

Certificates

CI 212 Certificate in Marketing – USD 3700

Length 12 weeks full time

Contents Topics include: Marketing concepts, Marketing research and study of consumer behaviour, Planning a marketing programme using product pricing, promotion and distribution strategies, Economic principles, including supply and demand, Business and oral communication, Database application - MS Access, Presentation software - MS PowerPoint.

Achievement Certificate in Marketing. Please ask for details of unit standards achieved.

Date 16 Feb 2009-8 May 2009, 2 Jun 2009-21 Aug 2009, 14 Sep 2009-4 Dec 2009, 15 Feb 2010-7 May 2010, 24 May 2010-13 Aug 2010, 6 Sep 2010-26 Nov 2010

Time 9.00 am - 3.30 pm (Monday to Friday) 25 hours per week.

Entry Level Upper Intermediate, IELTS 5.5 or TOEFL 525 or TOEIC 700

Further Study If you pass this course you may wish to continue your studies and enrol on the Certificate in Business Administration (CI 233)

CI 213 Certificate in Accounting – USD 3700

Length 12 weeks full time

Contents Topics include: Accounting, Organisation and management, Accounting for limited liability companies and partnerships, Sole trader, Accounts receivable, Accounts payable, Cash journals and Credit Journals, MYOB and practical project work, Spreadsheets - MS Excel to create financial records, The Internet, CV and career preparation

Achievement Certificate in Accounting. Please ask for details of unit standards achieved.

Date 16 Feb 2009-8 May 2009, 2 Jun 2009-21 Aug 2009, 14 Sep 2009-4 Dec 2009, 15 Feb 2010-7 May 2010, 24 May 2010-13 Aug 2010, 6 Sep 2010-26 Nov 2010

Time 9.00 am - 3.30 pm (Monday to Friday) 25 hours per week.

Entry Level Intermediate, IELTS 5.0 or TOEFL 500 or TOEIC 650

Further Study If you pass this course you may wish to continue your studies and enrol on the Certificate in Business Administration (CI 233)

CI 214 Certificate in Business Skills – USD 3700

Length 12 weeks full time

Contents Topics include: Word Processing (MS Word for Windows), Audio transcription, Business English,

Customer service, Generic computing, Global English, Keyboarding, Office procedures, the Internet, CV and career preparation

Achievement Certificate in Business Skills, Pitman Institute Examinations. Please ask for details of unit standards achieved.

Date 16 Feb 2009-8 May 2009, 2 Jun 2009-21 Aug 2009, 14 Sep 2009-4 Dec 2009, 15 Feb 2010-7 May 2010, 24 May 2010-13 Aug 2010, 6 Sep 2010-26 Nov 2010

Time 9.00 am - 3.30 pm (Monday to Friday) 25 hours per week.

Entry Level Intermediate, IELTS 5.0 or TOEFL 500 or TOEIC 650

Further Study If you pass this course you may wish to continue your studies and enrol on the Certificate in Business Administration (CI 233)

CI 220 Certificate in Marketing & Accounting – USD 6300

Length 24 weeks full time (2 terms of 12 weeks, plus one holiday break)

Contents Topics include: Marketing concepts, Marketing research and study of consumer behaviour, Planning a marketing programme using product pricing, promotion and distribution strategies, Economic principles, Business communication, Using MS Access databases, MS PowerPoint, Accounting, Organisation and management, Accounting for limited liability companies and partnerships, Sole trader, Accounts receivable, Accounts payable, Cash journals and Credit Journals, MYOB and practical project work, Using MS Excel to create financial records

Achievement Certificate in Marketing and Accounting. Please ask for details of unit standards achieved.

Date 16 Feb 2009-21 Aug 2009, 2 Jun 2009-4 Dec 2009, 14 Sep 2009-7 May 2010

Time 9.00 am - 3.30 pm (Monday to Friday) 25 hours per week.

