FOOD CRAFT INSTITUTE, ALIGARH

(Under Department of Tourism, Govt. of UP)
Affiliated to National Council for Hotel Management &
Catering Technology

FOOD PRODUCTION



SYLLABUS



FOOD PRODUCTION

1. An Introduction

Food of an area & region depends mainly on the climatic conditions of that place which influence the vegetation or cattle farming and the food consumed by the locals. Continental food, on the whole could be considered as International Cuisine, particularly influencing British, Australia, New Zealand and American food habits. These places do not have a distinguished cuisine of their own and are also very similar in some way or the other in terms of taste, ingredients used, spices used, flavorings, herbs and method of cooking, like baked, grilled, stuffed and sautéed.

Regional food generally becomes popular or famous when there is appreciation for that cuisine and then comes the demand for it for example French Cuisine, Cuisines of England, may all be clubbed as Continental because of the similarity in their styles though they are very different in their own way.

If ever there has been a classy cooking style, it has been French Cuisine - very old, beautiful in presentation, may not be simple but very elegant, full of flavors. In Modern days, Continental Cuisine has probably come to terms with a blend of all these International cuisines together and all worth a touch of French Class. There are preparations in particulars which use the 'Spiciest of Chilies' also! Continental cuisine, in short can be categorized as cuisine involving bakes, grills, stews and barbeques, where a lot of fresh herbs are used for flavoring and the chilly factor is minimal though.

The cuisines of Western countries are diverse by themselves, although there are common characteristics that distinguish Western cooking from cuisines of Asian countries and others. Compared with traditional cooking of Asian countries, for example, meat is more prominent and substantial in serving-size. Steak in particular is a common dish across the West. Similarly, to some Asian cuisines, Western cuisines also put substantial emphasis on sauces as condiments, seasonings, or accompaniments (in part due to the difficulty of seasonings penetrating the often larger pieces of meat used in Western cooking). Many dairy products are utilized in the cooking process, except in nouvelle cuisine.

Wines play an important role to the Continental dish as well quoted bay Sommelier of ancient days "Wine accompanies food as graceful as the Lady is accompanied by her Man "The cuisine itself blends well with wines which are used to cook the food.

Fern and Branded quoted, "The mere smell of cooking can evoke a whole civilization". The aroma and culture is what we can relate while the food is on the pot. **Bon Appétit!**



2. Learning Objectives

After completion of the course students should be able to:

General strengths:

- Sound knowledge of international cuisine
- Excellent knife skills
- Able to cook variety of international dishes
- Deliver products with in real time frames
- Follows kitchen safety regulations

Cookery

- Prepare & cook Vegetables
- Prepare & cook Poultry& Game
- Prepare & cook Fish & Shellfish
- Prepare & cook Red meats
- Prepare & cook cold and hot Appetizers

Hygiene & Sanitation

- Safe handling of food
- Maintaining safe temperatures during Receiving, Preparing, Cooking, Serving, Storing& Cleaning
- Garbage separation
- Labeling & storage procedures
- Basic cleaning procedures

DIPLOMA IN FOOD PRODUCTION

Eligibility: Senior Secondary (10+2) or equivalent with

English as a subject.

Duration: One Year + six months in industry

Teaching hours per week: 35 Hours

Effective teaching: 34 weeks

Industrial training: 24 weeks after the annual examinations.

TEACHING AND EXAMINATION SCHEME

No.	Subject code	Subject	Hours per week	Term Marks*
	0000	THEORY	Week	Marko
1	DFP-01	Cookery	3	100
2	DFP-02	Larder	2	50
3	DCS-01	Hygiene & Sanitation	2	50
4	DFP-03	Nutrition	1	50
5	DFP-04	Commodities	2	50
6	DCS-02	Food Costing	2	50
TOTAL			12	350
		PRACTICAL		
7	DFP-11	Cookery	16	100
8	DFP-12	Larder	4	100
9	DCS-11	Computer Awareness	1	-
10	DCS-12	Library	2	-
TOT	AL		23	200
GRAND TOTAL			35	550

^{*} Term marks will comprise 30% Mid Term Exam & 70% End Term Exam Marks.

