

INTERNATIONAL COURSE IN HOTEL MANAGEMENT (ICHM)

ACADEMIC YEAR 2009/2010

GENERAL INFORMATION

The duration of the International Course in Hotel Management (ICHM) is 4 semesters and the language of instruction is English.

The ICHM curriculum is in accordance with the laws of the Austrian Ministry of Education. Regular attendance is mandatory. Absences of more than 100 lessons per year or a serious disciplinary offence will result in expulsion from the programme.

SCHOOL SCHEDULE 2009/2010

September 9, 2009	First day of classes/First semester
December 23, 2009 - January 6, 2010	Christmas break
January 30, 2010 - February 6, 2010	Semester break
February 8, 2010	First day of classes/Second semester
March 29, 2010 - April 6, 2010	Easter break
May 28, 2010	Last day of classes

Classes are scheduled Monday to Friday throughout the day from 8.00 a.m. to 8.15 p.m. There are no lessons on Saturdays, Sundays or Austrian public holidays.

There are 34 compulsory lessons (core courses) per week in the first semester. In later semesters, choices can be made among a number of electives. Practical training in cooking and service is part of the regular schedule.

ADMISSION

Application must be received by March 31st of the year in which you want to enroll.

Austrian applicants:

Matura certificate, or a minimum of 3 years of experience in the hospitality industry.

International applicants:

Equivalent to Matura (i.e. Abitur, International Baccalaureate, A-levels etc.), or a minimum of 3 years of experience in the hospitality industry.

English Proficiency:

A minimum of 540 points on the TOEFL test (or 230 points on a computer-based TOEFL test) or 5.5 - 6 on an IELTS exam are a prerequisite for all students whose native language is not English. Eligible applicants will be invited to an interview after the completed application materials have been received and reviewed. Successful candidates will be notified with a written confirmation of acceptance within one month. This acceptance letter is necessary in some countries in order to apply for an Austrian visa or to transfer currency.

Please note:

A visa and residence permit for Austria may take up to 6 months in many countries. Our center does not provide accommodation. Dormitories and private apartments are available in Vienna but it is the students' responsibility to find their own housing. Information can be found at www.home4students.at.

TUITION AND FEES

The total fee for the entire course is	€ 9,900
Academic year 2009/2010	€ 4,950
Academic year 2010/2011	€ 4,950

The annual fee includes:

- Enrollment
- Tuition
- Food and beverage costs during practical lessons
- Excursions
- Accident insurance (while on the premises)
- Print media such as textbooks, handouts and other educational materials

Practical training uniforms must be purchased by the participant. Business attire is required during school hours.

More detailed information will be given after acceptance into the ICHM program.

A fee of € 36.50, which includes a medical exam at our center, is due within 1 month of acceptance.

All students in Austria need to be covered by a health insurance program.

Please send all payments to:

Vienna Chamber of Commerce
Tourism College MODUL

Bank Austria – Credit Anstalt
Account Number: 104-126-223/00
(IBAN = AT60 1200 0104 1262 2300 / BIC = BKAUATWW)

In order to guarantee enrollment please pay the first installment of € 2,500 within 1 month of notification.

The second tuition installment is due by February 1, 2010, otherwise course participation will be denied.

All bank commissions and fees (including those due to exchange rate fluctuations) must be paid by the participant. Please be sure to check current exchange rates.

There is a cancellation fee of € 220 for cancellations made before August 15, 2009. No refund is possible after this date. If a student withdraws from the course voluntarily or is expelled for disciplinary or other reasons no money will be refunded.

A three-course lunch is available in the school cafeteria from 11.00 a.m. to 1.30 p.m. (Monday to Friday) for € 4.50. There are also vegetarian selections.

Snacks and refreshments are sold at the Students' Snack Bar throughout the school day. Vending machines are also located in the school lobby on the ground floor.

SUMMER INTERNSHIPS

A minimum of 8 weeks of practical training is required during the summer between the 2nd and 3rd semesters. Placement in foreign countries is highly recommended. Although it is primarily the responsibility of the student to find a placement, the institute may be able to help find summer placements abroad for Austrian students or placements in Austria for foreign students.

Internship contracts are made directly between employer and employee. Offers for vacant jobs are frequently sent to our center. Please check with our internship office for vacancies.

Foreign students in the ICHM are entitled to work in Austria during their summer internship and up to three months after graduation as part of their training programme. However, it is almost impossible to find a position without a good command of the German language which is now also offered as a core course.