Entry Level Upper Intermediate, IELTS 5.5 or TOEFL 525 or TOEIC 700

Further Study If you pass this course you may wish to continue your studies and enrol on the Certificate in Business Administration (CI 233)

CI 221 Certificate in Accounting & Business Skills – USD 6300

Length 24 weeks full time (2 terms of 12 weeks, plus one holiday break)

Contents Topics include: Accounting, Organisation and management, Accounting for limited liability companies and partnerships, Sole trader, Accounts receivable, Accounts payable, Cash journals and Credit Journals, MYOB and practical project work, Spreadsheets - MS Excel to create financial records, Word Processing (MS Word), Audio transcription, Business English, Customer service, Generic computing, Global English, Keyboarding, Office procedures, the Internet

Achievement Certificate in Accounting and Business Skills, Pitman Institute Examinations.

Date 16 Feb 2009-21 Aug 2009, 2 Jun 2009-4 Dec 2009, 14 Sep 2009-7 May 2010

Time 9.00 am - 3.30 pm (Monday to Friday) 25 hours per week

Entry Level Intermediate, IELTS 5.0 or TOEFL 500 or TOEIC 650

Further Study If you pass this course you may wish to continue your studies and enrol on the Certificate in Business Administration (CI 233)

CI 222 Certificate in Business Skills & Marketing – USD 6300

Length 24 weeks full time (2 terms of 12 weeks, plus one holiday break)

Contents Topics include: Word processing (MS Word), Audio transcription, Business English, Customer service, Generic computing, Global English, Keyboarding, Office procedures, Marketing concepts, Marketing research and study of consumer behaviour, Planning a marketing programme using product pricing, promotion and distribution strategies, Economic principles, including supply and demand, Business and oral communication, Database application - MS Access, Presentation software - MS PowerPoint, the Internet

Achievement Certificate in Business Skills and Marketing, Pitman Institute Examinations.

Date 16 Feb 2009-21 Aug 2009, 2 Jun 2009-4 Dec 2009, 14 Sep 2009-7 May 2010

Time 9.00 am - 3.30 pm (Monday to Friday) 25 hours per week.

Entry Level Upper Intermediate, IELTS 5.5 or TOEFL 525 or TOEIC 700

Further Study If you pass this course you may wish to continue your studies and enrol on the Certificate in Business Administration (CI 233)

CI 233 Certificate in Business Administration – USD 6300

Length 36 weeks(3 terms of 12 weeks, plus two holiday breaks)

Contents Topics include: Marketing concepts, Marketing research and study of consumer behaviour, Planning a marketing programme using product pricing, promotion and distribution strategies, Economic principles, Business communication, Using MS Access databases, Presentation software - MS PowerPoint, Accounting, Organisation and management, Accounting for limited liability companies and partnerships, Sole trader, Accounts receivable, Accounts payable, Cash journals and Credit Journals, MYOB and practical project work, Using MS Excel to create financial records, Word Processing (MS Word), Audio transcription, Business English, Customer service, Generic computing, Global English, Keyboarding, Office procedures

Achievement Certificate in Business Administration, National Certificate in Business Administration and Computing Level Three.

Date 16 Feb 2009- 4 Dec 2009, 2 Jun 2009 - 7 May 2010, 14 Sept 2009 - 20 Aug 2010

Time 9.00 am - 3.30 pm (Monday to Friday) 25 hours per week.

Entry Level Upper Intermediate, IELTS 5.5 or TOEFL 525 or TOEIC 700

Business NZ Diploma

CI 330 N Z Diploma in Business - Phase A - USD 4100

Length 12 weeks full time

Contents Business communication, Computer concepts, Quantitative business methods

Date 16 Feb 2009-8 May 2009, 2 Jun 2009-21 Aug 2009, 14 Sep 2009-4 Dec 2009, 15 Feb 2010-7 May 2010, 24 May 2010-13 Aug 2010, 6 Sep 2010-26 Nov 2010

Time 9.00 am - 3.30 pm (Monday to Friday) 25 hours per week. Please note that Accounting Practices has additional class study from 4.00 - 6.00 pm Monday, Tuesday and Thursday

Entry Level Advanced, IELTS (Academic module) 6.0 overall with a minimum of 6.0 in writing, or TOEFL 550

Further Study If you pass this course with the required grades you may choose another phase and study towards your New Zealand Diploma in Business Studies (CI 340)

