

CURRICULUM
PRE-DIPLOMA
Culinary Arts



Council for Technical Education and Vocational Training
Curriculum Development and Equivalence Division
Sanothimi, Bhaktapur

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Introduction

Government of Nepal, Ministry of Education, Science and Technology implemented the letter grading system in SLC from 2072 B.S. The door of TSLC Program 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 Pre-Diploma Program.

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 abroad.

Rationale of Revision

Pre-diploma in Culinary Arts curriculum was developed in 2010. This is the first revision after the implementation of its development. The rationales behind its revision are as follows:

- It crossed the 5 years maturity period of its implementation after its first development in 2016 and similarly the implementing agencies/college have requested to revise this curriculum based on their teaching experiences.
- The semester-wise re-adjustments of the existing subjects are felt necessary.
- It is needed to revisit its weightage in both theory and practical marks contents to make it more practical oriented.
- The technologies invented in this field seems necessary to be incorporated.

Curriculum Title

Pre-diploma in Culinary Arts

Aim

The aim of this Program is to produce basic level workforce equipped 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 industries.

Objectives

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

- Explain the principle of cookery.
- Explore different regional cuisine.
- Explain the food commodities and their uses.
- Classify the composition of food commodities and their nutrients.
- Apply the food hygiene and safety.
- Explain hospitality and tourism industry.
- Apply the hospitality communicative language, computer skills and entrepreneurship development required for food knowledge.

Group size

The group size will be maximum 40 (forty).

Entry Qualification

Individuals with following criteria will be eligible for this program:

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

Duration

This course will be completed within 18 months (40 hrs. /week X 35 weeks a year = 1400 hrs.)
Class including 6 months (40 hrs. /week X 24 weeks = 960 hrs.) on the job training (OJT).

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 (Instructor) and Student Ratio

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

Qualification of Instructional Staff

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

Instructional Media and Materials

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

- **Printed media materials:** Assignment sheets, case studies, handouts, performance checklists, textbooks etc.
- **Non-project media materials:** Displays, models, photographs, flipchart, poster, writing board etc.
- **Projected media materials:** Slides, Multimedia Projector.
- **Audio-visual materials:** Audiotapes, films, slide-tapes, videodisc, etc.
- **Computer based instructional materials:** Computer based training, interactive video etc.
- **Web-Based Instructional Materials** (Online learning)
- **Radio/Television/Telephone**

- **Education-focused social media platform**

Teaching Learning Methodologies

The methods of teaching will be a combination of several approaches, such as Illustrated talk, Lecture, Tutorial, Group Discussion, Demonstration, Simulation, Guided practice, Practical experiences, Fieldwork, Report writing, Term paper presentation, Case analysis, Tutoring, Role-playing, Heuristic, Project work and Other Independent learning.

- Theory: Lecture, Discussion, Seminar, Interaction, Assignment, Group work.
- Practical: Demonstration, Observation, Guided practice, Self-practice, Project work.
- Internship: Industrial practice

Approach of Learning

There will be inductive, deductive and learner-centered approaches of learning.

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%
3.	OJT			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.
- The students must secure minimum of 40% marks in theory and 60% marks in practical both in internal and final examinations. Additionally, the students must secure minimum of 60% marks in OJT for successful completion.

Provision of Back Paper

There will be the provision of back paper but the students must pass all the subjects within three years from the enrollment date; however, there should be a provision of chance exam for the students as per CTEVT rules.

Disciplinary and Ethical Requirements

- Intoxication, insubordination or rudeness to peers will result in immediate suspension followed by review by the disciplinary review committee of the institute.

- Dishonesty in academic or practice activities will result in immediate suspension followed by administrative review, with possible expulsion.
- Illicit drug use, bearing arms at institute, threats or assaults to peers, faculty or staff will result in immediate suspension, followed by administrative review with possible expulsion.

Grading System

The grading system will be as follows:

Grading	Overall marks
Distinction	80% or above
First division	75% to below 80%
Second division	65% to below 75%
Third division	Pass aggregate to below 65%

Certificate Awarded

The Council for Technical Education and Vocational Training, Office of the Controller of Examinations will award certificate of Pre-diploma in Culinary Arts to those students who gain a minimum mark of 60% in practical exam and 40% in theoretical exam in all subjects. In addition, OJT has to be evaluated by keeping 500 as full marks. The evaluation of the performance of the students is to be carried out by the concerned organization where the student is placed and the CTEVT unless otherwise directed by Office of the Controller of Examinations of the Council for Technical Education and Vocational Training. Here also the student has to score 60 % or above for successful completion of the curricular program.

Career Path

The graduate will be eligible for the position equivalent to Non-gazette 2nd class/level 4 (technical) as commi and junior cook in hotel and restaurant or as prescribed by the Public Service Commission.

Note: The graduate is eligible to enroll in Diploma in Culinary Arts, Diploma in Hotel Management or in similar program.

General Attitudes Required

A student should demonstrate following general attitudes for effective and active learning.

Acceptance, Affectionate, Ambitious, Aspiring, Candid, Caring, Change, Cheerful, Considerate, Cooperative, Courageous, Decisive, Determined, Devoted, Embraces, Endurance, Enthusiastic, Expansive, Faith, Flexible, Gloomy, Motivated, Perseverance, Thoughtful, Forgiving, Freedom, Friendly, Focused, Frugal, Generous, Goodwill, Grateful, Hardworking, Honest, Humble, Interested, Involved, Not jealous, Kind, Mature, Open minded, Tolerant, Optimistic, Positive, Practical, Punctual, Realistic, Reliable, Distant, Responsibility, Responsive, Responsible, Self-confident, Self-directed, Self-disciplined, Self-esteem, Self-giving, Self-reliant, Selfless, Sensitive, Serious, Sincere, Social independence, Sympathetic, Accepts others points of view, Thoughtful towards others, Trusting, Unpretentiousness, Unselfish, Willingness and Work-oriented.

Course Structure
Pre-Diploma in Culinary Arts

S.N	Subject	Nature	Hours /Week	Theory & Practical Hours			Full Marks		
				Theory	Practical	Total (T+P)	Theory	Practical	Total
1	Hospitality Communicative English	T+P	5	70	105	175	50	70	120
2	Introductory Tourism and Hospitality	T+P	3	80	25	105	60	20	80
3	Principles of Cooking	T+P	4	70	70	140	50	50	100
4	Bakery and Patisserie	T+P	3	35	70	105	30	50	80
5	Continental Cookery	T+P	6	35	175	210	30	120	150
6	Nepali and Indian Cuisine	T+P	6	35	175	210	30	120	150
7	Hygiene and Nutrition	T+P	3	70	35	105	50	20	70
8	Oriental Cookery	T+P	6	42	168	210	30	120	150
9	Computer Application	T+P	2	14	56	70	10	40	50
10	Entrepreneurship Development	T+P	2	28	42	70	20	30	50
		Total	40	472	928	1400	380	620	1000
	On-the-job Training (OJT)			Practical		960			500
	Grand Total					2360			1500

T=Theory, P=Practical

Each practical class will be 4 hours same menu repeated twice in a week.

Hospitality Communicative English

Total: 175 hours
Theory: 70 hours
Practical: 105 hours

Course Description

This subject consists of four units related to communicative English; writing skills in English; English sounds and structures; and English conversation practices so as to equip the students with the skills and knowledge of communication in English language in order to have an effective and efficient job performance through occupational communication in the workplace.

Course Objectives

After the completion of this subject, students will be able to:

1. Familiarize with English sound and basic structures.
2. Communicate in English language at work/job environment.
3. Define trade related technical terminologies.
4. Conduct situational/structural conversation essential for job performance.
5. Perform writing skills.

