



Student Guide

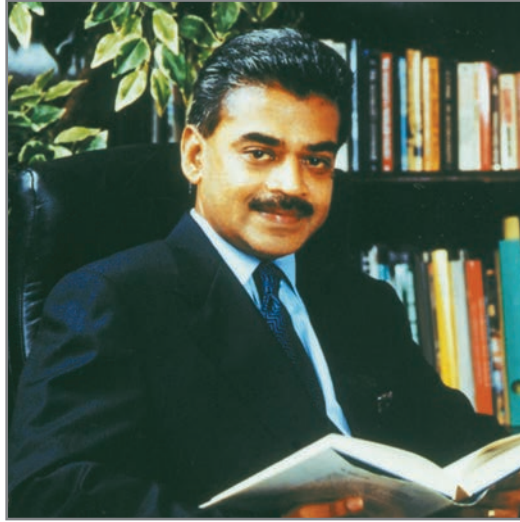
For undergraduate & postgraduate students



OLYMPIA COLLEGE
RAFFLES EDUCATION GROUP

The Employers' Choice

Co.Reg : 331075 - A



MR. WINSTON PEREIRA
THE FOUNDER RAFFLES EDUCATION GROUP
(1953-1998)

The Game of Life

First, in terms of your professional life, get ready for some fun. Get ready to work hard for only then you establish a reputation in your work. All the excellent personal qualities such as your charm, your intuition and your intelligence will not get you far if you do not blend them with a lot of hard work.

Do not afraid to make mistakes or experience setbacks. It is this flexibility in overcoming these; this is the key to survival. Be happy in what you do, if you ever reach the point where you wake up in the morning, and dread going to work, something is fundamentally wrong. Re-examine the situation.

Do not get too comfortable, when a job stops challenging you, perhaps you should consider looking for another one. It is a cinch that someone else is waiting in the wings to do it, if you don't. Do not be afraid to take risks, hardly anyone succeeds without them. Never stop testing your talent in experiencing new things. Keep challenging yourself and exploring our world and your role in it.

As you look for fulfillment, you may be happier filling a void than following a crowd. Be creative with your ambitions. Be a communicator, learn to sell yourself and your ideas, your intelligence and hardwork are crucial assets, but remember that mountain-top philosophers rarely make much of a difference. Keep your sense of humour, it is often your only link to sanity.

Keep time to reflect and rest. Time for reflection often produce perspective. Always remember that one person can make a difference in this world. As you attempt to make big differences, remember to appreciate the small differences. People are always watching you, learning from you and looking up to you for inspiration. It is therefore important, how you play the game of life.



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About Olympia College



Olympia College, a member of Raffles Education Group, was established in 1995 to meet the growing need for private higher education in the nation. Due to its high standards and quality, the College has grown into a wide network of six campuses located in major towns throughout Malaysia.

Olympia College continues to adhere to its fundamental principles of offering quality education at an affordable cost. The College today, provides a wide range of courses that is supported by a team of highly qualified lecturers and fosters a conducive and open learning environment. We have also successfully achieved the integrated ISO 9001:2008 QMS and ISO 14001:2004 EMS Certification.

As education evolves, we constantly reinvent our curriculum to be relevant to the business environment worldwide. Testament to our efforts, Olympia College was awarded the “Education Excellence Awards for best large College category” by National Association of Private Education Institution (NAPEI) in 2005,2010,2011 and 2012.

Raffles Education Group has nurtured some of the most sought-after business graduates in the region. Through a network of education institutions, the Group has contributed positively towards assisting companies develop human capital by constantly producing highly qualified professional who can make a difference to organisations they are employed.

Today Raffles Education Group, through Olympia College in line with its belief statements is realizing its dreams of having a pool of practical oriented knowledge workers that would fuel the economic engine and propel Malaysia into a fully developed nation. To this end, Olympia College delivers cutting-edge programmes for the benefit of companies and the society.

- Our Vision > The preferred regional college for employment of quality graduates
- Our mission > To develop individuals to be the preferred employer’s choice
- Our Belief > Being goal-oriented
Making a difference
Positive and innovative of knowledge
Effective communication and presentation skills
Contributing to a just society responsible society

About Olympia City Campuses



OLYMPIA COLLEGE
RAFFLES EDUCATION GROUP
The Employers' Choice CoReg : 331075 - A

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Flashback of Olympia College 10th Anniversary - 2005



DEPUTY PRIME MINISTER
MALAYSIA



MESSAGE

I would like to express my heartfelt congratulations to Olympia College in conjunction with its 10th anniversary. Consistent with the college motto of providing "Education that is Affordable" the government hopes it will continue to provide quality international programmes in the country.

This will enable students to pursue their education without having to leave the country, making it cheaper for them as well as reducing the outflow of funds out of the country. We hope Olympia College will continue to support the government efforts to develop Malaysia as a centre of education excellence.

In this respect, Olympia College should continue to keep pushing the frontiers of academic excellence by ensuring their graduates excel through innovative and industry relevant courses as Malaysia needs a large pool of knowledge and skilled workers.

Once again, congratulation on your 10th anniversary.

(DATO' SRI MOHD NAJIB)

PRIME MINISTER'S DEPARTMENT, LEVEL 4, WEST WING, PERDANA PUTRA BUILDING,
62502 PUTRAJAYA, MALAYSIA
Telephone: 03-8888 1950 Fax: 03-8888 0035



منتري فعاچين تيڠكي مليسيا
MENTERI PENGAJIAN TINGGI MALAYSIA



Message

It is a great pleasure to be part of the celebration of 10 years of Olympia College, an institution dedicated to the service of education in Malaysia.

There is no doubt that we all shared the vision of making Malaysia the Centre for Educational Excellence. There was a time when learning at a private college or institution was regarded as something for the elite but today, education is made available to all individuals with affordable fees and without compromising its quality.

The Ministry of Higher Education is proud to note that Olympia College has endeavoured to become a role model, innovator and visionary in providing quality education to our younger generation.

With the aim of making our nation the education hub in this region and contributing towards the growth of the economy, these attributes and services are needed more than ever. Together we need to work continuously in making Malaysia the destination of choice for quality higher education.

We wish to congratulate the founding members of Olympia College and its dedicated team who persevered and practiced these fundamental principles of offering quality education over the past 10 years. We look forward to Olympia's continuing success in the years to come.

Dato' Dr. Haji Shafie Haji Mohd Salleh

Board of Governors



The Honourable

Tan Sri dato' Seri Dr Haji Yahaya Ibrahim

PSM, DPMP, JSM. DPMP,

AMN, DJN, PJK, Ph.D

Chairman of the Board of Governors
Olympia College

Pro-Chancellor

University Pendidikan Sultan Idris



The Honourable Datuk

Rasammah Bhupalan

Governor Olympia College

Founder President

of the Women Teacher's Union



The Honourable Dato'

Mahadev Shankar

Co-Chairman Olympia College & Raffles

Education Group

Retired Court of Appeal Judge



Colin Pereira

JP

Co-Chairman

Raffles education group



Chan Chee Seng

Senior Academic Director



Jean-Francois Jadin

Chairman

Academic Board



Oliver Pereira

AMP

Chairman

Examination Board

Learn
more.

Achieve
more.

Affiliated Universities

University of the West of Scotland

01

The University of the West of Scotland is one of the UKs most innovative and dynamic institutions. It has four campuses across the west of Scotland with a total student population of more than 15500. Its programmes have received the highest possible ratings by the Scottish Quality Assurance Agency, and in the last survey of the University's postgraduate taught programmes, UWS students responding gave it a 93% satisfaction rating. The University has been offering Masters-level Business Administration study for nearly two decades, providing training and education for professionals from across the UK. The University's partnership with Olympia College presents an exciting delivery of a high quality and internationally recognised UK qualification in the Malaysian market to meet the needs both local and international students.



