



CHENNAIS AMIRTA
INTERNATIONAL INSTITUTE OF HOTEL MANAGEMENT

**CHENNAIS AMIRTA INTERNATIONAL
INSTITUTE OF HOTEL MANAGEMENT
CHENNAI**



**EXECUTIVE DIPLOMA IN HOTEL MANAGEMENT AND
CATERING SCIENCE – 2 YEARS**

SYLLABUS

EXECUTIVE DIPLOMA IN HOTEL MANAGEMENT AND CATERING SCIENCE – 2 YEARS

3RD SEMESTER

Semester	Subject Code	Name of the Subject	Credits	Hours	Int., Max	Ext.	Total
						Max	
III	EDFP 301	FOOD PRODUCTION - III	3	2	25	75	100
	EDFO 302	FRONT OFFICE MANAGEMENT - II	3	2	25	75	100
	EDFN 303	FOOD SCIENCE AND NUTRITION	2	2	***	50	100
	EDEC 304	ENGLISH FOR WRITTEN COMMUNICATION	2	2	***	50	100
	EDHF 305	HOTEL FRENCH	2	2	***	50	50
	EDPD 306	PERSONALITY DEVELOPMENT	2	2	***	50	50
	EDFP 09P	FOOD PRODUCTION - III PRACTICAL	4	4	***	100	100
	EDFB 10P	FOOD AND BEVERAGE SERVICE - III PRACTICAL	4	3	***	100	100
	EDFO 11P	FRONT OFFICE MANAGEMENT - II PRACTICAL	4	2	***	100	100

FOOD PRODUCTION- III **(EDFP 301)**

UNIT-I - EGG AND CHEESE

- **Breakfast Egg Recipes**
 - Parsi Eggs
 - Baked Eggs
 - Egg Chou Chou
 - Scrambled eggs with chicken sausages
 - Omelets & Stuffed Omelets
 - Eggs Benedict
 - Sali Par Edu
 - Masala Cheese French Toast
 - Egg Bhurji
 - Spanish Frittata
 - Fluffy French Omelet
- **Cheese**
 - Cheese Production process
 - Types of Cheese
 - Uses of Cheese
 - Examples of International Cheese

UNIT-II - GARDE MANGER OR LARDER KITCHEN

- Sandwich
- Salads
- Forcemeat
- 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, Fruits, 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

FRONT OFFICE MANAGEMENT-III **(EDFO 302)**

UNIT-I - GUEST CYCLE & COMMUNICATION

- Pre- Arrival
- Arrival
- Occupancy
- 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 - NIGHT AUDITING

- Functions of Night Auditor
- The night audit process
- Verifying No-Shows
- Daily Sales Report

UNIT-V - SAFETY AND SECURITY

- Introduction
- Security and Control of Room Keys
- Handling Unusual Events and Emergency Situations
- Safe Deposit , Lost and Found

FOOD SCIENCE AND NUTRITION
(EDFN 303)

UNIT-I

- Micro Organisms
- Classification
- Role of Microbes in Food Preparation
- Beneficial and Harmful Effects
- Food Poisoning and Food Borne Diseases
- Types, Causes, Symptoms and Prevention

UNIT-II

- Food Adulteration
- Laws
- Food Standards
- Food Preservation
- Principles
- Uses of Low temperature
- Use of High temperature
- Chemical Preservatives
- Class I Preservative
- Irradiation
- Deep Freezing

UNIT-III

- Colloids - Types, Properties
- Emulsions - Types, Properties
- Browning Causes & Prevention
- Balanced-Diet
- Menu Plan

UNIT-IV

- Define nutrition & Nutrients Classification and Functions of Macro Nutrients
- Classification and Functions of Micronutrients.
 - (a.) Vitamins.
 - (b.) Minerals - Sources - Deficiency Diseases – Requirements

UNIT-V

- Energy and Calories
- BMR Factors
- Effects of Energy Imbalance
- Water and Electrolyte Balance
- Importance of Water
- Dehydration and Oral Rehydration
- Digestion and Absorption of Foods

ENGLISH FOR WRITTEN COMMUNICATION
(EDEC 304)

UNIT-I - INTRODUCTION TO COMMUNICATION

- What is Communication?
- Defining written Communication
- Challenges in written Communication

UNIT-II - COMMUNICATION MODELS - A THEORETICAL PERSPECTIVE

- Claude Shannon's model
- Model based on Ulric Neisser's work
- Some ideas about Communication

UNIT-III - WHAT ARE ESSAYS?

- Planning to write Essays
- Pre-writing Stage
- Draft Stage

UNIT-IV - TYPES OF ESSAYS

- Mention the types of Essays
- Writing Paragraphs
- Creative Writing

UNIT-V - PERSUASIVE WRITING

- Arrangement of Persuasive writing
- Sources of Information, and Relating to Arguments and Evidence
- The Reasoning Process

HOTEL FRENCH **(EDHF 305)**

UNIT-I - BASIC FRENCH

- Greeting words in French.
- Self Introduction.
- Alphabets and the Pronunciation.
- Different accents names in French.

UNIT-II - IMPORTANT NOUNS

- Days of the Week.
- Months of the Year.
- Seasons.
- Numbers 1 to 20.

UNIT-III - BASIC GRAMMAR

- Definite articles.
- Indefinite Articles.
- (er) verbs Conjugation.
- Negative sentence making.

UNIT-IV - FRENCH FOODS

- Fruits names in French.
- Vegetables names in French.
- Important foods and Meals (repas) in French.
- Kitchen Utensils in French.

UNIT-V - HOTEL VOCABULARY

- Room booking and food ordering in French,
- Hotel Vocabulary,
- Monuments of France

PERSONALITY DEVELOPMENT **(EDPD 306)**

UNIT-I - PERSONALITY

- Personality Development
- Training of Personality
- Freud Classification of Personality

UNIT-II - PRINCIPLES OF PERSONALITY

- Determinism
- Mistakes
- Individuality

UNIT-III - PERSONALITY PROBLEMS

- Personality Problem
- Sympathy
- Empathy
- Identifying Others

UNIT-IV - LIFE MANAGEMENT SKILLS / LEADERSHIP

- Management Skills in Life
- Success of an Individuals
- Leadership – Flow Diagram of Leadership Problems

UNIT-V - COURAGE / BELIEF / CAREER ASSISTANCE / INTELLIGENCE

- Kinds of Courage
- Belief / Faith in self and in God
- Career Assistance
- Seven Secrets of Success