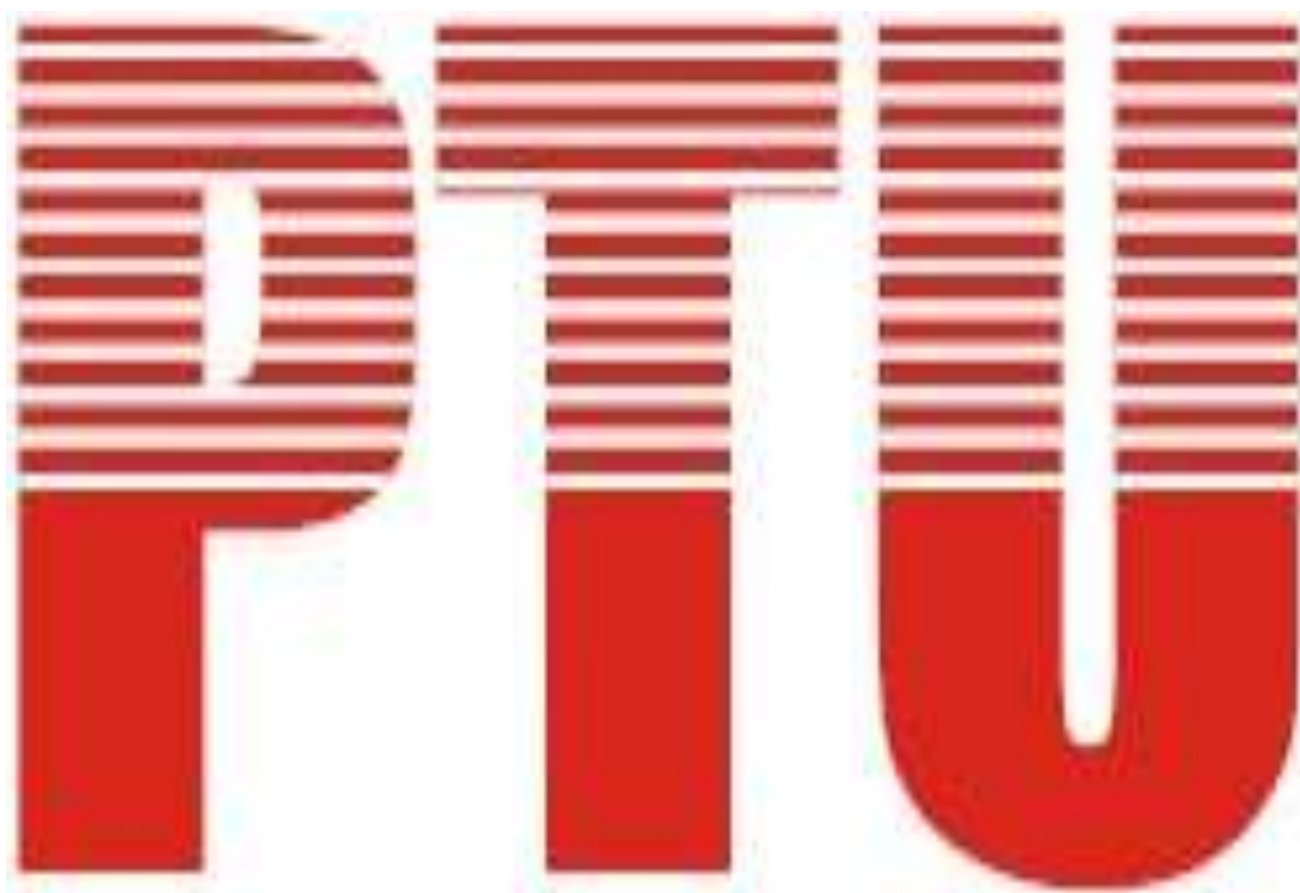


**Scheme and Syllabus
Of
B.Sc.in Hotel Management and Catering Technology
(B.Sc. HMCT)**

Batch 2011



**By
Department of Academics
Punjab Technical University**

First Semester

Contact Hours: 32 Hrs.

Course Code	Course Name	Load Allocation			Marks Distribution		Total Marks	Credits
		L	T	P	Int.	Ext.		
BSHM101	Basics of Food Production - I	3	-	-	40	60	100	3
BSHM102	Basics of Food & Beverage Service - I	3	-	-	40	60	100	3
BSHM103	Basics of Front Office - I	3	-	-	40	60	100	3
BSHM104	Basics of House Keeping - I	3	-	-	40	60	100	3
BSHM105	Communication	2	-	-	40	60	100	2
BSHM106	Basics of Computers	2	-	-	40	60	100	2
BSHM107	Food Science & Nutrition	2	-	-	40	60	100	2
BSHM108	Basics of Food Production – I (Practical)	-	-	4	40	60	100	2
BSHM109	Bakery-I (Practical)			4	40	60	100	2
BSHM110	Basics of Food & Beverage Service – I (Practical)	-	-	2	40	60	100	1
BSHM111	Basics of House Keeping – I (Practical)	-	-	2	40	60	100	1
BSHM112	Fundamentals of Computers (Practical)	-	-	2	40	60	100	1
Total		18	-	14	480	720	1200	25

Second Semester

Contact Hours: 33 Hrs.