RULES AT A GLANCE

NO.	TOPIC	REQUIREMENT
1	Minimum attendance required to become eligible for 75% in aggregate	
1.	exam	7570 iii aggregate
2.	. Minimum pass marks for each theory subject 40%	
3.	Minimum pass marks for each practical subject 50%	
4.	Maximum duration to pass/clear all subjects/ papers 03 academic year	

COOKERY THEORY (DFP-01)

TIME ALLOTTED: 03 HOURS PER WEEK MAXIMUM MARKS: 100

ACTIVITY	MAXIMUM MARKS
Marks for attendance	5
Mid-term exam marks	25
Total (Incourse Assessment Marks)	30
End term exam marks	70
Total	100

Knowledge based objectives for Cookery Theory:

After the completion of Cookery Theory subject, the Students will be able to:

- 1. Explain the Organizational Structure of Food Production Department.
- 2. Design the layout of Kitchen.
- 3. Classify raw materials and their uses.
- 4. Describe the methods of mixing food.
- 5. Draw the structure of egg.
- 6. Explain the balancing of recipes.
- 7. Define and classify sauces and soups.
- 8. Breads and bread making
- 9. Different types of pastries
- 10. Kitchen equipment and its upkeep and interdepartmental coordination

UNIT	CONTENT	HOURS ALLOTTED	WEIGHTAGE FOR EXAM
1	Origin of hotel industry Importance of kitchen in Hotel & Catering establishments Aims and objectives of Cooking Classification of raw materials, preparation of ingredients. Methods of mixing foods, effect of heat on various foods, weighing and measure, texture of food, Culinaryterms.	08	10%
2	Methods of cooking with special Application to meat, fish, vegetables, cheese, pulses and egg. Conventional and non-conventional methods of cooking, solar cooking, microwave cooking, fast food operation.	07	10%

3	Eggs – Structure, selection of quality, various ways of cooking eggs with example in each method and prevention of blue ring formation. Varieties of fish, meat and vegetables. Accompaniments, garnishes and rechauffe.	10	10%
4	Balancing of recipes, standardization of recipes, standard yield, maintaining recipe files. Menu planning, portion control, brief study of how portions are worked out. Invalid cookery. Purchase Specifications, quality control, Indenting and Costing	10	10%
5	Description and use of the following: Basic stocks, Aspics & Jellies. Roux blanc, Roux blonde and Roux brun, Recipes and quantities required to produce 10 litres of stock, white & brown. Recipes required to produce one litre of the following: Béchamel sauce, tomato sauce, Veloute sauce, espagnole sauce, Hollandaise and mayonnaise sauce with the necessary precautions to be observed while preparing these, with minimum five derivatives of each. Soup – Definition, classification of soups with example in each group, recipe for one litre consommé, 10 popular consommés with their garnishes.	10	10%
	MID TERM EXA	AM	
6	Vegetables – Effect of heat on different vegetables in acid/alkaline medium and reaction with metals. Method of cooking different vegetables with emphasis on cooking asparagus, artichokes, Brussels sprouts.	12	15%
7	Theory of Bread making, Bread rolls, Bread sticks, Indian Breads.	8	5%
8	Pastry – Recipes of short crust pastry, puff pastry, flaky pastry choux paste, Danish pastry and their derivatives. Recipes and method of preparation of plain ice cream.	15	20%

9	Kitchen stewarding and upkeep of equipment.	05	05%
10	Staff organization of Kitchen, coordination with the Departments.	05	05%
	Total	90	100%

LARDER THEORY (DFP-02)

