



DCT UNIVERSITY CENTER
SWITZERLAND

HOSPITALITY LEADERSHIP &
EUROPEAN CULINARY ARTS

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Member Swiss Hotel Schools Association



The Leading Hotel Management Schools of Switzerland®

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A MESSAGE FROM DCT'S PRESIDENT

As you look through this Catalog and other materials from DCT and the Lynn University Switzerland Program, I ask you to think carefully about your professional and career goals. It is important to keep your long-term goals in mind as you consider how a school can help you.

At DCT, we seek interested, motivated students who appreciate the importance of an international education of the highest quality to prepare themselves for successful careers in the global hospitality field. DCT is committed to providing high-quality education in hospitality, hotel management, tourism and culinary arts.

The curricula of DCT programs are accelerated so that you can complete your education in less time than it would take in a traditional university system. You will receive one of the best educations available: an up-to-date curriculum presented by highly qualified instructors.

DCT's philosophy also seeks to develop "the whole person" – an active, healthy mind functioning in a healthy, sound body. We have an active Student Council working with our on-staff Activities Coordinator to plan and lead a variety of social activities – movies, field trips, skiing, hiking, sporting and cultural events – all healthy and great fun!

Attending DCT or participating in the Lynn University Switzerland Program is an unforgettable experience. Our graduates tell me they have made life-long friends. They use the DCT Alumni Network to stay connected personally and professionally, telling one another where good jobs are opening up. At DCT, you will become a member of an ever-growing global family of colleagues, friends, and hospitality professionals.

DCT is "the place to be" – the place where you can make your **Dreams Come True!** Together with Lynn University, we feel we offer the best in curriculum and faculty, a shorter time commitment, a stimulating social environment, and friends you will keep for life!

I look forward to welcoming you into the DCT family,

Walter Spaltenstein, President

DCT'S MISSION STATEMENT

Our mission as a post-secondary institution is to educate and develop socially responsible, progressive leaders for the global tourism industry.

To fulfill this mission, DCT strives to meet these strategic goals:

1. Offer a range of up-to-date hospitality and culinary programs to an international student body;
2. Employ a multinational, progressive faculty qualified within their areas of expertise;
3. Provide a stimulating learning and living environment which is conducive to students' academic and personal growth;
4. Participate in a global network of tourism employers and educational partners offering further educational and career opportunities.

DCT'S HISTORY

DCT was founded in 1991 and had its first intake of 20 international students in January 1992. From this small beginning, the school has expanded its program offerings and partnered with top universities from around the world. To date, DCT has graduated thousands of young men and women from over 50 nations who now hold leading positions in top hotels, restaurants and tourism organizations around the world.

The DCT campus is located in modern hotel facilities within the village of Vitznau, situated within the international tourism region of Luzern, directly on the shores of the famous Lake Lucerne. The location of the school in this important tourism location is of enormous value to you as a student: You will observe and experience first-hand the full range of hospitality and tourism businesses studied and discussed in the classroom.

A DCT EDUCATION

DCT offers a unique portfolio of modular programs that blend up-to-date and innovative concepts with time-tested methods and traditional techniques. These programs are taught by a highly qualified faculty using today's most advanced and innovative principles in hotel management and culinary arts training. The teaching and learning facilities on the DCT campus utilize state-of-the-art technology to facilitate your learning and prepare you for your future profession.

All programs balance operational and theoretical studies to provide both technical skills and managerial competencies. Programs lead to various qualification levels, from specialized Certifications, to Diplomas and Advanced Diplomas, up to Associate's, Bachelor's and MBA Degrees.

A qualification earned from DCT demonstrates your successful completion of a high-quality academic program. It further signifies the level of your professional competency and will serve as your passport to a rewarding career in the hospitality, tourism or culinary industries.

We at DCT are proud of our range of programs. A variety of respected international academic organizations also recognize the educational value of our programs, and certify their excellence through recognition or accreditation. Graduation from DCT will be an important stepping-stone toward your future career!

INTERNATIONAL RECOGNITION AND ACCREDITATION

Academic accreditation is a significant recognition earned by an educational institution or program that has been found to meet or exceed external **standards of educational quality**. Accreditation is not simply a membership that any school can receive by paying a membership fee. Accreditation is awarded based on an intensive multi-year process both of internal self-study by faculty, students, alumni, and administration, and of a rigorous external audit by higher education and hospitality industry experts. This process validates the level and quality of the educational programs offered.

The accreditation process provides independent and external verification, in addition to a school's own quality assurance system and hired consultants, that a school meets all the challenges involved in educating the industry's future leaders.

What does this mean to a DCT student or graduate?

By enrolling at DCT (which has earned several international external accreditations) as compared to other schools that are not equally recognized or that are only self-certified, you can be confident that you are being properly prepared for the professional world of today and tomorrow. Equally important is the fact that, if you choose to continue your studies, you will receive full transfer consideration to **any** top university or college worldwide! Your future will not be limited to a small list of schools that have agreed to recognize courses from an unaccredited school.

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES (NEASC), USA

One of the five top-level accrediting bodies in the USA, NEASC is that country's oldest regional accrediting association. Its mission is to establish and maintain high standards for all levels of education. NEASC can also respond to complaints regarding allegations of conditions at affiliated institutions that raise significant questions about the institution's substantial compliance with the Standards of Membership.

NEASC serves more than 2,000 public and independent schools, colleges and universities in the northeastern US, plus schools in more than 65 nations worldwide. DCT has earned full NEASC accreditation at the Diploma level through the Commission on Technical and Career Institutions.

SWISS HOTEL SCHOOLS ASSOCIATION (ASEH), SWITZERLAND

The Swiss Hotel Schools Association, or *Association Suisse des Écoles Hôtelières* (ASEH), is a membership organization formed to bring together the leading Swiss hotel schools committed to maintaining high quality educational and professional standards. To gain membership in ASEH, each school must successfully complete a strict application procedure, including meeting more than 100 membership criteria. Through its group of independent experts, the ASEH ensures that all members continue to meet the required quality standards.

ACCREDITATION COUNSEL FOR BUSINESS SCHOOLS AND PROGRAMS (ACBSP), USA

The Advanced Diploma in Hotel & Tourism Management program at DCT is fully accredited by the Accreditation Counsel for Business Schools and Programs in the USA. The ACBSP mission is to advance excellence in teaching, and to encourage creativity and innovation. This accreditation allows students to transfer DCT credits to over 500 business schools and universities worldwide and verifies the international quality standards of DCT's programs.

AMERICAN CULINARY FEDERATION (ACF), USA

DCT's comprehensive European Culinary Management program was the first one outside the USA to earn full accreditation by the American Culinary Federation's Accrediting Commission. DCT's was also one of the first group of only 22 programs – and the only one outside North America – designated by ACF as an “**Exemplary Program**”. This top ACF accreditation not only verifies the overall quality and completeness of the culinary arts and restaurant management program, but it also allows students who complete the full program to count the credits earned toward establishing or maintaining their own ACF certification.

ADMISSION REQUIREMENTS, HOTEL & TOURISM MANAGEMENT PROGRAMS

BACHELOR'S DEGREE, DIPLOMA (DHM), ADVANCED DIPLOMA (ADHM), AND RESTAURANT OPERATIONS CERTIFICATION (ROC):

- Successful completion of secondary education (e.g. High School diploma or equivalent);
- Minimum age 17;
- Appropriate results from a recognized English test (TOEFL 500/61, IELTS 5.0, TOEIC 600, Cambridge First Certificate)

MASTER'S DEGREE (MBA) AND POST-GRADUATE DIPLOMA (PGD):

MBA • A three- or four-year university Bachelor's Degree from an accredited university or college;

- Appropriate results from a recognized English test (TOEFL 550/79, IELTS 5.5, TOEIC 700 or Cambridge First Certificate)

PGD • A diploma, certificate or degree from an accredited college or university in a field **other than** hospitality;

- Appropriate results from a recognized English test (TOEFL 500/61, IELTS 5.0, TOEIC 600 or Cambridge First Certificate)

MBA and PGD: Basic MS-Office software and Internet computer skills (equivalent to MGT.1133; see course description on page 17). Alternatively, you may enroll in MGT. 1133 during your first term of study at an extra fee.

ADMISSION REQUIREMENTS, EUROPEAN CULINARY ARTS PROGRAMS

ASSOCIATE'S DEGREE:

- Successful completion of secondary education (e.g. High School diploma or equivalent);
- Minimum age 17;
- Appropriate results from a recognized English test (TOEFL 500/61, IELTS 5.0, TOEIC 600, Cambridge First Certificate)

ADVANCED DIPLOMA (ADECA), DIPLOMA (DECA), ADVANCED CERTIFICATION, CERTIFICATIONS (FEC, EPC, MGC):

- Completion of secondary education (e.g. school-leaving certificate or equivalent);
- Minimum age 17;
- Appropriate results from a recognized English test (TOEFL 500/61, IELTS 5.0, TOEIC 600, Cambridge First Certificate);

MGC: Enrollment in either the ADRM or ADECA program (FEC+EGC+EPC+IMS), or prior successful completion of DCT's former ADECM program.

STUDENTS TRANSFERRING TO DCT:

Hotel & Tourism Management Programs:

If you have successful educational experience at an accredited college or university, you can transfer academic credits into your DCT program for some or all of your previous schooling to shorten the time required to earn your DCT Diploma or Bachelor's Degree by up to six months in the DHM program, or by up to twelve months in the DDD or ADHM programs. Some students may be eligible for course waiver for demonstrated Life Experience – that is, proof of extended work experience in course-related hospitality industry jobs.

European Culinary Arts Programs:

If you have adequate, appropriate prior cooking experience or culinary training, you may apply for a waiver from the relevant courses or modules, which may shorten your program at DCT.

Note that the FEC program (or equivalent) is a prerequisite for EGC, and the EGC program (or equivalent) is a prerequisite for MGC.

1. MASTER OF BUSINESS ADMINISTRATION DEGREE IN HOSPITALITY MANAGEMENT (MBA)

Objective: if you have earned a 3- or 4-year university degree in Hospitality Management, this program will allow you to earn an MBA with six months of additional, advanced study. If you have earned a 3- or 4-year university degree in a non-hospitality field, this program will help you redirect your career, giving you a solid foundation in hospitality management and the opportunity to earn a specialized MBA in only nine or twelve months of advanced study.

Duration: with a Bachelor's Degree in Hospitality Management: six months (two academic terms) of classes; you may include an optional six-month paid Swiss operational Internship as a part of your program.

Duration: with a Bachelor's Degree in Business or a related field: nine months (3 academic terms) of classes, and an optional 6- or 9-month paid Swiss operational Internship.

Duration: with a Bachelor's Degree in any other field: 12 months (4 academic terms) of classes, and an optional paid Swiss operational Internship of 6 - 12 months.

2. POST-GRADUATE DIPLOMA IN HOTEL & TOURISM MANAGEMENT (PGD)

Objective: if you earned a college or university Certificate, Diploma, or Degree in a non-hospitality field, this program will help you to re-engineer your career for rapid entry into the hospitality field in only six months. This is a fast-track program for those who are changing career direction and want to pursue a hospitality career and begin at the operational / supervisory level.

Duration: 6 to 12 months total: 6 months of classes (2 academic terms), and 6 months of optional paid Swiss Internship.

3. BACHELOR'S DEGREE / DOUBLE DIPLOMA (DDD) – BACHELOR'S DEGREE plus ADVANCED DIPLOMA IN HOTEL & TOURISM MANAGEMENT

Objective: utilizing an innovative blend of instructional techniques and technologies, this program combines a Lynn University Bachelor's of Professional Studies Degree in Hospitality Management with a DCT Advanced Diploma in Hotel & Tourism Management, to provide you with two accredited international qualifications that are recognized worldwide as the best and most prestigious for anyone seeking a career in the hospitality industry.

Duration: thirty to forty-eight months total: twenty-four months of classes (eight academic terms), and six to twenty-four months of paid Swiss Internship.

4. ADVANCED DIPLOMA IN HOTEL & TOURISM MANAGEMENT (ADHM)

Objective: this program teaches you the principles, skills, competencies and professional attitudes required for taking on managerial responsibilities in the hospitality or tourism industries.

Duration: twenty-four to thirty-six months total: eighteen months of classes (six academic terms), and six to eighteen months of paid Swiss Internship.

5. DIPLOMA IN HOTEL MANAGEMENT (DHM)

Objective: this program provides you with the principles, skills and professional attitudes that are essential for you to fulfill future supervisory roles in the hospitality industry.

Duration: eighteen to twenty-four months total: twelve months of classes (four academic terms), and six to twelve months of paid Swiss Internship.

6. RESTAURANT OPERATIONS CERTIFICATION (ROC)

Objective: this program provides a selection of courses that give you the focused knowledge necessary to begin your career in the foodservice industry quickly, and to be successful in an operational position in a restaurant or a hotel's Food & Beverage Department.

Duration: 12 months total: 6 months of classes (2 academic terms), and 6 months of paid Swiss Internship.

7. ASSOCIATE'S DEGREE IN CULINARY ARTS & RESTAURANT MANAGEMENT (ADRM)

Objective: this program prepares you with both advanced culinary skills and the management theories and practices necessary to manage or own a restaurant. The program consists of the FEC, EGC, EPC and IMS modules, two German Language courses, and a required paid Swiss Internship of at least six months to help you put polish on the skills you develop on-campus. You can choose to add the specialized MGC module to your program, earning a Certification in Master Gourmet Cuisine in addition to your Associate's Degree.

Duration: eighteen to twenty-four months total: twelve months of classes (four academic terms), and six to twelve months of paid Swiss Internship.

8. ADVANCED DIPLOMA IN EUROPEAN CULINARY ARTS (ADECA)

Objective: this program combines your choice of four ECA Program Modules to give you a range of advanced culinary skills (FEC plus three of: EGC, MGC*, EPC and IMS). In addition, you will take two German Language courses and have the option to gain paid Swiss work experience. If you choose to enroll in all five ECA modules without an internship, you will earn both an Advanced Diploma plus a Certification in Master Gourmet Cuisine. (Note that the combination of FEC, EGC, EPC, IMS and an internship of at least six months leads to the Associate's Degree described above.)

Duration: twelve to twenty-four months total: twelve months of classes (four academic terms) and six to twelve months of optional paid Swiss Internship.

9. DIPLOMA IN EUROPEAN CULINARY ARTS (DECA)

Objective: this program combines your choice of three ECA Program Modules to give you a range of advanced culinary skills (FEC plus two of: EGC, MGC*, EPC and IMS). In addition, you will take two German Language courses and have the option to gain paid Swiss work experience.

Duration: nine to eighteen months total: nine months of classes (three academic terms), and six to nine months of optional paid Swiss Internship.

10. ADVANCED CERTIFICATION IN EUROPEAN CULINARY ARTS (ACECA)

Objective: this program combines your choice of two ECA Program Modules* to allow you to focus on your particular area of interest in the culinary field. In addition, you will take two German Language courses. If your program includes the FEC module, you will have the option to gain six months of paid Swiss work experience.

Duration: 6 to 12 months total: 6 months of classes (2 academic terms), and 6 months of optional paid Swiss Internship.

11. CERTIFICATION IN EUROPEAN PASTRY & CHOCOLATE (EPC)

Objective: this program provides you in-depth study and practice specializing in the pastry kitchen and chocolate work. It includes the EPC module and a German Language course.

Duration: three months of classes (one academic term).

EUROPEAN CULINARY ARTS PROGRAM MODULES:

Foundation in European Cuisine (FEC) will introduce you to European cooking methods, kitchen equipment, machinery and utensils, as well as recipe costing and kitchen procedures. You will learn to use European ingredients; develop your preparation techniques and knife skills; learn to prepare the basic stocks, soups, sauces and bakery & pastry products; and gain an understanding of kitchen terminology.

European Gourmet Cuisine (EGC) will extend your understanding of European culinary principles. You will explore national and regional cuisines, from the traditional to the modern, by preparing a wide range of recipes including appetizers, fish, vegetarian and main course dishes. You will learn front-of-house skills, customer relations and restaurant projects will provide the opportunity to apply your knowledge and also develop your leadership and teamwork.

European Pastry & Chocolate (EPC) will teach you all aspects of the pastry kitchen, from traditional Swiss and European cakes, tortes, rolls, breads, cookies and biscuits, through to modern recipes and trends in plated desserts. You will learn techniques for creating a wide variety of attractive and trendy warm, cold and frozen desserts for both plated and buffet presentation; plus truffles, pralines and chocolates; and artistic sugar and chocolate showpieces.

Master Gourmet Course (MGC) will help you master your palate by exploring European food products and specialties to discover new variations and pairings of flavors. You will learn the latest Swiss and European trends and techniques of culinary arts including molecular gastronomy. Guest chefs will share their secret specialties and recipes. You will experience Swiss precision and quality in fine dining production and presentation, cost control, and competition cooking.

Introductory Management Studies (IMS) is composed of seven classroom-based courses that introduce you to a variety of managerial topics. The selection of courses will provide you with skills and knowledge required of a restaurant owner or manager. This module is not offered as a separate program.

** Successful completion of FEC (or equivalent) is a prerequisite for enrolling in the EGC module; successful completion of EGC is a prerequisite for enrolling in the MGC module.*

12. CERTIFICATION IN FOUNDATION IN EUROPEAN CUISINE (FEC)

Objective: this program introduces you to the European kitchen through a study of the theory and practices used there: ingredients, terminology, equipment and techniques. It includes the FEC module and a German Language course.

Duration: three months of classes (one academic term).

13. CERTIFICATION IN MASTER GOURMET CUISINE

Objective: the MGC module develops and expands upon your expertise in the European Gourmet specialization; it is available as a separate program only for students who are enrolled the ADRM program or the ADECA program (FEC, EGC, EPC, IMS), or who have already completed DCT's former ADECM program. Other students may enroll in the MGC module as a regular part of the ADECA or DECA programs.

Duration: three months of classes (one academic term).

