



COTHM
D U B A I - U A E

PROSPECTUS

Virtual Campus

A Proffered Choice

The preferred choice for education in hospitality management, culinary arts, baking & patisserie, travel & tourism, airline management and health & food safety, we are the leading international hotel school of Pakistan. Since our inception in 2002, our footprint has expanded to all major cities of Pakistan reaching a mark of 13 schools. Since hospitality, travel and tourism industry is a global industry, building a career in any part of the world is the cross-cutting theme of our education system. We unlock the door to the international hospitality, travel and tourism industry for our graduates.

COTHM Dubai offers a variety of accredited programs. COTHM prides itself on getting its students ready for the hospitality industry as soon as they graduate. COTHM Dubai is approved and licensed by KHDA – Knowledge & Human Development Authority of the Govt. of Dubai.





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Antonis Charalambides

Honorary President
COTHM Pakistan & Dubai

President's Message

I am immensely delighted to share with my international community of hospitality travel and tourism industry that COTHM has expanded its boundaries of services and operations to the Middle Eastern Region by setting up the COTHM Dubai Office. Over the last decade, COTHM has substantially diversified its role as a hotel school. It is meant to extend outreach of its services to the international hospitality, travel and tourism industry in terms of fulfilling the ever-increasing human resource needs of the industry. To achieve this objective, we have a vision to excel in

developing the human resource which precisely meets the requirements and expectations of the industry globally.

With the expansion and growth of the industry, the challenge to meet the increasing demand of qualified and competent human resource is also becoming greater day by day. We are absolutely committed to responding to the modern day needs of the hospitality industry in letter and spirit.

**Ahmad Shafiq****Chief Executive Officer**

CEO's Message

Our commitment to excellence in producing the qualified and competent human resource has always remained the first and foremost preference. The hallmark of quality runs through the entire network of COTHM Hotel Schools across Pakistan and UAE. Over the last decade, we have immensely enriched our services for the hospitality, travel and tourism industry from providing it with an educated lot of the most dynamic and talented young graduates in hospitality, culinary arts and travel & tourism management to offering a wide range of customized training programs for the professionals already serving the industry.

COTHM Dubai, which is strongly backed by the expanding network of Hotel Schools in Pakistan, creates a strong nexus with the hospitality, travel and tourism industry in the UAE in particular and the Middle East, Africa and Central Asia in general. Being

affiliated with and recognized by most credible and internationally-acclaimed academic partners from the UK, Europe and the USA, we are setting new standards of quality human resource which becomes the most preferred choice of the industry internationally. We strongly aim at building rapport and goodwill with the top brands in the industry and to fulfill their human resource needs and requirements by not just meeting their expectations but rather exceeding their expectations. In our journey of success and growth, we are on the move to explore new horizons of brilliance in delivery of our services to the hospitality, travel and tourism industry globally!

**COTHM
Blog**

blog.cothm.ae

**COTHM
Jobs**

career.cothm.ae

**COTHM Dubai's
Online/Blended Learning
Eco-System**



**COTHM
Community**

Community.cothm.ae

**COTHM
Online Events**

events.cothm.ae

Certification and Degree
Progression Programs
From UK, USA & Dubai

COBS Learner Portal

Online/Blended
Hospitality
Education & Training

Learning Eco-System

COTHM Dubai's learning and development eco-system is based on years of industry interaction and consultation with international hospitality consultants and leaders. This is a well thought and well-

diversified and tightly integrated to support your learning and development journey with COTHM.

The proper use and engagement with resources available at your disposal

develop your skills and knowledge required for your career. During your studies at COTHM you get a chance to learn from industry experts and gain valuable insights into the industry as well as you can network with other professionals and build relationships that may lead to future jobs.



processed combination of modern learning, emergent and collaboration techniques, and tools that are vital. Professional development to face the real world is at the center of everything we do. Our systems are

during your studies with COTHM will keep your skills relevant and meaningful in the real world. Our professional development focus provides you with unique learning opportunities that will help you

COTHM Online Events Portal

You might also want to consider attending online webinars and conferences, competitions and debates at COTHM Online Events Portal. You will also have an opportunity to host an online event to share your knowledge and expertise with rest of the world. COTHM's Online Events are the most engaging way to connect with our students and industry professionals.

Our events are designed to provide valuable industry insight, networking opportunities and career advice. Whether you're a recent graduate or an experienced professional, we invite you to join us at our next event.

COTHM Community of Hospitality Professional (CCHP)

Despite of the fact that your course duration is time limited, but this does not mean that your association with COTHM is time limited, you get a chance to remain associated with COTHM by joining COTHM Community of Hospitality Professional (CCHP). All our students are given free lifetime membership on CCHP.

COTHM Dubai Blog

COTHM Dubai Blog, a purpose-built platform for an exciting reading experience. Our blog offers a wealth of information and insights on the hospitality industry, with a focus on the UAE. Our goal is to provide our readers with the latest news, trends

and developments in the hospitality industry, as well as to share our own expertise and knowledge. We hope that you enjoy reading our blog and that it helps you to stay up-to-date with the latest news and developments in the hospitality industry.

The Employability Skills Development Program (ESDP)

The Employability Skills Development Program (ESDP) is based on years of industry interaction and consultation with international hospitality consultants and leaders. The program is designed to provide participants with the skills and knowledge required to secure, grow and retain employment in the hospitality industry. The program is also designed to improve participants' employability skills and increase their chances of securing employment in the hospitality industry.

Our ESDP (Employability Skills Development Program) is one of the best ways to keep your professional

development relevant and meaningful in the real world. Taking our ESDP course is a great way to brush up on your employability skills, get valuable insights and tips that you can use in your work environment. You will find more details about this program in coming sections.

As all our courses aim direct employment of students or growth in existing career, hence Taking ESDP course is mandatory for all COTHM students along with any other course you are taking. This course as standalone at US\$ 450.00 but we have made it available for you free of cost.

COTHM Dubai's online learning and development eco-system is second to none, providing you with the tools and resources you need to succeed. COBS Learner Portal is the perfect place to develop professional skills and knowledge to make your learning and development meaningful and relevant in the real world.



QUALIFI

SUCCESS THROUGH LEARNING
RECOGNISED WORLDWIDE



Highfield

International®



دبي

المعرفة Knowledge

Programs of Study

UK Level 3 To Level 7 Courses

Qualifi is a top-tier Awarding Organisation established to meet the evolving education and training needs of learners and employers from the UK and internationally. Qualifi meets a growing demand for dependable and reputable academic qualifications and awards as the economy became more competitive and globalized – especially in many rapidly-growing industry sectors. Every year, Qualifi serves the needs of learners and employers in the UK and around the world. Qualifi collaborates with a plethora of sector skills

councils, professional associations, and employers to discover crucial learning requirements and assess programme outcomes to achieve consistent, recognised professional and academic standards. Qualifi is known for supporting the relevant skills needed for various job roles and industries, such as Leadership, Enterprise and Management, Hospitality & Catering, Health and Social Care, Business Process Outsourcing and Public Services.



QUALIFI

SUCCESS THROUGH LEARNING
RECOGNISED WORLDWIDE

UK Level 3 To Level 7 Courses

Sr. No.	Course Code	Course Title	Level	Awarding Body	Credit Hours	Duration (Months)
1	UKL3DBM	Diploma in Business Management, University Foundation programme	Level 3	Qualifi UK	120	6
2	UKL3DIM	Introduction to Management Diploma	Level 3	Qualifi UK	60	6
3	UKL45DAF	Diploma in Accounting and Finance, University 1st and 2nd Year	Level 4 & 5	Qualifi UK	240	12
4	UKL45DBM	Diploma in Business Management, University 1st and 2nd Year	Level 4 & 5	Qualifi UK	240	12
5	UKL45DHH	Diploma in Hotel and Hospitality, University 1st and 2nd Year	Level 4 & 5	Qualifi UK	240	12
6	UKL45DITE	Diploma in IT and Ecommerce, University 1st and 2nd Year	Level 4 & 5	Qualifi UK	240	12
7	UKL45DITN	Diploma in IT and Networking, University 1st and 2nd Year	Level 4 & 5	Qualifi UK	240	12
8	UKL45DITW	Diploma in IT and Web Design, University 1st and 2nd Year	Level 4 & 5	Qualifi UK	240	12
9	UKL45DS&M	Diploma in Sales and Marketing, University 1st and 2nd Year	Level 4 & 5	Qualifi UK	240	12
10	UKL6GDBAM	Graduate Diploma in Business and Administrative Management	Level 6	Qualifi UK	120	6
11	UKL7PGDBSM	Postgraduate Diploma in Business Strategic Management and Leadership	Level 7	Qualifi UK	120	6
12	UKL7PGDHRM	Postgraduate Diploma in Human Resource Management	Level 7	Qualifi UK	120	6

Business Management, University Foundation Programme

Level:

UK Level 3

Credit Hours:

120

Duration:

6 Months

Study Mode: Blended Online

Awarding Body:



QUALIFI

About This Course

Business Management L-3 is a foundation course of university program offering 120 credits and is equivalent to 2 A levels. This programme will help learners to understand basic management concepts and procedures required to work in a business environment. The program is designed especially for students who want to be professionally groomed to work in a business environment as an individual or as a part of a team. This will develop effective management skills in a learner. The course is composed of total six modules and six assignments (written). Students will be granted access to different supporting material during the study, which includes,

- Tutor Support
- Webinars
- Social Learning Forum Access
- Additional material
- 40 guided learning hours (each module)

Learner will get ATHE L-3 Business Management Qualification after completion of this course which is Ofqual regulated. Learners can later on apply for an Undergraduate University Degree Programme in any university of their choice which offers such facility. Additionally, students have the opportunity to apply in our further level education (4/5 Extended Diploma in Management) and then complete an undergraduate top up at a range of UK universities

Assessment

Written Assignments

The Qualifi Level 3 integrated diploma in business and management has 6 modules and 12 written assignments. On completion of the modules, students will be given access to the assignments. The assignments are approximately 2,000-3,000 words each.

Students are provided support for the modules and assignments via the 'Tutor' section of the learning platform.

The assignment unit titles that students need to complete for the Level 3 course are:

An introduction to the business environment

- Business resources
- An introduction to marketing
- Human resource management
- Business communication
- Understanding health and safety in the business workplace
- Managing business operations
- An introduction to finance
- An Introduction to leadership skills
- Organisational culture
- Workplace welfare
- Thinking entrepreneurially

Education Path

University Progression

- University of Sunderland – On Campus
- University of Hertfordshire
- Birmingham City University

Career Path

Upon completion of Accounting and Finance–Level 4, Extended Diploma in Management–Level 5 and accredited degree final year undergraduate programme student will be able to pursue a career in different related fields like business consultancy, marketing, and accounting, etc.

What is Included?

- ✓ Study plans with flexibility of time and space.
- ✓ Globally recognized and verifiable Certificates and qualifications.
- ✓ Premium subscription to GPDP Learning Resources worth US\$250.
- ✓ Premium subscription of Typsy-Australia worth US\$96. (Video Training Courses)
- ✓ Premium subscription to Internships & Placements Program to build your resume, and prepare for job interviews, with our AI-based video interviewing platform to land the job you want.
- ✓ Lifetime membership of COTHM Community of Hospitality Students & Professionals.
- ✓ Lifetime access to Online Events Portal to attend webinars and talks by industry experts
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ This course is most suited to individuals who are at least 16 years old, have a high school education, and wish to progress to a degree at university, or the Undergraduate Level 4/5 Extended Diploma in Management with COTHM Online.
- ✓ Candidates who do not have English as a first language will have to demonstrate competence in reading, writing, and listening skills in English.

Course Outline

Sr. No.	Learning Module
1	Managing business operations
2	Effective management of the business operations undertaken within an organisation is the key to its overall success. No organisation will be able to achieve its objectives without effective management of its operations. This module is divided into six sections, each of which deals with one aspect of the management of business operations.
3	Maximising resources: An organisation that fails to dedicate sufficient attention to its use of resources will prove to be unprofitable over time. By being observant and prudent, any organisation can achieve significant gains from the management of its resources.
4	The business environment: A sound understanding of the environment in which an organisation operates is a valuable asset in management. In order to make effective decisions, it is important for managers to be aware of the factors that influence the environment and the benefits which can be achieved from using the nature of the environment to good effect. Without such knowledge, it is easy to misjudge the consequence of any actions taken.
5	Managing people in organisations: Effective management of people within an organisation is essential if the objectives of the organisation are to be achieved. People represent the single most important resource of the organisation and their needs must be understood and respected.
6	Working in teams: Modern organisations use opportunities for team working as much as possible, as this is an effective and proven method for getting the best performance from members of the workforce. Teams may be involved in all activities of an organisation—from production right through to financial decision-making. This module looks at the role played by teams within organisations and how the human element interacts.
7	Effective business communication: Good communication is essential in any organisation in order to pass information from one person to another. This module explains the need for effective communication and demonstrates how this can be achieved within a work environment.

Introduction to Management Diploma

Level:

UK Level 3

Credit Hours:

60

Duration:

6 Months

Study Mode: Blended Online

Awarding Body:



QUALIFI

About This Course

Introduction to Management Diploma (level 3) is a total 60 credit hours course that falls under the university foundation program. This qualification is equivalent to one A Level which is specifically designed for students who desire to pursue their education in university or it is designed for professionals who wish to get a promotion or wish to get better knowledge about their field. This diploma is the best choice for on job professionals who seek to jump on the next step of their management career. It is an additional qualification for entry-level graduates who already have studied business subjects in their L2/3 qualification. This is the right choice for them to learn different management skills related to different management-related sections.

Industry experts consider management training and leadership knowledge as an essential part of attaining growth in business, especially in high-tech and fast business environments where rapid response is needed to handle the evolving business environments. Those having the right communication and leadership skills, which are not commonly found and are important in achieving organizational success, can attain this.

This course comprises a total of 6 modules and the same number of assignments. Each module is almost equal to 40 GLH (Guided Learning Hour). During diploma completion, students will be provided access to study material in the form of webinars, tutor guidance, learning forum, and some extra material to assist students in completing the graduate course. Students will earn a Qualifi Level 3 Diploma in Introduction to Management after course completion; which is regulated by Ofqual. Afterward, they can apply for admission to a complete Undergraduate Degree in different universities or they can choose our Level 4/5 diploma (Extended Diploma in Management) which will lead them towards top-up undergraduate program completion in different UK Universities.

Assessment

Written Assignments

The level 3 diploma in business has 6 modules and 6 written assignments. On completion of the modules, students will be given access to the assignments. The assignments are approximately 5,000-8,000 words each. Students are provided support for the modules and assignments via the 'Tutor' section of the learning platform.

