

ADVANCED DIPLOMA IN HOSPITALITY AND TOURISM MANAGEMENT

Objectives: This course aims to provide students with an advanced managerial orientation towards tourism and hospitality management, understanding of the advanced management and organization involved in the provision and consumption of the hospitality and tourism products and services. It also helps the students to identify and understand the techniques and theory implied in the hospitality and tourism environment. Students are given emphasis on developing professional hotel competencies such as effective communication skills, good customer service skills, leadership, team work and other relevant professionalism topics related to the industry. Students will be equipped with an integrated knowledge of management principles and the operations of the Tourism and Hospitality industry.

Course Duration: Full time course consists of 12 modules and an industrial attachment. All modules and industrial attachment will be completed within 15 months.

Lesson Time: 15 hours every week. There will be no classes conducted during public holidays and school holidays.

Course Modules: The 12 modules and an industrial attachment are:-

1. DIBM 104 Organizational Behaviour & Culture, 2. DIBM 105 Principles of Accounting, 3. DIBM 107 Principles of Management, 4. DIBM 108 Principles of Marketing, 5. DIHTM 101 Food and Beverage Service Operations, 6. DIHTM 102 Front Office Operations Management, 7. DIHTM 103 Tourism Systems and the Environments, 8. DIHTM 104 Hotel Convention Sales and Services, 9. ADILOM 102 Human Resource and Cross Culture Management, 10. ADIHTM 101 Housekeeping Management, 11. ADIHTM 102 Food and Beverage Management, 12. ADIHTM 103 Research Methods, 13. ADIHTM 104 Industrial Attachment

Optional

14. DIBM 102 Business Statistics, 15. DIBM 103 International Economics

Course Intake: January, April, July and October of the year

Pre-requisites:

- Age : 16 years old & above
- Academic level: At least 10 years of formal education or equivalent or pass the placement test of SCI or One year and above relevant working experience
- Language Proficiency: English Language with IELTS 5.5 & above or GCE 'O' Level graded C6 or better or pass SCI language proficiency test or equivalent.

Mode of Assessment:

- Internal Assessment: This course is assessed by written Assignments 50% & written examinations 50% and passed the industrial attachment.

Course Completion & Certification:

- Local students (Singaporeans & PR) and students with Dependent Pass, attendance must not less than 75% and not absent for more than 7 days in a row.
- International students' (Student's Pass holders) attendance must not less than 90% and not absent for more than 7 days in a row.
- Upon completion of the 12 modules and an industrial attachment, those who fulfill the required attendance and pass all the assessments will be awarded an Advanced Diploma in Hospitality and Tourism Management by SCI.

Charges:

Items	15 months course (after 7% GST)	Remark
Application Fee	\$535 (For those who need student's pass)	Non-refundable
	\$214 (For those who do not need student's pass)	
Course Fee	\$11021.00	Subtotal : \$13182.40
Material Fee	\$749.00	
Examination Fee	\$963.00	
FPS Admin Fee	\$321.00	
Medical Insurance Fee	\$107.00	
Certificate Producing Fee	\$21.40	
Total	\$13717.40 (inclusive of GST, exclusive of International Students Service Fee)	

International Students Service Fee of \$535 (including : arrangement of accommodation, airport pick-up, sending to hostel, sending to school for the first time, sending for medical checkup (students who are 15 years and above), collection of Student Pass at ICA, opening of bank account, purchasing of transport card, familiarizing of Singapore's environment)

Fee Protection Scheme (FPS):

As required by the CPE, SCI has set up an "FPS Insurance Account" with "Etiqa Insurance Berhad" as assigned by CPE. For more information on the FPS, please log on to <http://www.cpe.gov.sg/for-students/fee-protection-scheme>

Information to be provided by the applicant:

1. One copy of the duly completed student enrollment application form
2. Photocopy of the student's passport (First page)
3. Two passport-sized photographs of the student (white background)
4. Parents' passport photocopy (first page) / parents' NRIC photocopy
5. The following notarized documents with English translation (To be prepared first. After the approval of student's pass, relevant information will have to be provided according to ICA's requirements)
 - Notarized copy of the student's Birth Certificate
 - Notarized copy of the student's highest educational certificates (students who are currently studying may request the school to produce a verification letter before the notarization)
 - Notarized copy of the student's transcripts (students who are currently studying may request the school to produce a verification letter before the notarization)
 - Notarized copy of the student's or his/her parents' bank account (saving period must be above 3 months, and above one hundred and fifty thousand RMB dollars inside the account)- only applicable to students holding China passport

19 years above students holding China Passport should provide the following documents:

1. Four notarized documents as mentioned to be authenticated by the Ministry of Foreign Affairs in China or any authorized Foreign Affairs Bureau of any provinces. (A non-refundable service charge of \$535 inclusive of 7% GST should the college be entrusted on this matter)
2. Verification of student's parents' annual income in both English and Chinese.
3. If the parents are self-employed, relevant business license should be provided.
4. Study plan stating the purpose of studying overseas in both English and Chinese.

Remark: China students who are 19 years & above applying for student pass might need to go to the China Embassy in Singapore for interview.

Applicants should know:

1. The application fee of \$535 or \$214 is non-refundable and non-transferable.
2. After paying for the application fee, the school will verify if the student fulfills the admission requirements. Next, the letter of offer will be issued and the students are required to pay for the outstanding fees.
3. ICA will request for an Issuance Fee of \$60 - \$90 upon the approval of student pass.
4. Students might be required by ICA to go for medical check-up, at a fee of \$40 - \$60.
5. Students who are 16 years and above, a Security Deposit of \$1000 - \$5000 will be required by ICA. For more information, please log on to www.ica.gov.sg. The Security Deposit can be furnished in the form of a Banker's Guarantee from any bank in Singapore, at a charge of \$224.70 - \$481.50.
6. Students have to sign the student contract and make full payment of all fees one month before the commencement of the course.
7. Local students (Singaporean & PR) and international students who do not need to apply for student's pass, and have already possessed own medical insurance, they have an option not to purchase the medical insurance from the school, but are required to submit the purchased insurance documents to the school.
8. Payment method: Cheque/Telegraphic Transfer (TT)/NETS/Cash. For every remittance, an extra \$30 must be added for bank commission.