HOTEL & TOURISM MANAGEMENT DIPLOMA & BACHELOR'S COURSES, COURSE CREDITS, AND EQUIVALENT CLASSROOM HOURS

	Credits	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	Term 7	Term 8
Restaurant Operations Certification									
Diploma in Hotel Management									
Advanced Diploma in Hotel & Tourism Mgmt									
Bachelor's Degree/Double Diploma Program									
English Composition I	3	40							
Beginner German Language I	3	60							
Introduction to the Hospitality Industry	3	40							
Applied Hospitality Information Systems	3	40							
Professional & Personal Development for Hospitality	3	40							
English Composition II	3		40						
Wine and Beverage Appreciation	3		40						
Food Service Management, with Service Practical Lab	4		90						
Beginner German Language II	3		60						
Introduction to Statistics	3		40						
Financial Accounting	3			40					
Public Speaking	3			40					
Rooms Division Operations, with Front Office Lab	4			60					
Introduction to Microeconomics	3			40					
Human Resource Management	3			40					
Convention Sales and Management	3				40				
Managerial Accounting	3				40				
Sales and Marketing Management	3				40				
Cross-Cultural Management	3				40				
Introduction to Macroeconomics	3				40				
Ethics in the Hospitality Industry	3					40			
Tourism Planning & Development	3					40			
Rooms Division Management	3					40			
Planning and Control of F&B Operations	3					40			
Organizational Behavior	3					40			
Event Management: Planning and Coordination	3						40		
Event Marketing	3						40		
Event Logistics	3						40		
Event Risk Management	3						40		
Applied Event Management	3						40		
Hospitality Strategic Marketing	3							40	
Sports Management	3							40	
Introduction to Human Biology	4							40	
International Experience in Hospitality Management	3							40	
Hospitality Law	3							40	
Principles of Vacation Ownership	3							40	
Hospitality Industry Seminar	3								40
Revenue Management	3								40
Customer Service	3								40
Hospitality Leadership and Supervision	3								40
Concessions Management	3								40
Management Information Systems	3								40
	129	220	270	220	200	200	200	240	240

Terms 1 - 6 of the ROC, DHM and ADHM programs are composed of 5 courses each term. The courses in which a student is enrolled in any particular term may vary based on prerequisite requirements, scheduling issues and faculty availability.

The 12 courses that make up Term 7 and Term 8 of the **Lynn University Bachelor's Degree / Double Diploma** (DDD) program may vary from those listed. The specific courses offered in the Switzerland Program are selected by Lynn University each year to ensure that students will complete all requirements for earning a Bachelor of Professional Studies Degree, while also taking into consideration student interest and faculty availability. Note that Term 7 is offered only during the April term each year, and Term 8 only during the July term.

ENC.1223 English Composition I – 3 Credits

This course emphasizes general writing skills through a detailed study of the fundamentals of the writing process and the application of it through the writing of essays, narratives, letters, descriptives, describing processes and giving instructions. Students are guided in using the Learning Resource Center and Internet for research.

GER.1113 Beginner German Language I – 3 Credits

A basic course relating to the hospitality industry focusing on grammar structures presented in context through: speaking, listening, reading and writing. The purpose of this class is to enable students to deal with predictable every day tasks and to deal with varied daily activities in a hotel or restaurant.

HFT.1213 Introduction to the Hospitality Industry

– 3 Credits

This course introduces students to the Hospitality Industry, providing them with an overview of the major segments: food service, lodging, travel & tourism, and meeting & conventions, as well as an introduction to the many and varied hospitality management career opportunities. Further emphasis is made on one of the fundamental components of the industry: the housekeeping department, an essential unit necessary for the maintenance of standards and therefore reputation of any hospitality operation. The knowledge and understanding needed in relation to housekeeping are stressed.

MGT.1133 Applied Hospitality Information Systems

– 3 Credits

This course introduces a basic knowledge of computer hardware and how it relates to the operating system. Focusing on MS-Office (Word, Excel, PowerPoint, Publisher), students will gain a reasonable competence in word processing, as well as a basic appreciation of spreadsheets, presentations, and e-mail, and how these modules can integrate with each other. An appreciation of the World Wide Web as a research tool will also be included.

PPD.1123 Professional & Personal Development for the Hospitality Industry – 3 Credits

This course equips students with skills necessary for success in the workplace. Students develop interview, job search, and communication skills, build self-confidence, and learn to conduct themselves in a professional manner that matches industry expectations. Students will be prepared for completing an Internship in Switzerland or abroad, as well as for future career advancement, development, and self-improvement.

ENC.2323 English Composition II – 3 Credits

Students prepare a cycle of letters, reports, essays, articles, questionnaires and evaluations as writing projects stressing how these relate to the hospitality industry. Particular emphasis is put upon building research and analytical skills applied to information gathering, including library and Internet research.

Prerequisite: ENC.1223 English Composition I.

FSS.1133 Wine and Beverage Appreciation – 3 Credits

This course introduces the foundations needed for the understanding of alcoholic and non-alcoholic beverages, including their origin, ingredients, production processes and service as applied by the expectations of the Swiss and international hospitality industry. The course also provides a basic understanding of the importance and purpose of all beverages in a food and beverage operation and in the various cultures of traditional and New World wine producing countries and regions.

FSS.1214 Food Service Management – 4 Credits

This course introduces the science of food service as applied to the expectations of the Swiss and international hospitality industries. It gives the student the necessary background of the foodservice industry, the types of foodservice establishments and the various food service methods. It also creates in the student an awareness of why people dine out and how the different service styles and settings satisfy the customers' and business' needs. Through the service laboratory, students have the opportunity to apply and experience learned knowledge first hand.

Prerequisites: FSS.1133 Wine and Beverage Appreciation, or may be taken concurrently.

GER.1213 Beginner German Language II – 3 Credits

Building on GER.1113, this course continues with additional vocabulary and conversational skills emphasizing the daily tasks common to the hospitality industry. The course also assists students to gain basic interviewing vocabulary in German.

Prerequisite: GER.1113 Beginner German Language I.

MGT.3493 Introduction to Statistics – 3 Credits

This course provides the statistics skills hospitality managers require in today's environment. It introduces the basic language and methods of statistics, especially descriptive and inferential statistics, using examples from business and hospitality management. Data collection, organization, analysis, interpretation and presentation will be covered in terms of conceptual understanding and practical application.

ACC.2343 Financial Accounting – 3 Credits

This course provides the students the theoretical concepts and the analytical tools related to the recording of the financial transactions of a firm. It starts with the generally accepted accounting principles, and continues with the preparation and the interpretation of the journal, income statement and balance sheet. The students develop the ability to analyze critically and interpret financial statements using index and ratio analysis as a foundation for management decision-making. Approaches to pricing and cost management are introduced.

COM.2313 Public Speaking – 3 Credits

This course focuses specifically on communication. It enables students to become effective public speakers by exposing them to a variety of learning situations and learning tools. Students have opportunities to put into practice what they have acquired in the classroom. The skills of listening, written language, body language and voice will be highlighted.

HFT.2354 Rooms Division Operations – 4 Credits

This course focuses on the two primary departments within Rooms Division: Housekeeping and Front Office. Students gain an understanding of how effective teamwork and communication between these departments contribute to the successful operation of the hotel. An overview of the responsibilities of the Housekeeping department in relation to the overall hotel operations is given, with a focus on planning and organization. Students are introduced to the Front Office and the responsibilities of the positions found in each of the areas comprising the Front Office, including communications, reception, reservations, concierge and uniformed services. Theory-based knowledge is applied using a Front Office simulation program. Students gain a basic understanding of the main modules: reservations, registration, rooms management, and cashiering.

Prerequisite: none; HFT.1213 Introduction to the Hospitality Industry recommended.

MGT.2373 Introduction to Microeconomics – 3 Credits

This course introduces students to economic decision-making at the hospitality firm, consumer and industry level. The course aims to establish a link to real-life Microeconomics knowledge as can be observed in the local hospitality industry.

MGT.2383 Human Resource Management – 3 Credits

Students learn the varied responsibilities of the HR function within a hospitality operation. The course's focus is on the Human Resources Cycle, with students studying the following topics and their interrelations: Job analysis, job descriptions and job specifications; recruiting policies and procedures; selection methods and effective interviewing; training and orientation programs; performance appraisal; employee motivation; and compensation and reward systems.

HFT.3433 Convention Sales and Management

– 3 Credits

This subject examines convention sales prospects within various kinds of hospitality operations. Students will learn to distinguish among the various types and groups of potential clients and to identify the special characteristics, needs and wants of specific market groups. Emphasis is on planning and organizing meetings and conventions and the support systems required for large group functions.

Prerequisite: none; MGT.3423 Sales and Marketing Management recommended, or may be taken concurrently.

MAC.3443 Managerial Accounting – 3 Credits

An extension of ACC.2343, this course expands the student's ability to analyze and interpret financial statements critically through the use of ratio analysis and budget variance analysis. Short-term cash flow and long-term funds management planning is examined as an integral part of capital budgeting and investment decisions.

Prerequisite: ACC.2343 Financial Accounting.

MGT.3423 Sales and Marketing Management

– 3 Credits

This course provides a decision-oriented overview of marketing management in modern hospitality organizations. The most basic objectives of the course are to provide the students with a broad introduction to marketing concepts, the role of marketing in the firm and the various factors that influence marketing decision-making.

MGT.3453 Cross-Cultural Management – 3 Credits

This course explores insights into concepts and management of culture at work. Paradigms of culture and tools and technology intended to optimize individual and collective performance and satisfaction are related to diversity and organizational culture. Cultural psychology and global leadership are discussed, for example, in terms of tacit and explicit learning and smart power, as applied in cross-cultural management.

MGT.3473 Introduction to Macroeconomics

– 3 Credits

This course increases the students' understanding of the Macroeconomic system and examines how it affects the individual. Basic economics principles such as demand, supply, price theory, national income analysis, inflation, GDP, unemployment, fiscal and monetary policy, money and banking are introduced. Students also learn basic analytical tools that describe and explain the short-run fluctuations of an economy and examine the debate on the effect of monetary and fiscal policy instruments on the stability of an economy.

Prerequisite: MGT.2373 Introduction to Microeconomics.

ETH.3583 Ethics in the Hospitality Industry

– 3 Credits

Questions of professional ethics lend themselves to analysis from multiple perspectives and dimensions. For example, although individuals make decisions, this decision-making process occurs within a variety of contexts. In a work setting, decision-making occurs within the culture of a particular organization, profession, or field in addition to being filtered by personal beliefs, biases and opinions. Decisions can be analyzed in relation to theories of moral development and emotional intelligence, and through the application of critical thinking skills. Using case studies and contemporary issues, this course examines professional ethics from these varied perspectives.

HFT.3443 Tourism Planning and Development

– 3 Credits

This course provides an in-depth study of the field of tourism. It is designed to develop a comprehensive understanding of macro forces and issues that shape global tourism from both the producer and consumer perspectives. The aim of the course is to enable students to recognize the economic, environmental, social and political aspects of tourism development, including those related to developing countries as well as to highly developed states.

HFT.3553 Rooms Division Management – 3 Credits

Building upon the foundation laid in HFT.2354, this course teaches students how the professional management of the Rooms Division can ensure optimal utilization of available hotel space and achieve maximum profitability. The course adopts a management perspective that aims to develop an understanding of how quality rooms division management can affect the successful operation of a hotel. Various areas of management responsibilities within this division will be studied, focusing on the planning and evaluation stages. Prerequisite: HFT.2354 Rooms Division Operations.

MGT.3533 Planning and Control of Food & Beverage Operations – 3 Credits

In this course, students gain a clear and comprehensive understanding of contemporary food & beverage management from a systems management approach. Students learn basic cost control systems and concepts relating to the area of food production, labor costs and other operating expenses, menu pricing, and bar and beverage management principles.

Prerequisite: none;

FSS.1214 Food Service Management, recommended;

FSS.1133 Wine and Beverage Appreciation, recommended;

MGT.2383 Human Resource Management, recommended.

OBE.3583 Organizational Behavior – 3 Credits

The course examines the concepts of human behavior in organizations at individual and group levels. Organizational behavior concepts that foster individual and team performance as well as the development and impact of organizational culture are discussed. This course demonstrates how influential leadership styles and organizational structures relate to employee performance and job satisfaction.

EVT.3613 Event Management: Planning and Coordination – 3 Credits

In contrast to HFT.3433, this course provides an overview of the planning and coordination practices of the events industry from the event planner's perspective. The event planner's role in different types of events and their purposes are described and analyzed. The course also focuses on the coordination and development of event timelines and contracts.

EVT.3623 Event Marketing – 3 Credits

This course focuses on the marketing communication tools used in the events industry. Communication strategies, public relations, e-marketing, advertisement, sponsorship programs, and direct and relationship marketing concepts are presented, analyzed and applied. Sales strategies for destinations and venues are also examined.

EVT.3633 Event Logistics – 3 Credits

Students examine how logistics concepts are applied in the events industry. They conceptualize and apply in a step-by-step manner how different types of events are planned, organized, carried out, and evaluated. Throughout this process the customer, the product, the facilities, the event site, and the closing of the event are all considered.

EVT.3643 Event Risk Management – 3 Credits

This course introduces students to the concept of risk management. These concepts are then applied specifically to the events industry highlighting areas such as legal and ethical compliance, health and safety, loss prevention and security, emergency preparedness, administrative safeguards, and site and attendee management.

EVT.3653 Applied Event Management – 3 Credits

This course provides students with the opportunity to experience hands-on the planning, coordination and execution of an actual event. Students apply and analyze the knowledge gained in the events management course series.

HFT.3400 Industry Training – 1,150 to 1,650 hours, 4 or 6 Credits

(Paid Swiss Internship) This is a 4- or 6-credit university transfer course involving practical, on-the-job, paid work experience in leading Swiss-German hotels and restaurants, and emphasizing practical experience in kitchen production, restaurant service or, possibly, front office operations. Students may take this in-country program only after successful completion of at least six months of their regular academic program, having met DCT's internship qualification requirements, as detailed on pages 32 & 33 of this Catalog and in the Course Outline for HFT.3400 Industry Training.

Prerequisites:

All programs: GER.1113 Beginner German Language I, GER.1213 Beginner German Language II, or equivalent.

HTM programs: FSS.1214 Food Service Management or equivalent.

BACHELOR'S DEGREE OPTIONS

Together, the Swiss Advanced Diploma and an American Bachelor's Degree in hospitality management are recognized worldwide as the best combination of qualifications for anyone seeking a career in the hospitality industry.

A time-efficient and cost-effective way to earn both of these qualifications is by enrolling in the Bachelor's Degree/ Double Diploma program (DDD). Completed on the DCT Campus, these programs are offered by DCT and our key educational partner, Lynn University. The Advanced Diploma program can be completed in 24 months, following which you can complete the remaining requirements to earn a Bachelor's Degree with only an additional 6 months of study. Lynn is able to provide this accelerated program through the innovative use of a blend of teaching and learning methods, including dedicated video conference and online technologies supplemented with traditional classroom settings, all of which combine to maintain Lynn's high academic standards and the faculty's personal contact with students.

Founded in 1962 as Marymount College, Lynn University is fully accredited by the Southern Association of Colleges and Schools (SACS). Lynn emphasizes small classes, individualized attention and accessible professors on its campus in Boca Raton, Florida – a philosophy which it carries through in its Switzerland Program.

Lynn's College of Hospitality Management offers a solid educational foundation and emphasizes areas of the hospitality industry experiencing the most significant growth. Blending academic and career preparation, students learn the skills necessary to manage change and exercise leadership in the global hospitality industry.

Additionally, DCT maintains ongoing relationships with many other top colleges and universities. This enables a DCT Advanced Diploma graduate to choose among several ways to earn an accredited Bachelor's Degree outside of Switzerland within an accelerated time frame, usually requiring an additional 12 - 18 months of study. Examples of these international universities include **Oxford-Brookes University** in the UK and **Indiana University of Pennsylvania** in the US.

Three examples of DCT's highly respected university partners in the USA include:

Johnson & Wales University (JWU): ADHM graduates have the opportunity to transfer to one of JWU's US campuses to complete a specialized Hospitality Management Bachelor's Degree within approximately 18 additional months.

Developed with industry input, JWU's Hospitality College offers degree programs that equip students with the resources to succeed in an ever-changing marketplace. Students learn in small classes where exceptional faculty members serve both as mentors and links to industry. Specialized programs focus on hotels, resorts and spas; adventure and eco-tourism; sports and event management; and entrepreneurial ventures.

JWU prides itself in offering distinct degree programs and a cutting edge curriculum, developed with industry input; a pioneering approach combining classroom education with hands-on learning using industry-standard software; and industry-experienced faculty who bring real-life projects and networking opportunities into small classroom settings.

The University of Massachusetts (UMass): UMass offers the opportunity to transfer to the main UMass campus in Amherst, Massachusetts, USA to complete the necessary courses to earn a UMass Bachelor's Degree, normally within 18 additional months.

Within the overall University, the Department of Hospitality and Tourism Management operates within the Isenberg School of Management. Ranked **fourth** out of several hundred similar programs in the USA by *The Princeton Review's Gourman Report*, this 60+ year-old program has graduated more than 6,000 students. The Department places a priority on exposing students to the latest key subjects and practices utilized in the hospitality industry.

With around 500 undergraduate students, the department is a close-knit community offering its own career services, faculty advisors, and a multitude of student clubs and activities. The size, diversity of offerings, alumni relations, scholarship activities, faculty, students, and cooperative activities with the hospitality industry have helped to make it a leader in hospitality education.

INTERNATIONAL STUDENT EXCHANGE PROGRAM

Florida International University (FIU): ADHM graduates can transfer to FIU's campus in Miami, Florida, USA, to complete the necessary courses to earn an FIU Bachelor's Degree within approximately 18 months.

The University's undergraduate and graduate degree programs in hospitality management are consistently ranked among the top ten in North America and are internationally recognized as among the leading HTM programs in the world. Each year, over 800 undergraduate and graduate students from some 80 countries choose FIU for its outstanding reputation, impressive faculty, rich curriculum and fast-track career advantages in the international hotel, foodservice and tourism management fields.

In addition to the special-relationship universities highlighted here, DCT's high level of accreditation allows students to transfer to **any** college or university worldwide.

Students in the ADHM or DDD programs also have the opportunity to participate in an International Student Exchange Program. This program offers you the chance to complete a part of your DCT academic program on the campus of the University of Massachusetts at Amherst (UMass), consistently one of the most highly rated hospitality management Bachelor's Degree programs in the USA.

