



EVENING | 3 SEMESTERS

**AEC
LJA.1Q**

The Hotel Lodging Management program (AEC) is designed as much for students interested in familiarizing themselves with the hotel industry as for those already working in the industry but wanting to advance in their careers.

This program opens the doors to many exciting professions. Careers in this domain are ideal for people who enjoy contact with others and would like to work in an international milieu in any country. Training consists of developing various hotel management skills, with courses emphasizing real-life situations, case studies, concrete simulations, and on-site work experiences.

Students will learn how to approach a client and manage accommodations, personnel, services, and an establishment.

Training Objective

This program is for people who want to acquire hotel management skills and for those already working in the field to increase their organizational, planning and supervising skills in order to advance their career.

Career Prospects

- Reservations-department, reception and maintenance supervisor
- Director of reservations
- Night auditor
- Head of reception
- Marketing manager
- Event, meeting and sales coordinator

Admission Criteria

Have a training deemed sufficient and meet the admission criteria set for college studies.

Diploma

This program leads to an Attestation of College Studies (AEC).

Concentration Courses

- Lodging management (60 h)
- Sales and promotion management (45 h)
- Housekeeping supervision (45 h)
- Convention and banquet management (45 h)
- Lodging- reservations and reception (75 h)
- Software- Night verification (60 h)
- Supervision - Operations management (75 h)
- Sales techniques in hotel business (45 h)
- Hotel labor management (60 h)
- Human Resources management and supervision (60 h)
- Hotel marketing (75 h)
- Lodging 2 (60 h)
- Hotel accounting (60 h)

* The College reserves the right to substitute some courses.

Bring Your Own Device

The use of a laptop computer is highly recommended. Standard or student license software must be installed when requested by teachers.

The following features are required for PCs or Macs:

- Processor: Intel I5 minimum
- Memory: 8 GB recommended
- Hard drive: 500 GB minimum
- Screen: 14 inches minimum
- Connectivity: WIFI and LAN
- Ports: Minimum of one USB 3.0 port

We recommend purchasing an external numeric keyboard if your laptop does not already have one.

Required software: Office Suite for Windows or Mac (Word, PowerPoint, Excel).

Methods of Instruction

On-campus

- At the Montréal campus

Real-time remote learning

- Training provided entirely in distance mode, with a teacher and in real time (synchronous)
 - Semesters 1 to 3: two presences required on campus per semester for a maximum of 15 weekdays