TIME ALLOTTED: 02 HOURS PER WEEK

MAXIMUM MARKS: 50

ACTIVITY	MAXIMUM MARKS	
Marks for attendance	2 ½	
Mid-term exam marks	12 ½	
Total (Incourse Assessment Marks)	15	
End term exam marks	35	
Total	50	

Knowledge based objectives for Larder Theory:- After the completion of the Larder Theory, the Students will be able to:

- 1. Design the layout of Larder Department.
- 2. Explain the Organizational Structure.
- 3. Identify and draw the tools and equipment used in Larder Department.
- 4. Classify and define cuts and uses of Fish, Poultry, Lamb, Beef and Pork
- 5. Explain the procedures of maintaining Larder Equipment.

UNIT	CONTENT	HOURS ALLOTTED	WEIGHTAGE FOR EXAM
1	Larder organization and layout. Larder control- maintenance and care of larder equipment	06	10%
2	Hors d' oeuvre and salads- classification	06	10%
3	Fish – classification, cleaning, basic cuts and uses and storage	06	10%
4	Poultry and game- classification preparation and cuts with uses	12	20%
	MID TERM E	XAM	
5	Butchery – cuts of beef, lamb, mutton and pork-uses and weights	12	20%
6	Types of force meat and uses	06	10%
7	Assembling cold buffet, sandwiches and canapés, decorative work with ice, vegetable, butter/fat and fruit	06	10%
8	Cleaning and care of larder equipment and tools	06	10%
	Total	60	100%

HYGIENE AND SANITATION (DCS-01)

TIME ALLOTTED: 02 HOURS PER WEEK

MAXIMUM MARKS: 50

ACTIVITY	MAXIMUM MARKS
Marks for attendance	2 ½
Mid-term exam marks	12 ½
Total (Incourse Assessment Marks)	15
End term exam marks	35
Total	50

LEARNING OBJECTIVES: After completion of the subject a student will be able to:

- 1. Understand Food Microbiology, Food Contamination and Spoilage;
- 2. Follow sanitary procedure during food handling;
- 3. Understand the importance of personal hygiene
- 4. Analyse critical control points; and
- 5. Practice laws governing the food safety and standards

No	CONTENT	TIME ALLOTTED	WEIGHTAGE FOR EXAM
1	FOOD MICROBIOLOGY	10	15%
2	 Fungi (Yeast & Molds) Algae Parasites Factors affecting the growth of microbes Beneficial role of Microorganisms 		
2	 FOOD CONTAMINATION AND SPOILAGE Classification Of Food Contamination And Cross Contamination Spoilages Of Various Food With The Storing Method 	05	10%
3	SANITARY PROCEDURE FOLLOWED DURIN FOOD HANDLING Receiving, Storage, Preparation, Cooking, Holding, and Service Of The Food	10	20%

	MID TERM EXAM		
4	 SAFE FOOD HANDLER Personal Hygiene discussing all the standard. Hand Washing Procedure First Aid definition, types of cuts, wounds, lacerations with reasons and precautions. 	10	15%
5	HAZARD ANALYSIS CRITICAL CONTROL POINT Introduction to HACCP History Principles of HACCP	10	15%
6	FOOD SAFETY STANDARDS AUTHORITY OF INDIA (FSSAI) Introduction to FSSAI Role of FSSAI FSSAI compliance	05	15%
7	 GARBAGE DISPOSAL Different Methods Advantages and disadvantages Municipal Laws and Swachh Abhiyan 	10	10%
	Total	60	100%

NUTRITION (DFP-03)

TIME ALLOTTED: 01 HOURS PER WEEK

MAXIMUM MARKS: 50

ACTIVITY	MAXIMUM MARKS	
Marks for attendance	2 ½	
Mid-term exam marks	12 ½	
Total (Incourse Assessment Marks)	15	
End term exam marks	35	
Total	50	

Learning objectives: After completion of the Nutrition subject a student will be able to:

- 1. Develop basic awareness of important nutrients;
- 2. Knowledge of nutritional requirements for human beings;
- 3. Plan nutritionally balance menu; and
- 4. Planning of menus for special needs.