(<http://www.isenberg.umass.edu/htm/>)

Under the Exchange Program, DCT ADHM or DDD students typically study their Term 5 or Term 6 subjects at UMass and earn credits toward their DCT Advanced Diploma or Double Diploma programs. The other side of the exchange brings UMass students to the DCT Campus to take DCT courses for one term, thereby earning credits towards their UMass Bachelor's Degrees "back home".

The number of spaces available in this program is quite limited and the process of applying to participate has strict deadlines. If you would like to participate in this exciting international academic program, then you should discuss it with the Academic Dean well in advance!

MASTER'S DEGREE AND POST-GRADUATE DIPLOMA COURSES, COURSE CREDITS, AND EQUIVALENT CLASSROOM HOURS

Master of Business Administration Program (MBA)	Credits	MBA 1	MBA 2
Asset Management	3	40	
Information & Knowledge Management	3	40	
International Relations	3	40	
Revenue Management in the Service Industry	3	40	
Strategic Management	3	40	
Communications & Personal Development	3		40
Economics of Tourism	3		40
Organizational Behavior	3		40
Operations Management	3		40
Research Methods in Hospitality & Tourism	3		40
Total Credits	30	15	15
Classroom Hour Equivalents	400	200	200
<u>ELECTIVE AND PREREQUISITE COURSES</u>			
Applied Hospitality Information Systems (prerequisite) *		40	
Food Service Management **			90
Beginner German Language I **		60	
Beginner German Language II **			60
Industry Training (Paid Swiss Internship) **			

Post-Graduate Diploma Program (PGD)	Credits	PGD 1	PGD 2
Financial Accounting	3	40	
Beginner German Language I	3	60	
Introduction to Microeconomics	3	40	
Human Resource Management	3	40	
Sales and Marketing Management	3	40	
Introduction to Statistics	3	40	
Food Service Management, including Service Practical Lab	4		90
Beginner German Language II	3		60
Rooms Division Operations, including Front Office Lab	4		60
Tourism Planning and Development	3		40
Managerial Accounting	3		40
Planning & Control of Food & Beverage Operations	3		40
Total Credits	38	18	20
Classroom Hour Equivalents	400	260	330
<u>ELECTIVE AND PREREQUISITE COURSES</u>			
Applied Hospitality Information Systems (prerequisite) *		40	
Industry Training (Paid Swiss Internship)	4		

The breakdown of courses between the MBA 1 and MBA 2 terms or between the PGD 1 and PGD 2 terms may vary depending upon when you begin the program.

* Applied Hospitality Information Systems is a prerequisite course and a student is required to enroll in it (at an additional fee) only if he or she has not already successfully completed a similar course, or does not score adequately on a basic computer skills test available during New Student Orientation.

** An MBA student who elects to complete an optional Paid Swiss Internship must prepare for it by enrolling in these courses (at an additional fee) if he or she has not already successfully completed a similar foodservice course or does not already speak adequate German, French, or Italian. The German Language courses are also available as elective courses for students who choose not to perform a Paid Swiss Internship.

MASTER OF BUSINESS ADMINISTRATION PROGRAM

ASM.6813 Asset Management – 3 Credits

This course addresses the subject of the hospitality property as a real estate object. Property valuation, purchase, holding strategy, and disposition of hospitality properties are examined. The unique position of the asset manager is discussed in relation to ownership's needs and management's wants.

IKM.6823 Information and Knowledge Management

– 3 Credits

This course focuses on the analysis and design of hospitality/tourism industry information systems and technology applications. Strategic planning, system development and implementation, and the current and future trends in hospitality/tourism technology applications are discussed.

IR.6803 International Relations – 3 Credits

This course provides students with a foundation in international relations: the global economy, environmental issues, foreign policy, national interests, and security. In turn, national and international events can also have a direct or indirect effect on the hospitality industry. With an understanding of how our world works and why events unfold, students gain a deeper understanding of this very broad subject by connecting international events/current issues with their resulting impact on tourism and hospitality.

REV.6853 Revenue Management in the Service Industry – 3 Credits

Revenue Management can provide a competitive edge in a variety of service industries, such as hospitality, tourism, telecommunications, and financial services. Managers must decide what prices and product allocations are right for different customers, when they should be offered, and which sales and distribution channels to use in order to maximize both revenue and profitability. This course teaches students to identify appropriate methods and to utilize tools designed to make these revenue-optimizing decisions in a wide range of sectors, focusing on the hospitality industry.

STM.6883 Strategic Management – 3 Credits

Strategic Management integrates all the concepts, tools, theories and practice of a firm's traditional functional areas to help build and consolidate a competitive advantage. The course examines the strategic management process which spans from strategy formulation, implementation and evaluation, by means of case studies. An in-depth assessment of environmental analysis models and internal assessment processes will help identify and develop a company's strengths and opportunities.

CPD.6923 Communications & Personal Development

– 3 Credits

Students learn the necessary skills to communicate efficiently in various situations such as one-on-one, public speaking or board meetings. This course will also cover the principle of proper business writing including resumes, reports, electronic communication or memos. Students will learn and practice interviewing and negotiation skills as an employee and an employer. One of the main objectives is to learn how to manage a professional career by understanding the formal and informal work environments. The course teaches practical tools and techniques for selecting and adapting the most appropriate communication methods depending on the environment and the outcome desired.

ECT.6973 Economics of Tourism – 3 Credits

This course examines the economic concepts that help in understanding the economic dimensions of the recreation, leisure and tourism sector. This rapidly growing sector of the world economy is already a very significant component of GDP; thus an understanding of its economics is vital. This course provides students with concepts and tools useful in understanding the interaction between the global environment and the hospitality industry.

OBE.6983 Organizational Behavior – 3 Credits

The course examines the concepts of human behavior in organizations at individual and group levels. Organizational behavior concepts that foster individual and team performance as well as the development and impact of organizational culture are discussed. This course demonstrates how influential leadership styles and organizational structures relate to employee performance and job satisfaction.

OPM.6913 Operations Management – 3 Credits

Operations management in the hospitality industry concerns the production of goods and services, and involves the responsibility of ensuring that business operations are efficient and effective. This course addresses the management of resources, the distribution of goods and services to customers, and the analysis of queue systems in hospitality and tourism establishments.

RES.6883 Research Methods in Hospitality and Tourism – 3 Credits

Research plays a key role in generating and discovering the information required for sound management decision-making. This course provides a foundation in research methods, taking into consideration the characteristics of the hospitality and tourism industry. Through the completion of a research project, students develop skills required in the planning and management of research projects; the evaluation and application of research methods; data collection, analysis and interpretation; data presentation; and report writing.

POST-GRADUATE DIPLOMA PROGRAM

MBA ELECTIVE AND PREREQUISITE COURSES

GER.1113 Beginner German Language I – 3 Credits

A basic course relating to the hospitality industry focusing on grammar structures presented in context through: speaking, listening, reading and writing. The purpose of this class is to enable students to deal with predictable every day tasks and to deal with varied daily activities in a hotel or restaurant.

GER.1213 Beginner German Language II – 3 Credits

Building on GER.1113, this course continues with additional vocabulary and conversational skills emphasizing the daily tasks common to the hospitality industry. The course also assists students to gain basic interviewing vocabulary in German.

Prerequisite: GER.1113 Beginner German Language I.

FSS.1214 Food Service Management – 4 Credits

This course introduces the science of food service as applied to the expectations of the Swiss and international hospitality industries. It gives the student the necessary background of the foodservice industry, the types of foodservice establishments and the various food service methods. It also creates in the student an awareness of why people dine out and how the different service styles and settings satisfy the customers' and business' needs. Through the service laboratory, students have the opportunity to apply and experience learned knowledge first hand.

HFT.3400 Industry Training – 1,150 to 1,650 hours, Non-credit

(Paid Swiss Internship) This is a 4- or 6-credit university transfer course involving practical, on-the-job, paid work experience in leading Swiss-German hotels and restaurants, and emphasizing practical experience in kitchen production, restaurant service or, possibly, front office operations. Students may take this in-country program only after successful completion of at least six months of their regular academic program, having met DCT's internship qualification requirements, as detailed on pages 32 & 33 of this Catalog and in the Course Outline for HFT.3400 Industry Training.

Prerequisites:

All programs: GER.1113 Beginner German Language I, GER.1213 Beginner German Language II, or equivalent.

HTM programs: FSS.1214 Food Service Management or equivalent.

Note: A basic level of computer skills is a prerequisite for all students in the MBA Program. Students who have already completed a similar course, or who request and pass a computer proficiency test during orientation, will not be required to enroll in MGT.1133 – Applied Hospitality Information Systems (please refer to the Course Description on Page 17). Students unable to demonstrate adequate basic computer proficiency will be required to enroll in this course at an additional fee.

ACC.2343 Financial Accounting – 3 Credits

This course provides the students the theoretical concepts and the analytical tools related to the recording of the financial transactions of a firm. It starts with the generally accepted accounting principles, and continues with the preparation and the interpretation of the journal, income statement and balance sheet. The students develop the ability to analyze critically and interpret financial statements using index and ratio analysis as a foundation for management decision-making. Approaches to pricing and cost management are introduced.

GER.1113 Beginner German Language I – 3 Credits

A basic course relating to the hospitality industry focusing on grammar structures presented in context through: speaking, listening, reading and writing. The purpose of this class is to enable students to deal with predictable every day tasks and to deal with varied daily activities in a hotel or restaurant.

MGT.2373 Introduction to Microeconomics – 3 Credits

This course introduces students to economic decision-making at the hospitality firm, consumer and industry level. The course aims to establish a link to real-life Microeconomics knowledge as can be observed in the local hospitality industry.

MGT.2383 Human Resource Management – 3 Credits

Students learn the varied responsibilities of the HR function within a hospitality operation. The course's focus is on the Human Resources Cycle, with students studying the following topics and their interrelations: Job analysis, job descriptions and job specifications; recruiting policies and procedures; selection methods and effective interviewing; training and orientation programs; performance appraisal; employee motivation; and compensation and reward systems.

MGT.3423 Sales and Marketing Management

– 3 Credits

This course provides a decision-oriented overview of marketing management in modern hospitality organizations. The most basic objectives of the course are to provide the students with a broad introduction to marketing concepts, the role of marketing in the firm and the various factors that influence marketing decision-making.

MGT.3493 Introduction to Statistics – 3 Credits

This course provides the statistics skills hospitality managers require in today's environment. It introduces the basic language and methods of statistics, especially descriptive and inferential statistics, using examples from business and hospitality management. Data collection, organization, analysis, interpretation and presentation will be covered in terms of conceptual understanding and practical application.

FSS.1214 Food Service Management – 4 Credits

This course introduces the science of food service as applied to the expectations of the Swiss and international hospitality industries. It gives the student the necessary background of the foodservice industry, the types of foodservice establishments and the various food service methods. It also creates in the student an awareness of why people dine out and how the different service styles and settings satisfy the customers' and business' needs. Through the service laboratory, students have the opportunity to apply and experience learned knowledge first hand.

GER.1213 Beginner German Language II – 3 Credits

Building on GER.1113, this course continues with additional vocabulary and conversational skills emphasizing the daily tasks common to the hospitality industry. The course also assists students to gain basic interviewing vocabulary in German.

Prerequisite: GER.1113 Beginner German Language I.

HFT.2354 Rooms Division Operations – 4 Credits

This course focuses on the two primary departments within Rooms Division: Housekeeping and Front Office. Students gain an understanding of how effective teamwork and communication between these departments contribute to the successful operation of the hotel. An overview of the responsibilities of the Housekeeping department in relation to the overall hotel operations is given, with a focus on planning and organization. Students are introduced to the Front Office and the responsibilities of the positions found in each of the areas comprising the Front Office, including communications, reception, reservations, concierge and uniformed services. Theory-based knowledge is applied using a Front Office simulation program. Students gain a basic understanding of the main modules: reservations, registration, rooms management, and cashiering.

HFT.3443 Tourism Planning and Development

– 3 Credits

This course provides an in-depth study of the field of tourism. It is designed to develop a comprehensive understanding of macro forces and issues that shape global tourism from both the producer and consumer perspectives. The aim of the course is to enable students to recognize the economic, environmental, social and political aspects of tourism development, including those related to developing countries as well as to highly developed states.

MAC.3443 Managerial Accounting – 3 Credits

An extension of ACC.2343, this course expands the student's ability to analyze and interpret financial statements critically through the use of ratio analysis and budget variance analysis. Short-term cash flow and long-term funds management planning is examined as an integral part of capital budgeting and investment decisions.

Prerequisite: ACC.2343 Financial Accounting or equivalent.

MGT.3533 Planning and Control of Food & Beverage Operations – 3 Credits

In this course, students gain a clear and comprehensive understanding of contemporary food & beverage management from a systems management approach. Students learn basic cost control systems and concepts relating to the area of food production, labor costs and other operating expenses, menu pricing, and bar and beverage management principles.

Prerequisite: none; FSS.1214 Food Service Management, recommended; MGT.2383 Human Resource Management, recommended.

POST-GRADUATE DIPLOMA ELECTIVE AND PREREQUISITE COURSES**HFT.3400 Industry Training** – 1,150 hours, 4 Credits

(Paid Swiss Internship) This is a 4-credit university transfer course involving practical, on-the-job, paid work experience in leading Swiss-German hotels and restaurants, and emphasizing practical experience in kitchen production, restaurant service or, possibly, front office operations. Students may take this in-country program only after successful completion of at least six months of their regular academic program, having met DCT's internship qualification requirements, as detailed on pages 32 & 33 of this Catalog and in the Course Outline for HFT.3400 Industry Training.

Prerequisites:

All programs: GER.1113 Beginner German Language I, GER.1213 Beginner German Language II, or equivalent.

HTM programs: FSS.1214 Food Service Management or equivalent.

Note: A basic level of computer skills is a prerequisite for all students in the PGD Program. Students who have already completed a similar course, or who request and pass a computer proficiency test during orientation, will not be required to enroll in MGT.1133 – Applied Hospitality Information Systems. Students unable to demonstrate adequate basic computer proficiency will be required to enroll in this course at an additional fee.

MGT.1133 Applied Hospitality Information Systems

– 3 Credits

This course introduces a basic knowledge of computer hardware and how it relates to the operating system. Focusing on MS-Office (Word, Excel, PowerPoint, Publisher), students will gain a reasonable competence in word processing, as well as a basic appreciation of spreadsheets, presentations, and e-mail, and how these modules can integrate with each other. An appreciation of the World Wide Web as a research tool will also be included.

Master's Degree options: Qualified graduates of the Post-Graduate Diploma program may choose to continue their studies toward a Master's Degree in Switzerland at DCT, or at one of several top-rated hospitality graduate programs worldwide. Examples of these specialized Masters programs include the MBA programs of **Johnson & Wales University**, the **University of Massachusetts**, or **Florida International University** in the US, the MA program at **The Alpine Center** in Greece, or **Oxford-Brookes University** in the UK.

EUROPEAN CULINARY ARTS MODULES' COURSES, COURSE CREDITS, AND EQUIVALENT CLASSROOM HOURS

	Credits	FEC	EPC	EGC	IMS*	MGC
Applied European Cuisine & Pastry Skills	5	200				
Introduction to European Kitchen & Pastry Management	4	60				
European Pastry & Chocolate	9		200			
European Gourmet Cuisine	9			200		
Introduction to European Wines and Foodservice	3			40		
Public Speaking	3				40	
English Composition I	3				40	
Business Math	3				40	
Applied Hospitality Information Systems	3				40	
Human Resource Management	3				40	
Sales & Marketing Management	3				40	
Planning & Control of Food & Beverage Operations	3				40	
Master Gourmet Course	12					220
Credits		9	9	12	21 *	12
Classroom Hour Equivalents		260	200	240	280 *	220

All students will also be enrolled in Beginning German Language courses (3 credits, 60 hours each) during their first two terms of study.

* The IMS module cannot be taken separately but only as a part of a program including other culinary module(s). Students will be enrolled in one of the seven theory courses from the IMS module during another term.

⌘ A paid Swiss Internship of at least 6 months is **required** for students in the Associate's Degree program, and is **optional** for those in 6-, 9-, 12- or 15-month programs that include the FEC module.

ECA PROGRAM MODULES	FEC	EPC	EGC	IMS	MGC	Swiss Internship?
Foundation in European Cuisine Certification	•					no
Certification in European Pastry & Chocolate		•				no
Master Gourmet Certification					•	no
Advanced Certification in European Culinary Arts	•	•				6 mths optional
<i>or</i>	•		•			6 mths optional
<i>or</i>	•			•		6 mths optional
<i>or</i>		•		•		no
Diploma in European Culinary Arts	•	•	•			6-9 mths opt.
<i>or</i>	•	•		•		6-9 mths opt.
<i>or</i>	•		•	•		6-9 mths opt.
<i>or</i>	•		•		•	6-9 mths opt.
Advanced Diploma in European Culinary Arts	•	•	•		•	6-12 mths opt.
<i>or</i>	•		•	•	•	6-12 mths opt.
<i>or</i>	•	•	•	•		6-12 mths opt.
Advanced Diploma <u>plus</u> Master Gourmet Certification	•	•	•	•	•	6-15 mths opt.
Associate's Degree in Culinary Arts & Restaurant Mgmt	•	•	•	•		min 6 months
Associate's Degree <u>plus</u> Master Gourmet Certification	•	•	•	•	•	min 6 months

Students with adequate, appropriate prior culinary training or work experience may apply for transfer credit for relevant courses or modules. When transfer credit can be awarded, the time required to earn a qualification is reduced accordingly. Note that FEC or equivalent is a prerequisite for EGC, and EGC or equivalent is a prerequisite for MGC.

Regardless of transfer credit, a student must study successfully on campus for at least 6 months (2 modules, including FEC or EGC) to qualify to perform a Paid Swiss Internship.

ECA.1115 Applied European Cuisine & Pastry Skills

– 5 Credits

The course emphasizes application of the skills, knowledge and abilities necessary for effective food production management. Students gain practical, hands-on experience, developing the fundamental professional skills needed for success both in the industry and in later ECA courses. The course emphasizes practical European food production skills, management of kitchen resources, knowledge of food products and equipment, and the maintenance of sanitary conditions. Must be taken concurrently with: ECA.1124 European Kitchen & Pastry Management.

