



# **DIPLOMA IN HOSPITALITY AND TOURISM MANAGEMENT (FULL-TIME)**

**COURSE BROCHURE**





## DIPLOMA IN HOSPITALITY AND TOURISM MANAGEMENT (FULL-TIME)

### Objectives

To provide students with a managerial orientation towards tourism and hospitality management, appreciation of the mechanism of the industry, as well as understanding of the management and organization involved in the provision and consumption of hospitality and tourism products and services. The course is designed to prepare students for supervisory and management level responsibilities, and equip them with an integrated knowledge of management principles and operations of the hospitality and tourism sector. Graduates of this course can proceed to our Advanced Diploma in Hospitality and Tourism Management course for more in-depth knowledge.

### Duration

- **12 months (Full time course)**

#### Lesson Time:

- 15 hours per week
- 6 months of institution study and 6 months of industrial attachment

#### Course Intake:

January, April, July and  
October of the year

There will be no lessons conducted during public holidays and school holidays.

### Course Modules

**There are 8 modules in total:**

#### Compulsory Modules:

- DIBM 104 Organizational Behaviour & Culture
- DIBM 105 Principles of Accounting
- DIBM 107 Principles of Management
- DIBM 108 Principles of Marketing

**\*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 (e.g. no Training Work Pass (TWP), medical reasons etc).**

- DIHTM 101 Food and Beverage Service Operations
- DIHTM 102 Front Office and Housekeeping Operations,
- DIHTM 103 Tourism Systems and the Environments
- DIHTM 104 Hotel Convention Sales and Services
- DIHTM 105 Industrial Attachment

#### Optional Modules:

- DIBM 102 Business Statistics
- DIBM 103 International Economics

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### Pre-requisites

**Age:** 16 years old and above

**Academic Level:** At least 10 years of formal education or equivalent; or Pass in SCI's placement test; or have at least one year of relevant working experience.

**Language Proficiency:** English Language with IELTS 5.5 and above; or GCE O-Level grade C6 and better; or pass SCI's language proficiency test or equivalent.

### Mode of Assessment

**Internal Assessment:** 40% of written assignments, 60% of written examinations and 6 months of industrial attachment.

### Course Completion

- Local students (Singaporean & PR) and students with Dependent Pass - at least **75%** attendance and not absent from class for more than **7 days in a row**.
- International students (Student's Pass holders) - at least **90%** attendance and not absent from class for more than **7 days in a row**.
- Upon completion of the 9 modules, those who fulfilled the required attendance and pass all assessments will be awarded with a **Diploma in Hospitality and Tourism Management** certificate by Spring College International.

## Course Fee

ITEMS	CHARGES
Application Fee	\$500.00 (For those who need student's pass)
GST	\$40.00
<b>Total Application Fee*</b>	<b>\$540.00*</b>
Course Fee	\$3,950.00
Material Fee	\$100.00
Examination Fee	\$250.00
FPS Admin Fee	\$300.00
Medical Insurance Fee	\$100.00
Certificate Producing Fee	\$20.00
GST	\$377.60
<b>Sub Total</b>	<b>\$5,097.60</b>
<b>Total</b>	<b>\$5,637.60</b> (inclusive of GST, exclusive of International Students Service Fee)

\*Application fee is not refundable. For students who do not require student's pass, the application fee is \$216

- **International Students Service Fee of \$540** includes the following: 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 old and above), collection of Student Pass at ICA, opening of bank account, purchasing of public transport card, familiarising Singapore's environment.

## Fee Protection Scheme (FPS)

To comply with the requirements of CPE Singapore, SCI has implemented a "FPS Insurance Account" with "Etiqua Insurance Berhad" as assigned by CPE.

For more information on FPS, please visit:

[https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/protection-of-course-fees](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/protection-of-course-fees)

## Information to be provided by the applicant

1. One copy of the duly completed student enrolment application form
2. Photocopy of 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)

**\*Students holding China passport** are also required to submit a notarized copy of the student's or his/her parents' bank account (savings period must be longer than 3 months, and must have more than RMB150,000 in the account).



## Applicants should know

1. The application fee of \$540 or \$216 is non-refundable and non-transferable.
2. After paying the application fee, the school will verify if the student fulfils the admission requirements before issuing a Letter of Offer. Students are then required to pay 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 have to sign the student contract and make full payment of all fees one month before the commencement of the course.
6. Local students (Singaporean & PR) and international students who do not need to apply for a student's pass, and have already possessed own medical insurance, they have an option not to purchase medical insurance from the school, but are required to submit the purchased insurance documents to the school.
7. Payment methods: Cheque/Telegraphic Transfer(TT)/NETS/Cash. For every remittance, an extra \$30 must be added for bank commission.