

**CURRICULUM FOR HIGHER NATIONAL DIPLOMA (HND),  
ORDINARY NATIONAL DIPLOMA (OND), AND CERTIFICATE IN  
TOURISM AND HOSPITALITY (CTH)**

**Sierra Leone National Tourist Board  
&  
Ministry of Tourism and Cultural Affairs**



With support from the Enhance Integrated Framework Tier 2 under the  
Sustainable Tourism Development and Promotion Project

July 2022





## **FORWARD**

The Ministry of Tourism & Cultural Affairs (MTCA) and the National Tourism Board (NTB) present our complement to the Enhanced Integrated Framework Tier 2, and the Government of Sierra Leone in mobilizing and allocating the funds to develop this all-important Curriculum for Higher National Diploma (HND), Ordinary National Diploma (OND) and Certificate in Tourism and Hospitality (CTH).

We also extend our special thanks and deep appreciation to the Ministry of Technical and Higher Education, Tertiary Education Commission for their tremendous support in providing the necessary guidance at every stage of the project.

A special thanks to the consultants for providing detailed review of the manuscript but more importantly, for setting the tone at the outset of the project.

We are indeed honoured to be part of the transformational change that is taking place in Sierra Leone through the Tourism and Hospitality sectors.

Sierra Leone is endowed with rich natural, cultural, and historic heritages, which aligns well with its exotic islands. It has a distinctively unique wildlife and bio-diversity; and rich cultural heritage that contributes to the country's eco-tourism opportunities.

Despite its enormous opportunities, there are still infrastructural challenges. The sector over the years, suffered from an acute institutional and human resources related challenges at all levels of the demand and supply side. This is as a result of lack of highly qualified trainers, weak contemporary tourism-related curriculum to inadequate modern training equipment. The 2021 Training Needs Assessment (TNA) done by the NTB & MTCA, demand side indicates that 68% of general managers in hotels do not have any professional or technical training in tourism and hospitality but in other disciplines. Other managerial staff have significant tertiary level education, for example, front office managers 16%, Housekeeping managers 27%, Food and Beverage managers 32%. On the Supply side, the TNA reveals that both the public and private institutions run an array of tourism courses and the minimum level of entry range from basic school to senior secondary school leavers' WASCE minimum qualifications. 62% of these training is for the certificate level, which in effect caters for lower-level manpower in the tourism industry. 28% accounts for Diploma and 10%-degree programme.

At the period of developing the curriculum, findings from the survey conducted in Freetown, Makeni, Bo, Lungi, Bo and elsewhere, show that 84.4% were enthusiastic about the prospect of developing an integrated Tourism and Hospitality curriculum for the sector. They maintained that an integrated national curriculum course is important and relevant to the development of the Tourism and Hospitality Industries.

Recognizing these challenges, the MTCA and NTB, with funding support from the Repackaged Sustainable Tourism Development and Promotion Project Tier 2 (STDP) project under (EIF)-TIER 2 Trust Fund and the GoSL, developed a comprehensive diversified and integrative Tourism and Hospitality Management curriculum for delivery of courses in polytechnic colleges, universities and institutions in both formal and non-formal education as well as career training institutions. It must be noted that the development of a national integrated tourism and hospitality, is in line with the Government Mid-Term National Development Plan (MTDP) for which tourism is a core sector to support economic diversification by improving productivity, promoting value addition and enhancing competitiveness in the sector. In addition, the MTCA & NTB have improved the country's international image through the consolidation of existing core tourism markets, expansion of new markets, enhancing and adding value to products sites which include the Tiwai Island, Wara Wara Hills, Banana Island, Leicester Peak, Bureh Beach, Old Fourah Bay College and Bunce Island.

In guiding the process of these developments, the required policies, strategies and regulatory frameworks have been developed, including but not limited to the development of a Tourism Governance and Financial strategy, development of E-Tourism Strategy, development of a national Tourism marketing and branding strategy, developed draft National Tourism Act, human resource capacity training strategy for the sector as well as the rehabilitation of a 24 bedrooms hotel, kitchen, Classrooms and restaurant for practical training purposes.

This integrated national tourism and hospitality curriculum will serve as an approved reference guide for the delivery and development of courses in tourism and hospitality at national level.

We believe that this curriculum would impact the sector's performance considerable in terms of efficient and effective service delivery.

Thanking you.

