



## Class Timetable for School of Continuing Education

**Course:** CA124 - Cake Decoration - Sugar Paste

**Date:** 11/11/2019 - 27/11/2019

**Hours:** 32.00 Hours

### Detail Schedule:

#### U3351901 - Cake Decoration - Sugar Paste (Teacher: IP SIO KUAN)

Date	Day Of Week	Time	Venue
11/11/2019	MON	19:00 - 22:30	ELG-102 (Educational Restaurant Kitchen – Pastry & Bakery at Mong-Ha Campus)
12/11/2019	TUE	19:00 - 22:30	ELG-102 (Educational Restaurant Kitchen – Pastry & Bakery at Mong-Ha Campus)
13/11/2019	WED	19:00 - 22:30	ELG-102 (Educational Restaurant Kitchen – Pastry & Bakery at Mong-Ha Campus)
18/11/2019	MON	19:00 - 22:30	ELG-102 (Educational Restaurant Kitchen – Pastry & Bakery at Mong-Ha Campus)
19/11/2019	TUE	19:00 - 22:30	ELG-102 (Educational Restaurant Kitchen – Pastry & Bakery at Mong-Ha Campus)
20/11/2019	WED	19:00 - 22:30	ELG-102 (Educational Restaurant Kitchen – Pastry & Bakery at Mong-Ha Campus)
25/11/2019	MON	19:00 - 22:30	ELG-102 (Educational Restaurant Kitchen – Pastry & Bakery at Mong-Ha Campus)
26/11/2019	TUE	19:00 - 22:30	ELG-102 (Educational Restaurant Kitchen – Pastry & Bakery at Mong-Ha Campus)
27/11/2019	WED	19:00 - 23:00	ELG-102 (Educational Restaurant Kitchen – Pastry & Bakery at Mong-Ha Campus)

### Remark:

#### 烹飪課程注意事項

1. 廚房內設有儲物櫃以供學員於上課時使用，學員必須把個人物品存放於儲物櫃內。
2. 學員於每節課後必須清空儲物櫃，如發現有物品存放過夜，校方將作廢棄物處理，恕不個別通知。
3. 學員必須自備一件白色醫生袍於上課時穿著，否則將不允許進入廚房。
4. 旅遊學院圍裙將於首堂課由老師派發給學員。

獲以下認證:  
Certificado pela:

Certified by:



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### Things to note:

#### 1. Attendance

- Students should attend classes on time while tardiness will be counted as absence.
- Students whose attendance is less than 70% 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 School of Continuing Education courses, except Tour Guide & Diploma Courses.

#### 2. Arrangements (please refer QR code for details)

#### 3. Student Card

- UTM 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.

### Attention to Culinary Courses

- a. Lockers are installed inside the kitchens for participants to keep their personal belongings.
- b. All items inside the lockers should be cleared after each class. Anything found there in overnight will be disposed of by the Institute and no individual notice will be made.
- c. For occupational safety and food hygiene reasons, participants are not allowed to enter the training kitchen without proper uniform. Participants should wear long sleeves chef suite (or white gown), kitchen safety shoes, IFTM apron and kitchen hat. White gown and kitchen safety shoes can be purchased at uniform supplier. Participants will receive the IFTM apron and kitchen hat on the first class.

Please scan this QR code for uniform standard of culinary courses :



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