Course Code	Course Name	Load Allocation			Marks Distribution		Total Marks	Credits
		L	T	P	Int.	Ext.		
BSHM201	Food Production-2	3	-	-	40	60	100	3
BSHM202	Food & Beverage Service-2	3	-	-	40	60	100	3
BSHM203	Front Office-2	3	-	-	40	60	100	3
BSHM204	House Keeping-2	3	-	-	40	60	100	3
BSHM205	Hotel Engineering	2	-	-	40	60	100	2
BSHM206	Communication-2	2	-	-	40	60	100	2
HVPE 101	Human Values and Professional Ethics	3	-	-	40	60	100	3
BSHM207	Food Production-2(Practical)	-	-	4	40	60	100	2
BSHM208	Bakery-2(Practical)	-	-	4	40	60	100	2
BSHM209	Food & Beverage Service-2 (Practical)	-	-	2	40	60	100	1
BSHM211	Front Office-2 (Practical)	-	-	2	40	60	100	1
BSHM212	House Keeping-2 (Practical)	-	-	2	40	60	100	1
Total		19	-	14	480	720	1200	26

Third Semester

Contact Hours: 30 Hrs.

Course Code	Course Name	Load Allocation			Marks Distribution		Total Marks	Credits
		L	T	P	Int.	Ext.		
BSHM301	Food Production-3	3	-	-	40	60	100	3
BSHM302	Food & Beverage Service-3	3	-	-	40	60	100	3
BSHM303	Front Office-3	3	-	-	40	60	100	3
BSHM304	Accommodation Operation-I	3	-	-	40	60	100	3
BSHM305	Food & Beverage Controls	2	-	-	40	60	100	1
BSHM306	Communication-3	2	-	-	40	60	100	1
BSHM307	French-I	2	-	-	40	60	100	1
BSHM308	Food Production-3(Practical)	-	-	4	40	60	100	2
BSHM309	Food & Beverage Service-3(Practical)	-	-	2	40	60	100	1
BSHM310	Front Office-3(Practical)	-	-	2	40	60	100	1
BSHM311	Accommodation Operation-I(Practical)	-	-	2	40	60	100	1
BSHM312	GD & Seminar (Practical)	-	-	2	40	60	100	1
Total		18	-	12	480	720	1200	21

Fourth Semester

Contact Hours: 32 Hrs.

Course Code	Course Name	Load Allocation			Marks Distribution		Total Marks	Credits
		L	T	P	Int.	Ext.		
BSHM401	Food Production-4	3	-	-	40	60	100	3
BSHM402	Food & Beverage Service-4	3	-	-	40	60	100	3
BSHM403	Front Office-4	3	-	-	40	60	100	3
BSHM404	Accommodation Operation-2	3	-	-	40	60	100	3
BSHM405	Facility Planning	2	-	-	40	60	100	2
BSHM406	Principles of Management-I	2	-	-	40	60	100	2
BSHM407	French-2	2	-	-	40	60	100	2
BSHM408	Food Production-4 (Practical)	-	-	4	40	60	100	2
BSHM409	Food & Beverage Service-4 (Practical)	-	-	4	40	60	100	2
BSHM410	Front Office-4(Practical)	-	-	2	40	60	100	1
BSHM411	Accommodation Operation-2 (Practical)	-	-	2	40	60	100	1
BSHM412	Computer and MIS(Practical)	-	-	2	40	60	100	1
Total		18	-	14	480	720	1200	25

Fifth Semester

Contact Hours: 32 Hrs.

