I.M.

地 點：香港大學校外課程部市區中心 28 室。

時 間：一九八三年九月三十日起每星期五下午七時四十五分至九時十五分。

全期學費：二百元。（共十二講）。

本課程特為任職於銀行或財務機構之人仕而設。講授重點包括介紹本港財務或銀行業有關法例，各種存款處理，銀行與客戶之關係，票據及支票，外匯及滙款，信用証及出入口押匯，一般貸放常識。

158. 銀行實務與法律 (Law Relating to Banking)

主 講 人：徐志輝先生，A.I.B.

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八三年九月六日起每星期二下午六時至七時三十分。

全期學費：四百元。（共三十講）。

本課程參考銀行學會第二部份科目 Law Relating to Banking 範圍而設，內容包括委託人與代理人，合夥及有限公司的組織，支票及票據，銀行與客戶的關係，（包括客戶破產、死亡、失常及扣押令對銀行的影響），各類抵押品的認識，（包括房地產、擔保、證券、保單、債券等）。

資歷及錄取條件：服務於銀行界，對各種業務有基本認識，年資不少於兩年；或中學畢業以上而 A.I.B. Part I 及格者優先取錄（包括公開試及格或已認可豁免者）。

如報名人數超額，將由講者甄選資格適合之學員。

159. 應用統計學初階 (Introduction to Applied Statistics)

主 講 人：陳玉馨小姐，B.Sc.(Math.), M.Sc.(Stat.)(Windsor)

地 點：香港大學校本部 122 室。

時 間：一九八三年九月二十六日起每星期一一下午八時十五分至九時四十五分。

全期學費：一百四十元。（共十四講）。

本課程適合一般對應用統計學有興趣或在其工作上有實際應用而欲加強進修的人士。內容包括：概率的基本理論，概率的分配形態（連續和間斷），資料的組織和分析（包括樣本的選擇），和假說的測試等。

See also:

181. Advanced Level Economics for Sixth Form Teachers. (Page 43)

Management Studies

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

160. An Introduction to Business Management. Auyeung Ying-fai, B.A. (Whitworth Coll.), M.B.A. (Portland State). *Wednesdays, 6.00-7.30 p.m., starting September 28, 1983. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$160**

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

161. Management Principles and Policy. Benjamin Fung, B.Comm. (Concordia), Dip. Management (McGill), A.C.I.S. *Mondays, 6.00-7.30 p.m. starting September 26, 1983. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$160**

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

162. Managing the Marketing Function. Danny Lam, B.Comm. (Dalhousie), Dip.Bus.Admin. *Tuesdays, 8.00-9.30 p.m., starting September 27, 1983. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$160**

Adoption of the Marketing Concept requires that an organization should examine all of its component activities to ensure that they are geared towards the achievement of objectives in the market place. The elements of the marketing mix will be explained and analysed, notably product planning, pricing policy, channels of distribution, and promotion and advertising. Market forces will also be reviewed, ranging from buyer behaviour to trade behaviour, competitive

activity, the role of government and the research techniques necessary to define them. This course will be of interest to individuals recently entered or who intend to enter the marketing field and who wish to make a comprehensive assessment of all features of marketing strategy.

163. Marketing Management: Analysis, Planning and Control. Paul Mak, B.Sc. (H.K.), M.B.A. (Sheffield). *Saturdays, 3.45-5.15 p.m., starting October 1, 1983. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Fee: \$160

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

164. The Marketing of Tourism. Li Siu-ming, B.B.A. (Hawaii), M.B.A. (Texas) and Stephen Wong, B.Soc.Sc. (HK). *Saturdays, 3.45-5.15 p.m., starting October 1, 1983. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Fee: \$160

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

165. Marketing Management: Cases and Practice. Alexander Choi, B.Sc. (Brunel), M.B.A. (C.U.H.K.). *Tuesdays, 7.15-8.45 p.m., starting September 27, 1983. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.*

Fee: \$160

Within any business environment, executive decisions in marketing must be taken as a result of comprehensive management information and the application of common sense to local conditions. These decisions are not solely the preserve

of marketing specialists, but require understanding from all people of authority in an organization. This course is designed for those thus affected. Combining theory and practical case application, the class will examine the separate elements of the marketing mix and the ways in which they inter-relate. The process of ideas from market research, product formulation, through to launch and ongoing marketing strategy will be reviewed. The case method will be used to supplement the discussion of fundamental marketing concepts.

166. An Introduction to Commercial Shipping Practice. Li Siu-ming, B.B.A. (Hawaii), M.B.A. (Texas). *Saturdays, 2.00–3.30 p.m., starting October 1, 1983. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Fee: \$160

Import and export trade is the essence of Hong Kong's economy. Shipping practice is directly or indirectly related to all kinds of import and export trade. This course will cover the basic knowledge concerning shipping practice and management. Topics to be discussed include: the functions of a Bill of Lading; containerization; different kinds of shipping companies and their functions; general structure and ship types; freight rate structure; chartering and charter-parties; the relationship between ship owners and merchants; shipping documents and procedure; loading and stowage of cargo; the public control of shipping; and marine insurance. Current issues concerning the shipping industry will also be discussed.

167. The Management of Air Freight Operations. Alan Miu, A.M.I.P.M., A.M.I.T.D. *Tuesdays, 6.00–7.30 p.m., starting September 27, 1983. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Fee: \$160

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

168. Decision-making: A Systems Approach. Patrick Leung, B.Sc., M.A., M.S.W. (Ohio State). *Saturdays, 2.00–3.30 p.m., starting October 1, 1983. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Fee: \$160

Decision-making is recognized as a major process in management at any level in an organization. The object of this course is to provide managers and administrators, as well as those who are about to enter the field in the public or private sector, with a systematic approach to making decisions within an organizational

context. Certain fundamental questions will be addressed: what should be achieved in an organization; how should it be accomplished; what resources should be allocated for the task; what methods should be utilized to evaluate the effectiveness and efficiency of the organization? Although some quantitative techniques will be examined, only a basic knowledge of algebra and arithmetic will be required.

169. Organization and Methods. Samuel San, B.E. (N.S.W.). *Saturdays, 3.45-5.15 p.m., starting September 24, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$160**

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

170. Managing Systems and Organizational Behaviour. Mrs. Pinkie Leung, M.Sc. (Heriot-Watt), D.M.S. *Saturdays, 2.00-3.30 p.m., starting October 1, 1983. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.* **Fee: \$180**

The management of an enterprise requires a balance to be struck between impersonal systems and the human requirements which have to be met in any organization. The history and development of ideas in these two areas will be the subject of this course. There will be a progressive analysis of the history of management theory, including the setting of objectives, policy-making, systems and procedures, requirements for planning and organizing and adjustment to change. The meaning of behavioural science will also be examined and illustrated from the fields of organizational psychology and sociology. This course will be of interest to those in general management and to personnel specialists who wish to broaden their knowledge of the way these two aspects of management have developed and interact.

171. Management Control Systems. Eva Pang, B.S. (Mississippi), M.B.A. (Cal-State). *Mondays, 6.30-8.00 p.m., starting September 26, 1983. Room 415, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$160**

Within any organization forms of management control have to be evolved and this necessarily has an effect on the behaviour of people. At the heart of such controls are the goals of the concern, the information needed and the strategies which are to be pursued. The tutor will examine how a control structure may

be evolved, including such concepts as responsibility centres, profit centres, transfer pricing and investment centres. This process will also include a review of budget preparation, analysis and reporting financial performance. The course is directed to those who already have a basic financial and accounting knowledge and who wish to study more deeply the inter-relationship between management control and the organization.

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

主 講 人：黃錦華先生。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八三年九月廿七日起每星期二下午七時四十五分至九時十五分。

全期學費：一百六十元。（共十二講）。

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

173. 管理問題的探討 (Some Managerial Issues in Organisations)

主 講 人：黃誠中先生。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八三年九月二十六日起每星期一下午七時四十五分至九時十五分。

全期學費：一百六十元。（共十二講）。

我們生活於一個變動的社會。改變是以不同的形式及方向來進行，如科學上的新發現、技術/工藝的突破、價值系統、社會及政治權力的轉變等，直接及間接影響了組織內的管理措施。各主管今日面對的下屬都有較佳的自信，對自己的權利及福祉更關心；但另一方面，他們亦可能顯出對工作不投入、輕薄的責任感等。雖然嘗試尋找一個最好的方法以適合各種的情況很不實際，但如參與此課程則可對一些管理上的問題有更佳了解，從而作更公平及合理的處理。

174. 市場學概論 (Principles of Marketing)

主 講 人：葉偉翔先生。

地 點：香港大學校本部 142 室。

時 間：一九八三年九月二十七日起每星期二下午七時十五分至八時四十五分。

全期學費：一百六十元。 （共十二講）。

市場學是研究貨物或服務從製造商流向消費者的過程中一切活動的學問。此課程是為從來沒有受過市場學訓練的人仕而設。其範圍包括市場學理論及各種市場功能如廣告、助銷、定價、產品定位及消費者行為等的探討。並會用本地的個案來闡明各種理論。

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

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

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八三年九月廿三日起每星期五下午六時至七時三十分。

全期學費：一百六十元。 （共十二講）。

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

176. 國際市場學 (International Marketing)

主 講 人：張振華先生，B.B.A.(C.U.H.K.)。

地 點：香港大學紐魯詩樓 415 室。

時 間：一九八三年九月三十日起每星期五下午七時四十五分至九時十五分。

全期學費：一百六十元。 （共十二講）。

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

177. 生產管理 (Production Management)

主 講 人：黃昭欽碩士。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八三年九月三十日起每星期五下午七時四十五分至九時十五分。

全期學費：一百三十五元。 （共十講）。

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

Diploma in Management Studies.

The Department of Extra-Mural Studies is responsible for the two-year part-time University Diploma course which is offered to graduates and to other suitable candidates with professional qualifications. Those selected for the next intake, in October 1984, will be expected to attend for two evenings a week and to be given release by their employers on Wednesday afternoons. Applicants must have taken the G.M.A.T. test. The test process takes several months and applicants are advised that the last effective test for summer Dip.M.S. applications takes place in March. Further information on the test and details of the content of the Diploma course may be obtained by writing to the Department of Extra-Mural Studies, University of Hong Kong.

See also :

- 120. Small Business Management.** (Page 23)
- 123. Computers and Business Management: Decision-Making.** (Page 24)
- 304. 商人及其法律概論** (第 92 頁)
- 474. 電腦和電腦化入門** (第 140 頁)
- 476. Computerisation: an Executive's Viewpoint.** (Page 141)

PRIOR ENROLMENT IS ESSENTIAL

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

Personnel Management

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

178. Certificate in Personnel Management.

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

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

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

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

Duration September 28, 1983 to April 18, 1984.

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

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

Fee \$1,000.

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

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

Admission Requirements

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

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

Enrolment is limited to 35 students.

Last date for application : August 27, 1983.

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

179. Personnel Management and Industrial Relations. Yu Pak-hung, B.A. (Western Ontario). *Saturdays, 2.00-3.30 p.m., starting October 1, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$160*

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

180. 人事管理學 (Personnel Management)

主 講 人：司徒初先生。

地 點：香港大學校外課程部市區中心 20 室。

時 間：一九八三年九月廿八日起每星期三下午七時四十五分至九時十五分。

全期學費：一百六十元。（共十二講）。

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

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

**In order to receive the next issue of this
Prospectus, please turn to page 163.**

Education

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

181. Advanced Level Economics for Sixth Form Teachers.

Part A: Micro-economics. *Thursdays, 7.45-9.45 p.m., starting October 6, 1983. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.*

Tutor : Professor Steven N. S. Cheung, M.A., Ph.D. (Calif.),
Professor of Economics, University of Hong Kong.

Part B: Macro-economics. *Thursdays, 7.45-9.45 p.m., starting March 1, 1984. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Tutors : M. T. Cheung, B.Soc.Sc. (HK), M.Sc., Ph.D. (Lond.),
Lecturer in Economics, University of Hong Kong;

Y. C. Jao, M.A., Ph.D. (HK), Reader in Economics,
University of Hong Kong;

W. F. Hau, B.S.Sc., M.A. (Hawaii), Staff Tutor,
Department of Extra-Mural Studies, University of
Hong Kong;

C. L. Wu, M.A. (HK), M.Phil. (Lond.), Lecturer in
Economics, University of Hong Kong.

Fee: \$230.

This course is offered in co-operation with the Economics Department, University of Hong Kong, the Hong Kong Examinations Authority and the Education Department. The course will focus on the topics in the 1986 Advanced Level Economics Syllabus issued by the Hong Kong Examinations Authority. It is designed for Economics teachers teaching the new Advanced Level Economics paper. It should also be of interest to teachers intending to teach this subject in the near future.

Fee Refund: on being accepted for this course, teachers of Economics will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application* : September 26, 1983.)

182. Social Studies for Teachers of Forms 4 & 5. *Wednesdays, 6.00-7.30 p.m., starting September 28, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$180**

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

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

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

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

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

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

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, teachers of Social Studies in Forms 4 & 5 will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 10, 1983.*)

183. Social Studies in Secondary Schools. Chow Yiu-wing, B.Soc.Sc. (C.U.H.K.), Dip.Ed. (H.K.). *Fridays, 6.15-7.45 p.m., starting September 30, 1983. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 14 meetings.* **Fee: \$140**

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

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, teachers of Social Studies in Secondary Schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 20, 1983.*)

184. Art Therapy. Miss K. L. Lavine, B.A. (U.C.S.C.). *Wednesdays, 7.45-9.45 p.m., starting October 5, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$210**

Art therapy offers an opportunity to explore personal and potential problems through verbal and non-verbal expression, and to develop physical, emotional and learning skills through therapeutic art experiences. It can be used in clinical,

educational and rehabilitative settings and will be useful to teachers, therapists, social workers and nurses. The aim of this course is to give the students first-hand experience with the recreative process so that they may bring these experiences into their work with others.

No previous art experience is necessary. Techniques that will be used include painting, collage, papier mâché, drawing and clay sculpture.

Enrolment is limited to 20.

Fee Refund: on being accepted for this course, teachers of handicapped children will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications : September 26, 1983.*)

185. Coping with the Behavioural Problems of School-age Children.

Robert Andry, Ph.D. (Lond.), Assistant Commissioner, Correctional Services Department; Jimmy Chan, Ph.D. (Lond.); Mrs. Ann Andry, M.Sc. (Montreal); Miss Elizabeth Chan, M.Ed. (H.K.). *Tuesdays, 6.00-7.30 p.m., starting October 4, 1983. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Fee: \$135

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

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application : September 26, 1983.*)

186. Teachers' Guide to Assessment.

Paul L. M. Lee, B.Sc. (HK), Ph.D. (Iowa); Charles M. T. Law, B.Sc. (HK), Dip.Ed. (CUHK), Adv.Dip.Ed. (HK). *Thursdays, 6.00-7.30 p.m., starting September 29, 1983. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.*

Fee: \$140

The course aims at providing secondary school teachers with an overview of the purposes, aims and objectives of assessment. Various techniques involved in the assessment process will be introduced including the drawing up of an assessment plan, analysis of test results and reporting of information obtained from assessment. Some concepts of measurement such as validity and reliability will also be discussed. The course will concentrate on the practical rather than

the theoretical aspect of assessment. Illustrative examples will be provided and examples contributed by participants will be discussed.

Enrolment is limited to 25.

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

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

主 講 人：林漢超先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八三年十一月廿五日起每星期五下午五時四十五分至七時十五分。

全期學費：一百一十五元。（共十二講）。

此課程專為任教於小學及幼稚園的美術教師而設。內容包括繪畫對幼童心態發展的影響，兒童的美術觀，美術工作的材料及過程，和美術教師的角色與訓練。（限收 40 人。）

申請教署退還半費手續：凡政府、補助或私立學校之美術科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月十三日前報名）。

188. 學校德育講座 (Moral Education)

主 講 人：王齊樂先生。

地 點：香港大學校外課程部市區中心 30 室。

時 間：甲班：一九八三年九月廿七日起每星期二上午九時至十一時。

乙班：一九八三年九月廿七日起每星期二下午三時至五時。

全期學費：二百一十元。（共十五講）。

（報名時請註明甲班或乙班。）

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

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

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

主 講 人：譚添鉅博士。

地 點：香港大學校本部 217 室。

時 間：一九八三年九月十九日起每星期一下午六時十五分至七時四十五分。

全期學費：一百元。（共八講）。

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

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月十日前報名）。

190. 心理測驗與教師
(Application of Psychological Tests in the Classroom)

主 講 人：陳永昌博士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八三年十月四日起每星期二下午八時十五分至九時四十五分。

全期學費：一百三十五元。（共十二講）。

本課程旨在介紹心理測驗之種類及其應用之重要性，對 I.Q. 測驗、個性、興趣、態度、驅動、群性測驗等作頗深入之探討。教師更有機會實習，以增加對測驗之認識。（限收 40 人。）

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月二十六日前報名。）

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

主 講 人：王齊樂先生。

地 點：甲班及乙班：香港大學校外課程部市區中心 30 室。

丙班：香港大學校外課程部市區中心 14 室。

時 間：甲班：一九八三年九月廿九日起每星期四上午九時至十一時。

乙班：一九八三年九月廿九日起每星期四下午三時至五時。

丙班：一九八三年九月三十日起每星期五下午七時四十五分至九時四十五分。

全期學費：一百九十元。（共十五講）。
（報名時請註明甲班、乙班或丙班。）

本課程旨在介紹和討論小學行政的理論和可行的實施方法。適合負責小學行政的校長、副校長、教務主任、訓導主任及一般小學教師參加。課程內容包括：小學行政組織的構想、校政計劃的訂定和實施、校長的職責和教職員間的分工、教務工作的處理、訓導工作、學校與家庭的聯繫和文書事務的處理等。（每班限收40人）

申請教署退還半費手續：凡政府、補助或私立小學之校長及教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月十九日前報名）。

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

主 講 人：鄒美娜女士及本港對弱智兒童有研究及直接工作經驗之專業人士擔任。
地 點：香港大學校外課程部市區中心 22 室。
時 間：一九八三年九月二十九日起每星期四下午七時四十五分至九時十五分。
全期學費：一百六十元。（共十四講）

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

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

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

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

193. 當代中國 (Contemporary China)

主 講 人：梁君國先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八三年十一月八日起每星期二下午五時四十五分至七時四十五分。

全期學費：一百六十元。（共十二講）。

本課程專為中國歷史科教師而設，對二次世界大戰後中國政治經濟之變動，科技建設之成就，以及在國際事務中所產生之影響，作專題式討論，使教師對當代中國各方面之發展，有更深了解，以提高教學質素。（限收 40 人）

申請教署退還半費手續：凡政府、補助或私立學校之中國歷史科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於十月二十九日前報名。）

194. 中國現代文學作家論（三）

(An Introduction to Writers of Contemporary Chinese Literature III)

主 講 人：丁平先生、張雪軍小姐。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八三年九月廿三日起每星期五下午七時四十五分至九時十五分。

全期學費：一百七十元。（共十六講）。

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

本課程將在新詩、散文、小說及劇本等文學形式中，選講一些主要作家及其主要作品。對每一位在中國現代文學中，具有代表性的作家底思想本質、創作歷程、表達技巧、作品風格、文壇地位及作品對當代及後世文壇的影響等，都作全面性的介紹、分析與論評。這個課程是為中學中文教師及現代文學的愛好者而設，共分五個階段講授。本課程為第三階段，就下列作家中選講十人：

徐志摩、思果、顏元叔、胡風、于伶、歐陽予倩、李曼瑰、吳祖光、洛夫、魏子雲、臧克家、周夢蝶、端木蕻良等。（限收 40 人）

申請教署退還半費手續：凡政府、補助或私立中學之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月十三日前報名）。

195. 中國現代文學作家論（四）
(An Introduction to Writers of Contemporary Chinese Literature IV)

主 講 人：丁平先生、張雪軍小姐。

地 點：香港大學校外課程部市區中心 25 室

時 間：一九八三年九月廿三日起每星期五下午六時至七時三十分。

全期學費：一百七十元。（共十六講）。

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

本課程將在新詩、散文、小說及劇本等文學形式中，選講一些主要作家及其主要作品。對每一位在中國現代文學中，具有代表性的作家底思想本質、創作歷程、表達技巧、作品風格、文壇地位及作品對當代及後世文壇的影響等，都作全面性的介紹、分析與論評。這個課程是為中學中文教師及現代的文學愛好者而設，共分五個階段講授。本課程為第四階段，就下列作家中選講十人：

周作人、孟瑤、白先勇、艾青、巴金、林語堂、楊牧、丁玲、鄭愁予、洪深、戴望舒、葉維廉、趙苴蕃、蕭軍、陳白塵、紀弦、林海音、屈琦君等。（限收 40 人）

申請教署退還半費手續：凡政府、補助或私立中學之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月十三日前報名）。

See also :

- 69. **Hong Kong: the Archaeological & Historical Scene.** (Page 6)
- 248. **Teaching Reading Skills.** (Page 68)
- 249. **Creative Language Teaching.** (Page 68)
- 250. **Teaching English Vocabulary.** (Page 69)
- 251. **Basic Considerations in Language Testing.** (Page 69)
- 252. **Teaching Verse Speaking to Children.** (Page 70)
- 253. **Comparative Phonetics of English and Cantonese.** (Page 70)
- 265. **Certificate course in teaching History.** (Page 76)
- 311. 音樂治療（第 96 頁）
- 318. **Modern Dance and Music Workshop.** (Page 99)
- 319. **Dance for the Musical Theatre.** (Page 100)

413. 普通話教學法 (第 114 頁)
417. 文學概論 (第 116 頁)
420. 現代散文選講 (第 117 頁)
421. 現代詩歌選講 (第 117 頁)
426. 朗誦講座 (第 119 頁)
455. 心理及教育測驗概論 (第 131 頁)
456. 引導兒童科學概念的發展 (第 131 頁)
464. **Social Aspects of Nuclear Energy.** (Page 136)
465. **Teaching Physics at Certificate of Education Level.** (Page 136)
468. 基礎微積分 (第 137 頁)
496. 情緒問題兒童的教育 (第 151 頁)
497. **Counselling Specifics for Workers in the Helping Professions.**
(Page 152)
498. **Developing Effective Communication.** (Page 152)
501. 兒童照顧與輔助方法 (第 153 頁)
502. 如何建立及提高兒童的語言能力 (第 154 頁)
503. 兒童遊戲作為治療用途之運用 (第 154 頁)
504. 防止虐待兒童——幼兒工作者的角色 (第 155 頁)
507. 發展性小組工作 (第 156 組)
508. 適用於青少年工作之人際關係練習及輔導技巧 (第 157 頁)
509. 人際關係及輔導技巧於教學工作上的應用 (第 158 頁)
510. 在學校中如何應用小組理論和工作技巧 (第 158 頁)

Engineering

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

Course Nos. 196 to 198 lead to the award of University Certificates. They have clearly defined entry requirements and applicants are advised to read the description carefully before applying. Special application forms are available on request from the Department. Applicants must enclose photostat copies of the appropriate certificates along with their application forms. Applicants should note that they are not allowed to attend any other course or sit any other examination during the year.

Course fees will be collected after the selection process, but applicants should send, with their application form, a non-refundable fee of \$30.

196. Certificate Course in Fundamentals of Digital Computers. Wednesdays, 6.30-8.30 p.m., starting October 5, 1983. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 30 lecture periods plus 12 laboratory instruction periods. Each period will consist of 2 hours.

Tutors : H. F. Li, M.S., Ph.D. (Calif.), M.I.E.E.E. (Tutor-in-charge)

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

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

Fee: \$800 (including examination fee).

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

Enrolment is limited to 40 persons.

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

Closing date for applications : September 10, 1983. A special application form is available on request from the Department. Applicants must enclose photostat

copies of the appropriate certificates along with their application forms. Applications which are not accompanied by the relevant documents will not be considered.

Outline of Syllabus :

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

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

197. Certificate Course in Advanced Electric Machines and Drives.

C. C. Chan, B.Sc., M.Sc. (Tsing Hua), Ph.D. (H.K.), C.Eng., M.I.E.E., Sen.M.I.E.E.E., M.H.K.I.E., Lecturer in Electrical Engineering, University of Hong Kong. *Thursdays, 7.15-9.15 p.m., starting October 13, 1983. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 30 meetings.*

Fee: \$700 (including examination fee)

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

Syllabus: Steady-state and dynamic behaviour of d.c. and a.c. machines. Machines in power systems. Practical transient problems. Unbalanced operation of machines. Vibration and noise. Design principles of rotating machines. Miniature machines including servomotors and stepping motors. Power electronic control of machines. Electric drives with emphasis on their applications in local industry.

Entry qualifications: Applicants with a Bachelor's degree, Polytechnic Associateship, Polytechnic Higher Diploma with more than 1 year working experience or Higher Certificate with more than 2 years working experience in Electrical Engineering or equivalent and engaged in an appropriate profession, will be considered for admission. In exceptional cases, consideration for admission will be given to applicants without professional or graduate qualifications provided that they are over 25 and have had at least two years of related industrial experience in responsible positions.