The IPE Management School, Paris

02

The Institute for Expertise - IPE Management School Paris affiliated to Grande Ecole Specialisees (GES) is an established and acknowledged Higher Education Institution that delivers undergraduate and postgraduate professional degree in the field of Management. IPE Management School Paris delivers its programmes not only in France but also increasingly in several other countries including Malaysia due to the high quality of its education provision and relevant curriculum. Its innovative and technology enabled programmes allows students to combine their work commitment with flexible study programmes fulfilling both the need for the academic as well as work and industry orientation. The teaching-learning strategies are enhanced through our careful use and application of education technology and the Internet. The quality of our teaching, our faculty and professional approach has resulted in IPE Management School being recognised and certified by the French State at Level 1 (the highest recognition in France)



Robert Gordon University (Aberdeen, Scotland)

03

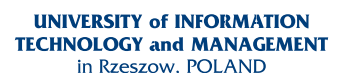
Robert Gordon University is academic, modern place to study with an international reputation for providing high quality education from undergraduate through to PhD level. Consistently ranked among the UK's top universities for graduate employment for many years, recent accolades have included "Best Modern University in the UK". The Times Good Universities Guide 2012, Scottish University of the year 2011 & Top Modern University for Research in Scotland. Our diverse exciting range of a degree programmes are taught in state of the art facilities by specialist who maintain close links with the world of work.



University of Information Technology and Management (Rzeszow, Poland)

04

University of Information Technology and Management was awarded the first place in independent ranking of higher education in Poland prepared by "Wprost" weekly and "Dlaczego" students' monthly magazine. UITM was announced the best in private non- business schools category. The University collaborates with a number of American universities with credit transfer agreements to enable its students to further their studies in Computer Science in the USA. Olympia College has a credit transfer agreement for its Diploma in Information Technology into the UITM, Computer Science degree.



Asia e University

05

Its establishment is an initiative of Malaysia, as the prime mover for e-education with the support of 32 ACD Member Countries as confirmed at the Islamabad 2005 and Doha 2006 ACD Ministerial Meetings. AeU collaborates with global educational institutions to offer quality, affordable and marketable programmes through e-learning. Our cross-border and cross-culture programmes have attracted high numbers of postgraduates from around the world. AeU is also the main facilitator of the Asian Credit Transfer System (ACTS) - the natural accreditation of academic programmes among Asian educational institutions. Focused on personalized learning on demand, AeU provides education for working professionals in search for flexibility, innovation and creativity in their education needs.



ACCA (Association of Chartered Certified Accountants, UK)

06

It's the largest and fastest growing international accounting body. It has a population of nearly 320,000 students and members in over 160 countries worldwide. Moreover it enjoys an extensive network of 70 offices all over the world. It is firmly committed to lifelong learning and its programmes are specially designed to suit the needs of accountants, finance professionals including non-finance professionals with financial job scope and responsibilities



Business & Hotel Management School, Switzerland

07

BHMS is a world – renowned learning organization with specialization in Hotel Management being offered exclusively at BHMS in Luzern, Switzerland. A selected group of approximately 200 students per year have the opportunity to prepare themselves for the hospitality opportunities available in this world wide fastest growing market and career segment.



Pearson / Edecxcel (UK)

08

Edexcel is fully owned by Pearson Education Ltd, a leading UK awarding organisation, offering a suite of academic and vocational qualifications in over 90 countries worldwide. With a long established reputation as a provider of modern education solutions that help learners from all walks of life realise their full potential. Edexcel is driven by the desire to advance learning and change lives. Every day, all over the world, our qualifications help learning flourish. And wherever learning flourishes, so do people.



Imperial Counseling / American Management (AMA)

09

Imperial Consulting, a pioneer in professional development in Singapore and representative of the American Management Association (AMA, USA) in Australia, India, Malaysia, Philippines, Singapore and offers a range of management executive programmes that combines the partiality and relevance of its seminars and courses learning resources with the rigor of an academic programme. It offers professionals an ideal blend of skills, competencies and attitudes development and has the capabilities to develop and provide vital learning solutions on a global basis.



Malaysian Association of Hotels (MAH)

10

MALAYSIAN ASSOCIATION OF HOTELS (MAH) was established in 1974. Since its inception, MAH has constantly enhanced the hotel and tourism industry by integrating member hotels throughout Malaysia. To date, MAH has over 700 members under 13 chapters and partnerships with both the private sectors and Government agencies such as the Ministry of Tourism. Being officially recognised as a National Hotel Association, MAH is committed to the exacting standards of service quality acknowledged by Malaysia and beyond.



Programmes offered by Olympia College, Malaysia

Short Programme (3 months to 1 Year)

- English Language (LCCI)
- Basic / Elementary / intermediate / Advanced

Pre- University Course (1 Year)

- Foundation in Business

Certificate Courses (1 ½ Years)

- Commerce
- Hotel Operations
- Information Communication Technology

Diploma Courses (2 ½ Years)

- Hotel Management
- Business Management
- Information Technology
- Executive Diploma in Business Management
(Leading to the 2nd year of undergraduate degree programmes)

Undergraduate Degree Courses (3 Years)

- Bachelor of International Business (3+0) IPE Management School Paris

Post Graduate Degree Courses

- Master in Business Administration (University of the West Scotland) (1 Year)
- Master in Business Administration (IPE-Management School Paris) (1 Year)
- Master in Business Administration (Asia e University) (1 ½ Years)
- Master of Education (Asia e University)





English Language Programme



Programme Features

- Up to 20 hours face –to–face per session per week.
- Maximum class size is 25
- Integrated approach covering six components: Listening, Writing, Speaking, Grammar and Vocabulary
- Free internet and email facilities
- A dedicated and qualified team of lecturers with dynamic and systematic approaches to teaching
- Regular progress tests for students’ evaluation
- Library resources and references, including access to the internet
- Study related activities including field trips, educational visits and membership to college societies (where applicable)
- Pastoral care and student counseling (International Students Club)

Learning Outcomes

Upon completion of the programme, students will be able to:

- Develop knowledge and understanding of the spoken and written forms of English in meaningful contexts;
- Develop the ability to listen and read for gist and detail and apply this knowledge and understanding to speaking and writing;
- Develop the ability to communicate effectively in English through the written and spoken word;
- Develop knowledge and understanding of the grammar of English, and the ability to apply it accurately in the appropriate context;
- Laying a strong foundation to enable further and more advanced study.

Duration

- Basic : 3 Months (240 Hours)
- Elementary : 3 Months (240 Hours)
- Intermediate : 3 Months (240 Hours)
- Advanced : 3 Months *(180 ours)

* Preparation for ELSA Examination

Intakes

- Monthly

Awarding Body

Olympia College



Foundation in Business



Programme Features

- The Foundation in Business is the passport to your career and continuing studies. The Foundation in Business graduates are eligible for direct entry to the first year of internationally recognized degree programmes.
- This programme is specially designed to prepare students wishing to undertake university degree programmes in the field of business.
- The programme focusses on information literacy; academic study skills and English whilst also provide a foundation knowledge in business studies.

When is a suitable time for me to apply and when are applications open?

- Due to the frequency of our intakes each year we are able to receive applications throughout the academic year
- If the intake you have requested is full, we will put you in the wait-list for this intake, but will process your application for the following intake. There is no closing date as such.

What study materials are used?

The lecturers will assist students regarding study materials, while students will also get access to online E-brary to access thousands of books. Also, students have access to our Online Learning Portal (MOODLE).

Is there any orientation for new students?

- Yes, there will be an orientation programme planned for new students at the start of each intake. During orientation, you will be briefed about the school's vision, mission and core values, and important information such as school's policies and procedures, student supports services, academic and assessments, dispute resolution policy and procedures, code of conduct etc.



Will I be able to gain admission into the local or foreign universities after completing my Foundation in Business with Olympia College?

- Yes. You may seek admission to local or foreign universities based on your Foundation in Business qualification. However, it is subject to individual university admission criterion.

Can students stop midway through the programme?

- Students who stop midway can rejoin and pick-up from where they left off. Only a one semester break is allowed, or the student will need to re-register.

Course Modules

- English For Academic Purpose 1
- Fundamentals Of Business
- IT-Computing Skills
- Fundamentals of Marketing
- Academic Writing Skills
- English for Academic Purpose 2
- Business Communication
- Introduction to Management
- Intro to Finance
- Introduction to Business Economics
- Malaysian Studies
- Business Mathematics
- Business Accounting Principles

* 4 MPU Subjects

Assessment

Assignment 60% & Final Examination 40%

- *Students will be assessed during and at the end of each module. Each module may have various types of assessments.*

Duration

1 Year

Intakes

- January
- April
- July
- September

Certificate in Commerce



Programme Features

The Certificate in Commerce (CIC) aims to prepare SPM/O Level or its equivalent certificate holders proficiency in English and the academic knowledge to progress to either a Diploma in Business Management or Hotel Management. Graduates of this programme will be able to start working at an entry level. Its wide range of subjects allows students to explore their interest and the programme modules are designed in accordance to UK Higher Education Standards.

