

## Continuing Professional Development (CPD) for Registered Architectural, Engineering, and Urban Planning Technicians



澳門金融學會

MACAU INSTITUTE OF FINANCIAL SERVICES



澳門城市大學

Universidade da Cidade de Macau  
City University of Macau

公開學院 Open Institute

## Continuing Professional Development (CPD) for Registered Architectural, Engineering, and Urban Planning Technicians

Registered technicians are required to take at least 50 hours of continuing training in technical specialisation and multidisciplinary areas in a period of two years, in which training of technical specialisation accounts for at least 25 hours.

Technical specialisation includes modules in the areas of architecture, engineering and urban planning. Supplementary modules cover multidisciplinary areas, including:

Course code	Course name
IFS-OI-CPD-URB-2017-01	Entrepreneurship and Innovation
IFS-OI-CPD-URB-2017-02	Project Management
IFS-OI-CPD-URB-2017-03	Project Finance and Infrastructure Funding
IFS-OI-CPD-URB-2017-04	Financial Decision-making
IFS-OI-CPD-URB-2017-05	Risk Analysis
IFS-OI-CPD-URB-2017-06	Leadership and Management Skills
IFS-OI-CPD-URB-2017-07	Procurement and Supply Management
IFS-OI-CPD-URB-2017-08	Quality Management
IFS-OI-CPD-URB-2017-09	Logistics Management
IFS-OI-CPD-URB-2017-10	Sustainability and Environment
IFS-OI-CPD-URB-2017-11	Engineering Management
IFS-OI-CPD-URB-2017-12	Construction Safety Management
IFS-OI-CPD-URB-2017-13	Management Information Systems
IFS-OI-CPD-URB-2017-14	Contract Management
IFS-OI-CPD-URB-2017-15	Legal Frameworks and Regulation for Construction
IFS-OI-CPD-URB-2017-16	Introduction to Macau Banking
IFS-OI-CPD-URB-2017-17	Introduction to Accounting
IFS-OI-CPD-URB-2017-18	Principles and Practice of Insurance

## Course Outline

**Course name:** Entrepreneurship and Innovation

**Course code:** IFS-OI-CPD-URB-2017-01

**Lecture hours:** 9

**Medium of Instruction:** Portuguese / English

**Course description:** This course introduces a range of concepts and skills to pursue innovation-focused careers in SMEs. It provides an understanding of what is involved in starting up a high-tech business, the involved risks and the potential rewards; and intellectual property (IP) strategies for new ideas and startups, including barriers to entry for competitors and infringement risk reduction.

**Course name:** Project Management

**Course code:** IFS-OI-CPD-URB-2017-02

**Lecture hours:** 9

**Medium of Instruction:** Chinese

**Course description:** This course provides a comprehensive overview of project management that focuses on applying the core principles to make better decisions, understand consequences and generate success. It covers the pragmatic skills and techniques necessary for effective project delivery.

**Course name:** Project Finance and Infrastructure Funding

**Course code:** IFS-OI-CPD-URB-2017-02

**Lecture hours:** 12

**Medium of Instruction:** Chinese

**Course description:** This course provides a comprehensive knowledge of the project financing techniques. It will demonstrate how and why major infrastructure projects succeeded or failed through examining case studies. It aims to help participants develop a framework for valuing, structuring and financing large-scale projects in the private and public sectors.

**Course name:** Financial Decision-making

**Course code:** IFS-OI-CPD-URB-2017-04

**Lecture hours:** 9

**Medium of Instruction:** Chinese

**Course description:** This course provides participants with the key knowledge and skills required for financial management linking together strategic decision making concepts with day-to-day management decisions. The course covers some of the basic techniques of finance: calculating the time value of money, valuing bonds and shares, techniques for appraising capital investments, characterising share price behaviour and the role of risk in security valuation.

**Course name:** Risk Analysis

**Course code:** IFS-OI-CPD-URB-2017-05

**Horas lectivas:** 9

**Lecture hours:** Chinese

**Course description:** Risk analysis is the process of assessing the uncertainties associated with any situation. This course brings together the key elements of financial analysis to help participants develop their skills in this area and understand the real risks facing businesses and investors.

**Course name:** Leadership and Management Skills

**Course code:** IFS-OI-CPD-URB-2017-06

**Horas lectivas:** 9

**Lecture hours:** Chinese

**Course description:** This course provides an understanding of the importance of setting goals with team members, and how to set goals to ensure their achievement. It will also explore methods of developing and empowering people, through training, coaching, supporting and delegating; and discover how to inspire the best performance through recognition and reward, and adopt a supportive approach to correcting mistakes and disciplining people.

**Course name:** Procurement and Supply Management

**Course code:** IFS-OI-CPD-URB-2017-07

**Lecture hours:** 12

**Medium of Instruction:** Portuguese / English

**Course description:** This course explores the subject of procurement and supply in the industrial and commercial context, explaining its role and purpose within the supply chain. Participants will learn how procurement has developed, the skills and information needed by procurement professionals; and how specific tools and techniques are employed in managing the procurement function.

**Course name:** Quality Management

**Course code:** IFS-OI-CPD-URB-2017-08

**Lecture hours:** 9

**Medium of Instruction:** Chinese / English

**Course description:** The course provides participants with a deep understanding of quality and its role in the organisation together with techniques to make a significant contribution to an organisation's strategic vision for success. Participants will be introduced to a broad range of current theory and best practices covering operational, functional and strategic quality management.