Enrolment is limited to 40 persons.

An examination will be conducted at the end of the course and a University Certificate will be awarded to candidates on condition that they pass the written

examination and have attended not less than 75% of the lectures. The written examination will be assessed by both University and External Examiners.

Closing date for applications : September 10, 1983. A special application form is available on request from the Department.

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

198. Certificate Course in Electric Power Transmission. C. T. Choy, M.I.E.E., Sen.M.I.E.E.E., M.H.K.I.E., Lecturer in Electrical Engineering, University of Hong Kong. *Wednesdays, 7.15-9.15 p.m., starting October 12, 1983. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 30 meetings.* **Fee: \$700** (including examination fee)

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

Syllabus : Power Plants—Sulphur Hexafluoride (SF₆) switchgear, vacuum circuit breakers, current transformers and loading limits of power transformers. Computer methods in power system analysis—application of network topology, load flow studies, short circuit calculations, stability studies and generation scheduling.

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

Enrolment is limited to 40 persons.

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

Closing date for applications : September 10, 1983. A special application form is available on request from the Department.

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

199. Building Services Engineering: Task, Practice and Responsibility.
Mondays, 7.45-9.45 p.m., starting October 3, 1983. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F., 10 meetings. **Fee: \$120**

Tutors : P. K. Chan, B.Sc. (Eng.), D.M.S., A.M.A.S.H.R.A.E.
K. K. Fung, M.Sc. (Eng.), M.I.E.E., M.H.K.I.E.
W. Y. Fung, B.Sc. (Eng.).
S. O. Ho, B.Sc. (Eng.), D.M.S., C.Eng., M.I.E.E., M.C.I.B.S.,
M.I.MAR.E., M.H.K.I.E., M.I.E.E.E.
C. L. Lui, B.Sc. (Eng.), C.Eng., M.I.E.E., M.H.K.I.E., M.I.E.E.E.
K. S. Ng, B.Sc. (Eng.), M.C.I.B.S., M.I.Mech.E., M.A.S.E.
K. C. Tam, B.Sc. (Eng.), M.C.I.B.S., M.A.E.E., M.A.S.H.R.A.E.
W. H. Tsui, B.Sc. (Eng.), M.I.E.E.E., M.I.E. (Aust.), M.C.I.B.S.
Y. M. Wong, B.Sc. (Eng.), M.B.A.

The purpose of this course is to give practising engineers a deeper insight into building services engineering practice, and an appreciation of the roles of the project manager, building services designer, contractor, supplier and maintenance engineer. Recent developments of each discipline in building services engineering will be introduced.

Syllabus : Project management, building services concept design and preliminary design; feasibility study; E/M services budgeting. Mechanical and electrical detailed design principles; energy conservation and environmental effect considerations; standby electrical power supply systems. Site supervision; E/M services co-ordination, installation inspection. Planned maintenance; equipment breakdown trouble shooting. The application of building automation system in building management, services control, monitoring and maintenance. The role and responsibility of project manager, maintenance engineer and sales engineer.

Entry Qualifications : Applicants with a post-secondary qualification and technical background will be considered for admission. Preference will be given to engineering graduates holding a university degree or Hong Kong Polytechnic Higher Certificate or Higher Diploma with one or two years' related industrial experience.

Enrolment is limited to 40 persons.

This course is organized in co-operation with the University Graduates Association of H.K. Limited and tutors are members of the Association teaching in an honorary capacity.

See also :

- 244. **Report Writing for Engineers.** (Page 65)
- 264. **Geotechnical Methods.** (Page 75)
- 482. **Introduction to Microcomputer Architecture.** (Page 143)
- 483. **Basic Electronics for Digital Computers.** (Page 144)
- 484. **Principles of Computer Hardware.** (Page 144)
- 485. **Fundamentals of Data Communications.** (Page 145)
- 486. **Digital Computer Organization, Design and Engineering.** (Page 145)

English Studies

Staff Tutor : Duncan Macintosh, Telephone 5-456443

CERTIFICATE COURSES IN THE USE OF ENGLISH

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

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

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

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

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

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

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

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

ENTRANCE REQUIREMENTS: Those who have completed a First Year course sufficiently well in the year 1982-83 or who possess a Departmental Certificate in English for Business in Grade A, B or C may enrol in a Second Year course without any further test.

Applicants who do not possess these qualifications must

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

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

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

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

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

6.30 p.m. on 26th August, 1983
6.30 p.m. on 2nd September, 1983
12 Noon on 3rd September, 1983
4.30 p.m. on 3rd September, 1983

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

6.30 p.m. on 22nd August, 1983
6.30 p.m. on 23rd August, 1983

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

6.30 p.m. on 26th August, 1983
6.30 p.m. on 2nd September, 1983

EARLY APPLICATION STRONGLY ADVISED
LIMITED NUMBER OF ENTRANCE
EXAMINATION PLACES AVAILABLE

COURSES—First Year

A. *In Hong Kong*

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

200. Tuesdays and Thursdays, 8.30–10.00 a.m., starting
September 27, 1983. 50 meetings. **Fee: \$500**

201. Wednesdays and Fridays, 8.30–10.00 a.m., starting
September 28, 1983. 50 meetings. **Fee: \$500**

At the University of Hong Kong.

202. Tuesdays and Thursdays, 7.15-8.45 p.m., starting
September 27, 1983. 50 meetings. **Fee: \$500**

203. Tuesdays and Thursdays, 8.00-9.30 p.m., starting
September 27, 1983. 50 meetings. **Fee: \$500**

204. Wednesdays and Fridays, 7.15-8.45 p.m., starting
September 28, 1983. 50 meetings. **Fee: \$500**

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

205. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
September 27, 1983. 50 meetings. **Fee: \$500**

At Wah Yan College, Queen's Road East.

206. Mondays and Wednesdays, 6.30-8.00 p.m., starting
September 26, 1983. 50 meetings. **Fee: \$500**

207. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
September 27, 1983. 50 meetings. **Fee: \$500**

B. *In Kowloon*

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

208. Mondays and Wednesdays, 6.30-8.00 p.m., starting
September 28, 1983. 50 meetings. **Fee: \$500**

209. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
September 29, 1983. 50 meetings. **Fee: \$500**

At Mansfield College, Knutsford Terrace
(adjacent to Kimberley Road and behind the Miramar Hotel).

210. Mondays and Wednesdays, 6.30-8.00 p.m., starting
September 28, 1983. 50 meetings. **Fee: \$500**

211. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
September 29, 1983. 50 meetings. **Fee: \$500**

At Wah Yan College, 56 Waterloo Road.

212. Mondays and Wednesdays, 6.30-8.00 p.m., starting
September 28, 1983. 50 meetings. **Fee: \$500**

213. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
September 29, 1983. 50 meetings. **Fee: \$500**

Second Year

A. *In Hong Kong*

Course No. At the Extra-Mural Town Centre, Wing On Centre, 8/F.
(*Note: Course 214 is held in the morning.*)

214. Tuesdays and Thursdays, 8.30-10.00 a.m., starting
September 27, 1983. 50 meetings. **Fee: \$500**

215. Mondays and Fridays, 8.00-9.30 p.m., starting
September 26, 1983. 50 meetings. **Fee: \$500**

At the University of Hong Kong.

216. Mondays and Wednesdays, 6.15–7.45 p.m., starting
September 26, 1983. 50 meetings. **Fee: \$500**
217. Tuesdays and Thursdays, 6.15–7.45 p.m., starting
September 27, 1983. 50 meetings. **Fee: \$500**

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

218. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
September 27, 1983. 50 meetings. **Fee: \$500**

At Wah Yan College, Queen's Road East.

219. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 26, 1983. 50 meetings. **Fee: \$500**
220. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
September 27, 1983. 50 meetings. **Fee: \$500**

B. *In Kowloon*

Course No. At St. Mary's Canossian College, 162 Austin Road
(entrance from Kimberley Road, T'simshatsui).

221. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 28, 1983. 50 meetings. **Fee: \$500**
222. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
September 29, 1983. 50 meetings. **Fee: \$500**

At Mansfield College, Knutsford Terrace
(adjacent to Kimberley Road and behind the Miramar Hotel).

223. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 28, 1983. 50 meetings. **Fee: \$500**

At Wah Yan College, 56 Waterloo Road.

224. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 28, 1983. 50 meetings. **Fee: \$500**
225. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
September 29, 1983. 50 meetings. **Fee: \$500**

ENROLMENT

Closing Date : 1st September, 1983, unless all the places in the Entrance Examination have been allocated before that date.

Applicants wishing to apply at the same time for a Use of English course and an English for Business course should in the first instance pay both fees, i.e. \$500 for the Use of English and \$630 for English for Business. The fee for the course that they are accepted for will be retained and the fee for the course that they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.

CERTIFICATE COURSES IN ENGLISH FOR BUSINESS

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

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

SYLLABUS

General English	remedial tuition will be provided with a view to eradicating the most common errors the students make.
Oral English	the students will be given tuition in conversational English.
Commercial Correspondence:	
<i>basic principles</i>	format and convention;
<i>commercial jargon</i>	the students will be shown how to avoid outmoded jargon and redundancy;
<i>letters of application</i>	tuition will be given in how to write letters of application for employment and references;
<i>letters of enquiry and replies to them</i>	tuition will be given in how to write letters making trade enquiries, how to reply to them, how to place orders and how to acknowledge them;
<i>letters of complaint and adjustment</i>	tuition will be given in how to write letters of complaint and how to reply to them appropriately;
<i>collection letters</i>	tuition will be given in how to write the first and second letters of reminder and the final demand letter when payment of an account is overdue;
<i>sales letters</i>	tuition will be given in how to write sales letters to suit particular occasions;
<i>correspondence summaries</i>	tuition will be given in how to summarise a series of letters.
Other Forms of Written Communication	memoranda; notices; forms.

Report-writing	tuition will be given in how to write full reports with recommendations, short reports and 'mixed-form' reports.
Reporting Meetings	tuition will be given in how to prepare agenda and write minutes.
Reading and comprehension	practice will be given in the comprehension of commercial and general texts.
Note-writing	tuition will be given in the making of tabulated notes on written material and the taking of notes on spoken material.

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

ADMISSION REQUIREMENTS :

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

- i. *University Graduates* : they should be employed on a full-time basis in relevant occupations and should attach copies of their degree certificates to their application forms. They should then attend a special interview as follows: between 3.00 and 8.30 p.m. at the Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, on 25th August, 31st August, 1st September or 5th September. Applicants should therefore state on their application forms the date and the approximate time they wish to attend for interview. They will then be interviewed on a "first come, first served" basis on the dates indicated above. Waiting time will be reduced as far as possible, but some delays are inevitable.
- ii. *Holders of the Departmental Certificate in the Use of English with a Writing Skills Grade 'C' or above awarded in 1982 or 1983* : they should attach a copy of their Certificate with a *full* statement stating why they wish to be enrolled to their application forms which should be submitted by *26th August, 1983*.

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

- a Departmental Certificate in the Use of English in Grade D;
- a 'Good Pass' at Departmental Use of English, First Year level;
- Grade 'D' or above in the Use of English Paper of the Hong Kong Advanced Level Examination;
- a Grade 'C' Pass in English at G.C.E. 'O' level;

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

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

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

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

- 6.30 p.m. on 26th August, 1983
- 6.30 p.m. on 2nd September, 1983
- 10.00 a.m. on 3rd September, 1983
- 2.30 p.m. on 3rd September, 1983

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

- 6.30 p.m. on 24th August, 1983
- 6.30 p.m. on 30th August, 1983

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

- 6.30 p.m. on 25th August, 1983
- 6.30 p.m. on 1st September, 1983

N.B. All Entrance Examinations continue for 1½ hours.

Note: Applicants will be informed of the result of the Entrance Examination very shortly after the last examination on 5th September; the fees of those who have failed to gain admission will then be refunded.

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

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

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

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

COURSES

A. *In Hong Kong*

Course No. At the Extra-Mural Town Centre, Wing On Centre, 8/F.

226. Mondays and Wednesdays, 6.15–7.45 p.m., starting
October 10, 1983. 60 meetings.

Fee: \$630

At the University of Hong Kong.

227. Wednesdays and Fridays, 6.15–7.45 p.m., starting
October 7, 1983. 60 meetings. **Fee: \$630**

At Wah Yan College, Queen's Road East.

228. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 3, 1983. 60 meetings. **Fee: \$630**
229. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 4, 1983. 60 meetings. **Fee: \$630**

B. *In Kowloon*

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

230. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 10, 1983. 60 meetings. **Fee: \$630**
231. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 6, 1983. 60 meetings. **Fee: \$630**

At Wah Yan College 56 Waterloo Road.

232. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 5, 1983. 60 meetings. **Fee: \$630**
233. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 6, 1983. 60 meetings. **Fee: \$630**

ENROLMENT

Closing Date: September 2, 1983, unless all the places in the Entrance Examination have been allocated before that date.

Applicants wishing to apply at the same time for an English for Business course and a Use of English course should, in the first instance, pay both fees, i.e. \$630 for English for Business and \$500 for Use of English. The fee for the course that they are accepted for will be retained and the fee for the course they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.

Applicants wishing to apply for a place in a Use of English course and an English for Business course should apply to sit the English for Business Entrance Examination by 26th August and the Use of English Entrance Examination by 3rd September. If they pass the English for Business Entrance Examination they will be informed accordingly, and should not then sit the Use of English Entrance Examination.

SPECIAL ENGLISH

Intensive tuition will be provided in the following English Language skills:
speaking, and the ability to carry on a conversation;

understanding what is said without difficulty;
writing skills;
reading and the ability to understand written English
rapidly and without difficulty.

These courses are intended for working adults who are unable to apply for a place in one of the Department's Use of English courses because they do not possess the basic entrance qualifications. If, however, they complete the 'Special English' course they have been attending satisfactorily, they will be allowed to apply for a place in one of the Use of English courses in the year 1984-85 and, provided they pass the Entrance Examination satisfactorily, their application will be accepted.

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

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

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

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

Textbooks :

R. O'Neill: Kernel Lessons Plus, Students' Book.
Kernel Lessons Plus, Students' Test Book.

COURSES

A. *In Hong Kong*

Course No. At the Extra-Mural Town Centre, Wing On Centre, 8/F.
(*Note : Courses 234, 235 and 236 will meet in the morning and Course 237 will meet in the afternoon.*)

234. Mondays and Wednesdays, 8.30-10.00 a.m., starting
October 3, 1983. 50 meetings. **Fee: \$500**

235. Tuesdays and Thursdays, 8.30-10.00 a.m., starting
October 4, 1983. 50 meetings. **Fee: \$500**

236. Wednesdays and Fridays, 8.45-10.15 a.m., starting
October 5, 1983. 50 meetings. **Fee: \$500**

237. Wednesdays and Fridays, 4.30-6.00 p.m., starting
October 5, 1983. 50 meetings. **Fee: \$500**

At the University of Hong Kong.

238. Tuesdays and Thursdays, 7.15-8.45 p.m., starting
October 4, 1983. 50 meetings. **Fee: \$500**

239. Wednesdays and Fridays, 8.00-9.30 p.m., starting
October 5, 1983. 50 meetings. **Fee: \$500**

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

240. Mondays and Wednesdays, 6.30-8.00 p.m., starting
October 3, 1983. 50 meetings. **Fee: \$500**

B. *In Kowloon*

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

241. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 6, 1983. 50 meetings. **Fee: \$500**

At Wah Yan College, 56 Waterloo Road.

242. Mondays and Wednesdays, 6.30-8.00 p.m., starting
October 5, 1983. 50 meetings. **Fee: \$500**

243. Wednesdays and Fridays, 6.30-8.00 p.m., starting
October 5, 1983. 50 meetings. **Fee: \$500**

ENGLISH FOR PROFESSIONAL USE

244. **Report Writing for Engineers.** P. T. Morris, B.A. (N.U.I.), M.A. (H.K.), L.Phil., S.T.L. (J.S.I.), Senior Lecturer in English, Hong Kong Polytechnic. *Fridays, 6.30-8.00 p.m., starting October 7, 1983. Wah Yan College, 56 Waterloo Road, Kowloon. 10 meetings.* **Fee: \$150**

To be successful, every engineer must know how to write good reports, both formal and informal.

Participants will learn how to think about reports: who a report is being written to, what data should be included, why the report has been called for, when the events described in the report took place and how the material included can best be presented. Tuition will also be given in how to organise and structure the data, how to write effective sentences and paragraphs, how to achieve emphasis and how to display constructively.

Students will be expected to participate actively in the course and to complete assignments set.

Enrolment will be limited to 30 students and will be by selection of those most qualified to benefit from the course of tuition. Applicants should be qualified engineers and should attach a statement to their application forms describing their duties and the situations in which they have to write reports and stating who their employer is.

245. **Legal English.** Jean Hopkin, B.A. (Middx Poly.), Dip.Law, Barrister-at-Law. *Wednesdays, 6.15-7.45 p.m., starting October 12, 1983. University of Hong Kong. 10 meetings.* **Fee: \$130**

The necessity for the accurate and correct use of English is particularly important in a legal context. This course is therefore designed to assist those

people whose work brings them into contact with legal terminology, but to whom English is a second language. The emphasis throughout will be on the understanding of legal texts, the usage of legal phrases and an increased vocabulary of specialised terms. Applicants should realize that this is *not* a General English course and so a sound knowledge of General English and grammatical competence will be assumed.

All applicants should have obtained a Grade 'C' or above in English at G.C.E. 'O' level. Enrolment is limited to 25 students and will be by selection of those most qualified to benefit from the course of tuition.

Closing date for applications : 5th October, 1983.

Recommended reference material :

Mozley and Whitely: Law Dictionary, 9th Edition (available from the Hong Kong Book Centre, 25 Des Voeux Road Central)

A Glossary of Applied Legal Terms (H.K. Government Publication)

Words and Phrases Legally Defined (this is a standard work of reference that may be consulted in libraries).

246. Basic Medical English. Miss Margaret Wu, B.A. (Wisconsin-Madison), M.P.H. (Calif.). *Wednesdays, 8.00-9.30 p.m., starting October 12, 1983. Room 17, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings. Fee: \$375*

This course is intended for those medical doctors who qualified outside Hong Kong and who now wish to apply for registration to practice in Hong Kong. Such doctors frequently experience difficulties in expressing themselves fluently in English, and so the course is designed to meet their needs by providing them with tuition in conversational English, with particular reference to the types of conversation that are likely to occur in clinical settings, current English usage and the application of the language to medical purposes. Attention will therefore be paid to the following: medical terms and vocabulary; how to complete statutory forms; how to write simple notes and memoranda and the reading and comprehension of medical texts.

Enrolment. Enrolment will be limited to 25 students and will be by selection of those most capable of benefitting from the course of tuition.

SPOKEN ENGLISH

247. Certificate Course in English Speech.

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

Tuition will be provided in the pronunciation and intonation of English, and practical work will include role-playing in addition to guided conversation, and

general oral practice. Even though this is a Spoken English course, satisfactory progress can only be made if students, as well as attending regularly and participating actively, are prepared to consolidate *at home* what they have practised in the sessions.

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

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

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

Entrance Requirements: All applicants should

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

The Entrance Test will consist of a Listening Test and an Interview. Several Listening Tests will be held in the Extra-Mural Town Centre, Wing On Centre, 8th floor, 111 Connaught Road Central, on 7th and 8th September, beginning at 6.00 p.m. Applicants will be tested on a first come, first served basis, but should not attend later than 6.45 p.m. Applicants should indicate on their application forms on which evening they wish to be tested.

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

Closing Date for Applications: 3rd September, 1983.

Enrolment limited to 30 students.

Fee: \$650, inclusive of examination.

Duration: 60 1½ hour sessions, inclusive of examination.

Time: Wednesdays and Fridays, 6.15–7.45 p.m., starting September 28, 1983.

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

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

- pass the examination;
- participate fully, attend regularly and perform adequately during the course of tuition.

ENGLISH FOR TEACHERS

248. Teaching Reading Skills. J. P. Bensly, M.A. (Oxon.), M.A. (Reading), Staff Tutor in English, University of Hong Kong. *Mondays, 4.30–6.00 p.m., starting October 10, 1983. Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$130**

This course is for teachers and material developers. Those who wish to produce their own materials need to have a clear classification and description of the different types of exercise that are currently available and know which reading skills they are aimed at developing. Those exercises that prompt an active creative response from the student will be given special attention. The exercise-types that will be examined will be those that can be adapted for elementary, intermediate or advanced levels.

The main topics include reading skills, the organization of a text, understanding meaning, and assessing the writer's intentions.

Enrolment is limited to 30 students.

Fee Refund: on being accepted for this course, teachers of English will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: October 1, 1983.*)

249. Creative Language Teaching—Techniques for Enlivening the English Lesson. William Cheng, B.A., M.A. (Ed.) (H.K.), Dip. in App.Ling. (Edin.), Senior Lecturer, School of Education, Chinese University of Hong Kong. *Wednesdays, 7.15–8.45 p.m., starting October 5, 1983. Room 141, University Main Building. 10 meetings.* **Fee: \$130**

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

- Variety in listening comprehension activities;
- playing and working with words—designing creative vocabulary expansion techniques;
- Grammar without tears—creative drills, grammar games and awareness exercises for teaching structure;
- Drama techniques for teaching EFL skills;
- Exploiting the information gap—a technique for encouraging communicative use of English in class;
- Problem solving in EFL;
- Discussions that work;
- Developing reading strategies.

Enrolment limited to 30 students.

Fee Refund: on being accepted for this course, teachers of English in Secondary Schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 26, 1983.*)

250. Teaching English Vocabulary. P. D. Reynolds, B.A. (N.U.I.), M.Ed. (Tor.), Senior Lecturer in Education, University of Hong Kong. *Tuesdays, 3.00-4.30 p.m., starting October 4, 1983. Room 17, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$130**

For the past twenty years vocabulary has been the Cinderella of English Language teaching and learning. There are a number of reasons for this, notably that it is probably the most difficult aspect of language to teach. With the present stress on communicative language competence in language-teaching theory, however, this imbalance is being redressed somewhat. The content, rather than the mere structural form of language, is now being highlighted. With this new stress on content comes the need for teachers to improve their vocabulary-teaching competence.

The present course aims at helping teachers improve their vocabulary-teaching techniques. It will therefore take the form of lectures and seminar sessions, and provision will be made for discussion. Some of the content will consist of theoretical consideration of the relation of vocabulary to other aspects of language, but the emphasis will be on the practice of vocabulary-teaching. Topics will include:— the place of vocabulary in a language, word-learning difficulties, linguistic form and content, the meanings of words, processes of word-understanding, remembering words, use of words and the connection between words and general knowledge.

Throughout the course reference will be made to *Grow Through Words: Vocabulary-building for Chinese students* (Longman, 1980), by the tutor.

Enrolment will be limited to 25 teachers, and priority will be given to those teaching English in the lower forms of secondary schools and the upper forms of primary schools. *Applicants should therefore state on their application forms the levels at which they are teaching.*

Fee Refund: on being accepted for this course, teachers of English will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 26, 1983.*)

251. Basic Considerations in Language Testing: Theory and Practice. Vincent K. C. Cheung, M.A. (Exeter), Dip.TEO (Leeds), Subject Officer (English), H.K. Examination Authority. *Wednesdays and Fridays, 8.00-9.30 p.m., starting October 5, 1983. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$150**

Designing, constructing and using English language tests are essential to all teachers of English. This course will therefore cover the basic notions of language

testing, e.g. factors governing a good test, the interpretation of test scores, subjective and objective testing, discrete-point tests versus integrative skills tests as well as communicative tests. Multiple-choice tests, cloze tests and dictation will also be considered.

It is hoped that the course will not only help teachers to evaluate more effectively the language capabilities of their students and find out where their weaknesses lie, but also enable teachers to improve their own techniques in both teaching and testing the target language. There will also be opportunities for participants to construct and analyse some test items.

This course is intended for teachers of English in secondary schools. Enrolment will be limited to 25 students and may be by selection of those who are most qualified to benefit from the course of tuition.

Fee Refund: on being accepted for this course, teachers of English in Secondary Schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 26, 1983.*)

252. Teaching Verse Speaking to Children. Mrs Esma Wright, L.R.A.M., (Teacher's Diploma). *Tuesdays, 6.15-7.45 p.m., starting September 27, 1983. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$130*

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

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

Enrolment limited to 25 students.

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

253. Comparative Phonetics of English and Cantonese. Raymond Huang, B.A. (Lingnan), M.A. (Leeds) I.P.A.Cert.Phon., P.G.C.E. (London), L.R.A.M., L.T.C.L. (London). *Tuesdays, 6.30-8.30 p.m., starting October 4, 1983. Room 132, Wah Yan College, 1st Floor, Queen's Road East. 12 meetings. Fee: \$210*

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

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

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

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

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

Fee Refund: on being accepted for this course, teachers of English will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 26, 1983.*)

ENGLISH FOR APPRECIATION

254. The Art and Appreciation of Short Story Writing. Mrs D. H. Shroff, B.A. (Bombay). *Tuesdays, 6.15-7.45 p.m., starting October 11, 1983. Music Room, St. Paul's College, 69 Bonham Road, Hong Kong. 10 meetings. Fee: \$120*

The course is planned to help students read and appreciate short stories, which will in turn stimulate them to read more and thus improve their command of English.