When is a suitable time for me to apply and when are applications open?

- Due to the frequency of our intakes each year we are able to receive applications throughout the academic year
- If the intake you have requested is full, we will put you in the wait-list for this intake, but will process your application for the following intake. There is no closing date as such.

Can students stop midway through the programme?

- Students who stop midway can rejoin and pick-up from where they left off. Only a one semester break is allowed, or the student will need to re-register.

Is there any orientation for new students?

- Yes, there will be an orientation programme planned for new students at the start of each intake. During orientation, you will be briefed about the school's vision, mission and core values, and important information such as school's policies and procedures, student supports services, academic and assessments, dispute resolution policy and procedures, code of conduct etc.



Will I be able to gain admission into the local or foreign colleges after completing my Certificate in Commerce with Olympia College?

- Yes. You may seek admission to local or foreign colleges based on your Certificate in Commerce qualification. However, it is subject to individual college admission criterion.

Course Modules

- English for Academic Purpose 1
- English for Academic Purpose 2
- Learning to Learn Skill
- IT-Computing Skills
- Business Communication
- Computer Systems
- Working in Business Team
- People in Organisation
- Business Mathematics
- Business Accounting Principles
- Support Organisation with IT
- Introduction to Business Economics
- Fundamentals of Marketing
- Business Organisation
- Office Management
- Introduction to Finance
- Accounting Information System

* 4 MPU Subjects

Assessment

Assignment 60% & Final Examination 40%

- *Students will be assessed during and at the end of each module. Each module may have various types of assessments.*

Duration

1.5 Years

Intakes

- January
- April
- July
- September

Certificate in Hotel Operations



Programme Features

The Certificate in Hotel Operations provide students with the fundamental knowledge of the hospitality industry operations and the required skills necessary to be successfully employed at entry level of the hospitality industry. Students who have completed this programme can also progress on to further their study at the Diploma in Hotel Management.

Assessment

- Coursework (Test, Practical Exam, Assignment, Quiz)
- Final Examination
- *Students will be assessed during and at the end of each module. Each module may have various types of assessments.*

Course Modules

- Principles of Front Office
- Hospitality English 1
- Intro to Hospitality Industry
- Computer Applications
- Safety and Hygiene in Catering
- Hospitality English 2
- Food Studies
- Food & Beverage Service 1
- Housekeeping
- Food & Beverage Service 2
- Industrial Placement
- * 4 MPU Subjects



Entry Requirement

Pass in SPM with minimum 1 credit / 'O' Level / UEC or any other equivalent qualification accredited by the Malaysia Ministry of Education

Final Award

Certificate in Hotel Operations is validated by B.H.M.S Switzerland.

Awarding Body

Olympia College

Intakes

- January
- April
- July
- September
- Additional Intakes*
 - February
 - May
 - November

Duration

1 ½ years including industrial training of 3 months

Certificate in Information Communication Technology



Programme Features

The Certificate in Information Communication Technology provide students with the fundamental knowledge of the Information Communication Technology and the required skills necessary to be successfully employed at entry level of the ICT industry. Students who have completed this programme can also progress on to further their study at the Diploma in Information Technology.

Programme Learning Outcomes

On completion of this programme, students will be able to:

- Organize data in computer systems
- Develop basic computer programmes
- Understand the database design principles
- Understand the web page design principles
- Able to define, analysis and solve problems
- Design, Implement and maintain computer networks
- Demonstrate the ability to customize software applications
- Select and apply appropriate analysis and design techniques to computing problems
- Use of the tools of the computing professional e.g. compilers, database and operating systems
- Apply the fundamental elements of Information Technology to issues using problem solving skills
- Apply the principles and implement a range of the techniques by utilizing appropriate tools

Entry Requirement

1 O-Level credit and pass in Mathematics or any other equivalent qualification accredited by the Malaysia Ministry of Education

Intakes

- January
- May
- September

Awarding Body

Olympia College

Duration

1 ½ years



Diploma in Hotel Management



Programme Features

- Qualified experienced academic Staff
- Study materials specially designed to support the programme
- Advanced standing to transfer to degree programme with UK and Australian universities according to university's criteria.
- Local Diploma that meets the UK Higher Education standards.
- Internship/ Practical training in leading hospitality organisations.

Dual awards

Students who successfully completed the 1½ year Olympia Diploma in Hotel Management are eligible to receive the BHMS Diploma in Hospitality Management. Students who successfully completed the 2½ year Olympia Diploma in Hotel Management are eligible to receive the BHMS Higher Diploma in Hospitality Management

Are there any “other costs “besides the programee fee?

- The programme fees cover your registration, all class tuition, assessment and your awards documents.

Can students stop midway through the programme?

- Students who stop midway can rejoin and pick-up from where they left off. Only a one semester break is allowed, or the student will need to re-register.

Is there any orientation for new students?

- Yes, there will be an orientation programme planned for new students at the start of each intake. During orientation, you will be briefed about the school's vision, mission and core values, and important information such as school's policies and procedures, student supports services, academic and assessments, dispute resolution policy and procedures, code of conduct etc.



Are the programmes conducted by Olympia College registered with MOHE & MQA?

All programmes conducted by Olympia College are registered with MOHE & MQA and fully accredited.

Course Modules

25 core subjects + industrial placement

- Front Office Management
- House Keeping Management
- Hospitality English
- Supervision in Hospitality Industry
- Introduction to Hospitality Industry
- Safety and Hygiene
- Food and Beverage Service
- Hospitality Marketing
- Food Studies in Nutrition
- Computer Applications
- Basic Cookery
- Customer Service
- Hospitality English 2
- Hospitality Accounting
- Food & Beverage Cost Control
- Procurement
- Facilities Management
- Conference & Banqueting Management
- Hospitality law

- Human Resource Management
 - Kitchen Management
 - Hotel & Resort Management
 - Principles of Management
 - Personal Development
 - Fundamentals of Entrepreneurship
 - Industrial Placement
- * 4 MPU Subjects

Assessment

- Assignments
 - Mid-term examinations
 - Group projects (Course Work)
 - Written examinations
- Students will be assessed during and at the end of each module. Each module may have various types of assessments.*

Duration

2 ½ years
(inclusive of a 6 month industrial placement)

Awarding Body

- Olympia College
- BTEC Edexcel, UK*
- Business & Hotel Management School (BHMS) Switzerland* *

Intakes

- January
- April
- July
- September

Diploma in Business Management



Programme Features

- The Diploma in Business Management is the passport to your career and continuing studies. The Diploma in Business Management graduates are eligible for direct entry to the 2nd year of internationally recognized degree programmes such as the IPE Management School, Paris, Bachelor of International Business, France.
- Dual award: You are entitled to HND in Business award from Edexcel, UK
- You can be employed in the government sector as the programme is approved by JPA
- The Olympia Learning center academic and support staff are highly qualified and experienced in teaching and supporting students. Our student welfare and counseling staff are always available to help and assist you throughout your study experience with us is both of the highest standard and rewarding.

When is a suitable time for me to apply and when are applications open?

- Due to the frequency of our intakes each year we are able to receive applications throughout the academic year
- If the intake you have requested is full, we will put you in the wait-list for this intake, but will process your application for the following intake. There is no closing date as such

What study materials are used?

The lecturers will assist students regarding study materials, while students will also get access to online E-brary to access thousands of books. Also, students have access to our Online Learning Portal (MOODLE).



Is there any orientation for new students?

Yes, there will be an orientation programme planned for new students at the start of each intake. During orientation, you will be briefed about the school's vision, mission and core values, and important information such as school's policies and procedures, student supports services, academic and assessments, dispute resolution policy and procedures, code of conduct etc.

Can students stop midway through the programme?

Students who stop midway can rejoin and pick-up from where they left off. Only a one semester break is allowed, or the student will need to re-register.