The assignment unit titles that students need to complete for the level 3 course are:

- An introduction to finance
- An introduction to leadership skills
- Managing business operations
- Organisational culture
- Working in teams
- Workplace welfare

Education Path

University Progression

- University of Sunderland – On Campus
- Birmingham City University – On Campus

Career Path

Upon completion of Accounting and Finance- Level 4, Extended Diploma in Management- Level 5, and accredited degree final year undergraduate program students will be able to pursue a career in different related fields like business consultancy, marketing, accounting, etc.

What is Included?

- ✓ Study plans with flexibility of time and space.
- ✓ Globally recognized and verifiable Certificates and qualifications.
- ✓ Premium subscription to GPDP Learning Resources worth US\$250.
- ✓ Premium subscription of Typsy-Australia worth US\$96. (Video Training Courses)
- ✓ Premium subscription to Internships & Placements Program to build your resume, and prepare for job interviews, with our AI-based video interviewing platform to land the job you want.
- ✓ Lifetime membership of COTHM Community of Hospitality Students & Professionals.
- ✓ Lifetime access to Online Events Portal to attend webinars and talks by industry experts
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ This course is most suited to individuals who are at least 16 years old, have a high school education, and wish to progress to a degree at university, or the Undergraduate Level 4/5 Extended Diploma in Management with COTHM Online.
- ✓ Candidates who do not have English as a first language will have to demonstrate competence in reading, writing, and listening skills in English.

Course Outline

Sr. No.	Learning Module
1	Managing business operations
2	Effective management of the business operations undertaken within an organisation is the key to its overall success. No organisation will be able to achieve its objectives without effective management of its operations. This module is divided into six sections, each of which deals with one aspect of the management of business operations.
3	Maximising resources: An organisation that fails to dedicate sufficient attention to its use of resources will prove to be unprofitable over time. By being observant and prudent, any organisation can achieve significant gains from the management of its resources.
4	The business environment: A sound understanding of the environment in which an organisation operates is a valuable asset in management. In order to make effective decisions, it is important for managers to be aware of the factors that influence the environment and the benefits which can be achieved from using the nature of the environment to good effect. Without such knowledge, it is easy to misjudge the consequence of any actions taken.
5	Managing people in organisations: Effective management of people within an organisation is essential if the objectives of the organisation are to be achieved. People represent the single most important resource of the organisation and their needs must be understood and respected.
6	Working in teams: Modern organisations use opportunities for team working as much as possible, as this is an effective and proven method for getting the best performance from members of the workforce. Teams may be involved in all activities of an organisation—from production right through to financial decision-making. This module looks at the role played by teams within organisations and how the human element interacts.
7	Effective business communication: Good communication is essential in any organisation in order to pass information from one person to another. This module explains the need for effective communication and demonstrates how this can be achieved within a work environment.

Diploma in Hotel and Hospitality, University 1st and 2nd Year

Level:

UK Level 4 & 5

Credit Hours:

240

Duration:

12 Months

Study Mode: Blended Online

Awarding Body:



QUALIFI

About This Course

Each module consists of 40 guided learning hours of material with an additional 30-50 hours' worth of optional materials that consist of recommended exercises, recommended readings, Internet resources, and self-testing exercises.

Students' competency will be developed throughout this course by offering them quality tutoring, additional material, and webinars. Furthermore, they can also learn through a social forum. The additional hours may include the following recommended material:

- Exercises
- Reading Material
- Internet Resources
- Self-Assessment Exercises

On completion of the required GLH, assignments, and online assessment; the student will earn a Qualifi Diploma which can be later converted into a top-up bachelor's degree.

Assessment

Written Assignments

The Qualifi level 4/5 hotel and hospitality course is made up of 10 modules and 4 written assignments at each level. On completion of the modules, students will be given access to the assignments. The assignments are approximately 5,000-8,000 words each. Students are provided support for the modules and assignments via the 'Tutor' section of the learning platform.

The assignment unit titles for the level 4 course are:

- Sustainability in tourism and hospitality management
- Operations management in tourism and resort operations

- Management of visitor attractions
- Employability and development in the hospitality industry

The assignment unit titles for the level 5 course are:

- Tourism destination management
- Entrepreneurship in tourism and hospitality management
- Cultural tourism management
- Research project

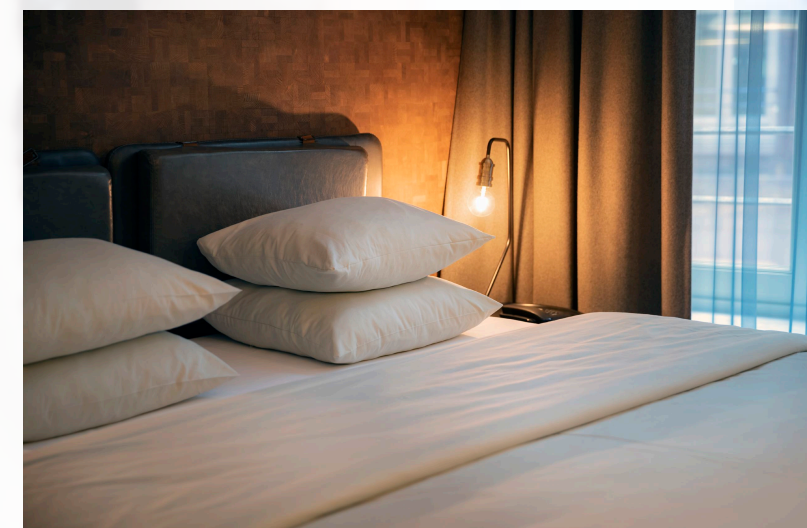
Education Path

University Progression

- University of Derby
- Northampton University
- University of Central Lancashire (UCLan)

Career Path

Learners will gain skills in various sub-segments of Hospitality Management, including food and beverage supply chain management, accounting and cost control, and marketing in hotels. Upon successful completion of the course, they can pursue positions at hotels, resorts, restaurants, and more!



Course Outline

Sr. No.	Learning Module Level 4
1	Food and beverage operations: Students will gain an understanding of the processes involved in food and beverage operations, including practical aspects of food and beverage production and service.
2	Food safety and hygiene: Students will understand the need to comply with regulations and effectively manage procedures to ensure food safety.
3	Hospitality and hotel housekeeping: Students will understand the role of the housekeeping department within a hospitality setting. This unit will identify the importance of the housekeeping department and the impact it has on the hospitality operation.
4	Customer service: Students will be able to understand the importance of a customer-focused hospitality establishment in a competitive environment by carrying out research on customers' requirements and expectations. Students will also gain skills to deliver excellent customer service and evaluate the benefits of exceeding customers' expectations.
5	Front office operations: Students will understand the role of the front office department within a hospitality setting. This unit will identify the importance of the front office department and the impact it has on the overall hospitality operation.
6	Accounting and cost control: Students will understand the principles of costing within the hospitality and the contents of key financial statements used, along with the basic accounting techniques used to produce and analyse them.
7	Global tourism and hospitality: Students will understand the size and scope of the global tourism and hospitality industry. The unit examines the influences that affect it and the growth of its brands within international markets.
8	Marketing: Students will be able to understand the key principles of the marketing concept and relate the role of the marketing mix to the hospitality industry. Students will understand the marketing cycle and be able to devise a promotional campaign.
9	Employee engagement: Students will understand the concept of employee engagement and its key components. Students will be able to assess how employee engagement can have an impact on overall business performance by introducing specific strategies and practices.
10	Training and CPD: Students will be able to use different methods for identifying the need for training in a hospitality setting. The importance of selecting the most effective training method is something students will understand. Students will then be able to plan, design, deliver and evaluate the effectiveness of a training session or program. The students will also be introduced to the concept of Continuous Professional Development and the need and relevance for it in a hospitality setting.

Sr. No.	Learning Module Level 5
1	Food and beverage supply chain management: Students will understand supply chain systems and procedures, and how organisations use these to procure, produce and prepare food and beverages within the hospitality industry, both domestically and globally. This unit demonstrates how supply chain management is essential for efficient operation and for achieving a competitive edge.
2	Quality management: Students will be able to understand the concept of quality and quality management and apply it in a hospitality setting. Students will be able to analyse, evaluate and implement a quality management system in a hospitality organisation.
3	Events and conference management: Students will understand the operational issues that underpin successful events and conference management. This unit examines a wide range of events and discusses the processes and considerations involved.
4	Customer relations management: Students will understand the importance of Customer Relationship Management (CRM) to hospitality organisations and recognise the necessary processes to ensure its effectiveness.
5	Managing people: Students are able to gain an understanding of the key principles of management behaviour and a range of management styles, roles, responsibilities, characteristics, and skills. Students will be able to understand the effectiveness of different organisation structures by studying the design and culture within a hospitality setting.
6	Current issues in HRM: Students will be able to understand the key principles of Human Resource Management (HRM) and the current issues Human Resource (HR) managers have to consider when carrying out their role and responsibilities. Students will also understand how current legislation has an impact on the HR function in Hotel and Hospitality Management.
7	Revenue management: Students will be able to understand what the key elements of revenue management are and how this affects the pricing of hotel bedrooms. Students will also be able to implement the practices of yield management in a hotel and set an overbooking policy.
8	Corporate social responsibility: Students will be able to understand key principles of Corporate Social Responsibility (CSR) and sustainable development. Students will learn about the impact hotels have on social, cultural, and environmental factors and how the hotel industry can make a difference by implementing practices and procedures to be more sustainable.
9	Contemporary issues: Students will understand the nature and impact of current and potential contemporary issues that affect the hospitality industry. This unit will demonstrate the need for organisations to be flexible and to adapt to rapidly changing environments and customer demands.
10	Business planning: Students will understand how to create a business plan for a hotel or hospitality organisation. Students will learn where the business is positioned in the current market, measure the performance and suggest opportunities for growth.

What is Included?

- ✓ Study plans with flexibility of time and space.
- ✓ Globally recognized and verifiable Certificates and qualifications.
- ✓ Premium subscription to GPDP Learning Resources worth US\$250.
- ✓ Premium subscription of Typsy-Australia worth US\$96. (Video Training Courses)
- ✓ Premium subscription to Internships & Placements Program to build your resume, and prepare for job interviews, with our AI-based video interviewing platform to land the job you want.
- ✓ Lifetime membership of COTHM Community of Hospitality Students & Professionals.
- ✓ Lifetime access to Online Events Portal to attend webinars and talks by industry experts
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ This course is most suited to individuals who are at least 16 years old, have a high school education, and wish to progress to a degree at university, or the Undergraduate Level 4/5 Extended Diploma in Management with COTHM Online.
- ✓ Candidates who do not have English as a first language will have to demonstrate competence in reading, writing, and listening skills in English.

Diploma in Accounting and Finance, University 1st and 2nd Year

Level:

UK Level 4 & 5

Credit Hours:

240

Duration:

12 Months

Study Mode: Blended Online

Awarding Body:



QUALIFI

About This Course



Level 4 of this diploma (composed of 10 assignments and 10 modules) is equivalent to Year 1 of UK based university degree and on the other hand level, 5 (composed of 10 assignments and 10 modules) is equivalent to Year 2 of UK based university degree. Level 4 and Level 5 collectively offer 240 credit hours (120 of L-4 & 120 of L-5). Therefore, if a student wishes to pursue a UK-based university degree offering exemption on the basis of credit hours, then after L-4 completion, he/she can get admission in the second year of the undergraduate degree program.

The course completion will require learners to complete both modules and assignments assigned, for which they will be provided with enough support in the form of webinars, tutors' guidance, social learning forum, and other material.

Assessment

Written Assignments

The level 4/5 diploma in accounting and management has 10 modules and 6 written assignments at each level. On completion of the modules, students will be given access to the assignments. The assignments are approximately 5,000-8,000 words each. Students are provided support for the modules and assignments via the 'Tutor' section of the learning platform.

The assignment unit titles for the level 4 course are:

- Academic writing and research skills
- Business and the economic environment
- Principles of financial accounting
- Quantitative methods in a business context
- Management Accounting
- Leading and managing teams

The assignment unit titles for the level 5 course are:

- Business development
- Business models and growing organisations
- Customer management
- Responding to the changing business environment
- Risk management and organisations
- Effective decision making

Education Path

University Progression

- Anglia Ruskin University
- Buckinghamshire New University
- University of Derby
- Northampton University

Career Path

Upon completion of Accounting and Finance- Level 4, Extended Diploma in Management- Level 5, and accredited degree final year undergraduate program students will be able to pursue a career in different related fields like business consultancy, marketing, accounting, etc.



Course Outline

Sr. No.	Learning Module Level 4
1	The business environment: Explore issues outside of the business that may affect the business and its operations. Looking into economics, international dimensions, nature, and competition.
2	Managing and using finance: This module covers key areas of accounting, as seen from a business perspective. It explains how accountancy can inform and guide management decisions.
3	Maximising resources to achieve business success: An organisation that does not dedicate sufficient attention to its use of resources will be unprofitable gradually. By being observant and prudent, any organisation can achieve significant gains from the management of its resources.
4	Quantitative skills: On successful completion of this module, learners will have knowledge of numeric exercises and will understand their use within the context of the business.
5	Basic accounting: On completion of this module, learners will understand accounts and how they can give insight into the health of the organisation.
6	Budgetary control: This module aims to explain methods of financial control using budgets. This includes the development and implementation of departmental budgets, which are combined to form a master budget.
7	Financial performance: This module aims to demonstrate how financial performance can be assessed in organisations. This includes the use of financial statements and accounting standards. It also examines ways of raising finance over different periods of time.
8	Financial ratios: This module aims to demonstrate the application and meaning of the commonly used financial ratio. This includes examining liquidity, solvency, gearing, and profitability.
9	Financial statements: This module aims to describe the preparation and presentation of the three financial statements. This includes the accounting concepts used.
10	Further ratios: This module aims to demonstrate how to determine financial efficiency. This includes understanding debt repayment capacity and investment appraisal. Using this knowledge, learners will be able to assess the likelihood of future financial success.

Sr. No.	Learning Module Level 5
1	The entrepreneurial manager: What is an entrepreneur? Examine the skills and qualities of entrepreneurship.
2	Organisation structures: Why are organisations structured in the way they are? What determines the optimum structure and how does it differ between organisations? In this module, learners will look at the numerous models and theories that make up organisational structure.
3	Practical accounting analysis: Learners will complete exercises in accounts throughout this module to understand what they are telling us and the actions that analysis can precipitate.
4	Business planning and goal setting: What is the business trying to achieve? What will it do? How will it do it? This module focuses on the creation of clear goals and clear plans to achieve a clear objective.
5	Politics and business: Impact of politics on business and how it may help or hinder the business. This module will educate learners on economic impact, exports, and government support.
6	Business law: Explore the statutory responsibilities of managers as learners look into the legalities of business and business executives.
7	Managing in today's world: Business in the modern world. This module focuses on governance and equality as a means to do right in business.
8	Performance management: Understanding how your people and your business can continually improve together, learners will review reward structures, CPD, training, and development to ensure high performance in business.
9	Marketing and sales planning: Learners will analyse how markets, customers, competitors, and products can come together in a cohesive plan.
10	Quantitative skills: On successful completion of this module, learners will have knowledge of numeric exercises and will understand their use within the context of the business.