Stories written in both the early twentieth century and contemporary times will be considered, and particular attention will be paid to such different aspects of life as human relationships, psychology and humour and mystery and detection.

The course is both for enjoyment as well as study. Those participating will have plenty of opportunity to discuss the stories read and be able to develop their appreciation of this aspect of English literature.

Entrance Qualifications. Enrolment will be limited to 25 persons and may be by selection of those best qualified to benefit from the course of tuition. The course as a whole is ideally suited for those who have completed the Department's Use of English or English for Business programmes, but applicants who have not done so will also be considered. Such applicants should have obtained a Pass in English at G.C.E. 'O' level, and those with higher qualifications will be preferred.

Reading Text : (obtainable from the Hong Kong Book Centre, 25 Des Voeux Road Central) T. Pierce and E. Cochrane (Eds.): Twentieth Century English Short Stories (Evans).

255. Shakespeare's Happy Comedies of Love. Mrs Lyn Austin, B.A., M.Phil. (H.K.). *Fridays, 6.15-7.45 p.m., starting October 7, 1983. Room 17, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$120**

This course will introduce students to the lighter side of Shakespeare and will demonstrate how the comedies mirror certain prevalent Renaissance ideas. The plays to be considered are 'A Midsummer Night's Dream', 'As You Like It' and 'The Taming of the Shrew'.

Amongst the themes that will be considered are the idea of courtly love, the belief in the power of words, the pastoral life-style, Elizabethan psychology and concepts of man's relationship to God, and many others will be touched upon incidentally.

Reading List (obtainable from the Hong Kong Book Centre, On Lok Yuen Building, 25 Des Voeux Road Central): Arden Shakespeare University Paperbacks: A Midsummer Night's Dream; As You Like It; The Taming of the Shrew.

**In order to receive the next issue of this
Prospectus, please turn to page 163.**

European Languages

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

Courses in Spanish Language.

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

Days for all courses : Tuesdays and Thursdays.

Starting date for all courses : 11th October, 1983.

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

First Year

Course No. **256**. 5.30-6.30 p.m. 50 meetings. **Fee: \$475**

Course No. **257**. 7.40-8.40 p.m. 50 meetings. **Fee: \$475**

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

Enrolment limited to 34 persons per course.

Textbook : *El Español Al Dia*, Book 1, obtainable from the Hong Kong Book Centre, Des Voeux Road Central.

Second Year

Course No. **258**. 6.35-7.35 p.m. 50 meetings. **Fee: \$510**

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

Enrolment limited to 34 persons.

N.B. Priority will be given to applicants who have completed one of the Department's First Year courses in the year 1982/83. Other applicants will be enrolled only if vacancies are still available after 1st October, 1983, and on the basis of their previous study of the Spanish language.

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

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

Geography & Geology

Enquiries, Telephone 5-4097313

259. 石油地質簡介 (Introduction to Petroleum Geology)

主 講 人：鈕柏榮先生。

地 點：香港大學許愛周科學館 G1 室。

時 間：一九八三年十月十三日起每星期四下午六時卅分至八時。

全期學費：七十元。（共五講）。

本課程介紹石油及天然氣的性質，石油成因及其生成地質環境，生油層，儲集層及蓋層的概念，石油圈閉及油氣藏的形成，保存及破壞。學員要對地質有一些認識，曾選修「香港地理野外考察」或「礦物與岩石鑑定」課程者，可獲優先錄取，本課適合對石油地質有興趣之人仕選修。

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

主 講 人：鈕柏榮，袁貞偉先生、鄧玉琼小姐。

地 點：香港大學許愛周科學館 G1 室。

時 間：一九八三年十月十二日起每星期三下午六時卅分至七時四十五分。

全期學費：一百五十元。（共十講及四次野外考察）。

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

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

主 講 人：鈕柏榮先生。

地 點：香港大學許愛周科學館 G1 室。

時 間：一九八三年十月十二日起每星期三下午八時至九時卅分。

全期學費：一百二十元。（共八講，另二次野外考察及一次實習參觀）。

本課程結合標本對香港的礦物與岩石作較為詳細的講授，並着重介紹鑑別方法。

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

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

262. 重要寶石的鑑別和評價 (Identification & Valuation of Selected Precious Stones)

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

地 點：香港大學許愛周科學館 G7 室。

時 間：一九八三年十月六日起每星期四下午七時至九時卅分。

全期學費：四百五十元 (包括實驗費用)。 (共十二講)。

本課程將介紹香港市場上最主要寶石 (如紅寶石、藍寶石、祖母綠、鑽石) 的鑑別方法，肉眼鑑別特徵，儀器鑑別方法，與其仿造品及人造石的區別，它們的產地及評價原則。(限收十八人)。

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

主 講 人：歐陽秋眉女士，F.G.A. (英國寶石學會院士)。

地 點：香港大學許愛周科學館 G1 室。

時 間：一九八三年十月一日起每星期六下午二時卅分至五時卅分。

全期學費：六百元 (包括實驗材料)。 (共十四講)。

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

本課程理論與實踐並重，使學員有機會操作鑑別寶石。(限收十五人)。

264. Geotechnical Methods: Recent Developments & their Applications in Modern Building Industry. J. C. W. Lau, M.Sc. (Manc.), Ph.D. (London), C.Eng., M.I.C.E., M.I.Struct.E., M.H.K.I.E., F.G.S. Saturdays, 9.30 a.m.-12.45 p.m., starting October 8, 1983. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings. Fee: \$220

The following topics will be discussed with the aim of providing practising Civil and Structural Engineers with up-to-date knowledge of recent trends in geotechnical engineering: site investigation techniques; rock mechanics: properties of intact rocks and their measurement, shear strength of jointed rocks; rock slope stability: rock joint survey and graphical presentation on stereonets, methods of slope stability analysis, theory and design of rock anchors; soil mechanics: properties of soils and their measurement; soil slope stability: limit equilibrium methods; infiltration theories: infiltration of rain water into unprotected slopes and its effect on slope stability, physics of unsaturated flow; earth pressures on retaining structures; dewatering: effects on buildings; and modern stress-strain theories and computational methods: tensor notations, constitutive laws, introduction to finite element method, limit analyses, implication of strain-softening in geotechnical engineering.

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

Enrolment is limited to 30.

History

Enquiries, Telephone 5-4097313

265. Certificate Course in Teaching History at Senior Level. Hubert Brown, Ph.D. (Stanford), Senior Lecturer in Education, University of Hong Kong, Terence T. T. Pang, M.Phil., Cert.Ed. (H.K.) and other guest lecturers. *Thursdays, 8.05-9.50 p.m., starting September 29, 1983. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 30 meetings, 5 Saturday mornings 9.30-12.00 for visits, plus 10 hours for group seminars.* **Fee: \$1,000**

The recent changes in the history syllabuses of the Hong Kong Advanced Level Examination and the Hong Kong Certificate of Education Examination have posed special challenges to both experienced and fresh teachers alike. This course aims at studying possibilities of coping with the new syllabi and at exploring resources at our disposal, both in and out of the classroom, which would facilitate history teaching in senior forms.

Topics covered would include aims, methods, resources, assessment and assignments. A balance between theory and practice will be maintained throughout the course. Problem areas of the syllabi will receive special attention, e.g. Marxist interpretation of modern China, economic and intellectual history and current developments in historiography. Guest speakers will be invited from the two universities and the Colleges of Education.

Students are expected to contribute to class discussions, participate in tutorials, seminars and micro-teaching sessions. Advisory visits will be conducted on a mutually convenient basis.

A certificate will be awarded provided a student completes successfully a minimum of 70% of all coursework, which includes essays, seminar papers, preparation of teaching materials and lesson plans.

Admission Requirements: In-service teachers of senior form history and related subjects. Enrolment is limited to 30. Selection interviews may be held in case there are too many applicants.

Last Date for Application: September 12, 1983. Applicants should submit a photo and a supporting letter from their schools when applying.

Fee Refund: on being accepted for this course, teachers of History at senior level will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools.

266. The Hong Kong Government System and Its Development. Simon Vickers, Ph.D. (Delhi). *Mondays, 6.10-7.40 p.m., starting October 10, 1983. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$125*

This course will examine the nature of Hong Kong's government in the light of its historical provenience, 17th century to 20th century. The development of

the British colonial system and its rationale will be covered, with particular emphasis on the modern period, 1850 onwards. The relationship of colonies with the metropolis, the position in the structure of government of Secretary of State, Governor, Executive Council, Legislative Council, Cadets/Administrative Officers, appointed advisers, will all be examined. The course will be rounded up with analysis of theories and practices of colonialism and imperialism, comparisons with non-British colonial systems, decolonization, and an overview, in terms of political theory, of colonial in comparison with other systems of government.

The content of this course could clearly be considered useful background for anyone living in Hong Kong, but it would obviously have particular importance for those studying public administration, politics or modern history, and is essential for anyone specialising in Hong Kong Government affairs at university level.

Enrolment is limited to 20.

267. 中國近代思想史 (Modern Chinese Intellectual History)

主 講 人：黃守敬碩士。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八三年十月十二日起每星期三下午六時十分至七時四十分。

全期學費：一百二十元。（共十講）。

本課程論述自鴉片戰爭（1840）以迄五四運動（1919）中國邁向現代化之過程，檢討及深入分析魏源、林則徐、曾國藩、王韜、容闈、孫中山、胡適、陳獨秀諸人的政治思想及其對西洋文化流入中國的態度，他們的政治思想在中國近代化運動中的影響和作用。

本課程適合一般對中國問題及中國近代思想史有興趣之人仕聽講，亦適合中學教師進修，預科生及大專生亦在歡迎之列，更可作為一般公開試前的複習。（限收二十人）。

268. 香港考古與出土文物欣賞 (Hongkong Relics)

主 講 人：盧金球先生（香港考古學會執行委員）。

地 點：香港大學紐魯詩樓 248 室。

時 間：一九八三年十月三日起每星期一下午六時十五分至七時四十五分。

全期學費：一百二十五元。（共九講及三次野外考察）。

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

269. 香港考古學 (Hongkong Relics)

主 講 人：盧金球先生（香港考古學會執行委員）。

地 點：香港大學紐魯詩樓 227 室。

時 間：一九八三年十月十一日起每星期二下午七時十五分至八時四十五分。

全期學費：一百四十元。（共八講及二次野外考察）。

本課程為「香港考古與出土文物欣賞」的續講。教授重點着重介紹香港史前文物，其在考古學上及歷史的特色，包括先民在新界的拓殖史。對有關農村生活，社會制度及習慣亦作較詳細的講授。

See also :

415. **Rebels and Rebellions in Manchu China.** (Page 115)

太 古 城 校 外 課 程

- | | |
|---------------|--------------------|
| 288. 廣告設計實用技巧 | 372. 高級日語 |
| 311. 音樂治療 | 392. 基本普通話 |
| 315. 高級音樂理論 | 393. 基本普通話 |
| 316. 合唱指揮法初學 | 394. 基本普通話 |
| 352. 基本日語 | 395. 基本普通話 |
| 353. 基本日語 | 409. 高級普通話 |
| 354. 基本日語 | 438. 國畫魚蝦蟹蔬菜寫作技法 |
| 355. 基本日語 | 439. 中文各體書法名作研習與運用 |

Journalism & Communication

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

270. Modern Journalism. Clare Hollingworth, O.B.E., and other guest speakers. *Tuesdays, 10.15 a.m.-12.15 p.m., starting October 11, 1983. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$175*

The presentation of news, features and views through newspapers, magazines, radio and television will be considered from a variety of viewpoints by a team of acknowledged experts in their respective fields, including Derek Davies, Editor of the Far Eastern Economic Review, Sylvana Foa, Chief of United Press International for Asia, David Bonavia, Peking Correspondent for the Times, Anthony Lawrence, formerly BBC Far Eastern Correspondent, Sarah Monks, News Editor of the South China Morning Post, Chris Hilton, TV anchor man and commentator, and Hugh Gibb, documentary film-maker.

Topics to be discussed will cover the work of foreign correspondents, opportunities for free-lance writing, the activities of a major news agency, and ways of entering the media and prospects thereafter. Consideration will also be given to such questions as, what is news, can journalists be trained, and, if so, how can this be best done.

Prospective students, whether working in journalism or television, or hoping to do so, should be of a high calibre and should be fluent in both written and spoken English. They may be selected by interview after a short written test. They should also note that they will be expected to participate actively in discussion and by contributing written exercises. Initially, these exercises will consist of simple reports based on newspaper cuttings, followed by class critiques. Thereafter, in the belief that the best way to learn about reporting is by reporting, students will be expected, after listening to Anthony Lawrence, for instance, to simulate their own short news broadcasts and comments. Clare Hollingworth has agreed to act throughout as course-coordinator and "editor-in-chief".

Enrolment will be strictly limited to 30.

Applicants should preferably provide a sponsoring letter from their employer and should attach to their application form a brief statement as to why they wish to join this course. Closing date for applications : September 28.

271. Communication in Business. Miss Wong Wai-yin, M.Ed. (Hawaii). *Wednesdays, 6.15-7.45 p.m., starting October 19, 1983. Room 103, University Main Building. 15 meetings. Fee: \$165*

For scientific administration, business executives should be more aware of the theories and problems relating to communication in a business organization.

To this end, the following areas will be covered in detail: principles of business communication, theories of speech communication, tactics of speaking to an

audience, negotiating, discussion, chairing meetings, conducting interviews, art of persuasion and organizational communication. Discussions will be encouraged and audio visual aids will be applied.

Enrolment is limited to 25.

272. 廣告管理文憑課程 (Certificate Course in Advertising Management)

主 講 人：黃瑞良先生，B.A.(H.K.), M.B.A.(Stanford)

(電視企業有限公司集團經理)

潘啟迪先生，B.A.(H.K.), M.B.A.(C.U.H.K.)

(李奧貝納廣告公司廣告創作主任)

關越強先生，B.S.Sc., M.B.A.(C.U.H.K.)

(電視廣播有限公司市場調查研究經理)——課程主任

地 點：香港大學校本部 122 室。

時 間：一九八三年十月十一日起每星期二下午七時十分至九時二十五分。
(共四十講，另加四次以上考察或實習)。

學 費：一千二百五十元。

名 額：不超過三十六人。

課程主旨：以體驗、講授、實習、及研討方式，來探討市場及消費等問題；再將廣告學分成廣告創作、傳媒策劃、及客戶服務三方面來研究；最後輔以專題研討與實習，使學員於一年內對廣告管理有一定的專業上的認識。

課程內容：(一) 市務概念：包括市務概覽，程序與策略，市場背景與社會形態。
(二) 消費者行爲：包括消費者行爲模式，環境因素，消費者的選購決策，及有關例案研究。
(三) 廣告管理：包括廣告行業概覽、廣告預算、及廣告公司的挑選，及與廣告公司的合作。
(四) 廣告創作：包括廣告意念傳達過程與創作歷程。
(五) 傳媒策劃：包括香港的傳媒概覽，傳媒功能分析，策劃程序，效果檢定、調查研究、及電腦的影響。
(六) 客戶服務：包括對外聯絡、對外統籌、整體宣傳策劃、廣告藍圖、效果檢定、例案研究、及小組習作研討與習作分派。
(七) 專題研討：包括廣告創作門派及其風格、推出新產品方法，「舊酒入新瓶」的技巧、廣告法例、市場調查研究，及廣告行業趨勢。

入學資格：(一)具大專教育程度及一年以上廣告行業經驗。或
(二)中學會考成績良好而具三年以上廣告業行政經驗，並獲僱主推薦。

畢業文憑：課程結束後，學員若能(一)出席率超過百分之八十，(二)平時作業成績良好，及(三)畢業考試合格，則可獲本部頒發之文憑。

申請手續：申請者須於九月十七日以前，將(一)申請表格，(二)劃線支票，(三)二吋半身近照二張，(四)學歷証件副本，(五)原服務機構推薦信，(六)個人履歷表，包括工作經驗與興趣，及(七)回郵信封，寄回香港大學校外課程部廣告管理文憑課程主任收。

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

主 講 人：劉天賜先生(電視廣播有限公司製作經理)——主任主講人
鄧偉雄先生(電視廣播有限公司節目發展經理)
梁健璋先生(電視廣播有限公司劇本審閱主任)
陳翹英先生(電視廣播有限公司助理創作主任)
吳雨先生(電視廣播有限公司製作經理助理)
甘國亮先生(電視廣播有限公司製作經理助理)
(其他主講人包括電視廣播有限公司資深之行政與編導人員，如招振強先生、王晶先生、馮志強先生、李添勝先生、陳方女士、吳昊先生、李沛權先生、羅卡先生、黃孝廉先生、林麗真女士、趙崇文先生、關悅強先生、曾勵珍女士)

地 點：電視廣播有限公司訓練中心(九龍對面道五號A及廣播道嘉柏園二樓)

時 間：一九八三年十月廿三日起每星期日上午十時至正午十二時。
(共四十五講)。

學 費：七百二十五元。

名 額：限收二十人。

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

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

入學資格：(一)大學畢業或相等資歷；
(二)具社會工作經驗；

- (三) 具相當之文學與寫作修養；
- (四) 富創作力、觀察力、想像力，頭腦靈活，生活體驗豐富。

畢業文憑：課程結束後，學員若能符合下列條件，則可領得本部頒發之文憑：

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

申請手續：申請者須於九月十七日以前，將（一）申請表格，（二）劃線支票，（三）二吋半身近照二張，（四）學歷證件副本，（五）回郵信封，（六）個人履歷表，包括工作經驗與興趣，（七）另附一份五分鐘長之諷刺幽默短劇創作；寄回香港大學校外課程部電視編劇文憑班課程主任收。

274. 新聞學文憑班 (Certificate in Journalism)

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

主講人：胡殷先生 (香港浸會書院傳理系講師)
梁業昌先生 (電視企業有限公司出版經理)
唐碧川先生，M.B.E. (星島晚報總編輯) (首席主講人)
丁紹源先生 (前中大新聞翻譯文憑課程講師)
宋郁文先生 (成報主編)
趙潤桓先生 (香港電台高級新聞時事節目主任)
梁天偉先生 (香港電台電視部新聞時事節目總監)

地點：香港大學校外課程部市區中心 18 室。

時間：一九八三年十月五日起每星期三下午七時十分至九時四十分。

學費：七百八十五元。(共三十七講，另加兩個星期六的實習與參觀)。

名額：三十二人。

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

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

學資格：申請人須至少具下列任何一項資格：

(甲) 持有大專畢業證書。

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

(丙) 在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

業文憑：課程結束後，學員若能符合下列三項條件，則可領得本部頒發之文憑。

(一) 畢業考試合格；

(二) 上課次數超過百分之八十；

(三) 完成所有課程中的作業。

請手續：申請者須於九月十七日以前，將申請表格及函件寄回本部，函內須附回郵信封，原服務機構推薦信，二吋半身近照二張，學歷及工作經驗之證件副本及詳情。報名時請用支票交款。

175. 雜誌編輯 (Magazine Editing)

主 講 人：鄭宜迅先生（雜誌編輯與出版專業人仕）。

地 點：香港大學鈕魯詩樓 503 室。

時 間：一九八三年九月廿三日起每星期五下午七時十五分至八時四十五分。

全期學費：一百元。（共十講）。

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

276. 出版的策劃與設計入門 (Graphics in Publishing)

主 講 人：何折先生，M.A.(Missouri)。

地 點：香港大學鈕魯詩樓 227 室。

時 間：一九八三年十月十日起每星期一下午六時十五分至七時四十五分。

全期學費：一百元（共十講）。

在現代化的社會，任何機構都需要出版刊物，如何掌握出版的技術，便成爲一門必備的學問，本課程用深入淺出的方法，爲出版界、新聞界、雜誌編輯、及校刊、公司社團刊物的新入行人仕提供基本與實用的常識。

講授內容將包括：字體的認識；排字問題；畫版、貼版與插圖運用的方法；版面設計的基本原理；雜誌與報紙的版面設計；其他刊物的設計；彩色的運用；選紙與訂裝。

本課程與雜誌編輯學是相輔的課程，宜共同或先後選修，講授時比較着重英文刊物。（限收三十二人）。

277. 電影製作 (The Technique of Film-making)

主 講 人：宋燦熙先生，B.A.(Canterbury)（香港電台電視部助理編導），
黎秋華先生，B.A.(H.K.)（香港電台教育電視導演）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年十月一日起每星期六下午二時十分至四時十分。

全期學費：一百八十五元。（共十一講）。

利用講解及分組討論形式，將電影工業製作過程逐一介紹，堂上並輔以影片示範，務求使理論與實際互相配合，除課堂講授外，將有三講為實地拍攝工作，歡迎對電影藝術及對電影製作過程有興趣的人仕參加，課程內容將包括：電影發展史及劇本的構成；電影語言媒介；拍攝技巧（示範影片）；燈光效果（示範影片）；音響控制（示範影片）；剪接功能（示範影片）；三次實習；習作剪接及配音；及學員作品觀賞及檢討。（限收廿二人）。

278. 電影藝術及欣賞（一） (Film Art and Film Appreciation I)

主 講 人：宋燦熙先生，B.A.(Canterbury)（香港電台電視部助理編導），
黎秋華先生，B.A.(H.K.)（香港電台教育電視導演）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年十二月十七日起每星期六下午二時十分至四時十分。

全期學費：一百四十元。（共八講，其中二講為實習拍攝）。

電影究竟是藝術品還是商品呢？是否每部電影都能有效地將它的訊息傳遞出來呢？本課程試從下列不同的角度去探討一部電影的各個層面，內容包括：（一）電影的概念及技術的演進，（二）導演，映象，觀眾的三邊關係，（三）電影形式，風格，及意識形態之區別。（四）場面調度與敘事效果。（五）燈光，音響，道具的媒介符號。（六）作者論及實驗電影的自覺性。課程除講授外，並輔以電視錄影帶影片作參考觀摩，適合一般對電影有普遍程度認識的人仕參加。（限收廿二人）。

279. 傳播學簡介 (An Introduction to Communication)

主 講 人：王衛燕碩士。講授語言：粵語（輔以英語）。

地 點：香港大學校本部 103 室。

時 間：一九八三年十月十九日起每星期三下午八時至九時十五分。

全期學費：一百三十五元。（共十五講）。

傳播學為一門新興學科，運用科學方法，分析與研究改善人際間關係，及溝通社會上的每個單元，對從事文化教育、社會工作、公共關係及工商管理的人士，均有很大的專業上的幫助。

本課程的重點在於闡述傳播媒介的基本理論及模式，人際關係的傳播，內容包括：系統與模式，語言，言辭及非言辭式媒介，個別性質及相互性質的傳播，態度與評論，文化系統及社會系統的傳遞，大眾傳播及團體、機構性質的傳播等。講授時將着重小組討論，並輔以幻燈片、電影等活動教材。（限收二十五人）。

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

主 講 人：張林森先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年九月廿九日起每星期四下午八時卅分至十時。

全期學費：一百三十五元。（共十二講）。

廣告的作用，是在於商品的推銷以至市場的推廣，所以廣告學與市場管理，實在是關連的。本課程首先介紹市場管理學的重要性，消費者的心理與市況，工商機構中的銷售策畧；繼而講授廣告學的各門知識，包括：（一）廣告策劃，如製作過程，宣傳目的與市場目標；（二）廣告媒介，如策畧、電視、報紙、廣播，雜誌、郵遞、推銷與戶外宣傳等；（三）廣告創作，包括撰稿、編排、印刷、電視與廣播製作、商標、包裝等；（四）廣告管理，包括廣告代理與廣告宣傳計劃的處理。（限收四十人）。

281. 廣告研習班 (Advertising Workshop)

主 講 人：張林森先生（另麥子凌先生及歐安邦先生為客座主講人）。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年一月五日起每星期四下午八時卅分至十時。

全期學費：一百元。（共八講）。

以探討、座談及實習方式，讓學員體驗廣告業務之實際作業過程，藉以培育廣告人材，提高專業水準。

課程內容將就指定課題，先行提供實例資料，繼而引導學員分組進行研討、實習，以製訂綜合的作業計劃書。學員在必要時，可於堂外自行磋商及彙集資料。

製訂的作業計劃書，必須由各小組在堂上陳述，另邀請資深廣告業人士現場評論。

此研習課程特為廣告業及相關行業之基層及中層從業員而設。申請者必須對廣告業有基本認識，具一年廣告工作經驗；曾選修上季「廣告學與市場管理」課程者，優先取錄。（限收二十四人）。

282. 公共關係 (Public Relations)

主 講 人：香港公共關係學會委員。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年十月七日起每星期五下午八時十分至九時五十五分。