Course Modules

- Introduction to Business
 - Academic English 1
 - Bahasa Malaysia
 - Computer Application
 - Business Mathematics
 - Academic English 2
 - Micro Economics
 - Moral Studies / Islamic Studies
 - Business Management
 - Organisational Behaviour
 - Introduction to Finance
 - Macro Economics
 - Management Information System
 - Financial Accounting
 - Business Environment
 - Quantitative Methods for Business
 - Managing People
 - Consumer Behaviour
 - Project
 - Principles of Accounting
 - Fundamentals of Marketing
 - Introduction to Operation Management
 - Entrepreneurship
 - Fundamentals of Entrepreneurship
- * 4 MPU Subjects**
- Specialization area**
- Management
 - Marketing
 - Human Resource Management

Assessment

Assignment 60% & Final Examination 40%

- *Students will be assessed during and at the end of each module. Each module may have various types of assessments.*

Duration

3 Years

Intakes

- January
- May
- September

Diploma in Hospitality Management-B.H.M.S



Programme Features

- The hospitality industry is one of the world's most dynamic industries and continues to grow year after year. The World Travel Organization predicts that it will triple in size by the year 2020, becoming one of the largest industries in the world. This growth will provide many employment opportunities for people with the right qualifications, and REG, provides exactly the type of education and skills that the future hospitality managers require to succeed.
- A career in the hospitality industry includes opportunities in many different areas including, events (sporting, cultural, concerts, exhibitions, etc.) conferences, banqueting, theme parks and attractions, restaurants, catering, resorts (golf, ski, beach, spa, etc.) airlines and cruise lines and many more service-related industries.
- The skills learned at REG are applicable not just in hotel management, but to an entire industry of hospitality and tourism-related businesses. Exciting job opportunities wait in the dynamic, international hospitality industry!

Learning Outcomes

By the end of the program students will be able to:

- Use their mature thinking skills of reflective, critical, and relativistic thinking within an operational context.
- Interpret situations and apply knowledge, competencies and tactics necessary to manage service expectations from a diverse customer base.
- Evaluate the industry in its broader context allowing for the development of strategies to create business opportunities.
- Apply their understanding of general management concepts and practical skills to the workplace.

Assessment

- Assignment (100%)
- *Students will be assessed during and at the end of each module. Each module may have various types of assessments.*



When is a suitable time for me to apply and when are applications open?

- Due to the frequency of our intakes each year we are always taking applications.
- If the intake you have requested is full, we will wait-list you for this intake, but will process your application for the following intake. There is no closing date as such, however intakes do fill fast.

How do I receive my B.H.M.S Diploma in Hospitality Management award?

- Business & Hotel Management School Lucerne –Switzerland confer all awards for the Diploma from Raffles Hotel Management School.

Are there any “other costs “besides the programee fee?

- The programme fees cover your registration, all class tuition, assessment and your awards documents.

Mode of Study

Part Time

Course Modules

- Front Office Management
- Customer Service
- Human Resource Management
- Hotel & Resort Management
- Introduction to Hospitality Industry
- Principles of Management
- Housekeeping Management
- Food & Beverage Service
- Facilities Management
- Kitchen Management

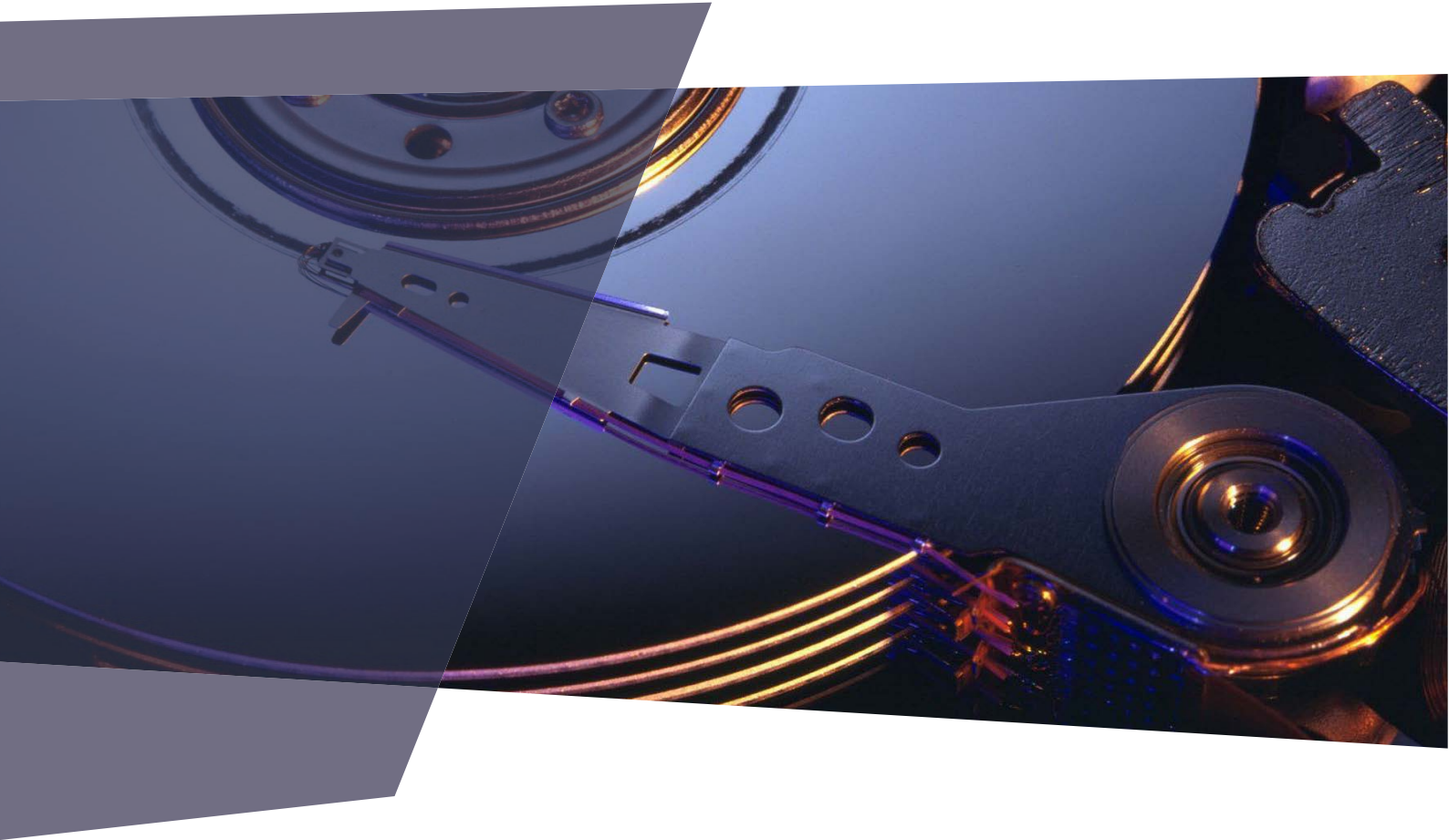
Duration

1 year

Intakes

- January
- February
- April
- May
- June
- July
- August
- September
- November

Diploma in Information Technology



Programme Features

The DIT (Diploma in Information Technology) programme aims to provide students with strong, broad-based education in computing as a scientific and technological discipline. In this programme, students will gain an appreciation of the foundations of computation, an understanding of the structure of programming languages and the skills to put these concepts and technologies into practice. This programme will prepare students for roles in programming and software development, or research-based careers in the IT industry or to continue their higher studies. Upon successful completion of Diploma in Information Technology, students can enter into second year of an undergraduate degree into local universities or University of Information Technology and Management (UiTM) in Poland at an affordable fee.

- Advanced standing transfer to degree programme with several UK and Australian universities subject to university's criteria
- The programme is approved by Malaysian Qualifications Agency.
- Students are able to access over 18,000 online books through the college's electronic library.
- The computer labs are equipped with the latest specs of Pentium IV PCs and Wireless Internet connections.

How do I pay for the programme?