Minister Memunatu B. Pratt  
Minister of Tourism and Cultural Affairs



CURRICULUM FOR HIGHER NATIONAL DIPLOMA  
(HND), ORDINARY NATIONAL DIPLOMA (OND),  
AND CERTIFICATE IN TOURISM AND  
HOSPITALITY (CTH)

Sierra Leone National Tourist Board  
&  
Ministry of Tourism and Cultural Affairs

**With support from the Enhance Integrated Framework Tier  
2 under the Sustainable Tourism Development and  
Promotion Project**

**July 2022**

# Curriculum for Higher National Diploma (HND), National Diploma (ND) and Certificate in Tourism & Hospitality (CTH)

## OVERVIEW

The HND, ND and Certificate in Tourism, Hotel & Hospitality Management prepares you for a career in one of the most Dynamic and fastest growing sectors, a harmonious blend between hospitality and tourism with the addition of specialized business and management. Courses in management will allow you to understand key concepts and skills imperative to managing and supervising a business, whilst the hospitality and tourism components will provide you with valuable practical skills. The curriculum strikes a balance between theory and practice, giving intending students a deep understanding to succeed in the hospitality and tourism fields. Students will also develop a wide range of Hospitality and Tourism skills which may be utilized in both managerial and entrepreneurial roles.

## GENERAL OBJECTIVES OF HND, ND and CTH

After successful completion of any of the three course, students will be able to:

- ❖ Demonstrate the overall structure and operations of the Tourism/Hotel/Hospitality industries in Sierra Leone and other parts of the world;
- ❖ Understand the roles and responsibilities of a hotelier;
- ❖ Compare the relationship of hospitality industry with other industries;
- ❖ Demonstrate an understanding of the hospitality industry planning activity and its organization;
- ❖ Discuss various activities in hotel management such as managing staff and inventories and controlling overhead expenses;
- ❖ Understand and analyze hospitality industry quality standards together with safety, security and sustainability aspects;
- ❖ Demonstrate the creativity on standards and trends;
- ❖ Analyze and explain accommodation impact of city and resort types of hotels;
- ❖ Develop specialize skills and competences in the technical and managerial areas of tourism and hospitality such as teamwork, stress and time management, problem solving, customer service skills, multitasking stills, communication stills, interpersonal skills etc;
- ❖ Understanding of the tourism context which might be attractive to those seeking employment in major five-star hotels, resort hotels, tourist destinations, tourism policy makers, tourist attractions, tour operating or other recreational areas of work.

## DURATION OF COURSES

### HND COURSE

2 Years for HND course for those with Diploma plus 3 or 4 GCE 'O' Level or WASSCE.

**3 Years for candidate coming directly from school with 4 GCE 'O' Level or WASSCE**

### DIPLOMA

2 Years for Diploma Course for those with 2 or 3 GCE 'O' Level or WASSCE

2 Years for those with certificate in similar field plus 2 GCE 'O' Level or WASSCE.

## CERTIFICATE

1 Year for Certificate course for those with 2 **GCE 'O' Level or WASSCE** or Distinction at BECE level (Aggregate 6 or 9)

1 year for those who have worked in the Tourism/Hospitality Industry for 18 years and above plus other training certificates if available plus 2 **GCE 'O' Level or WASSCE**.

## ENTRY REQUIREMENTS

Prior to commencing the training, candidate must produce evidence of possessing one of the following qualifications:

### 1. For direct entry into the Higher National Diploma Programme:

- At least four (4) credits at GCE'O' level or West African Senior School Certificate Examinations (WASSCE) with a Credit in English Language is required for admission.
- Applicants with above three years of experience in a hospitality or tourism establishments having National Diploma (ND) plus 3 **GCE 'O' Level or WASSCE** are admitted in to the program for two years.

### 2. For direct entry into the National Diploma Programme:

#### Duration 2 years

- At least three (3) credits at GCE'O' level or West African Senior School Certificate Examinations (WASSCE) with a Credit in English Language is required for admission.
- Applicants possessing a CTH with work experience plus 2 **GCE 'O' Level or WASSCE** are admitted in to the program for two years.

### 3. For direct entry into the Certificate Programme:

- At least two (2) credits at **GCE 'O' Level or WASSCE** with a Credit in English Language is required for admission,
- Applicants with work experience for ten (10) years and above plus 1 **GCE 'O' Level or WASSCE** are admitted in to the programme for one year.

## STAFF REQUIREMENTS

### HND Level:

1. Qualified Staff with preferably BSc and above in the relevant field.
2. Experienced and Skilled personnel and Adjunct Professors in the relevant field.