全期學費：一百三十元。（共十講）。

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

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

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

主 講 人：陳毓祥博士。

地 點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室。（金巴利道入口）。

時 間：一九八三年十月四日起每星期二下午六時至七時十五分。

全期學費：二百三十五元。（共二十四講包括由十一月十二日星期六下午三時至十一月十三日星期日下午七時的兩日一夜的小組活動）。

除了導引出人際關係的主題及理論上的專有解釋及概念外，更盡力增進學員們的自我了解及介紹人與人之間的技巧，再輔以心理測驗及「相互觀察與糾正小組」的方式，來促進學員們對該門學科之認識。討論項目包括：傳播之原則及理論，自我的成長，自我的認識，人際間的隔漠，知覺力與定形趨向等等。

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

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

主 講 人：陳毓祥博士。

地 點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室。

時 間：一九八三年十月四日起每星期二下午七時十五分至八時卅分。

全期學費：二百四十五元。（共二十四講包括由十二月三日星期六下午三時至十二月四日星期日下午七時的兩日一夜的小組活動）。

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

本課程適合對傳播學有初步認識的學員選修。而對一般從事文化教育事業、社會工作及公共關係、及需進一步理解人際溝通的各項問題的人士，幫助尤大。凡會選修本部之「自我辨認與人際關係」課程者，將優先取錄。（限收二十人）。

285. 表達的技巧 (Public Speaking)

主 講 人：楊鳴章神父，M.A.(Syracuse)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年十月四日起每星期二下午六時至七時半。

全期學費：一百二十五元。（共十二講）。

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

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

286. 理辯學 (Persuasion)

主 講 人：楊鳴章神父，M.A.(Syracuse)。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年十月六日起每星期四下午六時卅分至八時。

全期學費：一百二十五元。（共十二講）。

「理辯學」實質上是「表達的技巧」之連續。學員最好先修「表達的技巧」或「表達與理辯」，但此非入學先決條件。課程重點在於理辯與勸導，特重心理學分析人類行為，理辯與社會關係，影響人類意見種種因素，及如何避免受不良影

響。範圍旁及大眾傳播群眾心理及與傳播有關之法律問題。課程內容理論與實際並重，語言、文字兼涉。與工商、教育、傳播等均有密切關係，重點配合職業上實際需求。（限收四十人）。

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

主 講 人：蔡克信先生。

地 點：香港英皇道 1044 號福昌樓十樓 B21 叁影室C室。

時 間：甲班：一九八三年九月廿九日起每星期四下午七時卅分至九時卅分。
（共二十講）。

乙班：一九八三年九月三十日起每星期五下午七時卅分至九時卅分。
（共二十講）。

全期學費：每班四百五十元（報名請註明甲班或乙班）。

本課程為一般喜愛美術、設計及攝影人仕而設。提供較為深入之廣告設計技巧，而其中側重介紹攝影在設計上之運用。通過理論、欣賞、示範及實習。使學習更趨完善。習作包括一般商品攝影佈光方法、模特兒攝影、廣告用黑房技巧、戶外商品攝影法、報紙廣告、海報、包裝紙及封面等。學員除了研習一般設計步驟、文字處理、編排設計、印刷常識、工具運用（如燈箱、特殊效果及顏色黏貼菲林、噴筆……）等外，並需大部份時間作拍攝及黑房沖晒實習。本課程內將會免費提供講義及各種專業攝影及黑房器材。但學員需自備少量消耗性材料如菲林、藥水等。（每班限收十六人）。

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

主 講 人：蔡克信先生。

地 點：香港鯉魚涌太古城聖約翰男女書院 230 室。（中學部由太豐道入口）。

時 間：一九八三年十月十日起每星期一下午七時卅分至九時十五分。

全期學費：一百四十五元。（共十二講）。

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

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

本課程適合一般廣告業人仕、社團活動的負責人、學校的美術教師、及其他對此類設計有興趣人仕選修，而講授時則儘量深入淺出，使部份初學者易於入手。（限收三十人）。

Law

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

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

289. Law and Practice of Arbitration.

This course is intended for people sitting the Part I Examination of the Chartered Institute of Arbitrators and for members of the Institute who wish to improve their knowledge. Applicants may opt to take only Part A or Part B, but those intending to sit for the Part I Examination are advised to join the full course.

The course is organized in co-operation with the Hong Kong Branch of the Chartered Institute of Arbitrators and the Hong Kong Law Journal.

Part A. Elements of the Law of Contract, Tort & Evidence. *Thursdays, 6.15-8.30 p.m., starting September 29, 1983. Room G5, James Hsioung Lee Science Building. 19 meetings.* **Fee: \$500**

Tutors : S. Y. Chan, LL.B. (Lond.), A.C.I.Arb., Senior Crown Counsel, Legal Department. (Tutor-in-charge).

William P. K. Lee, Barrister-at-law (Inner Temple), Asst. Principal Crown Counsel, Legal Department.

Part B. Arbitration Law, Practice and Procedure. *Thursdays, 6.15-8.30 p.m., starting March 1, 1984. Room G5, James Hsioung Lee Science Building. 11 meetings.* **Fee: \$280**

Tutors : A. Hamilton, M.A. (Cantab.), F.I.C.E., F.C.I.Arb., F.H.K.I.E.

N. T. Kaplan, Q.C., F.C.I.Arb., Deputy Crown Solicitor, Legal Department.

Further details are available on application.

Composite fee: \$700

290. General Principles of English Law. Arthur Leong, Barrister-at-Law (Middle Temple). *Wednesdays, 6.15-8.30 p.m., starting September 21, 1983. Room 217, University Main Building. 24 meetings.* **Fee: \$380**

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

291. Business Law. Nicholas Clement Jones, Solicitor. *Tuesdays, 6.15-8.30 p.m., starting October 4, 1983. Room G05, James Hsioung Lee Science Building, University of Hong Kong. 24 meetings.* **Fee: \$380**

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

292. Law of Partnership. Jerry H. L. Szeto, B.Com (Acc.) (Birm.), Solicitor. *Tuesdays, 7.15-9.30 p.m., starting September 27, 1983. Room 217, University Main Building. 6 meetings.* **Fee: \$110**

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

293. Company Law. Jerry H. L. Szeto, B.Com (Acc.) (Birm.), Solicitor. *Thursdays, 7.15-9.30 p.m., starting January 5, 1984. Room 237, University Main Building. 15 meetings.* **Fee: \$260**

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

London University External LL.B. degree courses.

The following courses are intended to help candidates prepare for the London University External LL.B. Examinations. They are organized in co-operation with the Hong Kong Law Journal.

Applicants are requested to enclose documentary evidence of their registration as External Students of the University of London.

Intermediate Examination

294. Elements of Law of Contract. Carole E. Pedley, B.A. (Sussex), Solicitor of The Supreme Court of Judicature, Lecturer in Law, University of Hong Kong. *Wednesdays, 6.15-8.30 p.m., starting October 5, 1983. Room 167, University Main Building. 23 meetings.* **Fee: \$620**

295. Constitutional Law. Ernest Tang, LL.B., P.C.LL. (H.K.), Solicitor. *Fridays, 6.45-9.00 p.m., starting October 7, 1983. Room 167, University Main Building. 23 meetings.* **Fee: \$620**

296. Criminal Law. William P. K. Lee, Barrister-at-law (Inner Temple), Asst. Principal Crown Counsel. *Mondays, 6.15-8.30 p.m., starting October 3, 1983. Room 240, University Main Building. 23 meetings.* **Fee: \$620**

297. English Legal System. Philip Baker, M.A., B.C.L., LL.M., Lecturer in Law, School of Oriental and African Studies, University of London. To be held in December, details available on application.

Closing date for applications for Course Nos. 294 to 296: September 16, 1983.

Final Part I Examination

298. Law of Tort. L. Pegg, LL B. (Birm.), M.A. (H.K.), Cert.Ed. (Leeds), Lecturer in Law, University of Hong Kong. *Fridays, 7.30-9.30 p.m., starting September 30, 1983. Room 240, University Main Building. 23 meetings. Fee: \$650*

299. Principles of the Law of Evidence. William P. K. Lee, Barrister-at-law (Inner Temple), Asst. Principal Crown Counsel. *Wednesdays, 6.15-8.30 p.m., starting October 5, 1983. Room LGI, Hui Oi Chow Science Building, University of Hong Kong. 23 meetings. Fee: \$650*

300. English Land Law. L. Pegg, LL.B. (Birm.), M.A. (H.K.), Cert.Ed. (Leeds), Lecturer in Law, University of Hong Kong. *Tuesdays, 7.30-9.30 p.m., starting October 4, 1983. Room 121, University Main Building. 23 meetings. Fee: \$650*

301. Law of Trusts. Philip Baker, M.A., B.C.L., LL.M., Lecturer in Law, School of Oriental and African Studies, University of London. To be held in December, details available on application.

Closing date for applications for Course Nos. 298 to 300: September 27, 1983.

Revision Courses

Revision courses for candidates sitting the London University External LL.B. Intermediate and Part I Examinations will be offered in April, 1984. They will be taught by lecturers invited from the United Kingdom. Details are available on application.

Closing date for applications: November 25, 1983.

LAW FOR LAYMEN

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

主 講 人：黃夏萍小姐。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八三年九月廿八日起每星期三下午八時至九時三十分。

全期學費：一百六十元。（共十五講）

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

303. 新聞從業員初級法律課程
(An Introduction to Law for Journalists)

主 講 人：單錦帆先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八三年九月二十八日起每星期三下午八時十五分至九時四十五分。

全期學費：二百二十元。（共十七講）。

詳細資料可向本部索取。

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

主 講 人：單錦帆先生。

地 點：香港大學校本部 217 室。

時 間：一九八三年九月廿三日起每星期五下午六時十五分至七時四十五分。

全期學費：一百六十元。（共十二講）。

本課程旨在介紹在香港經商者對有關法律應有之基本認識。內容包括公司法、合夥法、契約法、僱傭案例，勞工賠償條例及小額錢債案件之處理等。

305. 住客與業主 (Landlord & Tenant)

主 講 人：文世昌先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八三年九月廿三日起每星期五下午六時至七時三十分。

全期學費：九十元。（共八講）。

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

See also :

127. 會議程序及法例 (第 25 頁)

158. 銀行實務與法律 (第 33 頁)

245. **Legal English.** (Page 65)

429. 法律文件翻譯 (第 120 頁)

· Librarianship

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

306. Certificate Course for Library Assistants. *Mondays & Thursdays, 6.15-7.45 p.m., starting September 26, 1983. Room 229, Knowles Building, University of Hong Kong.* **Fee: \$770**

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

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

Kwong, C. H., A.L.A., Librarian, Urban Council Libraries.

Ng Yip-lap, F., B.A. (Great Union), M.L.S. (Hawaii), M.A. (H.K.), Asst. Librarian, University of Hong Kong.

Miss Wong Pui-ying, B.A. (Nat. Taiwan), M.L.S. (N.Y.), Asst. Librarian, University of Hong Kong.

Miss Lillian Chan W. Y., B.A. (Manitoba), M.L.S. (West Ontario), Asst. Librarian, Chinese University of Hong Kong.

C. F. Lee, M.A. (H.K.), M.L.S. (Columbia), Asst. Librarian, Chinese University of Hong Kong.

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

Miss Alima Tuet, B.Soc.Sc. (CUHK), A.L.A., Asst. Librarian, Urban Council Libraries.

The course consists of four sections:

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

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

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

Part 4: Practical Work & Visits to Libraries
Time: April 17, 18, 19, 24, 25, 26, 1984 (9 a.m.-12 noon; 2-5 p.m.)
May 5 & 12, 1984 (2.30-5.30 p.m.)

The course is planned in co-operation with the Hong Kong Library Association and the Department of Extra-Mural Studies of the Chinese University of Hong Kong and is designed to provide a non-professional training for Library Assistants

and those working in children's libraries. It is basically the same as the course (conducted in Chinese) offered by the Department of Extra-Mural Studies of the Chinese University of Hong Kong and students of both courses sit the same examination.

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

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

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

Closing date for applications : September 17, 1983.

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

Date of Examination : June 16 and 23, 1984.

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.

Diploma Course in Librarianship.

The next Diploma Course in Librarianship will probably be offered in January 1984. Graduates, already working in a library, who wish to attend this course, which is arranged in conjunction with the Hong Kong Library Association, should apply before November 12, 1983. Further details are available upon request.

**In order to receive the next issue of this
Prospectus, please turn to page 163.**

Music

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

307. 京劇的藝術與功架 (Peking Opera)

主 講 人：郭錦華女士、劉洵先生。

地 點：香港大學校本部 M7 室（陸佑堂入口處左便）。

時 間：一九八三年十月十九日起每星期三下午六時十五分至七時四十五分。

全期學費：一百六十五元。（共十講）。

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

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

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

本課程限收二十人。

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

主 講 人：尤迪中先生，B.Mus.(McGill)。

地 點：香港大學校本部 M7 室。（陸佑堂進口處左便）。

時 間：一九八三年十月四日起每星期二下午六時至七時卅分。

全期學費：一百二十五元。（共十二講）。

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

在十二講裏，將涉及歐洲古典音樂發展概況，即從萌芽時期到現代音樂的演進；各樂派之源流、風格及影響；傑出作家之代表作品；曲式與樂曲；各種樂器之音色及性能；管弦樂隊之組合等。俾使音樂愛好者在課程結束後，對古典音樂有着一定程度的認識和欣賞能力。講授將輔以圖片、唱片及錄音帶。

309. 流行音樂導論 (A Guide to Popular Music)

主 講 人：尤迪中先生，B.Mus.(McGill)。

地 點：香港大學校本部 M7 室。（陸佑堂入口處左便）。

時 間：一九八三年十月十一日起每星期二下午七時四十分至九時十分。

全期學費：一百元。（共十講）。

流行音樂始源於二十世紀初，由美國的 Ragtime 及 Jazz 開始。美國黑人是爵士音樂的始創人。Scott Joplin 的 ragtime piano 瘋魔一時，Duke Ellington 和 Louis Armstrong 更是爵士音樂的天才。到1934年，爵士音樂進入 Big Band（或稱 swing）時代。第二次世界大戰之後，拉丁美洲音樂流入美國，留聲機日漸普遍，流行音樂很快就傳播到世界各地。到五十年代，「樂與怒」（Rock 'n' Roll）雄霸樂壇，青年人的偶像是「貓王」Elvis Presley。到六十年代，The Beatles 掀起了一股熱潮，結他 band 如雨後春筍般的接踵而來，所奏的是重拍子音樂 Progressive Rock 或簡稱 Rock，它代表了脫俗的一代（hippies）的迷幻思想。現在的 Disco 音樂也是 Rock 的音樂。

講授時將輔以唱片及錄音帶。

310. 中國民歌 (Chinese Folk Songs)

主 講 人：董華強先生（中國著名民歌音樂家）。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年十月十七日起每星期一下午五時四十分至六時五十五分。

全期學費：一百二十五元。（共十四講）。

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

311. 音樂治療 (Music Therapy)

主 講 人：陳崇泰先生，A.I.E.(Mus. Therapy), F.T.C.L., L.Mus.T.C.L., L.R.S.M., L.T.C.L.

地 點：香港鯉魚涌太古城聖約翰男女書院 315 室。（中學部由太豐道入口）。

時 間：一九八三年十月十日起每星期一下午七時至八時卅分。

全期學費：一百二十五元。（共十講）。

音樂除供娛樂及學術研究外，可「陶冶性情」。「陶冶性情」即「音樂治療」(Music Therapy) 之一。音樂具有多方面「治療」作用，如增進個人思維力，集中力，身體活動力，控制與合作，適應社會能力，引導正確情緒發展及人生觀等。

提倡「音樂治療」國家包括英、美、荷、比、瑞、西德、澳洲及日本，認為「音樂治療」與社會問題關係密切，功效良好。本港社會進步，而音樂教育亦日漸普及，「音樂治療」需求必日趨重要。

「音樂治療」效用深入教育、醫療及社會工作，故凡有志從事該方面音樂工作者，各類學校音樂教師，普通科教師、醫療及社會工作者，而對音樂有認識者，均歡迎參加。

課程包括「音樂治療」之範圍、原理、實踐，音樂原素之「治療」分析，音樂教育之價值，「特殊教育」之「音樂治療」，音樂在醫療上用途，「音樂治療」用於社會問題等。（限收三十人）。

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

312. 聲樂初階 (Introduction to Vocal Singing)

主 講 人：麥志成先生，F.T.C.L., A.R.C.M., C.S.S.(S.Cecilia)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年九月廿九日起每星期四下午五時四十五分至七時。

全期學費：一百三十五元。（共十六講）。

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

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

313. 中級聲樂 (Intermediate Vocal Singing)

主 講 人：麥志成先生，F.T.C.L., A.R.C.M., C.S.S.(S.Cecilia)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年九月廿九日起每星期四下午七時十分至八時廿五分。

全期學費：一百二十五元。（共十講）。

聲樂的訓練，着重呼吸的控制，發聲的方法，發音的練習，咬字的準確，節

奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。

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

314. 高級聲樂 (Vocal Singing: Advanced Level)

主 講 人：麥志成先生，F.T.C.L., A.R.C.M., C.S.S.(S.Cecilia)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年十二月八日起每星期四下午七時十分至八時廿五分。

全期學費：一百二十五元。(共八講)。

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

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練，知識與技巧。曾選修本部之中級聲樂者將優先取錄。(限收十四人)。

315. 高級音樂理論 (Advanced Music Theory)

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

講授語言：國語(輔以英語)。

地 點：香港鯉魚涌太古城聖約翰男女書院 228 室。(中學部由太豐道入口)。

時 間：一九八三年十月五日起每星期三下午六時卅分至七時四十五分。

全期學費：一百一十五元。(共十二講)。

學音樂要求融會貫通，首先在音樂理論上要切切實實下些功夫。本課程將帶領學員懂一些音律的比較，懂一些宮商角徵羽和西洋音樂調式的異同，懂一些和聲分析，懂一些鍵盤和聲的方法，對於深造音樂的各種領域，例如：指揮、作曲、聲樂、演奏鋼琴，編寫中小學音樂教材，都有很大的功效，本課程參加者宜通過英國皇家音樂學院五級樂理或具有同等水平者。(限收二十五人)

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

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

講授語言：國語(輔以英語)。

地 點：香港鰂魚涌太古城聖約翰男女書院 228 室。(中學部由太豐道入口)。

時 間：一九八三年十月五日起每星期三下午八時至九時卅分。

全期學費：一百二十五元。(共十二講)。

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

本課程以簡明動作示範，着重練習，使學員在短期內學會初步的音樂指揮。

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

主 講 人：洪漢寶先生(香港現代舞蹈劇團副總監)。

地 點：香港藝術中心 LB 排練室。

時 間：一九八三年十月六日起每星期四下午六時三十分至八時三十分。

全期學費：一百七十五元。(共十講)。

隨着現代舞之發展，影響了各種古典舞之變化與趨向，其中也包括了中國舞蹈。

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

適合任何對中國舞或現代舞有興趣者，參加者需穿赤腳舞蹈緊身衣。(限收二十人)。

318. **Modern Dance and Music Workshop.** Miss Daryl Ries, Director of the Modern Dance Theatre of Hong Kong. *Saturdays, 1.30-3.30 p.m., starting October 1, 1983. Redgrave Room, 16/F., Hong Kong Arts Centre. 10 meetings.*

Fee: \$210

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

discipline and vitality, the focusing of flexibility and strength, developing movement ease, sensitivity and expression, and the expansion of an articulated and expressive movement vocabulary.

Enrolment is limited to 20.

Fee Refund: on being accepted for this course, teachers of music and dance will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 21, 1983.*)

319. Dance for the Musical Theatre. Miss Daryl Ries, Director of the Modern Dance Theatre of Hong Kong. *Wednesdays, 8.00–9.30 p.m., starting October 12, 1983. Redgrave Room, 16/F., Hong Kong Arts Centre. 12 meetings.*

Fee: \$220

Open to all, with or without previous dance training. For students and teachers with special interest in dance and drama, this course is designed to introduce the vital and vigorous jazz and musical comedy idiom, a contemporary dance form used in many TV productions, Broadway shows and the musical theatre. Jazz and musical comedy as well as primary fundamentals of related dance forms (e.g., character, social, tap, modern, ballet, etc.) are covered. Classes include limbering and strengthening exercises, stretches and body isolations, followed by free-style movement and dance combinations to jazz and related jazz-rock-pop-disco music. Emphasis is on rhythmic awareness through the dynamics of movement phrasing and expression, and the development of combinations and routines. Leotards and “footless” tights/stretch pants (or practice clothes) are required. Students work barefoot, or in jazz sandals or acrobatic slippers.

Enrolment is limited to 20.

Fee Refund: on being accepted for this course, teachers of music and dance be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: October 3, 1983.*)

Oriental Languages

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

MANDARIN

Intensive Introductory Mandarin

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

320. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Tuesdays and Fridays, 7.15-9.15 p.m., starting October 4, 1983. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 25 meetings.*

321. Joseph Kung, B.A. (New York). *Mondays and Wednesdays, 5.30-7.30 p.m., starting October 3, 1983. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings.*

Fee : \$650

Enrolment : limited to 20 per course.

Textbook : John DeFrancis, *Beginning Chinese* (Available at Hong Kong Book Centre and Swindon Book Company.)

322. Mandarin for Business Conversation (I). Chan Pok, B.Sc. (Peking). *Fridays, 5.30-7.30 p.m., starting October 7, 1983. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$550**

This course is designed for those who have no background in Mandarin and yet wish to advance to a conversational level in a relatively short period of time. The emphasis will be on business-related vocabulary, daily expressions, and the more practical aspects of the language. A follow-up course will be offered in the Spring.

Enrolment is limited to 20.

323. Practical Mandarin for Daily Living. Jerry Law, B.A. (Peking Catholic University). *Wednesdays, 7.15-9.15 p.m., starting October 12, 1983. Room 227, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$550**

This course is designed for those seeking a more practical approach in using Mandarin in a variety of real-life situations. The philosophy behind the course is "learning by doing". Class time will be mainly devoted to "activities" including "situations" which take place at restaurants, hotels, railway stations, airports, shopping centres and a variety of daily life circumstances. Some knowledge (approximately 50 hours) of Mandarin is required.

Enrolment is limited to 20.

Certificate Course in Mandarin.

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

324. Fu-tsay Chien, B.A. (Nanking Normal). *Tuesdays and Thursdays, 7.15-9.15 p.m., starting October 11, 1983. Room 930, Knowles Building, University of Hong Kong. 50 meetings.*

325. Fu-tsay Chien, B.A. (Nanking Normal). *Tuesdays and Thursdays, 3.00-5.00 p.m., starting October 11, 1983. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 50 meetings.*

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

Enrolment: limited to 20 per course.

CANTONESE

326. Introductory Cantonese for Business Conversation. Mrs. Caroline Law, B.A. (U.C.). *Tuesdays and Thursdays, 5.30-7.30 p.m., starting October 6, 1983. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 22 meetings.*

Fee: \$600

This course is designed for those who wish to learn Cantonese for the purpose of conducting business in Hong Kong. The emphasis will be on business-related vocabulary, but some attention will be paid to daily expressions and the more practical aspects of the language.

Enrolment: limited to 15.

Cantonese I

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

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

Enrolment limited to 25 per course.

327. Cantonese I for Executives. L. T. Tan, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays and Fridays, 5.45-7.15 p.m., starting October 7, 1983. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 33 meetings.*

Fee: \$600

328. Cantonese I. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays and Fridays, 7.15-9.15 p.m., starting October 19, 1983. Room 930, Knowles Building, University of Hong Kong. 25 meetings.*
Fee: \$480

329. Cantonese I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Mondays and Thursdays, 2.00-3.30 p.m., starting October 10, 1983. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 33 meetings.*
Fee: \$480

330. Cantonese I. K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Chinese University of Hong Kong. *Mondays and Thursdays, 6.00-7.15 p.m., starting September 26, 1983. Room 37, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance junction of Kimberley Road and Austin Avenue). 40 meetings.*
Fee: \$480

Cantonese II

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

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

Enrolment limited to 20 per course.

331. Cantonese II for Executives. K. C. Fung, B.A., Dip.M.S. (H.K.). *Wednesdays, 5.30-7.00 p.m., starting October 5, 1983. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.*
Fee: \$600

332. Cantonese II. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15-9.15 p.m., starting October 6, 1983. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.*
Fee: \$480

333. Cantonese II. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Tuesdays and Fridays, 2.00-3.30 p.m., starting October 11, 1983. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.*
Fee: \$480

334. Cantonese II. K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Chinese University of Hong Kong. *Tuesdays, 6.15-8.15 p.m., starting October 11, 1983. Room 39, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue). 15 meetings.*
Fee: \$480

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

Cantonese III

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

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

335. Cantonese III. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.15-9.15 p.m., starting October 11, 1983. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings* **Fee: \$480**

Chinese Characters

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

Priority will be given to students who have completed Cantonese I and II, but those who are doing Cantonese II or who can prove that they have adequate knowledge of Cantonese are also welcome to join.