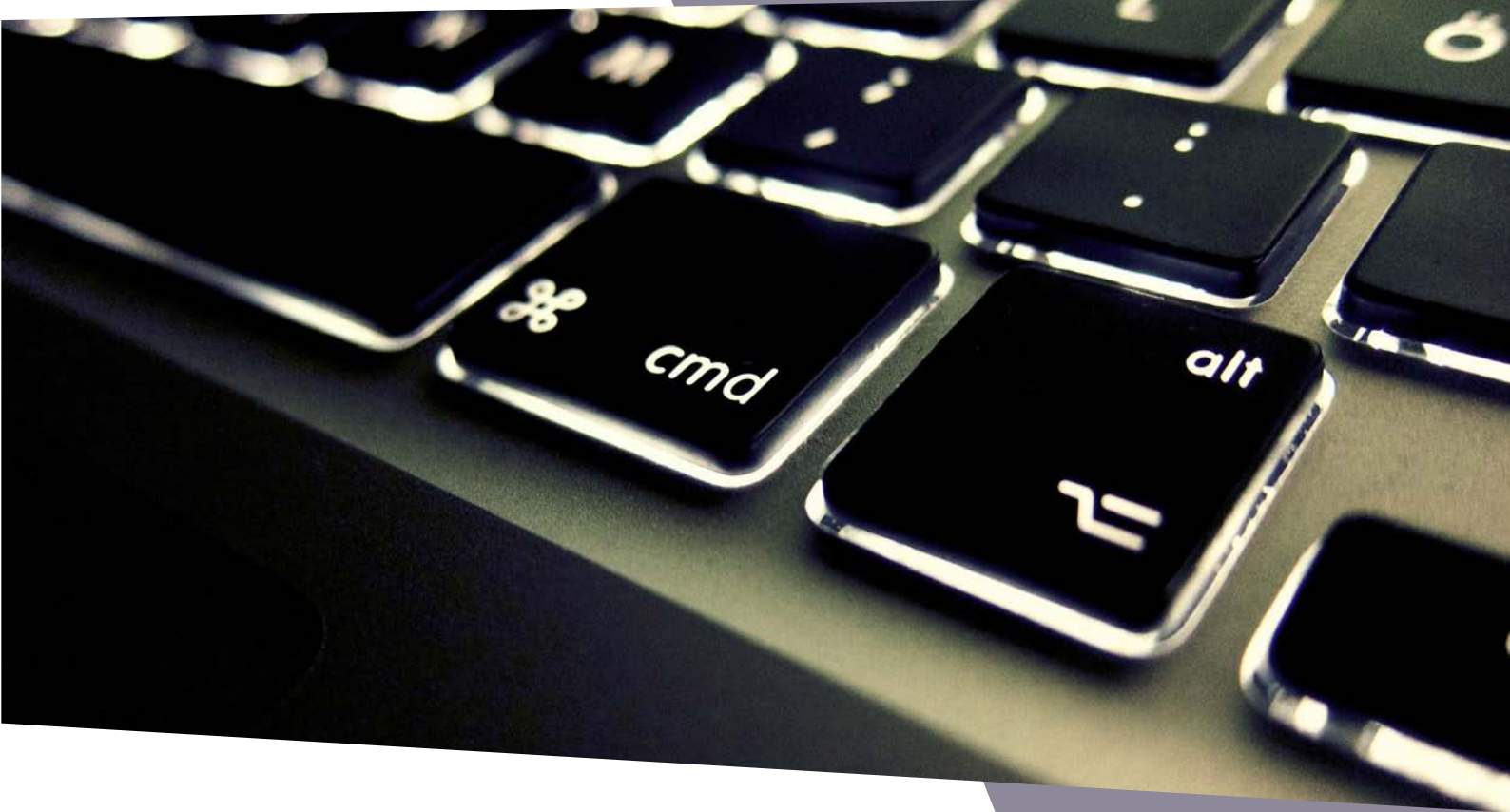
- You can choose to pay before commencing your study with significant fee reductions, or you can pay-as-you-study.
- Scholarship available for students who meet our criteria-high academic achievement
- Students can apply for the PTPTN Loans, Bank Loans and EZY Payments.

Are there any “other costs “besides the programme fee?

- The programme fees cover your registration, all class tuition, assessment and your awards documents.

Advance Employment Opportunities

A qualification in Diploma in Information Technology will certainly guarantee one of the many jobs in computer design, software development, software engineering, systems analysis, database design, computer graphics and technical programming available in government, commercial and industrial sectors. The ever-growing list of activities to which computing is applied and the importance of information processing generally have created excellent employment opportunities for persons who obtain appropriate qualifications in IT.



How do I receive my Diploma In Information Technology award?

- The Diploma in Information Technology award is conferred on the graduates at the annual Olympia College graduation ceremony.

Course Modules

- Computer Application
- Business Communication
- Academic English
- Business Mathematics
- Introduction to Information Technology
- Introduction to Programming
- Concepts of E-Commerce
- Introduction to Multimedia
- Web Programming
- Computerized Accounting
- Statistics
- Operating Systems
- Programming in C++
- Computer Architecture
- System Analysis and Design
- Network Essentials
- Introduction to Database
- Java Programming
- IT and Society
- Management Information Systems
- Visual Programming

- Discrete Mathematics
- Human Computer Interaction
- Data Communication & Networking
- Multimedia Development
- Project
- * 4 MPU Subjects

Assessment

Assignments, mid-term examinations, group projects, practical examinations, written examinations and a research project.

- *Students will be assessed during and at the end of each module. Each module may have various types of assessments.*

Duration

2.5 Years

Intakes

- January
- May
- September

Executive Diploma in Business Management

NOTE:

This course for
Local Students ONLY



Programme Features

- The Executive Diploma in Business Management is the passport to your career and continuing studies. Executive Diploma in Business Management graduates are eligible for direct entry to internationally recognized degree programmes e.
- The College's academic and support staff are highly qualified and experienced in teaching and supporting students. Our student welfare and counseling staff are always available to help and assist you throughout your study experience with us is both of the highest standard and rewarding.
- Practical emphasise in the curriculum is suited to working adults wishing to enhance their business knowledge and skills

How do I pay for the programme?

- You can choose to pay before commencing your study with significant fee reductions, or you can pay-as-you-study.
- The Executive Diploma in Business Management programme is HRDF claimable.

Are there any “other costs “besides the programee fee?

- The programme fees cover your registration, all class tuition, assessment and your awards documents.

Advance Employment Opportunities

The Executive Diploma in Business Management qualification at Olympia College will equip you with the knowledge, skills and attitude to help you become the employer's choice in the job market.



How do I receive my Executive Diploma in Business Management award?

The Executive Diploma in Business Management award is conferred on the graduates at the annual Raffles Education Group graduation ceremony.

Course Modules

- Principles & Practice of Management
- Business Accounting
- Workplace Business Communication
- Marketing Principles & Practices
- Organizational Behaviour
- Managing People
- Customer Relations
- Business Improvement Tools
- IT Support for Business
- Working in Business Team
- Administrative Management
- Managing Performance
- Work based Portfolio

* 4 MPU Subjects

Assessment

Assignment & Final Examination

- *Students will be assessed during and at the end of each module. Each module may have various types of assessments.*