Course Contents:

SN	Task Statement	Related Technical Knowledge	Time hours		
			T	P	Total
1	Familiarize with English Sound and structures:	<p><u>English sounds:</u></p> <ul style="list-style-type: none"> ❖ The Vowels ❖ The Consonants <p><u>Dictionary skills</u></p> <ul style="list-style-type: none"> ❖ Alphabetical order ❖ Dictionary entry ❖ Guide words, head words <p><u>Spellings</u></p> <ul style="list-style-type: none"> ❖ British and American English spelling <p><u>Vocabularies</u></p>	10		10
2	Identify and use grammatical units	<p><u>Grammatical units</u></p> <ul style="list-style-type: none"> ❖ The word ❖ The phrase ❖ The clause ❖ The sentence <ul style="list-style-type: none"> ● Types of sentence ● Forms ● Function 	15	10	25

3	Apply Communicative functions	<u>Communicative functions</u> <ul style="list-style-type: none"> ❖ Introducing ❖ Requests and offers ❖ Expressing gratuities ❖ Expressing likes/dislikes ❖ Asking for permission ❖ Agreeing/disagreeing ❖ Encouraging/discouraging ❖ Inviting/making invites ❖ Accepting/declining ❖ Suggesting/advising ❖ Making and receiving telephone calls ❖ Group discussing and presentation ❖ Interviewing 	15	30	45
4	Comprehend the reading passages and use the terminologies given	<u>Reading Passages</u> <ul style="list-style-type: none"> ❖ Reading comprehension ❖ Use of terms and terminologies 	15	15	30
5	Perform writing skills	<u>Writing Skills</u> <ul style="list-style-type: none"> ❖ Writing paragraphs <ul style="list-style-type: none"> ● Writing dialogues ● Writing precies/summaries ● Writing letters <ul style="list-style-type: none"> ○ Personal letters ○ Social Letters ○ Official letters <ul style="list-style-type: none"> ➤ Leave letters ➤ Job applications ➤ Resumes ○ Business letters <ul style="list-style-type: none"> ➤ Orders ➤ Complains ● Writing essays 	15	15	30

		<ul style="list-style-type: none"> ● Writing technical reports ● Writing notices ● Writing instructions ● Writing bank vouchers 			
			70	105	175

References:

1. Poudel, R.C., A Manual to Communicative English, K.P. Pustak Bhandar, Kathmandu, 1956/57.
2. Shah, B.L. ,A text book of writing skills in English, First edition Hira Books Enterprises, Kathmandu,
3. Tayior, G., English conversation practice, 1975.
4. Maharjan L. B., A textbook of English sounds and Structures, Vidyarthi Pustak Bhandar, Kathmandu, 2000.

Introductory Tourism and Hospitality

Total: 105 hours
Theory: 80 hours
Practical: 25 hours

Course Description

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

Course Objectives

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

1. Explain historical background of the hospitality and hotel industry.
2. Understand the hospitality industry and its sectors.
3. Classify the hotel industries.
4. Explain the importance of the hospitality industry and customer service.
5. Know about different hospitality businesses and their segments.
6. Familiarize with Travel and tourism

Module I: Introduction

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	Introduce Hospitality Industry	<u>Hospitality Industry:</u> ❖ Introduction ❖ History ❖ Character/ nature ❖ Scope ❖ Sectors ❖ Products and Services ❖ Future trends	10		10
Sub-total I			10		10

Module II: Introduction of Travel and Tourism

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
2	Introduce Tourism	<u>Tourism:</u> ❖ Introduction ❖ Importance ❖ Types ❖ Nature ❖ Evolution of tourism ✓ First Phase ✓ Second Phase	10		10

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
		✓ Third Phase			
	Explain Impact of Tourism	Impact on Tourism: <u>Society</u> ❖ Positive ❖ Negative <u>Economy</u> ❖ Positive ❖ Negative <u>Environment</u> ❖ Positive ❖ Negative	4		4
7	Explain components of Tourism	Components of Tourism: ❖ Attraction ❖ Accommodation ❖ Accessibilities ❖ Amenities ❖ Activities	5		5
8	Introduce Tourist	<u>Tourist:</u> ❖ Introduction ❖ Types	4		4
Sub-total II			23		23
Total (Sub-total I +Sub-total II)			33		33

Module III: Introduction to Hotel industry

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
10	Introduce Hotel	<u>Hotel:</u> ❖ Definition ❖ History of Hotel in Nepal ❖ Classification of hotel <ul style="list-style-type: none"> ● Location ● Size ● Ownership and affiliation ❖ Organizational Chart <ul style="list-style-type: none"> ● Hotel ● Resort ❖ Importance of organization chart	6		6
10.	Identify major department of Hotel	<u>Major Department of Hotel:</u> <u>Operational Department:</u> ❖ Front office <ul style="list-style-type: none"> ● Introduction ● Function ● Organizational cart ● Sections 	20	12	32

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
		<ul style="list-style-type: none"> ● Reservation procedures ● Job description ● Coordinating department <ul style="list-style-type: none"> ❖ Food and Beverage service <ul style="list-style-type: none"> ● Introduction ● Function ● Organization chart ● Outlets ● Order Taking Procedure ● Cover setup ● Job description ● Coordinating department ❖ Housekeeping <ul style="list-style-type: none"> ● Introduction ● Function ● Organization chart ● Job description ● Guest room cleaning procedures ● Bed making ● Coordinating department ❖ Food Production <ul style="list-style-type: none"> ● Introduction ● Food Production System ● Kitchen brigade ● Job description <p><u>Functional Department:</u></p> <ul style="list-style-type: none"> ❖ Human Resource <ul style="list-style-type: none"> ● Introduction ● Functions ❖ Finance <ul style="list-style-type: none"> ● Introduction ● Function ❖ Engineering and Maintenance <ul style="list-style-type: none"> ● Introduction ● Function ❖ Purchase <ul style="list-style-type: none"> ● Introduction ● Function ❖ Sales and Marketing <ul style="list-style-type: none"> ● Introduction ● Function 			

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
		<ul style="list-style-type: none"> ❖ Security <ul style="list-style-type: none"> ● Introduction ● Function 			
		Sub-total III	26		38
	Total (Sub-total I +Sub-total II+ Sub-total III)		59		71

Module IV: Customer service skills

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
13.	Provide Customer service	Customer service: <ul style="list-style-type: none"> ❖ Introduction ❖ Importance ❖ Creating good customer relationship ❖ Sales process ❖ Handling customer complaints 	6	5	11
		Sub-total II	6	5	11
	Total (Sub-total I +Sub-total II+ Sub-total III+ Subtotal IV)		65	17	82

Module V: Tourism related organizations- its role and function

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
15.	Identify National tourism related organization	Tourism related organization: <ul style="list-style-type: none"> ❖ MOCTCA <ul style="list-style-type: none"> ● Definition ● Role and function ❖ NTB <ul style="list-style-type: none"> ● Definition ● Role and function ❖ HAN <ul style="list-style-type: none"> ● Definition ● Role and function ❖ NATTA <ul style="list-style-type: none"> ● Definition ● Role and function ❖ TAAN <ul style="list-style-type: none"> ● Definition ● Role and function ❖ NARA <ul style="list-style-type: none"> ● Definition ● Role and function 	8		8
		Sub-total II	8		8
	Total (Sub-total I +Sub-total II+ Sub-total III+ Subtotal IV + Subtotal V)		72	17	90

Module VI: Exposure visit

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
15	Perform exposure visit	<u>Exposure visit:</u> ❖ Introduction ❖ Importance <u>Exposure visit in:</u> ❖ Hotel ❖ Restaurant ❖ Tourism Organization ❖ Sight Seeing <p style="text-align: right;">Related</p>	7	8	15
		Sub-total VI		15	15
Total (Sub-total I +Sub-total II+ Sub-total III+ Subtotal IV +Subtotal V+ Subtotal VI)			80	25	105

References

- 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: 140 Hours
Theory: 70 Hours
Practical: 70 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 completion of this course, the students 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 preparation system
5. Explain kitchen brigade, organization chart 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. Prepare the salads and dressings
10. Prepare stocks, soups and kitchen sauces

Module I: Introduction

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	Introduce a kitchen	<u>Kitchen:</u> ❖ Introduction ❖ Different Types of kitchen and layout ❖ Organizational chart of kitchen ❖ Job description of kitchen staff ❖ Basic quality attributes of kitchen staff	3	2	5
2.	Identify kitchen tools and equipment	<u>Kitchen Tools and Equipment:</u> ❖ Introduction ❖ Food preparation equipment <ul style="list-style-type: none"> ● Bowl choppers ● Food mixer ● Potato peeler ● Mixing machine ● Slicing Machine ❖ Cooking equipment <ul style="list-style-type: none"> ● Baking Oven ● Roasting Oven 	2	3	5