What is Included?

- ✓ Study plans with flexibility of time and space.
- ✓ Globally recognized and verifiable Certificates and qualifications.
- ✓ Premium subscription to GPDP Learning Resources worth US\$250.
- ✓ Premium subscription of Typsy-Australia worth US\$96. (Video Training Courses)
- ✓ Premium subscription to Internships & Placements Program to build your resume, and prepare for job interviews, with our AI-based video interviewing platform to land the job you want.
- ✓ Lifetime membership of COTHM Community of Hospitality Students & Professionals.
- ✓ Lifetime access to Online Events Portal to attend webinars and talks by industry experts
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ This course is most suited to individuals who are at least 16 years old, have a high school education, and wish to progress to a degree at university, or the Undergraduate Level 4/5 Extended Diploma in Management with COTHM Online.
- ✓ Candidates who do not have English as a first language will have to demonstrate competence in reading, writing, and listening skills in English.



Diploma in IT and Web Development

Level:

UK Level 4 & 5

Credit Hours:

240

Duration:

12 Months

Study Mode: Blended Online

Awarding Body:



QUALIFI

About This Course

Level 4 is considered equivalent to University Degree 1st Year and Level 5 is equivalent to a University Degree 2nd Year. The complete course is 240 credits (120 credits for Level 4 and 120 credits for Level 5), and each level has 10 modules. Students will be well equipped with IT and web development skills and, after its completion, can apply to a top-up university degree program in the relevant field of study. Students will be provided complete support during the course in the form of webinars, tutor guidance, additional material, etc.

Assessment

Written Assignments

On completion of the modules, students will be given access to the assignments. The assignments are approximately 5,000-8,000 words each. Students are provided support on the modules and assignments via the 'Tutor' section of the learning platform..

The assignment unit titles for the level 4 course are:

- Information technology and IT ethics
- Mathematics and statistics for IT
- PC maintenance and operating systems
- Computer graphics editing and database concepts
- Logical IT networking
- Web design

The assignment unit titles for the level 5 course are:

- Technopreneurship
- Network security
- C#.NET programming
- System Administration
- Content management systems
- Web design

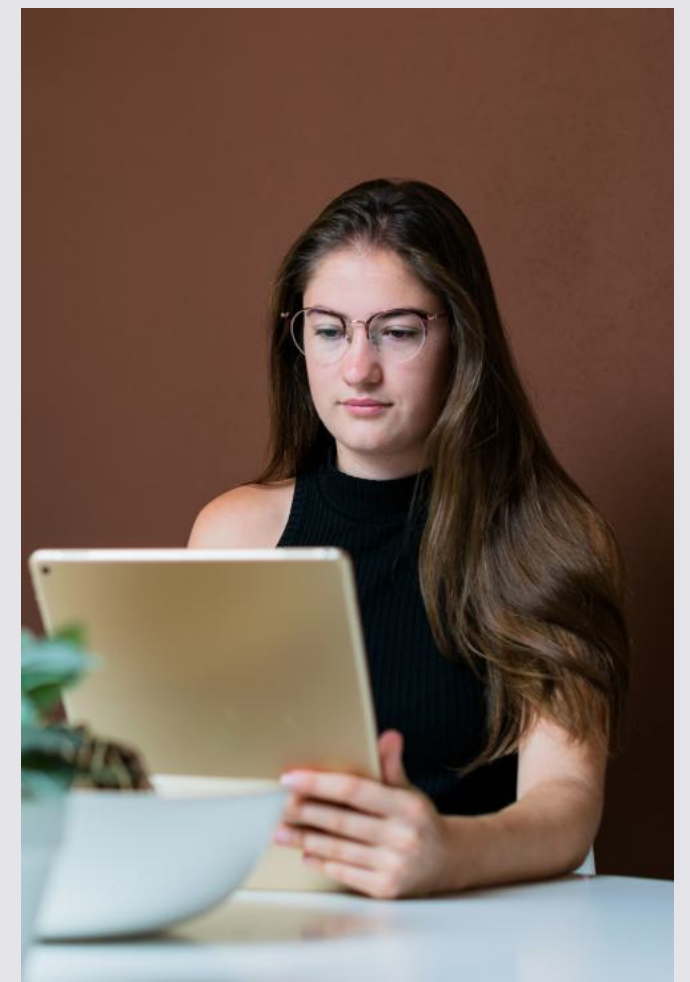
Education Path

University Progression

- Middlesex University
- University of Derby
- University of Central Lancashire (UCLan)

Career Path

This course will help students to develop new skills in various sub segments of Information Technology. After course completion students can pursue for different related available positions in the field of IT and Web.



Course Outline

Sr. No.	Learning Module Level 4
1	Computer systems and software: This module will develop learners' understanding of the integration of hardware and software components.
2	Computer programming: Learners will use different tools and techniques to design, implement and test programs, following the system life cycle.
3	Relational database systems: This unit will develop learners' understanding of database systems and data analysis and modeling.
4	Software engineering: Learners will gain an understanding of the need for Software Engineering and the different methods and techniques.
5	Systems analysis and design: This module provides an understanding of IS concepts and how they relate to organisation needs in respect of business processes and the transformation of information.
6	E-commerce applications: This module explores the role of e-commerce in the modern world and, in particular, the identification of aims and objectives within a business and the design issues arising from the definition of requirements.
7	Human-computer interaction: This module will develop students' understanding of principles and models of human-computer interaction and evaluate existing HCI design and principles and use this to help them plan their prototype multimedia user interface.
8	IT and society: This module examines the impact of technology on society and explores trends and changes created. It will examine management issues and potential conflicts in terms of security and data management.
9	Information systems theory and practice: This module explores elements of project management key to the successful development and implementation of specific IT projects.
10	Management information systems: This module focuses on understanding concepts of information systems and how they support business needs in terms of information processing and data processing.

Sr. No.	Learning Module Level 5
1	Technopreneurship: This unit aims to provide learners with the knowledge and skills needed to establish a new techno business. It includes understanding the characteristics of entrepreneurs, planning, marketing, and finance.
2	Network security: This unit aims to provide learners with knowledge of network security issues in a networked environment and the process of preventing and detecting common security incidents
3	C#.NET Programming: This unit aims to provide learners with the basic concepts and principles of ASP.NET programming using C#. This will enable learners to understand how to create dynamic web pages using server-side programming techniques.
4	System Administration: This unit aims to provide the knowledge needed to administer a system in Linux and Windows. Topics covered include user and group management; file system management; task automation; shell scripting; Dynamic Host Configuration Protocol (DHCP) serves; mail servers; domain name servers; files and printers sharing; basic utilities and tools; application management; registry; local and group policies; backup policies; restore policies and performance tuning.
5	Content Management Systems: This unit aims to provide learners with the knowledge and skills needed to use content management systems (CMS) as a tool for the creation of digital content. Successful achievement in this unit will enable learners to understand CMS roles, content modeling, content aggregation, publication management, and content migration.
6	Web Design: This unit aims to provide learners with the skills and knowledge of client-side programming and how to create dynamic web pages using JavaScript (JS) programming language and Adobe Dreamweaver. The unit covers the creation of dynamic web pages that use form validation, validate user input, process user input at the client side, dynamic navigation menu, and a web client application.



What is Included?

- ✓ Study plans with flexibility of time and space.
- ✓ Globally recognized and verifiable Certificates and qualifications.
- ✓ Lifetime membership of COTHM Community of Hospitality Students & Professionals.
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ This course is most suited to individuals who are at least 16 years old, have a high school education, and wish to progress to a degree at university, or the Undergraduate Level 4/5 Extended Diploma in Management with COTHM Online.
- ✓ Candidates who do not have English as a first language will have to demonstrate competence in reading, writing, and listening skills in English.

Diploma in IT and E-commerce

Level:

UK Level 4 & 5

Credit Hours:

240

Duration:

12 Months

Study Mode: Blended Online

Awarding Body:



QUALIFI

About This Course



This course is based on two levels, level 4 (Diploma in IT and Computing) and level 5 (Diploma in IT and e-commerce). Level 4 is comprised of modules and assignments which are equivalent to a university degree (first year) and level 5 similarly is equivalent to a university degree (second year). Learners will earn 240 credits, which will make them eligible to take admission in a university undergraduate degree through top-up program, resulting in making them IT professionals.

While completing the course, students will have access to a variety of support services, including tutor support and webinars, a social learning forum, and additional materials to help in the completion of their diploma course.

Assessment

Written Assignments

On completion of the modules, students will be given access to the assignments. The assignments are approximately 5,000-8,000 words each. Students are provided support on the modules and assignments via the 'Tutor' section of the learning platform.

The assignment unit titles for the level 4 course are:

- Information technology and IT ethics
- Mathematics and statistics for IT
- PC maintenance and operating systems

- Computer graphics editing and database concepts
- Logical IT Networking
- Web Design

The assignment unit titles for the level 5 course are:

- Technopreneurship
- Network security
- C#.NET programming
- System Administration
- Business to business (B2B) E-commerce
- Business-to-consumer (B2C) E-commerce

Education Path

University Progression

- Middlesex University
- University of Derby
- University of Central Lancashire (UCLan)

Career Path

This course will help students to develop new skills in various sub segments of Information Technology. After course completion students can pursue for different related available positions in the field of IT and E-commerce.



Sr. No.	Learning Module Level 4
1	Computer systems and software: This module will develop learners' understanding of the integration of hardware and software components.
2	Computer programming: Learners will use different tools and techniques to design, implement and test programs, following the system life cycle.
3	Relational database systems: This unit will develop learners' understanding of database systems and data analysis and modeling.
4	Software engineering: Learners will gain an understanding of the need for Software Engineering and the different methods and techniques.
5	Systems analysis and design: This module provides an understanding of IS concepts and how they relate to organisation needs in respect of business processes and the transformation of information.
6	E-commerce applications: This module explores the role of e-commerce in the modern world and, in particular, the identification of aims and objectives within a business and the design issues arising from the definition of requirements.
7	Human-computer interaction: This module will develop students' understanding of principles and models of human-computer interaction and evaluate existing HCI design and principles and use this to help them plan their prototype multimedia user interface.
8	IT and society: This module examines the impact of technology on society and explores trends and changes created. It will examine management issues and potential conflicts in terms of security and data management.
9	Information systems theory and practice: This module explores elements of project management key to the successful development and implementation of specific IT projects.
10	Management information systems: This module focuses on understanding concepts of information systems and how they support business needs in terms of information processing and data processing.

Sr. No.	Learning Module Level 5
1	Technopreneurship: This unit aims to provide learners with the knowledge and skills needed to establish a new techno business. It includes understanding the characteristics of entrepreneurs, planning, marketing, and finance.
2	Network security: This unit aims to provide learners with knowledge of network security issues in a networked environment and the process of preventing and detecting common security incidents
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4	System Administration: This unit aims to provide the knowledge needed to administer a system in Linux and Windows. Topics covered include user and group management; file system management; task automation; shell scripting; Dynamic Host Configuration Protocol (DHCP) serves; mail servers; domain name servers; files and printers sharing; basic utilities and tools; application management; registry; local and group policies; backup policies; restore policies and performance tuning.
5	Business to Consumer (B2C) E-commerce: This unit aims to provide learners with knowledge of business-to-consumer e-commerce. This includes the concepts and techniques used in mobile e-commerce and ticketing, the psychology of marketing, artificial intelligence (AI) in image recognition, and social commerce.
6	Business to Business (B2B) E-commerce: This unit aims to provide learners with knowledge of Business to Business (B2B) e-commerce. This includes Electronic Data Interchange (EDI), Electronic Funds Transfer (EFT), online transaction processing, inventory management systems, and supply chain management.

What is Included?

- ✓ Study plans with flexibility of time and space.
- ✓ Globally recognized and verifiable Certificates and qualifications.
- ✓ Lifetime membership of COTHM Community of Hospitality Students & Professionals.
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ This course is most suited to individuals who are at least 16 years old, have a high school education, and wish to progress to a degree at university, or the Undergraduate Level 4/5 Extended Diploma in Management with COTHM Online.
- ✓ Candidates who do not have English as a first language will have to demonstrate competence in reading, writing, and listening skills in English.

Diploma in IT and Networking

Level:

UK Level 4 & 5

Credit Hours:

240

Duration:

12 Months

Study Mode: Blended Online

Awarding Body:



QUALIFI

About This Course



Level 4 of this diploma is equivalent to 1st year of a university degree program and Level 4 of this course is equivalent to 2nd year of a university degree program. The course completion will require learners to complete both modules and assignments assigned, for which they will be provided with enough support in the form of webinars, tutors' guidance, social learning forum, and other material.

Assessment

Written Assignments

On completion of the modules, students will be given access to the assignments. The assignments are approximately 5,000-8,000 words each. Students are provided support on the modules and assignments via the 'Tutor' section of the learning platform.

The assignment unit titles for the level 4 course are:

- Information technology and IT ethics
- Mathematics and statistics for IT
- PC maintenance and operating systems
- Computer graphics editing and database concepts
- Logical IT networking
- Web design

The assignment unit titles for the level 5 course are:

- Technopreneurship
- Network security
- C#.NET programming
- System Administration
- Network routing and switching
- Network design and administration

Education Path

University Progression

- University of Central Lancashire (UCLan)
- Middlesex University
- University of Derby

Career Path

This course will help students to develop new skills in various sub segments of Information Technology. After course completion students can pursue for different related available positions in the field of IT and Networking.



Course Outline

Sr. No.	Learning Module Level 4
1	Computer systems and software: This module will develop learners' understanding of the integration of hardware and software components.
2	Computer programming: Learners will use different tools and techniques to design, implement and test programs, following the system life cycle.
3	Relational database systems: This unit will develop learners' understanding of database systems and data analysis and modeling.
4	Software engineering: Learners will gain an understanding of the need for Software Engineering and the different methods and techniques.
5	Systems analysis and design: This module provides an understanding of IS concepts and how they relate to organisation needs in respect of business processes and the transformation of information.
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Sr. No.	Learning Module Level 5
1	Technopreneurship: This unit aims to provide learners with the knowledge and skills needed to establish a new techno business. It includes understanding the characteristics of entrepreneurs, planning, marketing, and finance.
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What is Included?

