Dear Parents/Guardians,

**Computer Programmes for Parents**

Information Technology has been developed fast in the last few years and it has become part of our daily life. To enable parents have some more knowledge of computer knowledge, computer programmes will be arranged for parents. Detailed arrangement of the courses are as follows:

<table>
<thead>
<tr>
<th>Course Ref.</th>
<th>Topic</th>
<th>Date</th>
<th>Charge</th>
<th>Time</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Computer Awareness</td>
<td>8/5/2004, 2004</td>
<td>$10.00</td>
<td>9:00 a.m. – 12:00 noon</td>
<td>For beginners who have no or little knowledge of computer.</td>
</tr>
<tr>
<td>B</td>
<td>Design Your Own Web-page</td>
<td>15/5/2004, 2004</td>
<td>$20.00</td>
<td>9:00 a.m. – 12:00 noon</td>
<td>For parents who have basic knowledge in working on a computer.</td>
</tr>
</tbody>
</table>

The courses will be arranged in Computer Room B 2/F, of the school. Due to the limited computers available in the Computer Room, only 40 participants will be accepted for each course and arrangement will be made on a first-come, first-serve basis. Parents are invited to join the programme and update yourself to the latest development of the computer era.

I believe the Computer Programmes will be helpful and beneficial to parents. Parents are requested to indicate on the reply slip whether you will join the Programme (s) and return to the class teacher together with the tuition fee on or before 2\textsuperscript{nd} April, 2004.

Yours sincerely,

Mrs. Hilda SHENOVY
Vice Chairperson
Reply Slip
Ref: 13/03-04

Computer Programmes for Parents
(Please return to the Class Teacher on or before 2.4.2004)

Date: ________________

To: Mrs. Hilda SHENOY,

I have read the Notice Ref: 13/03-04 dated 30th March, 2004 and fully understand its content.

☐ I wish to join Computer Programmes Course Ref. A
   and the tuition fee of HK$10.00 is enclosed.

☐ I wish to join Computer Programmes Course Ref. B
   and the tuition fee of HK$20.00 is enclosed.

☐ I do not wish to join the Computer Programmes.

Pupil's Name: __________________________________________ ( ) Class: ______________

Parent's /Guardian's Signature: __________________________________________________

Parent's/Guardian's Name in BLOCK LETTERS: ________________________________

☐ Please tick the appropriate box.