

BSS SYLLABUS

[HMTS041] - BSS DIPLOMA IN CULINARY SKILLS - [ONE YEAR]			
1	PAPER 1	HMTS041-01	COMMUNICATIVE ENGLISH & PERSONALITY DEVELOPMENT
2	PAPER 2	HMTS041-02	FOOD PRODUCTION
3	PAPER 3	HMTS041-03	CARVING
4	PAPER 4	HMTS041-04	PRACTICAL - I
5	PAPER 5	HMTS041-05	PRACTICAL - II
6	PAPER 6	HMTS041-06	PRACTICAL - III

[HMTS041] - BSS DIPLOMA IN CULINARY SKILLS - [ONE YEAR]

[HMTS041-01] - COMMUNICATIVE ENGLISH & PERSONALITY DEVELOPMENT

COMMUNICATIVE ENGLISH

UNIT - I

Communication – communication Process - verbal communication – Non – Verbal Communication – Pros & Cons of Communication – communicative English Exercises.

UNIT - II

Phonetics – Organs of Speech – Vowels – Spelling Areas – Diphthongs – Consonants – Stress – Word Accent – The Parts of Speech in English.

UNIT - III

Communicative grammar – Classification of Nouns and Their functions – Verbs – Symbols – Pronouns – Auxiliary Verbs – Articles – Use of the indefinite article – Use of the definite article – Tenses – Prepositions – Phrasal verbs and adverb particles – Verbs Patterns and structures.

UNIT - IV

Patterns of Sentences – Direct and indirect speech – Degrees of Comparison – Simple, Complex and compound sentences – Basics of Inter – personal skills – Basics of Body language.

COMPUTER FUNDAMENTALS (MS-OFFICE)

UNIT - V

Windows Introduction – Operating System - Desk Top Icons – My Computer, Recycle Bin, Internet Explorer, Network Neighborhood,

My documents. Working with Windows – How to create a Folder, Copying and cutting files, Renaming - Start Icon – Programs, Favorites, Documents, Settings, Find, Run, Shutdown - Application Icons.

UNIT - VI

An Introduction to Word – The word workspace, Starting and quitting Word, Creating and Manipulating various documents, Editing of proofing files, merging documents and macros. -How to use Mouse and Menu – Working with dialog box - Primary Commands in File Menu – The Open commands, The File name commands - The New Commands, The Save, Save As, and Save all commands, The Close command, The page setup, The Print commands, The exit commands.

Edit Menu Commands – The Cut, Copy, and Paste commands, The Undo and Repeat Commands, Find and Replace commands- Format Commands – The view menu, the Insert menu, the tool menu, the table menu, the window menu.

UNIT - VII

Building a Simple Worksheet- Entering Text, Entering Values, Entering Dates and Times, Moving Around, Scolding Selecting Ranges, Using Menu, Using Tool Bar, Using Tool Bar, Using Shortcut Menus, Changing Entries, Copying Entries, Moving Entries, Inserting Deleting Cells - Formatting Basics – Changing Character Style, Changing Alignment, Changing Column width, Changing Row Height, Sheet Rename, Conditional Formatting, Auto Formatting.

Working with Multiple Worksheet – copying entries between workbooks, Moving sheets work books, Deleting sheets, Quitting Excel- Opening Existing Workbooks – Simple calculations, Doing arithmetic, Totaling Column of values, Naming cells and Ranges. Formatting Text – Displaying dollars and cents, Formatting decimal places, Formatting dates, Copying style and formats, Formulas that Make Decisions – Using IF function, using the nested IF function, Copying formulas.

Checking spelling, Printing Worksheets, Preview Worksheets, Goal seek, scenarios, Macro, Protection- Sorting data, Keeping leading view, Finding records, Adding and deleting records, Filtering records. Plotting charts, Sizing and moving charts, Updating charts, Changing the charts Type, Using auto format. Creating Macros, Recording Macros, Running Macros

UNIT - VII

Basics of Ms Office Tools, Ms Office Access, Ms Office Groove, Ms office one note, Ms Office outlook, Ms Office power point.

[HMTS041-02] - FOOD PRODUCTION

UNIT-1

Development of catering industry, job prospects and careers in the catering industry- Different types of catering establishments- Relationship of the waiter with - i) Customer, ii) Kitchen, and iii) Management-Different types of cutlery, crockery, silverware, flatware, halloware and glassware

UNIT-2

Different types of equipment - Baine Marie, plate warmer, hot plates, microwave oven, ice cream machine, coffee machine, ice cube machine, side boards, dish washing machine, glass washing machine- Special equipment

UNIT-3

Different types of restaurant linen, exchange and requisition systems- Preparation of the restaurant - Mis-en-place & mis-en-scene, rules for laying of table and waiting- Useful tips for Food/Beverage service

UNIT-4

Restaurant vocabulary - English and French- Various forms of a meal courses: Hors d' oeuvres, Potege, Poisson, Entrée, Releve (main), Sorbet, Roti, Legumen, Entrement, Savoury, Desserts and Café

UNIT-5

Table Sauces - accomplishments/garnishes- Meals and Menu planning - Different types of Menus - (a) Table d'hote, (b) A'la carte, (c) State Banquets, (d) Buffet - cold/hot spreads, for various types of function- Different forms of service - Russian, American, French, Indian and English.

[HMTS041-03] - CARVING**UNIT-1**

Breakfast Buffets- Buffet Enhancements and Action Stations-Plated Breakfasts - Carousel Brunch

UNIT-2

Breaks- A la Carte Refreshment Additions- A la Carte Morning Additions- A la Carte Break Additions

UNIT-3

Plated Lunches- Luncheon Buffets-Lite Fare Buffets & Boxed Lunches- Luncheon Salads, Sandwiches, Gourmet Wraps

UNIT-4

Plated Dinners-Signature Dinner Buffet Selections- Carousel Custom Dinner Buffet- Themed Dinner Buffets- Specialty Display Stations

UNIT-5

Action Stations- Carving Stations- Hors d'oeuvres- Dessert Options- Banquet Bar & Beverage Service

[HMTS041-04] - PRACTICAL - I

[HMTS041-04]-PRACTICAL - I should be conducted based on PAPER 1

BSS RECORD NOTE must be utilized by the student to complete this Practical.

[HMTS041-05] - PRACTICAL - II

[HMTS041-05]-PRACTICAL - II should be conducted based on PAPER 2

BSS RECORD NOTE must be utilized by the student to complete this Practical.

[HMTS041-06] - PRACTICAL - III

[HMTS041-06]-PRACTICAL - III should be conducted based on PAPER 3

BSS RECORD NOTE must be utilized by the student to complete this Practical.