



CHENNAIS AMIRTA

INTERNATIONAL INSTITUTE OF HOTEL MANAGEMENT

&



BHARAT SEVAK SAMAJ

**DIPLOMA IN HOTEL MANAGEMENT AND CATERING
SCIENCE - 2 YEARS**

**3RD SEMESTER
SYLLABUS**



SCHEME OF EXAMINATION

Semester	Subject Code	Name of the Subject	Credits	Hours	Int., Max	Ext.,	Total
						Max	
III	DFP 3001	FOOD AND BEVERAGE PRODUCTION MANAGEMENT - III	3	2	25	75	100
	DFB 3002	FOOD AND BEVERAGE SERVICE MANAGEMENT - III	3	2	25	75	100
	DAO 3003	ACCOMMODATION OPERATION MANAGEMENT - III	3	2	25	75	100
	DFO 3004	FRONT OFFICE MANAGEMENT - III	3	2	25	75	100
	DHH 3005	HOTEL ACCOUNTANCY & HYGEINE AND SANITATION	2	2	***	50	50
	DFP 021P	FOOD AND BEVERAGE PRODUCTION MANAGEMENT - III PRACTICAL	4	4	***	100	100
	DFB 022P	FOOD AND BEVERAGE SERVICE MANAGEMENT - III PRACTICAL	4	3	***	100	100
	DAO 023P	ACCOMMODATION OPERATION MANAGEMENT - III PRACTICAL	4	3	***	100	100
	DFO 024P	FRONT OFFICE MANAGEMENT - PRACTICAL	4	3	***	100	100
	DHH 025P	HOTEL ACCOUNTANCY & HYGEINE AND SANITATION - PRACTICAL	4	2	***	100	100



FOOD AND BEVERAGE PRODUCTION MANAGEMENT – III

(DFP 3001)

UNIT - I- EGG AND CHEESE

- Selection and Storage of Eggs
- Uses of Eggs
- Breakfast Egg Recipes
- Cheese
 - Cheese Production process
 - Types of Cheese
 - Use of Cheese
 - Examples of International Cheese

UNIT - II - GARDE MANGER OR LARDER KITCHEN

- Sandwich
- Salads
- Force meat
- Sausage

UNIT - III -CHARCUTERIE PRODUCTS

- Roulade, Galantine and Ballotine
- Pate, Terrine and Foie Gras
- Ham and Bacon
- Aspic Jelly and Chaud Froid

UNIT - IV - FRENCH CUISINE

- French Cuisine
 - Introduction
 - Roux
 - Sauces
- Ingredients of French Cuisine- Vegetables, Meats, Herbs
- Classification of Soup
- Classic French menu -Sample



UNIT - V - CHINESE CUISINE

- Chinese Cuisine
 - Introduction
 - Regions
- Equipment's of Chinese Cuisine
- Ingredients of Chinese Cuisine – Vegetables, Fruits, Meats, Soy Products, Condiments
- Regional Chinese Food



FOOD AND BEVERAGE SERVICE MANAGEMENT- III
(DFB 3002)

UNIT – I – THE MENU, MENU KNOWLEDGE AND ACCOMPANIMENTS

- History of Menu
- Types of menu
- Factors influencing in Menu planning

UNIT – II - FRENCH CLASSICAL MENU

- 17 course Menu

UNIT – III – THE SERVICE OF BREAKFAST

- Types of Breakfast
- Types of meals with timings

UNIT – IV – THE SERVICE SEQUENCE

- Cover laying procedure
- Sequence of service

UNIT – V – THE FOOD & BEVERAGE SERVICE AREAS

- Types of bar & Restaurant
- Situation handling in Restaurant & Bar



ACCOMMODATION OPERATION MANAGEMENT – III
(DAO 3003)

UNIT – I - FLOWER ARRANGEMENT

- Flower Arrangement in Hotels
- Flower Arrangement Basics
- Designing Flower Arrangement
- Common Flowers and Foliage

