



## **International Hotel & Tourism Industry Management School**

79 Soi Ramkhamhaeng 50, Huamark, Bangkok, Thailand 10240

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**สถานศึกษาดีเด่นรางวัลพระราชทานของกระทรวงศึกษาธิการ**

### **INTRODUCTION TO I-TIM**

The International Hotel and Tourism Industry Management School or I-TIM as it is better known, was founded by Col. Somchai Hiranyakit, the former Governor of the Tourism Authority of Thailand, former Vice-chairman of the World Tourism Organization, and former member of the advisory board of the faculty of Travel Industry Management, University of Hawaii. I-TIM was authorized by the Private Education Commission, Ministry of Education to offer training programs in Hotel and Tourism Management in 1988. I-TIM was Thailand's first hotel and tourism management school to teach in English and still is the only hotel vocational school in Thailand offering one-year certificate and two-year diploma programs with a curriculum in English.

With a belief in education as the means of fostering individual moral and intellectual growth, I-TIM has dedicated itself to educate and train students interested in the exciting and challenging careers in hotel and tourism management. Our curriculum is based on a combination of the Swiss system of service practice and the American science of hospitality management. In 1992 I-TIM was honored to receive "The Best School Award" from the Ministry of Education. In addition, the Economic and Social Commission for Asia and the Pacific (ESCAP) stated in their report titled "Tourism Training in the Asian Region" that I-TIM was "Thailand's leading private sector school" and also that I-TIM was "first for supervisory and management training".

I-TIM is open to applicants world-wide with present and former students from Bangladesh, Belgium, Bhutan, Brazil, Burma, Cambodia, Canada, China, Denmark, Finland, France, Germany, India, Indonesia, Japan, Laos, Malaysia, Mexico, Mongolia, Nepal, Pakistan, The Philippines, South Africa, South Korea, Sweden, Tanzania, Thailand, United Kingdom, United States of America, Vietnam, and Zimbabwe.

To ensure courses remain up to date I-TIM maintains strong links with various hotels, travel agencies, tour operators, and other tourism related companies both within Thailand and overseas. In addition I-TIM is a member of the Thai Hotels Association, Thailand Incentive and Convention Association, the Pacific Asia Travel Association, and the Council on Hotel, Restaurant, and Institutional Education. In addition I-TIM is an affiliate member of the World Tourism Organization.

### **LOCATION**

I-TIM is located between Ramkhamhaeng Soi 50 and 52 in the district of Bangkok. Our address is 79 Ramkhamhaeng Soi 50 Huamark Bangkok Thailand 10240 Tel (66-2) 7320170-3 Fax (66-2) 3755150. Our home page is [www.i-tim.ac.th](http://www.i-tim.ac.th) and e-mail to [info@i-tim.ac.th](mailto:info@i-tim.ac.th)

## **ACADEMIC AND TRAINING FACILITIES**

Our present school was purpose-built in 1992 to create an environment suitable for learning. The school contains twenty four air-conditioned theory classrooms, a language laboratory, a computer laboratory, a mock-up hotel front office and two mock-up five star guest rooms. There is also a demonstration kitchen used for teaching food preparation. Other fully equipped training rooms which simulate a true hotel environment include a European production kitchen complete with its own cold kitchen and bakery. A fully functional laundry is also located on the premises which is used for some of the practical housekeeping classes. In addition I-TIM's library is internet equipped to allow students to research latest trends and information.

## **I-TIM FACULTY**

I-TIM is justifiably proud of its faculty drawn from many countries. In addition distinguished hotel managers and tourism experts regularly visit I-TIM to give lectures and conduct seminars.

Students are encouraged to consult instructors individually about subject matters of their courses and all instructors are employed on a full time basis to allow maximum access. All non-Thai instructors are authorized by the Private Education Commission, Thai Ministry of Education.

## **STUDENT AFFAIRS DIVISION AND STUDENT INTERNSHIP DIVISION**

Student Affairs and Conduct Division also has an important impact on our students. Student Affairs, with the assistance of school and class leaders organizes many events. Student Affairs Division is also responsible for I-TIM's alumni. Internship Division assists students with placement for their internship within Thailand. Student Internship staff and faculty members visit students during their internship. Student Affairs and Conduct Division is responsible for administering I-TIM's rules and regulations.

## **INTERNATIONAL AFFAIRS DIVISION**

International Affairs Division assists students and graduates who wish to continue their studies overseas. Selection can be made from the many colleges and universities to which I-TIM has articulation agreements or from others. In addition, International Affairs Division also assists students and graduates who wish to either intern or undertake additional training overseas.

## **PROGRAMS OFFERED BY I-TIM**

I-TIM offers a choice of a one-year certificate in Hotel and Tourism Operations and a two-year Diploma in Hotel and Tourism Management. In each year there is a January and July intake. Both courses are offered in each intake. Please contact I-TIM for the commencement date.

