



Course Category	Heritage			
Course Title	Certificate in Tour Guiding (Cantonese)			
Course Code	G411			
Medium of Instruction	Cantonese			
Duration	75.0 hour(s)			
Pre-requisites	Holders of valid "Certificate of Macao History and Tourism" issued by the IFTM			
Course Fee	Macao Resident: MOP7,300 Non-Macao Resident: N/A			
Certificate	Students who have passed all assessments and met the attendance requirement in each module will be issued "Certificate in Tour Guiding" by UTM. The passing grade of the course is 60. (Candidates who want to apply the Tour Guide Card must complete the "Certificate in Macao History and Tourism" and "Certificate in Tourist Guide" courses.)			
	Course Code	Sub Code	Course Start Date	Course End Date
	G411	2401	2024/02/19	2024/05/31
Objective	After completion of the course, students will be able to: <ul style="list-style-type: none">• design and make changes to travel routes for different visitors with flexibility• develop effective presentation and communication skills• demonstrate the ability to deliver information• deal with urgent matters promptly• administer first aid for the injured			
Outline	<p>Guiding Technique (60 hours)</p> <ul style="list-style-type: none">• Service skills• Executing a travel itinerary• Handling crisis• Occupational health and safety• Planning itinerary and travel routes• Writing and designing speech content• Presentation skills• Mock oral practices <p>First Aid Course (15 hours)</p> <ul style="list-style-type: none">• Principles of first aid and examining the injured• Wound, fracture and proper handling• Bleeding, shock and recovery position• Poisoning, burns, environmental trauma and soft tissue injuries• Suffocation, choking, artificial respiration and Cardiopulmonary Resuscitation (CPR)			
Teacher	Please refer to the schedule			



Remarks	<p>Register at: Pedagogic Affairs Department at IFTM (Mong-Há Campus)</p> <p>Please click HERE for application schedule</p> <p>Regulations for Certificate in Tour Guiding course</p> <p>According to the decree-law no. 48/98/M published on 3 November and revised on 30 December 2004 by administrative regulation no. 42/2004, interested parties must attend and pass the Certificate in Tour Guiding Course organized by Macao Institute for Tourism Studies in order to apply for the Tour Guide License issued by Macau Government Tourist Office.</p> <p>If there are fewer than 25 accepted candidates registered in the programme, the Institute reserves the right of not launching the programme.</p>
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