UNIT – II- HORTICULTURE

- Essential Components
- Landscaping
- Indoor Plants
- Bonsai in Hotel Properties

UNIT – III- HOUSEKEEPING HYGIENE AND HOTEL MAINTENANCE

- Housekeeping Hygiene
- Hotel Maintenance
- Types of Maintenance
- Objectives of Maintenance Department
- Significance of Maintenance Department

UNIT-IV- PEST CONTROL AND WASTE DISPOSAL

- Pest control
- Common Pest Name and Their Control
- Integrated Pest Management
- Waste Disposal

UNIT –V - SAFETY AND SECURITY

- Fire Prevention and Fire Fighting
- First Aid
- Dealing with Emergencies
- Guest and Employee theft
- Sickness and Death



FRONT OFFICE MANAGEMENT- III
(DFO 3004)

UNIT- I - GUEST CYCLE & COMMUNICATION

- Pre- Arrival
- Arrival
- Stay
- Departure
- Importance of Communication

UNIT- II -REGISTRATION

- Pre –Registration
- Registration
- Registration Process
- Registration Records

UNIT -III - CHECK IN / CHECK OUT & SETTLEMENT

- Check in Procedures
- Check out Procedures
- Types of Checkout
- Mode of Settlement of Bills

UNIT -IV - SALESMANSHIP

- Introduction
- Importance of Salesman
- Qualities of Salesman
- Up Selling

UNIT -V – INTER DEPARTMENTAL COMMUNICATION

- Internal co- ordination with Front Office
- Inter- Department Co- ordination
- Front Office Accounting
- Handling Foreign Currencies



HOTEL ACCOUNTANCY

(DHH 3005)

UNIT – I – INTRODUCTION TO ACCOUNTING

- Accounting
- Meaning and Advantages
- Book Keeping
- Methods of Accounting
- Types of Accounts
- Personal Account
- Rules of Accounting
- Journal
- Ledger

UNIT – II – SUBSIDIARY BOOKS (1)

- Introduction
- Types of Cash Book
- Petty Cash Book
- Three Column Book

UNIT – III – SUBSIDIARY BOOKS (2)

- Subsidiary Books
- Depreciation
- Methods
- Kinds of Subsidiary

UNIT – IV – INTRODUCTION TO COSTING

- Cost Accounting
- Cost Control

UNIT – V – FINAL ACCOUNTS

- Introduction
- Trading Account
- Profit And Loss Account
- Balance Sheet



HYGIENE AND SANITATION

(DHH 3005)

UNIT – I – CLEANING - AGENTS AND EQUIPMENTS

- Cleaning Equipment's
- Groups of Cleaning Agents
- Use of Detergents
- Use of Water
- Abrasives
- Degreasers
- Acids
- Organic Solvents
- Dry Cleaning Agents

UNIT – II – FLOOR AND FLOOR FINISHERS

- Floors and floor finishes
- Granolithic and Terrazzo floors
- Wooden flooring And Carpets & Advantages and care of carpets
- Use of Glass fiber
- Acoustic Walls
- Various finishes applied to walls

UNIT – III – WASTE MANAGEMENT

- Personal Environment Hygiene Garbage
- Safe and correct disposal of garbage

UNIT – IV – COMMON CLEANING AGENT AND POLLUTION

- WATER
- Sources of water and hazards of water pollution
- Air
- Sources of Air Pollution
- Health Effects of Air Pollution
- Pollution Control
- Protective Clothing
- Care maintenance of Protective Clothing



UNIT – V – FOOD SAFETY AND PEST MANAGEMENT

- Handling of Food
- Personal Hygiene of the Food Handlers
- Program of Good Health for Food Handlers
- Food Borne Diseases Roots of Contamination
- Habits and Abuse
- Pest Control
- Rodent and Insect Control Technique
- Rats and Cockroaches