

COLLEGE OF TOURISM AND LEISURE INDUSTRY

4 semester college with final diploma examination

After school leaving exam or certificate of access to higher education

Title: tourism businesswoman / businessman

The four-semester College was established by the Steirischer Hotelfachschulverein for students having successful school leaving exam (Matura) and applicants having passed the Certificate of access to higher education (Studienberechtigungsprüfung) who wish to focus on vocational training in the field of tourism. (The College entrance exam can be taken at the Tourismusschulen Bad Gleichenberg.) The college of tourism and leisure industry imparts general education and specific commercial studies, training in the fields of tourism and gastronomy, specialist studies in at least two foreign languages, knowledge and proficiency in the field of guest service (according to the job profile of restaurant expert), food and beverage operations (according to the job profile of cook) and in the field of administration and customer service (according to the job profile of hotel and restaurant assistant, office businessman or touristic agency assistant). Practically orientated training guarantees a thorough preparation for employed and self-employed jobs in the various lines of the hospitality and leisure industry and in intermediate and higher commercial administration. Additionally, the courses of the college of tourism and leisure industry focusing on third foreign language provides sound knowledge and skills in the fields of competence in communication, hotel and travel agency correspondence and specialist terminology with reference to tourism management in three foreign languages. Our alumni pursue jobs that require a high degree of responsibility and independence in developing regional and supraregional tourism concepts, in planning, coordinating and supervising operational procedures and specific electronic data processing operations, in negotiating and drafting contracts as well as in all business operations calling for foreign language correspondence.

TERMS OF ADMISSION

- Successful school leaving exam (Matura)
- or
- Certificate of access to higher education (Studienberechtigungsprüfung)
- and
- entrance test

EDUCATION FOCUS: third foreign language (all lessons are taught in English language)

ADDITIONAL QUALIFICATIONS

The College of Tourism and Leisure Industry offers courses for additional qualifications as listed below. An external commission presides over the exams and issues the certificates:

- Barmwoman / Barman (in cooperation with Österreichische Barkeeper-Union)
- Concierge front office (in cooperation with Clefs d'Or Austria)
- Cheese sommelière / Cheese sommelier (in cooperation with AMA Österreich)
- Wine sommelière / Wine sommelier (education in cooperation with Österreichische Weinakademie)
- Beer sommelière / Beer sommelier (in cooperation with BRAU UNION Österreich)
- Coffee and tea specialist (in cooperation with Hornig Tee & Kaffee)
- Decoration courses
- Language certificates (in English, Italian, French and Spanish)

Steirischer Hotelfachschulverein

Tourismusschulen Bad Gleichenberg

Kaiser-Franz-Josef-Straße 18, 8344 Bad Gleichenberg, Tel.: +43 3159/2209-0, Fax : +43 3159/2209-22
www.tourismusschule.com, schule@tourismusschule.com

CONTINUING EDUCATION AND AUTHORITIES

- Possibility of continuing individual studies at Johnson & Wales University (USA)
- Accreditation in case of continuation of individual studies at the University of Applied Sciences Joanneum Bad Gleichenberg and at various European universities in the field of tourism
- Apprenticeship in a related profession – possibility of accreditation
- Substitute for the entrepreneur examination
- Substitute for the proof of qualification

APPLICATION

Please send the application form with 2 passport pictures (not older than 6 months) to us. After that you will get an invitation to our entrance test.

TERMS OF ADMISSION

Applicants are invited to a written and oral entrance test by appointment in Bad Gleichenberg. This decides on whether admission will or will not be granted.

INTERNSHIP

Practical training of a minimum period of 12 weeks is compulsory for all students during the summer break between the second and third semester. It may be carried out in a tourism-related establishment (kitchen, service, reception, administration or travel agency) in Austria or abroad. The final exam cannot be taken without proper practical training.

BOARDING HOUSE

The Tourismusschulen Bad Gleichenberg are run as a future-orientated boarding school. As a consequence, our students acquire key qualifications like teamwork, personality development, social skills, leadership qualities and a sense of responsibility. External accommodation is only possible for students whose permanent place of residence has been situated in the districts of Feldbach, Bad Radkersburg or Fürstenfeld for at least three years. The registration form is required.

COST ACCOUNT school year 2011/12

Internal student

school attendance	1.791 €
<u>boarding house</u>	<u>4.176 €</u>
Annual fee	5.967 €

External student *)

school attendance	1.791 €
<u>cooking lessons and meals (incl. of 10% turnover tax)</u>	<u>1.018 €</u>
annual fee	2.809 €

*) Not staying in the boarding house is only possible if the student has had permanent residence in the districts of Feldbach, Bad Radkersburg or Fürstenfeld for at least three years.

Scholarships for the school and boarding fees can be applied by the form teacher.

Steirischer Hotelfachschulverein

Tourismusschulen Bad Gleichenberg

Kaiser-Franz-Josef-Straße 18, 8344 Bad Gleichenberg, Tel.: +43 3159/2209-0, Fax : +43 3159/2209-22
www.tourismusschule.com, schule@tourismusschule.com

Bank account: Raiffeisenbank Feldbach – Bad Gleichenberg, Account No. 1.005.081, Bank No. 38497

TIMETABLE

Main area:

Third foreign language

(Lessons in total and lessons of each subject)

	hours per week per semester			
	1 st	2 nd	3 rd	4 th
A.1. MAIN SUBJECTS				
1. Religion	1	1	1	1
2. Language and communication				
2.1. English	3	3	3	2
2.2. French	3	3	3	2
2.3. Information and office management 1)	2	2	2	2
2.4. Communication and presentation 1)	1	1	1	1
3. Tourism, economy and law				
3.1. Tourism, marketing and travel agency	4	4	4	4
3.2. Business administration and economics	3	3	3	3
3.3. Accounting and financial management	4	4	4	4
3.4. Law	-	-	2	2
4. Additional subjects				
4.1. Food & beverage management	6	6	6	6
5. Practical training	2	2	2	2
A.2.1. MAIN AREA OF TRAINING				
Third foreign language Spanish or Italian (free choice)	5	5	5	5
A.2.2. ADDITIONAL COMPULSORY CLASSES				
Deepening of French	-	-	1	1
Cultural animations	1	1	-	-
Hotel management	1	1	-	-
Total	36	36	37	35

B. PRACTICAL TRAINING

in total 12 weeks in order to be allowed to sit for the final exams

1) computer-aided