

CURRICULUM

Technical School Leaving Certificate

Culinary Arts

(18 months program)



Council for Technical Education and Vocational Training

Curriculum Development Division

Sanothimi, Bhaktapur

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Introduction:

Nepal Government, Ministry of Education implemented the letter grading system in SLC from 2072 B.S. The door of TSLC programme is open for those students who have appeared in SLC exam and achieved any GPA and any grade in each subject. Focusing on such students the curriculum of TSLC of 29 months and 15 months have been converted into 18 months to create uniformity among different TSLC programme.

This curriculum is designed to produce entry level Human Resources in the field of food production of hotel and catering industries equipped with knowledge, skills and attitude necessary for this level of technicians so as to meet the demand of such technicians in the country as well as aboard.

Title:

The title of the programme is TSLC in Culinary Arts

Aim:

The aim of this programme is to produce basic level workforce quipped with basic skills, knowledge and attitude in the art of cookery and will be able to work efficiently in the food production areas of hotels and catering establishments

Objectives:

After completing this curricular program, the students will be able to:

- To understand the hospitality communicative language required for food knowledge
- To know hotel and catering industries
- To understand the food commodities and their uses
- To know the principle of continental cookery
- To prepare continental dishes
- To understand the food hygiene and safety
- To describe the composition of food commodities and their nutrients
- To prepare oriental dishes

Programme Description:

This course is based on the job required to be performed by a kitchen assistant at different level of hotel and catering industries in Nepal as well as aboard. This course intends to provide knowledge and skills of basic culinary arts. It especially focuses on the collecting of appropriate food commodities, storage, and preparation, cooking in the style of continental and oriental. It also deals with the food hygiene and safety issues while handling food. Similarly, it imparts knowledge and skills on French terminologies in relation to cooking and computer application

Course Duration:

This course will be completed within 18 months (40 hrs/week X 39 weeks a year = 1560 hrs.) class plus 6 months (40 hrs/week X 24 weeks = 960 hrs.) on the job training (OJT).

Entry criteria:

Individuals with following criteria will be eligible for this program:

- SLC with any grade and any GPA (Since 2072 SLC).
- SLC appeared (Before 2072 SLC)
- Pass entrance examination administered by CTEVT

Group size:

The group size will be maximum 40 (forty) in a batch.

Medium of Instruction:

The medium of instruction will be in English and/or Nepali language.

Pattern of Attendance:

The students should have minimum 90% attendance in theory classes and practical/performance to be eligible for internal assessments and final examinations.

Instructors' Qualification:

- Instructors should have bachelor degree in Hotel Management or Diploma in Hotel Management with minimum 5 years practical based experiences.
- The demonstrator should have Diploma in Hotel Management with minimum 2 years practical based experiences.
- Good communicative/instructional skills

Teacher and Student Ratio:

- Overall at institutional level: 1:10
- Theory: 1:40
- Practical: 1:10
- Minimum 75% of the teachers must be fulltime

Instructional Media and Materials:

The following instructional media and materials are suggested for the effective instruction, demonstration and practical.

- Printed media materials (assignment sheets, handouts, information sheets, procedure sheets, performance check lists, textbooks, newspaper etc.).
- Non-projected media materials (display, photographs, flip chart, poster, writing board etc.).
- Projected media materials (multimedia/overhead transparencies, slides etc.).
- Audio-visual materials (films, videodiscs, videotapes etc.).
- Computer-based instructional materials (computer-based training, interactive video etc.)

Teaching Learning Methodologies:

The methods of teaching for this curricular program will be a combination of several approaches such as;

- Theory: lecture, discussion, assignment, group work, question-answer.
- Practical: demonstration, observation, guided practice and self-practice.

Evaluation Details:

- The ratio between the theory and practical tests will be as per the marks given in the course structure of the curriculum for each subject. Ratio of internal and final evaluation is as follows:

S.N.	Particulars	Internal Assessment	Final Exam	Pass %
1.	Theory	50%	50%	40%
2.	Practical	50%	50%	60%

- There will be three internal assessments and one final examination in each subject. Moreover, the mode of assessment and examination includes both theory and practical or as per the nature of instruction as mentioned in the course structure.
- Every student must pass in each internal assessment to appear the final exam.
- Continuous evaluation of the students' performance is to be done by the related instructor/trainer to ensure the proficiency over each competency under each area of a subject specified in the curriculum.
- The on-the-job training is evaluated in 500 full marks. The evaluation of the performance of the student is to be carried out by the three agencies; the concerned institute, OJT provider industry/organization and the CTEVT Office of the Controller of Examinations. The student has to score minimum 60% for successful completion of the OJT.

Grading System:

The grading system will be as follows:

Grading

Distinction
First division
Second division
Third division

Overall marks

80% or above
75% to below 80%
65% to below 75%
Pass aggregate to below 65%

Certificate Awarded:

The council for technical education and vocational training will award certificate in “**Technical School Leaving Certificate in Culinary Arts**” to those graduates who successfully complete the requirements as prescribed by the curriculum.

Job Opportunity:

The graduate will be eligible for the position equivalent to Non-gazetted 2nd class/level 4 (technical) as kitchen assistant, III commi, and junior cook or as prescribed by the Public Service Commission.

Course Structure

S. N	Subjects	Nature	Hours/ Week	Theory & Practical hours			Full Marks		
				Theory	Practical	Total (T+P)	Theory	Practical	Total
1.	Hospitality Communicative English	T	5	78	117	195	50	70	120
2.	Introductory Tourism and Hospitality	T	3	117	0	117	80	0	80
3.	Principles of Cooking	T+P	4	78	78	156	50	50	100
4.	Bakery and Patisserie	T+P	3	39	78	117	30	50	80
5.	Continental Cookery	T+P	6	39	195	234	30	120	150
6.	Nepali and Indian Cuisine	T+P	6	39	195	234	30	120	150
7.	Hygiene and Nutrition	T+P	3	78	39	117	50	20	70
8.	Oriental Cookery	T+P	6	39	195	234	30	120	150
9.	Computer Application	T+P	2	20	58	78	10	40	50
10.	Entrepreneurship Development	T+P	2	30	48	78	20	30	50
Total			40	557	1003	1560	380	620	1000
On -the -Job Training (OJT)		Practical			960	500			
Grand total					2520	1500			

T = Theory, P = Practical

Each practical Class will be 4 hour same menu repeated twice in a week

Hospitality Communicative English

Total: 195 hours
Theory: 78 hours
Practical: 117 hours

Course description:

This course aims to impart basic communication knowledge and skill to speak and write. This course covers grammar in English language and conversational language so as to have better competency in writing, understanding a text and correct use of English in everyday life.

Course objectives

After the completion of this course the student will be able to:

1. Familiar the students with the basic of writing using the correct form of tense and other aspects of English grammar.
2. Get more exposure to the language in practical life
3. Explore the potential in learning through literature and developing creativity.
4. Write independently.

Course Contents

S. N.	Task Statement	Related Technical Knowledge	Time (Hrs)		
			T	P	Tot
1.	Identify the tense, auxiliary verbs, voices, and reported speech	Tense aspects: general aspects of the present, past and future tense and their uses. Auxiliary verbs and the specific uses of the model auxiliary verbs. Voice: change of an active voice into passive. Reported speech: reporting sentences into indirect speech.	16		16
2.	Identify the relative pronouns and clauses, hypothesizing, conditional clauses, infinitive, conjunctions	Relative pronouns and relative clauses. Concord – Conditional clauses Infinitive: bare infinitive / to infinitive Use of preposition of at, on, in, by Use of conjunctions of contrast, reason and result, time and conditions Indirect questions	15		15
3.	Identify the sequence of writing i. e. describing place and people, comprehension, note taking, summary writing, memo writing, story and essay writing	Describing people and places Comprehension, note taking and summary writing Story / essay writing Writing a paragraph on events	15		15
4.	Identify the conversational dialogue	Conversational language: Making requests, asking for permission and offer, and giving suggestions/advice Dialogue writing Reply to the requests, permission and offer,	12		12

S. N.	Task Statement	Related Technical Knowledge	Time (Hrs)		
			T	P	Tot
		telephone conversation			
5.	Identify the writing skills	-Letter to the editor on social issues -Letter of application for a job -Writing resume -Report writing -Process writing -Memo writing -Telephone conversation	20		20
		Total	78		78

