

UNIVERSITY OF THE PUNJAB

NOTIFICATION

It is hereby notified that the Syndicate at its meeting held on 27-07-2023 has approved the recommendations of the Academic Council made at its meeting dated 24-05-2023 regarding approval of the Syllabi and Courses of Reading for Associate Degree in Culinary Arts Management under Semester System at the College of Earth and Environmental Sciences w.e.f. the Academic Session, 2022 and onward.

The Syllabi and Courses of Reading for Associate Degree in Culinary Arts Management under Semester System is attached herewith as Annexure 'A'.

**Admin. Block,
Quaid-i-Azam Campus,
Lahore.**

Sd/-
REGISTRAR

No. D/ 7666 /Acad.

Dated: 11 – 10 /2023.

Copy of the above is forwarded to the following for information and further necessary action: -

1. Dean, Faculty of Geo Sciences.
2. Principal, College of Earth and Environmental Sciences.
3. Controller of Examinations
4. Director, IT for placement at the website
5. Admin Officer (Statutes)
6. Secretary to the Vice-Chancellor.
7. PS to the Registrar.
8. Assistant Syllabus.



Assistant Registrar (Academic)
for Registrar

**COLLEGE OF EARTH AND ENVIRONMENTAL SCIENCES
UNIVERSITY OF THE PUNJAB, LAHORE.**

COURSES & SYLLABUS

Program Title: 02 Year Associate Degree in Culinary Arts Management

Department: College of Earth and Environmental Sciences

Faculty: Geoscience

1. Department Mission

The mission of the College is to groom the students into responsible and honest citizens and skilled professionals trained in their respective fields to serve the nation. Character building and moral training is an integral component of student-teacher relationship. Student life in the College provides the students with all possible opportunities to acquire the most dynamic personalities with leadership qualities. Academically excellent and experienced faculty members are involved in teaching and research in the CEES. Classes are regularly held, well supplemented with laboratory work and observations in the field.

2. Introduction

The College of Earth and Environmental Sciences, University of the Punjab, Lahore is presently offering multidisciplinary degree program i.e., BS, M.Sc., MS, M.Phil., and Ph.D. degree programs in the disciplines of Environmental Sciences, Applied Hydrology, Tourism & Hospitality Management, Geomatics and Occupational Health and Safety Management. The purpose of these courses is to produce graduates in these emerging disciplines with the insight and knowledge to serve the nation for attaining environmentally sustainable development in the country

Environmental changes, like desertification, silting of dam reservoirs, water logging, salinity, and contamination of land as well as surface and groundwater, have created problems related to tourism. Over exploitation of resources has adversely impacted the tourism destinations and we are facing the danger of degradation and destruction of ecological infrastructure that is essential for sustainable tourism.

In Pakistan, as elsewhere in developing countries, environmental degradation is occurring due to heavy industrialization concentrated in narrow zones, especially hospitality industry.

Keeping in view the importance and the growing demands for training manpower in the emerging discipline, the College of Earth and Environmental Sciences has been established in the University of the Punjab in 2005. The new building of the College was completed in November 2008, featuring spacious rooms, moderately equipped laboratories, a library, and large grounds.

3. Program Introduction

‘Associate Degree in Culinary Arts’ has been designed after extensive feedback from the local and international employers of hospitality and culinary industry and research work on the need and requirement of culinary professionals for the hospitality industry and culinary industry. ‘Associate Degree in Culinary Arts’ will be a two-years program, covering all key areas of the culinary operations and management, leading to an exciting career in the in the hospitality and culinary industry. Completion of the ‘Associate Degree in Culinary Arts’ will also offer an entry path to 4 years BS program with initial two years exemption. The core philosophy of culinary education is to provide management and vocational education and training combined with academic learning and hands-on training.

This qualification leads to employment and self-employment opportunities for the graduates. Since the industry is global and expanding with every passing day, it has twofold employment opportunities; local and international. The program will focus on optimal realization of the potential of students. It will develop and train professionally qualified and competent culinary professionals through a rigorous training process, which will equip the students with soft skills, technical knowledge, positive mental attitude, and work ethics to serve the hospitality and culinary industry internationally.

This program will prepare students for an entry level position at operations and management level in the international hospitality and culinary industry. It covers all major areas of culinary operations to equip them to get work ready. The curriculum has been designed with a view to imparting the knowledge, skills, and abilities to the students which an employer seeks from a culinary graduate. It also focuses on the practical implications of the cultural diversity while working in the industry in global context.

4. Program Objectives

‘**Associate Degree in Culinary Arts**’ will be a two-year program, covering all key areas of the culinary management and operations, offering a vertical mobility path to 4 years BS program. This qualification leads to employment and self-employment opportunities for the culinary graduates. Since the industry is global and expanding with every passing day, it has twofold employment opportunities; local and international. The program will focus on optimal realization of the potential of students. It will develop and train professionally qualified and competent culinary professionals through a rigorous training process, which will equip the students with soft skills, technical knowledge, positive mental attitude, and work ethics to serve the industry internationally.

‘**Associate Degree in Culinary Arts**’ has been designed after extensive feedback from the local and international employers who are looking for qualified, skilled and competent culinary professionals to address their human resource demands across all segments of the hospitality, culinary, travel and tourism industry. The extensive research work on the human resource need and requirement in the culinary industry unfolds that the demand is on the rise with every passing day.

This program will prepare students for an entry level position in the culinary industry in the international hospitality industry. It covers all key areas of management and culinary operations to equip students with the ability to get them work ready. The curriculum has been designed with a view to imparting the knowledge, skills, and abilities to the students which an employer seeks from a culinary graduate. It also focuses on the practical implications of the cultural diversity while working in the industry in global context.

5. Market Need / Rationale of the Program

The World Tourism Organization (WTO) describes the hospitality, culinary, travel, tourism, and airline industry as the fastest growing industry in the world which is creating millions of new career opportunities around the globe. Approximately 11% workforce of the world is directly linked with this industry. In this context, the demand for culinary professionals is on the rise around the world.

In the wake of China Pak-Economic Corridor (CPEC) project, the hospitality, culinary, travel and tourism industry has received a great impetus for growth and development in Pakistan. It is creating millions of new career opportunities for the qualified, skilled, and competent culinary professionals.

