



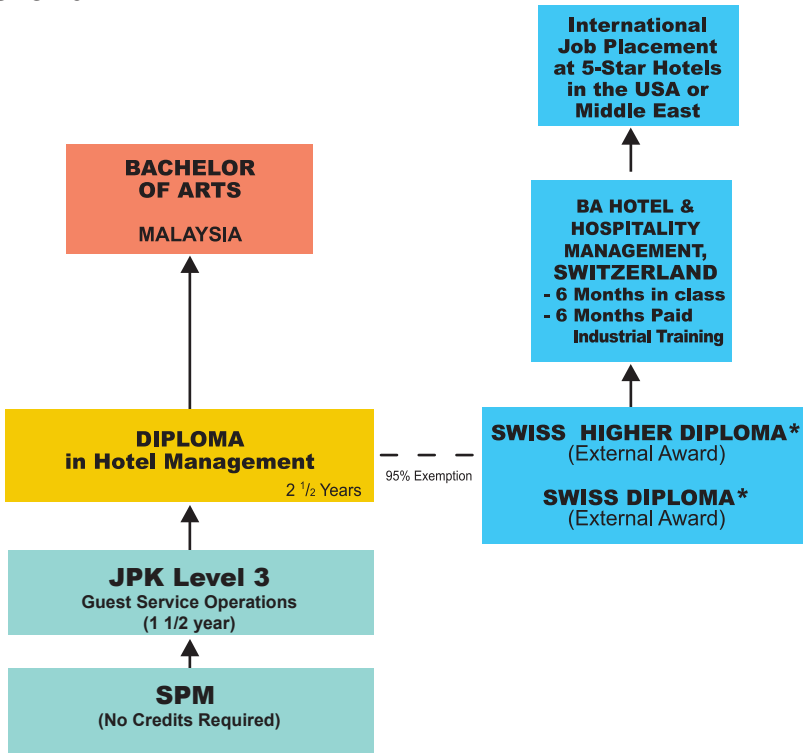
# JUST WHEN YOU THOUGHT ALL DOORS WERE CLOSED WE OPEN A NEW INTERNATIONAL DOORWAY

Collaborating with Jabatan Pembangunan Kemahiran (JPK), Olympia College provides training to equip students for a career in hospitality, tourism and service management. Upon completing the SKM Level 3 graduates may proceed to the Diploma in Hotel Management awarded by B.H.M.S. Business & Hotel Management School, Switzerland.

All you need to pay is the registration fee:  
**RM 500 Only\***

Monthly allowance:  
**RM 300\***

Tuition & Exam Fee:  
Fully Covered by PTPTK\*  
Terms & Conditions apply\*



Exclusive Partners:



**OLYMPIA COLLEGE**  
RAFFLES EDUCATION GROUP  
The Employers' Choice



# JPK Skill Programme (Level 3)

- Guest Service Operation

## What will I learn upon completion?

### Term 1

- Document information, procedures or process
- Utilize basic IT applications
- Interpret and follow manuals, instructions and SOP's
- Follow telephone / telecommunication procedures
- Demonstrate Safety skills
- Respond appropriately to people situations
- Understand systems

### Term 2

- Utilize the internet to locate and gather information
- Write memos and letters
- Utilize Local area Network (LAN) Internet to exchange information
- Organize own activities
- Organize and maintain own workplace
- Analyse technical systems

### Term 3

- Utilize database applications to locate and process information
- Prepare flowchart
- Monitor and evaluate performance of human resources
- Facilitate and coordinate teams and ideas
- Negotiate acceptance and support for objectives and strategies
- Implement projects / work plans
- Develop and maintain networks

# Diploma in Hotel Management

## What will I learn upon completion?

- Safety & Hygiene
- Food & Environment Studies
- Handling Stress Management
- Human Resource Management
- Food & Beverage Cost Control
- Sales & Marketing Management
- Customer Services Management
- Conference, Banquet and Event Planning
- Practical – Kitchen & Service Management
- And much more!

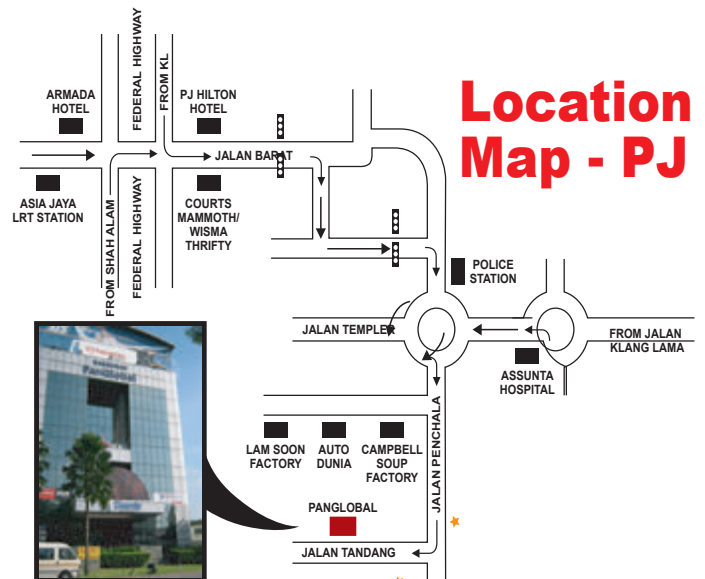
## What is available for me after I graduate?

- Continue to the Bachelor of Arts (Hons) Degree in Hotel and Hospitality Management in Switzerland
- Employment in the service industries which includes :

- Hotels, restaurants or resorts
- Food & beverage service establishments
- Recreational establishments
- Events management companies
- Entertainment or theme parks
- Transportation companies eg. airlines, cruise ships, etc.

Affiliated partners:

**B.H.M.S.**  
Business & Hotel Management School



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