UNIT	CONTENT	HOURS ALLOTTED	WEIGHTAGE FOR EXAM
1.	BASIC ASPECTS	03	10%
2.	CLASSIFICATION OF NUTRIENTS Macro Nutrients Carbohydrates Simple Monosaccharides Disaccharides Complex Polysaccharides Saturated Monounsaturated Monounsaturated Polyunsaturated Polyunsaturated Fibrous Globular Intermediate Based on composition	04	10%

	- O:I-		
	Simple Conjugated		
	■ Conjugated		
	- Water		
	Micro Nutrients		
	- Vitamins		
	 Water soluble 		
	○ Fat soluble		
	- Minerals		
	 Macro elements 		
	 Trace or Micro 		
	elements		
3	MACRO NUTRIENTS		
	 Carbohydrates 		
	 Functions of Carbohydrates 		
	- Sources		
	 Recommended Daily Allowances 		
	(RDA)		
	 Effects of Deficiency and excess 		
	intake of Carbohydrates		
	Fats		
	 Functions of Fats 		
	- Sources		
	- Recommended Daily Allowances		
	(RDA)		
	 Effects of Deficiency and excess 	04	15%
	intake of Fats		
	Proteins		
	 Functions of Proteins 		
	- Sources		
	- Recommended Daily Allowances		
	(RDA)		
	- Effects of Deficiency and excess		
	intake of Proteins		
	Water		
	- Functions		
	- Source		
	- Recommended Daily Allowance		
	(RDA)		
4	MICRO NÚTRIÉNT		
	Vitamins		
	Functions, sources, Recommended		
	Daily Allowances (RDA) and Effects of		
	Deficiency / Excess intake of;		
	- Vitamins of B-Complex Group	0.4	450/
	- Vitamin C	04	15%
	- Vitamin A		
	- Vitamin D		
	- Vitamin E		
	- Vitamin K		
	Minerals		
	I.	1	l

	Functions, Sources, Recommended Daily Allowances (RDA) and Effects of Deficiency / excess intake of; - Calcium - Iron - Iodine - Sodium - Phosphorous		
	MID TERM EXAM		
5	 CONSERVING NUTRIENTS During Storing During Food Preparation (Pre-cooking e.g. Washing, Peeling, Cutting, Chopping, Slicing, Pounding, Grinding, Soaking, Sprouting, Fermentation, Mixing) During Cooking 	04	10%
6	 BALANCED DIET Definition and its importance Factors Affecting Balanced Diet (Age, Gender and Physiological state) 	03	10%
7	 MENU PLANNING Nutritionally balanced meals as per three food group system Factors affecting meal planning Calculation of Nutritive value of dishes and meals Critical evaluation of a given meal 	04	15%
8	MENU PLANNING – FOR SPECIAL NEEDS Obesity Diabetes Hypertension Cardiac Total	04	15% 100%

COMMODITIES THEORY (DFP-04)

TIME ALLOTTED: 02 HOURS PER WEEK

MAXIMUM MARKS: 50

ACTIVITY	MAXIMUM MARKS
Marks for attendance	2 ½
Mid-term exam marks	12 ½
Total (Incourse Assessment Marks)	15
End term exam marks	35
Total	50

Learning Objectives for Commodities:- After the completion of the Commodities subject, the students will be able to:

- 1. Classify Cereals and Describe their uses and storage.
- 2. Classify Pulses and Describe their uses and storage.
- 3. Define and Classify Fruits and Vegetables.
- 4. Classify dairy products and describe the composition and storage of milk, cheese, butter and cream.
- 5. Find and Test the food adulterants.
- 6. Fruits and vegetables classification and uses
- 7. Identification and uses of spices and herbs
- 8. Define and classify tea, coffee, coco and food colours and flavours.
- 9. Preservation of food