The Expo Dubai is another potent factor for creating huge demand for the culinary professionals in the UAE. Addition of thousands of new rooms in the existing inventory

of the hospitality industry is looking for fresh culinary graduates to meet the emerging human resource requirements. Similarly, the FIFA cup in Qatar is a huge opportunity for fresh culinary graduates to fill the upcoming needs of the hospitality industry.

Pakistan has a youth bulge whereby more than 60% youth of its total population is between the age bracket of 15 and 29 years, which indicates immense human resource potential of Pakistan. The hospitality, culinary, travel and tourism industry being dynamic and evolving with every passing day, it can absorb a huge workforce into its fold. The culinary education and training are the most employment-led in the world. The segments of the industry are diversified with job offerings in hotels, motels, restaurants, fast food chains, cafes, catering companies, clubs, theme parks, cruise ships, airlines etc. etc. The core philosophy of culinary education is to provide management and vocational education and training combined with academic learning and hands-on training.

6. Admission Eligibility Criteria

A student holding HSSC (FA, F.Sc. or I. Com) or equivalent with minimum 2nd division with 12 Years educations marks from any recognized institute of Pakistan. Admissions to associate degree will be on Merit (Marks obtained in previous examination), entry test or interview or the criteria decided by the respective bodies of the university as per rules in vogue.

7. Duration of the Program

Total duration of the program will be 02 year and number of courses taught in Associate degree of Tourism and Hospitality Management will be 27 with 1-3 credit hours for each course and 15 to 19 credit hours in each semester. There shall be following 4 categories of courses offered to the students according to HEC standardized format/Scheme of studies.

8. Categorization of Courses as per HEC Recommendation and Difference

Semester	Courses	Category (Credit Hours)					Semester Load
		Compulsory	Foundation	Major	General	Elective	
1 st	07	03	01	01	02	--	17
2 nd	07	04	01	02	--	--	19
3 rd	07	02	01	04	--	--	18
4 th	06	02	01	03	--	--	16
PU	27	11	04	10	02	--	70
HEC Guidelines	22	06	04	10	02	--	66
Difference HEC & PU	+05	+05	NIL	NIL	NIL	NIL	+04

9. Scheme of Studies / Semester –Wise Workload

Sr. #	Code	Course Title	Course Type	Prerequisite	Credit Hours
Semester I					
1.	HQ-01	Translation of Holy Quran	Compulsory	Intermediate (F.A./F.Sc. I.Com. or equivalent)	Non Credit
2.	CA-101	English I (Functional English)	Compulsory	Intermediate (F.A./F.Sc. I.Com. or equivalent)	03
3.	CA-102	Islamic Studies /Ethics	Compulsory	--	02
4.	CA-103	Basic courses I: Introduction to Hotel Operations	Foundation	--	03
5.	CA-104	Minor Elective I: Principles of Management	General	--	03
6.	CA-105	Minor Elective II: Food and Beverages Management	General	--	02+01
7.	CA-106	Any other I: Introduction to Culinary Arts	Major	--	03
Total Credit hrs Semester-I					17
Semester II					
8.	HQ-02	Translation of Holy Quran	Compulsory	HQ-01	01
9.	CA-107	English II (Communication Skills)	Compulsory	CA-101	03
10.	CA-108	Introduction to Computer	Compulsory	Intermediate (F.A./F.Sc. I.Com. or equivalent)	03

Sr. #	Code	Course Title	Course Type	Prerequisite	Credit Hours
11.	CA-109	Mathematics	Compulsory	-do-	03
12.	CA-110	Basic courses II: Food Safety and HACCP	Foundation	CA-105	02+01
13.	CA-111	Any other II: Food Production Management	Major	CA-105	02+01
14.	CA-112	Any other III: Menu Planning and Product Development	Major	CA-106	02+01
Total Credit hrs Semester-II					19
Semester III					
15.	HQ-03	Translation of Holy Quran	Compulsory	HQ-02	Non Credit
16.	CA-201	English III: Technical Writing and Presentation Skills	Compulsory	CA-107	03
17.	CA-202	Basic courses III: Fundamental of Baking	Foundation	CA-111	02+01
18.	CA-203	Any other IV: Supervising Food Safety	Major	CA-110	02+01
19.	CA-204	Any other V: Kitchen Operations and Departmental Management	Major	CA-111	02+01
20.	CA-205	Any other VI: Modern Pakistani Cuisine	Major	CA-111	02+01
21.	CA-206	Any other VII: Project Management	Major	Intermediate (F.A./F.Sc. I.Com. or equivalent)	03
Total Credit hrs Semester-III:					18
Semester IV					
22.	HQ-04	Translation of Holy Quran	Compulsory	HQ-03	01
23.	CA-207	Pakistan Studies	Compulsory	Intermediate (F.A./F.Sc. I.Com. or equivalent)	02
24.	CA-208	Basic courses IV: Food Nutrition & Health	Foundation	CA-203	02+01
25.	CA-209	Any other VIII: Purchasing for Food Service operations	Major	CA-204	03
26.	CA-210	Culinary Art Field Studies-I	Major	CA-206	01
27.	CA-211	Any other IX: INTERNSHIP	Major	CA-206	06
Total Credit hrs Semester-IV					16
Grand Total (I+II+III+IV)					70

10. Award of Degree

02 Year Associate degree will be awarded on the successful completion of courses & syllabi and Internship with minimum required CGPA 2.5/4.00.

11. NOC from Professional Councils (if applicable)

Not Applicable

12. Faculty Strength

Degree	Area / Specialization	Total
PhD	<ol style="list-style-type: none">1. Prof. Dr. Sajid Rashid Ahmad2. Prof. Dr. Irfan Ahmad Shaikh3. Prof. Dr. Nadia Jamil4. Dr. Abdul Qadir5. Dr. Yumna Sadeef6. Dr. Muhammad Kamran7. Dr. Muzaffar Majid Ch.8. Dr. Azhar Ali9. Dr. Sana Ashraf10. Dr. Muhammad Bilal Shakoor11. Dr. Naeem Akhtar Abbasi12. Dr. Mehwish Mumtaz13. Dr. Muhammad Awais14. Dr. Rizwan Aziz15. Dr. Muhammad Asif Javed	15
MS / M.Phil.	<ol style="list-style-type: none">16. Mr. Muhammad Waqar17. Ms. Anum Tariq18. Mr. Muhammad Dastgeer19. Ms. Zahra Majid	04

13. Present Student Teacher Ration in the Department

447: 19= (1:23)