Course Code	Course Name	Load Allocation			Marks Distribution		Total Marks	Credits
		L	T	P	Int.	Ext.		
BSHM501	Food Production-5	3	-	-	40	60	100	3
BSHM502	Food & Beverage Service-5	3	-	-	40	60	100	3
BSHM503	Front Office-5	3	-	-	40	60	100	3
BSHM504	Accommodation Operation-3	3	-	-	40	60	100	3
BSHM505	Human Resource Management	2	-	-	40	60	100	2
BSHM506	Principles Of Management-2	2	-	-	40	60	100	2
BSHM507	Hotel Accountancy	2	-	-	40	60	100	2
BSHM508	F&B Management	2	-	-	40	60	100	2
BSHM509	Food Production-5(Practical)	-	-	4	40	60	100	2
BSHM510	Bakery-3(Practical)	-	-	4	40	60	100	2
BSHM511	Food & Beverage Service-5(Practical)	-	-	2	40	60	100	1
BSHM512	Accommodation Operation-3(Practical)	-	-	2	40	60	100	1
Total		20	-	12	480	720	1200	26

Sixth Semester

Course Code	Course Name	Load Allocation			Marks Distribution		Total Marks
		L	T	P	Internal	External	
BSHM601	Industrial Training Viva (Room Division)	-	-	-	-	100	100
BSHM602	Industrial Training Viva (Food Division)	-	-	-	-	100	100
BSHM603	Training Certificate and Log Book	-	-	-	-	100	100
BSHM604	Project Report	-	-	-	-	200	200
Total							500

Semester Six devoted to 22 weeks Industrial Training

Each candidate will have to prepare a log book and training report of the day to day activities of his 22 Weeks on the job training duly supported by charts, diagrams, photos and tables. The report will be submitted in duplicate copy to the head of department at least one month before the commencement of the sixth semester supported by the certificate of competent authority of the training institute for the evaluation by a panel of experts comprising of one internal and one external. The viva-voce of the 6th semester would be based on the training report as well as other applied assignments, the candidate has undertaken during on the job training. The report should be neatly typed and duly forwarded by Head of Department to the Dean examination for further evaluation.

BSHM101---BASICS OF FOOD PRODUCTION –I

Objective/s and Expected Outcome: To develop knowledge and interest in the science and art of cuisine and food fundamentals in the hotel and Catering industry. To develop skills in meal planning, preparation of basic dishes using different types of ingredients. The student should be able to understand basic methods of cooking and ingredients used both in Indian and Continental Cookery

PART-A**1. Introduction to the Art of Cookery:**

- Culinary History- Development of the Culinary Art from the middle ages to modern cookery.
- modern hotel kitchen
- Nouvelle Cuisine,
- Cuisine Minceur
- Indian Regional Cuisine
- Popular International Cuisine (An Introduction) of French, Italian and Chinese Cuisine.

2.

- Aims & Objectives of Cooking Food:
- Classification – Cooking Materials and their uses.
- Foundation ingredients – meaning, action of heat n carbohydrates, fats, proteins, minerals and vitamins.
- Fats and oils – meaning & examples of fats & oils, quality for shortenings, commonly used fats and oils and their sources & uses.
- Raising agent- functions of raising agents, chemical raising agents & yeast. Eggs- uses of eggs in cooking, characteristics of fresh eggs, deterioration of eggs, storage of eggs.
- Salts - uses.
- Liquid- water, stock, milk, fruit juices etc. Uses of liquid.
- Flavouring & seasoning – uses & example.
- Sweetening agents - uses & examples. Thickening agent.

3.

- Preparation of ingredients.
- Washing , peeling scraping, paring,
- Cutting – terms used in vegetables cutting , julienne, brunoise mecedoine, jardinière, paysanne- grating.
- Grinding. Mashing. Sieving. Milling. Steeping. centrifuging, emulsification evaporation. Homogenization.

- Methods of mixing foods.
- 4.
- Equipment used in kitchen.
 - Types of Kitchen Equipment – Diagrams, Uses, Maintenance, Criteria for Selection.

PART-B

- 5.
- Kitchen Organization.
 - Main Kitchen & Satellite Kitchen
 - Duties & responsibilities of each staff.
 - Cooking fuels - uses & advantage of different types of cooking fuels.
- 6.
- Methods of Cooking.
 - Methods of cooking food- transference of heat to food by radiation, conduction & convection- magnetrons waves meaning. Boiling, poaching, stewing, braising, steaming, baking, roasting, grilling, frying, paper bag, microwave, pot rousing- explanations with examples.
- 7.
- Stocks, Glazes, Sauces and Soups
 - Meaning uses and types of stocks, points observed while making stock. Recipes for 1 liter of white, brown and fish stock.
 - Glazes -meaning & uses.
 - Sauces -meaning, qualities of a good sauce, types of sauces -proprietary sauce and mother sauce. Recipe for 1 lit Béchamel, Veloute, Espagnole, Tomato & Hollandaise. Derivatives of mother sauces. (only name, no recipes). Recipes for known International Sauces & their uses.
 - Soups -classification of soups, meaning of each type with examples.
 - Basic Preparations. Mise-en-place for Bouquet Garni, mirepoix, duxelle paste, batters, marinades and gravies.

