

PROGRAM SEQUENCE

SEMESTER 1 (3 MONTHS)

TERM 1 - 1 Month

HM 349 Managing Service in Food & Beverage Operations

TERM 2 - 1 Month

HM 333 Managing Front Office Operations

TERM 3 - 1 Month

HM 338 Managing Housekeeping Operations

4-WEEK BREAK

SEMESTER 2 (3 MONTHS)

TERM 1 - 1 Month

HM 250 Supervision in the Hospitality Industry

TERM 2 - 1 Month

HM 387 Security and Loss Prevention Management

TERM 3 - 1 Month

HM 281 Hospitality Facilities Management & Design

8-WEEK BREAK / JOB-HUNTING

SEMESTER 3 (6 MONTHS)

HM 498 CO-OP PLACEMENT

- You will be able to work full-time during the co-op terms and part-time during the study terms.
- The schedule is subject to change without notice.
- Friday classes may be provided online.

HIGHLIGHTS

- A great opportunity to develop strong industry connections and gain hands-on skills in the hospitality areas
- Full student support for co-op work placement and career development
- Prepares graduates to work in diverse fields such as lodging/accommodation management, food/ beverage services, travel/tourism, sales and marketing
- Get a certificate by the American Hotel & Lodging Education Institute (AHLEI)
- Includes 'site tour' among participating hotels and/or other hospitality firms



PROGRAM DESCRIPTION

The program will provide students with foundational knowledge and techniques related to hotel and restaurant operations, international marketing, food preparation and service, financial analysis, accounting, front and back office operations, and inter-cultural team dynamics. Also, an arranged 'site tour' offers students an unique off-campus learning. They will get a glimpse of the work environment and typical operations in the field, interact with various industry professionals, and gain valuable insights into potential career paths that await beyond their studies.

CO-OP

VanWest College's Co-op has a strong system in place and a solid foundation of host company partnerships across various industries. Students receive first-hand experience in how job hunting works in Canada through various activities that are offered by the Co-op department such as on campus activities, information session etc. Depending on our student needs, the Co-op department will provide regular counselling and training until students secure their placements. Graduates will be able to perform multifaceted business functions in occupational areas such as Front Desk Management, Housekeeping, and Food and Beverage Management.

OVERVIEW

Program Length	<ul style="list-style-type: none"> • 15 months (total 60 weeks) • Academic Study 6 months (total 600 hours) • Co-op 6 months (total 600 hours)
Potential Career Opportunities	<ul style="list-style-type: none"> • Executive Housekeepers • Tourism Services Supervisors • Food Service Supervisors • Accommodation Supervisors
English Admission Requirements	<ul style="list-style-type: none"> • VanWest English Placement Test: Level 8, or • Completion of VanWest Level 7 or EAP 300 course with a final grade of 75%+, or • IELTS 5.5+, or TOEFL IBT 65+, or TOEIC 730+, or Duolingo 100+, or Cambridge English Scale 160+, or CEFR B2+
Academic Admission Requirements	<ul style="list-style-type: none"> • High School Diploma (Grade 12), or • General Education Development (GED)
Offered Location	<ul style="list-style-type: none"> • Vancouver
Start Dates	<ul style="list-style-type: none"> • 2025: Feb 18, Jun 9, Sep 29 • 2026: Jan 19, May 11, Aug 31
Fees	<ul style="list-style-type: none"> • Tuition: \$13,500 • Application Fee: \$250 • Student Services Fee: \$250 • Total Fee: \$14,000 <p>*Textbook costs are not included</p>
Credential Upon Graduation	<ul style="list-style-type: none"> • Hospitality Management Co-op Diploma • AHLEI Certificate: Rooms Division Specialization and individual certificate from each course • Reference letter(s) from Co-op work placement

SAMPLE PROGRAM SCHEDULE

	Mon	Tue	Wed	Thu	Fri
3:00 - 8:30 PM	Lecture	Lecture	Lecture	Lecture	Lecture

- A half-hour dinner break is included. Some schedules will be from 4:00 to 9:30 PM.



PROGRAM SEQUENCE

SEMESTER 1 (3 MONTHS)

TERM 1 - 1 Month

HM 349 Managing Service in Food & Beverage Operations

TERM 2 - 1 Month

HM 333 Managing Front Office Operations

TERM 3 - 1 Month

HM 338 Managing Housekeeping Operations

4-WEEK BREAK

SEMESTER 2 (3 MONTHS)

TERM 1 - 1 Month

HM 250 Supervision in the Hospitality Industry

TERM 2 - 1 Month

HM 387 Security and Loss Prevention Management

TERM 3 - 1 Month

HM 281 Hospitality Facilities Management & Design

4-WEEK BREAK / JOB-HUNTING

SEMESTER 3 (6 MONTHS)

HM 498 CO-OP PLACEMENT

- You will be able to work full-time during the co-op terms and part-time during the study terms.
- The schedule is subject to change without notice.

