

BHMCT – 201/BHM – 201 FOOD PRODUCTION & PATISSERIE – II

OBJECTIVE:

During the course the students should :

- a. Learn about the various commodities required for food production, their market forms, selection, storage and use.
- b. Understand the fundamentals of menu planning & standard recipes.
- c. Enhance the basic culinary skills.
- d. Learn in detail the bread making process.

COURSE CONTENT:

UNIT 1

MENU PLANNING RECIPE FORMULATION:

- a. Menu Planning: Factors affecting menu planning..
- b. Standard Recipes: Definition, writing and costing.

BREAKFAST COOKERY

- a. English, American, Indian -regional Breakfast
- b. Eggs, cereals, rolls and other breakfast varieties.

UNIT 2

BAKERY SCIENCE: BREAD MAKING

- a. Identification and handling of raw materials -Wheat & wheat flour, sugar, fat, yeast, water, salt, milk etc.
- b. Functions of ingredients in bakery products.
- c. Method of bread making:
 - (i) Straight dough method, (ii) Sponge and dough method, (iii) Salt delayed method, (iv) Flying ferment method.
- d. Bread faults and remedies:
- e. Bread diseases
- f. Bread varieties

UNIT 4

BAKERY SCIENCE CAKE MAKING :

- a. Functions of ingredients.
- b. Cake making methods : (i) Sugar batter method, (ii) Flour batter method, (iii) Blending method, (iv) Boiled method, (v) Sugar Water method, (vi) All in process.

PRACTICALS (BHMCT – 251/BHM - 251)

1. At least nine menus 3 course of basic nature comprising of:

3 Breakfast, 5 Continental / European, 3 Indian, 1 Chinese

2. Bakery practical to cover the following:

- a. Bread making straight dough method, breakfast rolls.
- b. Short crust pastry and its products: Tarts, Pie etc.
- c. Flaky & Puff, pastry and their products: Patties, palmers, cheese straws, vol-an-vent, cream horns etc.
- d. Choux pastry and its products: Éclairs, profit rolls.
- e. Sponge cakes: Genoise sponge, fatless sponge.
- f. Icing: Butter, icing, glazed, icing.
- g. Assembling cakes.
- h. Heavy cake: Pound cake.
- i. Cookies with basic cookie paste.

(bread-4 weeks, basic pastes – 4 weeks, puddings – 4 weeks & cakes – 2 weeks)

BHMCT – 202/BHM – 202 FOOD & BEVERAGESERVICE – II

By the end of the semester the students should be able to:

- a. Understand the history, ingredients, brewing process types, characteristics, storages and service of beer.
- b. Understand different non-alcoholic beverages with their preparation and services.
- c. Develop knowledge of the restaurant control system.
- d. Understand the processing manufacturing and service of cigar and cigarettes.
- e. Acquire the requisite technical skills for competent service of Food & Beverage.

COURSE CONTENT:

UNIT 1

NON-ALCOHOLIC BEVERAGES:

- a. Tea & coffee: Types, manufacturing, brand, varieties.

- b. Service
- c. Milk based drinks
- d. Juices
- e. Soft drinks
- f. Mineral water and tonic water
- g. Mise-en-place.

UNIT 2

BEER:

- a. History (A brief description of how beer came into being).
- b. Ingredients.
- c. Brewing process: Bottom fermentation: Top fermentation.
- d. Storage of beer.
- e. Types of beer (ales, lagers, draught, wheat beers).
- f. Characteristics
- g. Service of beer.

UNIT 3

RESTAURANT OPERATION CONTROL SYSTEM:

- a. Necessity of good control system.
- b. Functions of control system.
- c. Types of K.O.T.
- d. Taking order and presenting bills.
- e. Duplicate and triplicate checking system.
- f. Inter-departmental transfer, summary sheet, control of cash & credit sales.
- g. Volume forecasting.
- h. Control by selling price.

UNIT 4

TOBACCO:

- a. Processing and manufacturing of cigarettes, cigar & pipe.
- b. Storage and service of cigarettes and cigars.