**Course name:** Logistics Management

**Course code:** IFS-OI-CPD-URB-2017-09

**Lecture hours:** 9

**Medium of Instruction:** Chinese

**Course description:** Business logistics is the set of activities involved in the flow of materials and products through an organisation and through the supply chain to the market. This course focuses on the functional activities in supply chains that process the flow of products and information from the point of origin to the point of consumption.

**Course name:** Sustainability and Environment

**Course code:** IFS-OI-CPD-URB-2017-10

**Lecture hours:** 9

**Medium of Instruction:** Portuguese / English

**Course description:** Effective engineering solutions require consideration of ethical, environmental and sustainable issues. In this course participants are introduced to various topics including: engineering ethics; pollution, including air and water; sustainability, including design and manufacture; life cycle assessments; and environmental impact statements.

**Course name:** Engineering Management

**Course code:** IFS-OI-CPD-URB-2017-11

**Lecture hours:** 9

**Medium of Instruction:** Portuguese

**Course description:** Engineering management is a specialised form of management that is required to successfully lead engineering or technical personnel and projects. This course is designed to help participants learn how to manage the operations in organisations and also to build a business or commercial case for making engineering related decisions, such as investment in plant, equipment and processes.

**Course name:** Construction Safety Management

**Course code:** IFS-OI-CPD-URB-2017-12

**Lecture hours:** 9

**Medium of Instruction:** Portuguese

**Course description:** Construction is a high hazard industry that has a wide range of activities involving alteration, and/or repair. This course provides participants with the practical knowledge and skills that can be applied to ensure healthy and safe conditions for construction site employees. Through examples and case studies, participants will be introduced to the fundamental elements and techniques for managing an effective safety system.

**Course name:** Management Information Systems

**Course code:** IFS-OI-CPD-URB-2017-13

**Lecture hours:** 9

**Medium of Instruction:** Chinese / English

**Course description:** Modern organisations and businesses rely on information systems to enable both operations and decision-making support. This course introduces the student to the application and management of information systems in an organisational environment. This course adopts a management perspective to appreciate the identification, analysis, development, organisation and impact of appropriate information systems.

**Course name:** Contract Management

**Course code:** IFS-OI-CPD-URB-2017-14

**Lecture hours:** 9

**Medium of Instruction:** Chinese

**Course description:** This course addresses the crucial role of contractual documentation in the creation and management of a major project. Topics include: identifying legal risk; strategic alliances and cooperative ventures; dispute resolution; intellectual property; due diligence and contractual protection.

**Course name:** Legal Frameworks and Regulation for Construction

**Course code:** IFS-OI-CPD-URB-2017-15

**Lecture hours:** 9

**Medium of Instruction:** Chinese

**Course description:** This course provides an overview of the roles of banks and other financial organisations in advanced financial systems and the value they add to economies. It focuses on providing participants with an understanding of the operating environments of banking institutions and how to manage them to create shareholder value on a sustainable basis.

**Course name:** Introduction to Macau Banking

**Course code:** IFS-OI-CPD-URB-2017-16

**Lecture hours:** 9

**Medium of Instruction:** Portuguese / English

**Course description:** This course provides an overview of important principles in the fields of finance, and accounting. Understanding of finance and accounting principles is important in interfacing with accountants, financial analysts and members of upper management. This course is designed to familiarise participants with decision-making skills founded on financial calculations and quantitative analysis.

**Course name:** Introduction to Accounting

**Course code:** IFS-OI-CPD-URB-2017-17

**Lecture hours:** 12

**Medium of Instruction:** Portuguese

**Course description:** This course provides an overview of important principles in the fields of finance, and accounting. Understanding of finance and accounting principles is important in interfacing with accountants, financial analysts and members of upper management. This course is designed to familiarise participants with decision-making skills founded on financial calculations and quantitative analysis.

**Course name:** Principles and Practice of Insurance

**Course code:** IFS-OI-CPD-URB-2017-18

**Lecture hours:** 9

**Medium of Instruction:** Chinese / Portuguese / English

**Course description:** Participants are introduced to risks and the way how insurance deals with them. This course covers basic concepts and language of insurance; the legal context of insurance; and the participants in the industry and their relationship to each other.

## Fees

- MOP120.00 / lecture hour
- No application fee for this programme
- Full payment must be made at the time of registration. The payment is non-refundable.

## How to apply

Applicants are required to submit the following documents to Open Institute of City University of Macau:

- (i) Completed application form; and
- (ii) ID Copy

## Contact us

### Open Institute of City University of Macau

**Address (Main campus):** T219, Level 2, Avenida Padre Tomás Pereira, Taipa, Tai Fung Building

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**Web:** www.cityu.edu.mo/oi

#### Office hours:

Monday to Thursday: 9am – 12.45pm & 1.45pm – 6.30pm

Friday: 9am – 12.45pm & 1.45pm – 6pm

### Macau Institute of Financial Services

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#### Office hours:

Monday to Thursday: 9am – 1pm and 2.30pm – 5.45pm

Friday: 9am – 1pm and 2.30pm – 5.30pm