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
		<ul style="list-style-type: none"> ● Deep Fryer ● Salamander ● Griller ● Brat pan ❖ Holding equipment <ul style="list-style-type: none"> ● Bain Marie ● Hot cup boards ● Refrigerator ● Blast chiller ❖ Dish washing equipment <ul style="list-style-type: none"> ● Dishwashing machine ● Glass washing machine ❖ Utensils and small equipment 			
Module II: Concept of Cooking					
3.	Perform cooking	<p><u>Concept of Cooking:</u></p> <ul style="list-style-type: none"> ❖ Definition <ul style="list-style-type: none"> ● Aim and objective ● Effect of heat on food <ul style="list-style-type: none"> ❖ Carbohydrates ❖ Proteins ❖ Fats ❖ Vitamins ❖ Mineral ❖ Water ● Heat transfer <ul style="list-style-type: none"> ❖ Conduction ❖ Convection ❖ Radiation ❖ Different methods of cooking <ul style="list-style-type: none"> ➤ Moist heat method <ul style="list-style-type: none"> ● Boiling ● Blanching ● Poaching ● Steaming ● Stewing ● Braising ➤ Dry heat methods <ul style="list-style-type: none"> ● Roasting <ul style="list-style-type: none"> ✓ Spit Roasting ✓ Pot Roasting ✓ Oven Roasting ✓ Tandoor Roasting 	5	5	10

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
		<ul style="list-style-type: none"> ● Grilling ● Baking ➤ Frying and its types <ul style="list-style-type: none"> ● Shallow frying ● Deep fat frying ● Sautéing 			
Module III: Food Commodities					
4.	Identify food commodities	<p><u>Vegetables (Legumes):</u></p> <ul style="list-style-type: none"> ❖ Definition ❖ Different types of vegetables ❖ Different cuts of vegetables ❖ Quality sign ❖ Storing process <p><u>Cereals:</u></p> <ul style="list-style-type: none"> ❖ Definition ❖ Composition ❖ Uses ❖ Storing tips <p><u>Fish (Poisson):</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Classification of fish ❖ Different cuts of fish ❖ Quality sign ❖ Storing process <p><u>Meat (Viande):</u></p> <ul style="list-style-type: none"> ❖ Introduction <p><u>Beef:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Types ❖ Different cuts of beef ❖ Quality sign ❖ Storage <p><u>Lamb/Mutton:</u></p> <ul style="list-style-type: none"> ❖ Definition ❖ Different cuts of lamb/mutton ❖ Quality sign ❖ Storage <p><u>Pork:</u></p> <ul style="list-style-type: none"> ❖ Definition ❖ Types ❖ Different cuts of pork ❖ Quality sign ❖ Storage 	16	18	34

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
		<p><u>Poultry:</u></p> <ul style="list-style-type: none"> ❖ Definition ❖ Classification of poultry ❖ Different cuts of poultry ❖ Quality sign ❖ Storage <p><u>Eggs (Oeuf):</u></p> <ul style="list-style-type: none"> ❖ Definition and sources of eggs ❖ Nutritive value of eggs ❖ Quality sign ❖ Storage <p><u>Dairy and Dairy Products:</u></p> <ul style="list-style-type: none"> ❖ Introduction <p><u>Milk:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Types ❖ Storing process <p><u>Cream:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Types ❖ Uses ❖ Storing process <p><u>Yoghurt:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Uses ❖ Storing tips <p><u>Cheese:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Types ❖ Uses ❖ Storing tips <p><u>Fats and Oils:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Types ❖ Storage system <p><u>Fruits and Nuts:</u></p> <ul style="list-style-type: none"> ❖ Types of fruits and nuts ❖ Storing tips <p><u>Raising and binding agents:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Types ❖ Storing tips <p><u>Herbs and Spices:</u></p> <ul style="list-style-type: none"> ❖ Definition 			

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
		<ul style="list-style-type: none"> ❖ Storing tips <p><u>Sugar:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Types ❖ Storing tips 			
Module IV: Foundation of Cooking					
5.	Prepare Stock	<p><u>Stock:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Types ❖ Uses ❖ Guidelines for preparing stock 	2	2	4
6.	Prepare sauce	<p><u>Sauce:</u></p> <ul style="list-style-type: none"> ❖ Definition ❖ Importance <p><u>Mother Sauce:</u></p> <ul style="list-style-type: none"> ❖ Types <ul style="list-style-type: none"> ● Mayonnaise Sauce ● Hollandaise Sauce ● Béchamel Sauce ● Espagnole Sauce ● Tomato Sauce ● Veloute Sauce ❖ Derivatives of mother sauce ❖ Thickening agents use in sauce 	4	8	12
7.	Prepare soup	<p><u>Soup:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Types ❖ Guidelines for preparing soup 	2	4	6
8.	Prepare Salad	<p><u>Salad:</u></p> <ul style="list-style-type: none"> ❖ Introduction and importance ❖ Types ❖ Parts 	2	2	4
9.	Prepare Dressing	<p><u>Dressing:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Types ❖ Importance 	1	2	3
10.	Prepare Dough	<p><u>Dough:</u></p> <ul style="list-style-type: none"> ❖ Definition ❖ Types <ul style="list-style-type: none"> ● Straight Dough ● Leavened Dough ● Sour Dough ❖ Dough Preparation methods 	2	4	6
11.	Prepare Accompaniments and	<u>Accompaniments and Garnishes:</u>	2	3	5

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
	Garnishes	<ul style="list-style-type: none"> ❖ Introduction ❖ Types of Accompaniments ❖ Types of Garnishes ❖ Guidelines for using accompaniments and garnishes 			
12.	Prepare Sandwich	<u>Sandwich:</u> <ul style="list-style-type: none"> ❖ Definition ❖ Types 	1	3	4
Module V: Meals and Menu					
13.	Perform Menu Planning.	<u>Menu:</u> <ul style="list-style-type: none"> ❖ Introduction ❖ Types ❖ French Classical Menu ❖ Considerations in menu planning 	6	4	10
14.	Plan a Meals for the day	<u>Meals of the day:</u> <u>Bed Tea/Coffee:</u> <u>Breakfast:</u> <ul style="list-style-type: none"> ❖ Introduction ❖ Types <ul style="list-style-type: none"> ● English Breakfast ● American Breakfast ● Continental Breakfast ● Indian Breakfast ● Himalayan Breakfast <u>Brunch</u> <u>Lunch</u> <u>Dinner</u> <u>High tea</u> <u>Supper</u>	6	10	16
Module VI: Food Preservation					
15.	Perform Food Preservation	<u>Food Preservation:</u> <ul style="list-style-type: none"> ❖ Introduction ❖ Methods of Food Preservation <ul style="list-style-type: none"> ● Salting ● Pickling ● Canning and Bottling ● Smoking ● Chilling and Freezing ● Drying ● Vacuum Packing 	4		4
Module VII: Controlling					

16.	Perform Controlling Cycle	<u>Controlling:</u> ❖ Introduction ❖ Controlling Cycle <ul style="list-style-type: none"> ● Purchasing ● Receiving ● Storing ● Issuing ● Preparation and Control ● Sales ● Accounting ❖ Purchase Controlling <ul style="list-style-type: none"> ● Purchasing Methods ● Standard Purchase Specification ❖ Inventory System ❖ Document use in store <ul style="list-style-type: none"> ● Bin Card ● Purchase Requisition Form ❖ Portion Control ❖ Standard Recipe ❖ Standard Yield ❖ Food Cost and Selling Price Calculation	12		12
Total			70	70	140

References

- Ceserani, V &Kinton, R.(1990).Practical Cookery, Hodder & Stoughton, London
- Ghimire, A.n 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
- Saroj Singh Bhandari, Mastering the Art of Cookery

Bakery and Patisserie

Total: 105 hours
Theory: 35 hours
Practical: 70 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 Objectives

After completion of this course, students will be able to:

1. Explain the concept of baking
2. Explain the job description of bakery and pastry staff.
3. Explain about bakery commodities/baking goods.
4. Prepare different foundations for bakery/pastry items.
5. Prepare yeast dough breads
6. Prepare bakery/pastry products, cookies, sponge, quick bread, etc.

