



HOTEL, RESORT AND RESTAURANT MANAGEMENT PROGRAM COURSE CALENDAR JANUARY 2027

TABLE OF CONTENTS

HOTEL, RESORT AND RESTAURANT MANAGEMENT	3
ABOUT THE COLLEGE	4
ADMISSION REQUIREMENTS	5
HOW TO APPLY	6
SEMESTER START DATES FOR 2027	7
FINANCIAL INFORMATION	
TUITION COSTS	8
OSAP INFORMATION	9
HOTEL, RESORT AND RESTAURANT MANAGEMENT PROGRAM OVERVIEW	
SAMPLE SCHEDULES	11
CLASS TIMES	11
SEMESTER 01 COURSES	12
SEMESTER 02 COURSES	13
POLICIES AND PROCEDURES	
IMPORTANT POLICIES	14
DISABILITY AND ACCOMMODATIONS	15

HOTEL, RESORT AND RESTAURANT MANAGEMENT

Accommodation service managers plan, organize, direct, control and evaluate the operations of an accommodation establishment or of a department within such an establishment. They are employed by hotels, motels, resorts, student residences and other accommodation establishments, or they may be self-employed.



ABOUT THE COLLEGE

Ontario College of Health & Technology was founded in 2006 and is registered as a Career College under the Ontario Career Colleges Act, 2005.

Our mission is to provide a learning experience for students based on trust, respect, optimism and intentionality; the assumptions of invitational education.

The College continually strives to learn what it is that students really want and need, to deliver it consistently and then make it even better.

Our focus is to provide quality private education in an exceptional school environment.

Our instructors are educators, with many years of commitment and practice in their respective fields who bring a variety of skills to the program, learned via experience and previous education.



ADMISSION REQUIREMENTS

THE ADMISSION REQUIREMENTS FOR THE PROGRAM ARE AS FOLLOWS:

1. Secondary School Diploma or GED
2. Standard First Aid and Level C CPR
3. Clear Vulnerable Sector Search (VSS) Police Check
4. All lectures in this program at the Ontario College of Health & Technology are conducted online in English so it is essential that every student possesses strong English writing, comprehension and speaking skills in order to prepare them for the program curriculum and any other components of the program.

SELECTION CRITERIA

Students are required to submit a resume and their high school transcript at the interview and tour.

Factors used in selection include:

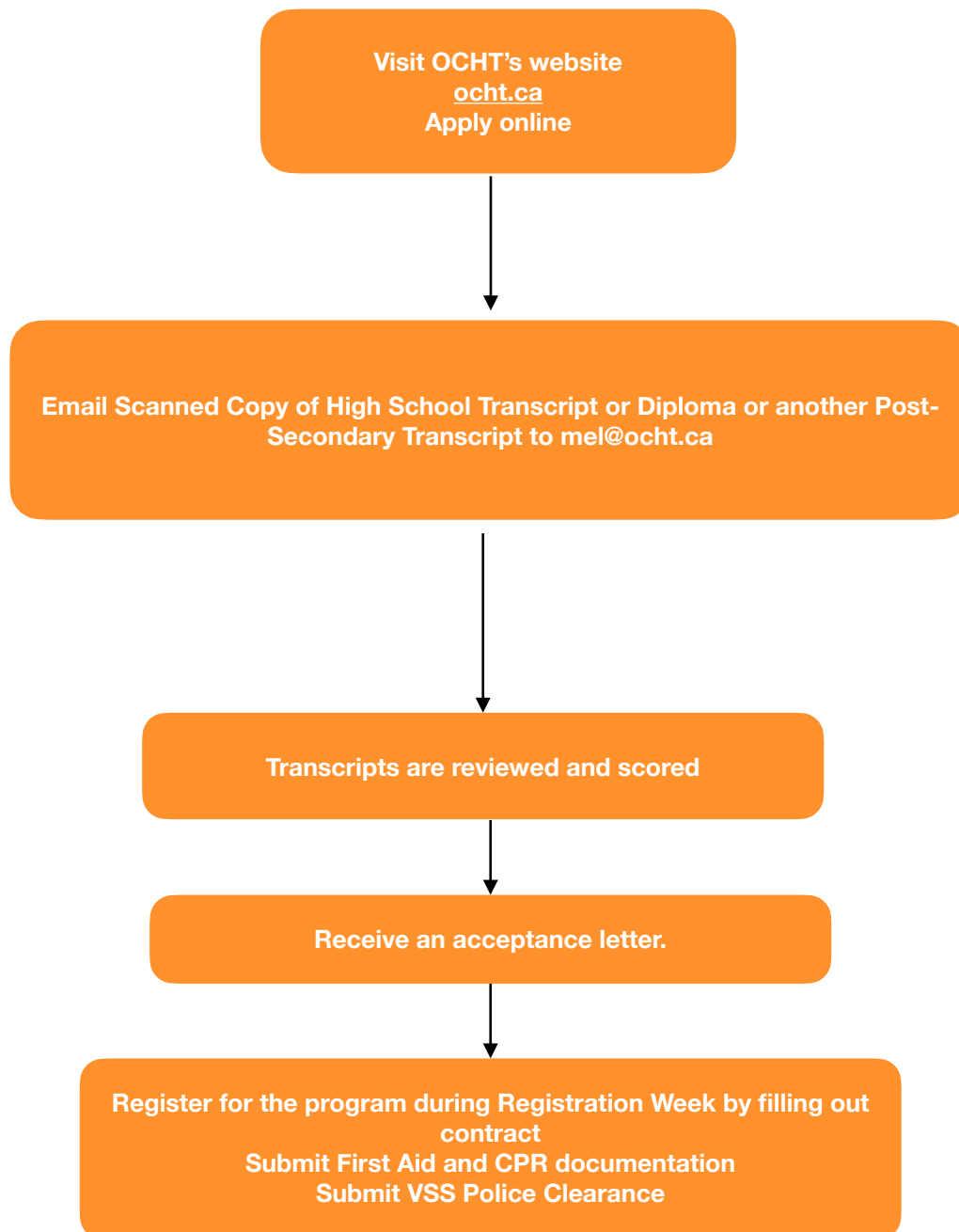
1. High School academic grade average
2. Employment history
3. Participation in team or individual sports
4. Volunteering experience
5. Other certifications or relevant experiences
6. Level of maturity

POLICY ON REFUSING ADMISSION

Applications are assessed by the Director of Academics which accepts, refuses, or defers the admission of applicants to the F&HP program.

Meeting minimum admission requirements for a program does not guarantee an offer of admission to that program. Applicants can be refused admission if the Director of Academics believes they do not stand a reasonable chance of completing the program or successfully gaining employment in their chosen field. Applicants may also be refused admission at any time throughout the application process if they conduct themselves inappropriately or make comments considered derogatory or offensive.

HOW TO APPLY



SCHEDULE OF DATES

2027

SEMESTER DATES FOR 2027



JANUARY 2027 START

SEMESTER 01	January 4 to April 16, 2027
SEMESTER 02	April 26 to August 6, 2027

FINANCIAL INFORMATION

TUITION AND OSAP

TUITION COSTS

SEMESTER 01 \$700.00/month

SEMESTER 02 \$700.00/month

TOTAL TUITION COST \$5,600.00*§

1. Tuition is to be paid the first day of every month.
2. If payment has not been received by the end of the 3rd day of the month, a **\$100.00 penalty** will be added to your account.
3. If two consecutive tuition payments are missed, the College has the right to withdraw the student from the program.
4. If all fees have not been paid by the completion of the semester, the College has the right to withdraw the student from the program.
5. Payments must be made through the student portal on www.ocht.ca via VISA Debit or credit card. Tuition payments are not accepted at the front desk of the College.

*Text Books are NOT included in tuition fees

§ Students need to provide their own transportation to placements in Semester 2.

Financial assistance may be available for those who qualify.

Major banks offer Line of Credit Student Loans, as another source of funding.