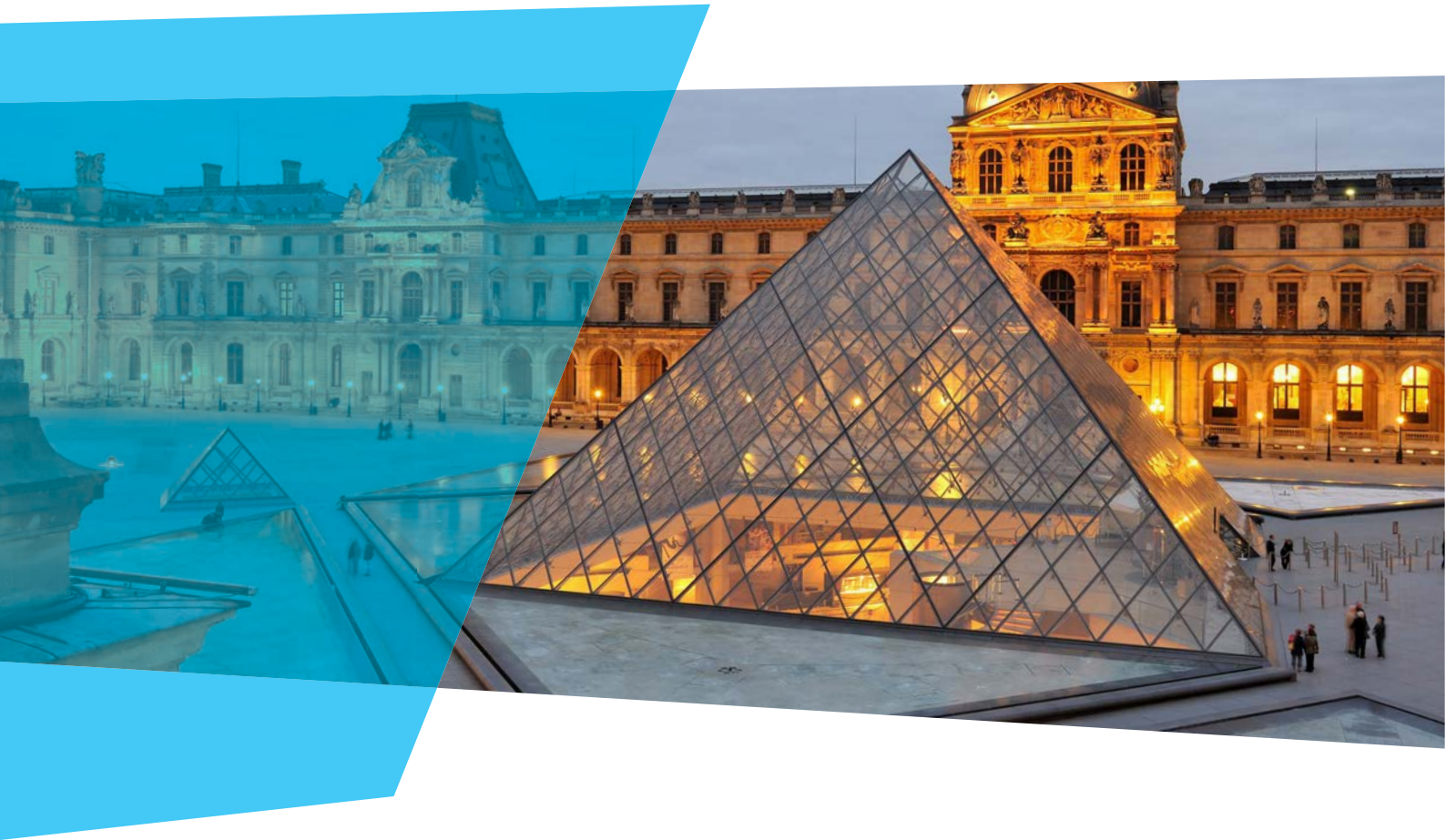
Duration

1.5 Years

Intakes

- January
- March
- May
- July
- September
- November

Bachelor in International Business (IPE)



Programme Learning Outcomes

The overall programme aims and learning outcomes are derived using both the UK QAA Subject Benchmarking for Postgraduate Business Management (2007) as well as the Bologna Process and European Higher Education Area Qualification Framework (EHEA, 2005). On successful completion of the programme, students will be able to:

- Demonstrate understanding of management theories, current issues of management, the development of conceptual frameworks to guide their application within organizations operating in an increasingly global and competitive environment.
- Acquire a strong foundation in key functional areas of business management to enable them to succeed as effective managers in an increasingly complex and dynamic environment.
- Exhibit a coherent body of knowledge on economic, ethical, environmental, legal, political, sociological and technological factors together with their effects at local, national and international levels upon the strategy, behaviour and management of organisations.
- Demonstrate command of a range of competencies relevant to cross-border management, including inter-cultural awareness and understanding.
- Acquire and use a range of concepts, tools and techniques for problem solving and decision-making for analyzing complex and inter-related business scenarios.
- Demonstrate and apply critical skills enabling the investigation and evaluation of valid and relevant management issues and practices.

Dual awards

The current ranking of Paris Pole Alternance (PPA) our sister Management and Business School in France reflects upon the quality of our teaching, our faculty and professional approach. We are committed to excellence by embracing the latest research-based knowledge for the value-oriented economy. With the close integration between PPA and IPE Management School Paris, graduates of our IPE graduates will be awarded both with a PPA and IPE degrees.

PROGRAMME & CURRICULUM STRUCTURE

- a. The BIB starts with a 4 hour Induction Workshop which is not assessed aimed at equipping the students to acquire the skills and ownership of independent learning, familiar with the use of both the online learning portal and E library. Additionally the academic expectations and regulations are also covered. Induction will be delivered either via face to face delivery.
- b. There are 8 Core modules in Year 1, 6 Core and 2 Elective Modules in Year 2 followed by another 6 Core and 2 Elective Modules based on the chosen specialization pathways. Each module has a value of 7.5 ECTS.
- c. To complete the programme and gain the BIB award, students must successfully complete a total of 180 ECTS.
- d. Each semester/ term will be delivered over duration of 12 weeks where the cycle of delivery will follow the prescribed module planner for a full academic year.
- e.. Students are required to complete the BIB programme between a minimum of 3 years and a maximum of 4.5 years from the time of enrollment as a student

Teaching & Learning Strategies

Students will have access to electronic learning resources via the customized Online Learning Portal as well as E-Library. IPE Management School Paris is a strong advocate of deployment of educational technology and communication to ensure the best teaching-learning experiences for its students. A variety of face-to-face and online delivery of lectures, seminars, tutorials and collaborative learning are used to cater to different needs of students.

The Value of a French Degree

The French Business Schools dominate top positions in the international Business School ranking in the European Continent. The French Higher Education in Management is par excellence and the French research and academic developments in Management are counted among the best in the world. An IPE degree from the IPE Management School Paris is a quality and prestigious qualification as there are many countries and an increasing number of accredited IPE learning centres around the globe offering IPE Management School Paris degrees. To achieve such standards of excellence, which are best by international inputs, IPE courses are composed of modules, developed by international academicians with high reputation in teaching and learning with a long list of international academic publications: International programmes are created by an international body of academics for the global student community. This makes IPE courses special and outstanding, a valuable addition to students' portfolio of academic studies. To maintain this excellent quality standard, all courses, modules and teaching centres are assessed by specific academic staff, appointed by and independently associated with the IPE Management School Paris.

Teaching Arrangements

All modules will be delivered throughout the OC Campuses by OC academic staff who have IPE Recognised Teacher status. All teaching and assessment materials for the modules will be provided by staff from IPE.

Entry Requirements

The entry requirements for the programme will include the following:

- a. A minimum 2 GCE A levels passes, or equivalent qualifications.
- b. A recognized University Foundation or Access programme.
- c. Demonstration of English Language proficiency with a TOEFL paper based test score of 500, Computer based test score of 173 or Internet based test score of 61, overall IELTS score of 5.5 or other English Language test scores and equivalencies
- d. Diploma or certificate in relevant fields from recognized institutions or its equivalent.
- e. Students who are not covered by the above entry criteria will be assessed individually or any other equivalent qualification accredited by the Malaysia Ministry of Education

Advanced Standing/ Exemptions/ Credits Transfer (APL)

Consideration for the above for students admitted onto the programme may be considered either at the beginning of a programme, or beyond the beginning of a programme, through an assessment of that student's prior learning, whether certificated or un-certificated. The process for making such a decision is known as the Accreditation of Prior Learning (APL) is a matter of academic judgment exercised by the appointed panel considering applications and approvals of APL.

Assessment

Coursework & Final Examination

- *Students will be assessed during and at the end of each module. Each module may have various types of assessments.*

Duration

3 years (Full Time), 5 years (Part Time)

Recognized by MQA, MOHE, CNCP, & French Government

Intakes

- February
- May
- August
- November

Awarding Body

IPE Management School, Paris



UWS UNIVERSITY OF THE WEST of SCOTLAND

Masters of Business Administration

In current economic circumstances there is a need for a re-think regarding not only the emphasis on specific content of MBAs but also the means of imparting knowledge. The skills gaps mainly arise because of weakness in softer core skills such as planning and organising, customer handling, problem solving and team working.

The Business School of the University of the West of Scotland had recently redesigned its MBA programme to reflect the needs for an up to date curriculum as well as delivery mode. The programme has a structure that takes advantage of an integrative teaching approach, starting with the crucial nature business function integration. This theme will run throughout the programme to allow a comprehensive understanding of how key business functions impact upon one another.

As well as providing the essential core business knowledge and understanding, the programme places a strong emphasis on developing the applied managerial skills that are vital to managing creativity, as well as problem solving.

Teaching Arrangements

All modules will be delivered throughout the Olympia College Campuses by Olympia College academic staff with UWS Recognised Teacher status. Support for students will be provided via an 'MBA Online World', including e-learning materials, video-conferencing and discussion forums. All teaching and assessment material for the modules will be provided by staff from UWS.