Module I: Introduction

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	Introduce baking	Baking: ❖ Definition ❖ History	1		1
2.	Introduce patisseries department	Patisseries Department: ❖ Introduction ❖ Importance ❖ Hierarchical structure ❖ Duties and responsibilities ❖ Bakers qualities	3	1	4
3.	Identify baking tools and equipment	Baking tools and equipment: ❖ Introduction ❖ Classification ❖ Uses ❖ Care and storage	1	2	3
Sub-total I			5	3	8

Module II: Bakery commodities

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1	Identify bakery commodities	<u>Bakery Commodities:</u> ❖ Raising agents: ● Definition ● Classification ● Culinary uses ● Storage	15	3	18

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
		<ul style="list-style-type: none"> ❖ Sweetener agents: <ul style="list-style-type: none"> ● Definition ● Classification ● Culinary uses ● Storage ❖ Fats and oil: <ul style="list-style-type: none"> ● Definition ● Classification ● Culinary uses ● Storage ❖ Flour: <ul style="list-style-type: none"> ● Definition ● Classification ● Culinary uses ● Storage ❖ Cream: <ul style="list-style-type: none"> ● Definition ● Classification ● Culinary uses ● Storage 			
		Sub-total II	15	3	18
		Total (Sub-total I +Sub-total II)	20	6	26

Module III: Bread fabrication

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	Bake breads (Hard rolls, Soft soup buns, Hot dog rolls, Bread stick, White & brown bread loaf, Doughnut, Cinnamon rolls, Croissant, Danish)	<u>Bread:</u> <ul style="list-style-type: none"> ❖ Introduction ❖ Ingredients ❖ Types of dough ❖ Varieties of breads ❖ Principles ❖ Common faults ❖ Storage system 	3	22	25
		Sub-total III	3	22	25
		Total (Sub-total I +Sub-total II+ Sub-total III)	23	28	51

Module IV: Quick Bread

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	Bake quick breads (Vanilla muffin, chocolate muffin, fruit cake, carrot cake, banana cake)	<u>Quick Breads:</u> <ul style="list-style-type: none"> ❖ Introduction 	2	12	14

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
)	<ul style="list-style-type: none"> ❖ Ingredients ❖ Common faults ❖ Storage system 			
Sub-total II			2	12	14
Total (Sub-total I +Sub-total II+ Sub-total III+ Subtotal IV)			25	40	65

Module V: Sponge cake

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	<p>A. Bake sponge cake (White sponge, chocolate sponge)</p> <p>B. Prepare Cake (Black forest, chocolate cake, white forest cake, Vanilla Cake, festive cake)</p>	<p><u>Sponge cake:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Ingredients ❖ Common faults ❖ Storage system 	2	12	14
Sub-total II			2	12	14
Total (Sub-total I +Sub-total II+ Sub-total III+ Subtotal IV)			27	52	79

Module VI: Paste

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	Introduce paste	<p><u>Paste:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Types 	1		1
2.	Bake sweet pastry (Fruit tart, cookies, Apple pie)	<p><u>Short Crust/ Sweet Paste</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Ingredients ❖ Uses ❖ Storage 	1	6	7
3.	Bake choux pastries (chocolate eclairs, profiteroles, cream puff)	<p><u>Choux Paste:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Ingredients ❖ Uses ❖ Storage 	1	6	7
4	Bake puff pastries (chicken/vegetable patties, cream horn, cheese straw, palmier)	<p><u>Puff Paste:</u></p> <ul style="list-style-type: none"> ❖ Introduction ❖ Ingredients ❖ Uses ❖ Storage 	1	6	7
Sub-total II			4	18	22
Total (Sub-total I +Sub-total II+ Sub-total III+ Subtotal IV)			31	70	101

Module VII: Dessert

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	Introduce Dessert	Dessert: ❖ Introduction ❖ Importance and function	4		4
		Sub-total II	4		4
Total (Sub-total I +Sub-total II+ Sub-total III+ Subtotal IV)			35	70	105

Reference books

- Ceserani, V. &Kinton, R. (1990). Practical Cookery, Hodder & Stoughton, London
- Arora, K. (2008). Theory of Cookery, Frank Bro and Company, New Delhi
- Thangam, P. (2007). Modern Cookery, Orient Longman Pvt. Ltd.
- Professional cooking. Wayne Glsslen

Continental Cookery

Total: 210 hours
Theory: 35 hours
Practical: 175 hours

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 completion of this course, students will be able to:

- ❖ Explain and prepare the Continental Appetizers
- ❖ Explain and prepare the Continental Soups
- ❖ Explain and prepare the Continental Main Course
- ❖ Explain and prepare Mediterranean and Arabic main course and light meals
- ❖ Explain and prepare the Continental Accompaniments consisting of vegetables, potatoes, salads, pastas, sauces, dressing etc.
- ❖ Explain and prepare the Sandwiches and Canapés.
- ❖ Explain and prepare continental snacks
- ❖ Explain continental culinary terms

Module I: Introduction

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	Introduce continental cuisine	Continental cuisine <ul style="list-style-type: none"> ● Introduction ● Origin ● Features ● Cooking methods ● Ingredients ● Cooking equipment ● Culinary terms 	10		10

Module II: 3 Course Meal

2.	Prepare 3 course Menu No. 1 <ul style="list-style-type: none"> ● Cream of vegetable soup, ● Stroganoff with steamed aromatic rice, sautéed vegetables ● Cream Caramel 	3 Course Menu No. 1 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
3.	Prepare 3 course Menu No. 2 <ul style="list-style-type: none"> ● Cream of tomato soup ● Herbs marinated grilled fish with lemon butter sauce ● Sauté potatoes with vegetables ● Chocolate mousse 	3 Course Menu No. 2 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
4.	Prepare 3 course Menu No. 3 <ul style="list-style-type: none"> ● Chicken broth 	3 Course Menu No. 3 <ul style="list-style-type: none"> ● Ingredients 	1	7	8

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
	<ul style="list-style-type: none"> ● Tenderloin steak with pepper sauce polenta ● Macedonian of vegetable ● Cheese cake 	<ul style="list-style-type: none"> ● Method of preparation ● Portion size ● Presentation and garnish 			
5.	Prepare 3 Course Menu No. 4 <ul style="list-style-type: none"> ● Greek salad ● Chicken a 'la king with herbs rice ● Panna Cota 	3 Course Menu No. 4 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
6.	Prepare 3 Course Menu No. 5 <ul style="list-style-type: none"> ● Waldorf salad ● Grilled pork chop with Robert sauce ● Garlic mashed potato ● Glazed vegetables ● Crepe suzette 	3 Course Menu No. 5 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
7.	Prepare 3 Course Menu No. 6 <ul style="list-style-type: none"> ● Consommé Celestine ● Chicken enchilada ● Stuffed tomatoes with spinach and cheese ● Apple pie 	3 Course Menu No. 6 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
8.	Prepare 3 course Menu no. 7 <ul style="list-style-type: none"> ● Vegetable Crudités with thousand island ● Fish Meuniere with layonnaise potato ● Chocolate Eclairs 	3 Course Menu No. 7 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
9.	Prepare 3 course Menu no. 8 <ul style="list-style-type: none"> ● Potage dubbary ● Hungarian goulash with butter rice and vegetable ● Fruit custard 	3 Course Menu No. 8 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
10.	Prepare 3 course Menu no. 9 <ul style="list-style-type: none"> ● Minestrone soup ● Spaghetti ala Bolognese ● Tiramisu 	3 Course Menu No. 9 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
11.	Prepare 3 Course Menu no. 10 <ul style="list-style-type: none"> ● Cream of mushroom soup ● Fish and chips with tartar sauce ● Cream Caramel 	3 Course Menu No. 10 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
12.	Prepare 3 course Menu no. 11	3 Course Menu No. 11	1	7	8

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
	<ul style="list-style-type: none"> ● Cream of Asparagus soup ● Coq au vin ● Herbs rice ● Sautéed French beans ● Chocolate pudding 	<ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 			
13.	Prepare 3 course Menu no.12 <ul style="list-style-type: none"> ● Russian salad ● Potato and leek soup (Crème Vichyssoise) ● Medallion steak béarnaise sauce ● Parsley potato ● Sautéed seasonal vegetable ● Fresh fruit with ice Cream 	3 Course Menu No. 12 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
14.	Prepare 3 course Menu no. 13 <ul style="list-style-type: none"> ● Caesar salad ● Chicken Sizzler with spaghetti and butter vegetables ● Bread Pudding 	3 Course Menu No. 13 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
15.	Prepare 3 course Menu no. 14 <ul style="list-style-type: none"> ● Salad Nicoise ● Spinach and cottage cheese cannelloni ● Custard tart 	3 Course Menu No. 14 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
16.	Prepare Menu 15 <ul style="list-style-type: none"> ● Grilled vegetable salad ● Gazpacho ● Mediterranean chicken ● Fresh fruit with yoghurt 	3 Course Menu No. 15 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
17.	Prepare Menu 16 <ul style="list-style-type: none"> ● Hawaiian salad ● Potage St. Germaine ● Vegetable au gratin with garlic bread ● Baklava 	3 Course Menu No. 16 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
18.	Prepare Menu 17 <ul style="list-style-type: none"> ● Prawn cocktail ● Cream of spinach puree ● Cube of chicken simmered in red wine sauce ● Risotto Milanese ● Orange mousse 	3 Course Menu No. 17 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
		Sub-total I	31	85	116