Suggested Readings/ Books:

1. Theory of Cookery – Krishna Arora.
2. Modern Cookery – Thangam Philip
3. Larousse Gastronomique - Montagne
4. Professional Chef – Arvind Saraswat.
5. Food Production Operation – Parvinder Bali

BSHM102---BASICS OF FOOD & BEVERAGE SERVICE –I

Objective/s and Expected Outcome: To develop knowledge of the students about hotel/ restaurants organization and an understanding of the auxiliary departments, different menus, principles of table laying. The student should imbibe the knowledge of Kitchen & restaurant brigade. They should have vital knowledge of auxiliary departments. They should be able to plan different menus, lay tables for different services.

PART-A**1. Introduction to the Food and Beverage Service Industry-**

- The evolution of catering industry, scope for caterers in the industry
- Relationship of the catering industry to other industries.
- Types of Catering Establishments- Sectors
- Introduction to the Food and Beverage operations.

2. Food and Beverage Service Areas in a Hotel

- Restaurants and their subdivisions, Coffee Shop, Room Service, Bars, Banquets, Discotheques, Grill Room, Snack Bar, Executive Lounges, Business Centers and Night Club
- Back areas: Still Room, Wash-up, Hot-Plate, Plate Room, Kitchen Stewarding

3. Food and Beverage Equipment

- Operating equipment, Requirements, Criteria for selection quantity and types.
- Classification of crockery/ cutlery/ glassware/ hollowware/ flatware/ special equipment upkeep and maintenance of equipment.
- Furniture
- Linen
- Disposables

4. Food and Beverage Service Personnel

- Staff organization- the principal staff of different types of restaurants.
- Duties & responsibilities of the service staff.
- Duties and responsibilities of service staff – Job Descriptions and Job Specifications.
- Attitude and Attributes of Food and Beverage Service Personnel - personal hygiene, punctuality, personality attitude towards guests, appearance, salesmanship, sense of urgency, customer satisfaction.
- Basic Etiquettes for catering staff.
- Interdepartmental relationship.

PART-B**5. Menus and Covers**

- Introduction
- Cover- definition; different layouts.
- Menu Planning, considerations and constraints
- Menu Terms
- Menu Design
- French Classical Menu
- Classical Foods and its Accompaniments with cover
- Indian Regional dishes, accompaniments and service.

6. Types of meals –

- Breakfast – Introduction, Types, Service methods, a la carte, and TDH setups.
- Brunch
- Lunch
- Hi- tea
- Supper
- Dinner

7. Food and Beverage Service Methods

- Table Service – Silver/English, Family, American, Butler/ French, Russian
- Self Service - Buffet and Cafeteria Service
- Specialized Service – Gueridon, Tray, Trolley, Lounge, Room etc.
- Single Point Service- Takeaway, Vending, Kiosks, Food Courts, Bars, Automats

8. Control Methods-

- Billing methods – Duplicate and Triplicate system, KOTs and BOTs, Computerized KOTs
- Necessity and functions of a control system, F&B Control cycle and monitoring
- Food and Beverage Terminology related to the course.

Suggested Readings/ Books

1. Food & Beverage service – Denis Lillicrap
2. Food & Beverage Service – Vijay Dhawan
3. Food & beverage Service- Rao J Suhas

BSHM103---BASICS OF FRONT OFFICE –I

Objective/s and Expected Outcome: To understand the general setup of front Office in small, medium and large hotels. Planning for layout of the front office, equipment, tools etc. Students should gain knowledge of various sections and functions of front office and their procedures. They should be able to Hand various tools and equipments of the front office.

PART-A**1. Tourism**

- Meaning – definition and measurement of tourism.
- Classification – recreation, leisure, adventure, sports, health etc.
- Socio – economic benefits of tourism.
- Adverse effects of tourism.
- Basic components and infrastructure.
- Itinerary, passport and visa – Basic information.

2. The Hospitality Industry

- History and development of lodging industry – International.
- History and development of lodging industry – India.
- Defining the term – Hotel.
- Reasons for travel.

3. Classification of Hotels

- Based on Size, Location, and Length of Stay.
- Levels of Service, Ownerships and Affiliations.
- Referral Hotels, Franchise and management contracts.
- Chain Hotels.
- Target Markets.
- Alternate Lodging facilities.

4. Organizational Structure of Hotels

- Small.
- Medium.
- Large.
- Lobby Arrangements
- Basic Layout and Design.
- Handling VIPs.

- Duty Rota and work schedules
- Uniformed Service.

PART-B

5. Front Office Personnel

- Departmental Hierarchy.
- Attitude and Attributes and Salesmanship.
- Job Descriptions and Job Specifications of Front Office Personnel.

6. Front Office Operations

- The Front Desk- Equipments in use
- The Guest Room- Types and Status Terminology.
- Key Controls.
- Tariff plans.
- Types of rates.

