



ICAS TRAINING AND
EDUCATION COLLEGE

Our Vision: To provide quality education to foster continual growth and development for the community.

Our Mission: We are committed to impart quality skills to our students and to work in partnership with our accredited partners to meet the students' aspirations and goals beyond post-secondary education and to finally, provide an avenue towards a rewarding career path.

Culture: "Serve with pride, lead the change"

Core Values: Be committed to our student's performance, Life-long learning, Integrity & Ethics, Care for the Environment and Community

Course Details

The objective of the Advanced Diploma in Hospitality and Hotel Management is to develop student knowledge in the field of hospitality and hotel management emphasis on advanced practical skills and requisite knowledge and understanding in the mid-level to senior management of operation in the hospitality and hotel management context.

Objectives and Expected Outcomes

Upon successful completion of the program, the students will acquire:

- i) Advanced skills in hospitality and hotel operations and management skills
- ii) Understanding of business environment and managerial rolls
- iii) Financial competency linked to hospitality and hotel industry

Course Duration / Mode of Delivery

Full-Time Program: 6 months of Institutional Studies

- Theory lectures
- Workshops & Field Trips
- Class Tests &/or Assignments
- Monday to Friday (3 hours per session)

Part-Time Program: 8 months of Institutional Studies delivered via;

- Theory lectures
- Workshops & Field Trips
- Class Tests &/or Assignments
- 2 Sessions per week (3 hours per session)

Entry Requirements

- Minimum Age: 16 years' old for locals or 18 years old for foreigner
- Academic Level: Diploma in Hospitality and Hotel Management or Equivalent
- Language Proficiency: A pass in English with Grade C6 and above at GCE O Level, or IELTS 5.5, or equivalent
- Work Experience (If applicable): Mature candidate who is above 18 years old with at least secondary school education and at least 3 years of relevant working experiences (with 1 year of experience in supervisory role)

Documents Required

- ✓ Completed application forms
- ✓ Birth certificate (with parent's names indicated)
- ✓ Highest educational qualification certificate
- ✓ Financial Statement
- ✓ Photocopy of passport
- ✓ 4 recent passport-sized photographs

Course Fee

FOREIGN: S\$9,389.25

LOCAL : S\$8,551.44

(* Total Course Fee inclusive of GST)

Assessment

i) Each Module will be assessed via the coursework the following formats:

- Class Participation;
- Test &/or Assignments;
- Written Examinations or Assignment-Based Assessment;

ii) The examinations will be set and marked by ICASTEC.

Examination Schedule

The examinations and/or assignment submission shall be conducted six times in a year: Feb, Apr, Jun, Aug, Oct & Dec

Eligibility for Graduation

Students are expected to attain a minimum of 40% in order to pass each module.

Students who have successfully passed all required modules and achieve minimum average score of 50% will be eligible for graduation.

Should students fail in any module, one can re-register for followings with costs:

- i) Re-examination with revision
- ii) Re-take entire module (with exam and revision)

Certification

Students who have completed and passed all the required modules will be awarded

- **ADVANCED DIPLOMA IN HOSPITALITY AND HOTEL MANAGEMENT**

The Contemporary Hospitality and Tourism Industry

This module covers understanding the size and scope of the global hospitality and tourism industry, and its social and economic impacts, and key stake-holders and their roles. In particular, the module will examine the food and accommodation sub-sectors, the issues and influences affecting it and the strategy and development for growth, and trends of global hospitality and tourism industry. Students will conduct information research and learn from case studies.

Foundations of MICE Management

The Meetings, Incentives, Conferencing and Exhibitions (MICE) is a global, fast developing and growing industry. The students will learn about nature of MICE business and its strategic and operational issues, the nature of MICE and its customers, its key success factors and the trends. The students will also learn about MICE event planning and execution, from event sponsor and requirement gathering, planning and design, financial and resource management, use of technology, legal and risk management, marketing and event operations and evaluation.

Quality Management in Hospitality Business

“Quality Management” refers to the end-to-end production processes of good and services are of high standard that meet the needs and satisfaction of customers. Increasingly, the quality management framework of an organisation has become closely linked to the customer service management. Key concept of total quality management, quality control and assurance will be introduced.

Marketing and Sale Development in Hospitality Industry

In this module, students will learn about the creative nature of marketing and the links to sale development to achieve the desired revenue. The students will learn to evaluate the role and value of marketing in a variety of business contexts, including marketing mix concept (7Ps) and its role in the formulation of an integrated marketing plan and buyer behaviour. Students shall learn to formulate and evaluate marketing and sale development plan, covering both theory and practical aspect, and use of tools and techniques to maximise sales.

Business Communication and Information Systems

This module will enable students to use information technology for effective communication, coordination and operations, and to manage information and data for the desired business outcome in the context of hospitality and tourism industries. The module includes effective communication in organisation, use of information systems and internet for communication and operations, business intelligence, and knowledge and information sharing for continuous improvement.

Food Safety Management

This unit starts by defining food safety and its importance to hospitality industries and their customers. The science and principles of food hygiene are then explored, together with the main causes of food poisoning, contamination and spoilage. This knowledge is then applied to the study of the systems and processes to produce safe food. The practical application of food hygiene principles, and their monitoring and control, provide an important focus within this unit. The unit concludes by considering the responsibilities of management and the controls necessary to produce consistently safe food within the relevant legal framework. Students will develop an understanding of food safety and hygiene principles. They will also consider the role and responsibilities of managers in the production of safe food within the requirements of the current framework of food safety legislation.

Address:

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School Of Hospitality

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