14. Course Outlines Separately for Each Course

1ST YEAR, FIRST SEMESTER			
Code	Course Title	C.H.	Course Type
HQ-01	Translation of Holy Quran	Non Credit	Compulsory
CA-101	English I (Functional English)	03	Compulsory
CA-102	Islamic Studies / Ethics	02	Compulsory
CA-103	Foundation I: Introduction to Hotel Operations	03	Foundation
CA-104	General I: Principles of Management	03	General
CA-105	General II: Food and Beverages Management	02+01	General
CA-106	Major I: Introduction to Culinary Art	03	Major
Total Credit hrs Semester-I		17	

PRE-REQUISITE: F.Sc. or equivalent**COURSE OUTLINE**

سورة الفاتحة تا سورة آل عمران

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after mid term assessment. It includes:

- classroom participation,
- attendance, assignments and presentation,
- homework
- attitude and behavior,
- hands-on-activities,
- short tests, quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes: classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

On the successful completion of the course candidates will be able to:

- Construct sentences using correct grammar.
- Write meaningful essays, précis, and comprehend written English.
- Exhibit sound vocabulary and skills to use English in professional life.
- Communicate in written and oral English with peers and teachers.
- Rely less on their first languages and increase their use of English in formal and informal situations.
- Deep understanding of correct English structures in descriptive, narrative, and instructional texts.

CONTENTS

Course Introduction & Objectives:

This course provides individualized and small group instruction in basic reading and writing skills. The course focuses on basic coursesal phonics skills, functional vocabulary, and comprehension, as well as writing personal information, creating lists and basic computer skills. The course will ensure that candidates will communicate effectively in English language.

Module -1 Fundamentals of Grammar

- Parts of speech and their correct usage, sentence structure and types of sentences.
- Parts of speech & their correct usage, Sentence Structure, and types of sentences.
- Spelling, vocabulary. Listening skills, speaking skills, writing skills.

Module -2 Message Design

- Process of preparing effective business message.
- The appearance and design of business message
- Good-news and neutral messages.

Module -3 Strategies for Oral Communication.

- Strategies for successful speaking and successful listening.
- Strategies for successful informative and persuasive speaking.

Module -4 The Job Application Process.

- The written job presentation
- The job application process-interviews and follow-up.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

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RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Banks, D. (2019). A systemic functional grammar of English: A simple introduction. Routledge.
2. Coffin, C., Donohue, J., & North, S. (2013). Exploring English grammar: From formal to functional. Routledge.
3. Thompson, G. (2013). Introducing functional grammar. Routledge.
4. Fontaine, L. (2012). Analyzing English grammar: A systemic functional introduction. Cambridge University Press.
5. Lock, G. (1996). Functional English grammar: An introduction for second language teachers. Cambridge University Press.

PRE-REQUISITE

Intermediate: F. A/F.Sc. / I. Com or equivalent

LEARNING OUTCOMES

Following are the learning outcomes of the course:

- Learning on the basic concepts and principles of Islam
- Learning of concepts of Holy Quran & Uloom ul Quran
- Learning of concepts of life of Holy Prophet (PBUH)
- Learning of ethics of Hospitality in Islam

CONTENTS**A. ISLAMIC STUDIES****Introduction:**

This course is designed to provide the students with basic concepts and principles of Islam. The course also focuses on the life of Muhammad (S.A.W) and makes an introduction of tourism and hospitality reference to Islamic teachings.

Module -1 Introduction to Quranic Studies:

- Basic concepts of Quran, History of Quran, Uloom-ul-Quran
- Verses of Surah Al-Baqarah related to Faith (verse No. 284-286)
- Verses of Surah Al- Hujrat related to Adab Al -Nabi (verse No:1-18)
- Verses of Surah Al- Ihzab related to Adab Al -Nabi (verse No:6, 21, 40,56,57,58)
- Verses of surah Al-Mumanoon related to characteristics of faithful (verse No: 1-11)
- Verse Surah al-Furqan related to social ethics (verse No: 63-77)
- Verses of surah Al-inam related to Ihkam (verse No:152-154)
- Verses of surah Al-saf related to tafakar, tadabar (verse No; 1-14)

Module -2 Basic Concepts of Hadith:

- History of Hadith
- Kinds of Hadith
- Uloomul Hadith
- Legal position of Sunnah

Module -3 Life of Prophet Muhammad (P.B.U.H.):

- Life of Muhammad bin Abdullah (before prophethood)
- Life of the Holy prophet (S.A.W) in Makkah
- Life of the prophet in (S.A.W) in Madina
- Basic concepts of Islamic political system
- Islamic concept of sovereignty
- Basic institutions of Government in Islam

Module -4 Tourism& Hospitality and Islamic Concepts:

- Ethics of hospitality in Islam
- Ethics of food and beverages in Islam
- Ethics of Travel and travelers in Islam

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

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- Short Tests, Quizzes etc.

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RECOMMENDED TEXTBOOKS / SUGGESTED READINGS

1. Allain, J. (2016). MA Gazi (ed.), the Shorter Book of Muslim International Law. Jus Gentium: J. Int'l Legal Hist., 1, 183.
2. Muborakshoeva, M. (2012). Islam and Higher Education: Concepts, challenges, and opportunities. Routledge.
3. Ḥassān, Ḥ. Ḥ., & Ḥassān, Ḥ. Ḥ. (2010). An Introduction to the study of Islamic Law. Adam Publishers.
4. An-Na'im Na, A. A. (2009). Islam and the secular state. Harvard University Press.
5. Waliullah, M. (2006). Muslim Jurisprudence and the Qur'anic Law of Crimes. Adam Pub.
6. Kelsay, J. (2007). Arguing the just war in Islam. Harvard University Press.
7. Kennedy-Day, K. (2003). Books of definition in Islamic philosophy: The limits of words. Routledge.

CA-103: INTRODUCTION TO HOTEL OPERATIONS (03 Credit Hrs)

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

At the completion of this course, students should be able to

- Identify the Minor Elective classifications of hotels and describe the most distinctive features of each.
- List the common divisions or functional areas of hotel organization (rooms, food and beverage, engineering, marketing and sales, accounting, human resources, and security), and explain the responsibilities and activities of each.
- List and explain the elective classifications of food services, beginning with the distinction between commercial and institutional operations.
- Analyze the importance of each division in achieving the objectives of a lodging and/or food service operation.
- Demonstrate knowledge of food and beverage controls that pertain to food and beverage sales, payroll planning, and production standards.
- Describe ways in which technological advancements, such as property management systems, Internet access provided to guests, and reservations made through online booking sources, have dramatically

CONTENTS

This course lays the groundwork for a basic understanding of the lodging and food service industry by tracing the industry's growth and development both nationally and internationally, by reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends.