ECA.1124 Introduction to Kitchen & Pastry Management – 4 Credits

This course introduces students to basic cooking methods, kitchen equipment, ingredients, recipe costing and nutrition, basic kitchen techniques and sanitation procedures. Students gain a fundamental understanding of the structure, organization and methods of a European food production environment. The course conveys basic nutrition concepts as they relate to meeting customer needs through proper menu planning. The course also addresses topics fundamental to successful food service management such as microbiology, food-borne illnesses, proper food handling, personal hygiene and the application of a HACCP system.

Must be taken concurrently with: ECA.1115 Applied European Cuisine & Pastry Skills.

ECA.1203 Introduction to European Wines and Foodservice – 3 Credits

This course provides students with an understanding of European beverages, including their origin and production. It provides a basic understanding of the importance and purpose of all beverages in a food and beverage operation and in the various cultures of traditional and New World wine producing countries and regions. Students will learn and experience appropriate pairings of foods and wines. Additionally, the course introduces culinary students to basic front-of-house skills, including the importance of good customer relations. It provides students with a better understanding of the service staff's duties as well as the guest contact skills appropriate for cooking or serving in the dining room.

ECA.1209 European Gourmet Cuisine – 9 Credits

Building upon ECA.1115 and ECA.1124, this course provides the opportunity to discover a wide variety of European food cultures and the history of different specialities, and to explore and identify local and regional products and ingredients. Combining classroom learning with hands-on experience, students learn the standards of Gault-Millau and Michelin star rating systems. They explore European national and regional cuisines, from the traditional to the modern, by preparing a wide range of recipes including typical appetizers, fish, vegetarian and main course dishes using the appropriate local products and ingredients, and master modern and traditional culinary techniques. The course also includes field trips and guest chef demonstrations.

Prerequisites: ECA.1115 Applied European Cuisine & Pastry Skills, ECA.1124 European Kitchen & Pastry Management, or equivalents.

ECA.1309 European Pastry & Chocolate – 9 Credits

This course is designed for culinary students or professionals interested in gaining specialized knowledge in the preparation and presentation of a variety of desserts and pastries. Students learn all aspects of the modern pastry kitchen, from traditional Swiss and European cakes, tortes, rolls, breads, cookies and biscuits, through to today's modern recipes and trends in plated desserts. Students acquire the best techniques for creating a wide variety of attractive and trendy warm, cold and frozen desserts for both plated and buffet presentation; plus truffles, pralines and chocolates; and artistic sugar and chocolate show pieces.

Prerequisites: none;

ECA.1124 European Kitchen & Pastry Management or equivalent recommended;

ECA.1115 Applied European Cuisine & Pastry Skills or equivalent recommended.

ECA.2412 Master Gourmet Course – 12 Credits

This course will help students master their palates and senses by exploring European food products and specialties to discover new variations and pairings of flavors. Through both theory lessons and hands-on practical sessions, students learn the latest Swiss and European trends and techniques of culinary art at its finest, including molecular gastronomy. Top guest chefs share their secret skills, specialties and recipes. The course emphasizes the Swiss focus on precise detail and quality in fine dining production, purchasing, cost control, and competition cooking, plating and presentation.

Prerequisite: ECA.1209 European Gourmet Cuisine, or equivalent.

COM.2313 Public Speaking – 3 Credits

This course focuses specifically on communication. It enables students to become effective public speakers by exposing them to a variety of learning situations and learning tools. Students have opportunities to put into practice what they have acquired in the classroom. The skills of listening, written language, body language and voice will be highlighted.

ENC.1223 English Composition I – 3 Credits

This course emphasizes general writing skills through a detailed study of the fundamentals of the writing process and the application of it through the writing of essays, narratives, letters, descriptives, describing processes and giving instructions. Students are guided in using the Learning Resource Center and Internet for research.

MAT.1113 Business Math – 3 Credits

In this course, students learn and practice a variety of topics and apply them to business situations. Topics include cost-volume, revenue, profit, and break-even functions; straight-line depreciation; supply and demand; and financial math, including simple and compound interest, annuities, amortization, and cash flow analysis. The objective is to strengthen and extend the math skills of culinary students by providing them with a mathematical foundation that will be useful in their professional careers.

MGT.1133 Applied Hospitality Information Systems – 3 Credits

This course introduces a basic knowledge of computer hardware and how it relates to the operating system. Focusing on MS-Office (Word, Excel, PowerPoint, Publisher), students will gain a reasonable competence in word processing, as well as a basic appreciation of spreadsheets, presentations, and e-mail, and how these modules can integrate with each other. An appreciation of the World Wide Web as a research tool will also be included.

MGT.2383 Human Resource Management – 3 Credits

Students learn the varied responsibilities of the HR function within a hospitality operation. The course's focus is on the Human Resources Cycle, with students studying the following topics and their interrelations: Job analysis, job descriptions and job specifications; recruiting policies and procedures; selection methods and effective interviewing; training and orientation programs; performance appraisal; employee motivation; and compensation and reward systems.

MGT.3423 Sales and Marketing Management

– 3 Credits

This course provides a decision-oriented overview of marketing management in modern hospitality organizations. The most basic objectives of the course are to provide the students with a broad introduction to marketing concepts, the role of marketing in the firm and the various factors that influence marketing decision-making.

MGT.3533 Planning and Control of Food & Beverage Operations – 3 Credits

In this course, students gain a clear and comprehensive understanding of contemporary food & beverage management from a systems management approach. Students learn basic cost control systems and concepts relating to the area of food production, labor costs and other operating expenses, menu pricing, and bar and beverage management principles.

Prerequisite: none;

FSS.1214 Food Service Management, recommended;

MGT.2383 Human Resource Management, recommended.

GER.1113 Beginner German Language I – 3 Credits

A basic course relating to the hospitality industry focusing on grammar structures presented in context through: speaking, listening, reading and writing. The purpose of this class is to enable students to deal with predictable every day tasks and to deal with varied daily activities in a hotel or restaurant.

GER.1213 Beginner German Language II – 3 Credits

A continuation of GER.1113 with additional vocabulary, and conversational skills, emphasizing the daily tasks common in the hospitality industry. The course also assists students to gain basic interviewing vocabulary in German.

Prerequisite: GER.1113 Beginner German Language I.

HFT.3400 Industry Training – 1,150 to 1,650 hours, 4 or 6 Credits

(Paid Swiss Internship) This is a 4- or 6-credit university transfer course involving practical, on-the-job, paid work experience in leading Swiss-German hotels and restaurants, and emphasizing practical experience in kitchen production, restaurant service or, possibly, front office operations. Students may take this in-country program only after successful completion of at least six months of their regular academic program, having met DCT's internship qualification requirements, as detailed on pages 32 & 33 of this Catalog and in the Course Outline for HFT.3400 Industry Training.

Prerequisites:

All programs: GER.1113 Beginner German Language I, GER.1213 Beginner German Language II, or equivalent.

ECA programs: "C" grade(s) in the program's core culinary arts course(s).

Options for a Bachelor's Degree in the Culinary Arts:

ADRM graduates interested in continuing their studies toward a Bachelor's Degree have the opportunity to transfer to DCT's partner universities offering Bachelor's Degree programs in the field of foodservice management. These well-respected schools include **Johnson & Wales University** and **Indiana University of Pennsylvania**. These schools welcome DCT graduates and accept credits earned in the ADRM program toward Bachelor's Degree requirements. With a DCT Associate's Degree, students can generally complete a "four-year" Bachelor's Degree with from one to two years of additional career-focused studies.

HTM STUDENTS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 8:20		German Language II		Introduction to Statistics	Wine & Beverage Appreciation
8:30 9:20	English Composition II	German Language II		Introduction to Statistics	Wine & Beverage Appreciation
9:30 10:20	English Composition II	Food Service Management	English Composition II		
10:30 11:20	Food Service Management Lab	Food Service Management	English Composition II		German Language II
11:30 12:20	Food Service Management Lab	Lunch	Lunch	Lunch	German Language II
12:30 13:20	Food Service Management Lab	Lunch	Lunch	Lunch	Lunch
13:30 14:20	Food Service Management Lab	Introduction to Statistics			
14:30 15:20		Introduction to Statistics			Food Service Management
15:30 16:20	Wine & Beverage Appreciation			German Language II	Food Service Management
16:30 17:20	Wine & Beverage Appreciation		Food Service Management Lab	German Language II	
17:30 20:20			Food Service Management Lab		

PGD STUDENTS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 8:20				Sales and Marketing Mgmnt	Financial Accounting
8:30 9:20		German Language I		Sales and Marketing Mgmnt	Financial Accounting
9:30 10:20	Introduction to Microeconomics	German Language I	Introduction to Statistics		
10:30 11:20	Introduction to Microeconomics	Sales and Marketing Mgmnt	Introduction to Statistics		German Language I
11:30 12:20	Lunch	Sales and Marketing Mgmnt	Lunch	Lunch	German Language I
12:30 13:20	Lunch	Lunch	Lunch	Lunch	Lunch
13:30 14:20	Human Resource Management	Introduction to Microeconomics	Financial Accounting	Introduction to Statistics	
14:30 15:20	Human Resource Management	Introduction to Microeconomics	Financial Accounting	Introduction to Statistics	
15:30 16:20					Human Resource Management
16:30 17:20			German Language I		Human Resource Management
17:30 18:20			German Language I		

EPC STUDENTS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 8:20	European Pastry & Chocolate	European Pastry & Chocolate	European Pastry & Chocolate	European Pastry & Chocolate	
8:30 9:20	European Pastry & Chocolate	European Pastry & Chocolate	European Pastry & Chocolate	European Pastry & Chocolate	
9:30 10:20	European Pastry & Chocolate	European Pastry & Chocolate	European Pastry & Chocolate	European Pastry & Chocolate	
10:30 11:20	European Pastry & Chocolate	European Pastry & Chocolate	European Pastry & Chocolate	European Pastry & Chocolate	
11:30 12:20	European Pastry & Chocolate	European Pastry & Chocolate	European Pastry & Chocolate	European Pastry & Chocolate	Lunch
12:30 13:20	Lunch	Lunch	Lunch	Lunch	Lunch
13:30 14:20	German Language				
14:30 15:20	German Language				
15:30 16:20			German Language		German Language
16:30 17:20			German Language		German Language

Students in the Associate's Degree program may be enrolled in a managerial course such as Human Resource Management or Sales & Marketing Management, but will have already completed German Language in a prior term.

FEC STUDENTS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 8:20				Intro to Kitchen & Pastry Management	Intro to Kitchen & Pastry Management
8:30 9:20	Intro to Kitchen & Pastry Management			Intro to Kitchen & Pastry Management	Intro to Kitchen & Pastry Management
9:30 10:20	Intro to Kitchen & Pastry Management	German Language I			
10:30 11:20	German Language I	German Language I			
11:30 12:20	German Language I	Lunch	Lunch	Lunch	Lunch
12:30 13:20	Lunch	Lunch	Lunch	Lunch	Lunch
13:30 14:20	Applied European Cuisine Lab		Applied European Pastry Lab	German Language I	Applied European Cuisine Lab
14:30 15:20	Applied European Cuisine Lab		Applied European Pastry Lab	German Language I	Applied European Cuisine Lab
15:30 16:20	Applied European Cuisine Lab		Applied European Pastry Lab		Applied European Cuisine Lab
16:30 17:20	Applied European Cuisine Lab	Applied Kitchen & Pastry Mgt. Lab	Applied European Pastry Lab	Applied Kitchen & Pastry Mgt. Lab	Applied European Cuisine Lab
17:30 20:20		Applied Kitchen & Pastry Mgt. Lab		Applied Kitchen & Pastry Mgt. Lab	

GOVERNING BOARD

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MR. GARRY ANDERSON, Head of Housing

DCT has a highly qualified and motivated faculty who have the knowledge and the enthusiasm to instruct, guide, and help you to develop the highest standards essential for your success in the culinary arts or hotel and tourism management.

DCT academic staff have both academic qualification and related industry experience. DCT technical and professional staff are highly qualified and have extensive international experience in the hotel and restaurant fields, holding certifications appropriate for Europe's top professional Chefs and Maitre d'Hôtels. All members of DCT's instructional staff have substantial training and experience in teaching.

Listed below are the current members of DCT's Faculty showing their nationalities, any additional responsibilities or job titles (Senior Management positions indicated in bold), their areas of specialization, and their highest levels of academic and/or professional qualification.

DR. BIRGIT BLACK, Germany; **ACADEMIC DEAN**;
Introduction to the Hospitality Industry, Professional & Personal Development, Human Resource Management; Ph.D. in Consumer Economics, Master of Science in Restaurant, Hotel & Institutional Management, Bachelor of Science in Restaurant, Hotel & Institutional Management, Texas Tech University; Associate in Occupational Studies – Culinary Arts, Culinary Institute of America.

MR. STACY BLACK, USA;
INFORMATION TECHNOLOGY MANAGER;
Applied Hospitality Information Systems, Planning & Control of Food & Beverage Operations, Asset Management, Information & Knowledge Management; Master of Science in Hospitality Management, Florida International University; Bachelor of Science in Restaurant, Hotel & Institutional Management, Texas Tech University; Associate in Occupational Studies – Culinary Arts, Culinary Institute of America.

MR. DANIEL CHARBONNIER, Switzerland/France;
Adjunct Faculty Member; Strategic Management, Sales & Marketing Management;
Diplôme en Hautes Études Hôtelières, École Hôtelière de Lausanne; Maturité Commerciale, Diplôme de Commerce, École de Commerce de Lausanne.

CHEF PATRICK DIETHELM, Switzerland;
DIRECTOR OF DCT EUROPEAN CULINARY CENTER;
Master Gourmet Course, European Gourmet Cuisine; Swiss Master Chef's Certification and Diploma, Hotel & Gastro Formation, Weggis; Chef's Certification & Diploma, Berufsfachschule St. Gallen.

CHEF URS FREY, Switzerland; European Kitchen & Pastry Management, Applied European Cuisine & Pastry Skills; Swiss Chef's Certification and Diploma, Berufsschule, Schaffhausen; Nutrition Coach Diploma, Economics Diploma, BVS; Adult Education Teachers Certificate, City and Guilds of London Institute.

MS. RUTH KNOEPFEL, Switzerland/Canada;
DIRECTOR OF DCT CAREER CENTER;
Professional & Personal Development, Introduction to European Wines & Foodservice, Industry Training; Diploma in Hotel Management, Berufsfachschule Interlaken; Adult Education Teachers Certificate, City and Guilds of London Institute.

MS. SUSAN LANDTWING, Canada;
ALUMNI COORDINATOR;
Rooms Division Operations, Convention Sales & Management, Tourism Planning & Development, Ethics in the Hospitality Industry, Rooms Division Management, Revenue Management; Master of Business Administration in Hospitality, Oxford-Brookes University; General Manager Certification, Accommodex Franchise Management, Inc.; Certifications: Howard Johnson Hotels, Ramada Hotels, Regal Hotels, Delta Hotels.

DR. COSTAS LEON, Greece; Introduction to Statistics, Introduction to Microeconomics, Introduction to Macroeconomics, Financial Accounting, Managerial Accounting, Operations Management, Economics of International Tourism; Ph.D. in Economics, Democritus University; Master of Arts in Economics specialized in Quantitative Methods and Econometrics, Institute of Social Studies; Bachelor of Science in Economics and Mathematical Statistics, University of Piraeus; Certificate in Computational Statistics, Hellenic Statistical Institute; Certificate in Quantitative Methods in Macroeconomics and Policy Analysis, University do Minho.

CHEF URS MEICHTRY, Switzerland; European Pastry & Chocolate, Applied European Cuisine & Pastry Skills; Master Diploma in Bakery, Pastry and Confectionery, Berufsfachschule, Luzern.

MS. SHARON OCHSNER, Ireland; English Composition, Public Speaking, Research in Hospitality and Tourism; Master of Arts in History, Bachelors (Hons.) of Arts in English and in History, Higher Diploma (Hons.) in Education, St. Patrick's College.

MS. AMY LIM SCHWANDER, USA/Switzerland;
Adjunct Faculty Member;
Cross-Cultural Management, Organizational Behavior; Master of Science in Psychology and Education (Human Development), University of Pennsylvania; Bachelor of Science in Psychology, University of Washington; Training Candidate in Analytical Psychology, C. G. Jung Institute Zurich.

MS. ANNA SCHWEIZER, Switzerland; Wine and Beverage Appreciation, Food Service Management, Introduction to European Wines & Foodservice; Bachelor of Business in Hotel Management, Southern Cross University; Federal Diploma of Business, Bern School of Economics; Federal Diploma for Innkeepers, Gastro Bern; Bern Cantonal Teaching Certificate.

MS. SAMIRA SINGHVI-CHARBONNIER, UK/India;
Adjunct Faculty Member;
Communications & Personal Development; Masters of Management in Hospitality, Cornell University; Bachelor of Arts (Hons) Hotel Management, Southbank University.

MR. TOM TOMPSETT, USA; **LIBRARIAN;**
English Composition, Professional & Personal Development; Applied Linguistics post-graduate work, Aston University; Bachelor of Arts in English with minor in English as a Second Language, University of Utah; Secondary Education Certification, with endorsements to teach Literature, ESL, and Mathematics, Utah State Board of Education; Additional Mathematics coursework, Southern Utah University, University of Utah, and Utah State University.

MR. CHRISTIAN TRÜTSCH, Switzerland;
HEAD OF SCHOOL ADMINISTRATION;
German Language;
Swiss Diploma in Business Administration Type E, HMZ Academy, Zug; Secondary School Teacher Certificate, Université de Fribourg.

MS. SONJA URBANCÈK, Switzerland; German Language; Bachelor's Degree in Business Education in progress, Klett Akademie Zurich; Swiss Business and Administration Diploma, Kaufmännische Berufsschule Luzern; Certificate in Learning Disabilities and Professional Teaching, Institute IK Basel; Adult Education Certificate Level 1, Tutoring for Students Certificate Level 2, Swiss Union for Continuing Education, Klubschule Migros Luzern.

STUDENT RIGHTS AND RESPONSIBILITIES

Upon admission to DCT, a student agrees to abide by all School regulations contained in this Catalog and in the Student Handbook, as well as local, cantonal and Swiss federal laws.

