



澳 門 科 技 大 學

**MACAU UNIVERSITY OF SCIENCE
AND TECHNOLOGY**

**PROGRAM FOR
SEPTEMBER – DECEMBER 2012**

2012 年 9 月-12 月課程

**教育發展中心
EDUCATIONAL DEVELOPMENT
CENTRE (EDC)**

2012

<http://www.must.edu.mo/edc/eng>
<http://www.must.edu.mo/edc>

The program for this semester falls into two main parts:
本學期的課程可分為兩個主要部分：

1. Development sessions and support for *academic and administrative* staff.
為教學人員及行政人員而設的發展研習班
2. Sessions for *university staff and postgraduate students*: *Introduction to the Statistical Package for Social Sciences (SPSS) for Non-specialists*.
為研究生及大學教職員而設的研習班：基礎社會科學研究方法(SPSS)

The sessions for (1) run on:
研習班(1)將於下列時間及地點上課：

- Mondays, 5.00 pm – 6.00 pm in N406.
星期一，下午 5:00 - 6:00，N406 課室
- Tuesdays, 5.30 pm – 6.30 pm in N406.
星期二，下午 5:30 – 6:00，N406 課室

The sessions for (2) run on Wednesdays, 7.00 pm – 9.30 pm in N406.
研習班(2)將於星期三下午 7:00 – 9:30 在 N406 課室上課。

Any changes to room allocation will be announced.
上課地點如有更改將另行公佈。

There are eight main themes/strands to the EDC sessions this semester:

本學期教育發展中心研習班共分為 8 個主題：

1. **Developing experiential learning at MUST.**
於澳科大發展體驗式學習
2. **How to plan a teaching session**
如何規劃課堂
3. **Peer support groups for improving teaching at MUST.**
以同儕輔導團體改善澳科大教學質量
4. **English in the workplace (for administrative staff at MUST but others are very welcome).**
職業英語(課程內容為澳科大行政人員而設，亦歡迎其他同事報讀)
5. **English medium teaching at MUST.**
澳科大的英語授課
6. **Sharing teaching excellence at MUST.**
分享澳科大教學的卓越成就
7. **E-learning at MUST.**
澳科大內的網上學習
8. **Social Science Research Training: Introduction to the Statistical Package for Social Sciences (SPSS) for Non-specialists.**
社會科學研究培訓：基礎社會科學研究方法(SPSS)

ACADEMIC AND ADMINISTRATIVE STAFF

Room N406 (inside the library, on the 4th floor of the library)
unless otherwise announced

教學人員

(同時歡迎所有行政人員參與)

圖書館 (內) 4 樓 N406 室 (另有公佈除外)

	Date 日期	Time 時間
Peer coaching: An effective form of continuing professional development 同儕互助: 一種有效的教師持續專業發展策略	Monday 17 Sep.	5.00 pm – 6.00 pm
English medium 以英語授課	星期一 9 月 17 日	下午 5.00 – 6.00
John Lei Kai Cheong 李啓昌講師		
Presentation of Certificates of Participation 參與證書頒發典禮	Wed. 19 Sep. 星期三 9 月 19 日	6.00 – 6.30 pm 下午 6.00 – 6.30
How to plan a teaching session (a useful session for new and inexperienced teachers) 如何規劃課堂(一個對新入職及沒有教學經驗的老師有助益的研習班)	Tuesday 25 Sep. 星期二 9 月 25 日	5.00 pm – 6.00 pm 下午 5.00 – 6.00

	Date 日期	Time 時間
Introduction to experiential learning (1) 認識體驗式學習(1)	Monday 8 Oct.	5.00 pm – 6.00 pm
English medium 以英語授課	星期一 10 月 8 日	下午 5.00 – 6.00
Keith Morrison 祈務晨		

Please note that this is in Room E301.
請注意此研習班於 E301 課室進行

Workplace English for administrative staff (1) * 行政事務英文(1)	Tuesday 9 Oct. 星期二 10 月 9 日	6.30 pm – 7.30 pm 下午 6.30 – 7.30
Please note that this is in Room E301. 請注意此研習班於 E301 課室進行		