Module -1

- Minor Elective classifications of hotels.
- Common divisions or functional areas of hotel organization (rooms, food and beverage, engineering, marketing and sales, accounting, human resources, and security)

Module -2

- Functional areas or departments typically found in each hotel division.
- Elective classifications of food services, beginning with the distinction between operations, organization, structure, and functional areas in commercial and institutional food service operations.

Module -3

- Importance of each division in achieving the objectives of a lodging and/or food service operation.
- Food and beverage controls that pertain to food and beverage sales, payroll planning, and production standards.

Module -4

- Benefits of and advancements in energy management programs and outline steps for organizing such a program.

- Technological advancements, such as property management systems, Internet access provided to guests, and reservations made through online booking sources, have dramatically.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

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3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Smart, K., Ma, E., Qu, H., & Ding, L. (2021). COVID-19 impacts, coping strategies, and management reflection: A lodging industry case. *International Journal of Hospitality Management*, 94, 102859.
2. Szende, P., Dalton, A. N., & Yoo, M. M. (2021). *Operations Management in the Hospitality Industry*.
3. Arya, R., & Delmas, A. (2021). *Business Plan Annapurna: A food service availability in housing complexes in India*.
4. Mathews, A., Patten, E. V., & Stokes, N. (2021). Foodservice Management Educators' Perspectives on Nutrition and Menu Planning in Student-Operated Restaurants. *Journal of Nutrition Education and Behavior*, 53(3), 223-231.
5. Hayes, D. K., Ninemeier, J. D., & Miller, A. A. (2017). *Hotel operations management*. Upper Saddle River, NJ: Pearson.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Discuss and communicate the management evolution and how it will affect future managers.
- Observe and evaluate the influence of historical forces on the current practice of management.
- Identify and evaluate social responsibility and ethical issues involved in business situations and logically articulate own position on such issues.
- Explain how organizations adapt to an uncertain environment and identify techniques managers use to influence and control the internal environment.
- Practice the process of management's four functions: planning, organizing, leading, and controlling.
- Evaluate leadership styles to anticipate the consequences of each leadership style.

CONTENTS

Examination of management theory and provide opportunities for application of these ideas in real world situations. This examination focuses on the managerial functions of Assessing, Planning, Organizing, and Controlling. Both traditional and cutting-edge approaches are introduced and applied. Specific attention is paid throughout the course to the ethical implications of managerial action and inaction.

Module -1 Introduction to Management and Basic courses of Management:

- Management, Functions, and Skills of management.
- Management types, like Historical forces shaping management, Classical management – Scientific Management- Bureaucratic Management – Administrative principles, Humanistic Perspective –Human Relations Movement – The Human Resource Perspective – The Behavioral Science Approach, Ethics

Module -2 Goal Setting & Planning:

- Goals, Planning, Types of planning, Time Horizon.
- Strategy, Strategic management, SWOT, Types of Strategies.
- Formulation to Implementation, decision making, types of decision making, Steps in decision making.
- Organizing, Types of organizations, Departmentalization, Division of labor.

Module -3 Leading:

- Nature of leadership, Leadership verses Management.
- Position power, Personal power, Empowerment, Behavioral approach, Contingency Approach, New Leadership Approach.

Module -4 Controlling:

- Importance of Control, Planning & Controlling, and Organization control focus.
- TQM, Elements of organization control, Management control system, Financial Control, Budgeting process, Trends in financial control.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

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- Classroom Participation
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- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

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RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Morden, T. (2017). Principles of management. Routledge.
2. Koontz, H. (2010). Essentials of management. Tata McGraw-Hill Education.
3. Robbins, S. P., Coulter, M., & Vohra, N. (2009). Introduction to Management and Organizations. Management 10th Edition. Pearson Education: Publishing Prentice Hall Publications, 2-21.
4. Barth, S. C., & Hayes, D. K. (2006). Hospitality law: managing legal issues in the hospitality industry. John Wiley & Sons.
5. Bateman, T. S., & Snell, S. (2002). Management: Competing in the new era. Irwin Professional Publishing.

CA-105: FOOD AND BEVERAGES MANAGEMENT (THEORY) (02 Credit hrs)

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES

Upon completion of this course the students will be able to:

- Demonstrate an understanding of food and beverage management and its impacts on the various areas within hospitality organizations.
- Demonstrate an understanding of the internal and external factors that affect any business or hospitality organization.
- Demonstrate an understanding to different ways to service the beverages.
- Demonstrate the handling of knife in the kitchen
- Demonstrate the various ways to cut vegetables.
- Demonstrate an understanding the various ways of service

CONTENTS

This is a senior level course designed to provide complete understanding of Food and beverage in the hospitality industry. The primary goal of the course is to help students become competent in the study and application of food and beverage management. To understand different sections of food and beverages division of hotel. To understand operations in food and beverages department. To understand services and management of employee's accounts and supplies.

Module -1 Introduction

- Introduction of Food and Beverage department.
- Overview of F&B in different hotels, Organizational structure.
- Complete service protocol, Service ethics.
- Types of restaurants, Handling difficult situation in restaurant.

Module -2 Menu

- Menu planning, design, and price control.
- Knowledge about alcoholic and non-alcoholic beverages.
- Hotel room service complete knowledge, Food menus and beverage list.

Module -3 Record Keeping

- Overview of Food and beverage control, financial aspects in F&B.
- Receiving, Storing, and issuing, Beverage controlling.
- Control and keeping methods of inventory, Food and Beverage service methods.

Module-4 Restaurant Management

- Food and beverage management in fast food and popular caterers.
- Consideration of opening a new outlet, Turnover ratio in a restaurant.
- Sales and marketing in food and beverage department, Managing quality in food and beverage operations.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES

Upon completion of this course the students will be able to:

- Demonstrate an understanding of food and beverage management and its impacts on the various areas within hospitality organizations.
- Demonstrate an understanding of the internal and external factors that affect any business or hospitality organization.
- Demonstrate an understanding to different ways to service the beverages.
- Demonstrate the handling of knife in the kitchen
- Demonstrate the various ways to cut vegetables.
- Demonstrate an understanding the various ways of service

CONTENTS

Introduction to Food and Beverage equipment, Overview of F&B structure in different hotels, Practical of Complete service protocol, Practice Service ethics, Menu presentation, Hotel room service complete practice, Quality in food and beverage operations, Practice of Food, and beverage control, Storing and issuing procedure, Inventory controlling, how to cut vegetables, how to work in hot, cold, and pastry part of a kitchen, Practicing of dining room services, Safety measures in kitchen. Presentation and practical test.