336. Chinese Characters I. Mrs. Caroline Law, B.A. (U.C.). *Fridays, 7.15-9.15 p.m., starting October 21, 1983. Room 248, Knowles Building, University of Hong Kong. 13 meetings.* **Fee: \$400**

337. Chinese Characters I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Wednesdays, 2.00-3.30 p.m., starting October 12, 1983. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 17 meetings.* **Fee: \$400**

JAPANESE

338. Introductory Japanese. Mrs. Yuko Miyazoe, B.A., M.A. (EIU), Certificate in TJFL (National Language Research Institute of Japan). *Mondays, 6.15-8.30 p.m., starting September 19, 1983. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$685**

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

Enrolment limited to 12.

Textbook : Japanese for Beginners (Osaka University for Foreign Studies).

339. Intermediate Japanese. Mrs. Yuko Miyazoe, B.A., M.A. (EIU), Certificate in TJFL (National Language Research Institute of Japan). *Fridays, 6.15-8.30 p.m., starting October 7, 1983. Room 306, Northcote Science Building, University of Hong Kong. 16 meetings. Fee: \$690*

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

Enrolment limited to 8.

Textbook: 'Japanese for Beginners' and 'Japanese for Today' (Osaka University) (Available at Hong Kong Book Centre).

日語文憑班 (Certificate Course in Japanese)

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

課程概括：本課程共分基本班和高級班兩階段。每階段為期一年。基本班着重日語的發音，中日語法的比較，「假名」基本文法，基本常用語句，更着重實用日語會話，文法則包括動詞用法及語句結構等等，以期學員於修業期滿後，能應付各種場合之日語交談及閱讀日文報刊。高級班着重較高程度之語言運用，文字寫作及閱讀，較艱深文句之分析，以期學員能充份操縱此種語文。

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

入學及考試：本部招收基本班學生，至於高級班，則優先取錄本部基本班結業學員，外界申請讀高級班者，可作為後補生，並附學歷證件副本，各班學員被取錄後，不得轉班；高級班結業考試合格後，本部將頒發日語文憑。此項文憑之頒發，又須符合下列三種條件：（1）學員在每階段之上課次數超過五分之四；（2）在學習過程中，充份完成所有習作及；（3）必須考試及格。

畢業考試日期：一九八四年七月三十日下午七時起在香港大學或校外課程部市區中心。

基本日語班課本：日本語（國際學友會日本語學校編）

（可到香港圖書中心，南天書局及金巴利道智源書局等地購買）

高級日語班課本：現代日本語（上海譯文出版社）

（總經銷：香港中環域多利皇后街三聯書店。電話：5-250102-7）

學費：基本班全期四百八十五元。高級班全期五百五十元。

基本日語 (Basic Japanese)

- 340.** 王靜芬學士主講。(共四十講)。
地點：香港大學厲樹雄科學館 106 室。
時間：一九八三年九月十五日起每星期四下午七時十五分至九時卅分。
- 341.** 張廣壽學士主講。(共四十講)。
地點：香港大學厲樹雄科學館 101 室。
時間：一九八三年九月十四日起每星期三下午七時十五分至九時卅分。
- 342.** 張瑞麒學士主講。(共四十講)。
地點：香港大學厲樹雄科學館 101 室。
時間：一九八三年九月十五日起每星期四下午七時十五分至九時卅分。
- 343.** 張民衍學士主講。(共七十二講)。
地點：香港大學厲樹雄科學館 102 室。
時間：一九八三年十月六日起每星期二及四下午六時十五分至七時卅分。
- 344.** 張民衍學士主講。(共七十二講)。
地點：香港大學厲樹雄科學館 102 室。
時間：一九八三年十月六日起每星期二及四下午七時四十五分至九時。
- 345.** 黃少佳學士主講。(共七十二講)。
地點：香港大學校外課程部市區中心 24 室。
時間：一九八三年十月四日起每星期二及五下午七時卅分至八時卅五分。
- 346.** 黃少佳學士主講。(共七十二講)。
地點：香港大學校外課程部市區中心 24 室。
時間：一九八三年十月四日起每星期二及五下午八時四十五分至十時。
- 347.** 陳效贊學士(香港大學語言中心兼任導師)主講。(四十講)。
講授語言：國語及粵語。
地點：香港大學校外課程部市區中心 18 室。
時間：一九八三年九月十二日起每星期一上午九時卅分至十一時四十五分。
- 348.** 陳效贊學士(香港大學語言中心兼任導師)主講。(共四十講)。
講授語言：國語及粵語。
地點：香港大學校外課程部市區中心 18 室。
時間：一九八三年九月二十日起每星期二上午九時卅分至十一時四十五分。
- 349.** 梁安玉碩士主講。(共四十講)。
地點：香港醫院道26號育才中學一樓 105 室(入口處可在皇后大道西旁之新街)
時間：一九八三年九月十二日起每星期一下午六時四十五分至九時。

350. 梁安玉碩士主講。(共四十講)。
地點：香港醫院道 26 號育才中學一樓 105 室。
時間：一九八三年九月廿七日起每星期二下午六時四十五分至九時。
351. 梁安玉碩士主講。(共四十講)。
地點：香港醫院道 26 號育才中學一樓 105 室。
時間：一九八三年九月十五日起每星期四下午六時四十五分至九時。
352. 伍錦原碩士主講。(共七十二講)。
地點：香港鰂魚涌太古城聖約翰男女書院 231 室。(中學部由太豐道入口)。
時間：一九八三年十月三日起每星期一及三下午六時四十五分至八時。
353. 伍錦原碩士主講。(共七十二講)。
地點：香港鰂魚涌太古城聖約翰男女書院 231 室。(中學部由太豐道入口)。
時間：一九八三年十月三日起每星期一及三下午八時十五分至九時卅分。
354. 鄭熙學士主講。(共四十講)。
地點：香港鰂魚涌太古城聖約翰男女書院 231 室。(中學部由太豐道入口)。
時間：一九八三年九月十五日起每星期四下午六時四十五分至九時。
355. 鄭熙學士主講。(共四十講)。
地點：香港鰂魚涌太古城聖約翰男女書院 231 室。(中學部由太豐道入口)。
時間：一九八三年九月十六日起每星期五下午六時四十五分至九時。
356. 董翠樺學士。(共四十講)。
地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 25 室。(金巴利道入口出入)。
時間：一九八三年九月十二日起星期一下午六時十五分至八時卅分。
357. 董翠樺學士主講。(共四十講)。
地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 25 室。
時間：一九八三年九月十四日起每星期三下午六時十五分至八時卅分。
358. 譚林通學士(香港大學語言導師)主講。(共七十二講)。
地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 37 室。
時間：一九八三年十月三日起每星期一及四下午七時十五分至八時卅分。
359. 陳耀德學士主講。(共四十講)。
地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 39 室。
時間：一九八三年九月十二日起每星期一下午六時十五分至八時卅分。

- 360.** 張斯立學士主講。(共四十講)。
 地點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院 39 室。
 時間：一九八三年九月十四日起每星期三下午六時十五分至八時卅分。
- 361.** 李朝津碩士主講。(共四十講)。
 地點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院 39 室。
 時間：一九八三年九月十六日起每星期五下午六時十五分至八時卅分。
- 362.** 劉鑑義碩士主講。(共七十二講)。
 地點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院 38 室。
 時間：一九八三年十月七日起每星期二及五下午六時十五分至七時卅分。
- 363.** 李小達碩士主講。(共四十講)。
 地點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院 38 室。
 時間：一九八三年九月十四日起每星期三下午六時十五分至八時卅分。
- 364.** 李小達碩士主講。(共四十講)。
 地點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院 38 室。
 時間：一九八三年九月十五日起每星期四下午六時十五分至八時卅分。
- 365.** 黃健雄碩士主講。(共四十講)。
 地點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院 23 室。
 時間：一九八三年九月十六日起每星期五下午六時卅分至八時四十五分。

高級日語 (Advanced Japanese)

- 366.** 楊慎豪學士主講。(共四十講)。
 地點：香港大學厲樹雄科學館 G 1 室。
 時間：一九八三年九月十五日起每星期四下午七時十五分至九時卅分。
- 367.** 陳劍豪學士及藤田小姐主講。(共四十講)。
 地點：香港大學厲樹雄科學館 101 室。
 時間：一九八三年九月廿七日起每星期二下午七時十五分至九時卅分。
- 368.** 守川邦明先生主講。(講授語言：國語及日語)。(共四十講)。
 地點：香港大學厲樹雄科學館 105 室。
 時間：一九八三年九月十六日起每星期五下午七時十五分至九時卅分。
- 369.** 西牧義江先生主講。(講授語言：國語及日語)。(共七十二講)。
 地點：香港大學羅富國科學館 306 室。
 時間：一九八三年十月六日起每星期二及四下午六時十五分至七時卅分。

370. 西牧義江先生主講。(講授語言：國語及日語)。(共七十二講)。
 地點：香港大學羅富國科學館 306 室。
 時間：一九八三年十月六日起每星二及四下午七時四十五分至九時。
371. 陳效贊學士(香港大學語言中心兼任導師)主講。(共四十講)。
 請授語言：國語及日語。
 地點：香港大學校外課程部市區中心 18 室。
 時間：一九八三年九月十五日起每星期四上午九時卅分至十一時四十五分。
372. 伍錦源碩士主講。(共四十講)。
 地點：香港鰂魚涌太古城聖約翰男女書院 231 室。(中學部由太豐道入口)。
 時間：一九八三年九月廿七日起每星期二下午六時四十五分至九時。
373. 蘇壽富美碩士主講。(共四十講)。
 地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 25 室。
 時間：一九八三年九月廿七日起每星期二下午六時十五分至八時卅分。
374. 張斯立學士主講。(共四十講)。
 地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 39 室。
 時間：一九八三年九月十五日起每星期四下午六時十五分至八時卅分。
375. 劉鑑義碩士主講。(共七十二講)。
 地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 38 室。
 時間：一九八三年十月七日起每星期二及五下午七時卅分至八時四十五分。
376. 黃健雄碩士主講。(共四十講)。
 地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 38 室。
 時間：一九八三年九月十二日起每星期一下午六時卅分至八時四十五分。

日語深造班課程 (Follow-up Japanese Courses)

本部開辦下列日文課程，給予高級班學員結業後進修，外界人士會修讀日文二百小時以上者亦可參加，每班限收十八人，以便各學員得以小組研討方式學習日文寫作與會話，每人均可同時報讀下列兩個課程，名額有限。請儘快報名。

外界人士報名時，請附有關日文課程之個人學歷證件副本。

377. 高級日語會話 (Advanced Japanese Conversation)

主講人：守川邦明先生。(講授語言：國語)。
 地點：香港大學厲樹雄科學館105室。
 時間：一九八三年九月十四日起每星期三下午七時十五分至九時十五分。
 全期學費：三百三十五元。(共二十講)。

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

主 講 人：楊慎豪先生。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八三年九月廿六日起每星期一下午七時四十五分至九時四十五分。

全期學費：三百三十五元。（共二十講）。

普通話（國語） (Putonghua)

普通話課程，已有過萬學員參加，據初步的調查與統計，香港人士對普通話的學習，興趣日益濃厚，有進一步提倡的需要，故本部將陸續擴充普通話班，並由本部兼任導師重編教材，以適應目前香港的需要，使普通話的教學，更趨系統化，更容易為各界人士接受。普通話合格證明書只頒發給高級普通話班畢業學員。

各學員一經被取錄後，不得轉班。

普通話課本：普通話教程（香港大學校外課程部編），另附錄音帶。（可到中環域多利皇后街三聯書局購買。）高級班則由各導師加插輔導教材。

基本普通話（國語） (Basic Putonghua)

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

全期學費：四百八十五元。

379. 張莘女士主講。（共四十講）。

地 點：香港大學鈕魯詩樓 228 室。

時 間：一九八三年九月廿七日起每星期二下午七時十五分至九時卅分。

380. 張丹女士主講。（共四十講）。

地 點：香港大學鈕魯詩樓 228 室。

時 間：一九八三年九月十五日起每星期四下午七時十五分至九時卅分。

381. 譚惠霞女士主講。(共四十講)。
地點：香港大學校本部 122 室。
時間：一九八三年九月十六日起每星期五下午七時十五分至九時卅分。
382. 黎萍女士主講。(共四十講)。
地點：香港大學校外課程部市區中心 18 室。
時間：一九八三年九月十六日起每星期五上午九時至十一時十五分。
383. 張丹女士主講。(七十二講)。
地點：香港大學校外課程部市區中心 18 室。
時間：一九八三年十月七日起每星期二及五下午三時四十五分至五時。
384. 張丹女士主講。(共七十二講)。
地點：香港大學校外課程部市區中心 18 室。
時間：一九八三年十月七日起每星期二及五下午五時十分至六時廿五分。
385. 丁國玲女士主講。(共四十講)。
地點：香港般舍道聖保羅男書院音樂室。
時間：一九八三年九月十四日起每星期三下午六時四十五分至九時。
386. 譚惠霞女士主講。(共四十講)。
地點：香港般舍道聖保羅男書院音樂室。
時間：一九八三年九月十五日起每星期四下午六時四十五分至九時。
387. 李雅琴女士主講。(共四十講)。
地點：香港醫院道26號育才中學一樓 104 室。(可在皇后大道西旁之新街出入)
時間：一九八三年九月十四日起每星期三下午六時四十五分至九時。
388. 李雅琴女士主講。(共四十講)。
地點：香港醫院道26號育才中學一樓 104 室。(可在皇后大道西旁之新街出入)
時間：一九八三年九月十六日起每星期五下午六時四十五分至九時。
389. 陳萬里女士主講。(共四十講)。
地點：香港醫院道26號育才中學一樓 104 室。(可在皇后大道西旁之新街出入)
時間：一九八三年九月十二日起每星期一下午六時四十五分至九時。
390. 陳萬里女士主講。(共四十講)。
地點：香港醫院道26號育才中學一樓 104 室。(可在皇后大道西旁之新街出入)
時間：一九八三年九月十五日起每星期四下午六時四十五分至九時。
391. 黎萍女士主講。(共四十講)。
地點：香港醫院道26號育才中學一樓 105 室。(可在皇后大道西旁之新街出入)
時間：一九八三年九月十四日起每星期三下午六時四十五分至九時。

392. 胡維堯女士主講。(共四十講)。
地點：香港鰂魚涌太古城聖約翰男女書院 232 室。(中學部由太豐道入口)。
時間：一九八三年九月十二日起每星期一下午六時四十五分至九時。
393. 胡維堯女士主講。(共四十講)。
地點：香港鰂魚涌太古城聖約翰男女書院 232 室。(中學部由太豐道入口)。
時間：一九八三年九月十四日起每期三下午六時四十五分至九時。
394. 張開齡女士主講。(共四十講)。
地點：香港鰂魚涌太古城聖約翰男女書院 232 室。(中學部由太豐道入口)。
時間：一九八三年九月廿七日起每期二下午六時四十五分至九時。
395. 張開齡女士主講。(四十講)。
地點：香港鰂魚涌太古城聖約翰男女書院 232 室。(中學部由太豐道入口)。
時間：一九八三年九月十五日起每期四下午六時四十五分至九時。
396. 蔡印時先生主講。(共四十講)。
地點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院25室。(金巴利道入口)。
時間：一九八三年九月十五日起每星期四下午六時十五分至八時卅分。
397. 蔡印時先生主講。(共四十講)。
地點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院25室。(金巴利道入口)。
時間：一九八三年九月十六日起每星期五下午六時十五分至八時卅分。
398. 黎萍女士主講。(共四十講)。
地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 41 室。
時間：一九八三年九月十二日起每星期一下午六時十五分至八時卅分。
399. 黎萍女士主講。(共四十講)。
地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 41 室。
時間：一九八三年九月廿七日起每星期二下午六時十五分至八時卅分。
400. 支字濤先生主講。(共四十講)。
地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 41 室。
時間：一九八三年九月十四日起每星期三下午六時十五分至八時卅分。
401. 張藍麗女士主講。(共四十講)。
地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 37 室。
時間：一九八三年九月十四日起每星期三下午六時十五分至八時卅分。
402. 黎萱女士主講。(共四十講)。
地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 37 室。
時間：一九八三年九月十六日起每星期五下午六時十五分至八時卅分。

高級普通話 (Advanced Putonghua)

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

高級班基本上錄取修畢本部基本班之學員，外界申請入學者，可作後補生，並附有相關學歷證件副本。

每班為期一年，限收二十六人。全期學費：四百八十五元。

403. 張丹女士主講。(共卅八講)。

地點：香港大學鈕魯詩樓 228 室。

時間：一九八三年九月廿八日起每星期三下午七時十五分至九時卅分。

404. 張丹女士主講。(共卅八講)。

地點：香港大學鈕魯詩樓 228 室。

時間：一九八三年九月十六日起每星期五下午七時十五分至九時卅分。

405. 張丹女士主講。(共卅八講)。

地點：香港大學校外課程部市區中心 18 室。

時間：一九八三年九月十九日起每星期一一下午四時十五分至六時卅分。

406. 黎萍女士主講。(共卅八講)。

地點：香港大學校外課程部市區中心 24 室。

時間：一九八三年九月廿九日起每星期四下午五時卅分至七時四十五分。

407. 李雅琴女士主講。(共卅八講)。

地點：香港醫院道26號育才中學一樓104室。(可在皇后大道西旁之新街出入)

時間：一九八三年十月四日起每星期二下午六時四十五分至九時。

408. 丁國玲女士主講。(共卅八講)。

地點：香港醫院道26號育才中學一樓105室。(可在皇后大道西旁之新街出入)

時間：一九八三年九月廿三日起每星期五下午六時四十五分至九時。

409. 胡維堯女士主講。(共卅八講)。

地點：香港鯉魚涌太古城聖約翰男女書院 232 室。(中學部由太豐道入口)。

時間：一九八三年九月廿三日起每星期五下午六時四十五分至九時。

410. 王潔心女士主講(共卅八講)。

地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 37 室。

時間：一九八三年十月四日起每星期二下午六時十五分至八時卅分。

411. 黎萍女士主講。(共卅八講)。

地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院41室。

時間：一九八三年九月十六日起每星期五下午六時十五分至八時卅分。

412. 黎萍女士主講。(共卅八講)。

地點：香港大學校外課程部市區中心 18 室。

時間：一九八三年九月廿一日起每星期三上午九時至十一時十五分。

22. 黎萍女士主講。(共四十三講)。

地點：香港中區太古大廈(課室容後通知)。

時間：一九八三年九月廿九日起每星期四下午七時五十分至九時五十分。

413. 普通話教學法 (Teaching Putonghua)

主講人：張丹女士(講授語言：普通話)。

地點：香港般含道聖保羅男書院音樂室。

時間：一九八三年九月十九日起每星期一下午六時四十五分至八時四十五分。

全期學費：三百二十元。(共二十講)。

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

申請教署退還學費手續：凡政府、補助或私立學校之普通話科教師進修以上課程而欲教育署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。(如欲教育署退還學費者，須於九月五日前報名)。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 163 頁 。

Chinese Studies

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

414. Understanding Chinese Customs and Traditions. Mrs. Nana Tsao, M.A., Dip.Ed. (H.K.). *Thursdays, 10.15-11.45 a.m., starting September 15, 1983. (with a break from October 27 to November 10 inclusive). Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$125**

This series of lectures is designed for those who wish to learn something of Chinese life and culture, with special reference to Hong Kong. Topics include historical background to understanding Chinese customs and traditions; Chinese family and kinship organization; religion; marriage and burial customs; and the festivals celebrated in Hong Kong. The lectures will be illustrated with slides and films.

415. Rebels and Rebellions in Manchu China. Terence T. T. Pang, M.Phil. (H.K.) and Owen H. H. Wong, M.A. (H.K.), Ph.D. (Cantab.). *Wednesdays, 4.15-5.45 p.m., starting October 12, 1983. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings.* **Fee: \$100**

Rebellions have been a recurrent theme in Chinese history. The rebellions studied include the Revolt of the Three Feudatories—power struggle between the central government and local 'warlords'; the White Lotus Rebellion—traditional peasant uprising in a secret society setting; the Taiping Rebellion—a Western-inspired uprising; the Moslem Rebellion—religious rebellion in a minority racial setting; the Small Sword Society Uprising—rebellion with social and economic implications; and the Nien Rebellion—another secret-society uprising.

The causes of the uprisings, their ideologies, programmes, leadership and following, organization, their relations with Western powers, their ties with secret societies, and their military tactics and strategies will be analysed in depth.

The impact and causes of failure of such uprisings will also be discussed. Different views of historians, including Confucian, Republican-Nationalist, Marxist and modern Western scholarship will be introduced to enhance the participants' understanding.

416. Chinese Painting: Appreciation and Techniques. James Lo, B.A. (Lingnan). *Wednesdays, 6.15-7.45 p.m., starting October 12, 1983. Room 24, St. Mary's Canossian College, 162 Austin Road, Kowloon. (Entrance at the junction of Kimberley Road and Austin Avenue). 10 meetings.* **Fee: \$285**

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

Enrolment is limited to 12.

LITERATURE

417. 文學概論 (Theories of Literature)

主 講 人：陳煒良博士。

地 點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室（金巴利道入口）

時 間：一九八三年十月十七日起每星期一下午六時卅分至八時卅分。

全期學費：一百三十五元。（共十講）。

本課程旨在介紹有關文學理論的基礎知識；幫助學員認識文學原理，欣賞作品，並在從事文學教學時作為借鏡。課程內容內括文學的定義，文學的功用，文學與作家的關係，文學作品的內容和形式，主題思想，形象和典型，結構，情節和剪裁，文學語言的特點，人物描寫與環境描寫，文學作品的分類和特點等。講授時一般都引用實例來說明。（限收三十五人）。

申請教署退還半費手續：凡政府、補助作私立學校之中文科教師進修以上課程而欲教育署退還半費，可於按獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教署退還半費者，須於十月七日前報名。）

418. 台灣的文學發展與趨勢 (Chinese Literature in Taiwan: Development and New Trends)

主 講 人：李韋玲小姐。

地 點：香港大會堂八樓南會議室。

時 間：一九八三年十月三日起每星期一下午七時至八時。

全期學費：七十五元。（共十二講）。

自五十年代中期起，台灣的文學便開始蓬勃，內容多彩多姿，傳統與現代的結合，更是東方與西方的調和。

本課程共分兩部份，一是台灣文學發展的概覽，一是台灣近代文學的賞析。將以科目為基，然後抽選其中代表作者的作品進行較深入的討論。當中不免會帶入台灣的歷史面貌、社會環境、文化氣候、及代表作家的近況等等。

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

主 講 人：李韋玲小姐。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年十月十七日起每星期一下午八時二十分至十時。

全期學費：一百二十五元。（共十講）。

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

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

420. 現代散文選講 (Selected Modern Chinese Prose)

主 講 人：何達先生（職業作家）。

地 點：香港大會堂八樓南會議室。

時 間：一九八三年十月六日起每星期四下午七時至八時。

全期學費：九十元。（共十四講）。

散文是一種多樣、最靈活、影響最廣泛的文學體裁。本課程由語文、節奏、結構、風格與功能各個角度分別討論各種散文樣式，包括抒情、敘事、寫景、壯物、雜記、雜感、論辯、說理、序跋、書信、小品、隨筆，及報告文學等項目，介紹散文名家梁遇春、徐志摩、朱自清、聞一多、魯迅、冰心、何其芳、李廣田、秦牧、劉白羽、楊朔等人的作品，並分析各派各人的背景、寫作方法、及作品的藝術價值。（限收三十五人）。

申請教署退還學費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還學費者，須於九月廿七日前報名。）

421. 現代詩歌選講 (Selected Modern Chinese Verse)

主 講 人：何達先生（職業作家）。

地 點：香港大會堂八樓南會議室。

時 間：一九八三年十月六日起每星期四下午八時至九時。

全期學費：九十元。（共十四講）。

講者以從事詩歌創作五十餘年的經驗，根據中國新詩發展的道路，分別論述先驅者，新月派、象徵派、現代派、抗戰詩、朗誦詩、政治諷刺詩、民歌風、樓梯體、以及當前有關朦朧詩的討論，並介紹各個階段重要詩人：胡適之、冰心、郭沫若、馮至、徐志摩、陳夢家、聞一多、李金髮、卞之琳、戴望舒、艾青、田間、戚克家、馬凡陀、李季、聞捷、郭小川等人的詩作，再剖析各派的源流、風格、詩作的特徵，表達的技巧及藝術的成就。（限收三十五人）。

申請教署退還學費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還學費者，須於九月廿七日前報名。）

422. 大學中庸導讀 (The Great Learning & Doctrine of the Mean)

主 講 人：陳耀南博士。

地 點：香港大學鈕魯詩樓 248 室。

時 間：一九八三年十月十二日起每星期三下午七時四十五分至九時十五分。

全期學費：一百元。（共十講）。

本課程與「論語選讀」「孟子選讀」共同構成「四書研究」。大學中庸二篇，原均收於禮記，前者言內聖外王之綱目次序，後者論率性修道之至理，內歸一心，外應萬物，既儒學之要篇，亦了解中國文化不可不讀之文獻。至二篇之作者，時代問題，以及朱（熹）王（守仁）二家解釋之異，尤加探討。