### Diploma Level:

1. Qualified staff with preferably HND Distinction and Above in the relevant field.
2. Experienced and Skilled personnel and Adjunct Professors in the relevant field.

### Certificate Level:

1. Qualified staff with preferably HND Distinction and Above in the relevant field and must be 30 years old and above, preferably women.

2. Experienced and Skilled personnel and Adjunct Professors in the relevant field.

Certificate Level:

## **INDUSTRIAL TRAINING**

The professional practical training period in the field are intended to enable the students to be exposed to the practical side of the coursework. Every student is expected to observe and take part in the excursion and practical duties in the Tourism, Hotel and Hospitality Industries. The students will be required to conduct the Hotel management functions in the industry.

## **EVALUATION PROCEDURES FOR BACHELOR PROGRAMME**

Before a candidate is qualified to sit to the final examination, the candidate should have:

1. Attended a minimum of 95% in class (all sessions) and 97% attendance in practical activities and should be fully documented in his/her practical skills,
2. Obtained not less than 60 % passed in the examination conducted in all the semesters
3. Take part in the excursion and practical duties in the field during the period of study.
4. Continuous assessments 30%
5. Final examinations 70%

## **SUPERVISION OF INDUSTRIAL TRAINING OR POSTING**

The Department of Tourism/Hospitality Management should ensure that students are placed on attachment or industrial training for three (3) to six (6) months and they should be visited at least two or three times at their various placements by their respective student academic supervisors. Industry (employers/supervisors) assessment and a report are required at the end of the placement. The placement would comprise two modules for HND and ND, one module for Certificate. The HND and ND students will produce two reports, one to the academic supervisor and the other to the employer /supervisor while Certificate student will produce one report to the academic supervisor and photocopy of the report to the employer /supervisor detailing his/her activities and duties for the length of the placement and the report produced by the student will be considered a full module. The completion of the practical work experience is a prerequisite in the final determination of whether the student is successful in the programme or not. Where a student has satisfied all other requirements but failed practical work experience, he/she may only be allowed to repeat another semester of practical work experience.

Supervisors from the Department should firstly fill the form during each visit.

## **LEARNING RESOURCES**

### **1. HUMAN RESOURCES**

- a) Resident academic staff
- b) Hotel Managers
- c) Adjunct professors who are part time lecturers from the tourism industry

### **2. PHYSICAL RESOURCES**

- a) Classrooms equipped with board,
- b) Teaching aids,
- c) Audio & video visuals

