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| **PROGRAMME OVERVIEW (SYNOPSIS)** |
| **DIPLOMA IN HOTEL AND CATERING MANAGEMENT** is designed to cover the current wide discipline of hotel and catering sector. This program offers hands on practical skills and prepares the graduates to serve in catering, hotels and restaurants businesses.  The Diploma in Hotel and Catering Management graduates prepares to a broad understanding of the hotel and catering body of knowledge and the required competencies in both hotel and catering business operation and management which includes front office practice, hotel and lodging management, housekeeping commercial food services, commercial kitchen operation, restaurants and catering services. Other fundamentals competencies such as tourism and hospitality fundamentals, professional development, communication skills, health and safety, entrepreneurial development, halal practice and safety and risk management are also embedded in this program. |

**To:**

**Student’s supervisor**

**Herewith are list of the scope of work that our student expected from your organization. \*\*Please tick (√) if related.**

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| **Name** | | **:** |  | | | | |
| **Matrix No.** | | **:** |  | | | | |
| **NO** | **SCOPE OF WORK** | | | **\*\***  **(√)** | **NO** | **SCOPE OF WORK** | **\*\***  **(√)** |
| 1 | Front office operations (manual) | | |  | 14 | Hospitality Law |  |
| 2 | Housekeeping | | |  | 15 | Hospitality Strategic Marketing |  |
| 3 | Kitchen management | | |  | 16 | Maintenance Management |  |
| 4 | Nutrition | | |  | 17 | Human Resource Management |  |
| 5 | Food preparation | | |  | 18 | Small Business Management |  |
| 6 | Food and beverage service | | |  | 19 | Hospitality Management |  |
| 7 | Basic Accounting | | |  | 20 | Recreational tourism |  |
| 8 | Sanitation | | |  | 21 | Conference and event management |  |
| 9 | Computer usage | | |  | 22 | Malaysian tourism industry |  |
| 10 | Laundry | | |  | 23 | Interpersonal skills |  |
| 11 | Commercial cookery | | |  | 24 | Eco-tourism |  |
| 12 | Hospitality marketing | | |  | 25 | Other related works: |  |
| 13 | Hospitality Management Accounting | | |  |
| **NO** | **FUNDAMENTAL SKILLS NEEDED** | | | **\*\***  **(√)** | **NO** | **FUNDAMENTAL SKILLS NEEDED** | **\*\***  **(√)** |
| 1 | Communication Skills | | |  | 4 | Teamwork |  |
| 2 | Technical Report Writing | | |  | 5 | Industrial Safety and Environmental Awareness |  |
| 3 | Office/Workshop Management | | |  | 6 | Entrepreneurship |  |

**Company’s Stamp**