Module -1 Introduction

- Introduction of Food and Beverage department.
- Overview of F&B in different hotels, Organizational structure.
- Complete service protocol, Service ethics.
- Types of restaurants, Handling difficult situation in restaurant.

Module -2 Menu

- Menu planning, design, and price control.
- Knowledge about alcoholic and non-alcoholic beverages.
- Hotel room service complete knowledge, Food menus and beverage list.

Module -3 Record Keeping

- Overview of Food and beverage control, financial aspects in F&B.
- Receiving, Storing, and issuing, Beverage controlling.
- Control and keeping methods of inventory, Food and Beverage service methods.

Module-4 Restaurant Management

- Food and beverage management in fast food and popular caterers.
- Consideration of opening a new outlet, Turnover ratio in a restaurant.
- Sales and marketing in food and beverage department, Managing quality in food and beverage operations.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

RECOMMENDED TEXTBOOKS & SUGGESTED READINGS:

1. Davis, B., Lockwood, A., Alcott, P., & Pantelidis, I. S. (2018). Food and beverage management. Routledge.
2. Cousins, J., Lillicrap, D., & Weekes, S. (2014). Food and beverage service. Hachette UK.
3. Theng Loo, P. (2012). Food and beverage management for the hospitality, tourism, and event industries.
4. Miller, J. E., Hayes, D. K., & Dopson, L. R. (2002). Food and beverage cost control. Wiley.
5. Lillicrap, D. R., Cousins, J. A., & Smith, R. (1971). Food and beverage service. Edward Arnold.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- To apply the latest modes of working, to master the various existing culinary techniques in national and international cookery, as well as in traditional and contemporary cuisine.
- To estimate, manage resources, and calculate costs, taking into consideration all necessary factors, from purchasing of basic resources, working with suppliers through to the final product, making use of strategic, administrative, and marketing concepts.
- To be able to manage a working team, making the best of their potential and supervising the activities of kitchen aids and auxiliaries, acquiring the necessary competence to solve different problems which may arise in work, as well as the efficient use of time, space, and human and material resources within the kitchen.
- To plan and carry out efficient leadership for the best preparation and elaboration of foods, always observing the safety and hygiene regulations in the workplace and following the instructions of a qualified professional.
- To acquire the knowledge which will allow you to conserve and handle different food resources, and to design and produce menus to meet the quality standards of each area of the market.

CONTENTS:

Food is fundamental to life. Not only does it feed our bodies, but it is often the centerpiece for family gatherings and social functions. In this course, students learn all about food, including food culture, food history, food safety, and current food trends. They also learn about the food service industry and prepare some culinary dishes. Through hands-on activities and in-depth study of the culinary arts field, this course helps students to enhance their cooking skills and gives them the opportunity to explore careers in the food industry.

Module -1 Introduction:

- Aims & Objectives of cooking food, maintain personal hygiene, hazards & Risks.
- History & development of cooking, the kitchen brigade, food, and nutrition's.
- Health & Safety regulations, hazards in workplace, communication skills, security procedures, teamwork, waste management, pest control, storage, and stock control.

Module -2 Introduction to Hygiene and Sanitation:

- Hygiene, Sanitation, meaning, uses in hotel industry.
- Importance of hygiene and sanitation in catering industry.
- Personal hygiene for staff members in the production areas & for staff coming in touch with guests.
- Raising agents - Flavoring and Seasonings, sweetening agents, Thickening agents. Knife and Knife skills, kitchen terminologies.

Module -3 Preparation concepts:

- Preparation of Ingredients – Washing, peeling, Scrapping, cutting of vegetables.
- Method of mixing foods, methods of cooking foods.

- Sauce meaning, uses, points to be observed when preparing recipe for mother sauces, Names, and derivatives of mother sauce.

Module -4 Menu concepts:

- Menu & types of menus, Basic Stock types, Soups and its types, Rice & types of rice, Egg dishes, pasta & cooking methods of pasta, Fish course, Poultry, key preparation techniques of poultry, Introduction to vegetables & cooking techniques.
- Horrs d' Oeuvers, appetizers and starters, salads, cold sauces, Introduction to desserts. (Preparation of 6 recipes from each course)

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

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- Classroom Participation
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- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

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RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Gleason, J. (2014). Introduction to Culinary Arts. Pearson Higher Ed.
2. Heller, M. (2007). The DASH Diet Action Plan: Proven to Lower Blood Pressure and Cholesterol without Medication. Amidon Press.
3. Bartholomew, S. C. (2006). The influence of gender, age, and locus of control on servant leader behavior among group leaders at the Culinary Institute of America. Walden University.
4. Brown, D. R. (2003). The restaurant manager's handbook: How to set up, operate, and manage a financially successful food service operation (Vol. 1). Atlantic Publishing Company.
5. Ryan, L. T. (2003). The culinary institute of America: A history. University of Pennsylvania.

FIRST YEAR, SECOND SEMESTER

Code	Course Title	C.H.	Course Type
HQ-02	Translation of Holy Quran	01	Compulsory
CA-107	English II (Communication Skills)	03	Compulsory
CA-108	Introduction to Computer	03	Compulsory
CA-109	Mathematics	03	Compulsory
CA-110	Basic courses II: Pakistan – Food Safety and HACCP	02+01	Foundation
CA-111	Any other II: Tourism: Planning and Managing Food Production	02+01	Major
CA-112	Elective III: Menu Planning and Product Development	02+01	Major
Total Credit hrs Semester-II		18	

PRE-REQUISITE: HQ-01

COURSE OUTLINE

سورة النساء سورة الانعام

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after mid term assessment. It includes:

- classroom participation,
- attendance, assignments and presentation,
- homework
- attitude and behavior,
- hands-on-activities,
- short tests, quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
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2.	Formative Assessment	25%	It is continuous assessment. It includes: classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
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PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES

- Understand and apply knowledge of human communication and language processes as they occur across various contexts.
- Understand and evaluate key theoretical approaches used in the interdisciplinary field of communication.
- Understand the research methods associated with the study of human communication and apply at least one of those approaches to the analysis and evaluation of human communication.
- Find, use, and evaluate primary academic writing associated with the communication discipline.
- Develop knowledge, skills, and judgment around human communication that facilitate their ability to work collaboratively with others
- Communicate effectively orally and in writing.

