

Certificate in Restaurant and Café Management

This part time course is designed for people who work and wish to investigate the possibilities of hospitality management but are not yet ready to make a long term commitment.

The course enables you to better understand the challenges involved and to learn from experienced tutors about the issues of running these types of businesses.



COURSE OUTLINE

This course covers the principles of small business management. You learn about business compliance (legal, accounting) and how to establish a hospitality business. You learn how to cost menus, analyse business costs and use ratios to understand them. We also study marketing concepts and branding strategies to ensure business success. We analyse organisations, learn how to employ staff, write job descriptions and build teams. For the final project you will conduct a feasibility study of a business that you may wish to set up in the future.

The computing component teaches you to learn how to confidently use a computer in a business environment. You will study Microsoft Word and Excel. Among other skills, you will learn to write reports, create templates and spreadsheets for a host of applications including budgets, cash flows and profit and loss statements.

Studying the NZSFW Certificate in Wine enables you to learn about the wine varieties and how to evaluate them. Wines are tasted blind and you will learn to write short descriptions of each wine. Participants develop a sound general knowledge about old and new world wines and the wine making processes. Wine and Food matching is also discussed.

You will also learn the practical side of running a restaurant or café with work experience at Hay's. Here you will deal with real customers in a real situation. You will complete your General Manager's Certificate for the Sale of Liquor Act and also hygiene and food safety unit standards.

Student loans and allowances available for New Zealand residents.

PART TIME | 10 WEEKENDS

COURSE ENTRY

Participants must have their own computer with an Internet connection and email address and attend ten compulsory two-day weekend seminars in Christchurch over ten months. During the course participants must complete four nights work experience at Hay's.

COURSE DATES

Saturday and Sunday, 9am to 5pm
Compulsory Workshops 2010

- Weekend 1: 20/21 February
- Weekend 2: 20/21 March
- Weekend 3: 17/18 April
- Weekend 4: 22/23 May
- Weekend 5: 19/20 June
- Weekend 6: 24/25 July
- Weekend 7: 21/22 August
- Weekend 8: 18/19 September
- Weekend 9: 16/17 October
- Weekend 10: 20/21 November

COURSE FEES

NZ/AUSTRALIAN

Participant course fee	NZ\$2,995
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- The cost of travel to Christchurch is not included in the course fees.
- Computers are available at NZSFW however your own laptop is recommended.

THE NEW ZEALAND
School of
Food & Wine

63 Victoria Street, PO Box 25217,
Christchurch 8144, New Zealand.
T: 64 3 379 7501
F: 64 3 366 2302
E: nzsfw@foodandwine.co.nz
W: foodandwine.co.nz