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

主 講 人：潘小磐先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年十月三日起每星期一下午六時四十分至八時十分。

全期學費：一百三十五元。（共十四講）。

詩經為我國最古之詩歌總集，夙受重視，無奈解詩者紛紜其說，間加曲解，反使真面受蒙，謬誤相承。茲試就詩之本文，參以諸家注解，擇善而從，細為闡釋，披雲見日，淘沙見金，或有助於讀者乎。詩經分風、雅、頌三部，先從國風入手。國風 151 篇，前期選介一部份，現再續介其餘。因屬選介性質，無分先後，凡對詩經有興趣者，一樣可以參加，共同研究。

424. 唐詩選講 (Selected Tang Poetry)

主 講 人：陳本先生。

地 點：香港大會堂八樓南會議室。

時 間：一九八三年十月三日起每星期一下午八時至九時。

全期學費：七十五元。（共十二講）。

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

425. 中國民間文學專題講座：謎語選講 (Folklore and Popular Literature IV)

主 講 人：譚達先先生（前國內大學講師）。講授語言：粵語（輔以國語）。
地 點：香港大學校外課程部市區中心 15 室。
時 間：一九八三年十月十五日起每星期六下午四時十五分至五時四十五分。
全期學費：九十五元。（共十講）。

優秀的傳統中國民間文學，既有濃厚的趣味性，也有科學性。講授時分為下列專題：（一）民歌與情歌；（二）傳說與童話；（三）笑話與趣事；（四）謎語研究；（五）魯迅與民間文學。以漢族作品為主，剖析有關藝術種類的特徵、若干名作的意義及卓越的文學成就。如對優秀的情歌，歌謠史；梁山伯與祝英台；清官包公、愛國詩人屈原、魯班、孟姜女、劉三姐等傳說；蛇郎、老虎外婆、怪孩子等童話；諷刺笑話及呆女婿、巧女等故事；謎語史及近、現代謎語，等等，均作了剖析，說明其現實意義。

酌印講義，指定專著，便於自學，未選修《中國民間文學》一科者，亦可參加。

426. 朗誦講座 (Verse and Prose Speaking)

主 講 人：何家松先生（香港朗誦節中文朗誦委員會主席）。
地 點：甲班：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室。（金巴利道入口）
乙班：香港大學鈕魯詩樓 248 室。
時 間：甲班：一九八三年九月廿九日起每星期四下午六時卅分至八時三十分。
（共八講）
乙班：一九八三年九月二十日起每星期二下午七時卅分至九時卅分。
（共八講）。

全期學費：一百一十五元。（報名時請註明甲班或乙班）。

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

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

申請教署退還半費手續：凡政府、輔助或私立學校之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於該班開課前十天報名）。

TRANSLATION

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

主 講 人：鍾陳穎嘉女士。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年九月三十日起每星期五下午七時至八時卅分。

全期學費：一百二十五元。（共十二講）。

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

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

主 講 人：關品樞先生，B.A (Tsing-hua) (前北京外語學院講師)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年九月三十日起每星期五下午八時卅分至十時。

全期學費：一百二十五元。（共十二講）。

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

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

429. 法律文件翻譯 (Legal Translation)

主 講 人：陳善祥先生（前任香港政府高等法院翻譯主任）。

地 點：香港大學厲樹雄科學館 G1 室。

時 間：一九八三年十月五日起每星期三下午七時十五分至八時四十五分。

全期學費：一百六十五元。（共十五講）。

翻譯在香港已趨專業化，為配合各種政府部門及私人的工商業與法律機構翻

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

PHILOSOPHY

430. 佛家的禪學 (Chan Philosophy in Chinese Buddhism)

主 講 人：羅時憲先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年九月廿八日起每星期三下午六時十五分至七時四十五分。

全期學費：一百一十五元。（共十二講）

禪法是佛家最重要的修持方法。本課程將特別介紹（一）佛家禪法的理論根據，（二）小乘的禪法，（三）止觀的分別與止觀雙運，（四）九種心住，（五）大乘空宗的空觀，（六）大乘有宗的唯識觀，（七）天台宗的一心三觀，（八）華嚴宗的法界觀，（九）禪宗的默照與參活頭，（十）淨土宗的觀法，（十一）密宗的修法。

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

主 講 人：羅時憲先生。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八三年十月十二日起每星期三下午八時至九時卅分。

全期學費：一百一十五元。（共十一講）。

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

432. 中國哲學 (Chinese Philosophy)

主 講 人：鄭焯堅碩士。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年十月三日起每星期一下午七時至八時十五分。

全期學費：九十元。（共十二講）。

中國哲學：精深博大，對社會人生之實效價值，早已引起全球學者所重視。此課程不但適合哲理思想及義理文學之愛好者，且對一般人之生活修養及智慧啟發

有助。講解深入淺出，寓高深於趣味，初學可懂，選講範圍：周易，孔孟荀，老莊，墨子，列子，惠施，公孫龍子，韓非子，呂不韋，董仲舒，王充，劉劭，劉勰，韓愈，柳宗元；周張劭，二程，朱熹，陸九淵，王陽明；王船山，顏習齋，戴震，章實齋，康有為，梁啟超，陳獨秀，李大釗，魯迅，胡適；及專題：先秦邏輯批判，中哲天命觀，批孔與儒法之爭，雜家與西方哲學折衷主義，先秦諸子比較，玄學，道教，佛學，陰陽五行，中國無神論，中國各期各派思想與中外文化交流。

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

主 講 人：鄭焯堅碩士。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年十月三日起每星期一下午八時卅分時至十時。

全期學費：一百一十五元。（共十二講）。

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

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

ART & CULTURE

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

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

主 講 人：何秉聰先生、盧金球先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年九月三十日起每星期五下午五時四十分至六時五十五分。

全期學費：一百元。（共十二講）。

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

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

主 講 人：陶濤先生。(國立中山大學法學士)。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年九月廿三日起每星期五下午六時卅分至八時。

全期學費：一百五十元。(共十五講)。

本課程內容包括：

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

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

436. 國畫梅蘭竹菊水墨與賦色技法 (Chinese Ink and Colouring in Painting Plumflowers, Orchids, Bamboo and Chrysanthemums)

主 講 人：徐達之先生。講授語言：粵語(輔以國語)。

地 點：香港大學鈕魯詩樓 229 室。

時 間：一九八三年十月一日起每星期六下午二時四十分至四時十分。

全期學費：二百二十五元。(共二十講)。

本課程為有意研習「梅蘭竹菊」，四君子國畫寫作技法者而設。旨在對梅蘭竹菊國畫源流、演變、及各個時代的風格與寫作技法，分別介紹與研習。內容包括：(一)梅蘭竹菊國畫的興起與發展，(二)梅蘭竹菊水墨寫作技法，(三)梅蘭竹菊賦色寫作技法。(四)梅花的風緻與寫作技法，(五)蘭花的神韻與墨彩寫作技法。(六)胸有成竹的寫意畫竹技法。(七)菊花墨彩寫作與百花寫作法的貫通。(八)梅蘭竹菊與風晴雨雪季候性的寫作技法。(九)欣賞歷代名家作品。(十)每講分發講義(附習作樣稿)並即堂示範，批改習作。(限收二十五人)。

437. 楷、行、草、隸、篆「千字文」書法藝術研習 (The Book of One Thousand Characters: A Case Study in Chinese Calligraphy)

主 講 人：徐達之先生。講授語言：粵語(輔以國語)。

地 點：香港大學鈕魯詩樓 229 室。

時 間：一九八三年十月一日起每星期六下午四時二十分至五時五十分。

全期學費：二百二十五元。（共二十講）。

「千字文」是將一千個不同的單字，編撰成四字一句的韻文詩歌式的文章，原作係以王羲之行書集字編成，為研習書法的捷徑。現並集歷代名家法書，擴編為篆、隸、楷、行、草、今草，分別講述研習，旨在對研習中文各體書均能易以貫通。內容包括：（一）行楷千字文源流與習作。（二）楷隸千字文寫作技法。（三）今草千字文寫作技法。（四）草草千字文技法。（五）篆書千字文技法。（六）各體千字文集聯寫作技法。（七）每課分發講義，即堂示範並批改習作。（限收二十五人）。

438. 國畫魚蝦蟹蔬果寫作技法 (Fish, Shrimps, Crabs and Vegetables in Chinese Paintings)

主講人：徐達之先生。 講授語言：粵語（輔以國語）。

地點：香港鰂魚涌太古城聖約翰男女書院 229 室。（中學部由太豐道入口）。

時間：一九八三年十月三日起每星期一下午七時至九時。

全期學費：二百二十五元。（共十五講）。

本課程為適應有意研習魚蝦蟹蔬果國畫藝術家而設。旨在從日常生活常見之動物及蔬菜果品用以表現於國畫藝術之中，從而以「造化為師」，進入寫生、寫意、創作的領域。內容包括：（一）魚蝦蟹姿態研習。（二）水墨寫意魚蝦蟹技法。（三）彩色寫生的魚蝦蟹及蔬果法。（四）蔬菜的寫作技法。（五）各類水果寫作技法。（六）魚蝦蟹蔬果構圖技法。（七）每課編發講義及習作樣稿。（八）即堂示範並批改習作。（限收二十五人）。

439. 中文各體書法名作研習與運用 (Selected Works in Various Styles of Chinese Calligraphy)

主講人：徐達之先生。 講授語言：粵語（輔以國語）。

地點：香港鰂魚涌太古城聖約翰男女書院 229 室。（中學部由太豐道入口）。

時間：一九八三年十月五日起每星期三下午七時至九時。

全期學費：二百二十五元。（共十五講）。

本課程為適應研習中文書法入門及深造書寫技法者而設。內容包括：（一）筆墨紙硯之選擇。（二）執筆運腕使轉技法。（三）鍾繇書法研習。（四）王羲之書法研習。（五）唐代歐虞褚三家書法藝術研習。（六）李邕、徐浩，書法研習。（七）顏真卿、柳公權書法研習。（八）漢碑八分書研習。（九）秦篆書法研習。（十）各體書法之運用。（十一）每課編發講義（附習作字範）（十二）即堂示範並批改習作。（限收二十五人）

440. 中國山水畫 (Chinese Landscape Painting)

主 講 人：李撫虹先生。

地 點：九龍彌敦道 242 號立信大廈八樓香港教師會課室。

時 間：一九八三年十月八日起每星期六下午三時至四時卅分。

全期學費：二百二十五元。（共二十講）。

山水畫在中國歷史上佔着重要的位置，因其筆墨線條之運用、多樣變化，對其他繪畫寫作影響甚鉅。

本課講授理論技法兼重，務使學者於山水畫之淵源及其流變，有基本的認識外，在畫法上更作分析與綜合的闡釋。對那：鈎勒，沒骨，皴擦，點苔，水墨處理，渲染，傳彩，和生熟紙絹扇面的使用，與及款識題詠諸端，予以探討；俾能在畫面上的樹木、山石、泉、瀑、雲、烟、風、雨、雪、晴、斜陽、夜月、四時氣候、峰巒、湖海，深淺遠近的變化，人、畜、屋宇、橋樑，舟車的點綴；瞭然於胸，盡量表現。

倘能循序習作，不難啟發學者的興趣，進一步並足以資教學者獲致經驗的幫助。（限收二十五人）。

441. 現代山水畫的季候表現 (Seasons in Chinese Landscape Paintings)

主 講 人：李撫虹先生。

地 點：香港英皇道 193 號英皇中心 K 座二樓巴海教中心。

時 間：一九八三年十月九日起每星期日下午二時三十分至四時。

全期學費：二百二十五元。（共二十講）。

本課以大自然的常與變之情景為對象，從四季的春夏秋冬和晝夜晦明，及月亮風雨、雷霆霜雪等等為主題，而傍及亭台樓宇、舟車橋梁、人物動物為點綴，務使學者對大自然之描寫既有真實性，復有藝術性為目的。每課均有草圖和彩色映片之參考，並即席示範，及批改習作，從臨摹寫生以達到創作的階段。（限收二十五人）。

442. 現代國畫的鳥獸蟲魚 (Birds, Animals, Insects and Fish in Chinese Paintings)

主 講 人：李撫虹先生。

地 點：香港英皇道 193 號英皇中心 K 座二樓巴海教中心。

時 間：一九八三年十月九日起每星期日下午四時十五分至五時四十五分。

全期學費：二百二十五元。（共二十講）。

國畫的分類，鳥入「花鳥」，獸入「走獸」，蟲魚則併入「花鳥」。其實此

四者皆屬動物，西畫分法，也統歸動物，似較包括。本課係以動物為主題，還要有樹石花草為點綴，然後益以顯其多彩多姿而達到美的水準。

本課講授過程，由入手到創作，均有詳盡的研究，每講都有草圖和製作示範，更備彩色映片參考。學員習作後隨加批改，藉收較高效能。(限收二十五人)。

443. 篆刻與印章 (Seal Engraving)

主 講 人：盧人俊先生。

地 點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院24室（金巴利道入口）

時 間：一九八三年十月廿一日起每星期五下午六時十五分至七時四十五分。

全期學費：一百元。（共十講）。

學習刻印，務使學印者在短期之內領悟刻印的方法，刻印的樂趣，盡量着重實踐，手法和刀法等技巧，使學印者對刻印的基本概念，有全面的認識；包括自製刻刀方法與自製印章錦匣等等。使學者認識到刻印會豐富人生，賞印亦是一種生活情趣。

444. 篆刻藝術 (The Art of Seal Engraving)

主 講 人：陳秉昌先生、陳正誠先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年十月八日起每星期六下午四時十五分至五時四十五分。

全期學費：一百四十五元。（共十四講）。

篆刻是我國特有的一種藝術，乃由文字、美術及雕刻三者結合而成，至今數千年來仍有留存之價值。本課程對理論、技術，石之種類等，分別詳為講解，作一整體之介紹，並作示範及放映幻燈片，以增加學者之欣賞力與興趣，使在短期內能有所認識而自作篆刻。

See also:

69. **Hong Kong: the Archaeological & Historical Science.** (Page 6)

84. 繪畫技法研習——山水畫（第 12 頁）

85. 基本書道（第 13 頁）

86. 中級書道（第 13 頁）

100. **Japanese Ceramics: a Unique History.** (Page 17)

193. 當代中國（第 49 頁）

194. 中國現代文學作家論（三）（第 49 頁）

- 195. 中國現代文學作家論(四)(第 50 頁)
- 267. 中國近代思想史(第 77 頁)
- 268. 香港考古與出土文物欣賞(第 77 頁)
- 307. 京劇的藝術與功架(第 95 頁)
- 310. 中國民歌(第 96 頁)
- 317. 中國現代舞蹈與音樂(第 99 頁)
- 451. 中國哲學專題研討：先秦哲學(第 130 頁)
- 452. 老莊哲學(第 130 頁)
- 458. 今日中國研究文憑課程(第 133 頁)
- 459. 中國政治經濟的新發展(第 134 頁)

太古城校外課程

- | | |
|---|---|
| <ul style="list-style-type: none"> 288. 廣告設計實用技巧 311. 音樂治療 315. 高級音樂理論 316. 合唱指揮法初學 352. 基本日語 353. 基本日語 354. 基本日語 355. 基本日語 | <ul style="list-style-type: none"> 372. 高級日語 392. 基本普通話 393. 基本普通話 394. 基本普通話 395. 基本普通話 409. 高級普通話 438. 國畫魚蝦蟹蔬菜寫作技法 439. 文中各體書法名作研習與運用 |
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Philosophy & Psychology

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

445. Philosophy of Religion. Charles J. Mooney, B.A. (Dublin). *Mondays, 6.30-8.00 p.m., starting October 3, 1983. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$140**

This series of lectures will begin by discussing what is meant by Philosophy of Religion. Since Philosophy of Religion takes for granted the existence of religion, a working definition of religion will be proposed. The series will go on to discuss: God and Mystery; Faith and Reason; Arguments for and against the existence of God; The Idea of the Holy; Conscience; Revelation and Experience; God and the problem of Evil; Death and Immortality; Mysticism.

446. The Structure of Change: a new approach to communication and psychotherapy. George Zee, S.J., M.A., C.A.G.S. (Anna Maria), Diploma from the Gestalt Training Centre in San Diego, Certified Practitioner in the Art of Neuro-Linguistic Programming (NLP). *Saturdays, 2.00-5.30 p.m., starting October 1, 1983. Audio-visual Room, Wah Yan College, 56 Waterloo Road. 5 meetings.* **Fee: \$150**

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

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

447. 哲學導論 (Introduction to Philosophy)

主 講 人：陶國璋先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八三年十月七日起每星期五下午六時至七時三十分。

全期學費：一百二十元。（共十二講）。

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

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

448. 趣味邏輯淺解 (Introductory Logic)

主講人：黃展驥先生。

地點：香港大學鈕魯詩樓 227 室。

時間：一九八三年十月一日起每星期六下午二時至三時三十分。

全期學費：一百二十元。（共十二講）。

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

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

主講人：黃展驥先生。

地點：香港大學鈕魯詩樓 227 室。

時間：一九八三年十月一日起每星期六下午三時四十五分至五時十五分。

全期學費：一百二十元。（共十二講）。

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

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

450. 形而上學 (Metaphysics)

主講人：陶國璋先生。

地點：香港大學校外課程部市區中心 24 室。

時間：一九八三年十月八日起每星期六下午二時至四時。

全期學費：一百九十元。（共十二講）。

哲學內部雖然劃分倫理學、知識論、美學、政治哲學……等等；但哲學最終必須放棄個別的分析層次，而進入探究——統合、整存的宇宙世界，我們稱這種邁向永恆、絕對追索的學問為形而上學。

課程分為兩部份：（一）形而上學的基本問題：包括心、物；無限；絕對；一，多；存有；目的；價值；真理等問題。（二）形而上學的反省：包括形而上學的本質；反形而上學的潮流；東西方形而上學的心態；形而上學與道德、美學之關係。

本課程比較專門，適合一些對哲學已有一般認識的學員。

451. 中國哲學專題研討：先秦哲學 (Topical Studies in Chinese Philosophy)

主 講 人：李榮添先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八三年十月三日起每星期一下午七時四十五分至九時四十五分。

全期學費：一百三十元。（共十講）。

支配中國文化發展之儒家、道家、法家及佛家思想，除佛家思想傳自印度外，其餘莫不發源於先秦時期。若要了解中國文化之特質，即不可不研究先秦哲學。

先秦哲學乃產生於極度動盪之春秋戰國時代，本課程將盡量結合春秋戰國之時代背景以明先秦哲學之特性。

452. 老莊哲學 (The Philosophy of Taoism)

主 講 人：馮耀明先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八三年十月三日起每星期一下午六時至七時三十分。

全期學費：一百一十元。（共十講）。

本課以探討老莊哲學之基本問題為主，例如：老莊對人生問題的基本觀點；這些觀點所牽涉的形上理論；以及知識論、語言觀、世界觀等問題。在方法上強調西方的哲學分析、語意分析及邏輯分析。除講論方式外，輔以小組討論。適合中上程度者聽講。

453. 心理學導論（一） (Introductory Psychology I)

主 講 人：黃世強先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八三年九月廿九日起每星期四下午七時四十五分至九時十五分。

全期學費：一百二十元。（共十二講）。

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

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

454. 心理學，疾病和行爲 (Psychological Implications of Illness)

主 講 人：余洪傑美女士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年十月七日起每星期五下午六時至七時三十分。

全期學費：一百二十元。（十二講）。

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

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

455. 心理及教育測驗概論

(An Introduction to Psychological and Educational Testing)

主 講 人：侯傑泰先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年十一月九日起每星期三下午八時至九時三十分。

全期學費：一百二十元。（共九講）。

本課程旨在介紹各類心理及教育測驗之原理及應用方法。適合教師、學校社會工作者及工作範圍涉及評估青少年能力、個性之人士參加。課程內容包括：智力、性向、興趣、態度、性格等各類測驗之原理及編製方法介紹；測驗之信度、效度及項目分析；評估及選擇適當測驗之方法。本課程以介紹各類測驗及量度工具為主，學員並有機會嘗試各類代表性之測驗，了解自己之興趣、性向等。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於十月卅一日前報名。）

456. 引導兒童科學概念的發展

(Development of Scientific Concepts in Young Children)

主 講 人：陳婉雲小姐。

地 點：香港大學校外課程部市區中心 20 室。

時 間：一九八三年十月四日起每星期二下午七時四十五分至九時十五分。

全期學費：一百三十元。（共十一講）。

對四至十歲的兒童來說，科學是甚麼，他們怎樣吸收和學習科學概念，都是

教師和家長感到興趣的。本課程是針對上述問題而設，目的是介紹一些基本理論和方法，給予教師和家長去參考，從而幫助兒童去掌握科學概念。

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

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月廿四日前報名）。

457. 現代父母之道入門 (Effective Parenthood)

主 講 人：李昆生女士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年十月四日起每星期二下午六時至七時三十分。

全期學費：一百二十元。（共十一講）。

一貫以來，我們都抱着教養子女是一件天職的態度，然而在香港這極度商業化及東西文化交匯的社會，教養子女不再是件容易的事；加以社會的基本結構已從大家庭演變為小家庭，而欠缺經驗也常令養兒育女成為難事，所以去探討如何有效地表達愛的訊息是非常重要的，而這問題又常牽涉到青年父母本身的言行修養，以致養兒育女的神聖工作不再是生而知之，而進而為學而知之。

本課程除介紹兒童身心成長的過程外，特別着重一般青年父母比較少留意的實際問題，例如：個人自我認識及接受；夫婦協調對教育孩子的重要性；在職父母對孩子功課處理方法及態度；如何培養孩子的潛力、興趣及嗜好；並建立他們的自信心和克制力；環境對孩子的影響；對預防問題和補救方法的建議等。

除講授外更有小組討論，使學員有機會分享經驗。此課程特別歡迎夫婦同時參與。

See also :

430. 佛家的禪學（第 121 頁）

432. 中國哲學（第 121 頁）

433. 西洋哲學與中國（第 122 頁）

500. **The Psychology of Health.** (Page 153)

Political Science

Enquiries, Telephone 5-4097313

458. 今日中國研究文憑課程 (Certificate in Contemporary China Studies)

宗旨：中國的動向，素為國人所關懷；特別是在今天香港前途未決的時候，當更具切身關係。而中國目前實行開放政策，歡迎外國、港澳投資與貿易，從事於此方面的工作者，就必需具備這方面的專業知識。有見及此，本部特別開辦此項課程，作全面而系統地講授。歡迎業務上與中國有密切聯繫、擔任中國政治歷史社會科目教職、以及任何希望有更深一層認識中國之人士參加。

內容：思想、理論、政治、經濟、文化、社會的政策和變革。除由專業及客座講師講授外，並以小組討論形式增強理解。

課程主持：金思愷先生（香港大學亞洲研究中心高級研究員）。
梁君國先生（香港大學政治系導師）。

講授語言：粵語（輔以國語及英語）。

地點：香港大學校外課程部市區中心 15 室。

時間：一九八三年十月十一日至一九八四年五月廿九日每星期二下午七時四十五分至十時。

全期學費：八百元。

名額：限收廿五人。

入學資格：大專程度，如工作上對了解中國有特別需要人仕，將會優先考慮；學員最宜有政治學或同類課程知識。

畢業文憑：課程結束後，學員若能符合下列條件，則可領得本部頒發之文憑：（一）上課次數超過八成；（二）完成所有課程中的作業；（三）提交一份學期報告而得滿意成績。

報名手續：申請者須於十月一日前，將（一）申請表格，（二）八百元支票，（三）半身近照乙張及（四）其他學歷證件副本寄回香港大學校外課程部「今日中國研究文憑課程」主任收。

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

主 講 人：金思愷先生（香港大學亞洲研究中心高級研究員）。

講授語言：國語。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八三年十月八日起每星期六下午二時四十分至四時十分。

全期學費：一百二十元。（共十講）。

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

460. 公共行政 (Public Administration)

主 講 人：鄧穗欣先生。 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 18 室。

時 間：一九八三年十月十一日起每星期二下午八時十分至九時四十分。

全期學費：一百二十元。（共十講）。

本課程旨在介紹有關公共行政的基本範疇和概念。透過對一些行政理論的探討，以了解公共行政學科中的主要論據和問題。並且以香港及各國行政制度為例，幫助學員分析和評價公共行政的實際運作。

主要內容包括：公共行政之性質和定義，研究方法；公共行政與政治及社會之關係；官僚組織；人事及財務行政；公共政策；香港行政制度。

461. 國際關係簡介 (Introduction to International Relations)

主 講 人：盧永鴻先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年十月十一日起每星期二下午六時卅分至八時。

全期學費：一百二十元。（共十講）。

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

462. Politics and Government of the Soviet Union. Chan Hing-kai, M.A. (Carleton). *Thursdays, 8.00-9.30 p.m., starting October 13, 1983. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$125**

This course is designed for beginners who are interested in the study of the political system of the USSR and how it works. The fundamentals will include a brief look at the founding of the Soviet state, its political heritage and its political style. A discussion on ideology is mandatory in the study of Soviet politics. Political socialization and social stratification will also be studied in order to show the functioning of the system. As for the structure of the system, there will be a scrutinization of the constitution, the government, the communist party and the legal system. Finally, a discussion on the opposition, the problem of nationality and religion, crime and punishment will conclude this course.