CONTENTS

This course aims to enable students to communicate clearly and with impact, by improving their verbal and non-verbal communication style, as well as enhancing interpersonal skills. Communicating effectively will soon seem effortless.

Module -1 Theory:

- Elements of effective language
- Correct use of words & expression
- Treacherous words; Translation from Urdu to English & Vice Versa

Module -2 Practical:

- Comprehension and translation exercises.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

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RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Cenere, P., Gill, R., Lawson, C., & Lewis, M. (2015). Communication Skills for Business Professionals 7. Cambridge University Press.
2. Thill, J. V., Bovée, C. L., & Cross, A. (2013). Excellence in business communication, New York: Pearson.
3. Murphy, H. A., Hildebrandt, H. W., & Thomas, J. P. (1997). Effective business communications.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

Upon completion of this course, students will:

- Be able to identify computer hardware and peripheral devices
- Be familiar with software applications & file management
- Accomplish creating basic documents, worksheets, presentations, and databases
- Distinguish the advantages and disadvantages of networks
- Experience working with email and recognize email netiquette
- Explore the Web and how to conduct research

CONTENTS

This course is designed to familiarize students with computers and their applications. It will also emphasize the use of computers and technology throughout their high school, college, and future careers. Students will learn fundamental concepts of computer hardware and software and become familiar with a variety of computer applications, including word processing, spreadsheets, databases, and multimedia presentations. Students will also investigate Internet-based applications, working with email and learning how to browse the web. Coursework also includes activities that explore social and ethical issues related to computers.

Module -1 Introduction to computer:

- Definition, types and classification of computers, Hardware, Input hardware, storage hardware.
- Different types of Microprocessors & other Hardware Terminology.
- Overall windows operation, Introduction to different windows-based packages, Utilities / Application of MS-Word, Application of MS- Excel.

Module -2 Useful Program:

- Adobe Photoshop. Editing photographs/Advertisement designing.
- Coral Draw. Layout and drawing.
- Macromedia Flash. Animation making/Drawing cartoons for newspapers and magazines. Graphics.
- Use of scanners.

Module -3 Computer Application (Practical):

- Familiarize with a PC and identify the various components of a computer.
- Identify the various Input and Output Devices.
- Introduction to Basic DOS commands.
- Getting familiar to Windows Environment.
- Introduction to the various packages of MS-Office.
- Introduction to the Word Processor.
- MS-Word: Entering a document, Editing a Text. Inserting, replacing, and deleting Characters. Saving a document. Opening an Existing Document and changing Page Layout.
- Utilities / Application of MS-Word
- Application of MS- Excel

Module -4 Advance applications for Tourism & Hospitality:

Property management system interfaces

- Point of sale systems (pos)
- Cash accounting systems (cas), guest information systems Food & beverage management applications
- Recipe management / sales analysis Food and beverage applications
- Pos order – entry units
- Keyboards and monitors, touch screen terminals
- Pos software Accounts applications
- Accounts receivable module
- Payroll module inventory module

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

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RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Page, R., & Gamboa, R. (2018). Essential Logic for Computer Science. MIT Press.
2. Richard G., (2000), “Computer Simulate with Mathematics” and Spring-Verlag. Germany.
3. Long L., Long N., (2000). Fundamentals of Computer, 6th Ed.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Use concepts and apply techniques to the solution of problems in algebra and modeling, measurement, financial mathematics, data and statistics, and probability.
- Use mathematical skills and techniques, aided by appropriate technology.
- To organize information and interpret practical situations.
- Interpret and communicate mathematics in a variety of written and verbal forms, including diagrams and statistical graphs.

CONTENTS

This course is designed to promote the development of knowledge, skills and understanding in areas of mathematics that have direct application to the broad range of human activity. Students will learn to use a range of techniques and tools, to develop solutions to a wide variety of problems relating to their present and future needs and aspirations.

Module -1 Whole Numbers:

- Reading and writing whole numbers, addition & subtraction of whole numbers, multiplication & division of whole numbers, long division, rounding whole numbers, roots, and order of operations, Solving application problems.
- Reading and writing decimal, rounding decimals, adding decimals, subtracting decimals, multiplying decimals, dividing decimals, writing fractions as decimals.

Module -2 Multiplying and Dividing Fractions:

- Basics of fractions, mixed numbers, factors, multiplication of fractions, applications of multiplication, dividing fractions, multiplication, and division of mixed numbers.
- Adding and subtracting like fractions, least common multiples, adding and subtracting unlike fractions, adding, and subtracting mixed numbers, order relations and the order of operations.

Module -3 Ratio, Proportion and Percent:

- Ratios, rates, proportions, and applications of proportions. Basics of percent, percent and fractions, the percent proportion, Identifying the parts in a percent problem, using proportions to solve percent problems.
- The English system, The metric system—length, The metric system--capacity and weight (mass), Applications of metric measurement, metric-English conversions, and temperature.

Module -4 Geometry & Algebra:

- Basic geometric terms, angles and their relationships, Rectangles and squares, Parallelograms and trapezoids, triangles, circles, volume, Pythagorean theorem, similar triangles.
- Signed numbers, addition and subtraction of signed numbers, order of operations, evaluating expressions and formulas, solving equations, solving equations with several steps, applications.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

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- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

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RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Anton, H. (1989). Calculus with Analytical Geometry: Late Trigonometry Version.
2. Salzman, S. A., Miller, C. D., & Clendenen, G. (1990). Mathematics for business. Scott, Foresman.Hassett, B., McKernan, J., Starr, J., & Vakil, R. (Eds.). (2013). A Celebration of Algebraic Geometry (Vol. 18). American Mathematical Soc.
3. Garrity, T. A. (2002). All the Mathematics you missed: but need to know for Graduate School. Cambridge University Press.
4. Lang, S. (2013). Complex analysis (Vol. 103). Springer Science & Business Media.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

On completion of the course the students will be able to:

- To provide a comprehensive overview of the application of HACCP principles for the development of HACCP based systems within food businesses.
- To examine the role of good hygiene practices as a basic courses for HACCP based food safety management systems
- To consider the design and management requirements associated with the application of HACCP based food safety management systems in food businesses.
- To enhance the skills required for the assessment of HACCP based food safety management systems.
- Evaluate hazards and critical control points to create a HACCP plan

CONTENTS:

This course aims to develop the skills required for promoting and advising on the use of HACCP based food safety management systems, for assessing the integrity and effectiveness of such systems and actions to be considered where audit identifies deficiencies or failures in the food safety management system.