OSAP SPECIFIC INFORMATION

When filling out your OSAP Application:

Ontario College of Health and Technology does not appear on the initial OSAP list of approved colleges, you must enter the name in the space provided exactly as written here:

Ontario College of Health & Technology

THE INFORMATION YOU NEED TO PUT IN IS AS FOLLOWS:

START DATE: January 4, 2027

END DATE: August 6, 2027

NUMBER OF WEEKS: 30

PROGRAM COST FOR 45 WEEKS: \$5,600.00

TEXTBOOK COST: \$800.00

OTHER INFORMATION FOR YOUR OSAP APPLICATION

This is a Diploma program.

You are taking a 100% course load.

Read each line of the application carefully and make sure you have a record of all previous employment income and an idea of the income you will be making when you are in the program, ready before you start filling out the application.

The first OSAP payment will not be in your account before the first payment of \$700.00 is due. You are still required to make this payment on time. If you need to wait until your OSAP is deposited in your account, you will have to pay a \$100.00 late fee for the first of the month. You will also need approximately \$400.00 for books before you receive your OSAP payments.

HOTEL, RESORT AND RESTAURANT MANAGEMENT

PROGRAM OVERVIEW

SAMPLE SCHEDULES

SEMESTER 01

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING CLASS 9:00 TO NOON	Hospitality Financial Mgmt	Fundamentals of HR Management		Hotel, Resort and Restaurant Marketing	Intro to Tourism
AFTERNOON CLASS 1:00 TO 4:00	Intro to Hospitality		Hotel Operations Management	Professional Restaurant Management	

SEMESTER 02

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING CLASS 9:00 TO NOON	Wines, Beers & Spirits	Career Preparation	Teamwork 101	Mgmt of Occ. Health & Safety	Work/Education Placement
AFTERNOON CLASS 1:00 TO 4:00	Festival and Event Management				Work/Education Placement

*these semester schedules are just an example

CLASS TIMES

MORNING CLASSES	9:00 AM-12:00 PM
AFTERNOON CLASSES	1:00 PM-4:00 PM
EVENING CLASSES	5:00 PM-8:00 PM - ONLY IF REQUIRED BECAUSE OF INSTRUCTOR AVAILABILITY

SEMESTER 1 COURSES

7 CLASSES
PER WEEK

HOTEL, RESORT AND RESTAURANT MARKETING

45 Hours
1 Class per week

This course is a comprehensive look at marketing in both food service as well as hotels and resorts. Students will learn how to identify a target market and create a marketing plan, as well as how menu prices impact an organization's marketing. We describe how to use a foodservice operation's menu as a marketing tool and consider the importance of an active social media presence visible to the target market. The vast majority of hotel marketing is poor and ineffective. Hotels get caught up in style over substance, branding rather than results and mediocre multichannel marketing. A simple change in marketing strategy can have a major impact on hotel/resort and restaurant income.

INTRODUCTION TO HOSPITALITY

45 hours
1 Class per week

This course is an engaging introduction to hospitality, for tomorrow's managers. It's a lively, comprehensive survey of the world's largest industry: hospitality. Students will be introduced to the vibrant inner workings of each hospitality segment, including lodging, restaurants, tourism, recreation, attractions, clubs and gaming. Current issues shaping hospitality, as well as new case studies will be explored that included updated interviews with hospitality professionals. With activities throughout, students can check and apply their knowledge as they go.

PROFESSIONAL RESTAURANT MANAGEMENT

45 Hours
1 Class per week

This course covers the topics all restaurant managers must know to be successful in the industry. Students will be exposed to a fresh look at the restaurant business, back-of-house management, front-of-house management, and financial management. Discussion prompts are built right in the course material so students can respond to real case studies and illustrations.

HOSPITALITY FINANCIAL MANAGEMENT

45 Hours
1 Class per week

This course provides a concise but thorough review of foundational finance topics as well as industry-specific skills such as inventory management, operating budgets, and market strategies. It also includes valuation methods for hotels, restaurants, and wineries. The material includes practical scenarios and review questions to help students enhance their learning.