7. Front Office responsibilities

- Communication – internal and interdepartmental.
- Guest services – basic information.
- Guest history – maintenance and importance.
- Relationship marketing.
- Emergency situations.

Suggested Readings/ Books

1. Front Office Training Manual – Sudhir Andrews
2. Managing Front Office Operations – Kasavana & Brooks
3. Front Office – Operations and Management – Ahmed Ismail(Thomson Delmar)
4. Managing Computers in Hospitality Industry – Michael Kasavana & Cahell.
5. Front Office operations – Colin Dix & Chris Baird
6. Hotel Front Office Operation and Management – Jatashankar R. Tewari

BSHM 104---BASICS OF HOUSE KEEPING–I

Objective/s and Expected Outcome: To emphasize the role of housekeeping as a department in the hotel and the importance of a clean, comfortable, attractive and safe atmosphere aiming at ultimate guest satisfaction. The student should be able to fix the position and the value of each housekeeping staff in the hotel organization. The Student should become familiar with the equipment and agents needed in the housekeeping department. He/She should also become through with all the practices and procedures.

PART-A

1. Introduction

- Introduction to housekeeping department.
- Meaning, Definition & Importance of Housekeeping Department
- Role of Housekeeping in hospitality industry

2. Lay out & Organizational Structure

- Layout of Housekeeping department
- Organizational Structure of Housekeeping department (Small, Medium & large)
- Interdepartmental relationship(emphasis on Front office & Maintenance)
- Relevant sub section

3. Staffing in Housekeeping Department

- Role of key personnel in Housekeeping department
- Job description & Job specification of Housekeeping staff (Executive Housekeeper, Deputy housekeeper ,Floor supervisor ,Public area supervisor ,Night supervisor ,Room attendant ,House man, Head gardener)

PART-B

4. Planning work of Housekeeping department

- Identifying Housekeeping department
- Briefing & Debriefing
- Control desk (importance ,role , coordination)
- Role of Control Desk during emergency
- Duty Rota & work schedule
- Files with format used in Housekeeping department.

5. Hotel Guest Room

- Types of room-definition
- Standard layout (single ,double ,twin ,suit)
- Difference between Smoking & Non Smoking room's
- Barrier free room's
- Furniture / Fixture / Fitting / Soft Furnishing /Accessories / Guest Supplies /Amenities in a guest room
- Layout corridor& floor Pantry

6. Cleaning Science

- Characteristics of good cleaning agent
- Application of cleaning agent
- Types of cleaning agent
- Cleaning products
- Cleaning equipments
- Classification and types of equipment with Diagram's (Mops , dusters , pushers, mechanical squeeze, vacuum cleaner ,shampooing machine) with their care and uses.

Suggested Readings/ Books

1. Hotel housekeeping Training Manual – Sudhir Andrews
2. Housekeeping for Hotels, Hostels and Hospitals – Grace Brigham
3. Hotel Hostel and Hospital Housekeeping – Joan C Branson & Margaret Lennox (ELST)
4. Managing Housekeeping Operations – Margaret Kappa & Aleta Nitschke
5. Hotel House Keeping – Sudhir Andrews (Tata McGraw Hill).
6. The Professional Housekeeper – Tucker Schneider, VNR.
7. Hotel House Keeping Operation & Management- G.Raghubalan

BSHM105---COMMUNICATION

Objective/s and Expected Outcome: This course is designed to improve the grammar, correct their pronunciations and improve communication skills for proper conversation. Students are expected to learn the basics of the language and refine their pronunciation and communication skills.

PART-A**1. Grammar**

- Voice
- Narration
- Tenses
- Correction of sentences
- Singular, Pleural, Genders
- Do as directed involving 'neither, nor' 'no sooner than', transformation of sentences.

2. Essay writing (upto 500 words.)

- Topics to be given from current events, social issues.
- Topics related to the hotel industry.

3. Comprehension of an unseen passage.**PART-B****4. Paragraph writing.**

- Expansion of a given idea.
- Expansion upto 250 words.

5. Rapid Reading

- News paper Reading.
- Magazine Reading
- Hotel Journal Reading.

Suggested Readings/ Books

1. Wren & Martin – English Grammar.
2. Hotel Journals
3. Magazines.

BSHM106---BASICS OF COMPUTERS

Objective/s and Expected Outcome: The basic objective of the course is to introduce the students to the world of computers and computer technology. Introduce students to the basic concepts of operating systems, Word Processing, Database, presentations & Networking. The student will be able to understand the basics of computers and use the windows application.