CI 331 N Z Diploma in Business - Phase B - USD 4100

Length 12 weeks full time

Contents Economic environment, Introduction to commercial law, Marketing principles

Date 16 Feb 2009-8 May 2009, 2 Jun 2009-21 Aug 2009, 14 Sep 2009-4 Dec 2009, 15 Feb 2010-7 May 2010, 24 May 2010-13 Aug 2010, 6 Sep 2010-26 Nov 2010

Time 9.00 am - 3.30 pm (Monday to Friday) 25 hours per week. Please note that Accounting Practices has additional class study from 4.00 - 6.00 pm Monday, Tuesday and Thursday

Entry Level Advanced, IELTS (Academic module) 6.0 overall with a minimum of 6.0 in writing, or TOEFL 550

Further Study If you pass this course with the required grades you may choose another phase and study towards your New Zealand Diploma in Business Studies (CI 340)

CI 332 N Z Diploma in Business - Phase C - USD 4100

Length 12 weeks full time

Contents Organisation and Management, Employment relations, Human resource management

Date 16 Feb 2009-8 May 2009, 2 Jun 2009-21 Aug 2009, 14 Sep 2009-4 Dec 2009, 15 Feb 2010-7 May 2010,

24 May 2010-13 Aug 2010, 6 Sep 2010-26 Nov 2010

Time 9.00 am - 3.30 pm (Monday to Friday) 25 hours per week. Please note that Accounting Practices has additional class study from 4.00 - 6.00 pm Monday, Tuesday and Thursday

Entry Level Advanced, IELTS (Academic module) 6.0 overall with a minimum of 6.0 in writing, or TOEFL 550

Further Study If you pass this course with the required grades you may choose another phase and study towards your New Zealand Diploma in Business Studies (CI 340)

CI 333 N Z Diploma in Business - Phase D - USD 4100

Length 12 weeks full time

Contents Accounting principles, Accounting practices, Management accounting, Business finance

Date 16 Feb 2009-8 May 2009, 2 Jun 2009-21 Aug 2009, 14 Sep 2009-4 Dec 2009, 15 Feb 2010-7 May 2010, 24 May 2010-13 Aug 2010, 6 Sep 2010-26 Nov 2010

Time 9.00 am - 3.30 pm (Monday to Friday) 25 hours per week. Please note that Accounting Practices has additional class study from 4.00 - 6.00 pm Monday, Tuesday and Thursday

Entry Level Advanced, IELTS (Academic module) 6.0 overall with a minimum of 6.0 in writing, or TOEFL 550

Further Study If you pass this course with the required grades you may choose another phase and study towards your New Zealand Diploma in Business Studies (CI 340)

CI 340 N Z Diploma in Business - USD 12,500

Length 48 weeks (4 terms of 12 weeks, plus three holiday breaks)

Contents You may study the following phases (A, B, C, D) in any order
Phase A: Business communication, Computer concepts, Quantitative business methods
Phase B: Economic environment, Introduction to commercial law, Marketing principles
Phase C: Organisation & management, Employment relations, Human resource management
Phase D: Accounting principles, Accounting practices, Management accounting, Business finance

Achievement New Zealand Diploma in Business (NZDipBus)

Date 16 Feb 2009 - 7 May 2010, 2 Jun 2009 - 20 Aug 2010, 14 Sep 2009 - 3 Dec 2010

Time 9.00 am - 3.30 pm (Monday to Friday) 25 hours per week. Please note that Accounting Practices has additional class study from 4.00 - 6.00 pm Monday, Tuesday and Thursday

Entry Level Advanced, IELTS (Academic module) 6.0 overall with a minimum of 6.0 in writing, or TOEFL 550

Further Study If you pass this course with the required grades you may be eligible to cross-credit some papers to a course of degree study at university or polytechnic in Auckland. Please ask us for details.

CI 345 New Zealand Diploma in Business (NZDipBus) EP-5.5

USD 14,500

You can enter the NZDipBus, Uni-Link and individual NZDipBus phases with an English level of IELTS 5.0 or 5.5 by choosing an Extended Pathway (EP) course. These combine NZDipBus papers with special English language courses.