Module -1 Introduction

- Background and status of HACCP, basics of food safety using the HACCP system.
- Presenting the core knowledge, skills, and abilities that retail foodservice employees need to prevent accidental or deliberate food contamination.

Module -2 HACCP system

- Structure and preventive approach to design a food safety management system.
- Principles of HACCP, Benefits, and limitations of HACCP.

Module -3 Hazard analysis

- Systematic and detailed approach to Hazard analysis.
- HACCP structure & documentation format, Preparation, implementation of HACCP Plan.

Module -4 Scope of HACCP

- Purpose and scope of assessing HACCP within food industry, food safety and food defense.
- Standard operating procedures, verification and keeping records of HACCP activities.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

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RECOMMENDED TEXTBOOKS & SUGGESTED READINGS

1. Motarjemi, Y., & Lelieveld, H. (Eds.). (2013). Food safety management: a practical guide for the food industry. Academic Press.
2. Barach, J. T. (2016). FSMA and food safety systems: Understanding and implementing the rules. John Wiley & Sons.
3. Paster, T. (2007). The HACCP food safety employee manual. John Wiley & Sons.
4. Arduser, L., & Brown, D. R. (2005). HACCP and Sanitation in Restaurants and Food Service Operations. Atlantic Publishing Company.

CA-110: FOOD SAFETY AND HACCP(Practical) (01 Credit hrs)

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

On completion of the course the students will be able to:

- To provide a comprehensive overview of the application of HACCP principles for the development of HACCP based systems within food businesses.
- To examine the role of good hygiene practices as a basic courses for HACCP based food safety management systems
- To consider the design and management requirements associated with the application of HACCP based food safety management systems in food businesses.
- To enhance the skills required for the assessment of HACCP based food safety management systems.
- Evaluate hazards and critical control points to create a HACCP plan

CONTENTS:

This course aims to develop the skills required for promoting and advising on the use of HACCP based food safety management systems, for assessing the integrity and effectiveness of such systems and actions to be considered where audit identifies deficiencies or failures in the food safety management system.

Module -1 Introduction

- Background and status of HACCP, basics of food safety using the HACCP system.
- Presenting the core knowledge, skills, and abilities that retail foodservice employees need to prevent accidental or deliberate food contamination.

Module -2 HACCP system

- Structure and preventive approach to design a food safety management system.
- Principles of HACCP, Benefits, and limitations of HACCP.

Module -3 Hazard analysis

- Systematic and detailed approach to Hazard analysis.
- HACCP structure & documentation format, Preparation, implementation of HACCP Plan.

Module -4 Scope of HACCP

- Purpose and scope of assessing HACCP within food industry, food safety and food defense.
- Standard operating procedures, verification and keeping records of HACCP activities.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
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RECOMMENDED TEXTBOOKS & SUGGESTED READINGS

1. Motarjemi, Y., & Lelieveld, H. (Eds.). (2013). Food safety management: a practical guide for the food industry. Academic Press.
2. Barach, J. T. (2016). FSMA and food safety systems: Understanding and implementing the rules. John Wiley & Sons.
3. Paster, T. (2007). The HACCP food safety employee manual. John Wiley & Sons.
4. Arduser, L., & Brown, D. R. (2005). HACCP and Sanitation in Restaurants and Food Service Operations. Atlantic Publishing Company.

CA-111: FOOD PRODUCTION MANAGEMENT(Theory) (02+01Credit hrs)

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Maintain personal health and hygiene and to help maintain a hygienic, safe, and secure workplace.
- Plan and organize own work effectively with teammembers & develop own skills.
- Prepare, cook, and hold food safely to produce basic fish dishes, meat dishes, poultry dishes, vegetable dishes.
- Produce basic bread, dough products, pastry products, cakes, sponges, and scones.

CONTENTS:

The objective of this course is to support a role in the workplace. This course is suitable for learners employed in hospitality roles wishing to develop their skills in food production management. These may be chefs, kitchen assistants/porters or fast-food assistants. It is mainly concerned with those who deal with cooking or reheating food that required little or no preparation. This qualification covers a variety of topics including the importance of teamwork, safe and hygienic workplaces, and food safety as well as how to prepare basic food dishes. These are all key areas within the hospitality sector and for those working in the kitchen environment. It forms the competency element of the Food Production management pathway of the Intermediate Catering and Professional Chefs Apprenticeship and can also be taken on a standalone basis.

Module -1 Maintenance of a Safe, Hygienic:

- State own responsibilities under the Health & Safety at Work Act.
- State Minor Elective rules on hygiene that must be followed, State correct clothing, footwear and head gear that should be always worn.
- State the importance of maintaining good personal hygiene, describe how to deal with cuts, grazes, and wounds and why it is important to do so.

Module -2 Secure Working Environment:

- State the importance of working in a healthy, safe, and hygienic way, Health and Safety in your workplace can be obtained.
- State accidents and near accidents should be reported and describe the type of emergencies that may happen in workplace and how to deal with them.
- State where to find first aid equipment and who the registered first-aider is in the workplace. State safe lifting and handling techniques that should be followed.

Module -3 Prepare, cook, and hold food safely:

- State why it is necessary to defrost foods before cooking, when it is necessary to defrost foods before cooking.
- Describe to recognize conditions leading to safety hazards, what to do if any food safety hazards are discovered, State the importance of knowing that certain foods cause allergic

reactions.

- Describe the relevant nutritional standards used within school meals, the main nutrient groups, what quantity of nutrients are typically needed to maintain a good dietary balance.
- Describe what food preparation and cooking methods can affect the nutritional content of foods, State the importance of knowing calorific values per portion.

