**THE AMAZON COLLEGE**

**CAMPUS YA MBEZI LUIS**

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**DAR ES SALAAM-TANZANIA.**

**FOMU YA MAELEZO YA KUJIUNGA NA MAFUNZO YA**

**HUDUMA ZA HOTEL (HOTEL SERVICES OPERATION MANAGEMENT - 2024.)**

**(LIPA ADA KIDOGO KIDOGO KILA MWEZI).**

JINA LA MWANAFUNZI/MUOMBAJI…………………………………………

KOZI UNAYOOMBA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chuo cha The Amazon Campus ya Mbezi Luis, Kimesajiliwa na mamlaka ya elimu na mafunzo ya ufundi stadi (NACTVET) na kuruhusiwa kutoa na kuendesha mafunzo ya huduma za hotel (Hotel services operations courses) na mafunzo ya TEHAMA.**

**Chuo k**inakukaribisha sana kujiunga na kozi ya Hotelia **(Hotel Management**)**HUDUMA ZAHOTEL/UPISHI WA HOTELINI,UTENGENEZAJI WA KEKI NA VITAFUNWA**.Sekta ya hotel na utalii inakuwa kwa kasi kubwa hapa nchini, ni sekta inayo ajiri vijana wengi.

Malengo yetu **The Amazon College** ni kutoa mafunzo kwa ubora wa hali ya juu hivyo kuwawezesha wahitimu wetu kunufaika na fursa za ajira kwa kujiajiri au kuajiriwa katika sekta hii ya Hotel na utalii inayokuwa kwa kasi hapa nchini.

**MAZINGIRA YA CHUO**.

Chuo chetu kipo kwenye mazingira tulivu, madarasa makubwa yenye mwanga na hewa safi. Ni mazingira bora ya kujifunzia. Tunao walimu wenye taaluma ya kutosha kumuelimisha na wenye kiu ya mafanikio ya wanafunzi wao.

**TAREHE ZA KUANZA MIHULA YA MASOMO KWA MWAKA 2023**

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| **MUHULA WA 1** | **MUHULA WA 2** | **MUHULA WA 3** | **MUHULA WA 4** | **MUHULA WA 5** | **MUHULA WA 6** |
| **JAN,2024** | **MARCH,2024** | **MAY,2024** | **JULY,2024** | **SEPT,2024** | **NOV,2024** |