Length 60 weeks

Contents Term 1: English skills for business (I), Computer concepts
Term 2: English skills for business (II), Business communication, Quantitative business methods,
Terms 3, 4 and 5: You will study the other three phases of NZDipBus

Date 16 Feb 2009 - 20 Aug 2010, 2 Jun 2009 - 3 Dec 2010, 14 Sep 2009 – 6 May 2011

Entry Level Upper Intermediate, IELTS (Academic Module) 5.5 overall with a minimum of 5.0 in writing, or TOEFL 525

CI 346 New Zealand Diploma in Business (NZDipBus) EP-5.0

USD 16,500

You can enter the NZDipBus, Uni-Link and individual NZDipBus phases with an English level of IELTS 5.0 or 5.5 by choosing an Extended Pathway (EP) course. These combine NZDipBus papers with special English language courses.

Contents Term 1: English skills for business (I), Computer concepts
Term 2: English skills for business (II), Business communication
Term 3: English skills for business (III), Quantitative business methods
Terms 4, 5 and 6: You will study the other three phases of NZDipBus

Date 16 Feb 2009 - 3 Dec 2010, 2 Jun 2009 - 6 May 2011, 14 Sep 2009 - 19 Aug 2011

Entry Level Intermediate, IELTS (Academic Module) 5.0 overall with a minimum of 5.0 in writing, or TOEFL 500

CI 122 Crown Certificate in International Travel & Tourism USD 4800

This course includes the internationally-recognised IATA/UFTAA Foundation Diploma

Length 24 weeks (2 terms of 12 weeks, plus one holiday break)
*The course starting on 4 May 2009 is an 18 week course with a one-week holiday break

Contents Topics include: IATA/UFTAA Diploma papers, IATA world geography, Air transport, Travel formalities, Customer service and selling skills, Land and water transport, Hotels, Resorts and Lodges, In flight services, seating and classes, Airport facilities and aircraft types, Foreign exchange, Domestic Air fares and ticketing, International Air fares and ticketing, World time zones, Marketing and selling travel, Travel documents and travel insurance, Crown airfares and ticketing, Business / Technology, IATA/UFTAA External Exam Paper 1 (General knowledge), IATA/UFTAA External Exam Paper 2 (Fares/Ticketing), Galileo First Class & On Line, Flight attendant intro, Career preparation, CV and interview techniques, Travel industry guest speakers, Educational trip, Options: Warner Village

Theme Park Programme, Cruise Industry and Sales Certificate, Marriott Hotel Excellence Programme, Hawaii Tourism Kuhina Programme

Achievement Crown Certificate in International Travel and Tourism, IATA/UFTAA Level One Foundation Diploma (International qualification), Galileo Computerised Reservations Certificate First Class and On Line, Options: Marriott Hotel Excellence Studies Certificate, Warner Village Theme Park Certificate, Hawaii Tourism Kuhina Certificate, Please ask for details of unit standards.

Date 12 Jan – 11 Sep 2009, 23 Feb – 11 Sep 2009, 4 May – 11 Sep 2009, 14 Sep 2009 – 2 Apr 2010

Time 9.00 am - 4.30 pm (Monday to Friday) 30 hours per week

Exam Date March 2009, September 2009 and March 2010 (exact dates to be advised).

Entry Level Intermediate, IELTS 5.0 or TOEIC 550 or Crown entry test

Further Study If you pass this course you may wish to continue your studies and enrol on the Diploma in International Tourism (Management) (CI 140)

NOTE: In 2005 IATA/UFTAA ranked Crown third in the world for this qualification, based on our examination results

Travel AND Tourism

CI 135 Certificate in International Travel, Tourism and Airline Studies – USD 10,100. 00

Length 36 weeks (3 terms of 12 weeks, plus two holiday breaks)