UNIT	CONTENT	HOURS ALLOTTED	WEIGHTAGE FOR EXAM	
1	Cereals- wheat rice maize Breakfast cereals like cornflakes, rice flakes, Choco flakes and pressed rice uses and storage	06	10%	
2	Pulses –its types and uses	04	10%	
3	Fruits and vegetables- classification and uses	10	15%	
4	Dairy products- milk –its uses composition and storage, classification and uses of cheese, butter, cream	10	15%	
	MID TERM EXAM			
5	Prevailing food standards in INDIA, food adulterations as public health hazard, and common adulterants, simple tests in	06	10%	

	detection of common food adulterants, ISI, AGMARK and FSSAI		
6	Herbs spices and condiments- classification and uses of different types	04	10%
7	Fruits and vegetables; classification and uses	05	10%
8	Tea, coffee, coco and their sources, storage and uses. Food flavours, essences and food colours with brand names.	10	10%
9	Food Preservation – long term and short term methods. Convenience food, sugar preserves and confectionery gums	05	10%
	Total	60	100%

FOOD COSTING (DCS-02)

TIME ALLOTTED: 02 HOURS PER WEEK

MAXIMUM MARKS: 50

ACTIVITY	MAXIMUM MARKS
Marks for attendance	2 ½
Mid-term exam marks	12 ½
Total (Incourse Assessment Marks)	15
End term exam marks	35
Total	50

Leaning Objectives: At the end of the term / course the Students will be able to:

- 1. Know different pricing methods and explain the different types of Menu.
- 2. Explain the importance of food costing and costing techniques.
- 3. Develop standard recipes and adjust the quantities using adjustment factor.
- 4. Define and explain Material Costing.
- 5. Explain in controlling food cost, labour cost, overhead cost etc.
- 6. Define yield and its types.
- 7. Calculate standard food cost and explain the techniques in portion cost and dinner cost.

UNIT	CONTENT	HOURS ALLOTTED	WEIGHTAGE FOR EXAM
1	 Pricing Menu pricing styles Types of menu Different methods in pricing 	08	15%
2	 Costing Importance of food costing Methods of costing Costing techniques 	07	10%
3	 Standard recipes Use of standardized recipes Developing standardized recipes Adjustment factor 	07	10%
4	 Material costing Through purchasing receiving issuing production sales and accounting 	08	15%

	MID TERM EXAM			
5	Control of • food cost			
	 labour cost overhead cost miscellaneous cost 	10	15%	
6	Yield butchers yield cooking yield portion control	10	15%	
7	determining standard food cost calculating portion cost calculating dinner cost	10	20%	
	Total	60	100%	

COOKERY PRACTICAL (DFP-11)

TIME ALLOTTED: 16 HOURS PER WEEK MAXIMUM MARKS: 100

ACTIVITY	MAXIMUM MARKS
Marks for attendance	5
Mid-term exam marks	25
Total (Incourse Assessment Marks)	30
End term exam marks	70
Total	100

Skill based learning objectives for Cookery Practical:- After the completion of the practical course, the student will be able to:

- 1. Prepare and Present Indian dishes like Rice Varieties, Dal Varieties, Indian bread, Vegetables and Non-Vegetarian.
- 2. Prepare and Present Indian Sweets and Snacks.
- 3. Prepare and Present Tandoor dishes.
- 4. Prepare and Present festival menus.
- 5. Prepare and Present Sauces, Soups and Pastas
- 6. Prepare and Present Continental dishes of Fish, Poultry and other meat with accompaniments.
- 7. Prepare and Present Chinese Soups, Noodles and Rice Varieties etc.

IMPORTANT:

- 1. Two students to work on one station in Basic Training Kitchen.
- 2. Practical in Quantity Food Kitchen shall be a team activity for bulk cooking.
- 3. Each menu to be practiced in Basic Training Kitchen by preparing four portions of each dish at each station.
- 4. Same menu to be practiced in Quantity Food Kitchen through team exercise on minimum twenty portions.