Module III: Fast Food and Snacks

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
19.	Prepare Pizza <ul style="list-style-type: none"> ● Chicken Pizza ● Mushroom Pizza ● Olive Pizza ● Pizza Margherita ● Pizza Pepperoni ● Hawaiian pizza 	Pizza: <ul style="list-style-type: none"> ● Introduction ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
20.	Prepare snacks <ul style="list-style-type: none"> ● Chicken nuggets ● Onion rings ● Crunchy chicken/mushroom and cottage cheese ● Taco with salsa ● Meat balls ● Cheese ball ● Fish Finger 	Snacks: <ul style="list-style-type: none"> ● Introduction ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
21.	Prepare light meal <ul style="list-style-type: none"> ● Pita bread with hummus and tzatziki ● oven roast chicken wings ● Bruschetta ● Turquoise 	Light Meal: <ul style="list-style-type: none"> ● Introduction ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
22.	Prepare Burgers and Sandwich	Burger: <ul style="list-style-type: none"> ➤ Introduction ➤ Ham Burger ➤ Chicken Burger ➤ Vegetable Burger ➤ Accompaniments ➤ Garnish Sandwich <ul style="list-style-type: none"> ➤ Introduction ➤ Club sandwich ➤ Grilled cheese sandwich ➤ Tomato Mozzarella Sandwich ➤ Tuna sandwich ➤ Vegetable sandwich ➤ Accompaniments 	1	7	8

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
		➤ Garnish			
23.	Prepare canapés <ul style="list-style-type: none"> ● Egg canapés ● Chicken mousse canapés ● Cheese canapés ● Fruit canapés 	Canapés: <ul style="list-style-type: none"> ● Introduction ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8

Module IV: Breakfast

24.	Prepare English Breakfast	English Breakfast: <ul style="list-style-type: none"> ● Introduction ● Sequence of course ● Garnish and presentation 	1	7	8
25.	Prepare American Breakfast	American Breakfast: <ul style="list-style-type: none"> ● Introduction ● Sequence of course ● Garnish and presentation 	1	7	8
26.	Prepare Continental Breakfast	Continental Breakfast: <ul style="list-style-type: none"> ● Introduction ● Sequence of course ● Garnish and presentation 	1	7	8
		Sub-total II	26	38	44
		Total (Sub-total I +Sub-total II)	35	175	210

References

- Cesarani, V & Kinton, R.(1990).Practical Cookery, Hodder & Stoughton, London
- Ghimire, A.n 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
- Hangan, p. (2007). Modern Cookery, Orient Longman Pvt. Ltd

Nepali and Indian Cuisine

Total: 210 hours
Theory: 35 hours
Practical: 175 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 completion of this course, students will be able to:

1. Explain and prepare the Nepali and Indian Appetizers.
2. Explain and prepare the Nepali and Indian Soups.
3. Explain and prepare the Nepali and Indian Main Course.
4. Explain and prepare the Nepali and Indian Accompaniments.
5. Explain and prepare the Nepali and Indian Desert.
6. Explain and prepare Nepali and Indian snacks.
7. Explain Nepali and Indian culinary terms.

Module I: Introduction

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	Introduce Nepali Cuisine	Nepali Cuisine <ul style="list-style-type: none"> ❖ Brief History ❖ Seasoning ingredients ❖ Flavoring ingredients ❖ Cooking method ❖ Cooking equipment 	3		3
2.	Introduce Indian Cuisine	. Indian Cuisine <ul style="list-style-type: none"> ❖ Brief History ❖ Features and characteristics ❖ Seasoning ingredients ❖ Flavoring ingredients ❖ Cooking method ❖ Cooking equipment ❖ Souring agent ❖ Coloring agent ❖ Thickening agent ❖ Tenderizing agent 	7		7
		Sub-total I	10		10

**Module II: Practical
Indian Cuisine**

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
3	Prepare Menu 1 <ul style="list-style-type: none"> ● Paya Ka sorba ● Rajma masala with plain rice and chapatti ● Kheer 	Menu 1 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	9	10
4	Prepare Menu 2 <ul style="list-style-type: none"> ● Tamatar ka shorba ● Chicken korma with tawa paratha and cucumber salad ● Sewai kheer 	Menu 2 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	9	10
5	Prepare Menu 3 <ul style="list-style-type: none"> ● Mulligatawany Soup ● Mutton rogan josh with peas pulao, veg jalfrezi and dum aloo ★ Gajar ka haluwa 	Menu 3 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	8	9
6	Prepare Menu 4 <ul style="list-style-type: none"> ● Rasam ● Mutton keema kaleji with tomato mint rice and fish moilee ● Gulab jamun 	Menu 4 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
7	Prepare Menu 5 <ul style="list-style-type: none"> ● Vada pav ● Fish amritsari with nuts pulao, paneer pasanda, sarso ka saag and makka ki roti ● Barfi 	Menu 5 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
8	Prepare Menu 6 <ul style="list-style-type: none"> ● Aloo chaat ● Pork vindaloo with tandoori roti and dal makhani ● Dudhbari 	Menu 6 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
9	Prepare Menu 7 <ul style="list-style-type: none"> ● Goal gappa ● Nargis kofta with chapati ● Gajar Ka Haluwa 	Menu 7 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
10	Prepare Menu 10 <ul style="list-style-type: none"> ● Fruits chat 	Menu 10 <ul style="list-style-type: none"> ● Ingredients 	1	7	8

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
	<ul style="list-style-type: none"> ● Chicken butter masala with butter naan ● Besan ka laddu 	<ul style="list-style-type: none"> ● Method of preparation ● Portion size ● Presentation and garnish 			
12	Prepare Menu 11 <ul style="list-style-type: none"> ● Dahi vada ● Hyderabad biryani with cucumber raita ● Sahi tukra 	Menu 11 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
12	Prepare Menu 12 <ul style="list-style-type: none"> ● Chhola bhatura ● Mutton biryani with raita ● Jalebi 	Menu 12 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
13	Prepare Menu 13 <ul style="list-style-type: none"> ● Jal jeera ● Upma with sambar and coconut and mint chutney ● Sevian payasam 	Menu 13 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
14	Prepare Menu 14 <ul style="list-style-type: none"> ● Tandoor salad ● Masala dosa with sambar, mint chutney and coconut chutney ● Shrikhand 	Menu 14 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
15	Prepare Menu 15 <ul style="list-style-type: none"> ● Vegetable pakora ● Muglai chicken with lemon rice and palak paneer ● Suji ka haluwa 	Menu 15 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
16	Prepare Menu 16 <ul style="list-style-type: none"> ● Tandoori chicken ● Bengal fish curry with butter rice ● Rasmalai 	Menu 16 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
17	Prepare Menu 17 <ul style="list-style-type: none"> ● Madras soup ● Goan prawn curry with jeera rice ● Sandesh 	Menu 17 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
18	Prepare Menu 17 <ul style="list-style-type: none"> ● Onion bhagiya ● Uttapam ● Idly ● Sambar ● Coconut chutney 	Menu 18 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
19	Prepare Menu 19 <ul style="list-style-type: none"> ● Samosa ● Aloo chop ● Paneer pakoda ● Mint chutney 	Menu 19 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	8	9
20	Prepare Menu 20 <ul style="list-style-type: none"> ● Seekh kabab ● Chicken tikka ● Naan ● Dal panchmel ● Mint chutney 	Menu 20 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	8	9
21	Prepare Menu 21 <ul style="list-style-type: none"> ● Hara bhara kabab ● Kulcha naan ● Dal tadka ● Sabnam curry ● Rabdi 	Menu 21 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	8	9
Nepali Cuisine					
22	Prepare Menu 22 <ul style="list-style-type: none"> ● Sadeko sukuti ● Phaparko roti ● Aloo Kauli Ko tarkari ● Timurko chop ● Mausami phalful 	Menu 22 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	8	9
23	Prepare Menu 23 <ul style="list-style-type: none"> ● Gundruk ko jhol ● Shada bhujia ● Khasi Ko bhutuwa ● Jhaneko masko dal ● Bhatamas ghiraula tarkari ● Hariyo saag ● Hariyo pariyo salad ● Golbheda ko achar ● Arsa anarsa 	Menu 23 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	8	9
24	Prepare Menu 24 <ul style="list-style-type: none"> ● Kwati ko jhol ● Rice ● Simiko dal ● Veg curry ● Local kukhura ko masu ● Sag ● Mulako achar ● Golbhedako achar ● Gunduk ko achar ● Sikarni 	Menu 24 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	8	9
25	Prepare Menu 25	Menu 25	1	8	9