Contents Topics include: New Zealand tourism industry, Legislation, Consultancy and telephone sales, Destination: New Zealand, Australia, USA and Canada, Pacific Islands, Travel brochures, Coach and overland tours, International cruises, Sell tourism and travel products, Computerised reservation systems (Galileo and Amadeus), Travel administration and accounts, Construct and ticket airfares using IATA principles, Domestic and international air travel, IATA world geography, Accommodation, Wholesale travel, Tourplan, Educational trips, industry visits, Customer Service, Communication Skills. Foreign Exchange, Travel insurance, Warner Village Theme Park Studies Programme, Industry guest speakers

Achievement Certificate in International Travel, Tourism and Airline Studies, British Airways Passport into Travel, IATA/UFTAA Level One Foundation Diploma (optional), National Certificate in Travel Level Three, National Certificate in Travel Level Four, IATA International Air Fares and Ticketing Certificate, Galileo Computerised Reservations Certificate First Class, Amadeus Certificate, Cruise Industry and Sales Certificate, Please ask for details of unit standards achieved.

Date 16 Feb 2009-4 Dec 2009, 2 Jun 2009 - 7 May 2010, 14 Sep 2009 - 20 Aug 2010

Time 9.00 am - 3.30 pm (Monday - Friday) 25 hours per week

Entry Level Upper Intermediate, IELTS 5.5 or TOEIC 650

Further Study If you pass this course you may wish to continue your studies and enrol on the Crown Diploma in International Tourism (Management) (CI 140)

NOTE: If you successfully complete this course, you have the option to cross credit your qualifications and gain the internationally recognised IATA/UFTAA Level One Foundation Diploma.

CI 140 Diploma in International Tourism (Management) USD 12,500. 00

This course includes the internationally-recognised IATA/UFTAA Level Two Consultant's Diploma

Length 48 weeks (4 terms of 12 weeks, plus three holiday breaks)

Contents Topics include: Tourism destination marketing, Supply and demand in tourism, Tourism systems and structures, Requirements for establishing and operating a tourism enterprise, Analyse the social, cultural, environmental, and community contexts of tourism enterprises, Customer service strategies, Factors impacting on the future of NZ tourism, Consumer legislation, Recruiting staff, Managing conflict in the workplace, Change management in a business operation, Strategic management concepts for organisational planning, Marketing mix, Produce and present sales proposals, Establish costs, prices, and conditions for provision of products and services for a small business, Plan and organise business meetings, Geography, Law and regulations, Advanced fares & ticketing, Tour packages

Achievement Diploma in International Tourism (Management), National Diploma in Tourism (Management) Level Five, IATA/UFTAA Level Two Consultant's Diploma. Please ask for details of unit standards achieved.

Date 16 Feb 2009 - 7 May 2010, 2 Jun 2009 - 20 Aug 2010, 14 Sep 2009 - 3 Dec 2010

Time 9.00 am - 4.30 pm (Monday - Friday) 30 hours per week

Entry Level Advanced English, IELTS (Academic module) 6.0 overall with a minimum of 6.0 in writing, or TOEFL 550 or Crown entry test. You must have your National Cert. in Travel Level Three or Four, or the IATA/UFTAA Foundation Diploma, or a minimum of two years work

Further Study If you pass this course with the required grades you may be eligible to cross-credit some papers to a course of degree study at university or polytechnic in Auckland. Please ask us for details.

NOTE: Note: The above course may also be taken as a 36 weeks full time option. This option excludes the IATA/UFTAA Consultant's Diploma. Please ask us for details.

Other travel and tourism courses

NOTE: If your English level is a minimum of Upper Intermediate (IELTS 5.5, TOEFL 525, TOEIC 650 or equivalent) you can

study a number of other travel and tourism courses at Crown. Please ask the college or see our website for course content, start dates and fees for the following courses:

* CI 117 National Certificate in Travel Level Three (12 weeks full time)

* CI 118 National Certificate in Travel Level Four (12 weeks full time)

* CI 125 Crown Certificate in Travel, Tourism and Airline Studies (24 weeks full time)

A. Certificate

CI 115 Certificate in Travel and Tourism USD 3900, 00

Length 12 weeks

Contents Topics include: New Zealand tourism industry, Legislation, Consultancy and telephone sales, Destination New Zealand, Destination Australia, Customer Service, Communication Skills. Foreign Exchange, Travel insurance, Industry guest speakers. Options: Warner Village Theme Park Studies Programme, Cruise Industry and Sales Programme, Marriott Hotel Excellence Programme, Hawaii Tourism Kuhina Programme