Students are expected to assume full responsibility for their actions and to participate maturely and purposefully in campus life. For its part, DCT ownership, management, faculty and staff are committed to ensuring that you will be treated with dignity and respect and will be evaluated in a fair and impartial manner.

GRADUATION REQUIREMENTS

- ☑ Be accepted and enrolled in the appropriate program leading to the Degree, Diploma or Certification you seek.
- ☑ Successfully complete all of the required courses for the program into which you have been admitted at DCT within 5 years. Students enrolled in MBA program must pass all courses; in all other programs, students are allowed one 3-credit course failure. Students in the DDD program should have no grades of "D" or "F".
- ☑ Obtain a minimum Cumulative Grade Point Average (GPA) of:
 - 2.50 in the MBA program.
 - 2.00 (C) in all other Hotel & Tourism Management programs and the Culinary Arts Associate's Degree program.
 - 1.00 (D) in each of the core culinary courses in all other Culinary Arts programs.
- ☑ Students in the ROC, DHM, ADHM, DDD, ADRM programs must successfully complete a supervised Paid Swiss Work Experience or other authorized Internship of at least six months. This professional experience is optional for students in all other programs; if you do choose this option, it then becomes a program requirement that must be fulfilled before graduating.

Letter Grade	Recognition	Percentage Range	Grade Point Value
A	Excellent	90 – 100 %	4.00
B	Above Average	80 – 89 %	3.00
C	Average	70 – 79 %	2.00
D	Below Average	60 – 69 %	1.00
F	Fail	0 – 59 %	0.00

DIPLOMAS AND TRANSCRIPTS

DCT will award a Degree, Diploma or Certification to each student who successfully completes all of the necessary requirements to qualify for that Degree, Diploma or Certification. DCT will issue only the final Degree, Diploma or Certification for the program in which you were admitted; no intermediate Diploma or Certification will be issued. Please also be aware that DCT will not issue a Degree, Diploma or Certification to any student who has outstanding fees or charges due to DCT or Lynn University. Once this has been settled, the Certification, Diploma or Degree will be issued following the normal procedures.

Diplomas are normally sent via courier approximately 45 days after you complete **all** of your program's requirements, including sending in all of your Paid Swiss Work Experience (Industry Training) reports, both from you **and** from your employer.

Upon completion of each term, continuing DCT students in good standing receive a listing of all courses taken during the preceding term and the grades earned. These transcripts are given to students just before the start of the next term. A final transcript is issued upon successful completion of the program of study. A copy of this transcript is retained in the DCT permanent files and is available upon request in the future.

Excellent academic achievement is recognized each term:

- ⌘ GPA of 3.60 and above - President's Honor Roll
- ⌘ GPA of 3.00 to 3.59 - Dean's Honor Roll

ACADEMIC STANDARDS AND COUNSELING

The first step in keeping track of your academic success is YOU. Even before your teachers, YOU will know if you are having difficulty understanding a topic being covered in a lesson, whether you are up-to-date with your homework assignments, if you think you have done well on a quiz in class, and whether you are making good progress on a project that is due in a few weeks. If you are having difficulties or think you are facing a problem in a class, don't wait for it to become a BIG problem! Speak with your instructor right away. All of your teachers have regular Office Hours and are happy to talk with you about ideas on how you can minimize or avoid a problem in advance!

Additionally, DCT instructors will keep you informed of your progress through tests and other feedback. You should consult with your teachers frequently so that you do not fall behind. If problems continue, you should discuss your situation with the Academic Dean.

HONOR ROLL

At the end of each term the Honor Roll recognizes and congratulates students who have enrolled in a minimum of 12 credits and achieved a cumulative Grade Point Average (GPA) of 3.00 or higher.

ACADEMIC PROBATION

On the other hand, if you encounter academic problems, DCT will inform you and your parent or guardian of any serious academic situation and will offer guidance on resolving it quickly. The initial stage is Academic Probation, and it is assigned if you earned a GPA that is slightly below the graduation requirement for your program. This situation indicates that you are in danger of not meeting the minimum GPA required for graduation. Also, you will not qualify to perform a Paid Swiss Internship.

ACADEMIC SUSPENSION

If your GPA is significantly below the graduation requirement for your program, or if it remains within the range of Academic Probation for more than one term, then you will be placed on Academic Suspension. In this case, you will be prohibited from advancing to the next term and will be required to complete a makeup term at an additional fee in order to repeat courses from your previous term. You will not qualify to perform a Paid Swiss Internship. In severe cases, you may be advised to transfer to a more suitable program, to defer your studies for a period of time, or to withdraw from the school.

Program	Academic Probation	Academic Suspension
MBA	2.00 - 2.49	below 2.00
DDD, ADHM, DHM, ROC, PGD, ADRM	1.60 - 1.99	below 1.60
ECA Diplomas and Certificates	-	below 1.00

NEW STUDENTS

Initially some students can experience challenges in adjusting to a new education system, culture and environment, and this may be reflected in classroom performance or early test scores. If you experience problems, you are encouraged to seek assistance from the concerned faculty member, the Academic Dean or the Student Counselor.

HELP OUTSIDE OF CLASS

Free tutoring is available to all DCT students during Faculty "Office Hours" and is particularly advised if you are having difficulty in a course. Schedules for these Office Hours are announced by each instructor every term, and you are encouraged to take full advantage of this complimentary service.

RESIT EXAMS

If you have failed one or two subjects and if a higher Final Exam score would have resulted in a passing grade in the course, you will have the option to retake a Final Exam in the subject (a Resit Exam). This is administered in Week One of the next term. Following a successful resit exam, the maximum grade for the course is 60% ("D"). The Academic Dean will deny any student the option to resit an exam if it is determined that a resit would still not lead to a passing grade in the course, or if the course failure is due to a breach of Academic Honesty (please refer to Page 28). No student will be allowed to resit an exam in a course only to improve an already-passing grade. There is an administrative charge of CHF 200.00 for each resit exam to be paid in advance; resits must be taken within one year of the original course failure.

MAKEUP, REPEAT and TOP-UP TERMS

If you have a single failing grade in a term without other academic problems, you will be permitted to continue in your program but you are encouraged to resolve the failure by taking a resit exam (not available for students in the MBA program). If you have three or more failures, you will be required to complete a makeup term; a resit option is not available. You must enroll in at least four courses (12 credits) in order to be a full-time student. Your grades in the repeated courses will replace your original grades and will be the final grades that you will receive for all repeated courses.

You should always keep in mind that, to earn your DCT Degree or Diploma, **you cannot fail more than one 3-credit course** (students in the MBA program can fail **no** courses). Failures must be made up! If you are enrolled in the DDD program, you should also keep in mind that you should have no "F"s in your DCT courses.

INFORMATIONAL LETTERS

Your parent, guardian or sponsor will be kept informed of your academic successes and difficulties. Each term, Informational Letters may be sent to them, congratulating them on your success or informing them of academic problems. These are generally sent out at the end of each term informing parents of students on the Honor Roll, or on Academic Probation or Academic Suspension. Other letters are sent during the term to keep parents/guardians informed of students experiencing academic difficulties, not attending all of their classes, or experiencing difficulty because of their level of English skills.

ACADEMIC HONESTY

DCT expects all students to be honest in all of their academic coursework and daily activities. Breaches of academic honesty include cheating, misrepresentation of one's work, bribery, plagiarism, or the unauthorized possession of exams, tests or assigned papers or materials which have not been released by faculty for student review. All of your academic work must be the result of your own thought, research or self-expression.

CHEATING includes copying homework from another student and passing it off as your own; looking at another student's test or notes during a test or exam; possessing or using "crib notes" in either physical or electronic form; communicating in any way or giving your own work product to another student to copy or use as her/his own; providing answers to a test either during testing or after having taken the test earlier; giving or selling a term paper or similar assignment; or the misuse of any other paper, report or project or other restricted material by a student in an unethical manner.

PLAGIARISM is the attempt to claim work as your own which is not the product of your own study, research or self-expression. This includes quoting sources without giving due credit to the source or claiming them as your own quotes, paraphrasing textual or other published material for the purposes of claiming authorship, claiming purchased work as your own, or similar unethical work production. To avoid this, be very careful of how you use "Copy & Paste"!

MISREPRESENTATION is the act of misinformation or omission of facts in order to mislead your instructor to accept doctored work, or any work not fully credited to the original author, as your original work. It includes providing incorrect information about previous schooling, employment or personal matters. Such behavior is unethical and unacceptable.

BRIBERY is the act of offering or giving any item of value with the expectation of getting an unearned benefit, such as a better grade, passing a course, or receiving any other advantage that would not normally be awarded or warranted as a result of your own study.

EACH OF THE ABOVE, WHETHER SUCCESSFUL OR ONLY ATTEMPTED, CONSTITUTES ACADEMIC DISHONESTY and will result in academic penalties. These penalties could result in a failing grade on an assignment or assessment, failure of a complete course or term of study, or the expulsion from a particular academic program. Depending on the seriousness of the offense as determined by members of the School's Management, even more serious consequences may result, as recommended by that board and approved by the School's CEO.

CLASS ATTENDANCE

All students at DCT are full time students and are therefore required to attend all classes, seminars and scheduled activities. Absences from classes or other activities without prior approval can impact significantly on your final grade. Each instructor may weight attendance as part of the course's grade in a different manner. Typically, an instructor will make attendance worth around 10% (about one grade level) of the overall grade. Instructors report absences from class to the Academic Dean. In turn, the Dean will take appropriate action, which includes both counseling you and informing your parent or guardian of the situation and its potential consequences.

In cases of severe attendance problems (absences of more than 10%) where the student ignores the instructor's advice and the Dean's professional counseling, DCT reserves the right to award a failing grade for the course. An extreme case of ongoing absences from lessons could result in the student having to repeat a course, a term of study, or even being expelled from the school.

ASSIGNMENTS, TESTS AND FINAL EXAMINATIONS

If you miss a scheduled test, graded assignment, class presentation, or Final Exam, you will not be permitted to make up that activity unless you have a doctor's certificate documenting an illness, you have a DCT-scheduled Swiss Internship interview, or you have received prior permission from the instructor or Academic Dean. Appointments must be scheduled outside normal class hours whenever possible.

Assignments must be submitted on time. Late submission of an assignment will incur a penalty; the actual penalty is determined by the instructor.

DCT holds a Final Exam Week in Week Eleven of the term and examination schedules are set and distributed separately. For exceptional reasons, an individual instructor may administer her/his exams at another time (e.g. in Week Ten), and you will be notified well in advance if this unusual situation will occur in one of your classes.

CHANGES TO YOUR SEQUENCE OF STUDIES

If you would like to make a change in your course of studies or the program in which you are enrolled, your first step is to make an appointment with the Academic Dean to discuss the matter. This includes changing your program, deferring your studies, performing your Paid Swiss Internship out of the normal sequence, or extending your program to take its courses over a longer period of time. Any change that is agreed to by you and the Dean can only take effect at the end of a term; changes during a term are not possible but will be implemented at the beginning of the following term. For any approved change of program, there is an administrative fee of CHF 1,500.00.

If you would like to defer your studies for up to one year, you must request to do so in advance. This includes delaying your return to campus following an Internship period. A Deferral of Studies Application also requires establishing a CHF 3,000.00 deposit. When you return to DCT to continue your studies, CHF 2,500.00 of this amount will be applied toward your tuition and A.C.E. fees, while CHF 500.00 is charged as an administrative fee for maintaining your enrollment and for re-establishing your study permit. If you do not return to DCT to continue your program as planned, all of the deposit will be forfeited. Please be aware that students deferring their studies are not covered by DCT's Health Insurance during the time that they are interrupting their studies.

If you are thinking of deferring your studies, please keep in mind that some courses are not offered every term. If you defer, you must be careful to return for the terms when the appropriate classes are being offered. Not following the normal order of your courses can result in both a time and financial delay in your qualifying for further education. Details on class offerings can be verified with the Academic Dean.

If you will defer your studies, you should also be aware that this will reduce the amount of time available to you to perform a paid Swiss Internship. Be sure to discuss this issue with the Head of Industry Training or the Academic Dean.

If you would need to return home for family reasons, please be aware of these policies:

- ⌘ If you will be away from campus for more than one week, you will need to defer your studies for the remainder of the current term and, when you return, you will need to repeat the entire term (including paying the full costs of the term). No refund of fees will be offered for such absences, and you must turn in your Student "B" Permit to the Admissions Office before leaving.
- ⌘ If you will be away for a week or less, the Academic Dean will determine how you will need to go about making up the lost time on a case-by-case basis. Your instructors will be informed of your need to make up the material that you missed, and they will be available to provide tutoring and assistance upon your request.

TRANSFER CREDIT, COURSE WAIVER, CREDIT-BY-EXAMINATION ("CBE")

If you have successfully completed at another accredited school a course that is equivalent to one that is in your program at DCT, you may be eligible for transfer credit or for a course waiver. Each request is addressed on a case-by-case basis; submit your request for evaluation along with your transcript and a copy of the full Course Outline from your previous school. As a new student you should submit these documents along with your Application Form; current students should submit them to the Academic Dean.

For other situations, if you have a documented qualification but have not earned transferable academic credits from an accredited school, you will have the chance to take a "Credit-by-Exam" test (a type of advanced placement exam, sometimes also called a "CLEP" test). If you successfully pass that test, you will then be awarded credit for the course without having to attend lessons and repeat material that you have already learned. There is a CHF 200.00 administrative fee for the CBE test, regardless of the results.

If this situation applies to you, you must meet certain requirements to be eligible to take the test:

- The course you have already taken or the qualification you have earned elsewhere must have an equivalent course offered at DCT at the same academic level. The DCT course must also be a required or elective part of the DCT program in which you are enrolled.
- You must provide evidence that you have previously learned the subject matter. This could be a certificate showing a passing result in the topic, evidence of having completed a relevant on-the-job training program, or a certificate of employment or reference letter related to the topic.
- You must inform the Academic Dean in writing as quickly as possible, but no later than Monday, Week 1. DCT must have received both your request and the evidence of your prior learning by that time.
- CBE tests are administered in Week One, normally at the same time as Resit exams; results are available early in Week Two. Until you receive these results, you must attend all meetings of the class if you are currently enrolled in it.
- ◆ Based on the results of your exam, you may choose to:
 - Accept the grade you earned on the CBE test as your final grade for the course. You then would not need to continue attending the course, taking tests, doing the homework, etc.
 - Not accept the grade earned on the CBE test, but take the DCT course normally and earn a grade for it in the conventional way.

For more information, please contact the Academic Dean.

STUDENT ACADEMIC FREEDOM AND RESPONSIBILITY

You are free to take mature, reasoned exception to data and information offered in the classroom and to reserve judgment about an instructor's opinions, but you are nonetheless responsible for learning the content of the courses in which you are enrolled. You have a right to a course grade that represents your instructor's best judgment of your performance in the course, without prejudice because of any non-academic reason.

You are guaranteed the protection of privacy of your grades, against their disclosure to anyone except you, your authorized guardians (family) and school officials. Your grades will not be impacted for any non-academic reason, such as your personal beliefs or opinions. It is your responsibility to monitor your own performance during a course and to seek assistance directly from your instructor in case of academic difficulties.

You are responsible for your classroom behavior, not your instructor, and it should be mature and professional at all times. The instructor alone has final authority in all matters relating to course content, and for classroom procedures consistent with the philosophy, purposes and established policies of the school. A course grade is the sole responsibility of the instructor. It is the instructor's responsibility to keep each student informed of his/her progress during the course. Equally, it is your responsibility as a student to take such actions as are necessary to be informed of your own academic status.

THE RIGHT OF ACADEMIC DUE PROCESS

In any circumstance involving two or more people, it is always possible that a disagreement might occur. At DCT you could have a disagreement with your roommate, or think that you should have received a higher grade from a teacher on a class assignment. In any case like these, procedures are in place to help you to resolve the problem in a way that is fair to all concerned. For non-academic matters, please refer to page 35 and to the more detailed section in the Student Handbook concerning the Right of Due Process. You may address academic matters by beginning with Step 1 below, for example to request an appeal on an instructor's decision concerning a grade. If your academic concern does not relate to a particular grade or course, you should begin with Step 2.

Step 1: Discuss the matter in person with the instructor concerned. You can do this during the instructor's Office Hours, or you may prefer to request a separate meeting. At that time, you should ask for further clarification on what was expected on the assignment or question to have earned full credit. The instructor can also show you what the difference was between the "ideal" answer and the one that you completed.

Step 2: If you are unable to resolve the issue with the instructor directly, you may appeal the matter to the Academic Dean and request that another instructor evaluate your submission independently. The Dean will request another member of the Faculty who is knowledgeable in the subject matter to evaluate your submission, and will compare the results of the original and second evaluations. The Dean will discuss any differences with the instructor and any adjustments to the grade for the assignment, if appropriate.

If your academic concern does not relate to one particular course, please discuss the matter in person with the Dean.

Step 3: If you are not satisfied with the Dean's application of DCT's Academic Policies or explanation of how the Policies relate to your situation, you may appeal the Dean's decision to the DCT Senior Management Team. This group of Department Heads, led by the CEO, meets once or twice each month and will review your appeal at one of their next meetings. You should explain your situation and your understanding of the relevant DCT policies clearly, calmly and completely in a professional letter addressed to the CEO. Following Senior Management's meeting, the CEO will inform you of their decision in a timely manner.

Step 4: If you feel that your situation has not received appropriate consideration even after all of these internal stages, it is possible for you to make your case to an independent external board for final arbitration. In any matter, academic or non-academic, the Right of Due Process dictates that a final appeal may be addressed to this independent body. This represents a step that can be taken only after each of the previous steps have been taken — starting with the individuals directly concerned, proceeding to the member of the Management Team directly responsible for the area involved, thirdly to the Senior Management Team collectively, and only then to DCT's external Commission of Final Appeals. At this stage, you should again explain your situation clearly, calmly and completely in a professional letter addressed to the President of the Commission. Be sure to include an explanation of why you feel that the standard DCT policy does not or should not be applied in your situation. Requests must be based on the facts of the circumstances; a request for an appeal based only on dissatisfaction with the prior decisions will be refused.