GRADING

The grading system is as follows:

- 1 – very good
- 2 – good
- 3 – satisfactory
- 4 – pass
- 5 – fail

At the end of each semester all students are given a grade report.

GRADUATION

Only students who have passed all subjects with at least “pass” are awarded the “Diploma in International Hotel Management” from the Tourism College MODUL.

This Diploma is acknowledged by the Vienna Chamber of Commerce and the Austrian Ministry of Education as well as a number of affiliated universities worldwide. It lists all the subjects studied and includes the student’s overall results i.e. “with distinction”, “highly commended” or “with merit”.

INFORMATION AND APPLICATION

TOURISM COLLEGE MODUL OF THE VIENNA CHAMBER OF COMMERCE

Peter-Jordan-Straße 78 – Dänenstraße 1
A-1190 Vienna – Austria, EUROPE

Telephone: +43 1 47 670-201

Fax: +43 1 47 670-217

E-Mail: office@modul.at
gbrantl@modul.at

Internet: www.modul.at

CURRICULUM ICHM – CORE COURSES

	S 1	S 2	S 3	S 4
A HOTEL MANAGEMENT AND OPERATIONS				
Business Administration	2	-	-	-
Hotel Management I, II	-	2	2	-
Hotel Operations I, II	2	2	-	-
Rooms Division Management I, II, III	2	2	2	-
Human Resource Management I, II	2	2	-	-
Facility Management	-	-	-	2
Quality Management	-	-	2	-
B FINANCIAL MANAGEMENT				
Financial Accounting I, II	2	2	-	-
Controlling	-	-	2	-
Capital Budgeting	-	-	-	2
Management Accounting I, II	2	2	-	-
Economics	-	-	2	2
C SALES & MARKETING				
Introduction to Marketing - Marketing Research and Consumer Behavior	2	-	-	-
Strategic Marketing Planning	-	2	-	-
Hotel Marketing	-	-	2	-
Sales	-	-	-	2
Revenue Management	-	-	2	-
E-Commerce	-	-	-	2
D FOOD AND BEVERAGE MANAGEMENT AND OPERATIONS				
Food and Beverage Management	2	-	-	-
Restaurant Management	2	-	-	-
Kitchen Management I, II	2	2	-	-
Beverage Theory	2	-	-	-
Nutrition	2	-	-	-
Restaurant Development and Planning I, II	-	-	2	2
Food Production – Practical Training I, II, III	2	2	2	-
Restaurant Service – Practical Training I, II, III	2	2	2	-
E COMMUNICATION				
German for Non-Native Speakers I, II	2	2	-	-
English for the Hospitality Industry	2	-	-	-
Intercultural Communication	-	2	-	-
F IT				
Introduction to IT (creditable)	2	-	-	-
TOTAL WEEKLY HOURS	34	24	20	12

CURRICULUM ICHM – REQUIRED ELECTIVE COURSES

A HOTEL MANAGEMENT AND OPERATIONS				
Event Management and Outdoor Catering I, II	-	2	2	-
Seminar and Convention Organisation	-	-	2	-
Business Simulation	-	-	-	2
Pre-Opening Management	-	-	-	2
Applied Human Resource Management I, II	-	-	2	2
C SALES & MARKETING				
Public Relations I, II	-	-	2	2
Psychology I, II	-	2	2	-
Applied Marketing	-	-	-	2
Communication and Presentations I, II	-	2	(2)	(2)
Event Marketing	-	-	2	-
D FOOD AND BEVERAGE MANAGEMENT AND OPERATIONS				
International Cuisine	-	-	-	2
Food Productions Specialities I, II	-	2	2	-
Viennese Cuisine	-	-	-	2
Viennese Pastry	-	-	2	-
Bar and Coffee House	-	(2)	-	(2)
F IT				
Front Office Systems	-	(2)	-	(2)
F&B Systems	-	-	(2)	(2)
Excel for Accounting I, II	-	(2)	(2)	2
G LAW				
Business Law	-	-	2	2
TOTAL WEEKLY HOURS	-	14	24	26
MANDATORY WEEKLY HOURS	-	8	12	16

CURRICULUM ICHM – ELECTIVE COURSES

German for Non-Native Speakers	-	-	2	2
French	-	2	2	2
Italian	-	2	2	2
Japanese	-	2	2	2
Russian	-	2	2	2
Spanish	-	2	2	2

(2) means that the same course is offered in two different semesters