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
	<ul style="list-style-type: none"> ● Aloo tama bodi ko jhol ● Sisno ko jhol ● Tareko Kholako Machha ● Jogi Bhat ● Chamsur Palungo saag ● Karela ko Achar ● Yomari 	<ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 			
26	Prepare Menu 25 <ul style="list-style-type: none"> ● Chatamari ● Samaya baji 	Menu 26 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	8	9
27	Prepare Menu 27 <ul style="list-style-type: none"> ● Regional Cuisine ● Khapse roti ● Kanchemba ● Alonkhu ● Mulako Achar ● Aloo Chukauni 	Menu 27 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	7	8
		Sub-total II	25	175	210
	Total (Sub-total I +Subtotal II)		35	175	210

Hygiene and Nutrition

Total: 105 hours
Theory: 70 hours
Practical: 35 hours

Course Description

This course is designed for the students of Pre-diploma in Culinary Arts under CTEVT, to develop the basic comprehensive knowledge and skills during operation of Hygiene and Nutrition.

Course Objectives

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

1. Define the food science and hygiene
2. Apply the knowledge of Food Preservation ;
3. Explain about food and public health
4. Describe principles of HACCP, cook chills and cook freeze;
5. Define nutrition
6. Develop the idea on effects of cooking on nutritive value
7. Explain the sanitation and hygiene maintenance in diary and hotel industry
8. Explain the sanitation and hygiene maintenance in food processing industries
9. Explain various tests and skills to identify the sanitations and hygiene in hotel and food processing industries

S.N.	Task Statements	Related Technical Knowledge	Time (Hrs.)		
			T	P	Total
1.	Introduce food science and hygiene	<u>Food Science and hygiene:</u> <ul style="list-style-type: none"> ▪ Introduction ▪ Personal hygiene ▪ Kitchen hygiene ▪ Food hygiene ▪ Scope of food science and hygiene ▪ Adulteration 	8		8
2.	Perform food preservation	<u>Food Preservation:</u> <ul style="list-style-type: none"> ▪ Introduction ▪ Principles of preservation ▪ Methods of preservation <ul style="list-style-type: none"> ➤ Salting ➤ Pickling ➤ Canning and Bottling ➤ Smoking ➤ Chilling and Freezing ➤ Drying ➤ Vacuum Packing ▪ Probiotics 	15		15

S.N.	Task Statements	Related Technical Knowledge	Time (Hrs.)		
			T	P	Total
		<ul style="list-style-type: none"> ▪ Importance of probiotics in foods 			
3.	Explain food spoilage	<p><u>Food spoilage</u></p> <ul style="list-style-type: none"> ▪ Introduction ▪ Food Contamination. ▪ Causes of spoilage. ▪ Types of spoilage 	6		6
4.	Explain food and Public health issues	<p><u>Food and Public health:</u></p> <ul style="list-style-type: none"> ▪ Introduction ▪ Food hazards ▪ Food borne disease. ▪ Symptoms of food poisoning ▪ Natural toxicants in foods, toxic metals and chemicals ▪ Factors associated with food borne illness ▪ Control and eradication of flies, cockroaches and rodents 	8		8
5.	Explain HACCP	<p><u>HACCP:</u></p> <ul style="list-style-type: none"> ▪ Introduction and history ▪ Principles and practices of HACCP ▪ Benefit of HACCP 	7		7
6.	Describe various effects of cooking foods regarding the nutritional value changes	<p><u>Effects of cooking on nutritive value:</u></p> <ul style="list-style-type: none"> ▪ Carbohydrates ▪ Protein ▪ Fat ▪ Vitamin ▪ Minerals 	8		8
7.	Introduce nutrients and nutrition of the food	<p><u>Nutrition:</u></p> <ul style="list-style-type: none"> ▪ Introduction ▪ Types of nutrients ▪ Function and sources of carbohydrates ▪ Function and sources of proteins ▪ Function and sources of fats ▪ Function and sources of vitamins(A,B,C,D,E and K) ▪ Function and sources of calcium, iron and phosphorous ▪ Copper, magnesium, 	18		18

S.N.	Task Statements	Related Technical Knowledge	Time (Hrs.)		
			T	P	Total
		Sulphur, sodium, potassium & chloride, manganese, cobalt, zinc, fluorine, iodine ▪ Balance diet			
8.	Visit dairy, food processing industry, hotel and catering industry	<u>Observation Visit:</u> ▪ Introduction and orientation ▪ Report preparation ▪ Report Presentation		35	
	Total		70	35	105

References:

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

Oriental Cookery

Total: 210 hours
Theory: 42 hours
Practical: 168 hours

Course description:

This course aims to provide the basic knowledge and skills of oriental cookery required for the operation of oriental food service establishment to perform the entry level employee. This course covers Chinese, Thai, Korean and Japanese cooking.

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

Module I: Introduction

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	Introduce oriental cuisine	<u>Oriental Cuisine:</u> <ul style="list-style-type: none"> ● Introduction 	2		2
2	Introduce Chinese cuisine	<u>Chinese Cuisine:</u> <ul style="list-style-type: none"> ● Introduction ● Common tools and equipment used in Chinese cuisine. ● Common herbs, spices, condiments and their uses. ● Regional Chinese cuisine. 	3		3
3	Introduce Thai cuisine	<u>Thai Cuisine:</u> <ul style="list-style-type: none"> ● Introduction ● Seasonings and flavoring ingredients. ● Thai Special Cooking equipment. ● Common ingredients used in Thai cuisine. 	3		3

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
4.	Introduce Japanese cuisine	<u>Japanese Cuisine:</u> <ul style="list-style-type: none"> ● Introduction ● Seasonings and flavorings ingredients ● Common ingredients used in Japanese cuisine. 	3		3
5.	Introduce Korean cuisine	<u>Korean Cuisine:</u> <ul style="list-style-type: none"> ● Introduction ● Seasonings and flavorings ingredients ● Meal course structure of Korean menu ● Common ingredients used in Korean cuisines 	3		3
Sub-total I			14		14

Module II: Practical

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	Prepare Menu 1 <ul style="list-style-type: none"> ● Pickled cucumber salad with roasted sesame ● Vegetable fried rice ● Stir fried Chinese vegetables ● Fresh fruit 	Menu 1 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
2.	Prepare Menu 2 <ul style="list-style-type: none"> ● Sweet corn soup ● Crispy fried fish hot garlic sauce ● Ginger rice ● Pak choy with mushroom ● Dragon eye 	Menu 2 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
3.	Prepare Menu 3 <ul style="list-style-type: none"> ● Shredded potato and green pepper salad ● Wok fried vegetables noodles 	Menu 3 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size 	1	6	7