PRACTICAL

Unit 1 Communication: An Introduction **20 hrs**

Conduct communication practice: Group Presentation- 5 times (Students will be divided into groups for presentation. Each group would consist of 5 members. However, each member of group has to present within the allocated time of the every group)

Unit 2 Business Letters **20 hrs**

2.1 Write different types of letters and dialogue depending upon situations (related to the types of letters and dialogue from unit 4 and 5)

Unit 3 Employment Communication **30 hrs**

3.1 Conduct role Play- 1 time (Students will be divided as Interviewer, Interviewee, Chairman or CEO of an organization, Participants of a Meeting and they will have to play the roles as assigned by the examiner/teacher)

3.2 Arrange field visit and get written assignment (Students will be asked to visit a fair and write report about that in assigned format)

Unit 4 Communicating Across Cultures **20 hrs**

4.1 Practice hearing and listening (Students will be evaluated orally about the topic of the units)

Unit 5 Personality Development and Communication in Business **27 hrs**

5.1 Perform individual presentation-5 times (Each students will be given a topic of presentation related to the course)

Reference books

1. Liz and John Soars, (2009). New Headway (Intermediate and Upper Intermediate) Oxford University Press.
2. Wren & Martin (1990). High School English Grammar and Composition
3. Hawkins, D.& Strangwiche, R. (1990). English for Further Education, Orient Longman, Constance

Introductory Tourism and Hospitality

Total: 117 hours
Theory: 117 hours
Practical: hours

Course description:

This course provides basic knowledge on tourism and hospitality industries. Tourism and hospitality industry is rapidly becoming one of the largest industries in the world. This course focuses on the nature of tourism and hospitality industries and their service sectors.

Course objectives

After the completion of this course, the student will be able to:

1. Define the tourism and explore the major concepts in tourism
2. Explain the nature of tourism, and characteristics and types of tourists
3. Discuss the evolution of tourism
4. Explain the tourism components
5. Explain the types of tourism
6. Describe the importance and impacts of tourism
7. Name the tourism organizations and explain their service nature
8. Explain historical background of hospitality industries
9. Explain the service nature of hospitality industry
10. Classify the hospitality industries
11. Know about different hospitality business and their segments
12. Explain the functions of different outlets of hotels

Course Contents

Part A: Tourism

Unit 1: Introductions

12 hrs.

- 1.1. Concept, meaning and definition of tourism.
- 1.2. Scope, nature and importance of tourism.
- 1.3. Definition of travellers, tourist and excursionist.
- 1.4. Types of tourism and tourist.
- 1.6. Characteristics of tourism.
- 1.7. Benefits of tourism.

Unit 2: Travellers Behavior

8hrs.

- 2.1 Define travelling motivators.
- 2.2 Reason behind travelling.
- 2.3 The characteristics of Travellers.
- 2.4 Barrier factors in travelling.
- 2.5 The stages of tourist journey.

Unit 3: The Evolution Process of Tourism. 8 hrs.

3.1 Evolution of tourism in global perspective.

3.1.1. First phage.

3. 1.2. Second phage.

3.1.3. Third phage.

3.2 Evolution of tourism in Nepal.

Unit 4: Components of Tourism. 8 hrs.

4.1 Five A's components of tourism.

4.1.1. Attraction

4.1.2. Accommodation

4.1.3. Accessibility

4.1.4. Amenities

4.1.5. Activities

Unit 5: Tourism Products and Impact of Tourism. 10 hrs

5.1. Tourism Products

5.1.1. Define tourism products

5.1.2. Nature and characteristics of tourism products

5.1.3. Types of tourism products

5.1.4. Tourism products of Nepal

5.2. Positive and negative impact of tourism

Unit 6: Tourism Related organizations- Its role and functions. 15 hrs.

6.1 National tourism related organization, their nature and primary role

6.1.1. Ministry of Culture, Tourism and Civil Aviation (MOCTCA)

6.1.2. Nepal Tourism Board (NTB)

6.1.3. Hotel Association of Nepal (HAN)

6.1.4. Nepal Association of Tour & Travel Agent (NATTA)

6.1.5. Trekking Agent Association of Nepal (TAAN)

6.1.6. Nepal Association of Rafting Agent (NARA)

6.2. International Tourism Related Organizations

6.2.1. United Nation World Tourism Organization (UNWTO)

6.2.2. Pacific Asia Travel Association (PATA)

6.2.3. International Air Transport Association (IATA)

6.2.4. International Civil Aviation Organization (ICAO)

Part B: Hospitality Industries**Unit 1: Hospitality industry 12 hrs.**

1.1 Introduction to hospitality industry

1.2 Nature of hospitality industry

1.3 Sectors of Hospitality industry

1.4 Relationship between tourism and hospitality industry

1.5 Origin and development of hospitality industry

1.6 Changing trends of hospitality industry

Unit 2: Catering Sectors. 8 hrs.

- 2.1 Define catering establishment
- 2.2 Role of catering establishment in hospitality industry
- 2.3 Classification of catering establishment
- 2.4 Evolution of catering establishment

Unit 3: Hotel industry 14 hrs.

- 3.1 Introduction of hotel industry
- 3.2 Evolution of hotel in Nepal
- 3.3 Classification of hotel
 - 3.3.1 ON the basis of Location
 - 3.3.2 On the Basis of Size of property
 - 3.3.3 On the basis of management
 - 3.3.4 On the Basis of service standard (star rating)
- 3.4 Organizational chart of hotel
- 3.5 Major functional and operational department of hotel with functions
- 3.6 Front of the house departments and Back of the house departments of hotel
- 3.7 Inter departmental relationship

Unit 4: Career Prospects in Hospitality Industry 12 hrs.

- 11.1 Define career
- 11.2 Career possibilities
- 11.3 Career path in hospitality Industry
- 11.4 Importance of internship
- 11.5 Attributes of hospitality staff

Unit 5: Law Related to Tourism & Hospitality Industries 10 hrs.

- 5.1 Tourism Acts 2035
- 5.2 Hotel, Lodge, Restaurant, Bar and Tourist Guide Regulation, 2038
- 5.3 Describe about legal provisions for registration of hotel.
- 5.4 Explain about minimum facilities to be provided by hotels.
- 5.6 State about trade union

Reference books:

- Andrews, S. (2002). Introduction to Tourism and Hospitality Industry, Tata McGraw Hill.
- Ghimire, A. & Shrestha S. K. (2012). An introduction to Hotel management, Ekta Books Publishers and Distributors (part XI)
- Gopal Singh Oli & B. B. Chetri; Travel and Tourism, Principles and Practices, Buddha Publications, Kathmandu (Part – I & II)

Principles of Cooking

Total:234 Hours
Theory:78 Hours
Practical:156 Hours

Course description:

This course provides comprehensive knowledge on foods which are required for the preparation of dishes. The course covers the food commodities, quality of certain products and determines the different selection and choices best for their dishes. It also provides basic knowledge and skills of cooking including kitchen brigade, its management, and foundation preparations.