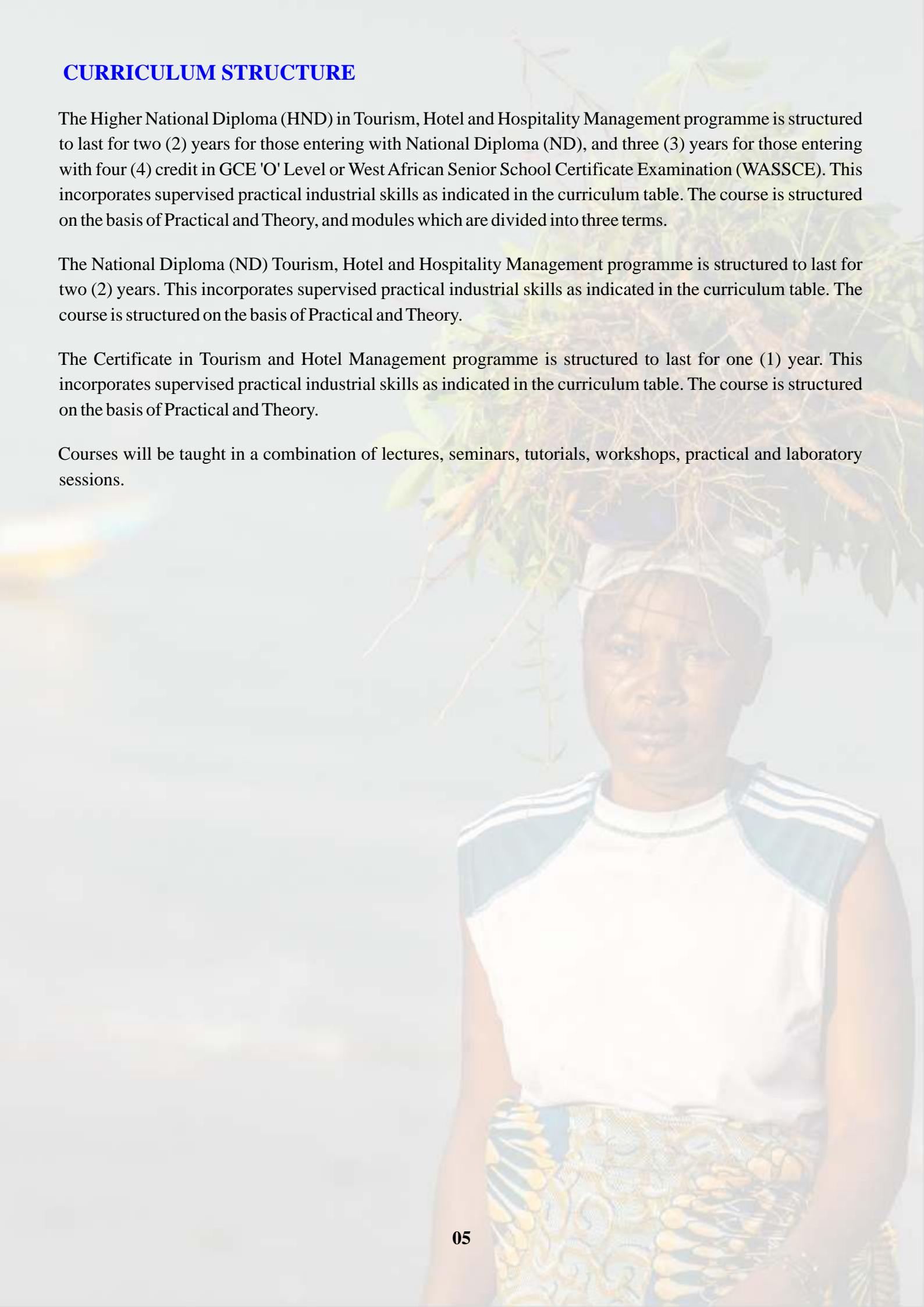
## CURRICULUM STRUCTURE

The Higher National Diploma (HND) in Tourism, Hotel and Hospitality Management programme is structured to last for two (2) years for those entering with National Diploma (ND), and three (3) years for those entering with four (4) credit in GCE 'O' Level or West African Senior School Certificate Examination (WASSCE). This incorporates supervised practical industrial skills as indicated in the curriculum table. The course is structured on the basis of Practical and Theory, and modules which are divided into three terms.

The National Diploma (ND) Tourism, Hotel and Hospitality Management programme is structured to last for two (2) years. This incorporates supervised practical industrial skills as indicated in the curriculum table. The course is structured on the basis of Practical and Theory.

The Certificate in Tourism and Hotel Management programme is structured to last for one (1) year. This incorporates supervised practical industrial skills as indicated in the curriculum table. The course is structured on the basis of Practical and Theory.

Courses will be taught in a combination of lectures, seminars, tutorials, workshops, practical and laboratory sessions.



Detailed of the curriculum courses are hereby listed

**Curriculum Course Titled: Certificate in Tourism Management  
Semester Courses for 1 year (Course Duration)**

<b>Subject Code</b>	<b>Certificate in Tourism Management First semester Subjects</b>	<b>Credit Hours</b>
IM 101	Introduction to Tourism Management	2
BA 102	Basic Arithmetic I	2
IH 103	Human Relations	2
IM 104	Introduction to management information systems (MIS)	2
CM 105	Communication Skills	2
HT 106	Introduction to Tourism Entrepreneurship	2
HF 107	Hospitality French or Chinese for Beginners	2
FTP108	Field Trip	2
	Total Credit Hours	16

	<b>Certificate in Tourism Management second semester Subjects</b>	<b>Credit Hours</b>
TM 201	Tourism Management	2
SC 202	Socio-Cultural Studies	2
TO 203	Tour Operations	2
IHO 204	Tourism Entrepreneurship	2
CS 205	Communication Skills	2
HH 206	Introduction to Tourism and Hospitality software/M.I. S	2
FCB 207	French or Chinese for Beginners II	2
	Report Writing and selection of supervisor	
	STUDENT ATTACHMENT OR JOB PLACEMENT.	
MTH208	Final examination	2
MTH 209	Reference examination	2

MTH210	Final Supervisor Evaluation (end of JULY)	2
MTH211	Final Lecturer Evaluation (End of July)	2
MTH212	Student Final Report (End of July)	2
	Publication of Results (END OF OCTOBER)	
	Graduation (DECEMBER)	

**Curriculum course titled: National Diploma in Tourism Management**  
**Semester Courses for Year 2 years (course duration) ND 1 First semester**

