



Class Timetable for School of Continuing Education

Course: BS038 - Pearson LCCI Level 1 Certificate in Bookkeeping

Date: 09/02/2022 - 30/03/2022

Hours: 45.00 Hours

Detail Schedule:

U2922201 - LCCI Level 1 Certificate in Bookkeeping (Teacher: HUN WENG U)

Date	Day Of Week	Time	Venue
09/02/2022	WED	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
14/02/2022	MON	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
16/02/2022	WED	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
21/02/2022	MON	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
23/02/2022	WED	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
28/02/2022	MON	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
02/03/2022	WED	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
07/03/2022	MON	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
09/03/2022	WED	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
14/03/2022	MON	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
16/03/2022	WED	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
21/03/2022	MON	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
23/03/2022	WED	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
28/03/2022	MON	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)
30/03/2022	WED	19:00 - 22:00	Ground Floor IG-06 (Inspiration Building Classroom at Mong-Há Campus)

Remark: Series exam on: 8 April 2022
Time: 18:00-21:00 (3 hours)
Venue: ESCOLA LUSO-CHINESA TÉCNICO-PROFISSIONAL 中葡職業技術學校 /
CPTTM Head Office 澳門生產力暨科技轉移中心- 總辦事處

*Exam venue will be confirmed by CPTTM at later stage.

獲以下認證:
Certificado pela:
Certified by:

澳門望廈山
電話: (853) 2856 1252
傳真: (853) 2851 9058
www.ift.edu.mo

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Things to note:

1. Attendance

- Students should attend classes on time while tardiness over 15 minutes will be counted as ABSENT.
- Students must achieve 70% attendance rate for each subject and no leave request (including medical certificate) will be accepted. Otherwise, students are 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 ALL SCE 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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