PRACTICALS (BHMCT – 252/BHM - 252)

1. Revision of F&B Practicals – I.
2. Layout of different food service areas and ancillary departments (Drawing).
3. Napkin folds, lunch folds, dinner folds, breakfast folds.
4. Menu planning for different meals.
5. Receiving guests.
6. Order taking for food & beverages, preparation for K.O.T.
7. Basic service methods e.g. silver service, American service, Russian service etc.
8. Service of non-alcoholic beverages.
9. Service of tobacco.
10. Preparation of bills and its presentation of the guest.
11. Room service tray set up.

BHMCT – 203/BHM – 203 FRONT OFFICE OPERATIONS – II

OBJECTIVE:

The objective is to make students of:

- a. Registration, its types, importance and aspect.
- b. The components of registration process for individual guest, foreigners and VIP's.
- c. A proper systematic way of shorting a shift and hand over a night adult.

COURSE CONTENT:

UNIT 1

STARTING THE WORK SHIFT:

CHECK IN PROCEDURE:

- a. Greeting the guest.
- b. Registration : Types of registration, importance of registration, legal aspects of registration.
- c. Allotment of rooms.
- d. Handling over keys.
- e. Work flow chart.

CHECK IN PROCEDURES FOR SPECIAL CASES:

- a. Foreigners.
- b. VIP's.

UNIT 2**HANDLING GROUP ARRIVALS:**

- a. Types of groups.
- b. Rooming list.
- c. Pre arrival procedures.
- d. Welcoming and handling of check-in at the time of actual check-in.
- e. Post arrival activities will reference to group types.
- f. Flow chart.
- g. Room change procedure.

UNIT 3**NIGHT AUDIT:**

- a. Job, duties and responsibilities of night auditor.
- b. Completion of reports and statistics.
- c. Preparation of transcript.
- d. Forecasting and planning for next days arrival, departures, VIP movements etc.

UNIT 4**ENDING WORK SHIFT, HANDLING OVER TO NEXT SHIFT:****GENERAL AWARENESS AND KNOWLEDGE:****PRACTICALS (BHMCT– 253/ BHM - 253)**

1. Recapitulation of the semester – I Practicals.
2. Greeting and receiving the guest.
3. Registration procedure of guests : walk-in, reserved.
4. Allotment of room and handling over keys.
5. Post arrival activities at the reception.
6. Check-in procedures for foreigners.
7. Check-in procedures for VIP.
8. Group check-in.
9. Statistical methods.
10. Shift hand over procedures.
11. Planning for following days arrival and departures.
- 12.

BHMCT – 204 /BHM – 204 HOTEL HOUSEKEEPING – II**OBJECTIVE:**

To complete the student experience of all housekeeping routines including:

- a. Students will get the knowledge about the public area cleaning task.
- b. Floors – types of floor finishes, methods of cleaning.
- c. Knowledge about wall finishes, their types, uses and cleaning wall covering.
- d. Daily routine of the housekeeping department including clerical job of the housekeeping.
- e. Learn about inspection of guest room.
- f. Cleaning and care of metals: Brass, silver etc. and their compositions.

COURSE CONTENT:**UNIT 1****PUBLIC AREA CLEANING:**

- a. Periodical cleaning; task, schedule.
- b. Special cleaning program.

FLOOR FINISHES:

Classification and characteristics: Hard and soft floor finishes methods of cleaning.

UNIT 2**WALL FINISHES:**

Different wall finishes in rooms, public and back areas,
Wall papers: Uses, merits and demerits.

UNIT 3

DAILY ROUTINES & SYSTEMS OF HOUSEKEEPING DEPARTMENT:

Control Desk Activities.

Staff Allocation, Duty Roasters.

Key Co-ordination areas.

RECORDS AND FORMATS MAINTAINED IN THE HOUSEKEEPING DEPARTMENT:

UNIT 4

GUEST ROOM INSPECTION – CHECK-LIST

COMPOSITION, CARE AND CLEANING OF:

Metals, glass, leather, plastic, ceramic and wood.