<b>Subject Code</b>	<b>Year 1 ND First Semester Subjects</b>	<b>Credit Hours</b>
TM 101	Tourism Marketing	2
HA 102	Hospitality Accounting, I	2
HR 103	Human Relations	2
IM 104	Introduction to management information systems (MIS)	2
CM 105	Communication Skills	2
HE 106	Hotel Entrepreneurship	2
GT 107	Geography of Tourism	2
TS 108	Tourism Statistics	2
HF 109	Hospitality French or Chinese for Beginners	2
	<b>Total Credit Hours</b>	<b>18</b>
	<b>Year 1 ND Second Semester Subjects</b>	<b>Credit Hours</b>
TM 112	Transportation Management	2
HR 102	Human Relations	2
CS 102	Communication SKILLS	2
HA 102	Hospitality Accounting11	2
MI 102	Management Information System	2
LA 103	Legal Aspect of Tourism	2
TO 104	Tour Operations	2
GDS 105	Global Distribution System (GDS)	2
	<b>Total Credit Hours</b>	<b>16</b>
	<b>Year 2 ND First Semester Subjects</b>	<b>Credit Hours</b>
TRHM 201	Internship and Industrial Attachment	2
LAHT 202	Tourism Management	2
SOHT 203	Socio-Cultural Studies	2
ITHR 204	Travel Agency Management	2
MIHS 205	Management Information System	2
PHET 206	Presentation Techniques	2
HFCB 207	Hospitality French or Chinese for Beginners I	2
FTP 208	Field Trip	2
	<b>Total Credit Hours</b>	<b>16</b>

	<b>Year 2 ND Second Semester Subjects</b>	<b>Credit Hours</b>
HPP209	Tourism policy and planning	2
MTH210	Human Resources in the Hotel Industry	2
MTH211	Socio-Cultural Studies	2
TCH212	Travel Agency Management	2
HOTH 213	Tourism management	2
THHS 214	Tourism and Hospitality software/M.I. S	2
FCB215	French or Chinese for Beginners II	2
	Dissertation/Report Writing and selection of supervisor	
	STUDENT ATTACHMENT OR JOB PLACEMENT.	
MTH 216	Final examination	2
MTH 217	Reference examination	2
MTH218	Dissertation Defense	2
MTH219	Final Supervisor Evaluation (end of JULY)	2
MTH220	Final Lecturer Evaluation (End of July)	2
MTH221	Student Final Report (End of July)	2
	Publication of Results (End of October)	
	Graduation (December)	

**Curriculum course titled: National Diploma in Tourism Management**  
**Semester Courses for Year 2 years (course duration) ND 1 First**

semester

<b>Subject Code</b>	<b>Year 1 ND First Semester Subjects</b>	<b>Credit Hours</b>
TM 101	Tourism Marketing	2
HA 102	Hospitality Accounting, I	2
HR 103	Human Relations	2
IM 104	Introduction to management information systems (MIS)	2
CM 105	Communication Skills	2
HE 106	Hotel Entrepreneurship	2
GT 107	Geography of Tourism	2
TS 108	Tourism Statistics	2
HF 109	Hospitality French or Chinese for Beginners	2
	Total Credit Hours	18

	<b>Year 1 ND Second Semester Subjects</b>	<b>Credit Hours</b>
TM 112	Transportation Management	2
HR 102	Human Relations	2
CS 102	Communication SKILLS	2
HA 102	Hospitality Accounting11	2
MI 102	Management Information System	2
LA 103	Legal Aspect of Tourism	2
TO 104	Tour Operations	2
GDS 105	Global Distribution System (GDS)	2
	Total Credit Hours	16
	<b>Year 2 ND First Semester Subjects</b>	<b>Credit Hours</b>
TRHM 201	Internship and Industrial Attachment	2
LAHT 202	Tourism Management	2
SOHT 203	Socio-Cultural Studies	2
ITHR 204	Travel Agency Management	2
MIHS 205	Management Information System	2
PHET 206	Presentation Techniques	2
HFCB 207	Hospitality French or Chinese for Beginners I	2
FTP 208	Field Trip	2
	Total Credit Hours	16
	<b>Year 2 ND Second Semester Subjects</b>	<b>Credit Hours</b>
HPP209	Tourism policy and planning	2
MTH210	Human Resources in the Hotel Industry	2
MTH211	Socio-Cultural Studies	2
TCH212	Travel Agency Management	2
HOTH 213	Tourism management	2
THHS 214	Tourism and Hospitality software/M.I. S	2
FCB215	French or Chinese for Beginners II	2
	Dissertation/Report Writing and selection of supervisor	
	STUDENT ATTACHMENT OR JOB PLACEMENT.	
MTH 216	Final examination	2
MTH 217	Reference examination	2