Course objectives:

After the completion of this course, the student will be able to:

1. Explain the name and nature of food commodities
2. Classify the food commodities with examples
3. Prepare various dishes from different food commodities
4. Explain history of culinary and food production system
5. Explain kitchen brigade, organization chart of small, medium and large scale of kitchen, functions of different sections, and staffing
6. Explain purchasing, receiving and distribution system of goods
7. Identify and explain kitchen tools, utensils and equipment with their functions
8. Plan the menu, and control the cost
9. Explain and prepare the salads and dressings
10. Explain and prepare stocks, soups and kitchen sauces

Course Contents:

S. N.	Task Statement	Related Technical Knowledge	Time (Hrs)		
			T	P	Tot
Unit one.	1. Introduction. 1.1. Define kitchen 1.2. Explain different types of kitchen. a. Explain central kitchen and its nature. b. Explain satellite kitchen and its types. c. Fast food kitchen and its nature. 1.3. Explain organization chart of hotel/restaurant kitchen brigade staffing a. Explain job description of kitchen staffs. 1.4. Explain basic quality attributes of kitchen staff. 1.5. Explain tools and equipment use in kitchen. 1.5.1. Cooking equipments 1.5.1.1. Range tops its types. 1.5.1.2. Oven and its types 1.5.1.3. Boilers/griddles and salamanders. 1.5.1.4. Steamers and its types. 1.5. Processing equipment. 1.5.2.1. Mixture and its types	Identification of tools and equipment.	12	4	16

S. N.	Task Statement	Related Technical Knowledge	Time (Hrs)		
			T	P	Tot
	1.5.2.2. Food cutter/slicer 1.5.2.3. Meat mincer 1.5.2.4. Blender. 1.5.3. Pots, pans, containers. 1.5.3.1. Measuring devices. 1.5.3.2. Knives, hand tools and small equipments. 1.5.3.3. Chopping boards its types and uses. 1.5.4. Holding equipments and its types. 1.5.5. Kitchen utensils				
Unit Two.	2. Concept of Food production. 2.1. Explain cooking. 2.1.1. Explain aim and objectives of cooking. 2.1.2. Explain effect of heat on food <ul style="list-style-type: none"> ▪ Carbohydrates. ▪ Proteins. ▪ Fats. ▪ Vitamins. ▪ Mineral. ▪ Water. 2.2.3. Explain Heat transfer. <ul style="list-style-type: none"> a. Conduction. b. Radiation. c. convection 2.3. Explain different methods of cooking. 2.3.1. Explain moist heat methods. <ul style="list-style-type: none"> a. boiling. <ul style="list-style-type: none"> • Blanching. • Parboiling. • Rolling boil. • Simmering. b. Poaching. c. Steaming. d. Stewing. e. Braising (Brown white braising.) 2.3.2. Explain Dry heat methods. <ul style="list-style-type: none"> a. Explain Roasting and its types: <ul style="list-style-type: none"> Spit roasting. Pot roasting. Oven roasting. Tandoori roasting. 	12	0	12	

S. N.	Task Statement	Related Technical Knowledge	Time (Hrs)		
			T	P	Tot
	b. Explain Grilling its types: Over heat Between heat. Under heat salamander. 2.2.3. Explain frying and its types. Shallow frying. Deep fat frying. Stir frying. Saute frying . 2.2.4. Explain baking.				
Unit Three	3. Food commodities. 3.1. Explain Vegetables.(Legume) 3.1.1. Explain different types of vegetables. 3.1.2. Vegetables and fruits cuts. 3.1.3. Quality sign and storing process. 3.2. Explain cereals, its composition, uses and storing tips. 3.3. Explain Fish.(Poisson) 3.3.1. Classification of fish. 3.3.2. Explain different types of fish cuts. 3.3.3. Explain Quality sign and storing process. 3.4. Explain Meat (viande). 3.4.1. Explain Beef (Boeuf) and its types, cuts and quality sign. 3.4.2. Define Lamb / mutton, different cuts, quality sign. 3.4.3. Define Pork, different cut of pork, quality sign of pork. 3.4.4. Explain Poultry, classification, different cuts, quality sign of poultry. 3.5. Explain Eggs (oeuf)and source of eggs, Nutritive value, quality sign of eggs. 3.6. Dairy and dairy products. 3.6.1. Explain Milk, types of milk, food value and composition, storing. 3.6.2. Explain Cream types, storing, uses of cream in cooking. 3.6.3. Explain yoghurt, it's types, storing tips. 3.6.4. Explain cheese, types of cheese, storing tips, uses of cheese in cooking. 3.7. Fats/Oils uses of fats and oils in cookery, types of fats and oils with sources storage system. 3.8. Explain other food commodities. 3.8.1. Explain different types of fruits and nuts, its types, storing tips. 3.8.2. Explain raising agent and binding agents.	Cut vegetables in various shape and size. Cut meat in various shape and size. Cut vegetable fish in various shape and size. Demonstrates various herbs, seasoning agents and spices.	18	10	28

S. N.	Task Statement	Related Technical Knowledge	Time (Hrs)		
			T	P	Tot
	3.8.3. Explain Herbs and spices, uses in cooking, quality sign, storing tips. 3.8.4. Explain Sugar, it's types of sugar with uses, functions of sugar.				
Unit Five	<ul style="list-style-type: none"> • Foundation of cooking. • Explain stock and its types and uses. • Explain thickening agents and its types. • Explain sauce and its types, uses with derivatives • Explain soup and its types with examples • Explain the different types of dough used to prepare different breads. (straight dough, leavened diugh, elastic dough) • Define accompaniment and garnish and discuss appropriate accompaniments and garnishes with examples • Define salad, its types/ components/ structure • Define dressing, with its uses, explain types of dressing (vinaigrette, acidulated cream, mayonnaise) • Discuss sandwiches and canapes with types. 	Prepare white, brown stock. Prepare six Mother sauce. Prepare thin, thick and cold soup. Prepare simple, compound and toast salad. Prepare mayonnaise acidulate, venerated, dressing. Prepare common garnish. Prepare, open, club grilled sandwich.	12	32	44
Unit Five.	Menu and meal. 5.1.1. Define menu. 5.1.2. Explain different types of menu. 5.1.3. Explain about classical menu. 5.1.4. Explain menu Planning. 5.2. Meals of the day. 5.2.1. Define breakfast 5.2.2. Explain different types of Breakfast.(Indian, Continental, English, American.) 5.2.3. Other meals of the day brunch, lunch dinner, high tea, supper.	Prepare Indian Breakfast. Prepare Continental Breakfast Prepare American Breakfast. Prepare English Breakfast.	6	32	38
Unit Six.	Food preservation. <ul style="list-style-type: none"> • Explain concept of food preservation. • Explain methods of food preservation. (Drying/ dehydration, Canning/ bottling, salting, smoking, vacuum packing, sweating, preservation by radiation, chilling freezing. 		6	0	6
Unit Seven.	4. Controlling. <ul style="list-style-type: none"> 4.1. Explain concept of controlling. 4.2. Explain the controlling cycle. 4.3. Purchase controlling. <ul style="list-style-type: none"> 4.3.1. Purchasing methods. 		12	0	12

S. N.	Task Statement	Related Technical Knowledge	Time (Hrs)		
			T	P	Tot
	4.3.2. Purchase specification. 4.3.3. Store control. 4.3.4. Concept, specification for store, document use in store. 4.3.5. Explain Inventory system. 4.3.6. Storage of Perishable and nonperishable items. 4.3.7. Storage temperature for different products. 4.4. Production control. 4.5. Portion control. 4.6. Standard yield. 4.7. Cost controlling				
	Total		78	78	156

Reference

1. Foskett, D. & Ceserani, V. *Theory of Catering*. London: Book Power.
2. Bali, P. V. *Food Production Operations*. New Delhi: Oxford Press Publication.
3. Arora, K. *Theory of Cookery*. New Delhi: Franks Bros. & Co. Ltd.
4. Bali, P. S. *International Cuisine and Food Production Management*. New Delhi: Oxford Press
5. Ghimire A. & Shrestha S. K. *Hotel Management an Introduction*, Ekta Books Distributors, Kathmandu
6. *Hotel Management Principles and Practices*; Gopal Singh Oli and B.B Chhetri, Buddha Publication, Kathmandu

Bakery and Patisseries.

Total: 117 Hours
Theory: 39 Hours
Practical: 78 Hours

Course Description

This course provides comprehensive knowledge on patisseries and bakery commodities, those are required for the preparation of bakery items. It also provides basic knowledge and skills of preparing foundation of bakery, patisseries products, storing and portioning.

Course Objective

After completing this course student will be able.

- To explain the concept of baking.
- To explain job description of bakery and pastry staffs.
- To explain about bakery commodities/baking goods.
- To prepare different foundation for bakery/pastry items.
- To prepare yeast dough breads.
- To prepare bakery/pastry products, cookies, sponge, soufflé etc.