Programme Delivery

Modules delivered at Olympia College will mirror that of the delivery at UWS campuses in line with the approved module descriptors. The Strategic Business Project module will be a student centred module with each student allocated an Olympia College supervisor with whom they will communicate throughout their final trimester. All modules will be delivered at Olympia College Campuses by Olympia College academic staff with UWS Recognised Teacher status. Module coordinators at UWS will work closely with the approved UWS Recognised Teachers of the partner institution.

Integral to the delivery of the Programme is the 'MBA Online World' which will provide the students with the opportunity of engage with the entire MBA cohort irrespective of place and pace of study. As such it will provide e-learning material, as well as networking opportunities and discussion forums.





Student Attendance

Registers of attendance are taken for all classes. These are maintained by Olympia College with copies of the attendance records to be sent to UWS on a weekly basis to the relevant UWS staff to allow the monitoring of student engagement. Olympia College will also maintain records on the submission of assignments which will be forwarded to the appropriate UWS administration staff for inputting to the relevant records systems.

80% attendance is required for all Full Time and Part Time students.

85% attendance is required for all international students.

Students are required to participate in the online community, some modules will have marks allocated to such participation and contribution.



Learner support for eLearning

Students will be introduced to the use of 'MBA Online World' at their induction session at the commencement of a new cohort of students, as well as being provided with online support and guidance throughout their study.

Grading & Assessment

Coursework / Assignment 100%

Duration

1 year Full Time, 2 years Part Time

Intakes

- February
- April
- June
- September

Pointers to Further Study/ Progression Routes:

Students may wish to continue their study through a Doctor of Business Administration and/or Continuous Professional Development.

Awarding Body

University of the West of Scotland



Entry Requirements

The entry requirements of the MBA programme are detailed below:

Background Requirement

- A degree awarded by an appropriate institution, or
- postgraduate award (passed at an appropriate level), or
- a final qualification of a professional body acceptable to UWS, and a satisfactory record of work experience over a number of years at an appropriate level (as a guide, no less than 2 years post-qualification full-time employment) in a relevant field of industry, the public sector, teaching or a government establishment.

English Language Requirement

In addition to satisfying the abovementioned entrance criteria applicants must also meet the following English Language requirements (or equivalent):

International English Language Testing System (IELTS) Academic:

- Overall score of 6, with no less than 5.5 for each component ; or
- TOEFL (Test of English as Foreign Language):
 - 80 (Internet Based Test: iBT) with no less than 17 for listening, 18 for reading, 20 for speaking and 17 for writing
 - 550 (Paper Based Test)
 - 213 (Computer Based Test) ;

UWS UNIVERSITY OF THE
WEST of SCOTLAND

Master of Business Administration (IPE)



Programme Learning Outcomes

The overall programme aims and learning outcomes are derived using both the UK QAA Subject Benchmarking for Postgraduate Business Management (2007) as well as the Bologna Process and European Higher Education Area Qualification Framework (EHEA, 2005). On successful completion of the programme, students will be able to:

- a. Demonstrate critical understanding of management theories, current issues of management, the development of conceptual frameworks to guide their application within organisations.
- b. Acquire a strong foundation in key functional areas of business management to enable them to succeed as effective managers/leaders in an increasingly complex and dynamic environment.
- c. Acquire and use a range of concepts, tools and techniques for problem solving and decision-making for analyzing complex and inter-related business scenarios.
- d. Demonstrate and apply independent research and critical skills enabling the investigation and evaluation of valid and relevant management issues and practices.
- e. Demonstrate initiative, insight, attitudes of responsibility and ethical leadership in the development of the strategic management agenda in the organization the student works in or expected to work in the future.

Teaching Arrangements

All modules will be delivered throughout the OC Campuses by OC academic staff with IPE Recognised Teacher status. Support for students will be provided via Teamie and IPE E- Library, including e-learning materials, video-conferencing and discussion forums. All teaching and assessment materials for the modules will be provided by staff from IPE.



Entry Requirements

The entry requirements of the MBA programme are detailed below:

A Bachelor's Degree qualification in any subject from a recognised institution with the required CGPA or a professional qualification equivalent to a degree with the required years of working experience. All candidates must demonstrate English Language proficiency in order to participate in the programme taught in English.

Enrolment / Induction arrangements

Enrolment of applicants for studying at Olympia College will follow the standard enrolment procedure that will satisfy both IPE and Olympia College requirements, which will be guided by the Olympia College Course Consultants.

The student will receive the same programme specific induction information as students studying the programme elsewhere, as well as induction information which is specific to students studying at Olympia College, such as the provision of local services and support.

Assessment

Coursework 100%

- Students will be assessed during and at the end of each module. Each module may have various types of assessments.

Duration

1 year (Full Time), 2 years (Part Time)

Intakes

- February
- May
- August
- November

Awarding Body

IPE Management School, Paris



Master of Business Administration (AeU)



Participants study the following modules:

- Organizational Behaviour
- Quantitative Methods and Decision Analysis
- Managerial Accounting
- Supply Chain Management
- Managerial Economics
- Financial Management
- Marketing Management
- Project Management
- International Business
- Strategic Management

MBA General (Elective – choose 4 subject only)

- Human resource Management
- Islamic Financial System
- Quality & Change Management
- Islamic Banking & Finance
- Managing Creativity & Innovation
- Small Business Management
- Security Investment & Portfolio Management

MBA with Specializations (Choose 1 specialization only)

- International Business
- International Marketing
- Multinational Corporation
- International Finance
- International Logistics and transport

Entrepreneurship

- Corporate Governance and Best Practices
- Performance Management
- Environmental, Occupational Safety and Health Risk Management
- Enterprise Risk Management

Supply Chain Management

- Purchasing and Procurement management
- International Logistics and Transport
- Supply Chain Strategy
- Warehouse and Distribution

Is there any financial assistance?

- If you pay the full semester fee before Week 3 of that semester, you are entitled for 10% discount
- If you perform very well in a semester, you may be eligible for the AeU scholarship which entitles you to a waiver of the tuition fee for the next semester.



Entry Requirements

A candidate may be admitted into the Programme if he/she possesses:

- Bachelor's Degree with Honours in the relevant field ; or
- Bachelor's Degree in the other fields recognized by AeU Senate ; or
- Open entry qualifications recognized by the Ministry of Higher Education, Malaysia :
- Be at least 35 years old
- Possess STPM/Matriculation/Diploma or its equivalent
- Provide evidence of prior learning experience and/or knowledge relevant to the programme applied for
- Other equivalent qualifications recognized by the AeU Senate or equivalent qualification accredited by the Malaysia Ministry of Education

The AeU MBA programme is designed to focus on enhancing management and critical decision making skills that managers need to function effectively in an organization.

How do I pay for the Programme?

- Online Students : can pay to the respective centers or directly to the AeU via their portal (should inform the respective OC centers)
- Blended Learning: pay to the respective OC Centers.
- HRDF : YES
- EPF : YES

Assessment

Assignment (2) (60%), Final Exam (40%)

- *Students will be assessed during and at the end of each module. Each module may have various types of assessments.*

Intakes

- January
- May
- September

Awarding Body

Asia E University (AeU)

Duration

Online, Part time and Blended Learning
18-20 months

Master of Education (AeU)

NOTE:
This course for
Local Students ONLY



Participants study the following modules:

- Research Methods in Education
- Statistic in Education
- Qualitative Research Methods in Education
- Philosophical Ideas in Education
- Sociology of Education
- Learning and Cognition
- Education Assessment
- Curriculum Design and Development
- Models of Instruction
- Fundamentals of Instructional Technology

MED with Specializations (Choose 1 specialization only)

√ Teaching English As A Second Language

- Teaching Literature in English as a Second Method
- Issues and Methods in Teaching English as a Second Language
- Research in teaching English as a Second Method
- Project Paper in Teaching English as Second Method

√ Educational Management

- Concept and Theories in Educational Management
- Emerging Perspectives in Educational Leadership
- Research in Educational Management
- Project Paper in Educational Management

√ Curriculum And Instruction

- School Curriculum
- Curriculum of the Future
- Research in Curriculum & Instruction
- Project Paper in Curriculum & Instruction

√ Instructional Technology

- Web-Based Learning
- Principals of Instructional Design
- Research in Instructional Technology
- Project Paper in Instructional Technology

Is there any financial assistance?

- If you pay the full semester fee before Week 3 of that semester, you are entitled for 10% discount
- If you perform very well in a semester, you may be eligible for the AeU scholarship which entitles you to a waiver of the tuition fee for the next semester.