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
	<ul style="list-style-type: none"> ● Exotic Chinese vegetables ● Caramel custard 	<ul style="list-style-type: none"> ● Presentation and garnish Method 			
4.	Prepare Menu 4 <ul style="list-style-type: none"> ● Corn and capsicum salad ● Tomato egg drop soup ● Crispy fried chicken in garlic sauce with steamed Chinese vegetables ● Chinese cabbage with oyster sauce 	Menu 4 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
5.	Prepare Menu 5 <ul style="list-style-type: none"> ● Wonton Soup ● Mapo tofu ● Steamed rice ● Stir fried Chinese vegetables with black mushroom 	Menu 5 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
6.	Prepare Menu 6 <ul style="list-style-type: none"> ● Vegetable noodle soup ● Shredded beef with green pepper ● Tomato rice ● Apple toffee 	Menu 6 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
7.	Prepare Menu 7 <ul style="list-style-type: none"> ● Hot and sour soup ● Sweet and sour pork ● Corn fried rice ● Assorted ice-cream 	Menu 7 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
8.	Prepare Menu 8 <ul style="list-style-type: none"> ● Sui Mai(Shrimp/Chicken) dumpling ● Chinese Chop suey ● Rice Noodles Roll ● Egg Roll 	Menu 8 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
9.	Prepare Menu 9 <ul style="list-style-type: none"> ● Manchow Soup ● Hakka noodles ● Crispy fried pork with Manchurian sauce 	Menu 9 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
10.	Prepare Menu 10 <ul style="list-style-type: none"> ● Tomato and tofu salad ● Talumein soup ● Sichuan chicken ● Jewels of Chinese vegetables ● Corn and veg. fried rice 	Menu 10 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	1

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
	<ul style="list-style-type: none"> ● Shim 				
11.	Prepare Menu 11 <ul style="list-style-type: none"> ● Steamed veg. dumpling ● Tofu and bamboo shoot salad ● Shredded pork with hot garlic sauce ● Cantonese style vegetable Apple Fritter 	Menu 11 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
12.	Prepare Menu 12 <ul style="list-style-type: none"> ● Egg fooyung ● Stir fry sour veg. with tofu ● Tropical fruit gratin 	Menu 12 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
13.	Prepare Menu 13 <ul style="list-style-type: none"> ● Chinese fish ball soup ● Chinese style steamed fish with sticky rice ● Sliced vegetable with bamboo shoot ● Fruit salad 	Menu 13 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
14.	Prepare Menu 14 <ul style="list-style-type: none"> ● Spring rolls ● Fried wonton ● Chicken chilly ● Chips chilly ● Dragon chicken ● Kung pao chicken ● Spicy crispy mushroom 	Menu 14 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
15.	Prepare Menu 15 <ul style="list-style-type: none"> ● Tom Yum Kai ● Pad Thai ● Chocolate Lava Cake 	Menu 15 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
16.	Prepare menu 16 <ul style="list-style-type: none"> ● Thai raw papaya salad ● Tom yam Pak ● Thai Fried Rice with chili padi ● Pisang goreng 	Menu 15 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
17.	Prepare Menu 17 <ul style="list-style-type: none"> ● Coconut, vegetable and lemongrass soup ● Thai red curry chicken ● Steamed aromatic rice ● Lychee with ice cream 	Menu 16 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
18.	Prepare Menu 18 <ul style="list-style-type: none"> ● Thai rice noodles salad ● Coconut and chicken soup ● Thai Chicken curry with coconut milk and sticky rice ● Fresh mango salad 	Menu 17 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
19.	Prepare Menu 19 <ul style="list-style-type: none"> ● Tom yam kung ● Chicken satay with peanut sauce ● Kai yang Thai fried rice Nam pla ● Coconut ice cream 	Menu 18 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
20.	Prepare Menu 20 <ul style="list-style-type: none"> ● Tofu soup with mushroom and tomato ● Aromatic broth with roast duck ● Pak choy and egg noodles ● Sticky rice with mango 	Menu 19 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
21.	Prepare Menu 21 <ul style="list-style-type: none"> ● Piquant prawn laksa soup ● Choi sum and mushroom stir-fry ● Thai veg. curry with lemongrass rice and pork satay ● Sweet rice dumpling in ginger syrup 	Menu 20 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
22.	Prepare Menu 22 <ul style="list-style-type: none"> ● Spinach gomaе ● Vegetable ramen ● Chicken yakitori ● Steamed sticky rice 	Menu 21 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
23.	Prepare Menu 23 <ul style="list-style-type: none"> ● Vegetable/Fish tempura ● Udon (veg soba) Tamago Okame ● Assorted sushi 	Menu 22 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
24.	Prepare Menu 24 <ul style="list-style-type: none"> ● Daikon and miso soup ● Fish teriyaki Sticky rice ● Assorted ice cream 	Menu 23 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
25.	Prepare Menu 25 <ul style="list-style-type: none"> ● Kimchi soup Korean style ● Chicken on a stick ● Korean style vegetable fried rice ● Potato salad 	Menu 24 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
26.	Prepare Menu 26 <ul style="list-style-type: none"> ● Kimchi egg rolls ● Gomtan (Korean beef soup) ● Korean style noodle ● Sesame grilled beef 	Menu 25 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
27.	Prepare Menu 27 <ul style="list-style-type: none"> ● Dubu salad (tofu salad Korean style) ● Ramen chicken (Korean style) ● Spicy chicken stew ● Steamed aromatic rice 	Menu 26 <ul style="list-style-type: none"> ● Ingredients ● Method of preparation ● Portion size ● Presentation and garnish 	1	6	7
28.	Prepare Menu 28 <ul style="list-style-type: none"> ● Sushi Burrito ● Glazed chicken meatballs on skewers 		1	6	7
Sub-total II			28	168	190
Total (Sub-total I +Sub-total II)			42	168	210

References

- Ceserani, V & Kinton, R.(1990).Practical Cookery, Hodder & Stoughton, London
- Ghimire, A.n 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
- hangam, p. (2007). Modern Cookery, Orient Longman Pvt. Ltd

Computer Application

Total: 70 hours
Theory: 28 hours
Practical: 42 hours

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 computers to write memos, application letters, CV and also have 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 completion of this course, students will be able to:

1. Know the characteristics and types of computer
2. Apply the computer in day to day work
3. Know input and output devices
4. Understand hardware and software
5. Operate e-mail, internet

Module I: Introduction to Computer

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	Introduce Computer	Computer: ❖ Definition ❖ Advantage and Disadvantage ❖ Characteristics ❖ History	2	-	2
2.	Categorized the computer on basis of size	Type of Computer on basis of Size: ❖ Mini computer ❖ Mainframes computer ❖ Supercomputers	1	-	1
3.	Describe application of computer	Application of Computer: ❖ Describe the application of computer in various sector ❖ Explain use of computer in the field of culinary arts	1	-	1
Sub-total I			4	-	4

Module II: Computer System

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
4.	Identify hardware components	Hardware: <ul style="list-style-type: none"> ❖ Introduction ❖ Basic computer parts ❖ Assembling the computers 	1	5	6
5.	Describe various component of Computer	Components of Computer: <ul style="list-style-type: none"> ❖ Input Device <ul style="list-style-type: none"> ● Introduction ● Importance ● Example ❖ Output Device <ul style="list-style-type: none"> ● Introduction ● Importance ● Example 	1	3	4
5.	Identify Central Processing Unit (CPU).	CPU: <ul style="list-style-type: none"> ❖ Introduction ❖ Storage ❖ Control Unit ❖ Arithmetic and Logical Unit (ALU) 	1	2	3
6.	Identify Storage.	Storage Unit: <ul style="list-style-type: none"> ❖ Introduction ❖ Types <ul style="list-style-type: none"> ● Primary Memory <ul style="list-style-type: none"> ○ Introductions ○ RAM , ROM and their types ● Secondary Memory <ul style="list-style-type: none"> ○ Introductions ○ Magnetic Disk and Optical Disk ● Differences 	1	2	3
7.	Describe Computer Software	Computer Software: <ul style="list-style-type: none"> ❖ Introduction ❖ Types ❖ Differences ❖ Utility Software ❖ Creating, Renaming Files and Folders ❖ Copying, Moving and Deleting Files and Folders 	1	10	11
		Sub-total II	5	22	29
		Total (Sub-total I +Sub-total II)	9	22	33

Module III: Computer Network

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
8.	Provide Overview of Computer Network	Computer Network: <ul style="list-style-type: none"> ❖ Introduction ❖ Advantage and Disadvantage ❖ Types <ul style="list-style-type: none"> ● Local Area Network(LAN) ● Metropolitan Area Network(MAN) ● Wide Area Network(WAN) ❖ Network Topologies <ul style="list-style-type: none"> ● Introduction ● Types ❖ Sharing and managing resources in computer network 	2	2	4
9.	Describe Client Server Architecture	Client Server Architecture: <ul style="list-style-type: none"> ❖ Introduction ❖ Client ❖ Server ❖ Uses 	1	-	1
10.	Introduce electronic mail(e-mail)	E-mail: <ul style="list-style-type: none"> ❖ Introduction ❖ Importance ❖ Advantage and Disadvantage ❖ Uses ❖ Handling mail and messages 	1	2	3
11.	Introduce Web portal	Web: <ul style="list-style-type: none"> ❖ Introduction ❖ Webpage and Web server ❖ World Wide Web (www) ❖ URL ❖ Domain ❖ Internet Surfing 	1	2	3
Sub-total III			5	6	11
Total (Sub-total I +Sub-total II+ Sub-total III)			14	28	44

