

# **HOSPITALITY ADMINISTRATION - HOTEL AND RESORT**

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## **Program Outline**

<b>Major:</b>	HADM
<b>Length:</b>	3 Years
<b>Delivery:</b>	6 Semesters, plus 2 work terms
<b>Credential:</b>	Ontario College Advanced Diploma, Co-op
<b>Effective:</b>	2015-2016
<b>Location:</b>	Barrie
<b>Start:</b>	Fall (Barrie), Winter (Barrie), Summer (Barrie)

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### **Description**

This program carefully balances theory and practice and parallels the two year Hospitality Management - Hotel and Resort program. . The unique benefits of this program are the opportunity for 1400 hours of paid work experience, extensive experiential learning, and a strong student-centred learning environment. This program delivers innovative curriculum and develops employability and strategic management skills within the pillars of the hospitality industry: entrepreneurial thinking, accounting and finance, marketing and sales, food and beverage, accommodations and human resources management. Additionally, the third year focuses on developing effective professional management and leadership skills to enable students to compete for positions of responsibility in the next generation of the hospitality service industry.

### **Career Opportunities**

Graduates from this program find advanced positions in the following sectors: hotels, resorts, clubs, cruise lines, restaurants, attractions, airlines, suppliers and ancillary services in health care and education. Graduates are prepared to assume managerial positions in accommodations, food and beverage, sales and marketing, finance and accounting or as an owner/operator of entrepreneurial enterprises.

### **Program Learning Outcomes**

The graduate has reliably demonstrated the ability to:

- perform in a professional manner by employing leadership, team management, conflict resolution and communication skills proficiently to enhance job performance, organizational effectiveness and customer satisfaction;
- practice entrepreneurial/intrapreneurial strategies employing critical thinking, innovation, applied research, ethics and interdisciplinary collaboration;
- lead and manage effective operational teams to improve business performance of a hospitality enterprise;
- appraise customer service situations and information to manage systems and services in a professional manner for increased customer satisfaction;
- implement the principles of financial planning, analysis, and control to make and defend strategic decisions to contribute to long term growth and achievement of strategic plans;
- develop and implement a marketing and sales strategy based on effective research and data interpretation;
- assess the hospitality sectors' role in the Canadian and Global tourism industry and the impact of factors, such as economic variables, government regulation, and sustainability on hospitality operations;
- apply innovative computer technologies, systems and applications to enhance customer experiences and increase efficiency, effectiveness and profitability in hospitality enterprises;
- evaluate workplace health and safety, accessibility, human rights and environmental management policies and practices in hospitality enterprises and recommend improvements adhering to government legislation, regulations and guidelines.

### **Practical Experience:**

Co-operative Education is a mandatory component of all Co-op programs at Georgian College; it has been designed as a process by which students integrate their academic education with work experience related to their programs of study. This integration affects much more than simply earning a salary, including the adjustment to the work environment and the development of professionalism. It also reinforces skills and theory learned during academic semesters, develops professional contacts, job knowledge and career path, improves human relations and communication skills, and promotes personal maturity and financial independence.

Students are requested to register, attend and participate in their scheduled co-operative education classes. These classes are scheduled for all first year students and are expected to be completed in order for students to proceed successfully to their first co-op work experiences. To ensure students are eligible to proceed onto any co-op work experience, students should refer to Promotional Status and Eligibility for Co-op as outlined in the

College Calendar. Co-op policies and procedures can be located on our website:  
[www.georgiancollege.ca/student-services/co-op-and-career-services/students-tab/](http://www.georgiancollege.ca/student-services/co-op-and-career-services/students-tab/)

Georgian College follows the Co-operative Education guidelines set out by the Canadian Association for Co-operative Education (CAFCE) and Education at Work Ontario (EWO) by supporting the learning outcomes designed for the program specific graduate profile and curriculum as set out by the Ministry of Training, Colleges and Universities.

