

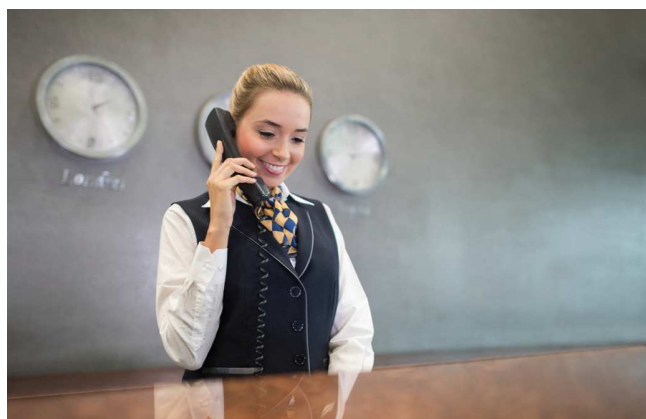
# Hospitality MANAGEMENT

*Hospitality Management 200*

*Hospitality Management 400*

The program has been reviewed and approved by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education, Skills & Training.





# PROGRAM INFORMATION AND OPTIONS

The Hospitality Management program provides the crucial link between academia and the global hospitality industry. The program contains courses that are designed to provide students with an understanding of the applied, real-world knowledge employers seek. The courses prepare students for entry-level and upper-level hospitality management positions, as well as specific technical and supervisory job skills employers demand.

## PROGRAM OPTIONS

### [Credentials]

HM 200  
(1 Year)

Study  
6 months

Co-op (Paid)  
6 months

SELCDIPLOMA  
WHIMIS  
SERVINGITRIGHT  
FOODSAFE LV1

HM 400  
(2 Years)

Study  
12 months

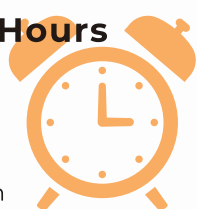
Co-op (Paid)  
12 months

SELCDIPLOMA  
WHIMIS  
SERVINGITRIGHT  
FOODSAFE LV1

### Weekly Class Hours

Class Hours  
- 16 hours / week

Distance Education  
- 4 hours / week



### CAREER OPPORTUNITIES

Food and beverage server  
Hotel receptionist  
Hotel Manager  
Dining room supervisor  
Etc.



### EVALUATION

Final Exam  
Mid-Term Project  
Group Presentation & Report  
Assignments & Quizzes  
Attendance & Participation



### ENGLISH REQUIREMENTS

TOEFL(Paper): 537  
TOEFL(IBT): 75  
IELTS: 5.5  
TOEIC: 700  
SELCONLINEADMISSIONTEST: 70%





# HM200 COURSES

The Hospitality Management 200 courses familiarizes students with the general overview of the hospitality industry. Students will learn The Lodging and Food Industry, Managing Service in Food & Beverage Operations, Supervision in the Hospitality Industry and Managing Front Office Operations.



Students learn a comprehensive introduction to the many entities that make up the hospitality industry, as well as an overview of today's hot issues, including ethical challenges and management concerns. The course reflects on various aspects of hospitality.



The course provides students with practical skills and knowledge for effective management of food service operations. It presents basic service principles while emphasizing the importance of meeting and, whenever possible, exceeding the expectations of guests.



The course is designed to provide students with the principles of supervision as they apply specifically to the hospitality industry.



Students learn a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement.



## CLASS SCHEDULE

**Daytime** and **Evening**  
class schedules TBA

# HM400 COURSES

The Hospitality Management 400 courses familiarizes students with the general overview of the hospitality industry. Students will learn The Lodging and Food Industry, Managing Service in Food & Beverage Operations, Supervision in the Hospitality Industry and Managing Front Office Operations, House Keeping Operation, Accounting, Marketing and Planning and Control in Food & Beverage.

## The Lodging & Food Industry



Students learn a comprehensive introduction to the many entities that make up the hospitality industry, as well as an overview of today's hot issues, including ethical challenges and management concerns. The course reflects on various aspects of hospitality.

## Managing Service in Food & Beverage Operations



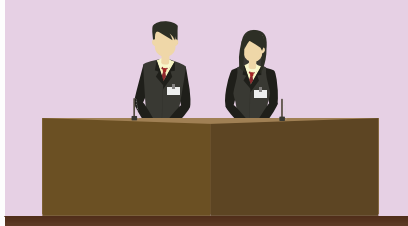
The course provides students with practical skills and knowledge for effective management of food service operations. It presents basic service principles while emphasizing the importance of meeting and, whenever possible, exceeding the expectations of guests.

## Supervision in the Hospitality Industry



The course is designed to provide students with the principles of supervision as they apply specifically to the hospitality industry.

## Managing Front Office Operations



Students learn a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. Also examines the various elements of effective front office management.

## Managing Housekeeping Operations



The course is designed to provide students with the principles of housekeeping management as they apply specifically to the hospitality industry.

## Basic Hotel & Restaurant Accounting



The course provides a basis for understanding hospitality accounting concepts and procedures, the processing of hospitality financial data, and the flow of financial information in the accounting cycle that result in the production of financial statements.

## Hospitality Sales & Marketing



The course is designed to provide students with a solid background in hospitality sales and marketing. The main focus is on practical sales techniques for selling to targeted markets.

## Planning & Control in F&B



The course provides the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control, and computer applications.

## CLASS SCHEDULE

**Daytime and Evening**  
class schedules TBA