PART-A

1. Computer fundamentals -Theory

- Information concepts and processing
- Definition
- Need , Quality and value of Information
- Data processing concepts

2. Elements of a Computer System

- Definitions
- Characteristics of Computers
- Classification of Computers
- Limitations.

3. Hardware Features and uses.

- Components of Computer
- Generation of Computers
- Primary and secondary storage concepts.
- Data entry devices.
- Data output devices.

PART-B

4. Software Concepts.

- System Software
- Application Software.
- Language Classification.
- Compilers and interpreters.

5. Operating System / Environment - Theory

- BASICS OF MS-DOS
- Internal Commands
- External Commands

6. Introduction to Windows

- GUI/ Features
- What are Windows and Windows 95
- Parts of a typical window and their functions.

Suggested Readings/ Books

1. Fundamental of Computers, Prentice Hall India
2. Mastering Microsoft Office, Lonnie.E.Moseley, BPB Publications

BSHM107---FOOD SCIENCE & NUTRITION**DEFINITION AND SCOPE OF FOOD SCIENCE AND ITS INTER-RELATIONSHIP WITH FOOD CHEMISTRY, FOOD MICROBIOLOGY AND FOOD PROCESSING****PART-A****1. Carbohydrates**

- Introduction
- Effect of cooking (gelatinisation and retrogradation)
- Factors affecting texture of carbohydrates(ouffed of cho gel & dextrinization
- Uses of carbohydrates in food preparation

2. Fats & Oils

- Classification (based on the origin and degree of saturation)
- Autoxidation (factors and prevention measures)
- Flavour reversion
- Refining ,hydrogenation & winterisation
- Effect of heating on fats & oils with respect to smoke point
- Commercial uses of fats (with ouffed on shoryening value of different fats)

3. Proteins

- Basic structure and properties
- Type of proteins based on their origin(plant/animal)
- Effect of heat on proteins(denaturation,coagulation)
- Functional ouffed s of proteins(gelation,emulsification,foamability,viscosity)
- Commercial uses of proteins in different food preparations (like egg gels, ouffed gels,cakes ,confectionary items,meringues, ouffed,custard,soups,curries etc.)

4. Basic Aspects

- Definition of the terms health, nutrition and nutrients
- Importance of food –(physiological,psychological and social function of food) in maintaining good health
- Classification of nutrients

PART-B**5. Energy**

- Definition of energy and units of its measurements (kcal)
- Energy contribution from macronutrients(carbohydrates proteins and fats)
- Factors affecting energy requirements
- Concept of bmr, sda, thermodynamic action of food
- Dietary sources of energy
- Concept of energy balance and the health hazards associated with underweight, overweight

6. Macro Nutrients**➤ Carbohydrates**

- Definition
- Classification(mono,di and polysaccharides)
- Dietary sources
- Functions
- Significance of dietary fibre(prevention/treatment of diseases)

➤ Lipids

- Definition
- Classifications saturated and unsaturated fats
- Dietary sources
- Functions
- Significance of fatty acids(pufas,mufas,sfas,efa)in maintaining health
- Cholesterol-dietary sources and the concept of dietary and blood cholesterol

➤ Proteins

- Definition
- Classification based upon amino acid composition
- Dietary sources
- Functions
- Methods of improving quality of protein in food(special emphasis on soya proteins and whey proteins)

7. Micro Nutrients

➤ Vitamins

- Definitions and classification(water and fats soluble vitamins)
- Food sources,function and significance of
- Fat soluble vitamin(vitamin a,d,e,k)
- Water soluble vitamins(vitamins c,thiamine, riboflavin, niacin, cyahocobalamin, folic acid)

➤ Minerals

- Definition and classification(major and minor)
- Food sources,functions and significance of calcium, iron, sodium, iodine &fluorine

➤ Water

- Definition
- Dietary sources(visible, invisible)
- Functions of water
- Role of water in maintaining health(water balance)

Suggested Reading

1. Food Science & Nutrition – Roday Sunetra

BSHM108---BASICS OF FOOD PRODUCTION-I (PRACTICAL)

(Demonstration by instructor and applications by students)

1.
 - Equipments - Identification, Description, Uses & handling
 - Hygiene - Kitchen etiquettes, Practices & knife handling
 - Safety and security in kitchen
2.
 - Vegetables - classification
 - Cuts - julienne, jardinière, macedoines, brunoise, payssane, mignonnete, dices, cubes, shred, mirepoix
 - Preparation of salad dressings
3.
 - Basic Cooking methods and pre-preparations
 - Blanching of Tomatoes and Capsicum
 - Preparation of concasse
 - Boiling (potatoes, Beans, Cauliflower, etc)
 - Frying - (deep frying, shallow frying, sautéing)
 - Aubergines, Potatoes, etc.
 - Braising - Onions, Leeks, Cabbage
 - Starch cooking (Rice, Pasta, Potatoes)
4.
 - Stocks - Types of stocks (White and Brown stock)
 - Fish stock
 - Emergency stock
 - Fungi stock
5. **Sauces - Basic mother sauces**
 - Béchamel
 - Espagnole
 - Veloute
 - Hollandaise
 - Mayonnaise
 - Tomato
6. **Egg cookery - Preparation of variety of egg dishes**
 - Boiled (Soft & Hard)
 - Fried (Sunny side up, Single fried, Bull's Eye, Double fried)

