



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

- **9 months institution study (Full time course) + 6 months industrial attachment (Internship) or 3 months project work**

Lesson Time: 15 hours per week

No lessons conducted during public holidays and school holidays.

Course Intake:

January, March, May, July, September, November of the year

Course Modules

There are 9 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

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. Alternatively, students with a valid reason (e.g. no Training Work Pass (TWP), medical reasons etc) can opt for 3 month project work.**

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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 & above; OR at least C6 in GCE O-Level English; OR passed the language proficiency test of SCI or equivalent.

Mode of Assessment

Internal Assessment: 10% class participation, 40% written examinations, 50% written assignments and passed the 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 **Advanced Diploma in Hospitality and Tourism Management** certificate by Spring College Internatinal.

Course Fee

ITEMS	CHARGES
Application Fee	\$350.00 (For those who need student pass)
GST	\$31.50
Total Application Fee*	\$381.50*
Course Fee	\$6,500.00
Material Fee	\$100.00
Examination Fee	\$250.00
FPS Insurance Fee	\$300.00
Medical Insurance Fee	\$100.00
GST	\$652.50
Sub Total	\$7,902.50
Total	\$8,284.00 (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

- **Optional Add On:** 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.

Fee Protection Scheme (FPS)

To comply with the requirements of CPE Singapore, SCI has implemented a "FPS Insurance Account" with "Great Eastern General Insurance Limited" 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 documents with English translation (To be prepared first. After the approval of student pass, relevant information must be provided in accordance with ICA's requirements)
 - Copy of the student's birth certificate
 - 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)
 - 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 (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 \$218 or \$381.50 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 (Singaporeans and PRs), as well as international students who do not need a student pass and already have their own medical insurance, may choose not to purchase the school's medical insurance. However, they are required to submit their existing 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.