

Hotel Reception DVS



☎ (514)800-2322 / (514)876-0832

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📍 690, Boul. Crémazie E.
Montréal (QC) H2P 1E9

Program Description

To practice this occupation, students will have to acquire the knowledge, skills, attitudes and perceptions needed to establish professional relationships with clients on the telephone and in person, sell hotel products and services, take reservations, perform accounting and night-audit tasks, intervene in safety and security matters, communicate in the second language, use specialized hotel-management software, perform reception-related operations in both a non-computerized and computerized hotel environment and enter the workforce quickly.

Sector: Food Services and Tourism(03)

Code: 5783 / 49 credits / DVS

Number of Modules: 11

Length of Training: 735 hours (DVS)

Certification of Studies: Diploma of Vocational Studies(D.V.S.)

Upcoming Session: Sep 2018

Admission Requirement

Persons holding a Secondary School Diploma or its recognized equivalent

Program Registration Fee: CAD 100

Course Outline



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HOTEL RECEPTION			
CODE	MODULE	HOURS	CREDITS
901-622	Determine their suitability for the Trade and the Training Process	30	2
901-634	Establish Professional Relationships	60	4
901-642	Sell Products and Services	30	2
901-652	Take Reservations	30	2
901-663	Perform Accounting Tasks	45	3
901-672	Intervene in Safety and Security	30	2
901-688	Perform Reception-Related Tasks in a Non-Computerized	120	8
901-698	Communicate in the Second Language	120	8
901-706	Operate a Hotel Computer System	90	6
901-715	Perform Reception-Related Tasks in a Computerized Hotel	75	5
901-727	Enter the Work Force	105	7