



註：此課程已獲「建築、工程及城市規劃專業委員會」(多範疇內容的補充進修)認可時數 12 小時。

## 建築項目成本工程及工料測量實務課程 Construction Project Cost Engineering & Quantity Surveying Practices

### 專業提昇 Professional Enhancement

提昇工程師和建築專業人員在處理工程成本控制及合約的專業知識，認知和行業趨勢。

Enrich engineers and construction professionals with updated engineering costing control and contracting knowledge, skills and industrial trends.

### 課程簡介 Course Introduction

加強建築專業人士在成本控制及工料測量的知識，並分析建築合同和商業事務的執業實踐。

To enrich practicing construction professionals the basic knowledges and general understanding of quantity surveying practices, contractual and commercial matters relating to construction projects and built environment throughout the life cycle.

### 課程大綱 Course Outlines

1. 成本工程及工料測量實務 Cost Engineering & Quantity Surveying Practices -  
Introduction on the quantity surveyor profession within the modern construction and built environment, key roles and duties and major contribution to every successful project on life cycle bases.
2. 設計經濟學和成本規劃 Design Economics and Cost Planning –  
Coverage on the general cost management of design development for a project from inception, feasibility to completion during the pre-contract stages.
3. 採購和招標 Procurement and Tendering –  
General knowledge of procurement routes and methodologies, tender documentation and procedures, tender addendum and negotiation, tender award formality, different contract agreements for main contract and sub-contract.
4. 合約行政 Contract Administration –  
Demonstration on the basic requirements of administrative procedures and management techniques necessary for smooth running of construction project in accordance with the terms and condition of the contract agreement.
5. 建築工程量化和成本核算 Quantification and Costing of Construction Works –  
Methods of measurement, pricing of works, valuation of changes, cost control of construction works at all stages of construction project.
6. 工程保險 Project Insurances –  
Common types of insurance policies, insurance coverage and excess, risk management in construction.
7. 建築商業管理 Construction Commercial Management -  
Controlling of project cost components, cash flow forecast, P&L, profitability and budgeting

8. 建築索賠和糾紛處理 Construction Claims and Dispute Resolution –  
Types of claim in construction, claim management with emphasis on initiation, procedure and settlement. Natures of construction dispute, common practices and resolution methods.

**教學對象 Target Audience** 執業工程師、建築師、測量師及建築專業人士  
Civil Engineers, architects, surveyors and construction professionals

**授課語言 Medium of Instruction**

以廣東話講授，筆記以英文為主 Delivered in Cantonese with notes mainly in English

**報名地點 Venue for Enrollment**

澳門氹仔偉龍馬路澳門科技大學 O 座二樓 O204 室  
O204, 2/F Block O, Macau University of Science and Technology, Avenida Wai Long, Taipa, Macau

**上課地點 Venue for Class**

澳門氹仔偉龍馬路澳門科技大學 (確實地點將於確認開課時以手機短訊通知)  
Macau University of Science and Technology, Avenida Wai Long, Taipa, Macau (Classroom number will be notified after the course is confirmed to commence.)

**上課日期 Course Date & Time**

課程編號 Course code : 1801290231-0	22 <sup>rd</sup> & 29 <sup>th</sup> Sep 2018	週六 10:00-13:00; Sat 14:00-17:00	總課時 12 小時 Total 12 hours
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**課程費用 Tuition Fee** MOP 2,400

**收生名額 Class Size** 30 人

**\* 報名注意事項 Enrollment Notes \***

**報名時間：星期一至五(9:00 - 20:00)、星期六(9:00 - 13:00) [公眾假期除外]**

1. 首次報讀本院短期課程者，請先登入**網上報名系統**（網址：<https://scs.must.edu.mo/oasc/PersonalInfo.do>）或掃描以下的 QR Code，選擇 **<建築工程>** 類別，預先登記個人資料（不需上傳身份證），填妥資料後，帶備身份證正、副本至本院辦理報名。

For those who enroll for our courses for the first time, please go to <https://scs.must.edu.mo/oasc/PersonalInfo.do> or scan the QR Code below, choose the category of **<Building & Construction>**, and input personal information (no need to upload ID copy). After registration online successfully, please come to our school to make payment. You should bring along with your ID card and copy.

2. 報讀者可以現金/本票或劃線支票（抬頭請寫“澳門科技大學持續教育學院”或“SCHOOL OF CONTINUING STUDIES MACAU UNIV. OF SCIENCE AND TECHNOLOGY”）繳付學費及材料費，**現金收費上限為澳門幣/港幣 5,000 元**。

Tuition fee and materials fee (if any) should be paid by cash or by cheque/Cashier Order (Please make payable to “SCHOOL OF CONTINUING STUDIES MACAU UNIV. OF SCIENCE AND TECHNOLOGY”). **Cash is accepted for payment of not more than MOP5,000.**

3. 所有費用一經繳交，恕不退還（本院取消開辦該課程除外）或轉讓。

All payment made is not refundable (except that the course is cancelled by the School) or transferable.

4. 如課程報名人數不足，本院保留課程取消或延期的權利。

The School reserves the right to cancel or postpone the courses if minimum class size is not reached.



**查詢 Enquiries** Tel: 8796 1998 Email: [scs@must.edu.mo](mailto:scs@must.edu.mo)

Website: <http://www.must.edu.mo/scs-tw/diploma-certificate-programs>

持續教育學院致力開拓終身學習機會，如欲收到本學院之課程資料，可發電郵至 [scs@must.edu.mo](mailto:scs@must.edu.mo)，並提供閣下之電郵地址，標題主旨為“加入通知群組”。

The School of Continuing Studies develops life-long learning opportunities. Should you wish to receive information on our programs / courses, please send us an email (to [scs@must.edu.mo](mailto:scs@must.edu.mo)) stating your email address in your email and “Join the mailing list” in the Subject line.

我們亦為機構/政府部門/學校等提供內部培訓，按各機構不同之要求(主題/時間/地點/對象)而訂定培訓內容。請與我們聯絡。

We also offer in-house training for corporations/Government Departments/schools, tailor-made with respect to your choices of topics, time, place, and group of attendees. Please contact us for more information.