Workplace English for administrative staff (2) * 行政事務英文(2)	Monday 15 Oct. 星期一 10 月 15 日	6.30 pm – 7.30 pm 下午 6.30 – 7.30
Please note that this is in Room E301. 請注意此研習班於 E301 課室進行		

*** For administrative staff at MUST but others are very welcome**

課程內容為澳科大行政人員而設，亦歡迎其他同事報讀

	Date 日期	Time 時間
Introduction to experiential learning (2) 認識體驗式學習(2)	Tuesday 16 Oct.	5.00 pm – 6.00 pm
English medium 以英語授課	星期二 10 月 16 日	下午 5.00 – 6.00
Keith Morrison 祈務晨		
Workplace English for administrative staff (3) * 行政事務英文(3)	Monday 22 Oct.	6.30 pm – 7.30 pm
Please note that this is in Room E301. 請注意此研習班於 E301 課室進行	星期一 10 月 22 日	下午 6.30 – 7.30
Introduction to experiential learning (3) 認識體驗式學習(3)	Monday 29 Oct.	5.00 pm – 6.00 pm
English medium 以英語授課	星期一 10 月 29 日	下午 5.00 – 6.00
Michael Hitchcock		

*** For administrative staff at MUST but others are very welcome**

課程內容為澳科大行政人員而設，亦歡迎其他同事報讀

	Date 日期	Time 時間
Workplace English for administrative staff (4) * 行政事務英文(4)	Tuesday 30 Oct. 星期二 10 月 30 日	6.30 pm – 7.30 pm 下午 6.30 – 7.30
Please note that this is in Room E301. 請注意此研習班於 E301 課室進行		
Introduction to experiential learning (4) 認識體驗式學習(3)	Tuesday 6 Nov. 星期二 11 月 6 日	5.30 pm – 6.30 pm 下午 5.30 – 6.30
Chinese medium 以中文授課		
Sun Zhen 孫璿助理教授		
James Shi Guicheng 石貴成副教授		

*** For administrative staff at MUST but others are very welcome**

課程內容為澳科大行政人員而設，亦歡迎其他同事報讀

	Date 日期	Time 時間
Introduction to experiential learning (5) 認識體驗式學習(5)	Monday 12 Nov.	5.00 pm – 6.00 pm
Chinese medium 以中文授課	星期一 11 月 12 日	下午 5.00 – 6.00
Wu Qibao 吳其標副教授		
Please note that this is in Room H606. 請注意此研習班於 H606 課室進行		
English medium teaching in MUST (1) 澳科大的英語授課	Tuesday 13 Nov.	5.30 pm – 6.30 pm
	星期二 11 月 13 日	下午 5.30 – 6.30
English medium teaching in MUST (2) 澳科大的英語授課	Monday 19 Nov.	5.00 pm – 6.00 pm
	星期一 11 月 19 日	下午 5.00 – 6.00

	Date 日期	Time 時間
Sharing session by winners of the Teaching Excellence Award (Chinese medium): 教學卓越獎得主分享 (以中文進行)	Monday 26 Nov	5.00 pm – 6.00 pm
Zhang Zhuo (Joe) 張卓講師 Meng Shu 孟舒講師	星期一 11 月 26 日	下午 5.00 – 6.00
E-learning for MUST students (1) 澳科大學生的網上學習(1)	Tuesday 27 Nov.	5.30 pm – 6.30 pm
Alexander Corrochano	星期二 11 月 27 日	下午 5.30 – 6.30
E-learning for MUST students (2) 澳科大學生的網上學習(2)	Monday 3 Dec.	5.00 pm – 6.00 pm
Alexander Corrochano	星期一 12 月 3 日	下午 5.00– 6.00

**FOR POSTGRADUATE STUDENTS AND
UNIVERSITY STAFF**

***INTRODUCTION TO THE STATISTICAL
PACKAGE FOR SOCIAL SCIENCES
(SPSS) FOR NON-SPECIALISTS ****

Room N406 (inside the library, on the 4th floor of the library)

僅供博士生的研習班：社會科學研究方法

圖書館 (內) 4 樓 N406 室 (另有公佈除外)

All sessions are in English		DATE 日期
Session 1		Wed. 26 Sep.
Introducing SPSS:		
(a) Describing and entering data;		7.00 pm –
(b) Kinds of variables;		9.30 pm.
(c) Kinds of data: parametric/non-parametric; levels/ scales of data;		
(d) Processing data in SPSS;		
(e) Analyzing and reporting descriptive data: central tendency: frequencies, percentages, mean, mode, median, distributions, skewness; standard deviation; the curve of distribution;		
(f) Exporting tables, graphs and charts;		
(g) Editing data and output.		