INTRODUCTION TO TOURISM

45 Hours
1 Class per week

This course introduces students to the tourism industry from a holistic, global business perspective—examining the management, marketing and finance issues most important to industry members. Topics include consumer behaviour, service quality, and personal selling. The material includes readings and integrative cases, and end-of-chapter exercises allow students to apply their knowledge and refine their problem-solving and critical-thinking skills. The course includes new and updated material on social media, event management, timeshares, sustainable and marijuana tourism, and the future of tourism.

HOTEL OPERATIONS MANAGEMENT

45 Hours
1 Class per week

This course provides an up-to-date and comprehensive examination of all aspects of hotel administration from the viewpoint of the hotel general manager. Detailed information addresses the operating departments of a full-service hotel: Human Resources; Controller; The Front Office; Housekeeping; Food and Beverage; Safety and Property Security; Sales and Marketing; Accounting; and Facility Engineering and Maintenance. In-depth discussions will highlight the importance of human resources in the labor-intensive hotel industry, franchising and contract management of properties.

FUNDAMENTALS OF HUMAN RESOURCE MGMT

45 Hours
1 Class per week

This course provides students with a complete, concise introduction to human resource management for the general business manager who wants to learn more about how HRM is used in the everyday work environment. This course is strong in depth and breadth, and current in research and practice simply not found in other courses.

WINES, BEERS AND SPIRITS

45 Hours
1 Class per week

This course takes students on an intriguing journey through the vast world of alcoholic beverages for individuals pursuing or enhancing a career in the food and beverage industry. It explores the essential management and service aspects of wines, beers, and spirits and provides the knowledge necessary for building and sustaining a profitable beverage program. Topics also include beverage trends, expanded coverage of grape varietals, classic cocktail recipes, sake and cider, and coffee and tea.

FESTIVAL AND SPECIAL EVENT MANAGEMENT

45Hours
1 Class per week

This course introduces students to the financial aspects of events management, the impact of events on built and natural environments and the key issues in planning and designing a venue. Students will learn the role of volunteers in an event and understand the challenges that managing them involves.

CAREER PREPARATION

45 Hours
1 Class per week

This course is designed to help students prepare resumes, cover letters, business cards and 5-Year Plans. Mock interviews will be part of the course evaluations.

MANAGEMENT OF OCCUPATIONAL HEALTH & SAFETY

45 Hours
1 Class per week

This course introduces students to clear and succinct coverage of technical concepts, developed around CPHR competencies and builds student understanding of occupational health and safety. It includes Case Studies that provide real-world examples of core concepts, with opportunities for student reflection. Topics include Workers Compensation, Psychosocial Hazards, Workplace Aggression, Harassment and Workplace Investigations.

TEAMWORK 101

45 Hours
1 Class per week

Great teamwork is crucial for any high performing team, but being in a team is harder than ever before. Work is faster, leaner and more digital, and teamwork can be last on our list of priorities. This course will outline the way a team works together, whether one leads a team or belong to one. Students will learn how to adapt a team to new challenges, whether they are in the same office, working remotely or collaborating across different departments, organizations and locations and develop the skills and approaches that work effectively in today's working environment.

WORK/EDUCATION PLACEMENT

90 Hours
2 Classes per week

Students will be required to complete three, 5-Week placements that are each 6 hours a week. These unpaid placements will include, restaurants, hotels, resorts and other tourism related businesses where the students can observe and participate in all of the business activities.

POLICIES & PROCEDURES FOR STUDENTS

PASSING GRADE:

Students must achieve a minimal of 50% to receive credit in every course. Students who do not achieve a minimal mark of 50% may be required to repeat the course. Students may be evaluated through multiple choice examinations, short answer type questions, essay type questions, group projects, assignments, and oral practical examination. Any grades below 50% will be discussed by the Academic Grades Committee at the end of the semester. A course of action will be determined by the Committee.