Familiarisation of tools / equipment and their use. (One week/ 16 Hours)

A set of 60 menus shall be drawn, by the institute covering all the items listed below, ensuring that all cooking methods have been employed. It may also be ensured that each menu is prepared once in the basic training kitchen and once in the quantity food kitchen.

(Hours available: 31 weeks x 4 days/week x 4 hours/day= 496 Hours)

INDIAN

Rice 08 varieties
Indian Bread 10 varieties
Dal 10 varieties
Vegetables 15 varieties
Chutney 05 varieties
Raita 05 varieties
Egg dishes 03 varieties

Fish dishes 05 varieties (including two local cuisine dishes)
Meat dishes 08 varieties (including two local cuisine dishes)
Chicken dishes 08 varieties (including two local cuisine dishes)

Shorba 02 varieties

Tandoor dishes Tandoori chicken, tandoori fish, seek kabab, boti

kabab.

Snacks 10 varieties (including two local cuisine dishes)
Sweets 08 varieties (including two local cuisine dishes)
Special dishes for festivals – 5 festival menus (emphasis on regional cuisine-)

Continental:

Stock – white stock, brown stock, fish stock.

Sauce – Béchamel sauce, Veloute sauce, tomato, espagnole, hollandaise and mayonnaise with 5 derivatives of each. Demi-glace, Mint sauce, horse radish, bread sauce and apple sauce.

Compound Butters - 3

varieties. Soups:

Purees 2 varieties Cream 3 varieties Veloute 2 varieties **Broths** 2 varieties **Bisques** 1 varieties Consommés 5 varieties Cold Soups 2 varieties International soups 2 varieties

Fish:

Baked 2 varieties
Grilled 2 varieties
Shallow fried 2 varieties
Deep fried 4 varieties
Poached 2 varieties

Chicken and other Meats:

Stew2 varietiesCasseroles2 varietiesRoast2 varietiesBraised2 varietiesGrilled/Baked2 varietiesChicken (Sautés)5 varieties

Vegetables:

Preparation and cooking of vegetables – 10 varieties.

Potatoes – 10 varieties.

Farinaceous dishes:

Spaghetti and macaroni dishes – 6 varieties.

Egg:

Breakfast egg preparation – 5 varieties

Sweets:

Mousse3 varietiesSoufflés3 varietiesBaked3 varietiesSteamed (Pudding)3 varieties

Chinese:

2 varieties Soups Noodles & Rice 4 varieties Chicken 2 varieties Pork 2 varieties Meat 2 varieties Prawns 2 varieties Fish 1 dish Vegetables 3 varieties

Marking scheme for Examination Cookery Practical (DFP-11)

Maximum Marks	100	Pass Marks	50
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Part 'A' (25 Marks)

			MAR	KS
1.	Uniform & Grooming	:	05	
2.	Indenting	:	05	
3.	Scullery, equipment cleaning & Hygiene	:	05	
4.	Journal	:	10	
	Total	:	25	

Part 'B' (75 Marks)

- 1. Each student will prepare five dishes in a meal. Dishes shall be from the prescribed syllabus.
- 2. Each dish shall carry 15 marks
- 3. Parameters of assessment of each dish.

			Marks
a)	Temperature	:	03
b)	Texture/ consistency	:	03
c)	Aroma/ flavour	:	03
d)	Taste	:	03
e)	Presentation	:	03
	Total	:	15

NOTE:

- 1. Journal is not allowed during indenting or practical. It must be handed over to the examiner before commencement of examination.
- 2. Assessment will be done by both internal and external Examiner.
- 3. Each student will prepare 04 portions of each dish/item.
- 4. Extra ingredients may be made available in case of failure but of limited types and quality (groceries and dairy products only). Only one extra attempt may be permitted.
- 5. Uniform and grooming must be checked by the examiners before commencement of examination.
- 6. Students are not allowed to take help from books, notes, journal or any other person.
- 7. The Examiners will ensure that examinee adheres to Good Hygiene and Food safety practices during the examination.