- ✓ Study plans with flexibility of time and space.
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- ✓ Lifetime membership of COTHM Community of Hospitality Students & Professionals.
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ This course is most suited to individuals who are at least 16 years old, have a high school education, and wish to progress to a degree at university, or the Undergraduate Level 4/5 Extended Diploma in Management with COTHM Online.
- ✓ Candidates who do not have English as a first language will have to demonstrate competence in reading, writing, and listening skills in English.

Highfield UK Qualifications

Below you will find information about Highfield Qualifications, the certification body of the Highfield Group. Highfield is a global leader in compliance and work-based learning and training qualifications. UK's most recognisable awarding organisations. Highfield is regulated by Ofqual, Qualifications Wales, SQA Accreditation, the Council for the Curriculum, Examinations and Assessment (CCEA), and the Security Industry Authority (SIA). In addition to this, Highfield is also a government-regulated end-point assessment organisation (EPAO).

As an awarding institution, Highfield has developed more than 300 certificates designed to improve the career prospects of its students. These certifications are now offered by more than 34,000 trainers and trainers in 57 countries. They cover a wide range of industries, including retail, health and social care, finance, and customer service, rail and engineering, hospitality, logistics, aviation and many more.



Food Safety Level 1 To Level 3 Courses

Sr. No.	Course Code	Course Title	Level	Awarding Body	Duration (Months)
1	HFUKL1	Food Safety (Level 1)	Level 1	Highfield UK	1
2	HFUKL2	Food Safety (Level 2)	Level 2	Highfield UK	1
3	HFUKL3	Food Safety (Level 3)	Level 3	Highfield UK	1
4	HFUKL4	Food Safety (Level 4)	Level 4	Highfield UK	1

Food Safe Level 1,2,3

Level:

UK Level 1,2,3

Credit Hours:

120

Duration:

6 Months

Study Mode: Blended Online

Awarding Body:



About This Course

Food businesses must, by law, ensure that all staff have received the appropriate level of safety and hygiene training commensurate with their role and risk.

It is a useful induction programme for those undertaking work-experience in a food business, and for anyone with a keen interest in learning more about the basic principles of food safety and hygiene.

This online course is suitable for those working in a catering environment who are not directly involved in the preparation or handling of high-risk foods, but work in an environment where food is handled elsewhere or only deal with low-risk foods. It is also ideal for those working with pre-packaged or wrapped food.

Highfield e-learning's Food Safety Level 1 course has been written by one of the world's leading food safety experts, Richard Sprenger, and is accredited by the UK's leading organisation for regulated food safety qualifications.

Why should I choose this course?

This food safety training course is suitable for those working in a low-risk catering environment or for keen home-cooks who would like to understand more about food safety and hygiene.

Our courses simplify even the most complex of subjects through media and content-rich exercises that motivate and engage learners. Our Food Safety Level 1 course is packed with:

- interactive exercises/gaming
- media-rich content
- interactive 3D scenarios
- content provided by market leading experts
- relevant photography and illustrations
- multi-generational content and style

In partnership with Highfield, we're committed to improving standards of food hygiene. We

produce courses that improve knowledge and, when the knowledge acquired from the course is implemented, will lead to improved levels of food hygiene..

Assessment

The course is assessed by multiple-choice questions at the end of the course. Learners must score 100% in order to pass.

If the learner does not achieve 100% first time, they will be taken back to review the module with which they have struggled. They can then retry the multiple-choice questions as many times as necessary to pass the course.

Accessibility

This course features a full audio voiceover, a glossary of terms and a transcript for users that are hard of hearing.

Education Path

Highfield's Food Safety Level 2 e-learning course is ideal for most food handlers working in a catering or retail environment. If you work in a food manufacturing environment, the Food Safety in Manufacturing Level 2 course is perfect for you.

Supervisors and managers must be trained to a higher level again, and the Food Safety Level 3 e-learning course is designed for this level of employee. It is also useful for owners of small catering businesses.

Career Path

This e-learning course is a Highfield Qualifications accredited programme. More information is available at <https://www.highfieldqualifications.com/>

This e-learning course is CPD accredited. Completion of this course after 5 February 2019 entitles the learner to 5 CPD points. More information can be found at <https://cpduk.co.uk/explained>

What is Included?

- ✓ Study plans with flexibility of time and space.
- ✓ Globally recognized and verifiable Certificates and qualifications.
- ✓ Premium subscription to GPDP Learning Resources worth US\$250.
- ✓ Premium subscription of Typsy-Australia worth US\$96. (Video Training Courses)
- ✓ Premium subscription to Internships & Placements Program to build your resume, and prepare for job interviews, with our AI-based video interviewing platform to land the job you want.
- ✓ Lifetime membership of COTHM Community of Hospitality Students & Professionals.
- ✓ Lifetime access to Online Events Portal to attend webinars and talks by industry experts
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ There are no prerequisites to study this course, though a basic understanding of principles of food safety will be beneficial.

Course Outline

Sr. No. Learning Module Level 1

1	Introduction to food safety
2	Microbiological hazards
3	Food poisoning and its control
4	Contamination hazards and controls
5	Safe handling and the storage of food
6	Personal hygiene
7	Food pests and pest control
8	Cleaning and disinfection

Sr. No. Learning Module Level 2

1	Introduction to food safety
2	Microbiological hazards
3	Food poisoning and its control
4	Contamination hazards and controls
5	HACCP from delivery to service
6	Personal hygiene
7	Food premises and equipment
8	Food pests and pest control

Sr. No. Learning Module Level 3

1	Ensuring compliance with food safety legislation
2	The application and monitoring of good hygiene practice
3	How to implement food safety management procedures
4	The application and monitoring of good practice regarding contamination, microbiology and temperature control

AHLA USA Courses

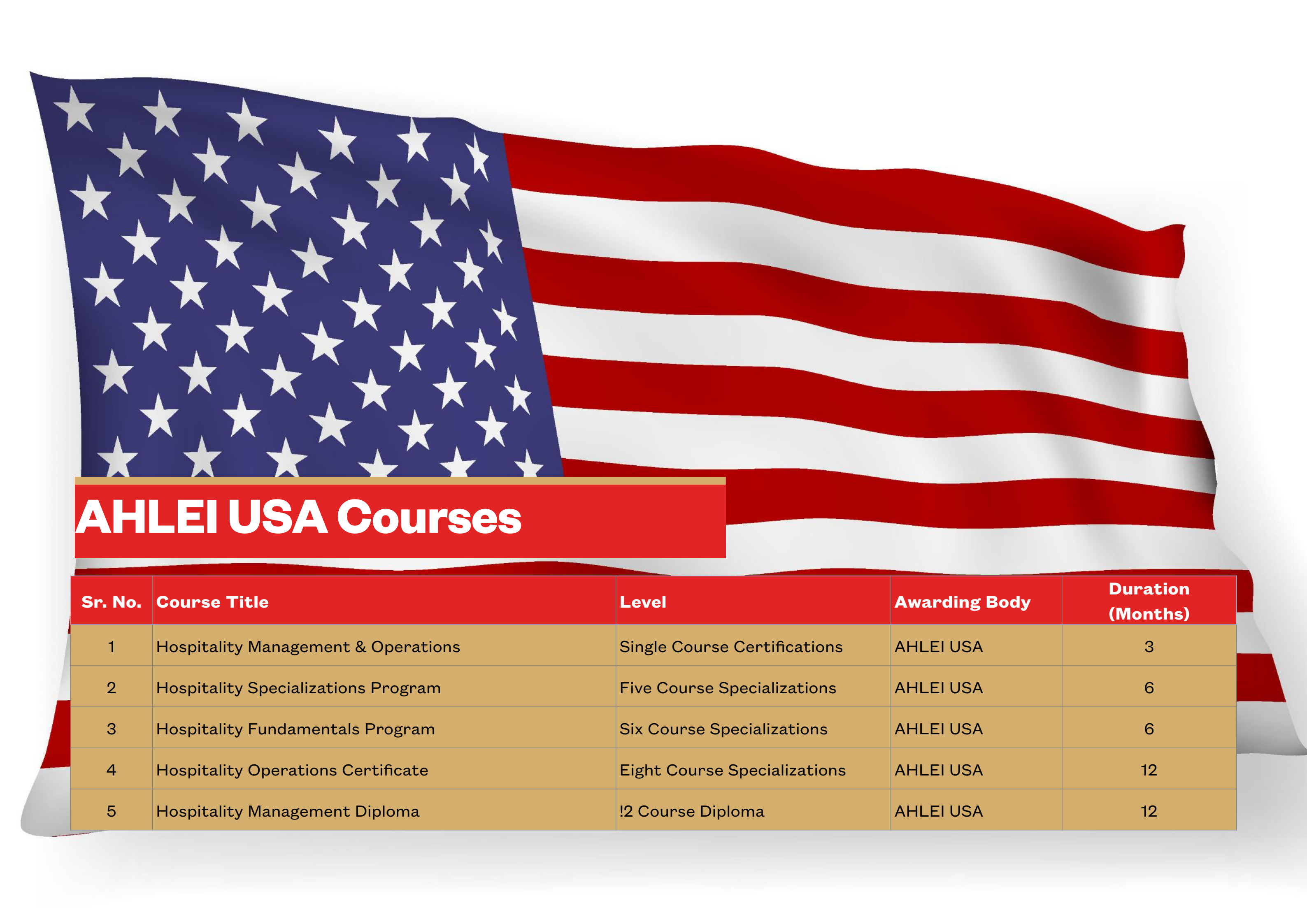
COTHM Dubai continues to meet the needs of the industry with a variety of hospitality solutions, including online learning, professional certification, and resources for high schools, colleges, and workforce agencies.

Our training programs and distance learning platforms can be used by students as well as by industry professionals. COTHM is a leader in hospitality training and hotel management certifications and offers online learning and courses with textbooks and digital material to enhance the hospitality learning experience. COTHM's programs are all recognized

by the American Hotel & Lodging Association (AH&LA) and conform to the best practices in the hotel and lodging industry.

Every hotel, resort and hospitality business can benefit from continuing training and updating the staff's skill certifications. Select our Certification Programs to discover what professional hospitality certification designations are available for all levels of employee, from line-level through hospitality management. Select Products to browse our extensive list of hospitality training options.



A large, waving American flag serves as the background for the entire page. The stars and stripes are clearly visible, with the flag appearing to move from left to right.

AHLEI USA Courses

Sr. No.	Course Title	Level	Awarding Body	Duration (Months)
1	Hospitality Management & Operations	Single Course Certifications	AHLEI USA	3
2	Hospitality Specializations Program	Five Course Specializations	AHLEI USA	6
3	Hospitality Fundamentals Program	Six Course Specializations	AHLEI USA	6
4	Hospitality Operations Certificate	Eight Course Specializations	AHLEI USA	12
5	Hospitality Management Diploma	!2 Course Diploma	AHLEI USA	12

Hospitality Management & Operations

Level:

Certification

Certifications:

1

Duration:

2 Months

Study Mode: Blended Online

Awarding Body:



Hospitality Management Certifications

1	Security and Loss Prevention Management
2	Hospitality Facilities Management and Design
3	Convention Management and Service
4	Supervision in the Hospitality Industry
5	Understanding Hospitality Law
6	Contemporary Club Management
7	Leadership and Management in the Hospitality Industry
8	Hospitality Today: An Introduction

Food and Beverage Certifications

1	The Lodging and Food Service Industry
2	Planning and Control for Food and Beverage Operations
3	Managing Service in Food and Beverage Operations
4	Managing Beverage Operations
5	Management of Food and Beverage Operations

Human Resources Certifications

1	Managing Hospitality Human Resources
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Accounting and Finance Certifications

1	Revenue Management: Maximizing Revenue in Hospitality Operations
2	Hospitality Industry Managerial Accounting
3	Hospitality Industry Financial Accounting
4	Hotel and Restaurant Accounting
5	Accounting for Hospitality Managers

Hospitality Management Certifications

Security and Loss Prevention Management Third Edition

David M. Stipanuk
Raymond C. Ellis, Jr.

Security is one of the top concerns in today's hospitality industry. This course provides the background you need to be informed about the security issues and practices that affect your property every day. Topics include the physical security of the property, asset protection, guest protection, security equipment, emergency management and procedures, OSHA requirements, and more. Exhibits, sample forms and documents, and links to safety and security websites make this course practical and relevant.

HOSPITALITY FACILITIES MANAGEMENT AND DESIGN

David M. Stipanuk

Learn how to handle today's engineering and maintenance concerns. This course covers all major facility systems, including food service equipment and design. Non-engineers can learn how to understand and speak the language of suppliers and maintenance/engineering staff. You'll also learn techniques to reduce expenses and increase efficiency and learn how the latest technology can streamline operations.

CONVENTION MANAGEMENT AND SERVICE Eighth Edition

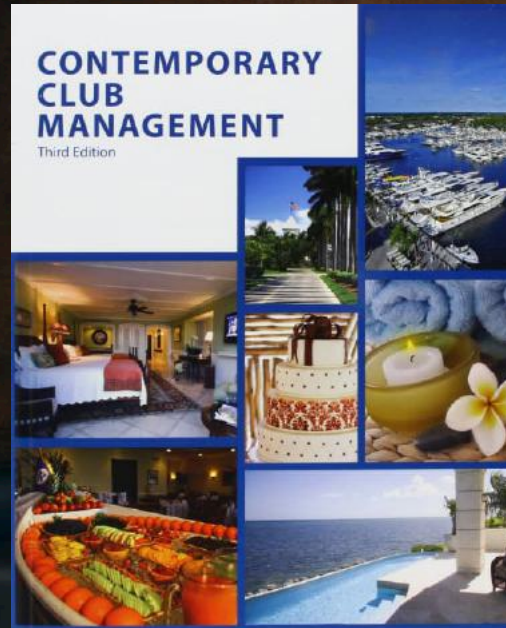
MILTON T. ASTROFF
JAMES R. ASBEE

This course provides readers with the most current and comprehensive coverage of the convention industry, with an in-depth look at conventions and meetings marketing, how to successfully sell to groups, and how to service their business after the sale.