ATTENDANCE:

Students are expected to arrive to class at the scheduled time. Students who arrive late on a consistent basis disrupt other students may be asked to leave by the instructor. It is at the discretion of the instructor to admit students who arrive later than the scheduled time. Students are expected to maintain full time attendance.

USE OF CELL PHONES/TEXTING:

Students may NOT make use of electronic devices to make or receive calls or to text messages during the class as this is disruptive to students and the instructor.

MISSED TESTS OR ASSIGNMENTS:

If for unforeseen circumstances a student is unable to write a scheduled test or quiz, there will be a pre-scheduled day the last week of the semester that the test will be taken. Students are required to notify their instructor of all examinations, tests, or quizzes that cannot be attended. If an instructor is not notified of the absence, a zero may be given for that evaluation.

TEST/EXAM DAYS:

Students who are late for class on a day when a test or exam is being delivered will not be allowed entry once the test/exam has started. Students who enter late cause undue distractions and interrupt students whom have already begun the evaluation. Late students will be allowed entry after the last person in the room has completed the evaluation. Students starting the exam late will only have the remainder of the original allotted time to complete the exam.

DAILY LECTURES:

Students should plan on logging in with the specific Zoom link at least 15 minutes prior to commencement of a scheduled class and be ready to participate in class at the scheduled start time. Once an instructor has started to deliver the scheduled content for a particular class, no student will be allowed entry into the classroom. Late arrivals interrupt the lecture and it is disrespectful to the instructor and members of the class. Students arriving late will only be allowed entry during the first break.

ACADEMIC DISHONESTY:

To act dishonestly or unfairly to gain an advantage is not acceptable at the Ontario College of Health & Technology. Students who are caught cheating or plagiarizing will receive a mark of zero and will be required to attend a discipline hearing. Students may be asked to withdraw from the College. Students are expected to cite all journals and textbooks for assignments using the APA format.

VIRTUAL CLASSES:

When classes are offered virtually on Zoom, it is expected that the student will have their camera and audio on and that they are set up in a professional environment for the learning experience. Participation in all discussions is mandatory. If the student is not engaged virtually it will be marked as an absence from the class.

DISABILITIES AND ACCOMMODATIONS

Ontario College of Health & Technology is committed to providing an appropriate level of accommodation and support to meet the needs of students with disabilities.

POLICY AND GUIDELINES ON DISABILITY AND THE DUTY TO ACCOMMODATE

The person with a disability is required to:

1. Advise the College Administration of their disability (although the accommodation provider does not generally have the right to know what the disability is).
2. Make her or his needs known to the best of his or her ability, preferably in writing, so that the person responsible for accommodation may make the requested accommodation.
3. Answer questions or provide information regarding relevant restrictions or limitations, including information from health care professionals, where appropriate and as needed.
4. Participate in discussions regarding possible accommodation solutions.
5. Co-operate with any experts whose assistance is required to manage the accommodation process or when information is required that is unavailable to the person with a disability.
6. Meet agreed-upon performance and education standards once accommodation is provided.
7. Work with the accommodation provider on an ongoing basis to manage the accommodation process.
8. Discuss his or her disability only with persons who need to know. This may include an instructor, the Director of Academics and the Director of Administration.

The College is required to:

1. Accept the students' request for accommodation in good faith, unless there are legitimate reasons for acting otherwise.
2. Obtain expert opinion or advice where needed.
3. Take an active role in ensuring that alternative approaches and possible accommodation solutions are investigated, and canvass various forms of possible accommodation and alternative solutions, as part of the duty to accommodate.
4. Keep a record of the accommodation request and action taken.
5. Maintain confidentiality.
6. Limit requests for information to those reasonably related to the nature of the limitation or restriction so as to be able to respond to the accommodation request.
7. Grant accommodation requests in a timely manner, to the point of undue hardship, even when the request for accommodation does not use any specific formal language.
8. Bear the cost of any required medical information or documentation. For example, Doctor's notes and letters setting out accommodation needs must be paid for by the College.

Commonly occurring accommodations that are made for students with identified special needs are:

1. Extra time on practical and written tests and examinations
2. Noise cancelling headphones