A Final Appeal must be submitted in writing and within 30 days of the Senior Management decision being appealed. Final Appeals should be sent by registered mail to:

lic. jur. Olivier Dollé, Rechtsanwalt
Kapellgasse 26
CH-6004 Luzern

A Final Appeal request fee of CHF 800.00 must be paid when the request is submitted. Details about the Final Appeals process (including bank account details for paying the Final Appeal Request fee) will be provided along with Senior Management's decision on the matter (from Step 3 above). If the Final Appeal is successful (decided in favor of the appellant), the full amount of the Final Appeal request fee will be reimbursed. If the Final Appeal is unsuccessful, the full fee will be applied toward the costs of the Commission.

THE CAMPUS DRESS CODE

The dress code on campus requires **all** students to wear the appropriate uniform correctly and completely during classes and weekday lunches, and at official functions and prescribed times. Uniforms must also be worn correctly when on field trips; kitchen dress to lab classes and when training in the main kitchen; service uniforms in Service Training classes and when representing DCT at outside banquets.

The campus dress code generally follows the conservative and traditional staff uniform expectations of higher-class Swiss hotels and restaurants.

Dress shoes, business suits, dress shirts, dress slacks, tailored and conservative skirts and dresses are accepted attire. This policy will prepare you for your future as a businessperson, and it is still the preferred dress code in the hospitality industry in Switzerland.

All students are required to provide their own plain black business suit that will serve as a part of the school uniform that is to be worn to classes and official school functions. You should be sure to bring with you or purchase in Switzerland clothing that will allow you to follow the weekday campus dress code. Because you will be wearing the school uniform frequently, we recommend that you bring a second set so that one can always be clean.

DCT will provide all students with a DCT tie for men, or a DCT scarf for women.

Students who enroll in the **FSS.1214 Food Service Management** course will receive use of appropriate service uniform pieces (e.g., a service apron) during the course.

Students in **European Culinary Arts programs** will also receive a DCT kitchen uniform consisting of kitchen pants, kitchen jacket, buttons and button supports, a kitchen scarf, an apron, and kitchen shoes (clogs).

One of each of the above items is provided, according to your academic program. You can purchase additional items individually from DCT's uniform supply company during uniform fitting on Orientation Day.

Some students in the European Culinary Arts program may already have their own kitchen uniforms. If so, it is recommended to bring them along to have an extra uniform on hand. Because kitchen uniforms must meet professional standards to be worn in class, they will need to be approved by one of DCT's chefs.

Casual wear such as sandals, flip flops, shorts, sweat shirts, tee shirts, or worn jeans are not to be worn during school hours or during weekday lunches on campus. These items are fine for the evenings or on weekends.

DRESS CODE FOR WOMEN:

- Plain, conservative, black business suit, **without** ribbons, frills, patterns, stripes or designs. Pants are mandatory; a skirt is recommended, but not required; it must be straight cut and knee length (max. 2 inches / 5 cm above the knee).
- Plain, white, long-sleeved, front-buttoned, cotton blouse/shirt with a collar, and without ribbons, frills, patterns, stripes or designs.
- Conservative, practical and comfortable, black low-heel pumps (shoes). Boots, open-toe, sling-back, high-heeled or stiletto shoes may not be worn as a part of the campus uniform.
- Skin-colored tights/hose.
- Hair cut and color should be kept conservative, neatly combed, tied back and not hanging in the face.
- Plain dark sweaters (jumpers) are permitted in cold weather.

DRESS CODE FOR MEN:

- Plain, conservative, two- or three-piece black business suit without stripes, decorations, stripes or designs.
- Plain, white, long-sleeved, front-buttoned, cotton shirt with a collar, and without stripes, decorations or designs.
- Black leather shoes (wing tips or loafers) that are polished. No boots.
- Black socks.
- Hair cut and color should be kept conservative: collar length, above the ears, neatly combed. Either clean-shaven or neatly trimmed facial hair.
- Plain dark sweaters (jumpers) are permitted in cold weather.

Notes:

- ⌘ You may choose to order your black business suit from DCT's uniform supply company rather than bringing one with you, or you may purchase one locally upon arrival.
- ⌘ Excessive jewelry and body art can be considered unprofessional in appearance, and therefore should be avoided. The only rings, studs, or piercing jewelry allowed to be exposed are one earring per ear for the ladies, and none at all for the gentlemen. All tattoos must be covered or not visible.

COURSE TEXTBOOKS

To gain the maximum knowledge from each of your courses, you will need to have the necessary textbooks, workbooks, CD-ROMs, software, and other supplies for that course. At the beginning of each term, you will be issued the books and course materials for the courses in that term of your program. The cost of these materials is included in the Administrative & Course-related Expenses (A.C.E.) fee you pay each term. (Additional information on A.C.E. fees appears on page 39 of this Catalog.)

At the end of each term, you are encouraged to return any textbooks or course materials that you do not wish to keep. DCT will keep these on hand for a future student who may lose a book during the term, so that that student does not need to pay for the full cost of a replacement textbook.

OUTSIDE (PAID) BANQUETS

To assist students in improving their foodservice skills and to expose them to as wide a variety of F&B experiences as possible, DCT periodically arranges for students to work at banquets outside of DCT. Students are always accompanied by at least one Service Instructor, and are normally paid by the outside organization for their services. While students certainly benefit from the additional experiences, DCT limits these types of outside banquets to ensure that they do not interfere with normal classroom studies. In planning these banquets, DCT schedules a mix of students to work at each banquet so that the more junior students can concentrate on practicing and improving their service skills, while senior students also have the opportunity to practice their supervising, training and coaching skills.

THE ACADEMIC SIDE OF A PAID SWISS INTERNSHIP

A Paid Swiss Internship (Industry Training) is an essential component of many DCT programs, including all undergraduate Hospitality Management programs and the Culinary Arts Associate's Degree program. It is optional for the MBA, PGD and other Culinary Arts programs. As the name suggests, most students choose to complete this applied learning experience in a paid position in Switzerland. DCT's practical and theory courses are structured so that you will be well prepared to work in superior Swiss hotels and restaurants. In order to qualify for an Internship in Switzerland, you must meet these minimum requirements:

- Complete successfully two consecutive terms of one DCT program that includes an Internship option (if you are scheduled to complete your program in three terms, you must first complete all three terms of study);
- Pass the two German Language courses, or demonstrate fluency in an official Swiss language;
- Pass all relevant F&B subjects (e.g., Food Service Management, European Kitchen & Pastry Management);
- Achieve a cumulative Grade Point Average of at least 2.00, or at least a "C" in the main Culinary Arts program courses (students on Academic Probation will be re-evaluated in Week Six or Seven);
- Agree to follow all procedures outlined in the Course Outline for HFT.3400 Industry Training;
- Prepay the fees for mandatory Swiss Health Insurance (currently CHF 200 per month or part of a month, meaning CHF 1,200 for a 6-month Internship or CHF 1,800 for 9 months; note that travellers insurance provided by an insurance company outside of Switzerland does not meet the Swiss legal requirement for this type of health insurance);
- Be at least 18 years of age;
- Complete an interview for a position, be offered a position by the employer, and sign a contract with that employer that is approved in advance by the Head of Industry Training. (Students who could continue their classroom studies must have a signed contract before the end of Week Nine. If you do not meet this deadline, you must continue with your classroom studies on-campus and undertake your Paid Swiss Internship at a later time.)

For DDD, ADHM and DHM students, Paid Swiss Internship is recommended immediately after you complete your second term of study, while the theory, practical, and language courses are still fresh in your mind. This is when the most benefit can be derived from your training. It is also best for you to have as much direct hotel or restaurant working experience as possible before entering Terms 3, 4 and beyond, helping you to get the most benefit from the management courses in the later terms.

For your Paid Swiss Internship, "Industry Training" reports are required and a grade is issued. The Director of DCT Career Center coordinates the program and students must comply with all Paid Swiss Internship policies and procedures as outlined in the Course Outline for HFT.3400 Industry Training.

While DCT cannot guarantee each student's personal ability to successfully complete a job interview and secure a position, nearly all DCT students are successful in finding a Paid Swiss Internship position. DCT will assist you in your search for training positions by hosting semiannual Career Fairs on campus, posting addresses and job openings from the school's contacts as well as from newspapers and trade magazines, and by coaching you with your résumé-writing and interviewing skills. In addition, several Internship seminars are conducted each term to inform you of procedures and your responsibilities while you are on training.

Students training in Switzerland receive wages in accordance with Swiss law and must sign and honor a contract with their employer. DCT's Head of Industry Training checks the contracts and assists you in completing necessary paperwork to continue your coverage of mandatory health insurance and to obtain your training work permit.

If you are enrolled in the DDD, ADHM, DHM, ROC or ADRM program, an Internship is mandatory. If you are enrolled in the MBA or PGD programs, or in a Culinary Arts Advanced Diploma, Diploma or Advanced Certification program, a Paid Swiss Internship is optional. However, if an Internship is optional for you and you do accept a contract from an authorized employer, the training period will become mandatory and no Degree, Diploma or Certification will be awarded until you successfully complete your employment contract.

During your Paid Swiss Internship, DCT's Director of DCT Career Center will visit you periodically to discuss your progress, both with you and with your employer.

In certain cases, you may be allowed to complete your Internship outside of Switzerland. This is permitted if you have a specific and legitimate reason for doing so, such as pre-arranged employment with a particular hospitality organization, a compelling family reason, etc. To do this, you must discuss your situation with the Director of DCT Career Center at the beginning of the academic term. It would be best if you already had an official offer from your potential employer describing the experience that you will gain and stating their willingness to comply with the same high standards DCT requires of Swiss employers. If your request is approved, you will still be required to meet all the standards for an Internship grade as detailed in the Course Outline for HFT.3400 Industry Training, including the timely submission of the various forms and reports. Also, remember that **you** will be responsible for all internship-related issues, such as working permits, wages, applicable laws, insurances, etc.

You must always keep in mind that while you are performing your Paid Swiss Internship, you are still registered as a student through DCT and are subject to all applicable School Policies and Swiss laws.

Academic credit is given for your Internship experience. You will earn that credit only if you successfully meet all five of the following conditions:

1. You have a signed contract with a legal employer approved by the School;
2. You accept and follow the Internship procedures throughout your employment (as fully detailed in the Course Outline for HFT.3400 Industry Training);
3. You successfully complete all assignments as explained in the Course Outline for HFT.3400 Industry Training;
4. You complete all of the hours scheduled for the period of time of your contract;
5. Your employer/supervisor submits to the school a satisfactory set of reports regarding your performance.

You must complete a minimum of six months Paid Swiss Internship for four academic credits, or a minimum of nine months training for six credits after having spent at least an equal amount of time as a fully registered and successful student at DCT and/or Lynn University's Switzerland Program. (A repeated or make-up term does not count as part of the resident requirement for a Paid Swiss Internship.) You can earn a maximum of six credits, regardless of any additional time you might work at a Paid Swiss Internship. A grade for your additional training will be printed on your official DCT transcript, though no additional academic credit is awarded. If your program permits you to complete a second or third Internship, you must still submit all of the same documentation.

Finally, when you are out on your Paid Swiss Internship, keep in contact with everyone back on campus: the Director of DCT Career Center, the Student Activities Coordinator, the Academic Dean, and certainly with your friends, the faculty and your fellow students still on-campus. Feel free to stop in and visit from time to time, but when you do, please remember that you are a **visitor** to the campus, and not an on-campus student. Some different rules apply and you may get yourself or your friends in trouble if you ignore these rules! One example is that, *for the privacy and security of on-campus resident students, students who are working and training off-campus are **not** permitted in student rooms.* A more complete explanation can be found in the DCT Student Handbook and Course Outline for HFT.3400 Industry Training.

INTRODUCTION

DCT has the responsibility to provide an educational environment of the highest quality. In order to do this, the school must provide an atmosphere that is conducive to study and educational growth both in and outside of the classroom – an environment in which each student can realize his/her maximum potential. By virtue of enrolling at DCT or in Lynn University's Switzerland Program, you have entered into a community of hospitality professionals and are, therefore, responsible for your own behavior. This includes the activities involved in daily life on campus, in the form of acceptable attitudes and actions as outlined in the DCT Student Handbook.

DCT's CEO is the legally appointed authority for setting the standards of behavior for everyone studying, living or working on our DCT campus, and is empowered to enforce them through a fair and equitable due process system. As part of the larger public, the Village of Vitznau and the Canton of Lucerne, every member of the DCT community is required to follow all applicable Swiss laws.

STUDENT HANDBOOK

Students should log into *myDCT* (DCT's intranet) to download a copy of the Campus Student Handbook for detailed information concerning the daily Rights and Responsibilities of students on the DCT campus.

The campus has an active, elected Student Council representing all of the student body studying on the DCT campus. DCT and Lynn-Switzerland students who volunteer for and are elected to this body are involved in decision-making in the school and are encouraged to take responsibility for all aspects of extracurricular student life.

Student Council is particularly active in organizing special events and parties. The Council generally organizes at least one major event per term, such as the annual winter ski weekend or summer barbecue and sports day. The Council also organizes dinners or parties for other events, such as Valentine's Day, Halloween, and the Lunar New Year.

Student Council members take responsibility, promote respect and trust among the student body, and act in ways consistent with campus philosophies and beliefs. The Student Council helps to create an atmosphere where unity and common goals can be achieved.

Students on campus hold passports from all around the globe; therefore, Student Council develops an appreciation of the range of values and cultures within the student body through the different activities.

EQUAL OPPORTUNITY

In all aspects of daily life at DCT, the management, faculty and staff are committed to upholding the following principles:

- We do not discriminate, nor do we allow discrimination, on the basis of race, ethnicity, religion, age, gender, sexual orientation, national origin, or marital status.
- We will not permit any student to suffer harassment, including unwanted sexual advances, requests for sexual favors, or conduct that might create a hostile or unpleasant environment.

If you have been subjected to any such unethical behavior, immediately consult with the CEO, the Academic Dean or the Director of DCT Career Center. Action will be taken quickly and impartially, respecting all parties' privacy and rights.

GRIEVANCE PROCEDURE FOR NON-ACADEMIC ISSUES

Should you have a difference of opinion with Campus personnel, the procedure to resolve these are as follows:

- ☑ First, talk calmly, reasonably, and professionally with the person(s) you feel is (are) responsible for your concern;
- ☑ If that does not resolve the problem, speak next with that person's direct supervisor, such as the Head of Housing or the Director of DCT Career Center;
- ☑ Should this fail, you have the right to submit a written grievance with complete details to the CEO. A decision will be forthcoming after a thorough investigation.

In the matter of an unresolved grievance between students, most likely concerning daily student life on campus, the best option is counseling with the Head of Housing or the Director of DCT Career Center. Most of the time, these minor annoyances can be quickly and amicably resolved.

THE RIGHT OF DUE PROCESS

As with the Due Process procedures for academic matters outlined on page 30, procedures are also in place to help you address non-academic issues in a way that is fair to all concerned.

Step 1: Discuss the matter in person calmly and directly with the other person(s) involved. Most issues can be resolved easily if the concerned parties hold a calm discussion and listen carefully to the points that the other side makes.

Step 2: If a serious accusation is made against you or if you are unable to resolve the matter through discussion, you are entitled to a hearing by a Disciplinary Board made up of DCT staff and a representative of Student Council, and you may present witnesses on your behalf. This Board will be led by the Director of DCT Career Center (or by the Academic Dean for academic-related matters). The School reserves the right to conduct such proceedings either formally or informally, depending on the nature or seriousness of the allegations. These hearings will incorporate fair play and due process.

You will receive a written report on the Board's results, findings and decision concerning the matter. This report will be issued by the Director of DCT Career Center within three days, and a copy will be kept on file.

In matters where Swiss law is involved, the CEO is authorized to take immediate action. These situations primarily involve the use of alcohol or drugs (including marijuana), illegal use of residency permits, working illegally, fraud, or the unauthorized possession of firearms or other weapons.

The School reserves the right to conduct random tests or investigations of suspected violations, and to respond in a timely manner. DCT officials are bound by law to maintain a safe and legal environment at all times.

Step 3: If you dispute the decision of the Disciplinary Board, you may appeal it to the DCT Senior Management Team. This group of Department Heads, led by the CEO, meets once or twice each month and will review your appeal at one of their next meetings. You should explain your situation and your understanding of the relevant DCT policies clearly, calmly and completely in a professional letter addressed to the CEO. Following Senior Management's meeting, the CEO will inform you of their decision in a timely manner.

Step 4: If you feel that your situation has not received appropriate consideration even after all of these internal stages, it is possible for you to make your case to an independent external board for final arbitration. In any matter, academic or non-academic, the Right of Due Process dictates that a final appeal may be addressed to this independent body. This represents a step that can be taken only after each of the previous steps have been taken — starting with the individuals directly concerned, proceeding to the member of the Management Team directly responsible for the area involved, thirdly to the Senior Management Team collectively, and only then to DCT's external Commission of Final Appeals. At this stage, you should again explain your situation clearly, calmly and completely in a professional letter addressed to the President of the Commission. Be sure to include an explanation of why you feel that the standard DCT policy does not or should not be applied in your situation. Requests must be based on the facts of the circumstances; a request for an appeal based only on dissatisfaction with the prior decisions will be refused.

A Final Appeal must be submitted in writing and within 30 days of the Senior Management decision being appealed. Final Appeals should be sent by registered mail to:

lic. jur. Olivier Dollé, Rechtsanwalt
Kapellgasse 26
CH-6004 Luzern

A Final Appeal request fee of CHF 800.00 must be paid when the request is submitted. Details about the Final Appeals process (including bank account details for paying the Final Appeal Request fee) will be provided along with Senior Management's decision on the matter (from Step 3 above). If the Final Appeal is successful (decided in favor of the appellant), the full amount of the Final Appeal request fee will be reimbursed. If the Final Appeal is unsuccessful, the full fee will be applied toward the costs of the Commission.

SUBSTANCE ABUSE

Abuse of alcohol or other drugs obstructs the goals of a quality education every student is entitled to, impedes academic performance of the student, and deters the safe well-being of the campus community. The possession, use or trafficking in illegal drugs is a violation of Swiss law and Campus policy. This includes marijuana. Students violating this policy will immediately be dismissed from the School and deported from the country in accordance with Swiss law.