MTH218	Dissertation Defense	2
MTH219	Final Supervisor Evaluation (end of JULY)	2
MTH220	Final Lecturer Evaluation (End of July)	2
MTH221	Student Final Report (End of July)	2
	Publication of Results (End of October)	
	Graduation (December)	

**Curriculum course titled Higher National Diploma in Tourism Management**  
**Semester Courses for Year 2 years (course duration)**

HND 1 First semester

<b>Subject Code</b>	<b>Year 1 HND First Semester Subjects</b>	<b>Credit Hours</b>
THMK 101	Tourism Marketing	3
HSMA 102	Hospitality Accounting, I	3
GOHT 103	Geography of Tourism	3
IHHT 104	Introduction to management information systems (MIS)	3
CHMS 105	Communication Skills	3
TEHS 106	Tourism Entrepreneurship	3
	Total Credit Hours	18
	<b>Year 1 HND Second Semester Subjects</b>	<b>Credit Hours</b>
TRHM 107	Transportation Management	3
TMHT 108	Tourism Management	3
CHMS 109	Communication SKILLS	3
HSMA 110	Hospitality Accounting II	3
THAM 111	Travel Agency Management	3
TEHS 112	Tourism Entrepreneurship	3
	Total Credit Hours	18
	<b>Year 2 HND First Semester Subjects</b>	<b>Credit Hours</b>
TRHM 201	Transportation Management	3
LAHT 202	Legal Aspect of Tourism	3
ITHR 203	International Relations	3
MIHS 204	Management Information System	3
PHET 205	Presentation Techniques	3
HFCB 206	Hospitality French or Chinese for Beginners I	3
	Total Credit Hours	18

	<b>Year 2 HND Second Semester Subjects</b>	<b>Credit Hours</b>
HPP207	Hospitality policy and planning	3
MTH208	Human Resources in the Tourism and Hospitality Industry	3
MTH209	Food and Beverage Practical 1	3
HOTH 210	Hotel Operations in Tourism and Hospitality management	3
THHS 211	Global Distribution Systems (GDS)	3
HFCB 212	Hospitality French or Chinese for Beginners II	3
MTH 213	Dissertation Writing and selection of supervisor	
MTH214	STUDENT ATTACHMENT OR JOB PLACEMENT. (6 months)	
MTH 215	Final examination	3
MTH 216	Reference examination	3

MTH217	Dissertation Defense	3
MTH218	Final Supervisor Evaluation (end of JULY)	3
MTH219	Final Lecturer Evaluation (End of July)	3
MTH210	Student Final Report (End of July)	3
	Publication of Results (END OF OCTOBER)	
	Graduation (DECEMBER)	

**Curriculum course titled: Certificate in Hotel Management  
Semester Courses for 1year (Course Duration)**

<b>Subject Code</b>	<b>Certificate in Hotel Management First semester Subjects</b>	<b>Credit Hours</b>
IM 101	Introduction to Accommodation Management	2
BA 102	Basic Arithmetic I	2
IF 103	Introduction to Food and Beverage Management	2
IM 104	Introduction to management information systems (MIS)	2
CM 105	Communication Skills	2
HT 106	Introduction to Tourism Entrepreneurship	2
HF 107	Hospitality French or Chinese for Beginners	2
	Field Trip	2
	<b>Total Credit Hours</b>	<b>16</b>

	<b>Certificate in Hotel Management second semester Subjects</b>	<b>Credit Hours</b>
TM 201	Accommodation Management	2
SC 202	Food and Beverage Management	2
HN 203	Human Nutrition	2
HE 204	Hotel Entrepreneurship	2
CS 205	Communication Skills	2
HH 206	Introduction to Hotel and Hospitality software/M.I. S	2
FCB 207	French or Chinese for Beginners II	2
	STUDENT ATTACHMENT OR JOB PLACEMENT.	
	Report Writing and selection of supervisor	
	Final examination	
	Reference examination	
	Final Supervisor Evaluation (end of JULY)	
	Final Lecturer Evaluation (End of July)	
	Publication of Results (END OF OCTOBER)	
	Graduation (DECEMBER)	

