

# 報名表格 Enrollment Form

申請人須以正楷填寫，學院將根據表格上之資料頒授證書及代為申請教育暨青年局的資助。  
Applicants must fill the form in Capital letters. The information stated hereunder will be served for the purpose of certificate issuance and application for subsidy from DSEJ when appropriate.

請在當位置填上 ✓ 號  
Please put a ✓ wherever appropriate.

\*必須填寫 Compulsory field

姓名(中文)\* 姓名(英文)\*  
Full name (Chinese) \_\_\_\_\_ 先生/女士 Full name (English) \_\_\_\_\_ Mr/Ms

學歷程度  碩士以上 Bachelor or above  中學畢業 Secondary  
Education:  大學/大專畢業 University degree  其他 Others

任職機構 Company \* \_\_\_\_\_ 部門及職位 Position/Department \* \_\_\_\_\_

電郵 Email \* \_\_\_\_\_ 手提電話 Mobile \* \_\_\_\_\_

聯絡人 聯絡人電話 傳真  
Contact person \_\_\_\_\_ Contact number \_\_\_\_\_ Fax \_\_\_\_\_

## 付款方法 Payment method:

現金  支票(支票抬頭請註“澳門管理學院”)  
By Cash By cheque (Please cross A/C PAYEE ONLY and make payable to "Macau Institute of Management")  
 信用卡 銀行名稱 Name of the Bank \_\_\_\_\_  
By Credit Card 支票號碼 Cheque number \_\_\_\_\_

上述個人資料，本院會用作報名登記、申請教育暨青年局的資助、行政、統計及市場分析等用途。一切資料將會受到保密。  
All the above information stated will be served for the purpose of enrollment, administration record, market analysis and application for subsidy from DSEJ, etc. All information should be kept confidentially.

請閣下選出從那一個途徑得悉有關此課程之資訊：

How/Where do you know about the course information?

電郵  本院網站  報紙  巴士廣告  朋友介紹  其他  
Email MIM website Newspaper Bus Friends Others

報名費用 學費  
Enrollment fee: Course fee  
澳門幣 MOP3,800

報讀本課程，可享優惠價澳門幣2,000報考「劍橋國際財務金融英語認證」考試。(原價澳門幣3,200)

Upon enrollment to this course, learners are entitled to apply for special price of MOP2,000 to take the "Cambridge International Finance English Certificate" examination. (Original price MOP3,200)

報名方法 Enrollment channels:

請填妥報名表格，並連同身份證副本及所需費用交往澳門管理學院。  
Simply fill in the application form, submit it together with the ID copy and make payment to Macau Institute of Management.

地址：新口岸上海街175號中華總商會大廈九樓  
Address: Rua de Xangai, No.175, Edif. ACM, 9 Andar, Macau

本院將於開課前三天發出取錄通知。

Admission result will be announced 3 days prior to the course begins.

(逾期仍未收到通知，請主動致電8296 0707與學院楊小姐聯絡。)

(In case you cannot receive any notice, please do not hesitate to contact Ms. Leong at 8296 0707)

報名取錄與否，概由學院審查決定。

MIM reserves the right for the judgment of the admission result.

學院擁有修改上課時間的權利。

MIM reserves the right to amend the course time table whenever appropriate.

已繳學費，一律恕不退還。

Course fee is non-refundable.

內部專用 Internal use only
收件日期 Receive date
遞交 Information submitted: <input type="checkbox"/> 身份證副本 ID Copy <input type="checkbox"/> 學費 Course fee <input type="checkbox"/> 現金 Cash / 信用卡 Credit Card / 支票 Cheque
支票金額 Amount: _____
收據編號 Receipt no.: _____ 經手人 Handle by: _____

主辦機構 Organizer:



澳門管理學院  
Macau Institute of Management

合辦機構 Co-Organizer:



UNIVERSITY of CAMBRIDGE  
ESOL Examinations  
Authorized Centre

資助機構 Sponsor:



# 2011 國際金融財務英語 International Finance English 證書課程 Certificate Program

本課程共30小時，適合以非英語為母語並需要運用財務金融英語來處理日常工作的人士報讀。課程有助學員全面提升聽、說、讀、寫四方面的英語能力，並學習主要技能、工具和專業術語，從而應對競爭激烈的國際金融環境。

This is a 30-hour course and is for individuals whose first language is not English and who need to use financial English in order to perform effectively in business situations. It comprehensively develops ability across the four skill areas of reading, writing, listening and speaking and at the same time provides the learners with the key skills, tools and terminology to operate in an ever competitive international financial environment.