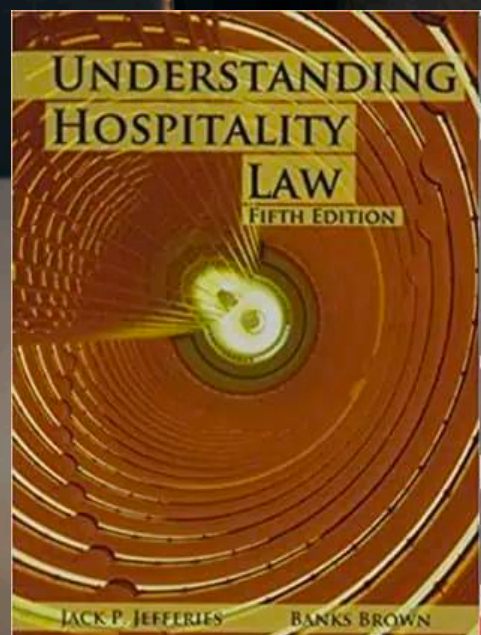
Supervision in the Hospitality Industry Fifth Edition



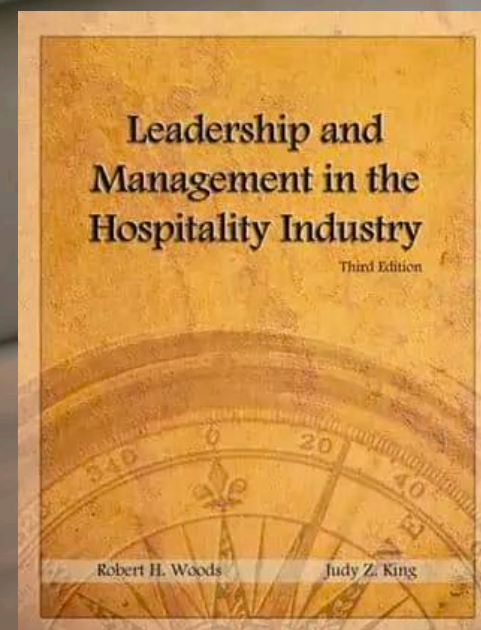
Security is one of the top concerns in today's hospitality industry. This course provides the background you need to be informed about the security issues and practices that affect your property every day. Topics include the physical security of the property, asset protection, guest protection, security equipment, emergency management and procedures, OSHA requirements, and more. Exhibits, sample forms and documents, and links to safety and security websites make this course practical and relevant.



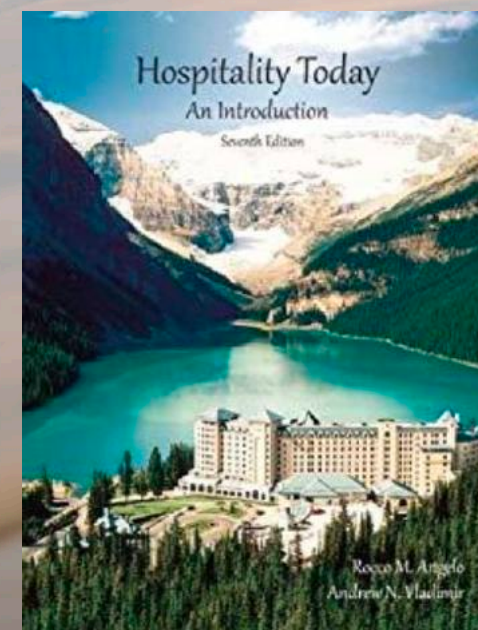
This course is your introduction to the unique world of private club management. From “crunching the numbers” to providing impeccable service, this course explores the issues that today’s club managers face every day. Loaded with case studies, interviews with club managers, and sample forms and contracts, this course offers a wealth of specialized information.



Legal issues that can affect your property are numerous, and ignorance of the law is no excuse. This course explores laws and regulations affecting the U.S. hospitality industry with many examples and case histories. Topics include protecting guests, loss of property, wages and hours, labor relations, worker’s compensation, franchising, and the Internet. This course is NOT recommended for international students, as it focuses solely on U.S. legal issues.



Learn how to improve your leadership abilities and develop an understanding of high-performance teams and employee empowerment. Practical information prepares readers to put quality management tools into action to enhance guest service and increase profitability.



This course takes a management perspective in explaining the organization and structure of hotels, restaurants, casinos, cruise lines, and clubs. It includes information on franchising, management contracts, business ethics, human resources, marketing and much more. Charts, exhibits, hospitality industry statistics, and website listings provide useful information that can be applied on the job.

There are chapters on business ethics, franchising, management contracts, and areas of management responsibility such as human resources, marketing and sales, and advertising.

Food and Beverage Certifications

HOSPITALITY FACILITIES MANAGEMENT AND DESIGN

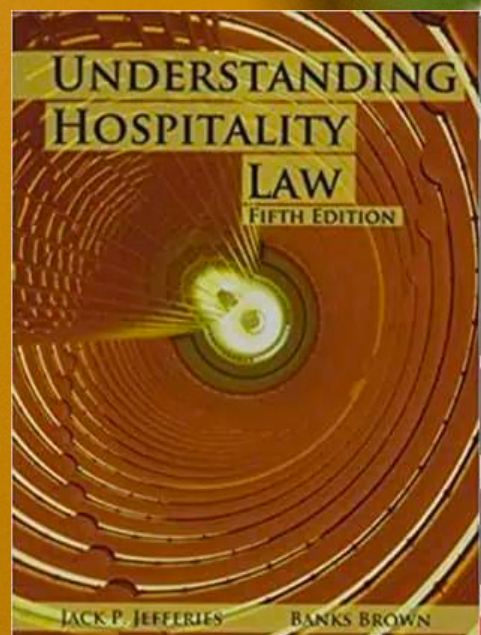
David M. Stipanuk

Learn how to handle today's engineering and maintenance concerns. This course covers all major facility systems, including food service equipment and design. Non-engineers can learn how to understand and speak the language of suppliers and maintenance/engineering staff. You'll also learn techniques to reduce expenses and increase efficiency and learn how the latest technology can streamline operations.

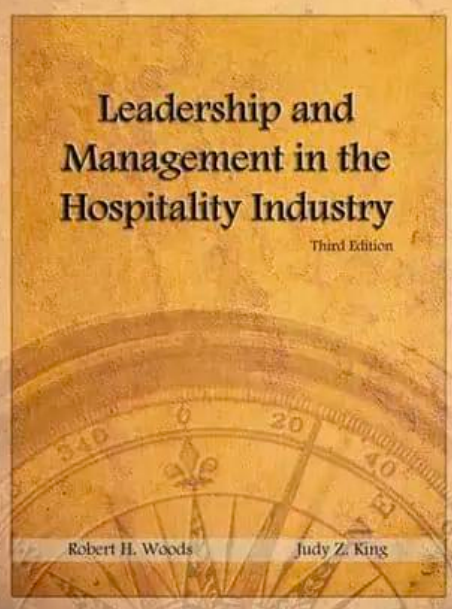
Security and Loss Prevention Management Third Edition

David M. Stipanuk
Raymond C. Ellis, Jr.

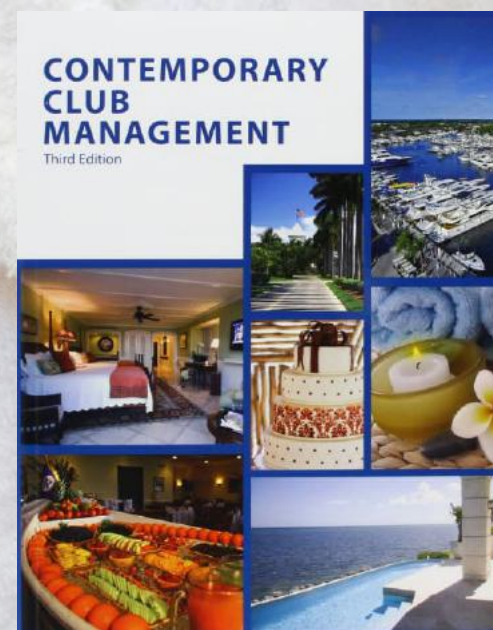
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Legal issues that can affect your property are numerous, and ignorance of the law is no excuse. This course explores laws and regulations affecting the U.S. hospitality industry with many examples and case histories. Topics include protecting guests, loss of property, wages and hours, labor relations, worker's compensation, franchising, and the Internet. This course is NOT recommended for international students, as it focuses solely on U.S. legal issues.



Learn how to improve your leadership abilities and develop an understanding of high-performance teams and employee empowerment. Practical information prepares readers to put quality management tools into action to enhance guest service and increase profitability.



This course is your introduction to the unique world of private club management. From “crunching the numbers” to providing impeccable service, this course explores the issues that today's club managers face every day. Loaded with case studies, interviews with club managers, and sample forms and contracts, this course offers a wealth of specialized information.

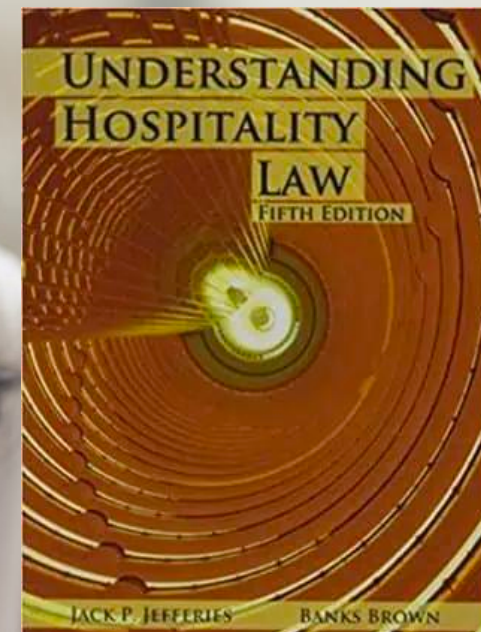
Human Resources Certifications

HOSPITALITY FACILITIES MANAGEMENT AND DESIGN

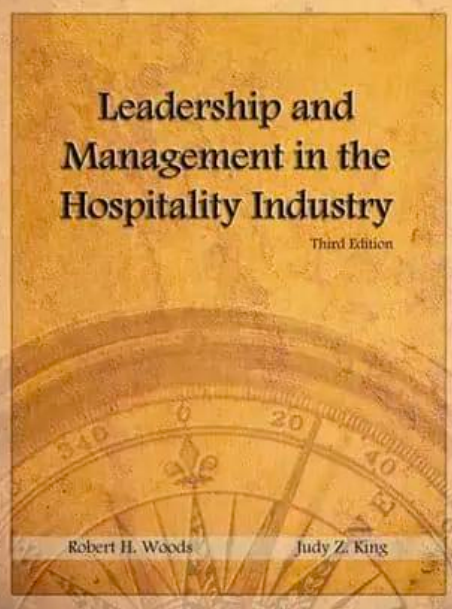
David M. Stipanuk

Learn how to handle today's engineering and maintenance concerns. This course covers all major facility systems, including food service equipment and design. Non-engineers can learn how to understand and speak the language of suppliers and maintenance/engineering staff. You'll also learn techniques to reduce expenses and increase efficiency and learn how the latest technology can streamline operations.

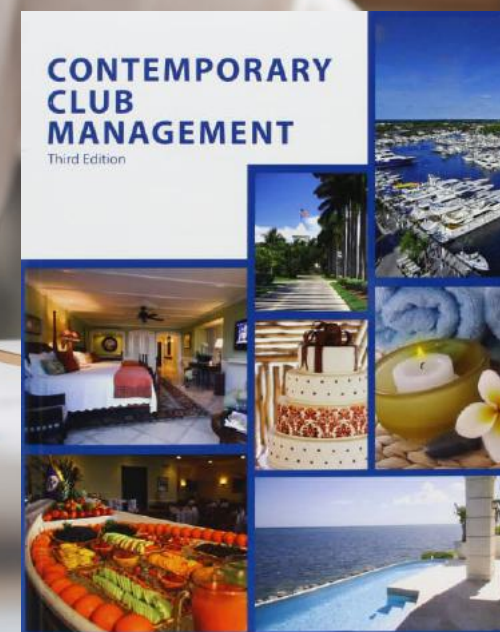
Accounting and Finance Certifications



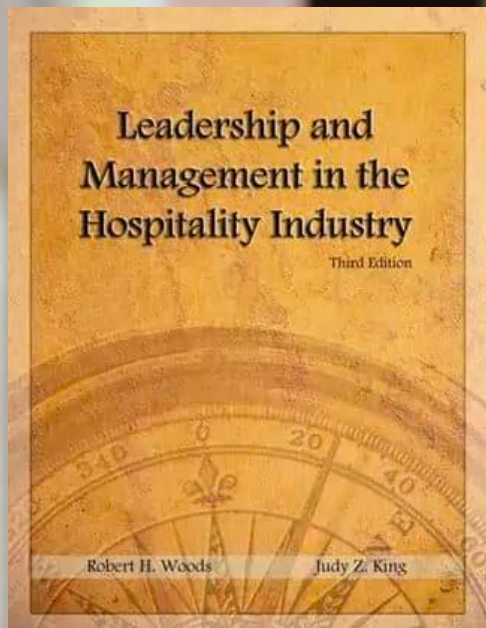
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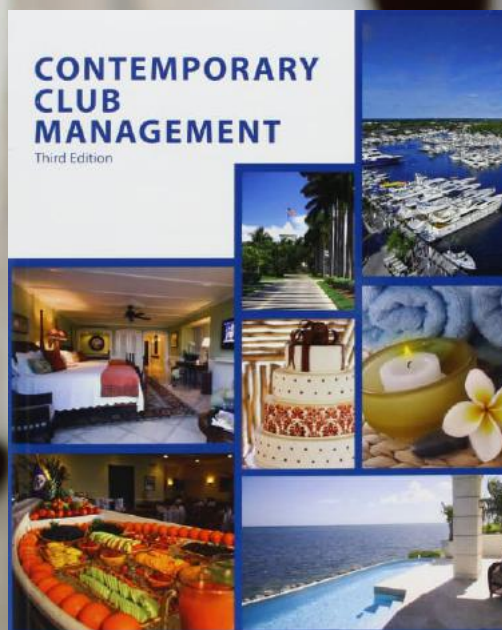
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What is Included?

- ✓ Study plans with flexibility of time and space.
- ✓ Globally recognized and verifiable Certificates and qualifications.
- ✓ Premium subscription to GPDP Learning Resources worth US\$250.
- ✓ Premium subscription of Typsy-Australia worth US\$96. (Video Training Courses)
- ✓ Premium subscription to Internships & Placements Program to build your resume, and prepare for job interviews, with our AI-based video interviewing platform to land the job you want.
- ✓ Lifetime membership of COTHM Community of Hospitality Students & Professionals.
- ✓ Lifetime access to Online Events Portal to attend webinars and talks by industry experts
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ This course is most suited to individuals who are at least 16 years old, have a high school education.
- ✓ Candidates who do not have English as a first language will have to demonstrate competence in reading, writing, and listening skills in English.

KHDA Dubai Courses

The Knowledge and Human Development Authority (KHDA) is responsible for the growth and quality of private education in Dubai. We support schools, universities, parents, students,

educators, investors and government partners to create a high quality education sector focused on happiness and wellbeing.