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| **1.Certificate in Full Hotel Management Miezi sita (6) chuoni na Mitatu (3) ya mwisho utapelekwa Field Hotelini**  **Utasoma idara zifuatazo:**   * House keeping * Food production and cookery * Food and beverage services and sales * Front office ( Reception) * English Language Course   **ADA NA MALIPO MENGINEYO**  Ada ya masomo **Tzs 700,000/=** Laki saba tuu.  ***UTARATIBU WA KULIPA ADA***   |  |  |  | | --- | --- | --- | | *N/A* | *MAELEZO* | *MALIPO* | | *01* | *KIANZIO/MWEZI WA KUANZA MASOMO* |  | |  | * *Ada/Tuition Fee* | ***TZS 80,000/=*** | |  | * Application Fee | *TZS 20,000/=* | |  | * Vitabu | *TZS 33,000/=* | |  | * T- shirt Pc 1 | ***TZS 97,000/=*** | |  | * Kitambulisho cha Mwanafunzi | |  | * Apron na kofia Pc 1 | |  | * Shati Pc 1 | |  | * Kizibao na Neck Tai Pc 1 | |  | * Sketi au suruali Pc 1 | |  |  |  | |  | **Malipo ya Awamu ya kwanza** | ***TZS 230,000/=*** | | *02* | .Mwezi wa pili wa Masomo | *TZS 124,000/=* | | *03* | Mwezi wa Tatu wa Masomo | *TZS 124,000/=* | | *04* | Mwezi wa Nne wa Masomo | *TZS 124,000/=* | | *05* | Mwezi wa Tano wa Masomo | *TZS 124,000/=* | | *06* | Mwezi wa Sita wa Masomo na wa Mwisho kabla ya Mitihani ya Mock/Semister | *TZS 124,000/=* | |  | **JUMLA KUU** | ***TZS 850,000/=*** |   **NB:Wanafunzi wa kike wanaruhusiwa kuvaa Suruali au Sketi,**  **2. Certificate Hotel Services Operation** ( **6 months)**  Miezi mitatu (3)chuoni na miezi mitatu (field) idara mbili (2) za hotel ambazo ni   * Hotel front Office Operation (Reception) * Hotel food & beverage service and sales   **KOZI YA KIINGEREZA ITATOLEWA BUREE.**  **ADA NA MALIPO MENGINEYO**  Ada ya masomo **Tzs 350,000/=** Laki tatu na elfu hamsini tu.  ***UTARATIBU WA KULIPA ADA:***   |  |  |  | | --- | --- | --- | | *N/A* | *MAELEZO* | *MALIPO* | | *01* | *KIANZIO/MWEZI WA KUANZA MASOMO* |  | |  | * *Ada/Tuition Fee* | ***TZS 80,000/=*** | |  | * Application Fee | *TZS 20,000/=* | |  | * Vitabu | *TZS 33,000/=* | |  | * T- shirt Pc 1 | ***TZS 97,000/=*** | |  | * Kitambulisho cha Mwanafunzi | |  | * Apron na kofia Pc 1 | |  | * Shati Pc 1 | |  | * Kizibao na Neck Tai Pc 1 | |  | * Sketi au suruali Pc 1 | |  |  |  | |  | **Malipo ya Awamu ya kwanza** | ***TZS 230,000/=*** | | *02* | .Mwezi wa pili wa Masomo | *TZS 135,000/=* | | *03* | Mwezi wa Tatu wa Masomo na wa Mwisho kabla ya mitihani ya Mock /Semister | *TZS 135,000/=* | |  | **JUMLA KUU** | ***TZS 500,000/=*** |   **NB:Wanafunzi wa kike wanaruhusiwa kuvaa Suruali au Sketi,**  **3.KOZI FUPI ZA HUDUMA ZA HOTEL (SHORT COURSES)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | ***KOZI*** | ***MUDA*** | ***ADA*** | ***FOMU*** | ***JUMLA*** | | *i* | **Certificate Hotel food production and cookery (Upishi)** | Wiki Nne (4) | 250,000/= | *10,000/=* | *260,000/=* | | *ii* | **Certificate in Hotel housekeeping and Cleaning. Hii ni kozi ya Usafi wa Hotel.** | Wiki Nne (4) | 200,000/= | *10,000/=* | *210,000/=* | | *iii* | **Certificate in Cake/Pastry baking and decoration/ kozi ya uokaji wa keki aina mbalimbali.** | Wiki Mbili (2) | 250,000/= | *10,000/=* | *260,000/=* | | *iv* | **Certificate in Bites and Snacks production / kozi ya utengenezaji wa vitafunwa** | Wiki Mbili (2) | 200,000/= | *10,000/=* | *210,000/=* |   (i)Wanafunzi wa kozi fupi hawata lazimika kuvaa sare/uniforms kamili,Watatakiwa kuvaa Apron na Kofia ya jikoni watakapo kuwa mafunzoni ,**Isipikuwa wanafunzi wa housekeeping watavaa Sketi au suruali kwa wavulana nawasichana.**  (ii)**kofia na Apron** vitatolewa buree chuoni.  (ii)Ada ya kozi fupi inalipwa yote mapema kabla ya kuanza masomo |
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**MAFUNZO KWA VITENDO (FIELD) KWA WANAFUNZI WA KOZI ZIFUATAZO**

**-FULL HOTEL MANAGEMENT**

**-HOTEL SERVICES OPERATION**

**-HOTEL FOOD PRODUCTION AND COOKERY.**

Baada ya kipindi cha masomo ya darasani kumalizika mwanafunzi atafanya mafunzo kwa vitendo( field attachment ) popote atakapo chaugua kati ya ARUSHA, DAR ES SALAAM, ZANZIBAR, DODOMA,MOROGORO , TANGA na BAGAMOYO.

**Kutakuwepo na gharama za field na gharama hizo zitategemea eneo utakalo chagua na gharama hizo zinatofautiana mkoa mmoja na mwingine. Gharama hizo za field zitalipwa na mwanafunzi mwenyewe.**

**FAIDA YA KUJIUNGA NA KOZI YA HOTEL MANAGEMENT (HOTELIA)**

1. **AJIRA ya UHAKIKA**: Wahitimu wetu wamekuwa wakifanya vizuri katika soko la AJIRA hivyo kuacha sifa nzuri kila wanapo pita katika hoteli,kampuni na tasisi mbalimbali.
2. **Sekta** hii ni pana sana hivyo kupitia maarifa na ujuzi atakaopata chuoni mhitimu anauwezo wa kuamua kuajiriwa au kujiajiri.
3. Kupitia fani hii mhitimu atapata fursa ya kufanya kazi kwenye hoteli za kitalii za ndani au nje ya nchi yetu.
4. Kupitia fani hii mhitimu anapata fursa ya kukutana na watu mbalimbali hata wale wa mataifa mengine, hivyo kumuongezea maarifa, uwigo mpana katika mahusiano na kujiamini zaidi.
5. Baada ya kumaliza mafunzo kwa vitendo (field) na kufaulu mitihani yake mhitimu atatunukiwa cheti.
6. Mwanafunzi atafanya mafunzo kwa vitendo (field) popote atakapochagua kati ya **Arusha,Dodoma,Dar es salaam, Zanzibar, Morogoro, Tanga na Bagamoyo.**