Module IV: MS Office

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
12.	Introduce MS Office	MS Office ❖ Introduction ❖ Uses	1	-	1
13.	Use Ms- Word	Ms-Word: ❖ Introduction ❖ Uses ❖ Importance ❖ Basic component and tools ❖ Guideline for using tools ❖ Writing Letters ❖ Creating Curriculum Vitae (CV) ❖ Creating Menu	1	10	11
14.	Use Ms- Excel	Ms Excel ❖ Introduction ❖ Uses ❖ Importance ❖ Basic components and tools ❖ Concept of table and rows ❖ Merging Cells ❖ Guideline for inserting charts and graphics ❖ Function and Formula ❖ Creating an invoice bill	1	10	11
15.	Use Ms - PowerPoint	Ms PowerPoint ❖ Introduction ❖ Uses ❖ Importance ❖ Basic components and tools ❖ Creating a slides ❖ Layout of slides ❖ Guideline for inserting image and diagram slide ❖ Creating a presentation	1	6	7
		Sub-total IV	4	26	25
		Total (Sub-total I +Sub-total II+ Sub-total III+ Subtotal IV)	18	54	74

Module V: Property Management System

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
18	Perform property management system	Property Management System: ❖ Front office management system ❖ Reservation system ❖ Inventory Control ❖ Order management	-	6	6
		Sub-total V	-	6	6
		Total (Sub-total I +Sub-total II+ Sub-total III+ Subtotal IV +Subtotal V)	18	52	70

References

- Peter Norton's; Introduction to Computers, Tata McGraw-Hill
- P.K Sinha, Computer Fundamentals, BPB Publications
- Atul Kahate, Foundation of IT, Tata McGraw-Hill

Entrepreneurship Development

Total: 70 hours
Theory: 28 hours
Practical: 42 hours

Course Description:

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

Course Objectives:

After completion of this course, students will be able to:

1. Define business and entrepreneurship;
2. Explore entrepreneurial tasks;
3. Analyze business ideas and viability;
4. Formulate business plan; and
5. Learn to manage small business.

Module I: Introduction to Entrepreneurship

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
1.	Introduce business	<u>Business:</u> <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	<u>Entrepreneur:</u> <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.	<u>Entrepreneur's characteristics:</u> <ul style="list-style-type: none"> ▪ Characteristics of entrepreneurs ▪ Nature of entrepreneurs 	0.67	0.83	1.5
4.	Assess entrepreneur's characteristics.	<u>Assessment of entrepreneur's characteristics:</u> <ul style="list-style-type: none"> ▪ List of human characteristics ▪ Assessment of entrepreneurial characteristics 	0.5	1.0	1.5
5.	Compare entrepreneur with other occupations.	<u>Entrepreneur and other occupations:</u> <ul style="list-style-type: none"> ▪ Comparison of entrepreneur with other occupations ▪ Types and styles of entrepreneurs 	1.0		1.0

S.N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
6.	Differentiate between entrepreneur and employee.	<u>Entrepreneur and employee:</u> <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.’	<u>Self-assessment:</u> <ul style="list-style-type: none"> ▪ Understanding “self” ▪ Self-disclosure and feedback taking 	0.6	0.4	1.0
8.	Assess “Self” inclination to business.	<u>Entrepreneurial personality test:</u> <ul style="list-style-type: none"> ▪ Concept of entrepreneurial personality test ▪ Assessing self-entrepreneurial inclination 	0.67	0.83	1.5
Sub-total I			5.94	4.08	9.83

Module II: Creativity and Assessment

S. N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
9.	Create viable business idea.	<u>Creativity:</u> <ul style="list-style-type: none"> ▪ Concept of creativity ▪ Barriers to creative thinking 	1.67	0.33	2.0
10.	Innovate business idea.	<u>Innovation:</u> <ul style="list-style-type: none"> ▪ Concept of innovation ▪ SCAMPER Method of innovation 	0.83	0.67	1.5
11.	Transfer ideas into action.	<u>Transformation of idea into action:</u> <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 tasks.	<u>Personal entrepreneurial tasks:</u> <ul style="list-style-type: none"> ▪ Concept of entrepreneurial tasks ▪ Assessing personal entrepreneurial tasks 	0.5	1.0	1.5
13.	Assess personal risk-taking attitude.	<u>Risk taking attitude:</u> <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.	<u>Decision making:</u> <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
Sub-total II			6.5	4.0	10.5

Module III: Identification and Selection of Viable Business Ideas

S. N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
15.	Identify/ select potential business idea. Analyze strength, Weakness, Opportunity and Threat (SWOT) of business idea.	<u>Identification and selection of potential business:</u> <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
Sub-total III			0.83	3.42	4.25

Module IV: Business Plan

S. N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
16.	Assess market and marketing	<u>Market and marketing:</u> <ul style="list-style-type: none"> ▪ Concept of market and marketing ▪ Marketing and selling ▪ Market forces ▪ 4 Ps of marketing ▪ Marketing strategies 	1.33	0.75	2.08
17.	Explore small business management concept.	<u>Business exercise:</u> <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.	<u>Business plan/Market plan</u> <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.	<u>Business plan/Production plan:</u> <ul style="list-style-type: none"> ▪ Concept of production plan ▪ Steps of production plan 	1.25	1.5	2.75
20.	Prepare business	<u>Business plan/ Business operation</u>	2.5	2.67	5.17

S. N.	Task Statements	Related Technical Knowledge	Time (Hours)		
			T	P	Total
	operation plan.	<u>plan:</u> <ul style="list-style-type: none"> ▪ Concept of business operation plan ▪ Steps of business operation plan ▪ Cost price determination 			
21.	Prepare financial plan.	<u>Business plan/Financial plan:</u> <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.	<u>Information collection and preparing business plan:</u> <ul style="list-style-type: none"> ▪ Introduction ▪ Market survey <ul style="list-style-type: none"> ● Precaution to be taken while collecting information ● 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 	2.0	13.0	15.0
23.	Appraise business plan.	<u>Business plan appraisal:</u> <ul style="list-style-type: none"> ▪ Return on investment ▪ Breakeven analysis ▪ Cash flow ▪ Risk factors 	0.5	5.5	6.0
24.	Maintain basic bookkeeping.	<u>Basic book keeping:</u> <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
Sub-total IV			16.66	36.58	53.25
Total (Sub-total I+ Sub-total II+ Sub-total III+ Sub-total IV)			28	42	70

Name of Experts

S.N	Name	Organization	Designation	Remarks
1	Rajiv Kumar Thakur	Pokhara Technical School	Vice- Principal	
2.	Shishir Subba	Dhawalagiri Technical School	Vice- Principal	
3.	Sajan Gurung	Pokhara Technical School	Assistant Instructor	
4.	Srijana Pandey Sapkota	Pokhara Technical School	Instructor	
5.	Pramesh Gurung	Pokhara Technical School	Assistant Instructor	
6.	Tekendra Tulachan	Pokhara Technical School	Teaching Aid	
7.	Bharat Sapkota	Nepal Banepa Polytechnic Institute	Instructor	
8.	Er. Susan KC	Pokhara Technical School	Assistant Instructor	
9.	Pramesh Gurung	Pokhara Technical School	Assistant Instructor	
10	Bhagat Shrestha	Mountain Kailash Resort	Executive chef	
11	Sunil Pokhrel	Pokhara Technical School	Instructor	
12	Samir Baral	Lovely mountain tours	Managing Director	
13	Gobinda Bahadur Basnet	Pokhara Technical School	Assistant instructor	
14	Purna Bhakta Dahal	Pokhara Paradiso	Executive chef	
15	Ram Kailash Bichha	NATHAM	Principal ,	
16	Rajaram Mahat	NATHAM	Instructor,	
17	SabinBaniya	NBPI	HOD,	
18	Bishal Adhikari	NBPI,	Assistant Instructor	
19	Dipak kumar Limbu	LCCI bakery	Bakery and Pastry chef	