KHDA Dubai Courses

Sr. No.	Course Code	Course Title	Level	Awarding Body	Duration (Months)
1	KHDACHM	Certificate in Hospitality Management	Certification	KHDA Dubai	6
2	KHDACF&B	Certificate in Food & Beverages Services & Operations	Certification	KHDA Dubai	3
3	KHDACHRD	Certificate in Hospitality Rooms Division	Certification	KHDA Dubai	3
4	KHDAACCAP	Advance Certificate in Culinary Arts & Kitchen Management (With Practicals)	Certification	KHDA Dubai	6
5	KHDAACCA	Advance Certificate in Culinary Arts & Kitchen Management (Without Practicals)	Certification	KHDA Dubai	3
6	KHDACTT	Certificate in Travel & Tourism	Certification	KHDA Dubai	3
7	KHDAESDP	Employability Skills Development Programme (ESDP)	Certification	KHDA Dubai	3
8	KHDACHWS	Certificate in Hospitality Workplace Skills	Certification	KHDA Dubai	3
9	KHDACDPS	Professional Waitering - Certificate in Delivering Passionate Service	Certification	KHDA Dubai	1

About This Course

This course takes a management perspective in explaining the organization and structure of hotels, restaurants, casinos, cruise lines, and clubs. It includes information on franchising, management contracts, business ethics, human resources, marketing, and much more. Charts, exhibits, hospitality industry statistics, and Web site listings provide useful information that can be applied on the job.

If you currently work or aspire to work in the hospitality industry, it's a good idea to understand how the industry operates as a whole. You can use these lessons to supplement your overall industry knowledge and become a more effective employee or manager. Having a solid understanding of hospitality industry operations can be beneficial when interviewing for a new job. Additionally, by becoming aware of the industry's necessary communication skills, you could gain a competitive advantage over other applicants for hospitality positions.

Individuals who want to advance their careers in the hospitality industry should understand how different areas of the industry are managed. If you are thinking about making a transition into the hospitality industry, these lessons can help you narrow down which management area you want to pursue, such as human resources, finances, or risk management. Equipping yourself with this knowledge can also set you apart from the competition when interviewing for entry-level or managerial positions in the hospitality industry.

Assessment

Assessment at COTHM Online Business School is a convenient & simplified process:

- ✓ Online knowledge test after each module
- ✓ MCQ-based online final assessment
- ✓ Video display of learned skills / VIVA VOCE

Education Path

After course completion, students can get enrolled in higher diploma and degree courses for different areas of the tourism and hospitality industry.

Career Path

This course will help students to learn about various departments of hotels and to get an awareness of travel agencies and tour operations in UAE and across the globe. Students can pursue several opportunities in hotels, travel agencies, exhibitions, and event management companies.

Who Should Attend

- ✓ Freshers/recent pass-outs
- ✓ Industry professionals



Certificate in Hospitality Management

Level:

Certification

Certifications:

1

Duration:

6 Months

Study Mode: Blended Online

Awarding Body:

DU
المعرفة Knowledge

Course Outline

Sr. No. Ch 1. Hospitality Industry Overview

1	About Hospitality Industry
2	Hospitality Industry: Definition & Overview
3	Hospitality Industry: History & Origin
4	Sectors & Services of the Hospitality Industry
5	Hospitality Industry: Products & Characteristics
6	Hospitality Industry: Skills, Competition & Turnover
7	Hospitality Industry: Market Statistics & Analysis
8	Hospitality Industry: Growth & Future
9	What is Tourism Management?
10	What is the Recreation, Leisure & Gaming Sector?
11	What is the Conference & Event Sector?
12	Hospitality Industry: Case Study & Research
13	Company Mission Statements: Definition & Examples

Sr. No. Ch 2. Operating in the Hospitality Industry

1	About Operating in the Hospitality Industry
2	E-Commerce in the Hospitality Industry
3	Food Safety in the Hospitality Industry
4	Sustainability & Environmental Issues in the Hospitality Industry
5	Corporate Social Responsibility in the Hospitality Industry
6	Hospitality Laws & Regulations
7	Understanding Hospitality Law: Case Study

Sr. No. Ch 3. Hospitality Management

1	About Hospitality Management
2	Human Resources Management for Hospitality
3	Project Management in the Hospitality Industry
4	Managing Technology in the Hospitality Industry
5	Revenue Management for the Hospitality Industry
6	Financial Management in the Hospitality Industry
7	Financial Accounting for the Hospitality Industry
8	Managerial Accounting for the Hospitality Industry
9	Risk Management in the Hospitality Industry
10	Strategic Management in the Hospitality Industry
11	Waste Management in the Hospitality Industry
12	Occupancy Rate: Definition & Formula
13	Human Resource Management: Hiring and Staffing
14	Gaps in Management: Traditional Functions vs. Actual Behavior

Sr. No. Ch 4. The International Hospitality Industry

1	About International Hospitality Industry
2	Hospitality Industry in Australia
3	Hospitality Industry in Canada
4	Hospitality Industry in the USA
5	Hospitality Industry in China
6	Hospitality Industry in India
7	Hospitality Industry in Ghana
8	Hospitality Industry in New Zealand
9	Hospitality Industry in Singapore

Sr. No. Ch 5. Customer Service & Housekeeping

1	About Housekeeping
2	Housekeeping in the Hospitality Industry
3	Hotel Housekeeping: Standards & Checklist
4	Hospital Housekeeping: Training, Standards &

Sr. No. Ch 6. Restaurant Services & Types

1	Restaurant Service: Styles & Types
2	What is a Full Service Restaurant?
3	What is a Quick Service Restaurant?
4	Quick Service Restaurant Industry: Trends & Analysis
5	Self Service Restaurant: Definition & Equipment
6	Restaurant Customer Service: Standards & Examples
7	Working in Restaurant Customer Service: Tips & Training

Sr. No. Ch 7. Menu Planning

1	About Menu Planning
2	What is Menu Planning? – Basics & Importance
3	Types of Menu Planning
4	Menu Planning: Nutrition & Dietary Considerations
5	How to Design a Menu
6	The Impact of Menus on Operations & Marketing
7	Standard Recipes: Development & Purpose

Sr. No.	Ch 8. Food Preparation
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1	About Food Preparation
2	What is Food Preparation? – Definition & Types
3	What is Prepared Food?
4	Food Preparation Terms
5	Basic Food Preparation Skills
6	Types of Food Preparation Equipment
7	Halal Food Preparation
8	Kosher Food: Preparation & Guidelines
9	Food Preparation Regulations
10	Food Preparation: Hygiene & Safety

Sr. No.	Ch 9. Food Storage & Emergency Preparation
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1	About Food Storage
2	How to Prepare Food for Long-Term Storage
3	What is Perishable Food? – Definition & Examples
4	What is Non-Perishable Food? – Definition & Examples

Sr. No.	Ch 10. Inventory Control
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1	About Inventory Control
2	What is a Yield Test?
3	Inventory Control: Definition & Best Practices
4	Inventory Control Systems: Manual & Automated
5	Advantages of Inventory Control Systems
	Inventory Control Techniques
	Inventory Control: Policies & Procedures
	Food & Beverage Inventory Control

Sr. No.	Ch 11. Marketing in Hospitality
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1	About Marketing in Hospitality
2	Hospitality Industry Marketing: Importance & Strategies
3	Restaurant Marketing: Ideas & Strategies
4	Restaurant Marketing: Tips & Trends
5	Social Media Marketing for Restaurants
6	Mobile Marketing for Restaurants
7	Email Marketing for Restaurants

Sr. No.	Ch 12. Financial Management in Hospitality
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1	About Financial Management
2	Restaurant Income Statement: Example & Template
3	Restaurant Budget Template
4	Restaurant Financial Statement: Sample & Analysis
5	Restaurant Financial Statement Template
6	Cost of Goods Sold (COGS): Calculation & Example
7	Cost of Goods Sold (COGS) vs. Expense
8	Food Cost Percentage: Definition & Calculation

Sr. No.	Ch 13. Leadership & Management in the Hospitality Industry
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1	About Hospitality Leadership
2	Hospitality Industry: Leadership & Supervision
3	Leading as a Function of Management
4	Management vs. Leadership: The Difference Between a Manager & Leader

5	Delegation in Management: Definition & Explanation
6	Modern Theory of Management
7	What Is Quality Management System? – Definition & Examples

Sr. No.	Ch 14. Communication & Decision-Making in the Hospitality Industry
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1	About Communication & Decision-Making
2	The Communication Process
3	Methods of Communication
4	Barriers to Effective Communication: Definition & Examples
5	Communication Skills in the Hospitality Industry
6	Effective Listening Skills for Understanding Customers
7	Resolving Customer Service Complaints & Conflict
8	Decision Making in Organizations
9	Decision Making for Managers: Certainty, Risk & Uncertainty

Sr. No.	Ch 15. Improving Service in the Hospitality Industry
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1	About Service in the Hospitality
2	What Is Customer Service? – Definition, Types & Role in Marketing
3	What is Customer Satisfaction? – Definition & Examples
4	Hospitality Industry: Customer Service & Guest Satisfaction
5	Service Quality: Definition & Dimensions
6	Setting & Exceeding Customer Expectations

1	How Organizations Recover From Bad Service Experiences
2	Methods for Predicting Customer Needs
3	Importance of Training in the Hospitality Industry
4	Coaching in the Hospitality Industry
5	The Importance of Team Building in the Hospitality Industry

Sr. No. Ch 16. Planning & Organizing in the Hospitality Industry

1	About Planning & Organizing
2	Planning as a Function of Management
3	Types of Planning: Strategic, Tactical, Operational & Contingency Planning
4	Different Types of Business Strategies
5	Setting Team Goals & Objectives
6	What Are Operational Plans for a Business? – Definition, Types & Examples
7	Organizing as a Function of Management
8	Organizational Structure & Ownership of a Business
9	Organizational Structure: Definition and Influence on Organizational Behavior
10	Launching a Successful Team in the Workplace
11	The Stages of Team Development
12	What Is Organizational Change? – Theory & Example
13	The Planned Change Process

Sr. No. Ch 17. Control Systems & Issues in the Hospitality Industry

1	About Control Systems
2	Controlling as a Function of Management

3	Inventory Control Systems: Types & Purpose
4	Financial Controls in Organizations
5	Internal Controls in Accounting: Definition, Types & Examples
6	What is a Night Audit? – Duties & Procedures

Sr. No. Ch 18. Hotel Classifications & Operations

1	About Hotel Classifications
2	Hotel Types & Classifications
3	Franchises: Opportunities and Challenges
4	The Role of Property Management in Real Estate
5	Hotel Rooms Departments & Functions

Sr. No. Ch 19. Food, Beverage & Alcohol Operations

1	About Alcohol Operations
2	Alcohol as a Revenue Generator
3	Restaurant Liability with Alcohol Sales

Sr. No. Ch 20. Restaurant Organization & Operations Overview

1	About Restaurant Organization
2	Restaurant Organizational Structure
3	Restaurant Organizational Chart: Template & Sample
4	Restaurant Operating Expenses: Types & Examples
5	How to Get a Restaurant License
6	How to Write a Restaurant Business Plan

Sr. No. Ch 21. Tourism & Recreation

1	About Tourism & Recreation
2	Relationship Between Tourism & Hospitality
3	Why do People Travel?
4	Economic Impact of Tourism
5	Promoters vs. Organizations in Tourism
6	Ecotourism: Definition & Benefits
7	Health & Wellness: Definition and Dimensions
8	Leisure Activities of Adults: Types, Benefits & Examples
9	Recreation & Leisure: Activities & Programs
10	National Parks in the US: Governing Agencies and Areas of Concern

Sr. No. Ch 22. Gaming Industry Overview

1	About Gaming Industry
2	Revenue Generation in the Gaming Industry
3	History of Gambling & Casinos in the U.S.
4	Modern Casinos & Casino Operations
5	Lotteries: Finding Expected Values of Games of Chance

Sr. No. Ch 23. Meetings, Conventions, Expositions & Special Events

1	About Meetings & Conventions
2	Types of Business Meetings: Formal & Informal
3	Preparing, Conducting, and Contributing to Productive Meetings
4	Types of Meetings, Conventions, Expositions & Special Events
5	Destination Management Companies: Contractors & Conventions

What is Included?

- ✓ Study plans with flexibility of time and space.
- ✓ Globally recognized and verifiable Certificates and qualifications.
- ✓ Premium subscription to GPDP Learning Resources worth US\$250.
- ✓ Premium subscription of Typsy-Australia worth US\$96. (Video Training Courses)
- ✓ Premium subscription to Internships & Placements Program to build your resume, and prepare for job interviews, with our AI-based video interviewing platform to land the job you want.
- ✓ Lifetime membership of COTHM Community of Hospitality Students & Professionals.
- ✓ Lifetime access to Online Events Portal to attend webinars and talks by industry experts
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ Age-18 years
- ✓ Qualification; 12th standard or equivalent /A Level
- ✓ English Proficiency-Candidates who do not have English as a first language will have to demonstrate competence in reading, writing, and listening skills in English



About This Course

The internationally recognized course provides learners with an understanding of the global structure of Hospitality & Tourism Management with core skills in managing hospitality and tourism operations. This allows the learners to have standard knowledge of the tourism and hospitality industry with its customer service standards.

Designed to help you develop professionally and achieve your career goals, this course provides extensive concepts and skills to effectively manage the F&B operations of a commercial restaurant or hotel, including operations, roles involved, and standard procedures for a memorable meal experience for the customer.hotel, including.

Assessment

Assessment at COTHM Online Business School is a convenient & simplified process:

- ✓ Online knowledge test after each module
- ✓ MCQ-based online final assessment
- ✓ Video display of learned skills / VIVA VOCE

Education Path

After course completion, students can get enrolled in higher diploma and degree courses for different areas of the tourism and hospitality industry.

Career Path

This course will help students to learn about various departments of hotels and to get an awareness of travel agencies and tour operations in UAE and across the globe. Students can pursue several opportunities in hotels, travel agencies, exhibitions, and event management companies.