Entry Requirements

A candidate may be admitted into the Programme if he/she possesses:

- Bachelor's Degree in Education recognized by AeU Senate; or
- Possess a degree and teaching experience or related experience for a period of 2 years OR
- Open entry qualifications recognized by the Ministry of Higher Education, Malaysia :
- Be at least 35 years old
- Possess STPM/Matriculation/Diploma or its equivalent
- Provide evidence of prior learning experience and/or knowledge relevant to the programme applied for
- Other equivalent qualifications recognized by the AeU Senate or equivalent qualification accredited by the Malaysia Ministry of Education

The AeU MEd programme is aimed at individuals who are interested in enhancing their professional competency in specialized areas of education.

How do I pay for the Programme?

- Online Students : can pay to the respective centers or directly to the AeU via their portal (should inform the respective OC centers)
- Blended Learning: pay to the respective OC Centers.
- HRDF : YES
- EPF : YES

Assessment

Coursework (60%), Final Exam (40%)

- *Students will be assessed during and at the end of each module. Each module may have various types of assessments.*

Intakes

- January
- May
- September

Awarding Body

Asia E University (AeU)

Duration

Online, Part time and Blended Learning
20 months

Education Excellence Awards



*The Indomitable Olympia College team
with the 4th **NAPEI** Award*

2005 | 2010 | 2011 | 2012

*Voted best large College for Education Excellence
by the National Association of Private Educational
Institutions*

Partners & Collaboration

**Business
Master of Business
Administration (MBA)**

UNIVERSITY OF THE
WEST of SCOTLAND

UWS



Launching of the Tun Ghafar Scholarship to pursue courses at Olympia College



Memorandum of Understanding with University of Bournemouth in 1995



Raffles Forum by YB Datuk Dr. M. Kayveas



The Pro Vice-Chancellor of Nottingham Trent University, Professor Peter Jones with Mr. Colin Pereira



Memorandum of Understanding with The Open Polytechnic New Zealand in 1999



Visit by Indonesian Delegation to Olympia College Petaling Jaya in July 2000



The Gandhi Memorial trust Scholarship Presentation Ceremony For Deserving Students by Dato'Mahadev Shankar, Chairman of the Board of Trustees on 10 May 2006



Launching of the Winston Pereira Scholarship Foundation for Deserving Students in 2002

PASSPORT



United
of A

PASSPORT



United States
of America



Admission & Visa Procedures

International Students Visa Application Check List

A- Documents required for student application

- 1- Photocopies of all pages of the passport
- 2- Copy of the 1st page in color
- 3- Certified by Notary public or Malaysian Embassy
- 4- Passport valid more than 12 months
- 5- Photocopy of original academic certificates/transcripts in color (to be enclosed with certified translated transcripts/ certificates)
- 6- 8 pieces Passport Size Photos with blue background (50mmx35mm)
- 7- Student CV-Degree & Master courses
- 8- Health Examination from Home Country
- 9- NOC letter from Authority (African countries only)/ Eligibility Letter (Nigeria Only)

B- International students currently in Malaysia

- 1- In the event, students currently in Malaysia, forward application only if the current pass is valid for 21 working days from date of submission
- 2- Type of pass (Dependent-Diplomatic-Social visit-Student-Special)
- 3- Copy of special pass (if applicable)
- 4- Certified copies of passport pages with exit stamp

Changing of College

Any international students intending to transfer to another institution is required to produce these additional documents to apply for admission in Olympia College, Malaysia

- Release letter from previous college that is signed and endorsed by the College CEO.
- Academic results from the previous college
- Attendance report form previous college
- Student Pass with validity of 30 days upon submission of application to Education Malaysia Global Services (EMGS)

(The Student Pass must not be under pass active under previous college)

For further details, please contact

Office : +603-2050 3682 / 3621
Fax : +603-2050 3639
Email : enquiry.int@raffles.olympia.edu.my
Website : www.olympia.edu.my

Accommodation Process

International Students Accommodation

Olympia College welcomes all International Students to live and study in Malaysia, meet new friends, explore the new places, discover new and diverse cultures and customs, enjoy multicultural diversity of Malaysia. There is number of campus, privately owned accommodations available for all students to arrange their accommodation near its all six centers with all required amenities to cater in new learning atmosphere

The Cost of Accommodation

ONE MONTH	Single Room	> The rental RM1100 (ONE MONTH)
	Twin Sharing	> The rental RM2700 (THREE MONTHS)
THREE MONTHS	Single Room	> The rental 3 Months x 900= RM2700
	Twin Sharing	> The rental 3 Months x 500= RM1500
Deposit		> 2 months rental deposit + 1 month advanced rental + half month's rental for Utilities deposit
Tenancy Duration		> Minimum 1 year

Note:

Rental charges differ for each campus. Please contact the numbers below directly for the related campus Accommodation charges.

Process of Accommodation Application

All international students are required to inform college at least 3 weeks before arrival to Malaysia for arrangement of accommodation. Olympia College will arrange the right accommodation for students and will send the available options of accommodation for students to choose are per their interest. Student will need to pay the deposit of accommodation at least 1 week prior to arrival to Malaysia and college will secure the accommodation for the student. On arrival the college will pick up the student from airport and will send to the accommodation and student will need to sign the agreement between student and owner of the house for minimum tenancy agreement of 1 year.

Documents required for Student Application

- Filled and signed student Data FORM from > <http://goo.gl/mA3yY>
- Receipt of payment deposit to secure the accommodation
- Filled and signed copy of contract between student and owner

Accommodation Details

Kuala Lumpur

Francis Joel
Tel: +60 12 791 2123

Petaling Jaya

Shyang Jiun Yao Jun
Tel: +60 12 255 7398

Kuala Lumpur/Petaling Jaya

City Campus Lodge & Hotel
Mr. Bilal
Tel: +603 9226 1536

Email: bilal@citycampushotel.com
Email: contact@citycampushotel.com

Penang

My Hostel
Mr. Jat
Tel: +60 16 422 8850

Email: myhostel28mutristreet@hotmail.com

Penang

Rangoon House
Mr. Cim
Tel: +60 17 594 9394
Email: rangoonhouse@gmail.com

For further details, please contact

International Students' Administrative Office, Olympia College, Kuala Lumpur (HQ) Bangunan KWSP No. 3 Changkat Raja Chulan, Off Jalan Raja Chulan, 50200, Kuala Lumpur, Malaysia

Office : +603-2050 3682 / 3621
Fax : +603-2050 3639
Email : enquiry.int@raffles.olympia.edu.my
Website : www.olympia.edu.my





Average Living Cost in Malaysia

The average cost of living for international students to live in Malaysia is mostly dependent on the life style of the individuals while as an estimate it comes to about RM1200 to 1500 per month for living expenses. The estimated cost can be:

Accommodation

The estimate costs Accommodation vary depending on the facilities and location of the Accommodation, while Accommodation costs estimated to be around RM300 to RM900 per month. (Depending on the city and type of Accommodation)

Food & Housekeeping

The Food & Housekeeping costs are estimated to around RM500 per month including Utilities for the house. The above costs are estimated for students buying food outside which may cost around RM20 for three meals per day, whereas if the students share and cook at home will reduce the cost to about 50%

Transportation

The transportation costs are estimated to about RM80 to RM100 per month for traveling for their classes and in holidays while the costs may vary based on the location of their accommodation and frequency of their visits

Telecommunication Bills

The Telecommunication bills come to about RM30 to RM80 per month while it depends on the usage of phones.

Books / Study materials & Stationeries

The college for student reference provides most of the study materials where students can use online materials to get more guidance on their modules. For additional stationaries and books the estimated cost may come to about RM30 to RM 50 per month.

Medication / Health Care

All international students are required to have the yearly insurance which college will process for them while for normal sickness and health care. The monthly expenses may range from RM 20 to RM50 based on usage of students

Other Expenses

Other expenses may include social needs, haircuts, new clothes buying, watching movies, etc which may vary with lifestyle of students, whereas an average estimate it may come to about RM100 to RM 200 per month. How much your personal expenses would be per month would depend on your personal lifestyle.

Office : +603-2050 3682 / 3621
Fax : +603-2050 3639
Email : enquiry.int@raffles.lympia.edu.my
Website : www.lympia.edu.my



The Employer's Choice



www.olympia.edu.my



raffles@olympia.edu.my



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