Course Contents

S. No	Topics	Hours		
		Th.	Pt.	TOT
	Theory			
Unit one	Introduction Explain baking. Explain historical background of bakery/pastry Explain the organization chart of bakery and patisserie. Job description of bakery and patisserie staffs. Qualities of bakery and patisserie staffs.	6	0	6
Unit Two	Bakery commodities Explain about Raising agents <ul style="list-style-type: none"> • Yeast, function of yeast, types of yeast (fresh yeast, active yeast, instant yeast). • Chemical agent (baking soda, baking powder, baking ammonia.) • Explain uses of raising agents in bakery. • Explain storage system of raising agents. Sweetener agents <ul style="list-style-type: none"> • Define sweetener agents and explain its importance in baking. 	18	0	18

	<ul style="list-style-type: none"> • Classify sweetener agents such as Granulated sugar, castor sugar, icing sugar, Brown sugar, honey, corn sugar, etc • Explain storage system. <p>Cream</p> <ul style="list-style-type: none"> • Define cream and explain its uses, • Classify cream such as single cream, double cream, whipping cream, sour cream, etc • Explain storage system of cream. <p>Flour</p> <ul style="list-style-type: none"> • Define flour and explain its importance of baking. • Classify flour such as strong flour, weak flour, self-raising flour, etc • Explain storage system. <p>Fats and oils</p> <ul style="list-style-type: none"> • Discuss the importance of fats and oils in baking. • Explain the types of fats and oils. • Explain storage system. 			
Unit Three.	<p>Bread Fabrication</p> <ul style="list-style-type: none"> • Explain different types of dough use to prepare different breads. • Explain Ingredients used in bread making. • Common faults in bread making. • Equipment used in bread making • Storage system of bread items. • Prepare White bread loaf, brown Bread loaf, bread stick, buns/ rolls, hotdog rolls, doughnuts. 	5	21	26
Unit Four	<p>Sponge</p> <p>Explain ingredients use in sponge preparation.</p> <p>Explain different methods of preparing sponge.</p> <p>Equipment use in sponge preparation .</p> <p>Common faults in sponge preparation .</p> <p>Explain storage system.</p> <p>Prepare black /white forest cake , pineapple cake, coffee cake, strawberry cake, wedding cakes, festive cakes.</p>	5	21	26
Unit five	<p>Explain different types of paste and its uses</p> <p>Explain jams and jelly</p>	3	21	24

	<p>Short-crust pastes and Sweet pastes. Prepare Fruit Tate, Apple Pie, Crumble, Cookies, Scones, Viennese Biscuits, Choux pastes. Prepare chocolate éclairs Puff pastry Prepare Chicken Pasties, Plumier, Croissants, Cream horn. Prepare jams and jelly</p>			
Unit six	<p>Prepare Gel and cold dessert</p> <ul style="list-style-type: none"> • Vanilla Soufflé. • Mousses. • Cheese Cake. • Cream Carmel. • Ice-cream • Sorbets • Jelly • Chocolates/confectionaries/show pieces 	2	15	17
Total		39	78	117

Continental Cookery

Total: 234hours
Theory: 39 Hours
Practical: 195 Hrs

Course description:

This course provides the practical skills and knowledge of continental cookery which covers French, Italian, English, American cuisines comprise of 3 to 4 courses continental dishes.

Course objectives:

After the completion of this course, the student will be able to:

1. Explain and prepare the Continental Appetizers
2. Explain and prepare the Continental Soups
3. Explain and prepare the Continental Main Courses
4. Explain and prepare the Continental Accompaniments consists of vegetables, potatoes, salads, pastas, sauces, dressing etc.
5. Explain and prepare the Sandwiches and Canapés
6. Explain and prepare continental snacks
7. Explain continental culinary terms

Course Contents

S.N	Task statement	Related technical knowledge	Time (Hrs)		
			T	P	Tot
Unit one	Introduction: <ul style="list-style-type: none"> • Explain the origin of continental cuisine. • Explain Cooking method, • Explain the feature of continental cuisine. • Explain continental spices and herbs. • Explain equipment of continental cuisine. • Explain Continental culinary terms 		13	0	13
1.	Prepare three course continental Menu	Cream of vegetable soup ----- Chicken stroganoff Sautéed seasonal vegetables Steamed aromatic rice ----- Cream caramel	1	8	9

2.	Prepare three course continental Menu	Cream of tomato soup ----- Herbs marinated grilled fish with lemon butter sauce Buttered vegetables Sauté' Potatoes ----- Chocolate mousse	1	8	9
3.	Prepare three course continental Menu	Vegetables broth ----- Tenderloin steak pepper sauce Polenta Macedonia of vegetables ----- Black forest cake	1	8	9
4.	Prepare three course continental Menu	Tomato and cottage cheese salad topped with basil pesto ----- Chicken a la king Herbs rice Boiled vegetables ----- Pineapple gateaux	1	8	9
5.	Prepare three course continental Menu	Waldorf salad ----- Grilled pork chop with Robert sauce Garlic flavored mashed potato Garden green salad ----- Crêpe suzette	1	8	9
6.	Prepare three course continental Menu	Consommé Julienne ----- Grilled chicken mushroom sauce Jacket potatoes Stuffed tomatoes with spinach and cheese ----- Apple Pie	1	8	9

7.	Prepare three course continental Menu	Vegetables Crudités with thousand island sauce ----- Fish Meuniere with lemon Butter Sauce Sautéed seasonal vegetables Lyonnais potato ----- Pineapple mousse	1	8	9
8.	Prepare three course continental Menu	Potage Dubbary ----- Hungarian goulash Sautéed vegetables Buttered rice ----- Fruit custard	1	8	9
9.	Prepare three course continental Menu	Minestrone verdure ----- Spaghetti with Neapolitan sauce ----- tiramisu	1	8	9
10.	Prepare three course continental Menu	Mushroom cappuccino ----- Fish and chips, tartar sauce ----- Pound cake	1	8	9
11.	Prepare four course continental Menu	Tossed garden green ----- Creamed of asparagus soup ----- Coq au vin Herbs rice Sautéed French beans ----- Chocolate pudding	1	8	9
12.	Prepare four course continental Menu	Russian Salad ----- Potato and leek soup ----- Medallion steak béarnaise sauce Parsley potatoes Sautéed seasonal vegetable ----- Bread and butter pudding	1	8	9

13.	Prepare four course continental Menu	Caesar salad (veg or non veg) ----- Potage crecy ----- Spaghetti carbonara Italian salad ----- Fresh fruit with ice-cream	1	8	9
14.	Prepare four course continental Menu	Pasta and sausage salad ----- Potage bonne femme ----- Buff stroganoff Sautéed jardinière vegetables Steamed plain rice ----- Fruits trifle	1	8	9
15.	Prepare four course continental menu	Salad Nicoise ----- Vegetable broth ----- Spinach and cottage cheese cannelloni ----- Chocolate cake	1	8	9
16.	Prepare four course continental Menu	Egg mayonnaise ----- Puree of lentils soup ----- Penne with bolognese sauce ----- Banana fritters	1	8	9
17.	Prepare four course continental Menu	Hawaiian salad ----- Potage St.Germain ----- Vegetable Augratine Braised Rice ----- Fruit custard	1	8	9

18.	Prepare four course continental Menu	Prawn cocktail ----- Puree of fresh spinach ----- Cubes of chicken simmered in red wine sauce Risotto Milanese ----- Orange mousse	1	8	9
19.	Prepare four course continental Menu	Tuna deviled egg ----- Consommé royale ----- Steamed parcels of fish Boiled vegetables ----- Fresh fruit salad	1	8	9
20.	Prepare four course continental Menu	Carrot and raisin salad ----- Puree of cauliflower soup ----- Spaghetti Arrabbiata sauce ----- Apple crumble	1	8	9
21.	Prepare three course Menu	Salad caprese Chicken sizzler with sauté Spaghetti and vegetable Tropical fruits	1	8	9
22.	Prepare Three course Menu	Chowder soup Hawaii pizza Ice cream	1	8	9
23.	Identify the snacks and prepare	Fried sausage Fried cashew nut Onion rings Fried cheese stick Vegetable Shashlik Vegetables crudities	1	4	5

24.	Prepare snacks	French fries Cheese balls Fish finger Vegetable cutlet Meat balls Chicken wings	1	5	6
25.	Prepare burgers	Ham burger American burger Fried vegetable burger Coleslaw French fries	1	5	6
26.	Prepare sandwich and canapés (hors d'oeuvres)	Egg canapés/ sandwich Chicken mousse canapés Cheese canapés/ sandwich Tuna canapés/ sandwich Club sandwich Grilled cheese sandwich	1	5	6
	Total		39	195	234

Reference books

- Ceserani, V. &Kinton, R. (1990). Practical Cookery, Hodder & Stoughton, London
- Ghimire, A. & Shrestha S. K. (2004) An introduction to Hotel management- XII, Ekta Books Publishers and Distributors.
- Arora, K. (2008). Theory of Cookery, Frank Bro and Company, New Delhi
- Thangam, P. (2007). Modern Cookery, Orient Longman Pvt. Ltd.