## 名額有限，欲報從速！

查詢：8296 0707 (楊小姐)

網頁：www.mim.edu.mo

截止報名日期：2011年8月23日

“Better  
MANAGEMENT  
for better future”

## 教學內容不單單局限於以下內容：

- 了解財務報表和相關文件；
- 提出論據或對財務狀況表達意見；
- 提出問題或要求清晰的財務資料；
- 根據實際的情況製作簡單的報告及根據資料寫出實際情況；

## 課程將採用合適的書本及自訂教材。

課程期間，導師亦會推薦自學教材及課外的閱讀材料。

本課程能幫助預備備考劍橋國際財務金融英語認證(ICFE)的考生作準備，它是一個國際性認可的考試，能證明應試者具有良好的英語能力應付有關國際性財務金融的工作，並達到大學國際金融、會計或財務課程的英語水平。

課程結束後，出席率達80%或以上及通過測試的學生，將獲得由澳門管理學院及劍橋ESOL考試中心認可之考試機構 (Cambridge ESOL Examination Authorised Centre) 共同發出的專業證書乙份，有效提升學習成果的認受性。

## ICFE的模擬測試：

我們還會免費為參加課程的學員提供一個寶貴的機會去練習考試，讓學員熟悉怎樣在ICFE的現場考試中運用語言。在課程的最後一節課，我們會設置一個模擬測試讓學員更了解自己在考試中的臨場表現，導師會指導及提示學員在哪方面需要改進，從而增強考取國際認證的成功率。

所有的測試內容都是基於現實環境中，執業會計師和財務人員在處理日常工作時所會用到的英語題材為主。該考試主要是測試考生在金融環境下的語言溝通的能力。

## 課程對象：

希望進入會計或金融行業的人士、在校大學生與研究生。

## 入學要求：

學員需有中級英語水平或以上

## 上課及報名情況：

教學語言：全英授課並輔以英文講義

學習為期：全科共30小時，每堂2小時，

上課時間：2011年 8月29,31日;

9月2,5,7,9,12,14,16,19,21,23,26,28,30日

(逢星期一、三、五7:00p.m. — 9:00p.m. 最後一堂為測試日)

上課地點：澳門管理學院(地址：新口岸上海街175號中華總商會大廈9樓)

證書頒發：總課時之出席率超過80%或以上，並考試合格(50分或以上)，

可獲頒發「國際財務金融英語專業證書」

報讀完課程後，學員可自行報考「劍橋國際財務金融英語認證」考試，

專業考試費用：MOP 3,200

報讀本課程，可享優惠價 MOP 2,000報考

## The content is not limited to the following:

- understanding financial reports & related correspondence
- presenting arguments or expressing opinions on financial situations
- asking questions or requesting clarification about financial information
- producing simple reports of a factual nature & writing fact based correspondence

Suitable tailored and published materials will be used throughout the course, with recommendations on self-study material and extra reading made throughout the duration of the course.

Once learners complete the course, they can validate their skills by taking the Cambridge ICFE exam.

## The ICFE Pretest

We also run free ICFE pretests which give candidates the valuable opportunity to practice tasks and item types and to become more familiar with the kind of language content used in the live ICFE test. These pretests also allow candidates and teachers to compare candidate performance within their group and they give an approximate indication of whether candidates are on course to take, and succeed in, the live ICFE examination.

All the tests are based on realistic tasks, topics and materials that practicing accountants and finance officers would expect to deal with in their daily working levels. The exam mainly takes into account the language skills necessary to communicate in a financial context.

## Course Target Person:

This course is for individuals who are keen to improve their ability to communicate in and understand financial English. It is an ideal course for anyone thinking of, or already pursuing a career in accountancy and finance.

## Requirements:

Students are required to have intermediate level or above in English.

## Classes and application conditions:

Teaching Language: English classes and supplemented with English notes

Study period: 30 hours, each session 2 hours

Time: August 29 - September 30, 2011

(Every Monday, Wednesday and Friday 7:00 p.m. - 9:00 p.m.

At the last one for testing)

Venue: Macau Institute of Management

Certification: The total hours of attendance is more than 80%, and pass the examination (50 points or more), will be awarded "International Certificate in Financial English".

Upon enrollment to this course, learners are entitled to apply for special price of MOP2,000 to take the "Cambridge International Legal English Certificate" examination. (Original price MOP3,200)