### The Program Progression:

Fall Intake - Barrie

Semester 1	Semester 2	Work Term 1	Semester 3	Semester 4
Fall 2015	Winter 2016	Summer 2016	Fall 2016	Winter 2017

Work Term 2	Semester 5	Semester 6
Summer 2017	Fall 2017	Winter 2018

Winter Intake - Barrie

Sem 1	Sem 2	Sem 3	Sem 4	Work Term 1	Sem 5	Sem 6
Winter 2016	Summer 2016	Fall 2016	Winter 2017	Summer 2017	Fall 2017	Winter 2018

Work Term 2
Summer 2018

Summer Intake - Barrie

Sem 1	Sem 2	Sem 3	Work Term 1	Sem 4	Sem 5	Work Term 2
Summer 2016	Fall 2016	Winter 2017	Summer 2017	Fall 2017	Winter 2018	Summer 2018

Sem 6
Fall 2018

### Articulation:

A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program co-ordinator

for specific details if you are interested in pursuing such an option. Additional information can be found on our website at <http://www.georgiancollege.ca/admissions/credit-transfer/>

**Admission Requirements:**

OSSD or equivalent with

- Grade 12 English (C or U)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: [www.georgiancollege.ca/admissions/policies-procedures/](http://www.georgiancollege.ca/admissions/policies-procedures/)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit Transfer Centre website for details: [www.georgiancollege.ca/admissions/credit-transfer/](http://www.georgiancollege.ca/admissions/credit-transfer/)

**Additional Information:**

Graduates from a two-year diploma program in Hospitality Management from an accredited or recognized College may be considered for admission to the third year of the Hospitality Administration – Hotel and Resort Program.

Applicants seeking transfer credit or advanced standing from other programs may be considered on an individual basis.

**Graduation Requirements:**

- 22 Mandatory Courses
- 2 Communications Courses
- 3 Optional Courses
- 5 General Education Courses
- 2 Co-op Work Terms

**Graduation Eligibility:**

To graduate from this program, the passing weighted average for promotion through each semester, from year to year, and to graduate is 60%. Additionally, a student must

attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester unless otherwise stated on the course outline.

#### Mandatory Courses

ACCT1013 Accounting Fundamentals  
ACCT3008 Management Accounting  
FNCE2013 Financial Management for Hospitality and Tourism  
FOSR1012 Food and Beverage Service  
FOSR1014 Food Preparation and Theory  
FOSR2003 Wine, Beer and Spirits  
FOSR2008 Food and Beverage Control Systems  
HADM3000 Managing Service Operations  
HADM3001 Professional Issues in Hospitality  
HADM3002 Hospitality Law and Risk Management  
HADM3003 Applied Hospitality Management  
MATH1026 Math for Hospitality  
MGMT2003 Human Resources Management  
MGMT3010 Strategic Management  
MKTG1000 Introduction to Marketing  
MKTG2034 Hotel and Convention Sales  
MKTG3003 Marketing Services and Sales  
REAS3001 Research Methods and Analysis  
TOUR1003 Front Office and Guest Services  
TOUR1009 Dynamics of Hospitality and Tourism  
TOUR2001 Supervision in the Hospitality and Tourism Industry  
TOUR2031 Rooms Division/Facility Management

#### Communications Courses

To be selected at time of registration from the College list, as determined by testing.

#### Optional Courses

To be selected from College list

#### General Education Courses

To be selected from College list

#### Co-op Work Terms

COOP1003 Hospitality and Tourism Work Term 1  
COOP2000 Hospitality and Tourism Work Term 2

**Course Descriptions:****ACCT1013 Accounting Fundamentals 42.0 Hours**

This introductory course is based on the need for non-financial personnel to understand basic accounting techniques, financial statements used in a business and accounting for service operations necessary to operate a successful business.

**ACCT3008 Management Accounting 42.0 Hours**

As an integral part of a company's Management Information System, Management Accounting seeks to create value within an organization by managing financial resources and processes to achieve organizational goals. Management accounting systems can be an effective tool in providing information useful in decision making at all levels of the organization. This course offers an introduction to understanding the fundamentals of management accounting and cost-managed decision-making.