LARDER PRACTICAL (DFP-12)

TIME ALLOTTED: 04 HOURS PER WEEK MAXIMUM MARKS: 100

ACTIVITY	MAXIMUM MARKS
Marks for attendance	5
Mid-term exam marks	25
Total (Incourse Assessment Marks)	30
End term exam marks	70
Total	100

Skill Based objectives for Larder Practical:- After the completion of Larder Practical the Students will be able to:

- 1. Prepare and Present Simple and Compound Salads.
- 2. Prepare and Present Hors d'oeuvre and Sandwiches.
- 3. Prepare and Present Cold Soups.
- 4. Assemble cold buffet and decorative works like Ice & Butter Sculpture, Vegetable and Fruit Carving etc.
- 5. Prepare and Present cold cuts like Galantine, Ballottine, Mousse etc.
- 1. Preparation of various simple and compound hors d'oeuvres
- 2. Sandwiches 5 varieties
 3. Simple salads 5 varieties
 4. Cold Soups 3 varieties
- 4. Cold 30dp3

5. Compound Salads:
Fruit based - 2 varieties
Fish based - 2 varieties
Meat based - 2 varieties
Vegetable based - 2 varieties
Preparation of salad dressings - 3 varieties

- 6. Butchery:
 - Lamb and Mutton Demonstration of jointing mutton carcasses. Deboning of mutton leg and shoulder. Curry cuts and boti kababs.
 - ii) Pork Demonstration and preparation of pork chops, deboning of pork leg.
 - iii) Fish cuts of fish and its use in cold buffets.
 - iv) Poultry Dressing, trussing and deboning.
- 7. Decorative Work:
 - i) Demonstration of Ice & Butter Sculpture
 - ii) Hand on Training on Vegetable & Fruit Carving
- 8. Demonstration and Preparation of Galantine, Ballottine, Mousse etc.

Marking scheme for Examination Larder Practical (DFP-12)

iviaximum iviarks	100	Pass Marks	50
Part 'A' 25 Marks			
		MARKS	

 1. Uniform & Grooming
 : 05

 2. Indenting
 : 10

 3. Journal
 : 10

Total : 25

Part 'B' 75 marks

1. Five dishes to be prepared as under;

i) 02 Hors d'oeuvres

ii) 02 Compound salad

iii) 01 Sandwich

2. Each dish shall carry 12 marks

3. Parameters of assessment of each dish.

Marks

a) Appearance : 04

b) Taste : 04

c) Standard Recipe : 04

Total : 12

4. Adherence to Hygiene & Food Safety (overall)

NOTE:

- 1. Journal is not allowed during indenting or practical. It must be handed over to the examiner before commencement of examination.
- 2. Assessment will be done by both internal and external Examiner.
- 3. Each student will prepare 02 (Two) portions of each dish/item.
- 4. Extra ingredients may be made available in case of failure but of limited types and quantity. Only one extra attempt may be permitted.
- 5. Uniform and grooming must be checked by the examiners before commencement of examination.
- 6. Students are not allowed to take help from books, notes, journal or any other person.
- 7. The Examiners will ensure that examinee adheres to Good Hygiene and Food safety practices during the examination.

COMPUTER AWARENESS (DCS-11)

TIME ALLOTTED: 01 HOURS PER WEEK

MAXIMUM MARKS: Nil

Learning Objectives:- After the completion of Computer Awareness subject, the Students will be able to:

- 1. Understand computer and its hardware & software.
- 2. To produce word document with proper formatting
- 3. To work on an excel sheet with basic functions.
- 4. Brows on net and communicate through e-mail
- 5. Prepare small power point presentations.