463. Issues in Public Administration: Public Policy in Hong Kong. Kathleen Cheek-Milby, Ph.D. (Cincinnati). *Wednesdays, 8.05-9.35 p.m., starting October 5, 1983. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$125**

This course provides a survey of the administrative framework of public policy making in Hong Kong. Description, explanation, and evaluation of the Hong Kong policy process occurs through specific analysis of four policy areas: educational policy, transportation policy, housing policy and social welfare policy. When possible, government policy-makers and policy-implementators will present their views of the policy process to the class.

68. Introduction to Public Financial Administration. Miron Mushkat, B.A. (Tel Aviv), M.A. (Carleton), Ph.D. (Manchester), Senior Lecturer in Public Administration, University of Hong Kong. *Wednesdays, 8.00-9.30 p.m., starting October 12, 1983. Room 201, University Main Building. 10 meetings.* **Fee: \$125**

The purpose of this course is to introduce participants to processes, organizational aspects and techniques of public financial administration. The topics surveyed will include the relationship between public financial administration and other key management processes, public budgeting, financial operating and measurement in the public sector and public financial reporting and analysis. Special emphasis will be placed on budget formulation in public organizations.

See also :

266. The Hong Kong Government System and its Development.
(Page 76)

Science

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

464. Social Aspects of Nuclear Energy for School Certificate Teachers. *Fridays, 7.00-8.30 p.m., starting September 23, 1983. Room 302, Northcote Science Building, University of Hong Kong. 8 meetings.* **Fee: \$100**

Tutors: Garpin Chan, B.A., M.Sc., Cert. Ed., Ip Wing Chung, B.Sc., Cert. Ed., Lee Hon Yiu, B.Sc., Cert. Ed., Nancy Luk, B.Sc., M.Phil., Sze Pui Lan, B.Sc., Cert. Ed., Wong Tsun Ming, B.Sc., Cert. Ed.

This course offers a teaching package on the Social Aspects of Nuclear Energy that may be used by teachers of Physics at the School Certificate level. It includes the use of nuclear energy in weapons of war, industry and medicine. The details of a nuclear power plant and the biological effects of radioactive substances will be discussed. Methods of presentation will be given and the lectures will be illustrated with slides wherever possible.

465. Teaching Physics at Certificate of Education Level. P. K. Tao, B.Sc. (C.U.H.K.), M.A. (Leeds), Cert.Ed. (H.K.), Science Subjects Coordinator, Diocesan Boys' School. *Fridays, 5.30-7.30 p.m., starting September 30, 1983. Physics Laboratory, Diocesan Boys' School, 131 Argyle Street, Mongkok, Kowloon. 12 meetings.* **Fee: \$350**

Physics teachers will be given an opportunity to familiarise themselves with some of the modern approaches to the teaching of physics at the Certificate of Education (C.E.) level. Special reference will be made to the proposed amalgamated C.E. Physics syllabus for 1986. Stress will be laid on the experimental work involved and the teaching strategies of the various topics. The practical problems which may arise in teaching situations will also be discussed. The course will be extensively illustrated by demonstrations, but opportunity will also be given to participants to do some of the new and more difficult experiments.

Fee Refund: on being accepted for this course, teachers of physics at certificate of education level will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 23, 1983.*)

466. Introduction to Birdwatching in Hong Kong. Michael Webster, M.A., M.B.O.U. *Wednesdays, 6.30-7.30 p.m., starting September 21, 1983. First Floor Lecture Theatre, Chemistry Building, University of Hong Kong. 10 meetings.* **Fee: \$90**

Increasing leisure is encouraging more and more people to go out into Hongkong's countryside, and natural history, especially birdwatching, is becoming

ing more popular as a hobby. Over 370 species of birds have been recorded here, and at least 250 of these are recorded annually. This course is designed to introduce the newcomer and beginner to Hong Kong's bird life, and at the same time outline the part birds play in the balance of nature, and the part even amateurs can play in extending our knowledge; ornithology is one of the few sciences where there is still a need for amateurs. Two field meetings will be held.

467. Gem Identification: Practical Class. R. M. Yu, Ph.D., F.G.A., G.G., Lecturer in Physics, University of Hong Kong. *Saturdays, 3.00-5.00 p.m., starting October 1, 1983. Room 124, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$500**

In recent years an increasing number of people take correspondence courses offered by the Gemmological Association of Great Britain or the Gemmological Institute of America. To qualify for diplomas of these institutions the candidates must acquire the practical skill of gem identification. For students who do not have access to gemmological equipment the present course provides all the necessary gemmological instruments for them to practise on as well as guidance on the proper techniques of gem identification.

Enrolment is limited to 10.

468. 基礎微積分 (An Introduction to Calculus)

主 講 人：鄧偉廉先生。

地 點：香港大學許愛周科學館 LG1 室。

時 間：一九八三年九月二十六日起每星期一下午六時十五分至七時四十五分。

全期學費：一百二十元。（共十二講）。

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

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

469. 寶石鑑定實習班 (Gem Identification: Practical Class)

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

地 點：香港大學鈕魯詩樓 124 室。

時 間：一九八三年十月五日起每星期三下午七時半至九時半。

全期學費：五百元。（共十講）。

近年來頗多仕女業餘攻讀英美寶石學會之函授課程，為考取該等學會之高級

文憑，考生必須熟習各種鑑定寶石之方法，本課程特備各類儀器如折光計，顯微鏡，偏光鏡，分光鏡等供學員練習使用，並指導正確方法，使學員能充份準備應付英美學會之實驗考試。（每期限收十人）。

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

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

地 點：香港大學鈕魯詩樓 124 室。

時 間：一九八三年九月廿九日起每星期四下午八時至十時。

全期學費：二百八十元。（共五講）。

本課程講解首飾製造之過程及原理，寶石切割，金之成色及檢驗，判斷鑽石，寶石首飾優劣及市值之準則。（每期限收十二人）。

471. 實用寶石學 (Practical Gemmology)

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

地 點：香港大學鈕魯詩樓 124 室。

時 間：一九八三年十一月十日起每星期四下午八時至十時。

全期學費：二百五十元。（共五講）。

本課程特為珠寶業人仕而設，注重實踐，以最短時間學會各種鑑定真假寶石之方法，備有多架折射計，分光鏡，偏光鏡，顯微鏡等儀器及各類寶石供學員使用，不需懂英文，任何學歷均能獲益。（每期限收十二人，只招收珠寶業人仕，須名片或信件證明）。

472. 實用室內園藝 (Practical Indoor Gardening)

主 講 人：許霖慶學士（海洋公園兼職植物學家）。

地 點：香港大學厲樹雄科學館 G4 室。

時 間：一九八三年九月廿六日起每星期一下午六時十五分至七時四十五分。

全期學費：一百三十元。（共十二講）。

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

473. 香港常見花卉栽培 (Floriculture in Hong Kong)

主 講 人：許霖慶學士（海洋公園兼職植物學家）。

講授語言：粵語（輔以英語）。

地 點：香港大學羅富國科學館 111 室。

時 間：一九八三年九月廿七日起每星期二下午六時十五分至七時四十五分。

全期學費：一百三十元。（共十二講）。

本課程是一中等程度課程，是「實用室內園藝」課程的繼續，專為具有一定園藝基礎知識的園藝業餘愛好人仕而設。講授內容包括香港常見的觀賞花卉主要種類，名稱，用途，栽培方法，病蟲害防治等。重點講授香港四季庭園及陽台花卉，菊花，秋海棠，球根花卉，杜鵑花，聖誕花，綉球花，大岩桐，非洲紫羅蘭，蘭花和其他盆栽花卉等。

講授時將輔以幻燈片並包括1-2次實習及參觀。（限收三十人）。

預早報名之重要

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

Computer Science

Enquiries, Telephone 5-4097318

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

主 講 人：呂錦濤先生。

講授語言：粵語（輔以英語）。

地 點：香港大學鈕魯詩樓 230 室。

時 間：一九八三年十月五日起每星期三下午六時十五分至七時四十五分。

全期學費：一百六十元。（共十二講）。

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

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

475. 微型電腦入門 (Microcomputers for Beginners)

主 講 人：于淼博士（香港大學物理系講師）。

講授語言：粵語。

地 點：講課地點在香港大學校本部 103 室。

電腦操作分四組在香港大學鈕魯詩樓 136 室進行。

時 間：講課由一九八三年十月三日起每星期一下午六時三十分至八時三十分（共八講）。

電腦操作則請在下列四組中任選一組：

A組：一九八三年十月十八日起每星期二下午六時三十分至八時三十分（共六課）。

B組：一九八三年十月十九日起每星期三下午六時三十分至八時三十分（共六課）。

C組：一九八三年十月二十日起每星期四下午六時三十分至八時三十分（共六課）。

D組：一九八三年十月二十一日起每星期五下午六時三十分至八時三十分（共六課）。

全期學費：八百元。（報名時請註明A、B、C或D班。）

近年來微型（私人）電腦日趨普遍，本課程特為毫無經驗人仕而設，任何具中五英文程度之人仕均能學會 BASIC 電腦語言及使用微型電腦。課程包括微型電腦操作，程式寫法（算術，迴路等）。（本課程限收廿四人）

476. Computerisation: an Executive's Viewpoint. Y. H. Siu, B.Eng. (McGill). *Mondays, 6.00-7.30 p.m., starting October 3, 1983. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$160**

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

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

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

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

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

The user's role in computerisation.

477. Basic Principles of Computer Systems. P. F. Tse, B.Sc. (H.K.), Computer Officer, University of Hong Kong. *Mondays, 7.20-9.00 p.m., starting October 3, 1983. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 16 meetings.* **Fee: \$220**

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

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

478. Basic Principles of Computer Systems. P. F. Tse, B.Sc. (H.K.), Computer Officer, University of Hong Kong. *Saturdays, 2.20-4.00 p.m., starting October 1, 1983. Room 230, Knowles Building, University of Hong Kong. 16 meetings.* **Fee: \$220**

This course aims to provide an explanation of how computer systems operate. It is designed for people who have no previous knowledge of computers and is specially suitable for people thinking of taking up data processing as a career, as well as those employees whose work involves contact with computer systems. It

may be considered as a preliminary to the 'Certificate Course in Digital Computer Programming'.

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

Medium of instruction: All discussions will be conducted in Cantonese.

討論語言：粵語（輔以英語）。

479. Introduction to Data Processing. C. W. Liu, B.Sc. (H.K.). *Tuesdays, 6.30-8.30 p.m., starting October 11, 1983. Room 230, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$220**

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

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

Relevant case studies or examples will be introduced.

480. Fundamentals of Computer Systems and Data Processing. W. K. Hui, B.Sc. (H.K.) and C. W. Liu, B.Sc. (H.K.). *Mondays and Thursdays, 6.30-8.30 p.m., starting September 29, 1983. Room G3, James Lee Science Building, University of Hong Kong. 35 meetings.* **Fee: \$350**

The syllabus will include: basic components of a computer; stored-programme computer; systems software; logic operators; hardware concepts; concepts of input/output device control; concepts of files; data structures; data processing concepts; life cycle of a project, including feasibility study, systems analysis, design, specification, development, documentation, turn-over and project control; sorting techniques; appreciation of programming languages; numerical methods, simple statistics; modelling and simulation.

It will be very helpful to those who are preparing to sit for the Part I examination of the British Computer Society, as this course covers most of the syllabus of the Part I General Papers. Applicants must have knowledge of at least one high level programming language such as FORTRAN, COBOL etc. They should

have passed 5 subjects including English and Mathematics in the Hong Kong Certificate of Education Examination or equivalent.

Enrolment is limited to 35 persons. Applicants must enclose photostat copies of appropriate certificates along with their application forms.

481. Introduction to Structured Analysis. C. S. Lo, B.Sc. (Brown). Mondays, 6.40–8.40 p.m., starting October 17, 1983. Room 418, Knowles Building, University of Hong Kong. 8 meetings. **Fee: \$160**

This course is an introduction to the modern tools of conducting requirement studies for computer end users. Stress will be placed on how to minimise the arbitrariness of the traditional way of analysis. Examples will be used whenever possible to illustrate the way of using the tools of structured analysis. This course is intended for programmers who wish to venture into analysis and for management personnel who wish to investigate the way of automating their business.

Topics to be discussed will include: meaning & terminology of structured analysis; guidelines for drawing data flow diagrams; levelled data flow diagrams with case study; the use of data dictionary; the implementation of data dictionary; structured English and alternatives; modelling & packaging the structured specification.

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

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

482. Introduction to Microcomputer Architecture. C. S. Lo, B.Sc. (Brown). Wednesdays, 6.40–8.40 p.m., starting October 12, 1983. Room 418, Knowles Building, University of Hong Kong. 10 meetings. **Fee: \$200**

Students will be provided with an intelligent appreciation of computer hardware systems from both the user's and the programmer's viewpoint. Attention will also be focused on methods of interpreting the technical information provided by hardware manufacturers. The course is intended for those who already have a basic knowledge of computer systems and would like to pursue the following topics in detail:

Review of digital logic circuits; basic machine organization & data representation.

Semiconductor chips technology.

Microprocessor architecture; examples of microprocessors; microcomputer organization; input & output techniques; memory management; microcomputer control software.

Applications of microprocessors and microcomputers.

Future trends in microcomputer usage.

Fundamental ideas will be illustrated by practical examples.

Minimum Entry Qualifications : applicants should have preferably completed an introductory course in fundamental computer principles, e.g., the Extra-Mural course entitled "Basic Principles of Computer Systems", and/or "Fundamentals of Computer Systems and Data Processing". Knowledge of assembly language is desirable but not essential. Applicants should have passes in Mathematics and English in the Hong Kong Certificate of Education Examination or equivalent.

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

483. Basic Electronics for Digital Computers. Joseph C. L. Ho, B.A.Sc. (Ottawa), M.A.Sc. (Waterloo). *Fridays, 6.30-8.30 p.m., starting October 7, 1983. Room 230, Knowles Building, University of Hong Kong. 14 meetings. Fee: \$200*

This course aims to present an analytical description of the basic logic elements in integrated-circuit building blocks from which digital computers and systems are assembled. Current information on new integrated-circuit products will be provided to illustrate how these circuit elements may be applied in practice.

Topics to be discussed will include: a review of Boolean algebra and combinational logic design; logic circuit families: TTL, ECL, IIL, MOS gates, etc.; the MOS/bipolar interfacing techniques; flip-flops, decoders, counters and registers; digital comparators, parity checkers and carry look-ahead adders; read-only memories: structure and applications in character generators, programmable logic arrays, etc.; random-access memories: static RAM, dynamic RAM and refreshing techniques; analog/digital conversion: sampling theorem, quantization and various A/D, D/A converters; pipeline organization of digital systems; introduction to bit-slice microprocessors: ALU and microprogram sequencer.

Minimum Entry Requirements : applicants should have a basic knowledge of computers and electronics, in particular semiconductor devices and circuits.

484. Principles of Computer Hardware. P. T. Ho, B.Sc. (Eng.), M.Phil. (H.K.), Computer Officer, University of Hong Kong, and K. H. Leung, B.C.S. (Windsor), Assistant Computer Officer, University of Hong Kong. *Fridays, 6.30-8.30 p.m., starting October 7, 1983. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings. Fee: \$210*

In this course, the general features of a modern computer system will be introduced and the principles of its hardware components will be discussed. Attention will also be paid to the interactions between computer hardware and the operating systems. This will provide computer users with a better understanding of computer capabilities. Topics will include: hardware organization of a computer system; central processing units (CPU); internal memory; mass storage devices; common input, output and communication devices; control of computer hardware activities and trends of development.

Minimum Entry Requirements : Participants should have a basic knowledge of binary arithmetic and computer programming. Knowledge of logic circuits and

working experience in a computing environment is desirable but not essential. It is recommended that applicants should have completed one of the following Extra-Mural courses, "Basic Principles of Computer Systems" and "Fundamentals of Computer Systems and Data Processing".

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

485. Fundamentals of Data Communications. K. K. Leung, B.Sc. (Eng.), (Surrey), A.M.I.E.E. *Tuesdays, 6.15-8.15 p.m., starting October 11, 1983. Room 302, Northcote Science Building, University of Hong Kong. 10 meetings. Fee: \$190*

This course discusses different aspects of data communication from the point of view of a user. It starts with elementary concepts in data communication and then works through the more complicated part of communication network design. It is designed for those who are involved in the design of large or small scale teleprocessing networks and in computer operations. Course content will include:

- Data communications terms, definition, transmission codes, transmission modes, etc.;
- Communication lines characteristics, line conditioning, etc.;
- Modem and interfaces: principle and characteristics and applications;
- Multiplexer and concentrator and their usage in line cost saving and performance enhancement;
- Brief discussion on error detection schemes, and error correction schemes;
- Network protocol and line control procedures;
- Data switching principles;
- Digital transmission and packet switching networks;
- Network control facilities;
- System design considerations and criteria, etc.

Preference will be given to those with a knowledge of computer operations and electronics. Applicants must enclose photostat copies of appropriate certificates along with their application forms.

486. Digital Computer Organization, Design and Engineering. Lai Chee-yan, B.Sc. (H.K.), Cert.Ed., M.Sc. (Tech.) (Manc.), M.I.E.E.E., A.M.B.C.S. *Thursdays, 6.30-8.30 p.m., starting October 6, 1983. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings. Fee: \$280*

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

- Logic: Gates, combinational logic techniques and minimization methods.
- A/D and D/A conversion.
- System technology: information theory, error correcting codes, memory management, ROM; interrupt; interfacing.

Real-time, time-sharing, on-line and multiprocessing systems.
Peripheral technology: computer communications, V.D.U., data-transmissions, satellite communications, multiple-access techniques, earth-station.
Computer architecture, security problems, simulation.

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

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

Certificate/Advanced Certificate Courses in Digital Computer Programming.

The Department of Extra-Mural Studies will offer the Certificate/Advanced Certificate Courses in Digital Computer Programming in February, 1984. These courses aim to provide a thorough training in computer programming. They will benefit those persons whose duties involve knowledge of programming languages.

Those interested should write to Miss J. Lau, Department of Extra-Mural Studies, University of Hong Kong. Further details are available on request.

See also:

- 122. Computer Auditing: a basic appreciation.** (Page 23)
- 123. Computers and Business Management: Decision-Making.** (Page 24)
- 196. Fundamentals of Digital Computers.** (Page 52)

Biomedical Science

Enquiries, Telephone 5-4097318

487. Body, Bone & Back: Introduction to the Management and Therapy of Fracture, Back Pain and Occupational Hand Injuries. K. M. Chan, M.B.,B.S. (H.K.), F.R.C.S.(E), F.R.C.S.(G), M.Ch. (Orth.), F.R.C.S.ED. (Orth.), Lecturer in Orthopaedic and Traumatic Surgery, Chinese University of Hong Kong. *Fridays, 6.15-8.15 p.m., starting October 28, 1983. Room 418, Knowles Building, University of Hong Kong. 6 meetings.* **Fee: \$100**

The musculo-skeletal system is a well integrated system of support, locomotion and dexterity. The aim of this course is to introduce a basic knowledge of functional anatomy and the common related clinical problems. The scope will cover bone structure, physiology and bone growth; the biology of fracture healing; the current knowledge of fracture treatment; the structure and function of the hand; principles of management of occupational hand injuries with respect to bone fracture, tendon, vessel and nerve injuries; the structure and function of the spine; the spectrum of problems in neck pain and low back pain including epidemiology, current concepts of management and prevention.

The emphasis of the course is an integrated approach in the understanding of biological science and clinical problems with particular reference to the community of Hong Kong.

The course is intended for nurses, therapists, biomedical science students and those who are interested in the musculo-skeletal system. A basic knowledge of human biology is required.

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

This course is a follow-up of the Extra-Mural course, "Introduction to Drug Actions". It aims to show how drugs work in the human body to achieve a therapeutic effect. Topics on the use of vaccines, antitoxins, immunological products, anticancer drugs, hypnotics, sedatives, anxiolytics, appetite depressants, antidepressants, antimicrobials, antifungals, steroids, cardiovascular drugs and oral contraceptives will be discussed.

This course is intended for dispensers, nurses, sales representatives and technicians employed in the pharmaceutical industry and retail pharmacy. Applicants should have a basic knowledge in Biology and Chemistry at least at the Hong Kong Certificate of Education level or its equivalent. It is preferable, although not a prerequisite, that intending students have attended the course, "Introduction to Drug Actions".

Enrolment is limited to 30.

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

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

講授語言：粵語（輔以英語）。

地 點：香港大學許愛周科學館 LG2 室。

時 間：一九八三年十月十日起每星期一下午六時十五分至七時十五分。

全期學費：八十元。（共十講）。

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

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

本課程適合任何對視軸矯正及兒童視力保健有興趣的人士參加。

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

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

講授語言：粵語（輔以英語）。

地 點：香港大學鈕魯詩樓 230 室

時 間：一九八三年十月十二日起每星期三下午七時五十分至八時五十分。

全期學費：八十元。（共十講）。

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

本課程內容將適合一般在職美容師，髮型師及任何對化粧品有興趣的人士進修。

491. 常用藥物簡介 (Drugs in Common Use)

主 講 人：古永亮（倫敦大學藥劑學士）；

李克楷（利物浦大學藥理學學士）；

何美美（倫敦大學藥理學學士）。

講授語言：粵語（輔以英語）。

地 點：香港大學校本部 142 室。

時 間：一九八三年十月十二日起每星期三下午七時十五分至八時四十五分。

全期學費：一百二十元。（共十講）。

隨着文明的進步，藥物已成為我們生活的一部份；不但在生病時會服藥，就是在日常生活中亦不知不覺地服用了相當數量的藥物，如吸煙，飲酒，喝茶或咖啡等。此外，有些藥物更被大眾所廣用，如止痛丸，退燒丸，胃藥，避孕丸及鎮靜劑等，往往為家中常備。因此我們應具備這些普通藥物的知識，使能適當地應用它們及避免其所引起的副作用。

本課程將扼要地闡述一般常用藥物之作用，副作用，施用方法，及這些藥物在人體內吸收化學變化及排泄等程序。本課程適合任何對藥物有興趣的人仕參加。

Health Science

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

492. 學齡前兒童的健康 (Health of the Pre-school Child)

主 講 人：由香港兒科醫學會會員擔任。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八三年九月二十三日起每星期五下午八時至九時三十分。

全期學費：八十五元。（共九講）。

本課程旨在向家長及兒童教育、護理工作者，介紹有關二歲至五歲兒童的一般醫學衛生常識。內容包括兒童生理及心理衛生；兒童身心的發展過程；童年常見的意外及其預防；小兒常見疾病及一般護理。

493. 婦女與健康護理 (Health Care for Women)

主 講 人：由香港婦產科學會會員擔任。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八三年九月二十九日起每星期四下午六時至七時三十分。

全期學費：一百二十五元。（共十四講）。

本課程旨在為婦女提供有關她們身體機能之基本認識，對婦女不同年齡應注意之健康問題及各類普通疾病的料理作深入淺出之討論。課程內容包括：婦女生理剖析，青春期及更年期，妊娠前後及母乳哺餵，節育與不孕，整容、健美、減肥、受心理影響的疾病，白帶與性病，癌症及其預防，在職婦女問題及吸烟的害處。

494. 營養與健康 (Nutrition and Health)

主 講 人：梁吳寶儀女士。

地 點：香港大學許愛周科學館 LG1 室。

時 間：一九八三年九月二十七日起每星期二下午七時十五分至八時四十五分。

全期學費：一百零五元。（共十二講）。

本課程將多方面講解營養的知識。內容包括：不同年齡之營養與健康問題，由嬰兒至老年；餐膳之設計；日常食物（包括補品）所見的偏嗜與誤解；現代食物療理法，如糖尿病，胃病，肥胖，腎病等問題。

495. 心智失常之心理處理法簡介 (An Introduction to the Psychological Management of the Mentally Disordered)

主 講 人：孔應冬醫生、劉偉楷醫生、鄺基雄先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八三年十月四日起每星期二下午七時四十五分至九時十五分。

全期學費：一百元。（共十講）。

本課程為護士，社會工作者，中途宿舍、庇護工場、弱智中心工作人員，職業治療員及其他有興趣人士而設，旨在介紹心理治療的原理和實施。內容包括心理治療的概念，心理與生理治療的比較，心理輔導、意識治療、行為改變法，心理分析及其他動力治療法、家庭治療、小組治療。

496. 情緒問題兒童的教育 (Understanding the Maladjusted Child)

主 講 人：張震邦先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八三年十二月二日起每星期五下午八時至九時卅分。

全期學費：五十五元。（共六講）。

本課程旨在向家長、教師及從事社會工作之各界人士提供有關情緒問題兒童的資料，着重了解成因、表現和處理方法。

Social Work & Sociology

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

497. Counselling Specifics for Workers in the Helping Professions. Peter M. Whyte, formerly Dean of Students, University of Hong Kong. *Thursdays, 7.15-9.15 p.m., starting October 6, 1983. Room 230, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$170**

The first four lectures will explore the principles and constructs of Counselling, the skills which a counsellor must develop, and systematically study the universal qualities of clients.