**MAHITAJI MUHIMU:**

Mwanafunzi anatakiwa kuandaa vifaa vifuatavyo

* Madaftari yakutosha kwa masomo matano
* Kalamu za wino (blue)
* **Kiatu cheusi cha kufunika mguu**
* **Soksi nyeusi wavulana na soksi nyeupe wasichana**

**SHERIA NA TARATIBU AMBAZO MWANAFUNZI UNAPASWA KUZINGATIA.**

* Kila mwanafunzi ni lazima awe na kitambulisho cha shule na avae shingoni muda wote, Ikiwa mwanafunzi amepoteza kitambulisho atapaswa kutoa taarifa kituo cha polisikisha alipie chuoni **Tsh.10,000/=** ili apatiwe kingine.
* Mwanafunzi unapaswa kuzingatia taratibu za uvaaji wa sare za chuo kama ulivyoelekezwa vinginevyo hutoruhusiwa kuingia darasani.
* Wanafunzi wanaovaa hijabu, hawaruhusiwi kuvaaa hijabu za rangi nyingine tofauti na nyeupe
* Mwanafunzi haruhusiwi kuvaa kilemba au kofia kichwani, ikiwa unayo sababu maalum ya kufanya hivyo unapaswa kuomba kibali kwa mkuu wa chuo.
* Mwanafunzi haruhusiwi kutumia vileo mf. **Pombe, uvutaji wa sigara au bangi** n.k uwapo chuoni au katika mazingira ya chuo.Ukibainika utasimamishwa masomo moja kwa moja.
* Mwanafunzi hakikisha unahudhuria vipindi vyote vya darasani kila siku ya jumatatu mpaka ijumaa na unazingatia muda kwa kipindi chote cha masomo
* Mwanafunzi unapaswa kulipa ada kupitia benki kwa akaunti ya chuo utakayopewa na mhasibu hapa ofisini na si vinginevyo
* Mwanafunzi hakikisha unapewa risiti kwa malipo yote utakayofanya chuoni. Kama umefanya malipo na hukupewa risiti unawajibu wa kuidai.
* Mwanafunzi unapaswa kuzingatia utaratibu wa kulipa ada kidogo kidogo (kupunguza kila mwezi) kama ulivyoelekezwa ofisini.
* Mwanafunzi atakayeshindwa kulipa ada kwa utaratibu wa kupunguza kila mwezi uliowekwa na chuo atasimamishwa masomo mara moja.

**Sahihi ya mwanafunzi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Mwanafunzi zingatia kutunza risiti zako za malipo ya ada ni muhimu mpaka utakapohitimu na kutunukiwa cheti
* Mwanafunzi unapaswa kukamilisha malipo yako ya ada kabla ya kufanya mitihani yako ya mwisho.
* Ni lazima kila mwanafunzi afanye mazoezi yote atakayopewa na mwalimu darasani,pamoja na mitihani yote itakayotolewa na shule.
* Mwanafunzi unapaswa kuwa makini na vifaa vya mazoezi (practical) ikiwa utaharibu kifaa chochote utatakiwa kufidia
* Mwanafunzi unapaswa kuvaa sare stahiki unapokuwa kwenye mafunzo kwa vitendo jikoni (mf. Apron,kofia na viatu vya kufunika mguu) vinginevyo hutaruhusiwa kuingia jikoni.
* Mahusiano ya kimapenzi kati yamwanafunzi na Mwanafunzi au mwanafunzi na mwalimu au na mfanyakazi yeyote wa shule ni marufuku kabisa
* Mwanafunzi atakayeghairisha masomo baada ya kulipa ada na kabla ya masomo kuanza atarudishiwa asilimia hamsini (50%) ya ada aliyolipa. Endapo utaamua kusitisha baada ya kuanza masomo ada haitarudishwa kwa namna yoyote.
* Ni lazima mwanafunzi atii na kufuata sheria zote zilizoorodheshwa hapo juu na zile nyingine utakazoendelea kupewa pindi awapo chuoni.

**Baada ya kuhitimu hakikisha unachukua cheti chako mapema kabla ya kupita miezi miwili baada ya hapo kutakuwa na TOZO kwa kuchelewa kuchukua cheti.**

**KIAPO CHA MWANAFUNZI**.

Mimi --------------------------------------------------- nimesoma na kuelewa maelezo yaliyotolewa hapo juu na nimeamua kwa dhati kujiunga na masomo kwa kozi ya Hotelia (Hotel Management) kwa

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Sahihi Tarehe

KIAPO CHA MZAZI/ MLEZI.

Mimi ---------------------------------------------------Mzazi /Mlezi wa……………………………… nimesoma na kuelewa maelezo yaliyotolewa hapo juu na nina ahidi kutekeleza wajibu wangu wa kulipa Ada kwa kuzingatia mwongozo uliotolewa katika fomu hii.

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Sahihi Tarehe

**Jina la mpokeaji form ( mkuu wa chuo)au kwa niaba**

**Jina ------------------------------------------- Sahihi ------------------------------ Tarehe ------------**