Achievement Crown Certificate in Travel and Tourism, National Certificate in Tourism and Travel Core Skills Level Three. Options: Warner Village Theme Park Studies Programme, Cruise Industry and Sales Programme, Marriott Hotel Excellence Programme, Hawaii Tourism Kuhina Programme

Date 16 Feb 2009-8 May 2009, 2 Jun 2009-21 Aug 2009, 14 Sep 2009-4 Dec 2009, 15 Feb 2010-7 May 2010, 24 May 2010-13 Aug 2010, 6 Sep 2010-26 Nov 2010

Time 9.00 am - 3.30 pm (Monday - Friday) 25 hours per week

Entry Level Upper Intermediate, IELTS 5.5 or TOEFL 525 or TOEIC 700

Further Study If you pass this course you may wish to continue your studies and enrol on the Certificate in Travel, Tourism and Airline Studies (CI 125) or Certificate in International Travel, Tourism and Airline Studies (CI 135)

A. Introductory Certificate

CI 421 Certificate in Hospitality (Beverage Service) USD 3900, 00

Length 12 weeks

Contents Topics include: Beverage service skills. Alcoholic and non-alcoholic beverages and beverage service equipment, Liqueurs and hot alcoholic beverages, Cocktails, Beer service, heritage, styles and flavours, New Zealand wines and wine producers, Imported wines, Viticulture, wine making and wine evaluation, Restaurant knowledge, Handling complaints.

Achievement Certificate in Hospitality (Beverage Service). Please ask for details of unit standards achieved.

Date 16 Feb 2009-8 May 2009, 2 Jun 2009-21 Aug 2009, 14 Sep 2009-4 Dec 2009, 15 Feb 2010-7 May 2010, 24 May 2010-13 Aug 2010, 6 Sep 2010-26 Nov 2010

Time 9.00 am - 3.30 pm (Monday - Friday) 25 hours per week

Entry Level Upper Intermediate, IELTS 5.5 or TOEFL 525 or TOEIC 700

Further Study If you pass this course you may wish to continue your studies, complete the Crown Certificate in International Hospitality (CI 435) and gain your London City and Guilds Diploma in Food and Beverage

Service.

CI 422 Certificate in Hospitality (Food Service) USD 3900, 00

Length 12 weeks

Contents Topics include: Food service skills, Customer service, Table setting, International menus, Foreign exchange, Taking reservations, Taking orders, Food safety, Food contamination hazards and control methods, Fruit and vegetables, Hot and cold desserts, Culinary products and terms, Commercial functions, Basic nutrition in commercial catering, Food service styles and menu types.

Achievement Crown Certificate in Hospitality (Food Service). Please ask for details of unit standards achieved.

Date 16 Feb 2009-8 May 2009, 2 Jun 2009-21 Aug 2009, 14 Sep 2009-4 Dec 2009, 15 Feb 2010-7 May 2010, 24 May 2010-13 Aug 2010, 6 Sep 2010-26 Nov 2010

Time 9.00 am - 3.30 pm (Monday - Friday) 25 hours per week

Entry Level Upper Intermediate, IELTS 5.5 or TOEFL 525 or TOEIC 700 or Crown entry test

Further Study If you pass this course you may wish to continue your studies, complete the Crown Certificate in International Hospitality (CI 435) and gain your London City and Guilds Diploma in Food and Beverage Service.

CI 423 Certificate in Hospitality (Operations) USD 3900, 00

Length 12 weeks

Contents Topics include: Introduction to food and beverage management, Advanced restaurant food service, Wine appreciation, Food costs and portion control, Food and beverage stock control, The Sale of Liquor Act, Silver service, The art of dining, Barista course, Formal interview and meetings, Receive and action payments, One week introductory career options: 1) Marketing or 2) Flight attendant or 3) Human resource management

Achievement Certificate in Hospitality (Operations). Please ask for details of unit standards achieved.

