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: L010 - Business Writing in Chinese

Date: 10/12/2019 - 16/01/2020 **Hours:** 20.00 Hours

Detail Schedule:

S9351903 - Business Writing in Chinese (Teacher: CHU SIN)

Date	Day Of Week	Time	Venue
10/12/2019	TUE	18:30 - 21:00	3rd Floor I-303 (Inspiration Building Classroom at Mong-Ha Campus)
12/12/2019	THU	18:30 - 21:00	3rd Floor I-303 (Inspiration Building Classroom at Mong-Ha Campus)
17/12/2019	TUE	18:30 - 21:00	3rd Floor I-303 (Inspiration Building Classroom at Mong-Ha Campus)
02/01/2020	THU	18:30 - 21:00	3rd Floor I-303 (Inspiration Building Classroom at Mong-Ha Campus)
07/01/2020	TUE	18:30 - 21:00	3rd Floor I-303 (Inspiration Building Classroom at Mong-Ha Campus)
09/01/2020	THU	18:30 - 21:00	3rd Floor I-303 (Inspiration Building Classroom at Mong-Ha Campus)
14/01/2020	TUE	18:30 - 21:00	3rd Floor I-303 (Inspiration Building Classroom at Mong-Ha Campus)
16/01/2020	THU	18:30 - 21:00	3rd Floor I-303 (Inspiration Building Classroom at Mong-Ha Campus)

獲以下認證:
Certificado pela:

Certified by:

tedQual UNWTO.THEMIS

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Print Date: 2024/03/29 10:40:10 PM

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.