

## **Hotel and Restaurant Management Diploma**

Two-year program, with a one-year exit option (certificate)

Please read and think about the following information below carefully to decide whether this program is a good fit for you. This information may change and is simply intended to offer you a helpful perspective on what you will experience in this program.

- Orientation:** Typically, during the last week of August (**Required** for all students).
- Program Dates:** September through April (Year 1 courses); May through August (summer break) September through April (Year 2 courses).
- Scheduled Breaks:** Last week of December and first week of January (two weeks); first week of March (one week). Check your registration for exact dates.
- Post-Graduation**
- Work Permit length:** Two-year program: up to 3 years. One-year program: up to 8 months
- Schedule:** Monday to Friday, full days OR nights, as early as 8:00 a.m. and as late as 12:00 midnight. Lunch breaks are unpredictable and could be very short.
- Required Events:** 26 nights minimum, to be scheduled throughout the year. Night events can be as late as 12:00 midnight.
- Campus Location:** Manitoba Institute of Culinary Arts, 1035 1<sup>st</sup> Street N, Brandon, Manitoba (North Hill campus). See North Hill campus map [here](#). Some Year 1 activities and many Year 2 classes will be at 1430 Victoria Avenue E campus. Travel between campuses will be your responsibility.

### **What You'll Study:**

Courses in food and beverage operations, marketing and sales, hotel operations, computer skills, communications, human resources, mathematics and accounting. Some courses will have a "lecture" format, but **most** courses will require "hands on" practice and skill development.

**Required seminars** for certification in first aid, fire safety, food safety, serving alcohol, and managing hazardous materials. Cannot continue in many other courses, and cannot graduate, without these.

See course descriptions on the [Hotel and Restaurant Management Diploma](#) page under 'Courses and Costs'.

## How You'll "Learn by Doing"

- You'll be involved in group and community events that include the operation of a fine dining restaurant (Grey Owl). You will work cooperatively with other programs, preparing events and serving the public.
- Learn and practice skills in setting up and cleaning tables, dining room and bar, and in serving food and beverages to guests. **All students required** to do this work, including cleaning and dishwashing.

## What You'll Need to Do to Graduate

### *Courses*

- Pass **all** courses and seminars. Attendance, punctuality and professional behavior will be part of grades.
- To graduate, you must pass all courses **and** have a grade point average (GPA) of C (60%). Passing many courses with only a D (50%) can make your GPA too low to graduate.
- If you fail a course or seminar, this could affect your participation in other courses and delay graduation.
- All English skills (reading, writing, listening, speaking) are important. Evaluation will include tests, group projects, presentations, public events and research papers.
- **Do your own work.** Cheating or using other people's work could result in failing grades/suspension.

### *Events*

- **Note:** You will be allowed to participate in events **only if** your attendance, participation and academic work meets requirements.
- Attend **all** preparation activities, events and clean-up activities. Arrive on time and work until instructors dismiss the full class group. **Note:** Event days will generally be 12-14 hours long.
- Practice all skills until you can demonstrate "mastery"—do them correctly and quickly.
- Manage physical demands like lifting furniture and boxes, bending, using equipment, and cleaning.
- Appropriately and safely handle food, beverages and serving equipment.
- Be polite with guests and answer questions accurately.

### *General*

- Attend all classes, labs and events; arrive on time every day.
- Purchase all required books and supplies, including uniforms and equipment.
- Work cooperatively in teams and behave respectfully to all students, staff and guests.
- Dress appropriately, especially for events.
- Maintain cleanliness of yourself and your uniform. Bathe yourself daily and use antiperspirant or deodorant. Launder and iron your uniform daily during events.
- Share work of setting up and cleaning facilities for classes and events, including washing dishes.

### How Assiniboine College Can Help You

- Trained instructors will share their knowledge and experience from the industry, and will give you specific feedback on your progress.
- Learning Curve staff available to assist with study skills, like test-taking and writing papers.
- Student advising staff can offer support for personal issues.
- Assiniboine International advisor is a Regulated International Student Immigration Advisor.
- A Regulated International Student Immigration Advisor can answer questions related to permits.

### Job Options for Graduates

- A wide range of challenging careers in all sectors of the food and beverage industry, including hotels, motels, lodges and resorts. Career choices include food and beverage service, convention services, front office, administration, hospitality marketing, housekeeping, reservations, restaurant, banquet and catering, human resources, and new venture development.
- Many jobs are part-time or casual. Most will require evening and weekend work, including long hours.
- **Possible** job on Manitoba In-Demand Occupations list: [Food Service Supervisor](#)
- Completion of a two-year diploma, instead of eight month certificate, will increase your options.

### Other important information:

- **Meat:** You must touch and serve meat. You must learn about meat dishes, to speak positively about all food during events. You will **not** be required to eat or taste meat.
- **Alcohol:** You must mix drinks and pour wine/beer for guests. You must learn about beverages and speak positively about beverages during events. You will **not** be required to drink or taste alcohol.
- **Co-operative Education:** Required for students doing the two-year diploma; usually in the summer between Year 1 and Year 2. **You will need to apply for a Co-op work permit, as soon as possible.**