Date 16 Feb 2009-8 May 2009, 2 Jun 2009-21 Aug 2009, 14 Sep 2009-4 Dec 2009, 15 Feb 2010-7 May 2010, 24 May 2010-13 Aug 2010, 6 Sep 2010-26 Nov 2010

Time 9.00 am - 3.30 pm (Monday - Friday) 25 hours per week

Entry Level Upper Intermediate, IELTS 5.5 or TOEFL 525 or TOEIC 700

Further Study If you pass this course you may wish to continue your studies, complete the Crown Certificate in International Hospitality (CI 435) and gain your London City and Guilds Diploma in Food and Beverage Service.

CI 424 Certificate in Hospitality – Hotel Front Office USD 6900, 00

Length	24 weeks (2 terms of 12 weeks, plus one holiday break)
Contents	Topics include: The hospitality industry, Personal presentation, Domestic and international accommodation, International reception services, Reservations procedures, Mail, messages, and written communications, Hotel and reception services, Business skills and communication, Hotel front office, Fidelio international hotel reservation training, Telephone systems, Accommodation reservations and payments, International visitors and cross-cultural communication, Debtor control functions and hotel accounting, Marriott Hotel Excellence Training Certificate.
Achievement	Certificate in Hospitality – Hotel Front Office. Please ask for details of unit standards achieved.
Date	16 Feb 2009-21 Aug 2009, 2 Jun - 4 Dec 2009, 14 Sep 2009 - 7 May 2010
Time	9.00 am - 3.30 pm (Monday - Friday) 25 hours per week
Entry Level	Upper Intermediate, IELTS 5.5 or TOEFL 525 or TOEIC 700
Further Study	If you pass this course you may wish to continue your studies, complete the Crown Certificate in International Hospitality (CI 436) and gain your London City and Guilds Diploma in Food and Beverage Service.

CI 435 Certificate in International Hospitality - Food and Beverage Service USD 9850, 00

This course includes the London City & Guilds Diploma in Food and Beverage Service

Length	36 weeks (3 terms of 12 weeks, plus two holiday breaks)
Contents	Topics include: Employment law, Advanced restaurant food service skills, Commercial food costs and portion control, Communication skills, Food safety, Alcoholic and non-alcoholic beverages, New Zealand wines and wine producers, Viticulture, wine making and wine evaluation, Imported wines, Liqueurs and hot alcoholic beverages, Cocktails, Beer service, heritage, styles and flavours, Nutrition, Introduction to food and beverage management, Formal interviews, Non-verbal communications, International menu knowledge, Barista course, Food service styles and menu types, Reservations for food and beverage service, Advanced restaurant service, The employment relationship and employment law, Commercial functions, Silver service, The art of dining, Foreign exchange, Introduction to Excel and Powerpoint, Advanced selling and service skills, Industry visits, Industry guest speakers, One wk introductory career options - (1) Marketing or (2) Flight Attendant or (3) Human Resource Management.
Achievement	Certificate in International Hospitality (Food and Beverage Service), London City and Guilds International Diploma of Food & Beverage Service, National Certificate in Hospitality Food and Beverage Service Level Three. Please ask for details of unit standards achieved.
Date	16 Feb 2009-4 Dec 2009, 2 Jun 2009 - 7 May 2010, 14 Sep 2009 - 20 Aug 2010
Time	9.00 am - 3.30 pm (Monday - Friday) 25 hours per week

Entry Level Upper Intermediate, IELTS 5.5 or TOEFL 525 or TOEIC 700

Further Study If you pass this course you may wish to continue your studies and enrol on the National Diploma in Hospitality Management (CI 440)

CI 436 Cert. in Int'l Hospitality (Hotel Services & Reception Operations) USD 9850, 00

This course includes the London City & Guilds Diploma in Reception Operations and Services

Length 36 weeks (3 terms of 12 weeks, plus two holiday breaks)

Contents Topics include: Marriott Hotel Excellence Training Certificate, International reception services, Reservations procedures, Marketing, Guest accounting procedures, Domestic and international accommodation, Hotel front office, Fidelio international hotel reservation training, International Air Transport Association (IATA) world geography, Cruises, Barista introduction course, Employment relations, Domestic and international travel, Business administration, Travel and tourism training modules, Marriott Hotel Excellence Certificate, CV and interview techniques, Industry visits, Industry guest speakers, One week introductory career options - (1) Marketing or (2) Flight Attendant or (3) Human Resource Management or (4) Beverage knowledge.