Nepali and Indian Cuisine

Total: 234 Hours
Theory: 39 Hours
Practical: 195 Hours

Course description:

This course aims to provide the competency knowledge and skills of Nepali and Indian cookery required for the operation of Nepali and Indian food service establishment, it covers Nepali and Indian cookery.

Course objectives:

After the completion of this course the student will be able to:

1. Explain about the concept, historical background, feature, meal structure, seasoning of Nepali and Indian cuisine.
2. To prepare given Nepali and Indian meal.

Course Contents:

S. N.	Task Statement	Related Technical Knowledge	Time (Hrs)		
			T	P	Tot
1	Discuss about Nepali Cuisine	History of Nepali Cuisine Characteristics of Nepali Cuisine Nepali seasonings and flavorings Nepali methods of cooking Nepali cooking equipment	4	0	4
2	Discuss about Indian Cuisine	<ol style="list-style-type: none"> 1. Indian Cuisine <ol style="list-style-type: none"> 1.1 History of Indian Cuisine 1.2 Special feature of Indian Cuisine 1.3 Regional cuisine of India 1.4 Ingredients used in Indian cooking. 1.5 Equipment used in Indian cooking 2. Understanding commodities and their usage in Indian Kitchen. <ol style="list-style-type: none"> 2.1 Souring agents used in Indian cooking. 2.2 Coloring agents used in Indian cooking. 2.3 Thickening agents used in Indian cooking. 2.4 Tenderizing agents used in Indian cooking. 2.5 Flavoring and Aromatic agents used in Indian cooking. 2.6 Meal structure of Indian 	9	0	9

S. N.	Task Statement	Related Technical Knowledge	Time (Hrs)		
			T	P	Tot
		cuisine. 2.7 Indian gravy and sauce.			
3	Prepare three course Indian Dishes	Mulligatawny soup ----- Plain rice Chana masala Chapati Kheer	1	9	10
4	Prepare three course Indian Dishes.	Tomatar ka Sorba ----- -- Chicken korma with Tawa paratha, cuchumber ----- -- Sewai kheer	1	9	10
5	Prepare the Indian Dishes	Paya (khutti) Sorba ----- Chicken do payaja with Jeera pulau and Rajma masala. ----- Gajar ka haluwa	1	8	9
6	Prepare the Indian Dishes	Chicken Sorba ----- Mutton rogan josh Peas pulau Dal tadka Vegetable jhalfrezi ----- Fruit Platter.	1	7	8
7	Prepare the Indian Dishes	Rasam ----- Mutton keema curry Aalo gobi Tomato mint rice. ----- Gulab jamun	1	7	8

8	Prepare the Indian Dishes	Moong dal wada. ----- Fish amritsari Paneer pasanda Dal Shahi Nuts pulau ----- Barfi	1	7	8
9	Prepare the Indian Dishes	Aloo Anarkali ----- Chicken vindaloo Dal makhani Tandoori roti ----- ----- Lal Mohan	1	7	8
10	Prepare the Indian Dishes	Aalootikia ----- Nargis kofta Chapati ----- Sweet curd	1	7	8
11	Prepare the Indian Dishes	Fruits chat ----- Chicken butter masala Messi roti Dal basanti ----- Besanka ladoo	1	7	8
12	Prepare the Indian Dishes	Dahi wada Hydrabadi briyani with cucumber raita and baiganKa bharta ----- Sahi tukra.	1	7	8
13	Prepare the Indian Dishes	Masala papad ----- Mutton biryani with raita ----- Jeelebi	1	7	8
14	Prepare the Indian Dishes	Jal Jeera ----- Upma, samber with coconut chutney. ----- Sevian payasam.	1	7	8
15	Prepare the Indian Dishes	Tandoor Salad Masala Dosa with samber and chick pea chutney Shrinkhand.	1	7	8

16	Prepare the Indian Dishes	Vegetable pakoda Muglai chicken, palak paneer with lemon rice Suji ka haluwa	1	7	8
17	Prepare the Indian Dishes	Tandoori shrimp Bengal fish curry with butter rice. Ginger ice cream with date	1	7	8
18	Prepare the Indian Dishes	Madras soup Goan prawn curry with Jira rice. Sandesh	1	7	8
19	Prepare the Indian Dishes	Onion bhagiya. Uttapum Idly Samber Coconut Chutney	1	7	8
20	Prepare the Indian Dishes	Samosa Aloo chop Paneer pakoda Mint chutney	1	8	9
21	Prepare Indian dishes	Resmi kabab Seramali tikka Naan Dal panchamala Mint chutney	1	8	9
22	Prepare Indian dishes	Hara vara kebab Kulchha naan Dal fry Sabnam curry Sweet saffron rice with caramelized pineapple	1	8	9
23	Prepare the Nepali Dishes	Sadheyko sukuti Phaparko roti Alookauliko tarkari. Timurko chop Mausami phalful	1	8	9

24	Prepare the Nepali Dishes	Gundruk ko jhol Shada bhuja Khasiko bhutuwa Jhaneko masko dal Bhatamas ghiraula tarkari. Hariyo sag Hariyo pariyo salad GolbhedakoAchar. Arsa ,Anarasa.	1	8	9
25	Prepare the Nepali Dishes	Kwatti ko jhol Thakalikhana set. (ricet, simiko dal, timurko chop, sinki, seasonal veg. curries, rayo sag, Lokal kukhurako masu) MulakoAchar Sisa pusa wala hwantagu	1	8	9
26	Prepare the Nepali Dishes	Aloo Tama Bodiko jhol TarekoKholakoMachha. JogiBhat Chamsur palungo ko saag Kakroko Achar Sikarni	1	8	9
27	Prepare the Nepali khaja set	Veg. and Non Veg. Samaya baji set. Masko bara Chatamari	1	8	9
28	Prepare the Nepali khaja Set.	Sel roti, sukha roti, Jogi tarkari, mulako achar, Aloo chukauni .	1	7	8
Total			39	195	234

Reference Book:

- *The Indiancuisine*, By Krishna Gopal Dube PHI learning New Delhi
- *Complete Indian Cook books*, Maridula Baljekar Color library books
- *Food Production operation*, Pravinder S. Bali Oxford Press.
- *Art of cooking*, B M Poudel, Mhepi Publication

Hygiene and Nutrition

Total: 117 Hrs
Theory: 78Hrs
Practical: 39Hrs

Course Description:

This course is designed for the students of Technical SLC in Hotel Management under CTEVT, to develop the basic comprehensive knowledge and skills during operation of Hygiene and Nutrition.

Objective:

Upon successful completion of the course, the student will be able to:

- Define the food science and hygiene
- Apply the knowledge of Food Preservation ;
- Understand the knowledge of food and public health
- Get knowledge on principles of HACCP, cook chills and cook freeze;
- Define nutrition
- Develop the idea on effects of cooking on nutritive value ;

THEORY

Unit 1: Introduction

8 hours

- 1.1. Define the food science and hygiene
- 1.2. Types of hygiene, food, kitchen, personnel hygiene
- 1.3. Describe the scope of food science and hygiene

Unit 2: Food Preservation

20 hours

- 2.1. Discuss the principles of preservation
- 2.2. Explain the methods of preservation
- 2.3. Explain the method drying
- 2.4. Explain high temperature preservation method.
- 2.5. Explain irradiation
- 2.6. Explain fermentation and chemicals
- 2.7. Explain traditional methods of food storage

Unit 3: Food and Public Health

10 hours

- 3.1 Discuss food hazards
- 3.2 Explain food borne disease.
- 3.3 Discuss symptoms of food poisoning
- 3.4 Explain natural toxicants in foods, toxic metals and chemicals
- 3.5 Explain factors associated with food borne illness
- 3.6 Explain control and eradication of microorganisms, flies, cockroaches and rodents

Unit 4: Principles of HACCP, Cook chill and Cook freeze.

