



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

COURSE BROCHURE



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

### Objectives

To provide students with advanced 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. This course allow students to identify and understand the techniques and theory implied in the hospitality and tourism environment. Students will develop professional hotel competencies such as effective communication skills, good customer service skills, leadership, teamwork and other relevant professionalism topics related to the industry.

### Duration

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

#### Lesson Time:

- 15 hours per week
- 9 months of institutional study and 6 months of industrial attachment/3 months project work.

#### Course Intake:

January, March, May, July, September and November 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 105 Principles of Accounting
- DIBM 107 Principles of Management
- 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
- ADIHTM 101 Housekeeping Management
- ADIHTM 102 Food and Beverage Management
- ADIHTM 103 Research Methods
- Industrial Attachment/project work

#### Optional Modules:

- DIBM 102 Business Statistics,
- DIBM 103 International Economics,
- DIBM 104 Organizational Behavior & Culture,
- DIBM 108 Principles of Marketing,
- ADILOM 102 Human Resource and Cross Culture Management

**\*Industrial 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).**

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

### Pre-requisites

**Age:** 16 years old and above

**Academic Level:** Relevant SCI Diploma or \*other institution's Diploma qualification, or at least 12 years of formal education

(\*Other institution's diploma will be based on a case by case basis to the academic level requirement)

**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:** This course is assessed by class participation 10%, written examinations 40%, written assignments 50% and passed industrial attachment/project work.

### 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 **Advanced 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	\$45.00
<b>Total Application Fee*</b>	<b>\$545.00*</b>
Course Fee	\$9,500.00
Material Fee	\$400.00
Examination Fee	\$540.00
FPS Admin Fee	\$300.00
Medical Insurance Fee	\$100.00
Certificate Producing Fee	\$20.00
GST	\$977.40
<b>Sub Total</b>	<b>\$11,837.40</b>
<b>Total</b>	<b>\$12,382.40</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 \$218

- **International Students Service Fee of \$545** 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.
- For students who wish to progress to 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 refers to the Advanced Diploma fee minus Diploma fee)**

## Fee Protection Scheme (FPS)

To comply with the requirements of CPE Singapore, SCI has implemented a "FPS Insurance Account" with "Etiqa 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 \$545 or \$218 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.