Who Should Attend

- ✓ Freshers/recent pass-outs
- ✓ Industry professionals

Certificate in F&B Service and Operations

Level:

Certification

Certifications:

1

Duration:

3 Months

Study Mode: Blended Online

Awarding Body:

المعرفة
Knowledge

Course Outline

Sr. No.	Ch 1. Hospitality Industry Overview
1	About Hospitality Industry
2	Hospitality Industry: Definition & Overview
3	Hospitality Industry: History & Origin
4	Sectors & Services of the Hospitality Industry
5	Hospitality Industry: Products & Characteristics
6	Hospitality Industry: Skills, Competition & Turnover
7	Hospitality Industry: Market Statistics & Analysis
8	Hospitality Industry: Growth & Future
9	What is Tourism Management?
10	What is the Recreation, Leisure & Gaming Sector?
11	What is the Conference & Event Sector?
12	Hospitality Industry: Case Study & Research
13	Company Mission Statements: Definition & Examples
Sr. No.	Ch 2. Restaurant Services & Types
1	Restaurant Service: Styles & Types
2	What is a Full Service Restaurant?
3	What is a Quick Service Restaurant?
4	Quick Service Restaurant Industry: Trends & Analysis
5	Self Service Restaurant: Definition & Equipment
6	Restaurant Customer Service: Standards & Examples
7	Working in Restaurant Customer Service: Tips & Training

Sr. No.	Ch 3. Menu Planning
1	About Menu Planning
2	What is Menu Planning? – Basics & Importance
3	Types of Menu Planning
4	Menu Planning: Nutrition & Dietary Considerations
5	How to Design a Menu
6	The Impact of Menus on Operations & Marketing
7	Standard Recipes: Development & Purpose
Sr. No.	Ch 4. Food Preparation
1	About Food Preparation
2	What is Food Preparation? – Definition & Types
3	What is Prepared Food?
4	Food Preparation Terms
5	Basic Food Preparation Skills
6	Types of Food Preparation Equipment
7	Halal Food Preparation
8	Kosher Food: Preparation & Guidelines
9	Food Preparation Regulations
10	Food Preparation: Hygiene & Safety
Sr. No.	Ch 5. Food Storage & Emergency Preparation
1	About Food Storage
2	How to Prepare Food for Long-Term Storage
3	What is Perishable Food? – Definition & Examples
4	What is Non-Perishable Food? – Definition & Examples
5	Semi-Perishable Food: Examples & Definition

Sr. No.	Ch 6. Inventory Control
1	About Inventory Control
2	What is a Yield Test?
3	Inventory Control: Definition & Best Practices
4	Inventory Control Systems: Manual & Automated
5	Advantages of Inventory Control Systems
6	Inventory Control Techniques
7	Inventory Control: Policies & Procedures
8	Food & Beverage Inventory Control
Sr. No.	Ch 7. Improving Service in the Hospitality Industry
1	About Service in the Hospitality
2	What Is Customer Service? – Definition, Types & Role in Marketing
3	What is Customer Satisfaction? – Definition & Examples
4	Hospitality Industry: Customer Service & Guest Satisfaction
5	Service Quality: Definition & Dimensions
6	Setting & Exceeding Customer Expectations
Sr. No.	Ch 8. Food, Beverage & Alcohol Operations
1	About Alcohol Operations
2	Alcohol as a Revenue Generator
3	Restaurant Liability with Alcohol Sales

Sr. No.	Ch 9. Restaurant Organization & Operations Overview
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1	About Restaurant Organization
2	Restaurant Organizational Structure
3	Restaurant Organizational Chart: Template & Sample
4	Restaurant Operating Expenses: Types & Examples
5	How to Get a Restaurant License
6	How to Write a Restaurant Business Plan

Sr. No.	Ch 10. Meetings, Conventions, Expositions & Special Events
---------	--

1	About Meetings & Conventions
2	Types of Business Meetings: Formal & Informal
3	Preparing, Conducting, and Contributing to Productive Meetings
4	Types of Meetings, Conventions, Expositions & Special Events
5	Destination Management Companies: Contractors & Conventions

Sr. No.	Training Modules to Be Completed on Typsy Australia Portal
---------	--

1	Interacting with guests
2	Front of house essentials
3	Table Service Fundamentals
4	Fine dining service

What is Included?

- ✓ Study plans with flexibility of time and space.
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About This Course

The internationally recognized course provides learners with an understanding of the global structure of Hospitality & Tourism Management with core skills of managing hospitality and tourism operations. This allows the learners to have standard knowledge of the tourism and hospitality industry with its customer service standards.

A fast-track entrée into one of the world's most dynamic industries, which continues to provide excellent possibilities for career advancement. Learn about the global framework of Hospitality & Tourism Management, and the key components of the tourism sector, such as sales and marketing, lodging and F&B operation.

Assessment

Assessment at COTHM Online Business School is a convenient & simplified process:

- ✓ Online knowledge test after each module
- ✓ MCQ-based online final assessment
- ✓ Video display of learned skills / VIVA VOCE

Education Path

After course completion, students can get enrolled in higher diploma and degree courses for different areas of the tourism and hospitality industry.

Career Path

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Who Should Attend

- ✓ Freshers/recent pass-outs
- ✓ Industry professionals

Certificate in Travel & Tourism

Level:

Certification

Certifications:

1

Duration:

3 Months

Study Mode: Blended Online

Awarding Body:

DU
المعرفة Knowledge

Course Outline

Sr. No. Ch 1. Overview of the Tourism Industry

1	About Tourism Industry
2	Tourism: Characteristics & Types
3	Sectors of the Tourism Industry
4	Relationship Between Tourism & Hospitality
5	The Relationship Between Tourism & Geography
6	A Historical View of Tourism
7	Economic Impact of Tourism
8	What is Tourism Management?

Sr. No. Ch 2. Consumer Behavior of Travelers

1	Restaurant Service: Styles & Types
2	What is a Full Service Restaurant?
3	What is a Quick Service Restaurant?
4	Quick Service Restaurant Industry: Trends & Analysis
5	Self Service Restaurant: Definition & Equipment
6	Restaurant Customer Service: Standards & Examples
7	Working in Restaurant Customer Service: Tips & Training

Sr. No. Ch 3. World Tourism Organizations

1	About Tourism Organizations
2	International Tourism & Travel Organizations
3	What Is the United Nations World Tourism Organization (UNWTO)?
4	National & Regional Tourism & Travel Organizations

Sr. No. Ch 4. Tourism Policy & Planning

1	About Tourism Policy & Planning
2	Components of Tourism Planning
3	The Tourism Policy Development Process
4	Sustainable Tourism: Definition, Characteristics & Examples

Sr. No. Ch 5. Tourism Economics

1	About Tourism Economics
2	Market Supply Schedule
3	Market Demand Schedule
4	Modeling & Forecasting Tourism Demand
5	Price Elasticity of Demand in the Hospitality & Tourism Industry
7	The Multiplier Effect in Economics: Definition, Formula & Example

Sr. No. Ch 6. Lodging Classifications

1	About Lodging Classifications
2	Hotel Types & Classifications
3	The 5-Star Hotel Star Rating System: Definition, Differences & History
4	Types of Vacation Resorts
5	Types of Passenger Cruises

Sr. No. Ch 7. Lodging Operations

1	About Lodging Operations
2	Organizational Structure in the Hotel & Lodging Industry
3	Hotel Rooms Departments & Functions

4	Housekeeping in the Hospitality Industry
5	Corporate Communication in the Hospitality & Tourism Industry
6	Traits & Behaviors of Successful Hotel & Lodging Leaders
7	Operations Management: Definition & Fundamentals
8	Operational Issues & Solutions in the Hotel Business

Sr. No. Ch 8. Food & Beverage Operations

1	About Food & Beverage Operations
2	The Full Cycle of Event Planning in a Hotel
3	Restaurant Bookkeeping: Accounting & Reporting
4	Food Handler Requirements in Prime Resort Areas

Sr. No. Ch 9. Transportation in Tourism Management

1	About Transportation in Tourism
2	The Transportation Revolution: Turnpikes to Steamboats to Railroads
3	Major Forms of Transportation in Travel & Tourism
4	Transportation's Impact on Tourism

Sr. No. Ch 10. Intermediaries in Tourism Management

1	About Intermediaries in Tourism
2	Channel Intermediaries: Definition and Function in Business
3	The Role of Tour Operators & Travel Agents
4	Promoters vs. Organizations in Tourism

Sr. No.	Ch 11. Global Issues Affecting Tourism
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1	About Global Issues Affecting Tourism
2	Impact of Social & Cultural Issues on the Tourism Industry
3	Sustainability & Environmental Issues in the Hospitality Industry
4	Impact of Terrorism on the Travel & Tourism Industry
5	About Global Issues Affecting Tourism
6	Impact of Social & Cultural Issues on the Tourism Industry

Sr. No.	Ch 12. Tourism Marketing
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1	About Tourism Marketing
2	Customer Relationship Management and Marketing Technology
3	How to Develop & Manage a Business Contact Database
4	Cloud Computing and Databases: Technology to Improve Database Management
5	Database Marketing for Hospitality
	The Types & Benefits of Direct Marketing
	Practical Application: Choosing the Best Direct Marketing Approach
	International Marketing: The Importance of Global Marketing Strategy
	International External Marketing: Culture, Economics, Tech & More

Sr. No.	Training Modules to Be Completed on Typsy Australia Portal
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1	Interacting with guests
2	Front of house essentials

3	Table Service Fundamentals
4	Fine dining service

Sr. No.	Ch 13. Tourism & Hospitality Trends
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1	About Tourism & Hospitality Trends
2	Ecotourism: Definition & Benefits
3	International Travel & Tourism: Impact on Growth in the Hospitality Industry
4	Macro-Environment Trends in Hospitality & Tourism
5	E-Commerce in the Hospitality Industry
6	Growth in the MICE Industry

Sr. No.	Ch 14. Tourism & Travel Careers
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1	About Careers in Tourism & Travel Industry
2	Career Information for a Degree in Travel and Tourism Management
3	Info About Becoming a Travel Agent
4	Bachelor's Degree in Travel and Tourism: Program Info
5	Travel Management Bachelors Degree Program Overviews
6	Masters Degree in Hospitality and Tourism Management: Program Overview
7	Online Travel Agent Certificate and Diploma Program
8	International Tourism Management Jobs: Career Options and Requirements
9	List of Jobs for Tourism Management Degree
10	Hospitality Administration Careers: Salary Info, Job Options & Requirements
11	Hotel Event Coordinator: Salary Info, Job and Requirements
12	Salary and Career Info for a Hotel Sales Representative

13	Become an Airline Sales Executive: Step-by-Step Career Guide
14	Hotel and Restaurant Management: Diploma Program Summary
15	Masters Degree in Hotel Administration: Program Review
16	Career Paths in the Hotel & Lodging Business
17	Production & Service Roles in the Food Industry

What is Included?

- ✓ Study plans with flexibility of time and space.
- ✓ Globally recognized and verifiable Certificates and qualifications.
- ✓ Premium subscription to GPDP Learning Resources worth US\$250.
- ✓ Premium subscription of Typsy-Australia worth US\$96. (Video Training Courses)
- ✓ Premium subscription to Internships & Placements Program to build your resume, and prepare for job interviews, with our AI-based video interviewing platform to land the job you want.
- ✓ Lifetime membership of COTHM Community of Hospitality Students & Professionals.
- ✓ Lifetime access to Online Events Portal to attend webinars and talks by industry experts
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ Age-18 years
- ✓ Qualification; 12th standard or equivalent /A Level
- ✓ English Proficiency-Candidates who do not have English as a first language will have to demonstrate competence in reading, writing, and listening skills in English



About This Course

Are you a culinary professional?

Advance your career with COTHM's Advance Certificate in Culinary Arts & Kitchen Management. This short course is perfect for those with experience but lacking any formal education and certification.

Are you passionate about cooking?

This is a short course that will give you a flavor of what it's like to work in the culinary arts industry. You'll learn about different cooking techniques, food safety and sanitation, menu planning, and more.

After completing this course, you'll have the skills and knowledge you need to start your career in the culinary arts. You'll be able to work in a variety of settings, including restaurants, hotels, catering companies, and more.

Enroll now and get started on your path to a successful career in the culinary arts!

Assessment

Assessment at COTHM Online Business School is a convenient & simplified process:

- ✓ Online knowledge test after each module
- ✓ MCQ-based online final assessment
- ✓ Video display of learned skills / VIVA VOCE

Education Path

Students can pursue the following certification programs:

Advance Certificate in Culinary Arts & Kitchen Management (With Practicals).

Career Path

After attending this programme, you can make the most of your time at work. By opting a right attitude and using the soft skills you can get the most out of your workday, you can stay ahead of the curve and make great progress.

Students can pursue several opportunities in hotels, restaurants, exhibitions, and event management companies.

Who Should Attend

- ✓ Freshers/recent pass-outs
- ✓ Industry professionals

Advance Certificate in Culinary Arts & Kitchen Management

Level:

Certification

Practicals:

With or Without

Duration:

3 Months

Study Mode: Blended Online

Awarding Body:

DUKHA
المعرفة Knowledge

Course Outline

Sr. No.	Ch 1. Introduction
1	Kitchen – A Comprehensive Overview
2	Assignment – Introduction to Front Office
Sr. No.	Ch 2. Knife Essentials
1	Choosing the Perfect Knife
2	Assignment – Knife Essentials
Sr. No.	Ch 3. Pastry Fundamentals
1	The Art of Pastry
2	Assignment – Pastry Fundamentals
Sr. No.	Ch 4. Mise en Place
1	Why Mise En Place is Important
2	Assignment – Mise en Place
Sr. No.	Ch 5. Sustainable Food Practices
1	Cook with Sustainability in Mind
2	Assignment – Sustainable Food Practices
Sr. No.	Ch 6. Food Safety and Hygiene Fundamentals
1	Food Safety and Hygiene in Culinary Arts
2	Food Safety and Hygiene Fundamentals
3	Principles of HACCP
4	The Science of HACCP
5	Assignment – Principles of HACCP
Sr. No.	Ch 7. Food Allergies
1	Food Allergies: What You Need to Know
2	Assignment – Food Allergies

Sr. No.	Ch 8. Food Delivery Service
1	What is Food Delivery
2	Assignment – Food Delivery Service
Sr. No.	Ch 9. Food Safety and Hygiene Fundamentals
1	Food Safety and Hygiene from Start to Finish
2	Assignment – Food Safety and Hygiene from Start to Finish
Sr. No.	Ch 10. Kitchen Leadership for Executive Chefs
1	Mastering the Art of Kitchen Leadership
2	Assignment – Kitchen Leadership for Executive Chefs
Sr. No.	Ch 11. WHS – Work Health & Safety
1	WHS – Manual Handling
2	WHS – Personal Protective Equipment
3	WHS – Slips, Trips & Falls

What is Included?

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- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ Age-18 years
- ✓ Qualification; 12th standard or equivalent /A Level
- ✓ English Proficiency-Candidates who do not have English as a first language will have to demonstrate competence in reading, writing, and listening skills in English

Professional Waitering-Certificate in Delivering Passionate Service

Level:

Certification

Certifications:

1

Duration:

1 Months

Study Mode: Blended Online

Awarding Body:

DU
المعرفة Knowledge

About This Course

Every hotel, irrespective of size or volume of business, has two major revenue producing areas- rooms and restaurants (and bars). The latter offer food and beverages for sale. In common hotel terminology the services offered in restaurants and bars are referred to as “food and beverage service”. This course deals with the training of the food and beverage service personnel. The most important person, around whom food and beverage service pivots, is the waiter.

Who is a Waiter?

A waiter is one who serves food and beverage in a restaurant or bar. He is also popularly known as a steward or Commis-de-Rang. A good waiter should possess qualities like social confidence, good etiquette and manners, effective communication, a pleasing personality, salesmanship, a willingness to serve, and above all, a thorough knowledge of his job.