PRACTICALS (BHMCT – 254/BHM - 254)

1. Basic cleaning procedure in guest room:
 - a. Check-out room.
 - b. Occupied room.
 - c. Vacant room.
 - d. Evening service.
 - e. Clerical jobs to undertaken in the above cases.
2. Public area cleaning programme:
 - a. Regular (Daily)
 - b. Periodical (Weekly)
 - c. Special (Spring)
3. Floor polishing and finishing:
 - a. Different stones like granite, marble, sand stone and other hard surfaces.
 - b. Wooden
 - c. Synthetic flooring
 - d. Soft flooring.
4. Cleaning and care of:
 - a. Different metals e.g. brass silver and E.P.N.S., stainless steel, copper, iron etc.
 - b. Glass
 - c. Plastic
 - d. Leather
 - e. Ceramic
5. Guest room inspection: Check-list

BHMCT – 205 /BHM – 205 COMPUTER APPLICATIONS

OBJECTIVE:

The objective of the course:

- a. Introduce the students to computer and computer hardware.
- b. Systematically develop the computer operating skills.
- c. Knowledge of Operating System MS-DOS.
- d. Knowledge of Word Processing: MS-WORD – 2000
- e. Operating knowledge of Networking, Internet, E-mail

COURSE CONTENT:

UNIT 1

INTRODUCTION TO COMPUTERS

- a. Historical evaluation of computers.
- b. Generation, classification, characteristics & limitation of computers.
- c. Overview of computer architecture and organization.
- d. Networking concepts; LAN, VAN, MAN, Internet.

UNIT 2

AN OVERVIEW OF MS-DOS

- a. Introduction to operating system.
- b. Booting components, internal & external commands and Directory Commands.
- c. File Management Commands.
- d. Disc Management Commands.
- e. Batch Files & Configuring.

UNIT 3

OVERVIEW OF WINDOWS 2000

- a. The user interface.
- b. The Control Panel.
- c. Various Windows Features.

- d. E-mail, Net Meeting, Web Browsing.
- e. Communication & Internet Explorer.

UNIT 4

MS WORD 2000

- a. Basics of Word Processing.
- b. Viewing, Editing, Finding & Replacing Text.
- c. Proofing Documents: Correcting Spell Check, Grammar Command, Auto Commands.
- d. Mail Merge.
- e. Working with Tables & Charts.
- f. Creating Basic HTML Documents.

PRACTICALS (BHMCT – 255/BHM - 255)

- 1. MS-DOS
- 2. Windows 2000
- 3. MS-WORD

BHMCT – 206 /BHM – 206 NUTRITION

OBJECTIVE:

This course is designed to acquaint the students with the basic concept of nutrition which will finally provide support to their knowledge about Food & its preparations. By the end of the semester the students should be able to:

- a. Know the importance of food and nutrition.
- b. Understand the role of various nutrients in our body.
- c. Conceptualize the fundamental of balance diet.
- d. Know the effect of storage, pre-preparation and cooking on nutrients.
- e. Use the knowledge of nutrition for retention of nutrients while preparation of food and during menu planning.

COURSE CONTENT:

UNIT 1

INTRODUCTION TO NUTRITION:

Definition of Nutrition; Importance and scope; The various nutrients.

FOOD AND OUR BODY:

Role of food in our life; Recommended dietary intakes (RDI); factors affecting RDI; Energy requirement of our body (Energy Metabolism); Calorific value of food; The five food groups; Process of Digestion & Absorption of food in human body.

UNIT 2

ROLE OF NUTRIENTS IN OUR BODY-I:

- a. Carbohydrates: Classification, functions, Deficiency and excess of carbohydrates, sources.
- b. Fats: Classification of Fats, Functions, deficiency & excess of Fat; sources.
- c. Proteins: essential amino acids, classification of protein, functions of proteins, systems of protein deficiency, Protein energy malnutrition (P.E.M.), Sources of protein.

UNIT 3

ROLE OF NUTRIENTS IN OUR BODY – II:

Vitamins: Classification of vitamins function deficiency & excess and sources of all vitamins.

UNIT 4

ROLE OF NUTRIENTS IN OUR BODY – III:

- a. Minerals: Sources and functions & deficiency of various minerals – Iron, Calcium, Iodine, Sulphur, Potassium, Phosphorous, Sodium, Zinc etc. (elementary study only).
- b. Water: Function and sources.

UNIT 5

BALANCED DIET:

Concept of balanced diet: Menu planning for specific requirements viz. infants, children, adolescents adult man & women; nutritional requirements during specific conditions viz, pregnancy, lactation.

EFFECT ON NUTRIENTS WHILE:

- a. Storage.
- b. Pre-preparation.
- c. Cooking.