澳 門 旅 遊 學 院
INSTITUTO DE FORMAÇÃO TURÍSTICA DE MACAU
Macao Institute for Tourism Studies

Class Timetable for School of Continuing Education

Course: BS041 - Pearson LCCI Level 2 Certificate in Business Fundamentals

Date: 17/12/2019 - 21/02/2020 **Hours:** 30.00 Hours

Detail Schedule:

U3301901 - LCCI Level 2 Certificate in Business Fundamentals (Teacher: LAM WANG)

Date	Day Of Week	Time	Venue
17/12/2019	TUE	19:00 - 21:30	2nd Floor I-208 (Inspiration Building Classroom at Mong-Ha Campus)
07/01/2020	TUE	19:00 - 21:30	2nd Floor I-208 (Inspiration Building Classroom at Mong-Ha Campus)
10/01/2020	FRI	19:00 - 21:30	2nd Floor I-208 (Inspiration Building Classroom at Mong-Ha Campus)
14/01/2020	TUE	19:00 - 21:30	2nd Floor I-208 (Inspiration Building Classroom at Mong-Ha Campus)
17/01/2020	FRI	19:00 - 21:30	2nd Floor I-208 (Inspiration Building Classroom at Mong-Ha Campus)
21/01/2020	TUE	19:00 - 21:30	2nd Floor I-208 (Inspiration Building Classroom at Mong-Ha Campus)
04/02/2020	TUE	19:00 - 21:30	2nd Floor I-208 (Inspiration Building Classroom at Mong-Ha Campus)
07/02/2020	FRI	19:00 - 21:30	2nd Floor I-208 (Inspiration Building Classroom at Mong-Ha Campus)
11/02/2020	TUE	19:00 - 21:30	2nd Floor I-208 (Inspiration Building Classroom at Mong-Ha Campus)
14/02/2020	FRI	19:00 - 21:30	2nd Floor I-208 (Inspiration Building Classroom at Mong-Ha Campus)
18/02/2020	TUE	19:00 - 21:30	2nd Floor I-208 (Inspiration Building Classroom at Mong-Ha Campus)
21/02/2020	FRI	19:00 - 21:30	2nd Floor I-208 (Inspiration Building Classroom at Mong-Ha Campus)

Remark: **Series exam on Apr 6 (Mon)**
Time: 18:00 - 21:00 (3 hours)
Venue: ESCOLA LUSO-CHINESA TÉCNICO-PROFISSIONAL
中葡職業技術學校
Address: Rua de Xangai 175,Edif. ACM., 7º andar, Macau
澳門黑沙環勞動節街

Things to note:

1. Attendance
- Students should attend classes on time while tardiness will be counted as absence.
- Students whose attendance is less than 80% per subject is not allowed to take the final examination and no certificate will be awarded.
- Final examination will be carried out in the last class unless otherwise stated.
- Deferral policy is not applicable to SCE courses, except Tour Guide & Diploma Courses.

2. Typhoon
- If typhoon signal No. 8 is still hoisted at 0700, all morning classes and examinations (0900-1300) will be cancelled.
- If typhoon signal No. 8 is still hoisted at 1200 noon, all afternoon classes and examinations (before 1830) will be cancelled.
- If typhoon signal No. 8 is still hoisted at 1430, all evening classes and examinations will be cancelled.

3. Student Card
- IFTM does not issue student cards. Students can print (if necessary) the student cards at the kiosks next to our Pedagogic Affairs Department.

4. Certificate
- Students who have successfully passed the course will be given a certificate within 2.5 months upon completion (excluding International Qualification Courses). SMS and email notification will be sent for collection procedure.
- The certificate needs to be collected within 180 days (Counting from the SMS and email notification date). Authorisation Form with ID copies of both parties are needed if the student cannot come in person. Re-application of certificate collection is needed if it is not collected in due course.