10 hours

- 4.1 Introduction of HACCP
- 4.2 Principles and practices of HACCP
- 4.3 Cook chill and cook freeze process in food industries

Unit 5: Effects of cooking on nutritive value**10 hrs**

5.1 Describe about effect of cooking on nutritive values on followings:-

- a) Carbohydrates
- b) Protein
- c) Vitamin
 - d) Minerals
 - e) Fat

Unit 6: Nutrition**20 hrs**

6.1 Introduction

6.2 Types of nutrients

6.2 Explain about food is the prime necessity of life

6.3 Explain the component of nutrients

6.4 State carbohydrate its function and sources

6.5 State fat its function and sources

6.6 State protein its function and sources

6.7 State vitamins its function and sources

- Vitamins A
- Vitamins K
- Vitamins C
- Vitamins D
- Vitamins E
- Vitamins B

6.8 Explain main minerals salts, function & sources

- a. Calcium
- b. Phosphorus
- c. Iron

6.9 Explain other elements, function & sources of following:

- a. Copper
- b. Magnesium
- c. Sulphur
- d. Sodium, Potassium & chloride
- e. Manganise
- f. Cobalt
- g. Zinc
- h. Fluorine
- i. Iodine

6.10 Explain the energy requirement

6.11 Concept of balance diet

6.12 Dietary guideline

Practical**39 hrs**

- Visit dairy, observe different units and submit report
- Visit food processing industry, observe food processing units, and submit report
- Visit Hotel & Catering industry observe food handling system and submit report

References.

- Sunetra Roday, Food Hygiene and Sanitation with case, published by McGraw Hill Companies

Oriental Cookery

Total: 234 hours
Theory: 39 hours
Practical: 195 hours

Course description:

This course aims to provide the basic knowledge and skills of oriental cookery require for the operation of oriental food service establishment to perform the entree level employee.

This course covers Chinese, Thai, Korean and Japanese cookery.

Course objectives:

After the completion of this course the student will be able to:

1. Explain about the oriental cookery
2. Explain the culinary history and preparation style, uses of seasoning and flavoring of Chinese cooking, and prepare given Chinese dishes.
3. Explain the culinary history, preparation style, uses of seasoning and flavoring of Thai cooking, and prepare given Thai Dishes
4. Explain the culinary history, preparation style, uses of seasoning and flavoring of Japanese cooking, and prepare given Japanese dishes
5. Explain the culinary history, preparation style, uses of seasoning and flavoring of Korean cooking, and able to prepare given Korean dishes

Course Contents:

S. N.	Task Statement	Related Technical Knowledge	Time (Hrs)		
			T	P	ToT
Unit one	Introduction of oriental cuisine	<ul style="list-style-type: none"> • Explain oriental cuisine. • Explain about culture, tradition, trends and eating habits of China, Japan, Thailand and Korean. • Explain common tools and equipment's used in oriental cuisine. • Methods of heat transformation in oriental cooking. • Explain common Methods of oriental cooking . • Explain of herbs and spices and sauces used in oriental cuisine. • Explain various types of vegetables and their uses. • Explain meat, fish and shellfish and their use. • Explain flavouring and thickening agent and their uses in oriental cuisine. • Explain fruits, nuts, seeds and their important and uses. 	6	0	6

S. N.	Task Statement	Related Technical Knowledge	Time (Hrs)		
			T	P	ToT
		<ul style="list-style-type: none"> • Explain meal structure and sequence of service in oriental cuisine. • Explain rice and noodles. • Explain tofu product and their uses 			
Unit Two.	Introduction of Chinese cuisine.	<ul style="list-style-type: none"> • Explain Chinese cuisine. • Explain the foods textures in Chinese cuisine. • Explain Chinese cooking • Explain common tools and equipment use in Chinese cuisine. • Explain common herbs, spices, sauces and their uses and important. • Explain Chinese stock, flavoring and thickening agent used in Chinese cuisine. • Explain regional Chinese cuisine. • Explain Chinese meal structure and meal course. 	2	0	2
1.	Prepare three course of Chinese menu	Pickled cucumber salad with roasted sesame Vegetable fried rice Stir fried Chinese vegetables Fresh fruit with ice-cream	1	6	7
2.	Prepare three courses of Chinese menu	Sweet corn soup Crispy fried fish hot garlic sauce Ginger rice Braised Chinese pakchoi Dragon eye	1	6	7
3.	Prepare three courses of Chinese menu	Shredded potato and green pepper Wok fried vegetables noodles Exotic Chinese vegetables Caramel custard	1	6	7

4.	Prepare three courses of Chinese menu	Corn and capsicum salad Tomato egg drop soup Crispy fried chicken garlic sauce Steamed Chinese vegetables Chinese cabbage with oyster sauce	1	6	7
5.	Prepare three courses of Chinese menu	Fried wonton Mapo tofu Steamed rice Stir fried Chinese vegetables with black mushroom Fresh fruit with ice cream	1	6	7
6.	Prepare three courses of Chinese menu	Vegetable noodle soup Shredded beef with green pepper Tomato rice Apple toffee	1	6	7
7.	Prepare three courses of Chinese menu	Hot and sour soup (veg. or non veg.) Sweet and sour pork Corn fried rice Assorted ice-cream	1	7	8
8.	Prepare three courses of Chinese menu	Cold chicken salad Vegetable manchow soup Hong Kong style chicken Braised Chinese cabbage Vegetable fried rice	1	8	9
9.	Prepare three courses of Chinese menu	Vegetable wonton soup Whole corn and bell pepper salad Hakka noodles Crispy fried pork with Manchurian sauce	1	6	7

10.	Prepare three courses of Chinese menu	Tomato and tofu salad Talumein soup Sichuan chicken Jewels of Chinese vegetables Corn and veg. fried rice	1	8	9
11.	Prepare three courses of Chinese menu	Steamed veg. dumpling Tofu and bamboo shoot salad Shredded pork with hot garlic sauce Cantonese style vegetable Steamed Chinese green	1	8	9
12.	Prepare three courses of Chinese menu	Hakka vegetable noodle Egg fooyung Stir fry sour veg. with tofu Tropical fruit gratin	1	6	7
13.	Prepare three courses of Chinese menu	Chinese fish ball soup Chinese style steamed fish with sticky rice Sliced vegetable with bamboo shoot Chinese fruit salad	1	6	7
14.	Prepare different Chinese snacks	Spring rolls Fried wonton Chicken chilly Chips chilly Dragon chicken Kampau chicken Spicy crispy mushroom	1	6	7
Unit Three	Explain Thai cooking	History of Thai Cuisine Features of Thai Cuisine Thai seasonings and flavoring Thai methods of cooking Thai cooking equipment. Meal structure of Thai cooking. Common ingredients use in Thai cuisine.	2	0	2

1.	Prepare three courses of Thai cuisine	Thai raw papaya salad Tom yam pak Phad Thai Nam pla	1	8	9
2.	Prepare three courses of Thai cuisine	Coconut, vegetable and lemon grass soup Thai red curry chicken Steamed aromatic rice Lychee with ice cream	1	8	9
3.	Prepare four courses of Thai cuisine	Thai rice noodles salad Coconut and chicken soup Thai style Nasi goreng Thai condiments Fresh mango salad	1	8	9
4.	Prepare four courses of Thai cuisine	Tom yam kung Chicken satay with peanut sauce Kai yang Thai fried rice Nam pla Fresh fruits with ice cream	1	8	9
5.	Prepare three courses of Thai cuisine	Tofu soup with mushroom and tomato Aromatic broth with roast duck Pak choi and egg noodles Tapioca pudding	1	8	9

