

## 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, teamwork 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/ project work. 9 months of Institutional study and 6 months of industrial attachment /3 months project work.

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

**Course Modules:** 1. DIBM 104 Organizational Behavior & 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 and Housekeeping Operations, 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 / project work

\*Industries Attachment (IA) is a compulsory module. Undertake project work is the alternative option for students who are not able to perform the IA with a valid reason (such as no Training Work Pass ( TWP s ), medical reason, etc).

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: Relevant SCI Diploma or others PEIs Diploma or at least 12 years of formal education  
\*others PEI diploma will be based on a case by case basis to the academic level requirement.
- 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 and Test 40% & written examinations 60% and passed industrial attachment / project work.

**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	9 months course
Application Fee	\$500.00 (For those who need student's pass)
GST	\$35.00
<b>Total Application Fee*</b>	<b>\$535.00</b>
Course Fee	\$10300.00
Material Fee	\$700.00
Examination Fee	\$900.00
FPS Admin Fee	\$300.00
Medical Insurance Fee	\$100.00
Certificate Producing Fee	\$20.00
GST	\$862.40
<b>Sub Total</b>	<b>\$13182.40</b>
<b>Total</b>	<b>\$131717.40</b> <b>(inclusive of GST, exclusive of International Students Service Fee)</b>

**\*Application fee is not refundable, for students who do not need student's pass, the application fee is \$214**

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)

For students who wish to continue Advanced Diploma course after the completion of Diploma course with SCI, the total payment fee is balance course fee + balance material fee + balance examination fee + FPS admin fee + Insurance fee + GST. (*balance fee is referring to the advanced diploma fee minus of diploma fee*)

#### **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

#### **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](http://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.