***** No prior knowledge of SPSS is needed. These sessions are designed to be suitable for people who are unfamiliar with statistics and who are 'scared' of statistics. Everyday language is used, and mathematics is avoided wherever possible.

(The EDC reserves the right to amend these details)

(學習發展中心保留修改內容之權限)

DATE
日期

Session 2	Wed. 10 Oct.
Using SPSS:	
(a) Presenting graphs, charts and tables;	7.00 pm –
(b) The 'Explore' function and boxplots;	9.30 pm.
(c) Crosstabulations and the chi-square statistic;	
(d) Statistical significance;	
(e) Analyzing data with controls;	
(f) Choosing and analyzing graphs and charts.	
Session 3	Wed 17. Oct.
Using SPSS:	
(a) Selecting cases;	7.00 pm –
(b) Hypothesis testing: null hypotheses, directional and non-directional hypotheses;	9.30 pm.
(c) One-tailed and two-tailed tests;	
(d) The debate on statistical significance and effect size;	
(e) Type I and Type II errors and how to avoid them.	
Session 4	Wed. 24 Oct.
Using SPSS:	
(a) Correlations: direction and strength; parametric and non-parametric data;	7.00 pm –
(b) Partial correlations and controls;	9.30 pm.
(c) Reliability testing: the Cronbach alpha;	

	DATE 日期
Session 5 Using SPSS: (a) Difference testing for parametric and non-parametric data; (b) t-test and the Levene test for paired and independent samples; (c) Confidence levels; (c) Mann-Whitney and Wilcoxon tests: distribution-free tests.	Wed. 31 Oct. 7.00 pm – 9.30 pm.
Session 6 Using SPSS: (a) Kruskal-Wallis and Friedman tests; (b) Analysis of Variance (one-way and two-way); (c) Degrees of freedom; (d) <i>post hoc</i> tests; (e) effect size (Cohen's <i>d</i> and partial eta squared)	Wed. 7 Nov. 7.00 pm – 9.30 pm.
Session 7 Using SPSS: (a) Regression; (b) Multiple regression; (c) The R-square and Adjusted R-square	Wed. 14 Nov. 7.00 pm – 9.30 pm.
Session 8 Using SPSS: (a) Principal Components Analysis; (b) Eigenvalues; (c) Scree plots; (d) Varimax and Direct Oblimin rotations.	Wed. 21 Nov. 7.00 pm – 9.30 pm.

	DATE 日期
Session 9	Wed. 28 Nov.
Using SPSS:	
(a) Recoding data;	7.00 pm –
(c) Transforming data;	9.30 pm.
(d) Standardized (z-)scores.	
Session 10	Wed. 5 Dec.
Choosing a statistical test	
	7.00 pm –
	9.30 pm.

Note: The Educational Development Centre has published a manual 'Starting with SPSS'; it is available in the Library and on the EDC intranet. It includes very many screen shots, so that you can check your own screen with those in the manual.

PUBLICATIONS FROM THE EDC

Our Services

Introduction to the Educational Development Centre

Mission and Aims

About the Educational Development Centre

What the Centre Does

Programs and Activities

Motivating Your Students

Website Materials on Motivating Students

Evaluating Your Own Teaching

Self-evaluation

Teaching Critical Thinking

PowerPoint Slides on Outcomes Based Education

Handbook on Outcomes Based Education

Using a 'Panel of Experts' in Your Classroom Teaching

Jigsaw Techniques

Effective Questioning

Effective Expositions, Explanations and Summarizing

Effective Classroom Discussions

Effective Lecturing

Teaching and Learning Handbook (English version)

Teaching and Learning Handbook (Chinese version)

English Medium Teaching

Starting with SPSS

Effective Communication for Management and Administration

Model Courses

Experiential Learning