6.	Prepare three courses of Thai cuisine	Piquant prawn laska soup Choi sum and mushroom stir-fry Thai veg. curry with lemon grass rice and pork teriyaki Sweet rice dumpling in ginger syrup	1	8	9
Unit Four	Japanese cuisine.	History of Japanese Cuisine Features of Japanese Cuisine Japanese seasonings and flavorings Methods of Japanese cooking Japanese cooking equipment. Meal course structure of Japanese menu. Common ingredients use in Japanese cuisine.	2	0	2
1.	Prepare three courses of Japanese cuisine	Spinach gomae Vegetable ramen Chicken yakitori Steamed sticky rice	1	8	9
2.	Prepare three courses of Japanese cuisine	Vegetable tempura Udon (veg soba) Tamago Okame Assorted sushi	1	8	9
3.	Prepare three courses of Japanese cuisine	Daikon and miso soup Fish teriyaki Sticky rice Assorted ice cream	1	8	9
Unit Five	Explain Korean Cuisine.	History of Korean Cuisine Features of Korean Cuisine Korean seasonings and flavorings Methods of Korean cooking Korean cooking equipment. Meal course structure of Korean menu. Common ingredients use in Korean cuisine.	1	8	9
1.	Prepare three courses of Korean cuisine	Kimchi soup Korean style Chicken on a stick Korean style vegetable fired rice Potato salad	1	8	9

2.	Prepare three courses of Korean cuisine	Kimchi egg rolls Gomtan (Korean beef soup) Korean style noodles Sesame grilled beef	1	8	9
3.	Prepare three courses of Korean cuisine	Dubu salad (tofu salad Korean style) Ramen chicken (Korean style) Spicy chicken stew Steamed aromatic rice	1	8	9
	Total		39	195	234

Reference books:

- Hongwiwat N. (2000). Spicy Thai Cuisine, Sangdad Publishing Co. Ltd.
- Healthy recipe for modern living. Jan b, mammie Pannelamforth.

Computer Application

Total: 78 hrs
Theory: 20 hrs
Practical: 58 hrs

Course description:

This course provides a foundation in computer technology and how it relates to everyday business computing. Students will be able to work with computer to write memo, letters and also have the knowledge of data entry for food and beverage cost control. Students also learn basic computing concepts during lectures, and these concepts are reinforced in practical lab sessions using modern standards of business computing.

Course objectives:

After the completion of the course the students will be able:

1. Know the characteristics and types of computer
2. Apply the computer in day to day work
3. Know input and output devices
4. Explain Number system, Boolean operations, and Logic Gates
5. Explain programming language
6. Operate e-mail, internet
7. Handle electronic commerce

Course Contents:

S. N.	Task Statement	Related Technical Knowledge	Time (Hrs)		
			T	P	Tot
1.	Introduce Computer system	The History Behind Definition Advantages and Disadvantages	2	2	4
2.	List the characteristics of Computer	Accuracy, Speed, Vast Storage, Accuracy, Reliability, Diligence, Automatic, Non-intelligent, Versatile	2	0	2
3.	Identify the types of Computer	Large Super Computers, Mainframes, Minicomputers, Workstations, Microcomputers, Laptops and Palmtops	2	0	2
4.	Describe the applications of Computer	Computer applications	1	4	5
5.	Identify the components of Computer	Components of Computer	1	1	2
6.	Identify the Input Devices	Keyboard, Mouse, Microphone, Speakers	1	1	2
7.	Identify the Output Devices	Monitors, Printers: Impact (Dot Matrix); Non-Impact (Ink-jet and laser printer)	1	1	2

8.	Identify the CPU (CU, ALU and Registers)	CPU (CU, ALU and Registers)	1	1	2
9.	Identify the Storage	Primary Cache Memory, RAM and ROM and their types. Auxiliary Magnetic Tape; Magnetic Disks: Hard Disk, Pen Drive, Memory Card; Optical Disk: CD, DVD, Magneto-Optical (MO) devices.	2	4	6
10.	Identify the Software	Introduction System Software Introduction System Software Operating System, Utility Software Application Software Word Processor, Spread Sheet, Presentation Tool	1	5	6
11.	Identify the Number System, Boolean Operations and Logic Gates	Decimal, Binary Octal and Hexa-decimal Number System Binary-Decimal and Decimal-Binary Conversion Binary Addition and Subtraction Logic Gates (AND, OR, NOT)	1	2	3
12.	Identify the Programming Language	Machine Language and Assembly Language High-Level and Low-Level Language Assemblers, Compilers and Interpreter Problem – Solving and Programming Techniques Algorithms Flowcharts	1	2	3
13.	State/Identify the network and communication	Overview of Network Network Topologies (Ring, Bus, Mesh, Star) TCP/IP Types of Network LAN, MAN and WAN Internet and Intranet	2	3	5

14.	Use the applications to the internet	Client-Server Architecture World Wide Web (www) Static Vs. Dynamic Contents Electronic Mail (e-mail)	0	4	4
15.	Identify the hardware	Knowledge of basic computer parts. Assembling the computer	0	4	4
16.	Identify the software	The Operating System Installation Introduction to Device Drivers. Files (File Names/ Formats/ Extensions) and Folders.	2	0	2
17.	Use the MS DOS	Lab consisting of several DOS commands to accomplish various tasks. (Create, Move, Rename, Copy, Delete Files/Folders.)	0	4	4
18.	Use the MS Office	Lab consisting of standard keys to perform similar tasks on various office element software like Word, Excel, and PowerPoint.	0	4	4
19.	Identify the Computer Network and Internet	Visibility of computers inside a network, sharing of resources, browsing through the Internet, the fundamentals of e-commerce etc.	0	4	4
20.	Use the computer applications in food productions	Purchasing of commodities Receiving of commodities Storing of commodities Issuing of commodities Inventory control	0	12	12
Total			20	58	78

Reference books:

- Introduction to Computers, Peter Norton's, Tata McGraw-Hill
- Computer Fundamentals, P.K.Sinha

Entrepreneurship Development

Total: 78 hrs

Class/week: 2 hrs

Course description

This course is designed to impart the knowledge and skills on formulating business plan and managing small business in general. This course intends to deal with exploring, acquiring and developing enterprising competencies, identification of suitable business idea and developing of business plan.

Course objectives

After completion of this course students will be able to:

1. Understand the concept of business and entrepreneurship
2. Explore entrepreneurial competencies
3. Analyze business ideas and viability
4. Formulate business plan
5. Learn to manage small business

Course Contents:

S. N.	Task statements	Related technical knowledge	Time (hrs)		
			T	P	Tot
Unit 1: Introduction to Entrepreneurship			5.75	4.08	9.83
1	Introduce business	Introduction of business: <ul style="list-style-type: none"> • Definition of business/enterprise • Types of business • Classification of business • Overview of MSMEs (Micro, Small and Medium Enterprises) in Nepal 	1.5		1.5
2	Define entrepreneur/entrepreneurship	Definition of entrepreneur: <ul style="list-style-type: none"> • Definition of entrepreneur • Definition of entrepreneurship • Entrepreneurship development process 	0.5	0.5	1.0
3	Describe entrepreneur's characteristics	Entrepreneur's characteristics: <ul style="list-style-type: none"> • Characteristics of entrepreneurs • Nature of entrepreneurs 	0.67	0.83	1.5
4	Assess entrepreneur's characteristics	Assessment of entrepreneur's characteristics: <ul style="list-style-type: none"> • List of human characteristics 	0.5	1.0	1.5

S. N.	Task statements	Related technical knowledge	Time (hrs)		
			T	P	Tot
		<ul style="list-style-type: none"> Assessment of entrepreneurial characteristics 			
5	Compare entrepreneur with other occupations	Entrepreneur and other occupations: <ul style="list-style-type: none"> Comparison of entrepreneur with other occupations Types and styles of entrepreneurs 	1.0		1.0
6	Differentiate between entrepreneur and employee	Entrepreneur and employee: <ul style="list-style-type: none"> Difference between entrepreneur and employee Benefit of doing own business 	0.5	0.5	1.0
7	Assess "Self"	"Self" assessment: <ul style="list-style-type: none"> Understanding "self" Self-disclosure and feedback taking 	0.6	0.4	1.0
8	Entrepreneurial personality test: <ul style="list-style-type: none"> Assess "Self" inclination to business 	Entrepreneurial personality test: <ul style="list-style-type: none"> Concept of entrepreneurial personality test Assessing self-entrepreneurial inclination 	0.67	0.83	1.5
Unit 2: Creativity and Assessment			6.5	4.0	10.5
9	Create viable business idea	Creativity: <ul style="list-style-type: none"> Concept of creativity Barriers to creative thinking 	1.67	0.33	2.0
10	Innovate business idea	Innovation: <ul style="list-style-type: none"> Concept of innovation SCAMPER Method of innovation 	0.83	0.67	1.5
11	Transfer ideas into action	Transformation of idea into action: <ul style="list-style-type: none"> Concept of transferring idea into action Self-assessment of creative style 	1.0	0.5	1.5
12	Assess personal entrepreneurial competencies	Personal entrepreneurial competencies: <ul style="list-style-type: none"> Concept of entrepreneurial 	0.5	1.0	1.5