P- FNCE2013 Financial Management for Hospitality and Tourism

**COOP1003 Hospitality and Tourism Work Term 1 700.0 Hours**

Co-op education provides learners with the opportunity to integrate academic learning with relevant work experience. It reinforces academic learning by placing the student in a "learn by doing" mode in a hospitality/tourism setting. The work experience allows for the demonstration of communication skills and the application of knowledge and skills related to the course of study. The learner will gain an understanding of the different roles within an organization and the various management functions.

**COOP2000 Hospitality and Tourism Work Term 2 700.0 Hours**

The second co-op work experience allows students to gain new hospitality and tourism related work experience. As students recognize their chosen academic strengths and career direction they are better prepared to choose their academic courses and professional options within the industry. It is expected that a student wishing to return to their work term 1 employer seek new or further their responsibilities. Students are required to submit an employer evaluation and co-op work experience report for co-op credit.

P- COOP1003 Hospitality and Tourism Work Term 1

**FNCE2013 Financial Management for Hospitality and Tourism 42.0 Hours**

This course emphasizes the use of accounting information to facilitate effective management decisions. This course will assist students in the interpretation and consolidation of hospitality industry financial results, forecasting of financial requirements and the measurement of management performance. The concept of budgeting, working capital investment decisions, cash management and ratio analysis will be introduced.

P- ACCT1013 Accounting Fundamentals

**FOSR1012 Food and Beverage Service 56.0 Hours**

Students will develop the applied knowledge and skills required to work as a professional team member in a full service, licensed restaurant operation. Various food and beverage service techniques and effective customer service skills and attitudes will be developed and practiced. This course will introduce basic knowledge of beer, wine and spirits. Mandatory SmartServe certification addresses the legal responsibilities and obligations of serving alcohol in a licensed establishment.

#### FOSR1014 Food Preparation and Theory 84.0 Hours

This course will provide hospitality students with an understanding of the basics of food preparation, equipment safety, sanitation, hygiene, nutrition and the overall operation of a kitchen. Students develop the knowledge, skills and attitudes required to work as a team in a kitchen environment.

#### FOSR2003 Wine, Beer and Spirits 42.0 Hours

This course develops the students' basic wine, beer and spirit knowledge to enable them to make appropriate beverage selection relative to food matches. The student will explore wines by regions and grape varietal, and gain knowledge in the production of wines, spirits and beers and their gastronomical importance.

#### FOSR2008 Food and Beverage Control Systems 42.0 Hours

All levels of the operation need to be conscious of ways to maximize revenues and control costs. Students will gain a solid understanding of the operational principles of beverage and food cost control. Techniques and procedures as it pertains to the flow of goods through a hospitality operation from control of purchasing through to portioning and revenue control will be the focus. Students will use current computer applications relevant to the cost control process.

#### HADM3000 Managing Service Operations 42.0 Hours

Service Industries play a significant role in the Canadian and world economy. Managers need to understand how service operations differ from manufacturing operations in an industry where products are intangible and perishable. This course will examine how systems thinking and service management techniques can be applied to balance efficiency and effectiveness in the hospitality industry. Students will engage in problem solving of operational issues concerning service productivity, management of service quality and recovery, facility design, and revenue management.

#### HADM3001 Professional Issues in Hospitality 42.0 Hours

A corporation's public image has a powerful impact on consumer behaviour. This course critically examines professional and ethical management issues relevant to the Hospitality Service Industry. Students will develop critical thinking, ethical and informed decision-making skills through researching and discussing relevant issues. Professional and ethical principles will be used to inform management decisions related to service excellence, employment relationships and professional boundaries.

**HADM3002 Hospitality Law and Risk Management 42.0 Hours**

Managing risk and liability within the confines of the law are critical to the success of any business. This course will examine relevant Canadian laws related to the Hospitality Service industries. The role of statistics in business decisions, organization of data and operation research will be discussed related to key principles and concepts of risk management.

**HADM3003 Applied Hospitality Management 84.0 Hours**

This experiential learning capstone course focuses on the application of managerial functions and principles in a service enterprise. The primary purpose of the course is to enable students to think entrepreneurially, critically, make interdisciplinary connections, and engage in effective managerial behaviour as part of a professional team.

