



Course Category	Business			
Course Title	Introduction to Business Etiquette and Protocol			
Course Code	BS037			
Medium of Instruction	Cantonese			
Duration	12.0 hour(s)			
Course Fee	Macao Resident: MOP1,080 Non-Macao Resident: MOP1,080			
Certificate	Students who have obtained an overall passing grade of the course and met the attendance requirement will be issued a course certificate by UTM. The passing grade of the course is 50.			
	Course Code	Sub Code	Course Start Date	Course End Date
	BS037	2401	2024/03/12	2024/03/21
Objective	The course will help participants to have a better understanding of how to present themselves and their organisation(s) in a professional manner, according to different business settings.			
Outline	<ul style="list-style-type: none">• Effective Verbal and Non-verbal Communication Skills• The Art of Business Etiquette and International Protocol• Public Relations for Official Events			
Teacher	Please refer to the schedule			