



*Your Future
Our Priority*



DIPLOMA & ADVANCED DIPLOMA IN TRAVEL & TOURISM

(INCORPORATING IATA / UFTAA DIPLOMA)



ABOUT US

The AEC Edu Group, listed on the Alternative Investment Market (AIM) of the London Stock Exchange, is a premier provider of quality education and training services. Established for more than 20 years, we are proud to be the education provider to more than 16,000 students worldwide. We offer a broad range of quality programmes from English to 'O' and 'A' Levels to postgraduate qualifications including MBA and Doctorate in Singapore, in collaboration with world class and internationally recognised universities and institutions. We are accredited by the Singapore Quality Class for Private Education Organisation (SQC-PEO) and CaseTrust.

About the Programme

To arm and train students in operational management, marketing and control of travel related services. Careers in Travel and Tourism involve the sharing of customs, unique peculiarities/features and geography of destinations and attractions to guests and tourists. The close interaction with tourists and travelers is suitable for those who are articulate, with a flair for meeting people and involving them with activities and events.

DIPLOMA in Travel & Tourism Incorporating IATA/UFTAA DIPLOMA Course Structure

Programme Outline

Provide the knowledge and skills set required to perform and display the roles and responsibilities in travel agencies, attractions and itinerary organization. Students will also be exposed to on-line passenger systems within the industry.

Programme Structure

The Diploma consists of 13 modules to be done in 4 semesters of 2 months each

Admission Requirements

- Minimum GCE 'O' Levels or completion of High School (for International Students)
- Matured students above 21 years of age with some secondary school education and working perience
- English Proficiency of IELTS 5.0 or pass in English Level 4 from AEC/Brighton School or equivalent

Modules

- Travel & Tourism – Introduction and Manual Reservations
- Tourism Office Procedures & Human Resource Management *
- Computing
- Destinations & Products – Asia & Pacific
- Destinations & Products – Americas, Africa & Middle East
- Destinations & Products – Australasia & Europe
- Airfares & Ticketing 1
- Airfares & Ticketing 2
- Tour Leading & Cross Cultural Communication
- Staff Supervision & Training *
- Business Communication Skills
- Advertising, Promotion & Public, Community Relations
- Travel & Tourism Law *

ADVANCED DIPLOMA in Travel & Tourism Incorporating IATA/UFTAA DIPLOMA Course Structure

Programme Outline

Train and develop students to assume supervisory and management positions within the industry. Key components include itinerary planning, leadership, quality and costing that enables a rounded approach in managing tourism related businesses.

Programme Structure

The Advanced Diploma consists of 10 modules to be done in 3 semesters of 2 months each plus a one week stint at a travel agency for the GDS on-line system training and orientation.

Admission Requirements

- Same as in Diploma plus
- Diploma in Travel & Tourism or Diploma in Hospitality Management from AEC or equivalent

Modules

- MICE – Meetings, Incentives, Conventions and Exhibitions
- Tourism Itinerary Preparation, Costing & Documentation
- Interpersonal Skills & Customer Service Quality *
- Travel & Tourism Operations Management
- Tourism Accounting
- Tourism Sales & Marketing
- Economics *
- Finance & Business Plan Administration
- Product Development Co-ordination
- Global Distribution System (GDS) – GALILEO/ABACUS (FOC)

The contact hours per week is 15 hours, depending on the module taken. The assessment of each subject will be based on 60% for final exam and 40% for presentations and projects.

Assessments are set by the designated lecturer and subject to moderation by the Academic Board.



AEC Business School Pte Ltd

167 Jalan Bukit Merah, Connection 1, tower 4, #02-13. Singapore 150167

Tel: (65)6412 0700 Fax: (65)6412 0750

www.aec.edu.sg

Your Future, Our Priority