Achievement Certificate in International Hospitality (Hotel Services and Reception Operations), City and Guilds International Diploma of Reception Operations and Services, National Certificate in Hospitality Front Office Level Three, Please ask for details of unit standards achieved.

Date 16 Feb 2009-4 Dec 2009, 2 Jun 2009 - 7 May 2010, 14 Sep 2009 - 20 Aug 2010

Time 9.00 am - 3.30 pm (Monday - Friday) 25 hours per week

Entry Level Upper Intermediate, IELTS 5.5 or TOEFL 525 or TOEIC 700

Further Study If you pass this course with the required grades you may be eligible to cross-credit some papers to a course of degree study at university or polytechnic in Auckland. Please ask us for details.

CI 440 National Diploma in Hospitality Management (NDHM) USD 12,500. 00

Length 48 weeks (4 terms of 12 weeks, plus three holiday breaks)

Contents Topics include: Accounting principles, Business communication, Marketing principles, Human resource management, Employment relations, Organisation and management, Commercial accommodation management, Food and beverage management, Management control systems, Supply chain management, Recruit, select and release staff, Food and beverage operational units, Kitchen operational units, Accommodation operational units, Tourism operational units, Industry visits, Career development days, Industry guest speakers, Barista course, Marriott Hotel Excellence Training Programme, Career preparation - CV and interview techniques.

Achievement National Diploma in Hospitality Management (NDHM), Barista course Certificate. Please ask for details of unit standards achieved.

Date 16 Feb 2009 - 7 May 2010, 2 Jun 2009 - 20 Aug 2010, 14 Sep 2009 - 3 Dec 2010

Time 9.00 am - 4.30 pm (Monday - Friday) 30 hours per week.

Entry Level Advanced, IELTS (Academic module) 6.0 overall with a minimum of 6.0 in writing, or TOEFL 550

Further Study If you pass this course with the required grades you may be eligible to cross-credit some papers to a course of degree study at university or polytechnic in Auckland. Please ask us for details.

Requirement Course prerequisite -
You must have your National Certificate in Hospitality Level Three or Level Four or a minimum of two years work experience, including some supervisory or management experience

NOTE: Flexible study options -

Study one term at a time: You can study this 48 week course as four separate 12-week courses. Please ask the college or see our website for details.

National Diploma in Hospitality Management (NDHM)

Extended pathway (EP) programmes USD 14,500. 00

You can enter the National Diploma in Hospitality Management (NDHM) with an English level of IELTS 5.0 or 5.5 by choosing an Extended Pathway (EP) course. These combine NDHM papers with special English language courses.

CI 445 National Diploma in Hospitality Management EP-5.5

Length 60 weeks full time

Contents Term 1: English skills for business (I), Computer concepts
Term 2: English skills for business (II), Quantitative business methods, Business communication
Terms 3, 4 and 5: You will study the other three phases of NDHM

Date 16 Feb 2009 - 20 Aug 2010, 2 Jun 2009 - 3 Dec 2010, 14 Sep 2009 – 6 May 2011

Entry Level Upper Intermediate, IELTS (Academic Module) 5.5 overall with a minimum of 5.0 in writing, or TOEFL 525

CI 446 National Diploma in Hospitality Management EP-5.0 USD 16,500. 00

Length 72 weeks full time

Contents Term 1: English skills for business (I), Computer concepts
Term 2: English skills for business (II), Business communication
Term 3: English skills for business (III), Quantitative business methods
Terms 4, 5 and 6: You will study the other three phases of NDHM

Date 16 Feb 2009 - 3 Dec 2010, 2 Jun 2009 - 6 May 2011, 14 Sep 2009 - 20 Aug 2011

Entry Level Intermediate, IELTS (Academic Module) 5.0 overall with a minimum of 5.0 in writing, or TOEFL 500