**Curriculum course titled: National Diploma in Hotel Management  
Semester Courses for Year 2 years (course duration)**

ND 1 First semester

<b>Subject Code</b>	<b>Year 1Hotel Management ND First Semester</b>	<b>Credit Hours</b>
TM 101	Accommodation Management	2
HA 102	Hospitality Accounting, I	2
HR 103	Human Relations	2
IM 104	Introduction to management information systems (MIS)	2
CM 105	Communication Skills	2
HE 106	Hotel Entrepreneurship	2
GT 107	Food and Beverage Management	2
TS 108	Human Nutrition	2
HF 109	Hospitality French or Chinese for Beginners	2
	<b>Total Credit Hours</b>	<b>18</b>

	<b>Year 1 ND Second Semester Subjects</b>	<b>Credit Hours</b>
AC 110	Accommodation Management	2
HR 111	Human Relations	2
CS 112	Communication SKILLS	2
HA 113	Hospitality Accounting11	2
MI 114	Management Information System	2
LA 115	Legal Aspect of Hospitality	2
FB 116	Food and Beverage Management	2
HN 117	Human Nutrition	2
	<b>Total Credit Hours</b>	16
	<b>Year 2 ND First Semester Subjects</b>	<b>Credit Hours</b>
HRHM 201	Internship and Industrial Attachment	2
AM 202	Accommodation Management	2
FB 203	Food and Beverage Management	2
HR 204	Human Nutrition	2
MIHS 205	Management Information System	2
PHET 206	Presentation Techniques	2
HFCB 207	Hospitality French or Chinese for Beginners I	2
FTP 208	Field Trip	2
	<b>Total Credit Hours</b>	16
	<b>Year 2 ND Second Semester Subjects</b>	<b>Credit Hours</b>
HPP 209	Hotel policy and planning	2
HR 210	Human Resources in the Hotel Industry	2
FB 211	Food and Beverage Management	2
IHO 212	Introduction to Hotel Operations & Management	2
CS 213	Communication Skills	2
HH 214	Global Distribution Systems (GDS)	2
FCB 215	French or Chinese for Beginners II	2
	STUDENT ATTACHMENT OR JOB PLACEMENT.	
	Dissertation/Report Writing and selection of supervisor	
MTH 216	Final examination	2
MTH 217	Reference examination	2

MTH218	Dissertation Defense	2
MTH219	Final Supervisor Evaluation (end of JULY)	2
MTH220	Final Lecturer Evaluation (End of July)	2
MTH221	Student Final Report (End of July)	2
	Publication of Results (END OF OCTOBER)	
	Graduation (DECEMBER)	

**Curriculum course titled Higher National Diploma in Hotel Management**  
**Semester Courses for Year 2 years (course duration) HND 1 First semester**

<b>Subject Code</b>	<b>Year 1 HND First Semester Subjects</b>	<b>Credit Hours</b>
THMK 101	Accommodation /Facility Management	3
HSMA 102	Hospitality Accounting, I	3
GOHT 103	Human Nutrition	3
IHHT 104	Introduction to management information systems (MIS)	3
CHMS 105	Communication Skills	3
TEHS 106	Hotel Entrepreneurship	3
	<b>Total Credit Hours</b>	18
	<b>Year 1 HND Second Semester Subjects</b>	<b>Credit Hours</b>
TRHM 107	Food and Beverage Management	3
TMHT 108	Hospitality French	3
CHMS 109	Communication SKILLS	3
HSMA 110	Hospitality Accounting11	3
THAM 111	Management Information System	3
TEHS 112	Hotel Entrepreneurship	3
	<b>Total Credit Hours</b>	18
	<b>Year 2 HND First Semester Subjects</b>	<b>Credit Hours</b>
TRHM 201	Accommodation Management	3
LAHT 202	Legal Aspect of hospitality	3
SOHT 203	Food and Beverage Management	3
ITHR 204	Hotel Property Management	3
MIHS 205	Management Information System	3
PHET 206	Presentation Techniques	3
HFCB 207	Hospitality French or Chinese for Beginners II	2
	<b>Total Credit Hours</b>	20

	<b>Year 2 HND Second Semester Subjects</b>	<b>Credit Hours</b>
HPP208	Hotel policy and planning	3
MTH209	Human Resources in the Hotel Industry	3
MTH210	Food and Beverage Practical	3
TCH211	Trend and challenges in hotels	3
HOTH 212	Hotel Operations management	3
THHS 213	Global Distribution Systems (GDS)	3
MTH214	French or Chinese for Beginners II	3
	STUDENT ATTACHMENT OR JOB PLACEMENT.	
	Dissertation Writing and selection of supervisor	
MTH 215	Final examination	3
MTH 216	Reference examination	3
MTH217	Dissertation Defense	3
MTH218	Final Supervisor Evaluation (end of JULY)	3
MTH219	Final Lecturer Evaluation (End of July)	3
MTH210	Student Final Report (End of July)	3
	Publication of Results (END OF OCTOBER)	
	Graduation (DECEMBER)	