Why Take this Course?

Obtaining COTHM's Professional Waitering certification can provide individuals with a range of benefits that can help them advance in their careers and provide excellent service to customers:

Increased employability: Employers in the hospitality industry often prefer to hire certified individuals because.

Improved earnings potential: Certified waiters can command higher salaries and tips, as they are seen as more qualified and capable than non-certified individuals.

Enhanced customer satisfaction: Certified waiters are better equipped to provide excellent customer service, which can result in increased customer satisfaction and repeat business.

Personal and professional development:

The certification process provides opportunities for individuals to develop their skills and knowledge, which can help them advance in their careers.

Recognition of expertise: Certification is a recognized form of validation for an individual's expertise in their field, which can lead to increased respect and recognition from colleagues and guests.

Assessment

Assessment at COTHM Online Business School is a convenient & simplified process:

- ☑ Online knowledge test after each module
- ☑ MCQ-based online final assessment
- ☑ Video display of learned skills / VIVA VOCE

Education Path

Students can pursue the following certification programs:

- Hospitality Today: An Introduction
- Managing Front Office Operations
- Managing Housekeeping Operations
- Managing Service in Food and Beverage Operations
- Hospitality Facilities Management and Design
- Leadership and Management in the Hospitality Industry

Career Path

After attending this programme, you can make the most of your time at work. By opting a right attitude and using the soft skills you can get the most out of your workday, you can stay ahead of the curve and make great progress.

Students can pursue several opportunities in hotels, travel agencies, exhibitions, and event management companies.

Who Should Attend

- ☑ Freshers/recent pass-outs
- ☑ Industry professionals

Course Outline

Sr. No.	Ch 1. Professional Waitering
1	Introduction to Professional Waitering
2	The Restaurant
3	Basic Etiquette for Waiters/Waitresses
4	Knowledge of Other Departments
5	The Menu
6	Service Equipment
7	Briefing & Debriefing
8	Preparations for Service
9	Food Service
10	Beverage Service
11	Breakfasts
12	The Cover
13	Taking an Order
14	Check/Payment
15	Professional Waitering Best Practices
Sr. No.	Ch 2. Supplementary Knowledge for Professional Waiters
1	Non Alcoholic Beverages
2	Food Preparation Basic Concepts
3	Sauces
4	Soups
5	Cheeses
6	Sales Orientations
7	After Closing
8	Banquets

9	Flaming
10	Special Food Services
Sr. No.	Ch 3. The Art of Effective Communication
1	What is Communication?
2	How to Communicate Effectively
3	Communicate Effectively & Speak with Impact on the Phone
4	What is Non Verbal Communication
5	Verbal and Nonverbal Communication
6	Types of Non -Verbal Communication
7	Concise Communication
8	Clear Communication
9	Listening Skills
10	Creating Positive Relationships
11	Collaborative Problem Solving
12	Workplace Communication Skills
Sr. No.	Ch 4. Personality Development
1	Identifying Personality Types
2	Social & Corporate Etiquette
3	Facing Challenges
4	Professional Grooming
5	Work Life Balance
Sr. No.	Ch 5. Personality Development
1	What Are Top Soft Skills?
2	Self confidence

Sr. No.	Ch 6. Personality Development
1	What Are Top Soft Skills?
2	Self confidence
3	Time Management
4	Team Work
5	Stress Management
6	Work Ethic
7	How to Apologize the Right Way the First Time
8	Empathy
9	5 Communication Skills to Have Engaging EMPATHETIC Conversations
10	Customer Service Skills
11	Leadership
12	Top 10 Leadership Theories
13	10 Things You MUST Improve Everyday To Get Whatever You Want

What is Included?

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- ✓ Lifetime access to Online Events Portal to attend webinars and talks by industry experts
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ Age-18 years
- ✓ Qualification; 12th standard or equivalent /A Level
- ✓ English Proficiency-Candidates who do not have English as a first language will have to demonstrate competence in reading, writing, and listening skills in English



Hospitality Workplace Skills

Level:

Certification

Certifications:

1

Duration:

3 Months

Study Mode: Blended Online

Awarding Body:

دبي
Knowledge المعرفة

About This Course

Looking for a way to improve your hospitality skills? Check out Certificate in Hospitality Workplace Skills from COTHM Dubai. Our Certificate in Hospitality Workplace Skills is designed for regular hospitality workers looking to improve their skills and upgrade their career. With our Certificate in Hospitality Workplace Skills, you'll be able to take your hospitality career to the next level.

Certificate in Hospitality Workplace Skills provides the perfect way to excel your hospitality career. From training and certification to the industry-specific skills required for the hospitality industry, Hospitality Workplace Skills course is complete with everything you need to get started. Check us out today and see how we can help you achieve your career goals!.

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- ☑ Video display of learned skills / VIVA VOCE

Education Path

Students can pursue the following certification programs:

- Hospitality Today: An Introduction
- Managing Front Office Operations
- Managing Housekeeping Operations
- Managing Service in Food and Beverage Operations
- Hospitality Facilities Management and Design
- Leadership and Management in the Hospitality Industry

Career Path

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Students can pursue several opportunities in hotels, travel agencies, exhibitions, and event management companies.

Who Should Attend

- ☑ Freshers/recent pass-outs
- ☑ Industry professionals

Course Outline

Sr. No. Ch 1. The Art of Effective Communication

1	What is Communication?
2	How to Communicate Effectively
3	Communicate Effectively & Speak with Impact on the Phone
4	What is Non Verbal Communication
5	Verbal and Nonverbal Communication
6	Types of Non -Verbal Communication
7	Concise Communication
8	Clear Communication
9	Listening Skills
10	Creating Positive Relationships
11	Collaborative Problem Solving
12	Workplace Communication Skills

Sr. No. Ch 2. Personality Development

1	Identifying Personality Types
2	Social & Corporate Etiquette
3	Facing Challenges
4	Professional Grooming
5	Work Life Balance

Sr. No. Ch 3. Soft Skills Required in The Hospitality Industry

1	What Are Top Soft Skills?
2	Self confidence
3	Time Management
4	Team Work
5	Stress Management
6	Work Ethic
7	How to Apologize the Right Way the First Time
8	Empathy
9	5 Communication Skills to Have Engaging EMPATHETIC Conversations
10	Customer Service Skills
11	Leadership
12	Top 10 Leadership Theories
13	10 Things You MUST Improve Everyday To Get Whatever You Want

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- ✓ Lifetime access to Online Events Portal to attend webinars and talks by industry experts
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ Age-18 years
- ✓ Qualification; 12th standard or equivalent /A Level
- ✓ English Proficiency-Candidates who do not have English as a first language will have to demonstrate competence in reading, writing, and listening skills in English



Employability Skills Development Programme (ESDP)

Level:

Certification

Certifications:

1

Duration:

3 Months

Study Mode: Blended Online

Awarding Body:

DU
المعرفة Knowledge

About This Course

The Hospitality Industry is all around us, and it's an ever-changing place where we can make a difference. Whether you're looking for a career in Hospitality Industry or want to want to improve your career through professional development, Employability Skill Development Programme (ESDP) will help in accelerating your career growth.

The hotel industry is growing rapidly, and there's no way that you won't want to be a part of it. Whether you're looking to start your own business or become an entr  e into the industry. But how do you go about getting started? This programme will provide you with tips on how to get ahead in the hotel industry.

The core objectives of this program are:

Support to Students and Industry Professionals.

Value Add on for Hospitality Students.

Developing the Required Skills in the International Hospitality Industry.

Assessment

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- ✓ Video display of learned skills / VIVA VOCE

Education Path

Students can pursue the following certification programs:

- Hospitality Today: An Introduction
- Managing Front Office Operations
- Managing Housekeeping Operations
- Managing Service in Food and Beverage Operations

- Hospitality Facilities Management and Design
- Leadership and Management in the Hospitality Industry

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After attending this programme, you can make the most of your time at work. By opting a right attitude and using the soft skills you can get the most out of your workday, you can stay ahead of the curve and make great progress.

Students can pursue several opportunities in hotels, travel agencies, exhibitions, and event management companies.

Who Should Attend

- ✓ Freshers/recent pass-outs
- ✓ Industry professionals

Course Outline

Sr. No. Ch 1. The Art of Effective Communication

1	What is Communication?
2	How to Communicate Effectively
3	Communicate Effectively & Speak with Impact on the Phone
4	What is Non Verbal Communication
5	Verbal and Nonverbal Communication
6	Types of Non -Verbal Communication
7	Concise Communication
8	Clear Communication
9	Listening Skills
10	Creating Positive Relationships
11	Collaborative Problem Solving
12	Workplace Communication Skills

Sr. No. Ch 2. Personality Development

1	Identifying Personality Types
2	Social & Corporate Etiquette
3	Facing Challenges
4	Professional Grooming
5	Work Life Balance

Sr. No. Ch 3. Soft Skills Required in The Hospitality Industry

1	What Are Top Soft Skills?
2	Self confidence
3	Time Management
4	Team Work

5	Stress Management
6	Work Ethic
7	How to Apologize the Right Way the First Time
8	Empathy
9	5 Communication Skills to Have Engaging EMPATHETIC Conversations
10	Customer Service Skills
11	Leadership
12	Top 10 Leadership Theories
13	10 Things You MUST Improve Everyday To Get Whatever You Want

Sr. No. Ch 4. Job Interview

1	General Interview Questions
2	How To Introduce Yourself In An Interview! (The Best Answer!)
3	Interview Questions and Answers! (How To Pass A Job Interview!)
4	How To Pass Personality Tests! (Career Personality Test Questions & Answers!)
5	How To Write A Resume! (5 Golden Tips for Writing a Powerful Resume or CV!)
6	Submit Your Resume
7	Video Interview Tips Strategies for Acing Online Interviews and Calls
8	Moc Video Interview

What is Included?

- ✓ Study plans with flexibility of time and space.
- ✓ Globally recognized and verifiable Certificates and qualifications.
- ✓ Premium subscription to GPDP Learning Resources worth US\$250.
- ✓ Premium subscription of Typsy-Australia worth US\$96. (Video Training Courses)
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- ✓ Lifetime access to Online Events Portal to attend webinars and talks by industry experts
- ✓ Career Pathway & Education pathway counseling

Criteria:

- ✓ Age-18 years
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Learner Journey

We offer you to improve your current skills and enhance your subject knowledge by taking our professional qualifications which will also enhance your employment probability. Our school offers a wide range of online course which can be chosen by you as per your suitability. We offer courses related to hotel and hospitality, computing and business management which will help you earn an online UK diploma which is widely recognized by employers and is approved by UK Government Higher Education and OFQUAL.

Diploma completion will also open a gateway towards UK based/overseas university degree completion (undergraduate/postgraduate) for you. Our process is simple which is described in the given 5 steps:

STEP 01	Select a Course
STEP 02	Choose Course Modules
STEP 03	Complete Assessments MCQ Tests And Written Assignments
STEP 04	Receive Certification From Awarding Body And University Credits
STEP 05	Choose A University For Top Up Qualification And Earn Your BA/ MBA Degree

THE DEGREE WILL BE AWARDED BY THE UNIVERSITY YOU TOOK ADMISSION IN FOR BA/MBA. WE HAVE OUR PARTNER INSTITUTIONS OFFERING THE TOP UP PROGRAMMES ON THE BASIS OF OFQUAL AWARDED CREDITS.

DIPLOMA COMPLETION WILL ALSO OPEN A GATEWAY TOWARDS UK BASED/ OVERSEAS UNIVERSITY DEGREE COMPLETION (UNDERGRADUATE/POSTGRADUATE) FOR YOU. OUR PROCESS IS SIMPLE WHICH IS DESCRIBED IN THE GIVEN 5 STEPS,



FAQs

Are there any English language requirements?	Yes, it is applicable on those students whom first language is not English. It is expected of those students to present any proof of their English proficiency at the time of admission with an IELTS score of 5.5 atleast or higher than that. Students will have an opportunity to clear their IELTS test while studying our course. For Top up students, English requirements can be different as per their university entry requirements.
Do I need any previous experience and qualifications? OR Is there any other entry requirement in a course other than English language and age?	Atleast 5.5 score is expected from a candidate before their course completion at COTHM Online. Whereas, candidate can choose to study English course along with their chosen COTHM Online course. Other requirements for different levels are given below: • level 4/5: Complete secondary educationLevel • 7: 5 Years for those not having a complete graduation degree These are the general entry requirements whereas each applicant form will be thoroughly checked before admission and exceptions are possible. Moreover, university top up programmes may have their own requirements for entry.
Will there be an interview?	Interview is not part of our admission process. Whereas, a candidate will have to complete an application form and have to meet the mentioned requirements given at that form. • level 4/5: Complete secondary educationLevel • 7: 5 Years for those not having a complete graduation degree These are the general entry requirements whereas each applicant form will be thoroughly checked before admission and exceptions are possible. Moreover, university top up programmes may have their own requirements for entry.
How do I choose the best course for me?	The process of applying into a course is simple which can be carried out online via : www.cothmonline.com . Or you can contact our representative to get enrolled at

Financial Aid & Scholarships



Are you looking for a way to finance your education?

COTHM Dubai offers Financial Aid & Scholarships programs for deserving and outstanding students looking to start their career in hospitality. With our programs, you can get the education you need to succeed in this competitive industry.

With our Financial Aid & Scholarships programs, you can get the education you need to succeed in this competitive industry. We offer programs that are designed to help you get the most out of your education and start your career on the right foot.

Please go ahead and fill this form to avail financial Aid or Scholarship

Types of Scholarships.

COTHM Dubai is committed to providing a quality, hospitality education.

We understand the importance of difference and diversity, and we want to remove financial limitations. We offer a range of scholarships to help students with their studies.

If you are academically excellent or have a special talent in sports or any other field, you can apply for our scholarships. We also offer scholarships for students with financial hardships and special needs.

10% Flat Discount for COTHM Community Members.

COTHM Community is an invite only community for people who want to connect with like-minded individuals and learn from the best in the industry. Our team will handpick the best professionals to join our community so that we can provide value to everyone involved.

As a member of the COTHM Community, you will have access to exclusive content, events, and resources that will help you grow as a hospitality professional. You will also be able to network with other members and build relationships that can last a lifetime.

Fill out the form to request an invitation to the COTHM Community.



We would like to hear from you. Please send us a message by filling out the form and we will get back with you shortly.

Telephone: +971 4 2888895

WhatsApp: +971 55 732 1871

Email: admissions@cothm.ae

Location: Aspin Commercial Tower, Sheikh Zayed Road., 2nd floor, Office 201/45. – Dubai. P.O. Box: 26967, UAE.

admissions@cothm.ae | cothm.ae | online.cothm.ae