



## Class Timetable for School of Continuing Education

**Course:** IT045 - Microsoft Word

**Date:** 10/10/2019 - 14/11/2019

**Hours:** 32.00 Hours

### Detail Schedule:

#### U1201903 - Microsoft Word (Teacher: TANG CHOI FONG)

Date	Day Of Week	Time	Venue
10/10/2019	THU	10:00 - 13:00	Ground Floor FG-02 (Taipa Campus Forward Building (The former library building of University of Macau) - Computer Room)
11/10/2019	FRI	10:00 - 13:00	Ground Floor FG-02 (Taipa Campus Forward Building (The former library building of University of Macau) - Computer Room)
17/10/2019	THU	10:00 - 13:00	Ground Floor FG-02 (Taipa Campus Forward Building (The former library building of University of Macau) - Computer Room)
18/10/2019	FRI	10:00 - 13:00	Ground Floor FG-02 (Taipa Campus Forward Building (The former library building of University of Macau) - Computer Room)
24/10/2019	THU	10:00 - 13:00	Ground Floor FG-02 (Taipa Campus Forward Building (The former library building of University of Macau) - Computer Room)
25/10/2019	FRI	10:00 - 13:00	Ground Floor FG-02 (Taipa Campus Forward Building (The former library building of University of Macau) - Computer Room)
31/10/2019	THU	10:00 - 13:00	Ground Floor FG-02 (Taipa Campus Forward Building (The former library building of University of Macau) - Computer Room)
01/11/2019	FRI	10:00 - 13:00	Ground Floor FG-02 (Taipa Campus Forward Building (The former library building of University of Macau) - Computer Room)
07/11/2019	THU	10:00 - 13:00	Ground Floor FG-02 (Taipa Campus Forward Building (The former library building of University of Macau) - Computer Room)
08/11/2019	FRI	10:00 - 13:00	Ground Floor FG-02 (Taipa Campus Forward Building (The former library building of University of Macau) - Computer Room)
14/11/2019	THU	11:00 - 13:00	Ground Floor FG-02 (Taipa Campus Forward Building (The former library building of University of Macau) - Computer Room)

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 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.
- Students wishing to withdraw from a free course should submit a withdrawal application before the course ends and their registration for other free courses would not be accepted for two months counting from the following day when the withdrawal application is approved. Students dropping out from a free course without withdrawal application would not be eligible for registering all free courses for one year counting from the course end date.
- If students could not get a final passing mark for the course, they could enroll in the same course for one more time.
- Students should not re-enroll in any free course that they have already completed.
- 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.

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