DCT RESERVES THE RIGHT TO SEND ANY STUDENT FOR RANDOM, UNANNOUNCED TESTING FOR DRUG USE, INCLUDING MARIJUANA. THE SCHOOL MAY ALSO REQUIRE STUDENTS WHO VIOLATE ALCOHOL OR SUBSTANCE ABUSE POLICIES TO UNDERTAKE APPROPRIATE TREATMENT AT THEIR OWN COST AS A CONDITION OF REMAINING A STUDENT.

FIRE SAFETY CONSIDERATIONS

Every student is responsible for becoming familiar with Fire Safety Procedures and Regulations, including the use of fire fighting equipment and the locations of emergency exits and alarms in all passageways and public areas of the buildings. This topic is presented to new students at a Campus Safety Seminar held in the first days of each term.

Fire escape routes are posted in each room; look for the Emergency Information Card. In an emergency, follow the escape route and assemble in the parking lot across from the school. Authorized staff will take roll call. These procedures are reviewed regularly with the local fire officials.

All rooms are equipped with automatic fire detection systems. Tampering with or attempting to disable this equipment is a serious violation of Swiss Law and Campus Policy. It endangers your own life as well as the safety of your colleagues. Setting off a false fire alarm is also a very serious offense under Swiss Law and can result in fines, prosecution by civil authorities and dismissal from campus.

Students should know that smoking inside a school building is not permitted by local law. Smoking is permitted outdoors away from the main entrance to the building and on balconies, only if ashtrays are used.

DISCIPLINARY SANCTIONS FOR INDIVIDUAL MISBEHAVIOR

Level One:

MINOR INFRACTIONS, including Verbal Reminders.

Any duly authorized member of the faculty, staff or management may issue a Verbal Reminder to a student for minor infractions of campus policies, explaining why the student action was in violation of regulations and conveying procedures on how that infraction may be corrected or avoided in the future.

Level Two:

MISCONDUCT INFRACTIONS, including Written Reminders.

Depending upon the seriousness of the violation, a Written Reminder may be issued to a student by the Academic Dean (in academic situations, such as breaches of Academic Honesty), by the Director of DCT Career Center (for instances relating to Paid Swiss Internships), or by the CEO, Head of Housing, or Director of DCT Career Center (in non-academic situations), or upon the recommendation of faculty or staff. A copy of all Written Reminders is given to the student and may also be sent to the student's parent(s), sponsors or guardian.

Level Three:

GROSS MISCONDUCT INFRACTIONS

Level Three is the most serious stage of student misconduct. These violations of community living standards could result in the student being suspended from lectures and school activities, or dismissed from the school. In the case of Gross Misconduct, a member of DCT's Senior Management team will convene a Disciplinary Board hearing. This Board is comprised of at least two members of DCT's staff or management and one member of Student Council. The student is entitled to call witnesses and use all reasonable resources in her/his own defense. The Board, after hearing all the evidence and conducting a fair and impartial investigation, will make a recommendation to the Director of DCT Career Center or Academic Dean as appropriate.

Based upon the findings of the Disciplinary Board, the Dean or Career Center Director will inform the parties of the outcome and action that will be taken. A copy of all documentation is given to the student and information is sent to the student's parents, sponsor or guardian. Any appeal of the decision should be submitted in writing to DCT's full Senior Management team and addressed to the CEO following the procedures outlined on page 35.

A copy of the current DCT Student Handbook, including Housing Policies, is available for students to download from the school's intranet at www.dct.edu/mydct.html.

IN ANY CASE INVOLVING VIOLATION OF SWISS LAW, DCT SENIOR MANAGEMENT RESERVES THE RIGHT TO ACT IMMEDIATELY AND PERSONALLY, OR AS REQUIRED BY SWISS AUTHORITIES, WITHOUT THE INVOLVEMENT OF A DISCIPLINARY BOARD OR THE DUE PROCESS DESCRIBED IN THIS CATALOG AND IN THE DCT STUDENT HANDBOOK.

STUDENT PERMITS

International students studying at DCT or participating in Lynn University's Switzerland Program are authorized to live in Switzerland while enrolled full-time. DCT obtains the required "B" residency permit for you if you are a new student, are returning after your Paid Swiss Internship, or are resuming your studies after an excused absence for personal or family reasons. These are issued by the local Immigration Department, and you will be informed about the procedures when you arrive.

The permit must be returned to the DCT Admission Office when you leave campus, whether you graduate, defer your studies, drop out, or complete a Paid Swiss Internship.

LIVING OFF CAMPUS

Students generally are required to reside on campus for residency permit reasons. If you are a new or returning student, a request to live off campus must be made in writing to the DCT Admission Office well in advance of your arrival on campus. For continuing students, this written request must be received by the Head of Housing before the end of Week Eight. Special permission to live off-campus may be granted, but is not automatic.

The security of resident students remains a top priority at DCT. If you choose not to reside on campus, you are not permitted in student rooms or hallways. Any meetings or gatherings that you attend must be in a public area of the buildings, such as the Lobby, Library, Study Room or Student Lounge.

Finally, please also keep in mind that all classes, meetings, practical duties, etc. are scheduled with the students living on campus in mind. You will still be required to attend all classes and official activities; additional travel time is **your** responsibility.

For on-campus students, all meals are provided as a part of the regular school fees (as listed on page 40) — there is no extra charge for any of the 19 meals available weekly. Three meals per day are provided Monday through Friday, and Brunch and Dinner on weekends and holidays.

All meal and room costs during term breaks are also already included in your school fees. If you have received permission to live off-campus, you will still normally take part in the full Campus Meal Plan, but you may discuss your specific circumstances with the Director of Marketing and Admission.

Campus food service is excellent with a monthly cycle menu that is carefully developed to provide attention to religious, ethnic and dietary requirements and preferences, as well as a broad selection of main course meals, soups, salads and desserts.

Your choice of sparkling water, still water, iced tea, hot teas, coffee, milk, and cold or hot chocolate are available during meal times and at no additional cost. Fruit juice is also provided during breakfast and brunch.

LAPTOP COMPUTERS

DCT highly recommends that students bring a laptop or notebook computer, or obtain one upon arrival. The campus' Computer Room is open for general use, however the times and spaces are limited. Additionally, campus-wide wireless Internet access is available for all students 24/7 at no additional fee, making e-mail, Skype and Internet research convenient for students who have their own computers.

If you will bring a laptop/notebook, a Windows-based computer must have an official, licensed, English-language version of Windows. Make sure the Windows Auto-update feature is working. We suggest equipping it with an official, licensed version of a 2007 or 2010 edition of Microsoft Office for Windows (Word, Excel, PowerPoint, Publisher, Outlook, OneNote).

If you prefer to use a Macintosh, you are welcome to use your Mac on campus if you have a recent version of Mac OS X installed in English, and with both the built-in Firewall and Software Update features running. We recommend that you equip your Mac with iWork '09 (Pages, Numbers, Keynote) or a 2011 or 2008 version of Microsoft Office for Macintosh (Word, Excel, PowerPoint, Outlook/Entourage).

If you use word-processing or spreadsheet software other than Microsoft Office, be sure that you know how to export your files to submit your class assignments in an MS-Office or Office-compatible format.

Although peer-to-peer file sharing software and the use of online gaming services are never permitted on the campus, all students are encouraged to make use of instant messaging, online chat, and Internet telephony services such as Skype.

DCT's IT Department will provide support and assistance with your laptop to the extent that they are able, but only if your laptop meets the specifications described above. Major issues such as hardware problems would need to be addressed by a specialized computer repair center off-campus.

LEAVING CAMPUS

All students moving away from campus must check out **in person**. When leaving campus for an Internship, you must turn in your B-Permit to the Admission Office (or to the Head of Housing if you are leaving on the weekend). If you are going on training in Switzerland, the Admission Office will mail your new or updated permit directly to you after you start your new job. When leaving campus permanently, you must turn in both your Health Insurance Card and your B-Permit to the Admission Office (or to the Head of Housing if you are leaving on the weekend).

When you leave campus at the end of a term, you must do so by Monday of Week Twelve. A list of check out procedures can be picked up at the Front Desk. Be sure to follow all of the check out procedures carefully to avoid delays or extra charges, such as fees for cleaning your room or for items that you may forget (like returning your keys and your B-permit).

If you will be starting a Paid Swiss Internship position, be sure you have arranged for accommodations with your new employer. If your accommodation will not be available until after the Monday of Week Twelve, you are responsible for making temporary arrangements.

WITHDRAWAL OR DISMISSAL FROM DCT

If you wish to withdraw from DCT or defer your studies, you must first meet with the Academic Dean (for academic reasons) or the Director of DCT Career Center (for any other reasons) to discuss the matter.

Based on that discussion, you must then write a letter clearly outlining the reasons for your request and schedule a meeting with the CEO. Your request will be reviewed as quickly as possible following these meetings.

If your request is approved and you will be leaving campus, you must make your flight arrangements and turn in both your B-permit and Health Insurance Card at the time your request is approved. Final permission will not be granted until your departure details are confirmed and your B-Permit and Health Insurance Cards are received by the Admission Office. (Note that both the Permit and Health Insurance will be cancelled and will be invalid, even if the cards show a later validity date.) After you have received the final permission, Swiss law normally requires that you depart the country within three days.

A student who is dismissed for Gross Misconduct may be required to leave the country within 24 hours. This limit would be imposed by the Swiss authorities, over which DCT has no control.

**ADMINISTRATIVE AND
COURSE-RELATED EXPENSES**
(*A.C.E. FEES*)

During the course of your studies, a number of additional administrative, legal, and course-related expenses arise which are not already included in the basic school fees. Examples of these expenses include: the local processing of an entry visa to Switzerland, a Swiss residency and study permit, monthly health and liability insurances, uniform pieces, various taxes, textbooks and other course materials, a campus-wide wireless network available 24/7, various administrative fees, field trip and excursion fees, general student activity fees. To cover these extra expenses, students are charged an A.C.E. fee of CHF 1,500.00 per term.

IMPORTANT NOTE: Before you leave campus for a Paid Swiss Internship, you must pre-pay your health insurance costs by depositing into your DCT account CHF 200.00 for each calendar month and part of a calendar month of your Internship contract. If you have not completed all of your classroom studies, you must include an additional CHF 2,000.00 in this deposit account.

During your Paid Swiss Internship, CHF 200.00 will be deducted from your deposit account each calendar month or part of a calendar month to cover your monthly Health Insurance. When you return to campus to complete your classroom studies, the additional CHF 2,000.00 deposit will be fully applied as a credit toward your next term's tuition and A.C.E. fees.

If you withdraw or drop out of school during your Paid Swiss Internship, you will forfeit all deposited amounts.

VALUE ADDED TAX:

Most goods and services are affected by this Swiss federal tax. For example, it is charged on the room and board portions of DCT fees, and is included in your A.C.E. fees each term you are on campus. The total amount depends on the length of your academic program. DCT's VAT number is 422.190.

To reserve space in a particular program, all students are required to make a non-refundable "Enrollment Installment" payment of CHF 2,300.00 during the application process. This amount is fully applied toward your first term's program and A.C.E. fees. It will reduce the balance you will need to pay in your second school fees payment. The Admission Office supplies every applicant with a payment schedule for his/her complete academic program.

REFUND OF SCHOOL FEES

If a student is enrolled for studies at DCT but does not arrive on campus, withdraws for any reason, discontinues the course, is dismissed for ongoing unexcused absence from classes, or is dismissed from the School for reasons of Misconduct or Gross Misconduct, ALL fees for the program for which he or she was enrolled are forfeited. Space at DCT is valuable, and the School enters into contracts with faculty, support staff and other supply and equipment firms based on the good faith shown by a student's admission to the school.

Please note that the total school fees remain due for the full program in which you enroll, regardless of whether you later choose to discontinue your studies, withdraw, or drop out, or if you are suspended or expelled for disciplinary reasons, ongoing poor attendance, or very low academic performance.

FEES AND FEE INFORMATION

HOTEL & TOURISM MANAGEMENT

Bachelor's Degree, Advanced Diploma, Diploma, and Certification Programs:

School Fees	Each term	CHF 12,000
School Fees, Bachelor's Degree Terms 7 & 8 only**		13,200
Administrative & Course-Related Expenses (ACE) Fees	Each term	1,500
Health Insurance during Paid Swiss Internship periods	Each month	200

Bachelor's Degree/Double Diploma Program (DDD)
Eight (8) Terms* on-campus studies plus 6-month Internship

Advanced Diploma in Hotel & Tourism Management (ADHM)

Six (6) Terms* on-campus studies plus 6-month Internship

Diploma in Hotel Management (DHM)

Four (4) Terms* on-campus studies plus 6-month Internship

Certification in Restaurant Operations (ROC)

Two (2) Terms on-campus studies plus 6-month Internship

* **TRANSFER STUDENTS:** The number of terms in your DDD, ADHM or DHM program will vary on a case-by-case basis according to the total number of academic credits that can be transferred.

HOTEL & TOURISM MANAGEMENT

MBA Degree and Post-Graduate Diploma Programs:

School Fees	Each term	CHF 13,200
Administrative & Course-Related Expenses (ACE) Fees	Each term	1,500
Health Insurance during Paid Swiss Internship periods	Each month	200

Master's Degree Program (MBA)

Two (2), Three (3), or Four (4) Terms on-campus study, depending upon Bachelor's Degree field; Paid Swiss Internship optional

Post-Graduate Diploma in Hotel & Tourism Management (PGD)

Two (2) Terms on-campus studies; Paid Swiss Internship optional

School Fees include tuition for all required courses within your chosen program, full room & board in a standard double or triple room, full use of campus facilities and access to services, room and full board during term breaks, new student pickup at Zurich Airport, and both Swiss Internship and post-graduation international career placement assistance.

ACE Fees include many administrative and course-related expenses, such as local processing of your Swiss entry visa, a Swiss residency and study permit, monthly health & liability insurances, uniform pieces, various taxes (e.g., VAT for your room), textbooks & other course materials, various administrative fees, field trip & excursion fees, a 24/7 campus-wide wireless network, and a general student activity fee.

EUROPEAN CULINARY ARTS

Associate's Degree, Advanced Diploma, Diploma, Advanced Certification, and Certification Programs:

School Fees, FEC, EGC, EPC modules	Each term	CHF 12,000
School Fees, MGC, IMS modules	Each term	CHF 13,200
Administrative & Course-Related Expenses (ACE) Fees	Each term	1,500
Health Insurance during Paid Swiss Internship periods	Each month	200

Associate's Degree in Culinary Arts & Restaurant Management (ADRM)

FEC, EGC, EPC & IMS on-campus modules** plus a 6-month Paid Swiss Internship

Advanced Diploma in European Culinary Arts (ADECA)

Your choice* of any four** on-campus modules from FEC, EGC, MGC, EPC, IMS; Paid Swiss Internship optional.

Diploma in European Culinary Arts (DECA)

Your choice* of any three** on-campus modules from FEC, EGC, MGC, EPC, IMS; Paid Swiss Internship optional.

Advanced Certification in European Culinary Arts (ACECA)

Your choice* of any two** on-campus modules from FEC, EGC, EPC, IMS; Paid Swiss Internship optional.

Certification in European Pastry & Chocolate (EPC), or Certification in Foundation in European Cuisine (FEC), or Certification in Master Gourmet Cuisine (MGC)

One (1) Term on-campus studies.

* Note that FEC (or equivalent) is a prerequisite for EGC, and that EGC (or equivalent) is a prerequisite for MGC.

** **TRANSFER STUDENTS and EXPERIENCED CHEFS:**

If you have appropriate prior cooking experience or culinary education, you may apply for a course waiver from the relevant courses or modules, which may shorten the length of your program. To qualify to complete a Paid Swiss Internship, you must still complete at least six months of study (2 modules) on campus.

ALL PROGRAMS

One-time Application Fee	CHF	200
Prerequisite, Elective, Makeup or Top-up course		1,200

DCT and Lynn Switzerland Program Fees DO NOT include:

Travel to or from Switzerland; Lynn registration fees; bank charges; or prerequisite, elective, makeup or top-up courses.

- ♦ If your program will last one or two terms (3 or 6 months), you will be invoiced in advance for your **total** program fees.
- ♦ If you enroll in a program lasting three terms or longer, you will be invoiced initially only for the first two terms of your program; you will receive an invoice term-by-term for the remainder of your program.
- ♦ You will be invoiced for the health insurance fees during your Paid Swiss Internship before the start of your training.

**Portions of the tuition fees within the Bachelor's Degree (DDD) program are invoiced in US Dollars and payable directly to Lynn University. Due to changes in the exchange rate of the US Dollar and Swiss Franc and to periodic adjustments in Lynn tuition fees, the total charges for these terms of the Bachelor's Degree program will be slightly more or less than CHF 13,200.00.

APPLICATION AND PAYMENT PROCEDURES

Step 1 - The Application

Please prepare one Application Package containing:

- ❑ A completed and **signed** DCT Application Form (or a **signed** print-out of the online application).
- ❑ A DCT Medical Certificate that has been completed and **signed by a doctor** within the six months before your planned enrollment date.
- ❑ A CHF 200.00 non-refundable application fee (either a bank draft or the receipt from an electronic transfer).
- ❑ Original or certified copy of your High School Diploma, with an official English translation if in another language.
- ❑ Four recent passport photographs (3.5 x 4.5 cm) with a white background (real photos, on photo paper).
- ❑ A copy of the personal information pages of your passport (the pages with your name, photo, birth date, etc.).
- ❑ Proof of appropriate English language skills by:
 - ⌘ Being a native English-speaker and indicating this on the Application Form.
 - ⌘ Providing official confirmation that all of your High School Diploma, College Diploma, or Bachelor's Degree studies were completed in English.
 - ⌘ Providing a score report of a recognized English test showing results equivalent to at least 500/61 TOEFL, 600 TOEIC, 5.0 IELTS, Cambridge First Certificate. (MBA candidates: 550/79 TOEFL, 700 TOEIC, 5.5 IELTS, Cambridge First Certificate.)

If applying for an MBA or PGD program, you must also submit:

- ❑ Original or certified copies of your academic transcripts plus certificates, diplomas, or degrees from your prior institutes of higher education, with official English translations if in another language.
- ❑ MBA only: A certificate detailing your work experience (in any field). If you have not completed at least 6 months of work experience, you may meet this requirement immediately after your on-campus studies.