HIGHLIGHTS

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- Full student support for co-op work placement and career development
- Prepares graduates to work in diverse fields such as lodging/accommodation management, food/ beverage services, travel/tourism, sales and marketing
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OVERVIEW

Program Length	<ul style="list-style-type: none"> • 14 months (total 56 weeks) • Academic Study 6 months (total 480 hours) • Co-op 6 months (total 480 hours)
Potential Career Opportunities	<ul style="list-style-type: none"> • Executive Housekeepers • Tourism Services Supervisors • Food Service Supervisors • Accommodation Supervisors
English Admission Requirements	<ul style="list-style-type: none"> • VanWest English Placement Test: Level 8, or • Completion of VanWest Level 7 or EAP 300 course with a final grade of 75%+, or • IELTS 5.5+, or TOEFL IBT 65+, or TOEIC 730+, or Duolingo 100+, or Cambridge English Scale 160+, or CEFR B2+
Academic Admission Requirements	<ul style="list-style-type: none"> • High School Diploma (Grade 12), or • General Education Development (GED)
Offered Location	<ul style="list-style-type: none"> • Kelowna
Start Dates	<ul style="list-style-type: none"> • 2025: Sep 29 • 2026: Aug 31
Fees	<ul style="list-style-type: none"> • Tuition: \$13,500 • Application Fee: \$250 • Student Services Fee: \$250 • Total Fee: \$14,000 <p>*Textbook costs are not included</p>
Credential Upon Graduation	<ul style="list-style-type: none"> • Hospitality Management Co-op Diploma • AHLEI Certificate: Rooms Division Specialization and individual certificate from each course • Reference letter(s) from Co-op work placement

SAMPLE PROGRAM SCHEDULE

	Mon	Tue	Wed	Thu	Fri
9:30 AM - 12:00 PM	Lecture	Lecture	Lecture	Lecture	Lecture
1:00 PM - 2:30 PM	Lecture	Lecture	Lecture	Lecture	Lecture



COURSE DESCRIPTION

HM 250 Supervision in the Hospitality Industry

This course teaches the skills that can help you develop effective supervision and management skills that are essential to success in the industry. Topics include how to recruit, select, and train; increase productivity; control labor costs; communicate effectively; manage conflict and change; and use time management techniques. Resources on creating a professional development plan for your hospitality career can help you set the direction for future educational and professional endeavors.

HM 281 Hospitality Facilities Management and Design

This course covers all major facility systems, including food service equipment and design. Non-engineers can learn how to understand and speak the language of suppliers and maintenance/engineering staff. You'll also learn techniques to reduce expenses and increase efficiency, and learn how the latest technology can streamline operations.

HM 333 Managing Front Office Operations

This course presents 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. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management. Front office procedures and management are placed within the context of the overall operation of a hotel.

HM 338 Managing Housekeeping Operations

This course provides a thorough overview, from the big picture of hiring and retaining a quality staff, planning, and organizing, to the technical details for cleaning each area of the hotel. Practical information from industry experts makes the contents of this course immediately applicable to your job situation.

HM 349 Managing Service in Food and Beverage Operations

This course will give students an understanding of the management process in food and beverage operations. All aspects of food and beverage operations are covered, including organization, marketing, menus, costs and pricing, production, service, safety, and finances.

HM 387 Security and Loss Prevention Management

This course provides the background you need to be informed about the security issues and practices that affect your property every day. Topics include the physical security of the property, asset protection, guest protection, security equipment, emergency management and procedures, OSA requirements, and more. Exhibits, sample forms and documents, and links to safety and security web sites make this course practical and relevant.

HM 498 Co-op Placement

As an integral part of the Hospitality Management Co-op Diploma, the Co-op is designed not only to provide a period of productive employment in the Canadian workplace, but also enables students to apply classroom theory and skills within that authentic environment. Students will experience real-world business practices and the new perspectives gained from their employment will more adequately prepare them enter their chosen career path. Students will be able to perform multifaceted business functions in occupational areas such as Front Desk Management, Housekeeping, and Food and Beverage Management. Students must submit a reflective task assignment after completion of required Co-op hours.