## **RECOMMENDED TEXTS**

### **Certificate Tourism and Hospitality Management.**


Page Stephen J. - Tourism Management 6 Edition – March 21, 2019  
Page Stephen J. Dopson Lea R., Hayes David K. - Food and Beverage cost control – 2012 Dopson Lea R., Hayes David K. - Study guide to accompany food and beverage cost control – August 9, 2010  
Kastarlak Bulent I., Barber Brian - Fundamentals of planning and developing tourism – 2011  
Doucette Jill, Campbell Deirdre, Scott JC - Greening your Hospitality Business – September 28, 2021  
Tomsley Jacob - Heads in Beds – January 12, 2023  
Melissen Frans, Van de Rest Jean Pierre - Hospitality experience – November 30, 2019  
McGuire Kelly A., Hommes Jeanette - Hotel pricing in a social world – October 26, 2015  
Airey David, Tribe John - An International Hand Book of Touring Education – October 11, 2005  
R-Walker John - Introduction to Hospitality – 2012  
Gaol Ford Lumban, Hutagalung Fonny - knowledge, Service, Tourism and Hospitality – March 11, 2016  
R-Walker John - The Restaurant – 2018  
M-long Lucy - Culinary Tourism – July 24, 2013  
Tribe John - The economics of Recreation, leisure and tourism – April 24, 2020  
Cerina Fabio - Economics of Sustainable tourism – May 8, 2015  
Handerson Joan - Tourism Crises – 2007

### **Diploma in Tourism & Hospitality Management**

Andrews Sudhir - Introduction to Tourism and Hospitality Industry – June 8, 2007  
Andrews Sudhir - Human Resource Management "A Text Book for the Hospitality Industry" – September 28, 2008  
Andrews Sudhir – Sales and Marketing "A Textbook for the Hospitality" – June 25, 2009  
Andrews Sudhir - Hotel housekeeping "A Training Manual" – 1988  
Andrews Sudhir - Hotel front office – 2013  
Andrews Sudhir - Front office management and operation – January 1, 2007  
Andrews Sudhir - Hotel housekeeping and operations – July 1, 2017  
Andrews Sudhir - Food and beverage Management – November 9, 2017  
Andrews Sudhir - Food and Beverage Service "A Training Manual" – February 20, 2013  
Razak Marly Sa and Ieng Chang Wai - Introduction to Tourism and Hospitality law – July 2019  
Johns Maynard - Accounting for Tourism and Hospitality – September 13, 2022  
Campos F - Management Accounting Practices in the Hospitality industry – February 2020  
Nunkoo Robin - Handbook of Research Methods for Tourism and Hospitality Management – July 27, 2018  
University Binus - Introduction to Hospitality Management Information System – June 5, 2012

### **HND in Tourism & Hospitality Management.**

Donesa Lynn U., Cruz Reli G. - Global Culture and Tourism Geography – 2020  
Cruz Reli G., Cornell Daryl Ace V. - Quality Service Management in Tourism and Hospitality (1<sup>st</sup> Edition) – 2020  
Alcuaz Vic, Aquino Christina G. - Multicultural Diversity in the workplace for Tourism professional – 2020



Lutgarda Maria, Punay Manuela B. - Food service Management in Tourism and Hospitality  
Cruz Reli G - Eco-Tourism – 2017  
Lansangan Zena - Macro Perspective of Tourism and Hospitality – 2018  
Van der wagen Lynn, White Lauren - Events Management (4<sup>th</sup> Edition)  
Andrews Sudhir - Food and beverage Management – November 9, 2017  
Andrews Sudhir - Food and Beverage Service “A Training Manual” – February 20, 2013  
Razak Marly Sa and leng Chang Wai - Introduction to Tourism and Hospitality law – July 2019  
Johns Maynard - Accounting for Tourism and Hospitality – September 13, 2022  
Campos F - Management Accounting Practices in the Hospitality industry – February 2020  
Nunkoo Robin - Handbook of Research Methods for Tourism and Hospitality Management – July 27, 2018  
University Binus - Introduction to Hospitality Management Information System – June 5, 2012