S. N.	Task statements	Related technical knowledge	Time (hrs)		
			T	P	Tot
		competencies <ul style="list-style-type: none"> Assessing personal entrepreneurial competencies 			
13	Assess personal risk taking attitude	Risk taking attitude: <ul style="list-style-type: none"> Concept of risk Personal risk taking attitude Do and don't do while taking risk 	1.5	1.0	2.5
14	Make decision	Decision making: <ul style="list-style-type: none"> Concept of decision making Personal decision making attitude Do and don't do while making decision 	1.0	0.5	1.5
Unit 3: Identification and Selection of Viable Business Ideas			0.83	3.42	4.25
15	Identify/ select potential business idea <ul style="list-style-type: none"> Analyze strength, Weakness, Opportunity and Threat (SWOT) of business idea 	Identification and selection of potential business: <ul style="list-style-type: none"> Sources of business ideas Points to be considered while selecting business idea Business selection process Potential business selection among different businesses Strength, Weakness, Opportunity and Threats (SWOT) analysis of business idea Selection of viable business idea matching to "self" 	0.83	3.42	4.25
Unit 4: Business Plan			16.67	36.58	53.25
16	Assess market and marketing	Market and marketing: <ul style="list-style-type: none"> Concept of market and marketing Marketing and selling Market forces 4 Ps of marketing 	1.33	0.75	2.08

S. N.	Task statements	Related technical knowledge	Time (hrs)		
			T	P	Tot
		<ul style="list-style-type: none"> Marketing strategies 			
17	Business exercise: Explore small business management concept	Business exercise: <ul style="list-style-type: none"> Business exercise rules Concept of small business management Elements of business management <ul style="list-style-type: none"> Planning Organizing Executing Controlling 	1.58	1.67	3.25
18	Prepare market plan	Business plan/Market plan <ul style="list-style-type: none"> Concept of business plan Concept of market plan Steps of market plan 	2.0	2.0	4.0
19	Prepare production plan	Business plan/Production plan: <ul style="list-style-type: none"> Concept of production plan Steps of production plan 	1.25	1.5	2.75
20	Prepare business operation plan	Business plan/Business operation plan: <ul style="list-style-type: none"> Concept of business operation plan Steps of business operation plan Cost price determination 	2.5	2.67	5.17
21	Prepare financial plan	Business plan/Financial plan: <ul style="list-style-type: none"> Concept of financial plan Steps of financial plan Working capital estimation Pricing strategy Profit/loss calculation BEP and ROI analysis Cash flow calculation 	4.5	7.5	12.0
22	Collect market information /prepare business plan	Information collection and preparing business plan: <ul style="list-style-type: none"> Introduction Market survey <ul style="list-style-type: none"> Precaution to be taken while collecting 	2.0	13.0	15.0

S. N.	Task statements	Related technical knowledge	Time (hrs)		
			T	P	Tot
		information <ul style="list-style-type: none"> • Sample questions for market survey • Questions to be asked to the customers • Questions to be asked to the retailer • Questions to be asked to the stockiest/suppliers • Preparing business plan 			
23	Appraise business plan	Business plan appraisal: <ul style="list-style-type: none"> • Return on investment • Breakeven analysis • Cash flow • Risk factors 	0.5	5.5	6.0
24	Maintain basic book keeping	Basic book keeping: <ul style="list-style-type: none"> • Concept and need of book keeping • Methods and types of book keeping • Keeping and maintaining of day book and sales records 	1.0	2.0	3.0
Total:			30	48	78

Text book:

क) प्रशिक्षकहरूका लागि निर्मित निर्देशिका तथा प्रशिक्षण सामग्री, प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद् २०६९

ख) प्रशिक्षार्थीहरूका लागि निर्मित पाठ्य सामग्री तथा कार्य पुस्तिका, प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद् (अप्रकाशित), २०६९

Reference book:

Entrepreneur's Handbook, Technonet Asia, 1981.

On the Job Training (OJT)

Full Marks: 500

Practical: 24 weeks/960 Hrs

Description:

On the Job Training (OJT) is a 6 months (at least 24 weeks) program that aims to provide trainees an opportunity for meaningful career related experiences by working fulltime in real organizational settings where they can practice and expand their classroom based knowledge and skills before graduating. It will also help trainees gain a clearer sense of what they still need to learn and provides an opportunity to build professional networks. The trainee will be eligible for OJT only after attending the final exam. The institute will make arrangement for OJT. The institute will inform the CTEVT at least one month prior to the OJT placement date along with plan, schedule, the name of the students and their corresponding OJT site.

Objectives:

The overall objective of the On the Job Training (OJT) is to make trainees familiar with firsthand experience of the real work of world as well as to provide them an opportunity to enhance skills. The general objective of the OJT placement is to bridge the gap between theoretical input and real life work experiences. The specific objectives of On the Job Training (OJT) are to;

- Apply knowledge and skills learnt in the classroom to actual work settings or conditions and develop practical experience before graduation
- Familiarize with working environment in which the work is done
- Work effectively with professional colleagues and share experiences of their activities and functions
- Strengthen portfolio or resume with practical experience and projects
- Develop professional/work culture
- Broaden professional contacts and network.
- Develop entrepreneurship skills on related occupation.

Activities:

In this program the trainees will be placed in the real work of world under the direct supervision of related organization's supervisors. The trainees will perform occupation related daily routine work as per the rules and regulations of the organization. The trainees should involve in the preparation work in the kitchen and bakery, prepare food and bakery items, maintain hygiene and nutrition during the OJT period. The trainees should work in the patisseries & bakery unit, continental and oriental cookery unit and Nepali and Indian cuisine unit.

Potential OJT Placement site:

The students will be placed in the food production areas during their industrial exposure period. The nature of work in OJT is practical and potential OJT placement site should be as follows;

- Hotel/Resorts (tourist standard and above)
- Restaurant (fast food, specialty or multi cuisine)
- Catering house

Requirements for Successful Completion of On the Job Training:

For the successful completion of the OJT, the trainees should;

- submit daily attendance record approved by the concerned supervisor and minimum 144 working days attendance is required
- maintain daily diary with detail activities performed in OJT and submit it with supervisor's signature
- prepare and submit comprehensive final OJT completion report with attendance record and diary
- secured minimum 60% marks in each evaluation

Complete OJT Plan:

SN	Activities	Duration	Remarks
1	Orientation	2 days	Before OJT placement
2	Communicate to the OJT site	1 day	Before OJT placement
3	Actual work at the OJT site	24 weeks	During OJT period
4	First-term evaluation	one week (for all sites)	After 6 to 7 weeks of OJT start date
5	Mid-term evaluation	one week (for all sites)	After 15 to 16 weeks of OJT start date
6	Report to the parental organization	1 day	After OJT placement
7	Final report preparation	5 days	After OJT completion

- First and mid-term evaluation should be conducted by the institute.
- After completion of 6 months OJT period, trainees will be provided with one week period to review all the works and prepare a comprehensive final report.
- Evaluation will be made according to the marks at the following evaluation scheme but first and mid-term evaluation record will also be considered.

Evaluation Scheme:

Evaluation and marks distribution are as follows:

S.N	Activities	Who/Responsibility	Marks
1	OJT Evaluation (should be three evaluation in six months –one evaluation in every two months)	Supervisor of OJT provider	300
2	First and mid- term evaluation	The Training Institute	200
	Total		500

Note:

- Trainees must secure 60 percent marks in each evaluation to pass the course.
- If OJT placement is done in more than one institution, separate evaluation is required from all institutions.

OJT Evaluation Criteria and Marks Distribution:

- OJT implementation guideline will be prepared by the CTEVT. The detail OJT evaluation criteria and marks distribution will be incorporated in the guidelines.
- Representative of CTEVT, Regional offices and CTEVT constituted technical schools will conduct the monitoring & evaluation of OJT at any time during the OJT period.