## ONE-YEAR CERTIFICATE PROGRAM IN HOTEL AND TOURISM OPERATIONS

I-TIM's one-year certificate program in Hotel and Tourism Operations and is primarily designed for people who already have a degree in another field but wish to work in either in the hotel or travel and tourism industry.

### One Year Certificate Program in Rooms Division Operations

<b>COURSE OUTLINE</b>	<b>CODE</b>	<b>CREDITS</b>
English Conversation I	ENG 230	3
English Business Communication II	ENG 231	3
English Grammar	ENG 132	3
Computer System for Hotels	COM 280	3
International Airline Ticketing	IAT 240	3
Introduction to Hotel Management	IHM 110	3
Hospitality Sales and Marketing	HSM 210	3
Professional Ethics	PET	3
Introduction to Tourism	ITR 140	3
Travel Agency Organization and Operations	TAO 240	3
Housekeeping Operations	HKO 170	3
Housekeeping Management	HKM 171	3
Front Office Management	FOM 280	3
Transportation Operations and Management	TOM	3
Hotel/Tourism Training (Internship)	HTT 191	4

**Total Credits 43**

## TWO-YEAR DIPLOMA PROGRAM IN HOTEL AND TOURISM MANAGEMENT

I-TIM's two-year diploma program in Hotel and Tourism Management covers a comprehensive range of courses geared towards giving our graduates a thorough understanding of Hotel and Tourism Management, not only in Asia but world-wide.

<b>COURSE OUTLINE FIRST YEAR</b>	<b>CODE</b>	<b>CREDITS</b>
Introduction to Hotel Management	IHM 110	3
Housekeeping Operations	HKO170	3
Housekeeping Management	HKM 171	3
Introduction to Tourism	ITR 140	3
Transportation Operations and Management	TOM 140	3
Restaurant Management	RBM 150	3
Restaurant Service	RS 151	3
Food Management 1	FMT 161	3
Kitchen Operations 1	KOP 161	3
Beverage Operations	BAR 150	3
English Conversation I	ENG 130	3
English Business Communication I	ENG 131	3
English Grammar I	ENG 132	3
Professional Ethics	PET 130	3
Hotel/Tourism Training (Internship)	HTT 191	4

**Total Credits 46**

<b>COURSE OUTLINE SECOND YEAR</b>	<b>CODE</b>	<b>CREDITS</b>
Management Techniques	MAN 220	3
Hospitality Accounting	ACC 222	3
Hospitality Sales and Marketing	HSM 210	3
Psychology	PSY 230	3
Front Office Management	FOM 280	3
Computer Systems for Hotels	COM 280	3
Travel Agency Organization and Operations	TAO 240	3
Food Management 2	FMT 262	3
International Airline Ticketing	IAT 240	3
Kitchen Operations 2 (Pre-requisite KOP 161)	KOP 262	3
Restaurant Service 2 (Pre-requisite RS 151)	RS 252	3
English Conversation 2 ( Pre-requisite ENG 130)	ENG 230	3
English Business Communication 2 ( Pre-requisite ENG 132)	ENG 232	3
Hotel/Tourism Training (Internship) (Pre-requisite HTT191)	HTT 292	4

**Total Credits 43**

## INTERNSHIP WITHIN THAILAND

Internship is a compulsory part of I-TIM’s program of instruction and takes place after final examination in each semester. The internship period in each academic year is one thousand hours or twenty one weeks.

The main objectives of internship are to apply the theory and practice learnt from I-TIM into an actual working environment, to further develop communication and social skills, and to gain valuable experience by working. This practical exposure also provides additional personal growth for students along with employment references. There are various fields of internship available. They are:

Certificate Programs	Diploma Program	
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year
- Front Office	- Housekeeping	- Housekeeping
- Housekeeping	- Restaurant/Bar Service	- Restaurant/Bar Service
- Travel Agencies	- Production Kitchen	- Airlines
- Tour Operators		- Travel Agencies
- Airlines		- Tour Operators
- Sales and Marketing		- Golf Clubs
- Resorts		- Sales and Marketing
- Restaurant/Bar Service		- Production Kitchen
- Production Kitchen		- Resorts
		- Cruise Lines

In each year’s internship students can select only one field. Student Internship Division is responsible for locating and organizing suitable positions for students to intern within Thailand. Regular visits are made during the student’s internship by student internship division and faculty.

Second year students are permitted to intern overseas with prior approval from International Affairs Division. Overseas companies, especially from The United States of America, Australia, Dubai, and Singapore regularly contact I-TIM to request management trainees.

## INTERNSHIP OVERSEAS

Current students and graduates have had internship in Australia, USA, Switzerland, United Kingdom, Finland, France, Singapore, Malaysia, Japan, Nepal, The Philippines, UAE, Turkey, Taipei, India, China and cruise lines worldwide. The internship period for overseas internship varies from six to eighteen months.