- Poaches
 - Scrambled
 - Omlette (Plain, Stuffed, Spanish)
 - En cocotte (eggs benedict)
- 7. Simple Salads & Soups:**
- Cole slaw,
 - Potato salad,
 - Beet root salad,
 - Green salad,
 - Fruit salad,
- 8. Simple Egg preparations:**
- Scotch egg,
 - Assorted omelletes,
 - Oeuf Floretine
 - Oeuf Benedict
 - Oeuf Farci
 - Oeuf Portugese
 - Oeuf Deur Mayonnaise
- 9. Simple potato preparations**
- Baked potatoes
 - Mashed potatoes
 - French fries
 - Roasted potatoes
 - Boiled potatoes
 - Lyonnaise potatoes
 - Allumettes
- 10. Vegetable preparations**
- Boiled vegetables
 - Glazed vegetables
 - Fried vegetables
 - Stewed vegetables.

BSHM109---BAKERY-I (PRACTICAL)
(Demonstration by instructor and applications by students)

1. Equipments

- Identification
- Uses and handling
- Ingredients - Qualitative and quantitative measures

2. Bread making

- Demonstration & Preparation of Simple and enriched bread recipes
- Bread Loaf (White and Brown)
- Bread Rolls (Various shapes)
- French Bread
- Brioche

3. Simple cakes

- Demonstration & Preparation of Simple and enriched Cakes, recipes
- Sponge, Genoise, Fatless, Swiss roll
- Fruit Cake
- Rich Cakes
- Dundee
- Madeira

4. Simple cookies

- Demonstration and Preparation of simple cookies like
- Nan Khatai
- Golden Goodies
- Melting moments
- Swiss tart
- Tri colour biscuits
- Chocolate chip
- Cookies
- Chocolate Cream Fingers
- Bachelor Buttons.

5. Hot / Cold desserts

- Caramel Custard,
- Bread and Butter Pudding
- Queen of Pudding
- Soufflé – Lemon / Pineapple
- Mousse (Chocolate Coffee)
- Bavaroise
- Diplomat Pudding
- Apricot Pudding
- Steamed Pudding - Albert Pudding, Cabinet Pudding.

BSHM110---BASICS OF FOOD & BEVERAGE SERVICE-I (PRACTICAL)

1. Food Service areas – Induction & Profile of the areas
2. Ancillary F&B Service areas – Induction & Profile of the area
3. Familiarization of F&B Service equipment
4. Care & Maintenance of F&B Service equipment
5. **Cleaning / polishing of EPNS items by:**
 - Plate Powder method
 - Polivit method
 - Silver Dip method
 - Burnishing Machine
6. **Basic Technical Skills**
 - Task-01: Holding Service Spoon & Fork
 - Task-02: Carrying a Tray / Salver
 - Task-03: Laying a Table Cloth
 - Task-04: Changing a Table Cloth during service
 - Task-05: Placing meal plates & Clearing soiled plates
 - Task-06: Stocking Sideboard
 - Task-07: Service of Water
 - Task-08: Using Service Plate & Crumbing Down
 - Task-09: Napkin Folds
 - Task-10: Changing dirty ashtray
 - Task-11: Cleaning & polishing glassware
7. Tea – Preparation & Service
8. Coffee - Preparation & Service
9. Juices & Soft Drinks - Preparation & Service
 - Mocktails- Juices, Soft drinks, Mineral water, Tonic water
10. Cocoa & Malted Beverages – Preparation & Service

BSHM111---BASICS OF HOUSE KEEPING-I (PRACTICAL)**1. Sample Layout of Guest Rooms**

- Single room
- Double room
- Twin room
- Suite

2. Guest Room Supplies and Position

- Standard room
- Suite
- VIP room special amenities

3. Cleaning Equipment-(manual and mechanical)

- Familiarization
- Different parts
- Function
- Care and maintenance

4. Public Area Cleaning (Cleaning Different Surface)**➤ Wood**

- polished
- painted
- Laminated

➤ Silver/EPNS

- Plate powder method
- Polivit method
- Proprietary solution (Silvo)

➤ Brass

- Traditional/ domestic 1 Method
- Proprietary solution 1 (brasso)