If applying for Transfer Credit (including a culinary course waiver request), you should also submit:

- ❑ Original or certified copies of academic transcripts, certificates, diplomas, or degrees from other higher education institutes (with official English translations).
- ❑ Copies of relevant course outlines or course syllabi from prior studies (with official English translations; if this information is available in English online, then providing the exact website address is sufficient).
- ❑ Certificates outlining any relevant work experience (length of employment, job responsibilities, etc.).

After you have completed and assembled the items listed above, submit your Application Package to an authorized DCT Representative, or send it by registered mail or by courier service directly to:

DCT University Center, Admission Office

Seestrasse

6354 Vitznau, Switzerland

(For courier services, the local telephone number that they require is: 041 399 00 00.)

Step 2 - Evaluation of Application

Once your complete Application Package is received by DCT, your application will be evaluated. If you are eligible, DCT will send you (or your DCT Representative) a Provisional Letter of Acceptance and an Invoice.

Step 3 - Payment of Enrollment Installment

When you (or your DCT Representative) receive the Provisional Letter of Acceptance and Invoice, you must pay your Enrollment Installment of CHF 2,300.00. This payment is due immediately upon receipt of the Invoice to reserve your place within a program. It must be sent by bank check or electronic bank transfer and is due in Swiss Francs. Mail, fax (+41 41 399 01 01) or e-mail (admission@dct.edu) a copy of your receipt confirming the transfer of your payment.

Electronic bank transfers should be remitted to:

Account Name: DCT International Hotel &
Business Management School AG
Bank Name: UBS Bank
Bank Address: 6002 Luzern, Switzerland
Bank Code: 248
Swift Code: UBS WCH ZH 80A
Student Name: _____

For payments in Swiss Francs (CHF):

Account No: 248-70184677.0

IBAN No.: CH55 0024 8248 7018 4677 0

For payments in US Dollars (USD):

Account No: 248-70184677.3

IBAN No.: CH71 0024 8248 7018 4677 3

For payments in Euros (EUR):

Account No: 248-70184677.2

IBAN No.: CH98 0024 8248 7018 4677 2

DCT Fees are invoiced and payable in Swiss Francs (CHF). If payment is made in another currency, it will be converted to Swiss Francs at the exchange rate in effect in Switzerland on the date that the payment is received. Please note that any bank, transfer, and currency exchange charges are to be paid by the payer (you). To minimize these charges, DCT recommends the use of electronic bank transfers.

If a place is not immediately available for the program you have applied for, you will be placed on a priority wait list and offered a space in the next intake.

Note: Your Enrollment Installment of CHF 2,300.00 is fully credited toward your first term's school fees. It becomes non-refundable 8 weeks prior to the starting date of your initial program at DCT, even if you later decide to cancel your enrollment. If you postpone your enrollment to a later intake, the full CHF 2,300.00 will be applied as a non-refundable Enrollment Installment for the new term if you inform us at least 8 weeks before the start of your initial program. If you postpone your enrollment within the 8-week period prior to the start of your program, you will be charged a CHF 1,500.00 Postponement Fee and the remaining CHF 800.00 will be applied as a non-refundable Enrollment Installment for the new starting date.

Step 4 - Letter of Acceptance and Visa Application

Upon receipt of your Enrollment Installment payment, DCT will mail an original "Letter of Acceptance" to you (or your DCT Representative). If you need a Student Entry Visa to enter Switzerland, you must apply for the visa at your nearest Swiss Embassy or Consulate **at least 8 - 10 weeks** before you plan to come to Switzerland and you must take/send them your original "Letter of Acceptance". If it is necessary to go to the Swiss Embassy or Consulate in person, you should make an appointment to do so well in advance.

In some cases, the local Swiss Embassy may require that you complete and submit a "Financial Declaration" form and/or provide them a current Bank Statement when you apply for the Student Entry Visa.

If you require a Swiss Student Entry Visa and your visa application is rejected, DCT will return your full Enrollment Installment payment of CHF 2,300.00 plus any pre-paid School Fees. Note that Swiss Immigration authorities are not obliged to provide an explanation of why any particular visa application is rejected.

Step 5 - Second Installment Payment, Release of Visa

The payment of your school fees (2nd installment) will be due as per the date indicated on the DCT Invoice. To allow appropriate time for visa processing, **payment of school fees is due 8 weeks prior to the start of your program.** Please mail, e-mail or fax a copy of your bank receipt confirming transfer of your school fee payment. Note: Bank transfers may take up to 5 days (from bank to bank) and you should take this into consideration when making this payment.

Local Swiss Immigration authorities require a receipt from DCT showing that the total amount of your Enrollment Installment plus the Second Installment of your first year's School Fees (as shown on the Invoice sent from DCT) have been paid before they will release the final approval for your visa to your local Swiss Embassy.

You must follow the steps exactly as outlined here, as well as any additional procedures or regulations required by your local Swiss Embassy, or the visa procedures will be prolonged, or the authorities may not issue your visa at all.

Step 6 - Travel Arrangements

Once you make your flight arrangements, fax or e-mail your arrival details to DCT (admission@dct.edu). You should fly to the Zurich Airport. You may wish to make tentative flight arrangements in advance but you should not confirm them until you receive your final Student Entry Visa approval (the stamp/sticker in your passport). DCT will confirm receipt of your flight or other arrival details by reply fax or e-mail.

The days for new students to check-in on campus are always on either the Friday or Saturday before the start of a term. Free Airport Pickup service is provided for new students who have provided DCT with their arrival details, and only on these days.

If you will arrive before or after these times, there will be additional administrative fees, and if you would arrive too late, you will be required to defer your studies until the next term. The administrative fee for early or late arrivals is CHF 200.00; room and board charges are also due if you arrive early. Payment of early or late arrival fees must be made in cash upon arrival on campus.

REMEMBER:

Your tuition fees must be paid in advance so that DCT can confirm payment to the Swiss authorities, allowing you to get the Student Entry Visa sticker/stamp in your passport (see Step 5).

Only students who have paid their Enrollment Installment payment and required school fees will be eligible to check in to campus accommodations, to begin their programs of study, and to start their classes on the first day of the term.

FAST FACTS: LIVING AND STUDYING ON THE DCT CAMPUS

ROOMING OPTIONS:

Students live in standard double or large triple rooms. Single and Deluxe Double rooming options are available at an additional charge, as listed below. These charges are per person per three-month term. Payment for Category 2 or 3 rooms is to be made upon arrival on campus.

A request for a particular room type will be granted depending on availability and other considerations. DCT's administration makes the final decision in these matters. If your first room preference is not available, a room in the next lower available category will automatically be reserved for you.

- Standard double or large triple room, included in tuition fee (Category 1)
- Deluxe (large) double room, CHF 500.00 charge per person, per term (Category 2)
- Single room within two-room triple suite, CHF 1,000.00 charge per term (Category 3)
- Standard single room, a private room in an annex building with a shared terrace instead of a balcony CHF 1,000 charge per term (Category 3)

All DCT rooms are spacious, comfortable, and fully furnished, including a refrigerator, private bathroom with shower or bathtub, direct-dial telephone, private balcony with a lake and/or mountain view, and free 24/7 wireless Internet access.

LAPTOP COMPUTERS:

For your own convenience in completing homework and assignments, DCT recommends that you bring your own laptop computer or purchase one upon arrival in Switzerland. For more information, including required specifications for laptops on campus, please refer to Page 38.

VISAS:

Your Swiss Student Resident Permit will be issued by the Swiss authorities and distributed to you approximately four weeks after your arrival on campus.

Acceptance to a program at DCT or one of our university partners does not imply that DCT or our university partner can guarantee a visa for any particular country. If you wish to transfer to one of our educational partners in another country, it will be your responsibility to make arrangements for a visa, if needed. Of course DCT can and will assist you with this process to the extent of our ability.

FINANCIAL AID:

DCT is a private institution and receives no government or external funding from any other sources. Therefore, students should obtain financial aid through relevant agencies and institutions in their home countries or from other sources.

TERM STARTING AND ENDING DATES:

Academic terms always begin with New Student Orientation sessions on the Sunday mornings listed below, and run through the Friday evenings eleven weeks later:

- 2011:** 10th April through 24th June;
10th July through 23rd September;
9th October through 23rd December.
- 2012:** 8th January through 23rd March;
8th April through 22nd June;
8th July through 21st September;
7th October through 21st December.
- 2013:** 6th January through 22nd March;
7th April through 21st June;
7th July through 20th September;
6th October through 20th December.

ARRIVALS:

Housing for new students is available from the Friday before the start of the term. At the latest, you should arrive by noon on the Saturday in order to be rested for the first orientation sessions on the Sunday (see dates above).

New students can take advantage of DCT's free pick-up service at the Zurich Airport on the Friday or Saturday before the beginning of the term. Arrival dates before Friday can be arranged with the Admission Office, but will involve an administrative fee of CHF 200.00, plus a daily charge for room and meals.

Housing for returning students is also available from the Friday before the start of a new term. Returning students are requested to arrive from this day onward, but at the latest by Sunday evening in order to be able to participate in the beginning-of-term activities that start on Monday morning. Arrival dates before Friday can be arranged with the Admission Office, but will involve an additional daily charge for room and meals.

LATE ARRIVALS:

If you would arrive on campus late, you will miss all of the orientation sessions, administrative and course-related matters, as well as a significant part of your courses, and so you would have to be individually tutored and instructed for all of the items you missed. Therefore any new student arriving in Zurich on or after the Sunday before the start of a term will be charged a late arrival fee of CHF 200.00.

The latest permitted arrival date is on the Thursday of the first week of your program, and then only in extreme circumstances and with advance permission. If you would arrive later than the first Thursday of the term, you will have already missed too many of your lessons. Therefore if you would arrive after this day, you must postpone your studies until the next term. A CHF 1,500.00 Postponement Fee will apply.

CONTACT ADDRESSES

DCT University Center - Switzerland

Seestrasse
CH-6354 Vitznau
Switzerland

Voice: +41 41 399 00 00
Fax: +41 41 399 01 01
e-mail: admission@dct.edu
Internet: www.dct.edu



DCT UNIVERSITY CENTER
SWITZERLAND

**HOSPITALITY LEADERSHIP &
EUROPEAN CULINARY ARTS**

DCT European Culinary Center

Seestrasse
CH-6354 Vitznau
Switzerland

Voice: +41 41 399 00 00
Fax: +41 41 399 01 01
e-mail: culinary@dct.edu
Internet: www.culinary.ch



DCT UNIVERSITY CENTER
SWITZERLAND

**HOSPITALITY LEADERSHIP &
EUROPEAN CULINARY ARTS**

Lynn University Switzerland Program

Seestrasse
CH-6354 Vitznau
Switzerland

Voice: +41 41 399 00 00
Fax: +41 41 399 01 01
e-mail: lynn@dct.edu
Internet: www.dct.edu/lynn



LYNN UNIVERSITY

SWITZERLAND PROGRAM

Lynn University, College of Hospitality Management

3601 North Military Trail
Boca Raton, Florida 33431
USA

Voice: +1 561 237 7856
Fax: +1 561 237 7768
e-mail: squintero@lynn.edu
Internet: www.lynn.edu

Further information about DCT and Lynn University's Switzerland Program is detailed on the websites listed above. Applications may be submitted online, forms may be downloaded and printed from these websites, or you may contact a local authorized DCT Representative for additional details.

This Catalog is part of the complete DCT Information Packet, including the DCT View Book, fliers, Application Form, Medical Certificate, websites, and other related materials. All materials are available to interested parties and can be obtained free of charge from DCT's Representatives or by contacting the school directly.

Local authorized DCT Representatives have offices in many countries. For the name and contact information of the Representative nearest to you, please contact the DCT Admission Office.

The information in this Catalog replaces all previous publications. The content, program details, policies, and fee information is correct at time of publication, but may change at any time without prior notice.

Date of publication: April 2011.

APPLICATION FORM



**DCT UNIVERSITY CENTER
SWITZERLAND**

**HOSPITALITY LEADERSHIP &
EUROPEAN CULINARY ARTS**

**DCT University Center
Seestrasse
CH-6354 Vitznau
Switzerland**

**Phone ++41 41 399 00 00
Fax ++41 41 399 01 01
Skype: DCTSwissInfo
admission@dct.edu
www.dct.edu**

Please send along with this Application Form:

- A completed DCT Medical Certificate
- 4 passport-sized photos
- Original or certified copies of High School and post-secondary school transcripts, diplomas and certificates (with English translations)
- A copy of the personal information and data pages from your passport
- CHF 200 Application Fee as a bank draft or electronic transfer confirmation

Please use BLOCK LETTERS:

Family Name _____ **Nickname or Call Name** _____
Given Name(s) _____ **Date of birth:** Day _____ Month _____ Year _____
Marital Status _____ **Sex:** Female Male _____
Nationality (passport) _____ **Place of birth** _____

Home address _____ **Telephone** _____
 (including country code)
 Fax _____
 E-mail _____
City & Postal Code _____ **Mobile phone / Skype ID** _____
Country _____ **IM Service & Screen name** _____

Correspondence address Same as home address listed above **Address of:** parent/guardian school DCT Rep other
Name _____ **Telephone** _____
 (including country code)
Address _____ Fax _____
 E-mail _____
City & Postal Code _____ **Mobile phone / Skype ID** _____
Country _____ **IM Service & Screen name** _____

In what city is your nearest Swiss embassy or consulate? _____

For which program(s) and starting date do you apply? January April July October of 201____ (year)

BACHELOR'S DEGREE/DOUBLE DIPLOMA: Advanced Diploma in Hotel & Tourism Management, leading toward a Bachelor of Professional Studies Degree in Hospitality Management with Lynn University's Switzerland Program (a separate Lynn U. application will be required once at DCT)

- Advanced Diploma in Hotel & Tourism Management
- Diploma in Hotel Management
- Restaurant Operations Certification

I am applying as a transfer student into the program I have marked above. Qualifications are examined on a case-by-case basis.

- MBA PROGRAM:** Master of Business Administration in Hospitality Management Degree
- Post-Graduate Diploma in Hotel & Tourism Management
 - yes I will include a Paid Swiss Internship as a part of my MBA or PGD program
 - no

Associate's Degree in Culinary Arts & Restaurant Management (FEC + EGC + EPC + IMS + Swiss Internship)

Advanced Diploma in European Culinary Arts please select four modules below

Diploma in European Culinary Arts please select three modules below

Advanced Certification in European Culinary Arts please select two modules below

- FEC EGC EPC IMS
- (FEC is a prerequisite for EGC)

Certification in European Pastry & Chocolate

Certification in Foundation in European Cuisine

I am applying for a culinary course waiver based on my previous relevant training and/or work experience

Schools attended

Name	City	From /To (dates)	Certificate/Diploma/Degree earned

Please supply copies of academic degree, diploma or school-leaving certificate (with translations). Also please supply TOEFL, IELTS, TOEIC, or equivalent English language test score report if your mother tongue is not English. *(In place of English language test results, you may submit documents confirming that all of your secondary or higher-level studies were completed in English.)*

Employment held

Place	Position	Employer/Supervisor	From/To (dates)

Languages:	Speaking				Writing				Reading			
	fluent	good	limited	none	fluent	good	limited	none	fluent	good	limited	none
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mother tongue _____ Other languages _____

Rooming request: All DCT rooms have a refrigerator, private bathroom with shower or bathtub, telephone, private balcony with a lake and/or mountain view, and free 24/7 wireless Internet access:

- Category 1** Accommodation in either a standard double or a large triple room, included in tuition fee
- Category 2** Deluxe (large) double room, CHF 500 charge per person, per term
- Category 3**
 - Single room within a two-room triple suite, CHF 1,000 charge per term
 - Standard single room, a private room in an annex building with a shared terrace and balcony, CHF 1,000 charge per term

If your first room preference is not available, a room in the next lower available category will be reserved for you. Room categories are assigned according to availability. Payment for Category 2 or 3 rooms is to be made upon arrival.

Do you have any physical disability or a learning disorder? No If yes, please include details on Medical Certificate
 Do you have any special dietary requirements? No If yes, please include details on Medical Certificate

By which advertisement, information or media source did you learn about DCT?

If you first learned about DCT via an Internet search, which specific site, directory, listing or search engine led you to DCT's site?

Did a DCT Representative outside of Vitznau assist you with your application process or provide information? No Yes
 If yes, please indicate his/her full name and complete office address (including telephone number and e-mail address):

Declaration

I declare that the information I have given is true and correct. I am fully aware of and accept the DCT Policies and Procedures concerning fees, fee payment procedures, refund of fees, dismissal from the School, on-campus living, academic expectations, etc., as summarized on the DCT website and as outlined in the DCT Catalog.

Applicant's Signature

Date

If applicant is under 18, signature of parent or guardian:

Any disputes will be settled by the courts in Lucerne, Switzerland.

MEDICAL CERTIFICATE



DCT UNIVERSITY CENTER
SWITZERLAND

HOSPITALITY LEADERSHIP &
EUROPEAN CULINARY ARTS

DCT University Center
Seestrasse
CH-6354 Vitznau
Switzerland

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To be completed and signed
by a **Doctor** within the six months
before your DCT enrollment date

Planned enrollment date: _____

Applicant's family name: _____

Given name: _____

Date of birth: _____

Sex: _____

Chronic medical condition(s) or ongoing illness(es) that DCT should be aware of:

Medication(s) taken on an ongoing basis: _____

Known allergies to common medications: _____

Known food allergies, religious dietary restrictions, or other special dietary requirements: _____

Any other health-related matter that DCT should be aware of: _____

a) The undersigned doctor certifies that the general state of health, as well as both the physical and mental condition of the applicant, are excellent and that he/she is not affected by any physical limitation, condition, infirmity or contagious disease. He/she therefore can comply with the strict physical and psychological requirements of training for a profession in the hotel and tourism industry without risk or limitation, except as detailed below.

b) The candidate is not obliged to follow a special diet, except as detailed below.

c) Comments, known conditions, or limitations:

Date: _____

Signature and stamp of Doctor: _____



**DCT UNIVERSITY CENTER
SWITZERLAND**

**HOSPITALITY LEADERSHIP &
EUROPEAN CULINARY ARTS**

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