The succeeding six lectures will deal with specific problem areas or counselling approaches. Some of the topics which will be treated are: death, privacy, hostility, the disturbed family, the disturbed child, hypnosis and relaxation, the sexually disturbed, communication techniques and group experience.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application: September 27, 1983.*)

498. Developing Effective Communication. Peter M. Whyte, formerly Dean of Students, University of Hong Kong. *Mondays, 7.00-9.00 p.m., starting October 3, 1983. Room 237, University Main Building. 10 meetings.* **Fee: \$170**

A lecture series with practical exercises aimed at developing understanding of the processes of communication, both verbal and non-verbal, and of methods for maximizing effectiveness of communication. The orientation of the lecturer will be particularly towards communication in the one-to-one counselling situation, the small group situation and the structured interview. Topics will include language, non-verbal communication, person perception, interaction, purposes of communication, content of communication, techniques of communication, and the structured interview.

This course will be particularly useful to those in educational and other counselling or guidance fields and in personnel work.

Enrolment is limited to 24.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application: September 23, 1983.*)

499. The Sociology of Medicine. John L. Anderson, M.A. (Aberd.), Lecturer in Medical Sociology, University of Hong Kong. *Mondays, 6.15-8.15 p.m., starting October 3, 1983. Room 4-6, Seminar Room, Department of Community Medicine, 4/F, Li Shu Fan Building. 10 meetings.* **Fee: \$170**

The aim of this course is to provide a greater understanding of the social

aspects of health, illness and medical care. The course is ideally suited for anyone involved in medical and health care and for interested lay persons. Recent research results suggest that non-physical aspects of disease are becoming increasingly more important. Also, the medical profession has been criticised for practising without reference to the needs of the population it serves. Such topics form the basis for a fascinating study of medicine from a totally different perspective.

The course will cover the following: the contribution of non-physical factors to the disease process; social definitions of illness; illness behaviour; doctor-patient relationships and communication; the medical profession; the politics and organisation of health care. The usual format will be a lecture interspersed with discussion periods. Films will be used to illustrate particular points.

500. The Psychology of Health. Richard Fielding, B.A. (London), Dip.Clin. Psy., Lecturer in Medical Psychology, University of Hong Kong. *Wednesdays, 6.15-7.45 p.m., starting October 5, 1983. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 10 meetings. Fee: \$130*

This course aims towards a greater understanding of the psychological aspects of health, illness and medical care. It is ideally suited for health care workers or interested lay persons. The role of psychological factors in determining health is widely documented and provides compelling grounds for a reassessment of our beliefs about the causes of health and illness. Research now suggests that such factors are of prime importance in the development of and reaction to illness and disease. The course will cover the following: the learning of health; the expectation of illness; the perceptions of symptoms; reactions to illness; dying, death and bereavement; stress; the politics of disease and starvation

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

主 講 人：沈啓明先生。(臨床心理學碩士)。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年十月六日起每星期四下午六時至七時三十分。

全期學費：一百三十元。(共十講)。

本課程特為兒童護理工作者，幼稚園及小學教師而設，旨在介紹分析兒童行為之基本理論架構，及對各種輔助兒童方法作一綜合導論。內容包括「遊戲治療」及遊戲的運用，對兒童的心理輔導，繪畫及故事的運用，行為更易法簡介，兒童問題之預防方法及家長訓練。課程除短講外並包括小組討論及角色扮演等。(限收四十人)。

申請教署退還半費手續：凡政府、補助或私立學校之幼稚園或小學教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。(如欲教育署退還半費者，須於九月廿七日前報名)。

502. 如何建立及提高兒童的語言能力 (Helping Children's Language and Speech Development)

主 講 人：李影霞小姐。(語言治療師)。

地 點：香港洛克道三號小童群益會總部三樓講室。

時 間：一九八三年十一月二日起每星期三下午六時至八時。

全期學費：一百四十元。(共八講)。

語言不單是表達思想和溝通的工具，它在兒童的認知，情緒及社交發展各方面均扮演一個重要的角色。若能在語言發展的重要期間給予兒童適當的語言刺激，便可促進他們在語言及其他各方面的發展。此外，兒童在語言或溝通上有任何困難，若能及早發覺和予以適當的輔導，亦可幫助他們建立良好的溝通能力。

本課程專為家長及從事幼兒工作人士而設，包括幼兒工作者、幼稚園教師、護士、兒科醫生等。課程內容包括語言發展的理論架構及提供如何建立和提高兒童語言能力的方法，授課形式除講授外亦以研習為主，包括角色扮演及小組討論。(限收二十人)。

申請教署退還半費手續：凡政府、輔助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。(如欲教育署退還半費者，須於十月廿四日前報名)。

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

主 講 人：梁永亮先生。(臨床心理學碩士)

地 點：香港大學校本部 141 室。

時 間：一九八三年十月十日起每星期一下午六時三十分至八時正。

全期學費：一百六十元。(共十二講)。

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

本課程將會介紹之心理學說甚廣，其中包括主要心理學派，如 psychoanalysis, cognitive psychology, humanistic psychology, behaviourism 及 play therapy 等。

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

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

主 講 人：心理學家、大學講師、教育工作者、防止虐待兒童會代表、兒科醫生、律師及其他專業人士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年九月廿八日起每星期三下午六時至八時。

全期學費：一百三十元。（共六講）。

虐待兒童問題現今已深受很多國家及社會的關注，在香港，不少專業人仕亦已開始對此問題作出研究。而幼兒工作者在防止虐待兒童方面所擔當的職位尤其重要，透過他們日常工作上的接觸，能預早發現被虐兒童及了解其家庭狀況，協助解決他們的問題。

本課程特為幼兒工作者而設。主要介紹一些虐兒基本概念及理論，其成因及影響，並會探討本港虐兒情況，指導如何發掘虐兒個案，解釋被虐兒童的特徵及處理方法等。課程將着重實際行動方面，以幼兒工作者在整個探索及應付虐兒事件過程中所扮演的角色為中心。

本課程祇接受任職於幼兒中心或幼稚園的人仕參加，故報名時，請填上工作機構的名稱。（限收二十五人）。

本課程由防止虐待兒童會贊助。

申請教署退還半費手續：凡政府、補助或私立學校之幼稚園教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月十八日前報名）。

505. 兒童院家長之工作 (Houseparent and Institutional Care for Children)

主 講 人：林君一先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年十月七日起每星期五上午十時三十分至下午十二時十五分。

全期學費：一百四十元。（共十講）。

兒童院家長長久以來是社會工作從業員中工作壓力比較重的一群——長時間地面對來自不同問題家庭的孩子。既要是親人、又是教師，也是朋友，很易就會產生失落、徬徨、孤單，直接間接地將服務質素拉下來。

本課程之目標旨在為兒童院家長提供精簡的有關工作訓練，務使學員能更深入地了解自己工作的意義及影響，特別容易產生壓力的地方及社會工作者與住院工作人員彼此間所應互有之關係。

本課程有異於慣常之講授，而較注重於日常工作之實踐，因為住院工作者很多時是提供服務的第一線，面對不斷的工作挑戰，純理論之提供不能解決問題，反

之然應提供的是社會工作化了的實際生活經驗及注意角度，使住院服務同工亦能從社工的角度去看自己的工作。為求達致共修之裨益，參加者需儘量提供本身之經歷及問題，藉着學員與導師間之雙方面交流而找出可行的辦法，從使達致生活化了的社會工作實踐。

本課程特別為兒童住院服務工作者而設，經驗年資不拘，不同的經驗更能刺激良佳的討論。而有興趣從事兒童住院服務者亦歡迎參加，藉此而對此行業有一較佳之認識。（限收二十人）。

（本課程由聖基道兒童院贊助）

506. 親職教育的實踐基礎 (Parent Education)

主 講 人：鄺偉文先生。

地 點：香港洛克道三號小童群益會總部三樓講室。

時 間：一九八三年十月十一日起每星期二下午六時至八時三十分。

全期學費：三百二十元。（共十四講）。

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

課程內容包括（一）親職教育的源起，發展及基本理念的剖析；（二）親職教育的內容和推行模式；（三）程序設計的要素及技巧；（四）工作人員的推行技巧；（五）親職教育的評估方法。

此課程專為在職社會工作者而設，授課形式以研習（workshop）為主，側重技巧訓練，習作及小組研討等學習活動）

（本課程由小童群益會贊助）。

507. 發展性小組工作 (Developmental Group Work)

主 講 人：李安先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年九月廿四日上午至廿五日下午為週末研習營及十月一日起連續七個星期六上午九時三十分至十一時三十分。週末營集合時間及地點為九月廿四日上午準九時於本部市區中心。

全期學費：三百二十元。（共十二講）。

發展性小組工作着重協助人際關係之建立、生長與發展。其目的在提供適當之機會給予每一小組之組員，在融洽、安穩及互助之氣氛下，賞試新的社交方法，

並實習扮演新的人生角色。課程範圍將包括下列各項：互相認識及互信；緊張情緒之鬆弛及自我之描述；內省；生活圈；友誼研究；心聲之溝通；個人在小組之角色；領袖才能；社會性的戲劇或角色扮演；自我檢討。

本課程特別為具有基本青少年小組工作訓練而正在服務於各類型青少年機構之工作人員而設，例如社會工作者及教師等。全部課程共分十二節，將以實驗性學習小組形式上課；而該學習小組將是一個小型實驗，各學員將視自己為整個實驗的一部份。藉此各學員得以親身體驗小組之歷程，並能現身說法，從而更深入自我了解，重新探測及研究人際關係。各學員務須自發地熱烈參予全部課程。

上課型式：（1）首五講將在週末研習營內舉行。藉以給各學員一個連續而深入之探討。（2）第六及第七課以授課型式舉行，給予重要基本理論。（3）最後五講以實習型式舉行。各學員在適當輔導下，親自主持或參與實習小組，藉以嘗試學以致用。（限收十七人）。

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

508. 適用於青少年工作之人際關係練習及輔導技巧 (Youth Work Counselling Techniques)

主 講 人：曾慶寧先生。

地 點：香港大專校外課程部市區中心 16 室。

時 間：一九八三年十月八日起每星期六下午二時十五分至五時四十五分。

全期學費：二百七十元。（共八講）。

隨着社會的急劇轉變，墨守成規及被動性的青少年工作程序及訓練方式，已不再適用於八零年代的青少年工作；而經過嘗試而證明有顯著成效的人際關係訓練及輔導訓練，已被採用於青少年領袖訓練、小組工作、小組輔導工作以至教學工作中，以協助青少年的全面發展及成長。

本課程是特別為具有興趣於青少年工作之在學、在職以至教學工作者而設，目的是幫助學員認識及活用人際關係練習及輔導技巧。希望於課程完畢後，學員能對其工作環境及對象有進一步了解，進而能獨立思考，設計適合其工作環境及對象的練習；並幫助青少年認識及發揮其內在潛能。

此課程以實驗性小組形式上課，並要求學員繳交小量功課。各學員之收益，將與其參予之積極性，開放之態度及出席率有極大之關係。（限收十六人）。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月廿九日前報名）。

509. 人際關係及輔導技巧於教學工作上的應用 (Counselling in the classroom: an expanded role for teachers)

主 講 人：鄭偉文先生。

地 點：香港洛克道三號小童群益會總部三樓講室。

時 間：一九八三年九月廿四日起每星期六下午二時至五時。

全期學費：三百七十元。（共十三講）。

教學工作除涉及知識及學能的傳授外，亦擔負輔導學生的任務，現存教育制度存在的種種問題，形成學生的學習及情緒上的壓力加重教師於教學過程中負起的輔導工作。

此課程專為中學教師而設，旨在訓練教師於教學中應用人際關係及輔導的基本概念與技巧，以協助學生解決學習及成長上的困難，課程內容分理論與概念和技巧訓練兩部分，尤重後者，授課形式以學員的學習經驗為主導，並側重技巧訓練的學習活動。（限收二十人）。

（本課程由小童群益會贊助）。

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

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

主 講 人：梁麗珍女士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年十月六日起每星期四下午七時四十五分至九時十五分。

全期學費：一百三十元。（共十講）。

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

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

課程除講授外，並加設小組形式的練習，角式扮演，幻燈片或電影介紹等。適合在職教師，課外活動導師，學校輔導人員，學校社工人員，青少年工作者及小組領袖。（限收三十五人）。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月廿七日前報名）。

511. 了解青少年與性問題 (Understanding Sexuality and Youth)

主 講 人：曾家達先生（臨床心理學家）。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年十月三日起每星期一下午七時四十五分至九時四十五分。

全期學費：一百八十元。（共十講）。

本課程專為青少年輔導工作者、外展工作者、學校社會工作者及中學教師等而設。

課程內容包括從人類之基本需要及人性等角度了解性問題的本質，探討青少年對本身性的需要及與性有關之行爲；嘗試尋求更實際之途徑去幫助青少年管理本身之性需要及行爲，並檢討及反省性行爲規範及道德觀念之影響及發展，從而提出一個更切合現實需要之性教育方法，以協助青少年對性建立更健康的態度和行爲。

除講授外，更着重小組討論及交流。（限收三十五人）。

512. 外展社會服務——工作理論及技巧 (Outreach Social Work Service—theory and practice)

主 講 人：鄭之願先生（統籌）、謝萬恆先生、姚子樑先生、姚克信先生、潘強先生，盧慧貞小姐。

地 點：香港洛克道三號小童群益會總部三樓講室。

時 間：一九八三年九月三十日起每星期五下午七時十五分至九時正。

全期學費：二百三十元。（共十二講）。

青少年問題日益嚴重，社會工作人員究竟如何能夠從兒童中心及青少年中心內走到街頭、球場、波樓、遊戲機中心、快餐店等青少年聚集的地方，為他們解決所面臨的困難及問題，輔導他們、防止他們步向歧途呢？

本課程特別為青少年工作者、感化、監務工作者、義工及教師等而設。課程主要由資深前線工作人員負責，其目的乃探討外展社會工作對象次文化（gang sub-culture），嘗試跳出傳統看法，分享由實際工作經驗綜合所得之分析架構及常用之工作技巧，如危機介入、平衡心理、分離法、組合法、小組重建等。

課程內容力求結合理論及實踐，啟發思考及提供對外展工作較全面的認識，形式則包括講授、小組討論、技巧研習、實地探訪等。

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

主 講 人：陳碧苑小姐。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八三年十月六日起每星期四下午六時十五分至七時四十五分。
全期學費：一百四十元。（共十一講）。

本課程特別為有志於從事社會工作之各界人士，及社工界之義務工作者而設。內容深入淺出，詳盡介紹社會工作之理論與實務，使參加者對社會工作有基本之認識及瞭解。

授課方式以講解為主，並歡迎參加者提出問題及實際經驗討論。課程大綱包括：社會工作之歷史、原則、價值及目標；社會工作者之職責及所扮演的角色；個案工作、小組工作、及社區發展等方法；如何與受助者溝通及建立關係；輔導服務的取向、架構、及程序；社會工作之最新趨勢等。

514. 義工計劃之管理導論 (Introduction to Management of Volunteer Programmes)

主 講 人：王小城女士、陳建基先生。 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 21 室。
時 間：一九八三年十月八日起每星期六上午九時三十分至中午十二時三十分。
全期學費：一百七十元。（共七講）。

義務工作人員是社區建設中不可或缺的人力資源；義工是任何人都可參與的一個社會服務行列，他們本着愛心，獻出一己的力量，為改善社會而帶來龐大的人力資源。「義工計劃」就是指機構有系統地規劃及任用這股人力資源以推動各項服務並邁向社區建設的理想——建立自助與充滿關懷的社區。

義工計劃的管理，是從「人力資源的管理」的角度去剖析目前本港一般社會服務機構的義工任用情況，從而為本課程的學員提供一個基本而全面的「義工計劃的管理」的概念，並從實際案例中，研究「義工計劃」在不同服務性質的機構內的可行性與功能及其建立的程序等。此外，更特別針對義工的招募、訓練、督導、調協與認許等作較深入的探討。

本課程專為從事社會服務行列而又會在其工作上任用義工的人士而設，特別適合機構內的義工協調員參加。上課形式除講授外，更有小組討論及研習並輔以模擬練習，習作、幻燈片等。（限收二十四人）。

（本課程由義務工作發展局贊助）。

515. 老人中心的管理 (Management of Elderly Centres)

主 講 人：馬文廣先生、朱丹娜女士。
地 點：香港洛克道三號小童群益會總部三樓講室。
時 間：一九八三年十月六日起每星期四下午七時至八時三十分。

全期學費：一百二十元。（共八講）。

本課程特別為老人中心的管理人員而設；旨在將理論及香港老人中心實際工作經驗結合，並透過講座、小組討論及習作，藉以提高管理的效率。

課程內容包括：（一）老人中心的角色及功能；（二）老人福利服務之行政概論；（三）服務機構之組織與分工；（四）機構內部協調與溝通；（五）人事管理與策劃；（六）程序設計及評估；（七）檔案資料及物料之處理；及（八）財務管理及預算。

516. 調查研究：方法及應用 (Survey Research: Methods and Applications)

主 講 人：侯傑泰先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年十一月九日起每星期三下午六時至七時四十五分。

全期學費：一百四十元。（共九講）。

調查方法愈來愈受重視，被應用於了解、評估及分析各類教育及社會問題。本課程旨在介紹調查研究之原理、應用及分析方法。適合教師，社工人員或任何有興趣進行小型調查或資料蒐集之人士參加。課程內容包括：（一）抽樣原理；（二）資料蒐集方法；（三）問卷設計、計分法、信度及效度；（四）資料統計及分析。課程以實用為主，輔以各類範例，適合初學或有興趣進一步研究者；教師或學校社會工作者亦可利用調查方法更深入了解學生之家庭背景、興趣、學習態度、成績等之相互關係。

517. 犯罪學專題研討：犯罪心理學 (Topical Studies in Criminology)

主 講 人：葉永茂先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年十月十日起每星期一下午六時至七時三十分。

全期學費：一百一十元。（共九講）。

此課程闡述犯罪心理之因素及犯罪時正常和不正常之心態，嚴重變態心理，成長期間心理與犯罪的關係；及犯罪後心理懲教的方法。適合懲教工作者、警察、社工、教師等。參加課程者應具有基本心理學、犯罪學及社會學知識。

See also:

302. 社會工作者法律須知（第 91 頁）

495. 心智失常之心理處理法簡介（第 151 頁）

496. 情緒問題兒童的教育（第 151 頁）

519. 生態觀點與生活模式——於青少年服務之啟示及運用（第 164 頁）

Housing Studies

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

518. Introduction to Property Development and Management. A. A. Bunting, M.Arch., Ph.D. (H.K.), D.P.A. (Glasgow), Reader, School of Architecture, University of Hong Kong. *Thursdays, 6.15-8.30 p.m., starting October 27, 1983. Room 217, University Main Building. 10 meetings.* **Fee: \$130**

This course is intended for persons working in the field of property development or management. It will provide a general theoretical background to real estate development. Topics to be discussed include the economy, financing, and evaluation of development projects, the procurement of new buildings, the economics and management of property maintenance.

Certificate in Housing Management.

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

The course runs over three academic years. Year I and Year II prepare candidates for the Part I and Part II Examinations and Year III for the Final Examination.

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

Applicants must be sponsored by their employers as some of the lectures are held during office hours.

Further details are available on request. Applications for 1984/85 must be submitted before *November 30, 1983*.

See also :

199. Building Services Engineering. (Page 55)

305. 住客與業主 (第 92 頁)

1984 Spring Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available early in January 1984. As there are now over 23,000 extra mural students a year it will not be possible, as in the past, to automatically send a copy to all current students. Consequently, if you wish to be sent a copy of the Prospectus in January, 1984, kindly complete and return the name and address slip below, together with a \$1 stamp, to the Department of Extra-Mural Studies, University of Hong Kong, Hong Kong. The envelope should be marked "Prospectus".

一九八四年度春季校外課程手冊

本部將於一九八四年一月初印發一九八四年春季校外課程手冊。有意索取者請填妥下列表格，並附郵票一元，逕寄「香港大學校外課程部主任」。信封請註明「春季手冊」字樣。

I enclose a \$1 postal stamp, please send me a copy of the 1984 Spring Prospectus.

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附註：請於一九八三年十二月十五日以前寄回上列表格。

Note: Please return the above coupon before December 15, 1983.

Additional Social Work Course :

**519. 生態觀點與生活模式——於青少年服務之啟示及運用
(New Models of Social Work Practice for Youth Services)**

主 講 人：袁煥森先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八三年十月七日起每星期五下午七時四十五分至九時四十五分。

全期學費：二百四十元。（共十二講）。

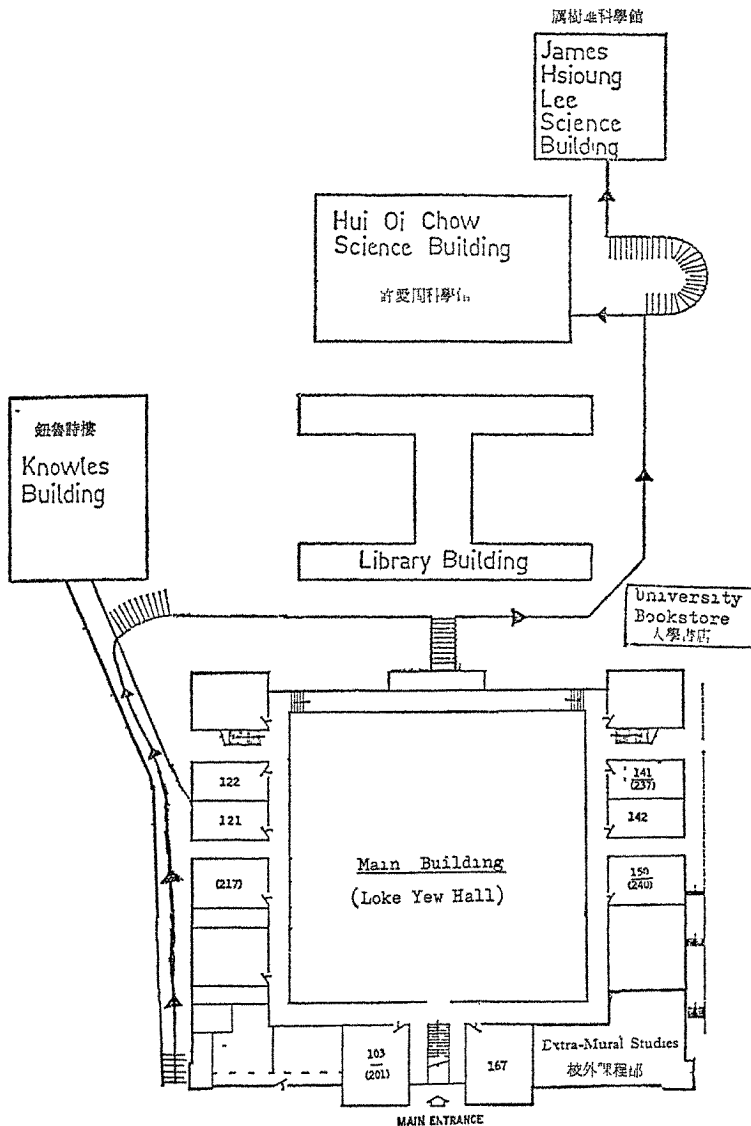
社會工作的「生態觀點」與「生活模式」乃於七十年代由哥倫比亞大學的兩位教授所創，主旨在結合社會工作的兩個傳統：個人的改變與環境的改變。他們以生態學的觀點，認為人與環境之相交，做成二者之相互適應及改變。在整個生命歷程中，人塑造及改變環境以利從其中獲取生活的資源，但同時人亦需對其造成的環境改變作出不斷的適應。當適應的要求與適應的能力及資源間產生不協調時，人便受到強烈的壓力和緊張，這些壓力往往出現於重要的人生轉捩點、不協調的人際關係、及運用和影響環境方面。因此，「生活模式」社會工作之焦點，不在人格層面，也不在環境層面，而在於人的生活問題，也就是人與環境接觸及互相影響的問題。

今日香港的青少年，除了自身急劇的生理、心理的變化外，還要不斷適應由其上一代造成的急劇社會變遷——有益的或有利的。根據「生態觀點」，我們許多的青少年問題，是急劇變化的青少年在適應急劇變化的環境所產生的壓力的問題。本課程的焦點將放在這裏，以探討青少年服務在政策及執行上怎樣回應這些問題。

課程之主要對象為在職之青少年工作者，受訓或未受訓皆可，然未受訓者須有一年或以上青少年工作經驗。上課方法包括理論講授及個案分析，學員必須投入討論、貢獻意見。

GROUND PLAN OF UNIVERSITY OF HONG KONG MAIN BUILDING

showing location of rooms used for extra mural courses Please see inside of front cover for University general layout.



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