**MATH1026 Math for Hospitality 14.0 Hours**

This is an introductory hospitality mathematics course, designed to provide students with the essential numeric skills required for the hospitality industry. The course content includes hospitality industry percentages, yield and price factors, algebra, simple and compound interest, and weight/volume conversions between the Imperial and Metric systems.

**MGMT2003 Human Resources Management 42.0 Hours**

This course examines human resources strategies and techniques. Operational and legal considerations are analyzed in areas such as: human resource planning, information systems, employment equity, occupational health and safety, negligence and liability, workforce wellness, and labour-management relations. Simulated problems will provide students with the opportunity to investigate and practice successful strategies.

**MGMT3010 Strategic Management 42.0 Hours**

Complex and dynamic marketplaces create an environment where strategic planning has a significant impact on organizational competitiveness. Students examine strategic planning and its evolving role within the business planning processes. It will enhance students' capacity to develop visions and goals and employ analytical tools in order to translate the overall aims of organizations into workable strategies. Students will demonstrate their ability to synthesize market research data and use it as part of a more complex planning process.

P- FNCE2013 Financial Management for Hospitality and Tourism and P- TOUR2031 Rooms Division/Facility Management

**MKTG1000 Introduction to Marketing 42.0 Hours**

This is an overview course with primary focus on marketing products and services to the ultimate consumer. Emphasis is placed on the basic marketing premise that customer needs must be satisfied in order to achieve company objectives. The student gains insight into the complex and interdependent variables involved in developing successful marketing strategies. The strategic marketing planning process is introduced, along with



the specific concepts and principles involved in the four key components of the marketing plan - Product, Price, Distribution, and Promotion Strategies.

**MKTG2034 Hotel and Convention Sales 42.0 Hours**

Meetings, conferences and conventions generate significant revenues for businesses in the communities in which they are located. This course develops the knowledge and skills required to sell, plan and organize a variety of events. Students learn and practice the fundamentals of the sales process, needs analysis, consultative selling and customer relationship building.

**MKTG3003 Marketing Services and Sales 42.0 Hours**

As consumer behaviour changes, so do the strategies needed to market and sell to the end user. This course builds on services marketing concepts to focus on marketing decisions that hospitality managers face in generating and sustaining demand for products and services. The course emphasizes effective marketing strategies and practices, branding, pricing, promotions, personal selling, and distribution system decisions for hospitality and service related businesses.

P- MKTG1000 Introduction to Marketing and P- MKTG2034 Hotel and Convention Sales

**REAS3001 Research Methods and Analysis 42.0 Hours**

Service quality, innovative product design, and customer satisfaction are essential in viable hospitality businesses. Collecting and interpreting client data is invaluable when monitoring and evaluating service delivery. This course introduces the concepts of primary research design and process relevant to the hospitality services industry. Students will develop basic data collection, processing, and analysis skills in order to enhance hospitality enterprises.

**TOUR1003 Front Office and Guest Services 42.0 Hours**

The guest cycle is the foundation of a positive guest experience. This course will prepare the student to work in a front office of a lodging establishment. Guest relations, professional customer service, hospitality computer systems and front office procedures and the guest cycle are the main focus of this course.

**TOUR1009 Dynamics of Hospitality and Tourism 42.0 Hours**

The elements of the Tourism and Hospitality sectors and how they relate to each other will be introduced along with discussions of career opportunities and future trends. Students will study the roles of organizations and associations as well as the influence of the economy and environment on this global industry.

**TOUR2001 Supervision in the Hospitality and Tourism Industry 42.0 Hours**

This course will provide students with the knowledge required to supervise staff in a culturally diverse workplace. The students will also gain an understanding of the principles of building a team environment. Topics to be examined include leadership,

establishing a positive work climate, employee training, motivation, evaluation, and personal management skills including problem solving and ethical analysis.

TOUR2031 Rooms Division/Facility Management 42.0 Hours

This course provides the student with knowledge and skills required in planning, evaluating, scheduling, statistical analysis, and revenue management within a hospitality environment. The course also introduces aspects of risk management, plant engineering and maintenance and the importance of sustainability.

### **Course Description Legend**

P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

*Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.*