➤ Glass

- Glass cleanser
- Economical method(newspaper)

- **Floor** - Cleaning and polishing of different types
 - Wooden
 - Marble
 - Terrazzo/ mosaic etc.
- **WALL** - care and maintenance of different types and parts
 - Skirting
 - Dado
 - Different types of paints(distemper Emulsion, oil paint etc)

5. Maid's trolley

- Contents
- Trolley setup

6. Familiarizing with different types of Rooms, facilities and surfaces

- Twin/ double
- Suite
- Conference etc

BSHM112---FUNDAMENTALS OF COMPUTERS-I (PRACTICAL)**1. Windows Operations**

- Creating Folders
- Creating Shortcuts
- Copying Files/Folders
- Renaming Files/Folders
- Deleting Files
- Exploring Windows
- Quick Menus

2. MS-OFFICE 2007**3. MS WORD****4. Creating a Document**

- Entering Text
- Saving the Document
- Editing a Document already saved to Disk
- Getting around the Document
- Find and Replace Operations
- Printing the Document

5. Formatting a Document

- Justifying Paragraphs
- Changing Paragraph Indents
- Setting Tabs and Margins
- Formatting Pages and Documents
- Using Bullets and Numbering
- Headers/Footers
- Pagination

6. Special Effects

- Print Special Effects e.g. Bold, Underline, Superscripts, Subscript
- Changing Fonts
- .Changing Case

7. CUT, COPY AND PASTE OPERATION

- Marking Blocks
- Copying and Pasting a Block
- Cutting and Pasting a Block
- Deleting a Block
- Formatting a Block
- Using Find and Replace in a Block

8. USING MS-WORD TOOLS

- Spelling and Grammar
- Mail Merge
- Printing Envelops and Labels

9. TABLES

- Create
- Delete
- Format

10. GRAPHICS

- Inserting Clip arts
- Symbols (Border/Shading)
- Word Art

11. PRINT OPTIONS

- Previewing the Document
- Printing a whole Document
- Printing a Specific Page
- Printing a selected set
- Printing Several Documents
- Printing More than one Copies

12. MS OFFICE 2007**➤ MS-EXCEL**

- How to use Excel
- Starting Excel
- Parts of the Excel Screen

- Parts of the Worksheet
- Navigating in a Worksheet
- Getting to know mouse pointer shapes

13. CREATING A SPREADSHEET

- Starting a new worksheet
- Entering the three different types of data in a worksheet
- Creating simple formulas
- Formatting data for decimal points
- Editing data in a worksheet
- Using AutoFill
- Blocking data
- Saving a worksheet
- Exiting excel

14. MAKING THE WORKSHEET LOOK PRETTY

- Selecting cells to format
- Trimming tables with Auto Format
- Formatting cells for:
 - Currency
 - Comma
 - Percent
 - Decimal
 - Date
- Changing columns width and row height
- Aligning text
 - Top to bottom
 - Text wrap
 - Re ordering Orientation
- F Using Borders

15. GOING THROUGH CHANGES

- Opening workbook files for editing
- Undoing the mistakes

- Moving and copying with drag and drop
- Copying formulas
- Moving and Copying with Cut, Copy and Paste
- Deleting cell entries
- Deleting columns and rows from worksheet
- Inserting columns and rows in a worksheet
- Spell checking the worksheet

16. PRINTING THE WORKSHEET

- Previewing pages before printing
- Printing from the Standard toolbar
- Printing a part of a worksheet
- Changing the orientation of the printing
- Printing the whole worksheet in a single pages
- Adding a header and footer to a report
- Inserting page breaks in a report
- Printing the formulas in the worksheet

17. ADDITIONAL FEATURES OF A WORKSHEET

- Splitting worksheet window into two four panes
- Freezing columns and rows on-screen for worksheet title
- Attaching comments to cells
- Finding and replacing data in the worksheet
- Protecting a worksheet
- Function commands

18. MAINTAINING MULTIPLE WORKSHEET

- Moving from sheet in a worksheet
- Adding more sheets to a workbook
- Deleting sheets from a workbook
- Naming sheet tabs other than sheet 1, sheet 2 and so on
- Copying or moving sheets from one worksheet to another

19. CREATING GRAPHICS/CHARTS

- Using Chart wizard
- Changing the Chart with the Chart Toolbar
- Formatting the chart's axes
- Adding a text box to a chart
- Changing the orientation of a 3-D chart
- Using drawing tools to add graphics to chart and worksheet
- Printing a chart with printing the rest of the worksheet data

20. EXCEL's DATABASE FACILITIES

- Setting up a database
- Sorting records in the database

21. Internet & E-mail – PRACTICAL