## **ADMISSIONS**

All applicants must sit for I-TIM's English Entrance Examination except those who have graduated from an English medium high school or those who can produce a TOEFL result of 450 or more. All applicants must have completed high school or equivalent to M.6 and be aged between seventeen and thirty. If a high enough score is not obtained in I-TIM's examination the applicant must enroll in I-TIM's Pre-study program which is held prior to the commencement of both the January and July intakes. I-TIM's English Entrance Examination can be taken on Monday to Friday at 08.00-15.00 at I-TIM.

All non-Thai applicants aged between seventeen and twenty years must be holding a category "non-immigrant O" visa and have a parent, guardian, or guarantor to support their application. Non-Thai applicants over twenty years of age must be holding an ED non-immigrant visa. As all foreign applicants must have prior approval by the Thai Ministry of Education all applications must be received two months prior to the start of the chosen intake. Once approval is given by the Thai Ministry of Education I-TIM will forward the necessary documentation to enable the applicant to obtain the "non-immigrant ED" visa. Please note that this visa cannot be issued in Thailand.

The applicants race, religion, or nationality are not taken into consideration in determining admission to I-TIM.

## **PROCEDURES FOR FOREIGN APPLICANTS**

Foreign applicants must submit I-TIM's formal application form along with:

- Aged 17-30
- Two copies of education certificates and transcripts of high school or equivalent to M.6
- Fifteen passport size photographs
- TOEFL /TOEIC / IELTS result (if applicable)
- Photocopy of every page of the passport duly signed (and every stamped pages)
- The non-refundable application fee
- I-TIM application form
- Five copies of the Purpose of Attending the Course form (with the real signature in every copy)
- Five copies of the Personal History Check form (with the real signature in every copy)

If the education certificates and transcripts are not in English or Thai a certified translation of these is required.

## **ARTICULATION AGREEMENTS WITH OVERSEAS UNIVERSITIES AND COLLEGES**

Due to I-TIM's reputation and high standard of courses offered, I-TIM's two-year diploma is accepted by the following prestigious universities and colleges.

### **AUSTRALIA**

- Le Cordon Bleu in Adelaide
- International College of Hotel Management in Adelaide
- Chisholm Institute / Monash University in Melbourne
- Box Hill College of TAFE in Melbourne
- Victoria College in Victoria
- University of Canberra in the Australian Capital Territory
- Martin College / Charles Sturt University in Sydney
- International College of Tourism and Hotel Management in Sydney
- Griffith University in Sydney
- Australian School of Tourism and Hotel Management in Perth
- Blue Mountains Hotel School in Sydney
- William Blue College of Hospitality and Tourism in Sydney

### **SWITZERLAND**

- International Hotel and Tourism Management Institute Switzerland (IMI)
- Swiss Hotel Management School in Montreux
- Hotel Consult SHCC College in Le Bouveret
- Institute for Hotel Business and Administration
- HIM (Hotel Institute in Montreux)
- IHTTI (International Hotel and Tourism Institute in Neuchatel)
- Schiller International University in Engelberg
- Centre International De Glion (Glion Hotel School, Montreux and Glion Management Centre, Bulle)

### **UNITED STATES OF AMERICA**

- Hawaii Pacific University in Hawaii
- Schiller International University in Florida
- Johnson and Wales University in Rhode Island
- Southern New Hampshire University in New Hampshire
- Concord College in West Virginia

### **UNITED KINGDOM**

- Schiller International University in London
- Thames Valley University in London
- Waltham Forest College in London
- Birmingham College of Food, Tourism, and Creative Studies in Birmingham
- Sheffield Hallam University

### **CANADA**

- Canadian College

Some credits are transferable from I-TIM's one-year certificate program as well, however, should a student wish to transfer overseas to complete a degree I-TIM's two-year diploma course offers students with a greater variety of options along with a greater number of credits being accepted which enables them to complete their degrees in a shorter period of time.

## **Flow chart for foreign Applicants**

- ❖ Application, documents, photographs and application fee sent to I-TIM.
- ❖ I-TIM checks application and forwards to the Thailand Ministry of Education for their approval.
- ❖ After I-TIM receives approval from the Thailand Ministry of Education I-TIM sends a letter of acceptance to the applicant or representative.
- ❖ Applicants then forwards one year tuition fee, other fees, textbooks and uniform costs to I-TIM.
- ❖ I-TIM forwards its official receipt and the acceptance letter of the Thailand Ministry of Education.
- ❖ The applicant then takes the letter and receipt to the nearest Thai Embassy of consulate to apply for the non-immigrant ED visa
- ❖ The applicant advises I-TIM of their arrival in Bangkok.
- ❖ I-TIM will assist the student to extend their non-immigrant ED visa during the time of study at I-TIM.
- ❖ Please be advised that the non-immigrant ED visa cannot be issued in Thailand. It is the student's responsibility to obtain a re-entry visa before leaving Thailand while they are a student at I-TIM. Failure to obtain a re-entry permit will result in the cancellation of their non-immigrant ED visa.