UNIT	CONTENT	HOURS ALLOTTED	
1	 KNOWING COMPUTER What is computer? Basic Applications of Computer Components of Computer System Central Processing Unit Keyboard, mouse and VDU Other Input devices Other Output devices Computer Memory Concept of Hardware and Software Hardware Software Application Software Systems software Concept of computing, data and information Applications of IECT e-governance Entertainment Bringing computer to life Connecting keyboard, mouse, monitor and printer to CPU 	4	
2	 Checking power supply OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM Basics of Operating System Operating system 	4	
	 Basics of popular operating system (LINUX, WINDOWS) The User Interface Task Bar 		

	> Icons	
	> Menu	
	Running an Application	
	_ · · · · · · · · · · · · · · · · · · ·	
	Operating System Simple Setting Changing System Data And Time	
	Changing System Date And Time	
	Changing Display PropertiesTo Add Or Remove A Windows	
	Component Changing Mouse Proportion	
	Changing Mouse Properties	
	 Adding and removing Printers File and Directory Management 	
	File and Directory Management Creating and renaming of files and	
	 Creating and renaming of files and directories 	
2	UNDERSTANDING WORD PROCESSING	
3	UNDERSTANDING WORD PROCESSING	
	Word Processing Basics	
	Opening Word Processing	
	➤ Menu Bar	
	Using The Help	
	Using The Icons Below Menu Bar	
	Opening and closing Documents	
	Opening Documents	
	Save and Save as	
	Page Setup	
	Print Preview	
	Printing of Documents	
	Text Creation and manipulation	
	Document Creation	
	Editing Text	5
	Text Selection	O
	Cut, Copy and Paste	
	Spell check	
	Thesaurus	
	Formatting the Text	
	Font and Size selection	
	Alignment of Text	
	Paragraph Indenting	
	Bullets and Numbering	
	Changing case	
	Table Manipulation	
	Draw Table	
	Changing cell width and height	
	Alignment of Text in cell	
	Delete / Insertion of row and column	
	➤ Border and shading	
4	USING SPREAD SHEET	
	Elements of Electronic Spread Sheet	5
	 Opening of Spread Sheet 	-
	> Addressing of Cells	
	1	

	 Printing of Spread Sheet Saving Workbooks Manipulation of Cells Entering Text, Numbers and Dates Creating Text, Number and Date Series Editing Worksheet Data Inserting and Deleting Rows, Column Changing Cell Height and Width Formulas and Function Using Formulas Function 	
5	INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS	
	 Basic of Computer Networks Local Area Network (LAN) Wide Area Network (WAN) Internet Concept of Internet Applications of Internet Connecting to the Internet Troubleshooting World Wide Web (WWW) Web Browsing Softwares Popular Web Browsing Softwares Search Engines Popular Search Engines / Search for content Accessing Web Browser Using Favourites Folder Downloading Web Pages Printing Web Pages Understanding URL Surfing the web Using e-governance website 	4
6	Basics of E-mail	
	 What is an Electronic Mail Using E-mails Opening Email account Mailbox: Inbox and Outbox Creating and Sending a new E-mail Replying to an E-mail message Forwarding an E-mail message Sorting and Searching emails Document collaboration Instant Messaging and Collaboration 	3

7	 Using Instant messaging Instant messaging providers Netiquettes MAKING SMALL PRESENTATIONS 	
	 Basics Using PowerPoint Opening A PowerPoint Presentation Saving A Presentation Creation of Presentation Creating a Presentation Using a Template Creating a Blank Presentation Entering and Editing Text Inserting And Deleting Slides in a Presentation Preparation of Slides Inserting Word Table or An Excel Worksheet Adding Clip Art Pictures Inserting Other Objects Resizing and Scaling an Object Presentation of Slides Viewing A Presentation Choosing a Set Up for Presentation Printing Slides And Hand-outs Slide Show Running a Slide Show Transition and Slide Timings Automating a Slide Show 	5
	Total	30