Module -4 Modify the content of dishes:

- Describe about food preparation and cooking methods can affect the dietary content of foods, modifying and fortifying food can add or remove vital nutrients.
- State why dishes should be stored at temperature before cooking, State why dishes not for immediate consumption should be cooled rapidly or maintained at a safe temperature after cooking.
- State whether the dish ingredients contain genetically modified organisms (GMOs) and what the organizational policy is on using GMOs.
- Produce Basic Fish Dishes, Produce Basic Meat Dishes, Produce Basic Poultry Dishes, Produce Basic Vegetable Dishes, Cook-Chill Food, Cook-Freeze Food, Produce Basic Hot Sauces, Produce Basic Rice, Pulse and Grain Dishes, Produce Basic Pasta Dishes, Produce Basic Bread and Dough Products, Produce Basic Pastry Products, Produce Basic Hot and Cold Desserts, Produce Basic Cakes, Sponges and Scones, Produce Cold Starters and Salads, Produce Flour, Dough and Tray Baked Products.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Belitz, H. D., Grosch, W., & Schieberle, P. (2009). Cereals and cereal products. *Food chemistry*, 670-745.
2. Ruffin, F. E. (2008). *Kitchen Smarts: Food Safety and Kitchen Equipment*. The Rosen Publishing Group, Inc.
3. Hallam, E. (2004). *Food Technology*. Nelson Thornes.
4. Brown, D. R. (2003). *The restaurant manager's handbook: How to set up, operate, and manage a financially successful food service operation (Vol. 1)*. Atlantic Publishing Company.
5. James, K. (2002). *Escoffier: The king of chefs*. A&C Black.
6. Barham, P. (2001). *The science of cooking*. Springer-Verlag GmbH
7. Child, J. (1983). *Mastering the art of French cooking (Vol. 2)*. Mastering the Art of French Company.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Maintain personal health and hygiene and to help maintain a hygienic, safe, and secure workplace.
- Plan and organize own work effectively with teammembers & develop own skills.
- Prepare, cook, and hold food safely to produce basic fish dishes, meat dishes, poultry dishes, vegetable dishes.
- Produce basic bread, dough products, pastry products, cakes, sponges, and scones.

CONTENTS:

The objective of this course is to support a role in the workplace. This course is suitable for learners employed in hospitality roles wishing to develop their skills in food production management. These may be chefs, kitchen assistants/porters or fast-food assistants. It is mainly concerned with those who deal with cooking or reheating food that required little or no preparation. This qualification covers a variety of topics including the importance of teamwork, safe and hygienic workplaces, and food safety as well as how to prepare basic food dishes. These are all key areas within the hospitality sector and for those working in the kitchen environment. It forms the competency element of the Food Production management pathway of the Intermediate Catering and Professional Chefs Apprenticeship and can also be taken on a standalone basis.

Module -1 Maintenance of a Safe, Hygienic:

- State own responsibilities under the Health & Safety at Work Act.
- State Minor Elective rules on hygiene that must be followed, State correct clothing, footwear and head gear that should be always worn.
- State the importance of maintaining good personal hygiene, describe how to deal with cuts, grazes, and wounds and why it is important to do so.

Module -2 Secure Working Environment:

- State the importance of working in a healthy, safe, and hygienic way, Health and Safety in your workplace can be obtained.
- State accidents and near accidents should be reported and describe the type of emergencies that may happen in workplace and how to deal with them.
- State where to find first aid equipment and who the registered first-aider is in the workplace. State safe lifting and handling techniques that should be followed.

Module -3 Prepare, cook, and hold food safely:

- State why it is necessary to defrost foods before cooking, when it is necessary to defrost foods before cooking.
- Describe to recognize conditions leading to safety hazards, what to do if any food safety hazards are discovered, State the importance of knowing that certain foods cause allergic reactions.

- Describe the relevant nutritional standards used within school meals, the main nutrient groups, what quantity of nutrients are typically needed to maintain a good dietary balance.
- Describe what food preparation and cooking methods can affect the nutritional content of foods, State the importance of knowing calorific values per portion.

Module -4 Modify the content of dishes:

- Describe about food preparation and cooking methods can affect the dietary content of foods, modifying and fortifying food can add or remove vital nutrients.
- State why dishes should be stored at temperature before cooking, State why dishes not for immediate consumption should be cooled rapidly or maintained at a safe temperature after cooking.
- State whether the dish ingredients contain genetically modified organisms (GMOs) and what the organizational policy is on using GMOs.
- Produce Basic Fish Dishes, Produce Basic Meat Dishes, Produce Basic Poultry Dishes, Produce Basic Vegetable Dishes, Cook-Chill Food, Cook-Freeze Food, Produce Basic Hot Sauces, Produce Basic Rice, Pulse and Grain Dishes, Produce Basic Pasta Dishes, Produce Basic Bread and Dough Products, Produce Basic Pastry Products, Produce Basic Hot and Cold Desserts, Produce Basic Cakes, Sponges and Scones, Produce Cold Starters and Salads, Produce Flour, Dough and Tray Baked Products.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

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CA-112 MENU PLANNING & PRODUCT DEVELOPMENT (02+01 Credit hrs)

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Different types of menus for different service styles & the principles of menu design
- Describe the factors that should be considered in the planning of different types of menus
- Describe the minimum information that should be contained on a written menu
- Recipes and menus for meal occasions/themes, and nutritional dietary requirements, different function sizes, for budgetary requirements

CONTENTS

This course will provide knowledge of models, concepts, tools, and techniques necessary to undertake strategic menu planning and product development. The objective of the course is to focus on developing analytical skills in the formulation and implementation of menu planning and product development. Menu planning and product development is the process of creating satisfied customers through the integration of all business functions and through the continuous search for a sustainable competitive advantage through innovation. Therefore, the course will cover current developments in menu planning and product development theory and practice.

Module -1 Introduction; the Food Service Industry:

- Hotel Restaurants • Freestanding Restaurants • Food Service in Noncommercial Facilities.
- Food Service: A Diverse Industry Commercial Operations • Noncommercial Operations
- Food Service Origins, the Future of the Food Service Industry Organization of Commercial Operations Noncommercial Operations and Contract Management Companies.

Module -2 Menu Management; Nutrition for Food Service Operations

- Nutrition: The Science of Food, the Six Basic Nutrients • Nutrition Guidelines, Nutrition and Food Service Operations.
- Menu Planning • Nutrition Concerns in Purchasing • Nutrition Concerns in Storing • Conserving Nutrients during Food Preparation
- Standard Recipes and Nutrition • Nutrition and Food Service • Contemporary Dietary Concerns Calories • Fats and Cholesterol • Sodium • Food Allergies • Vegetarian Meals • Organic Foods

Module -3 The Menu:

- Commercial Menu Pricing Styles, Table d' Hotel • A la Carte
- Combination, Non-Commercial Menu Styles, Fixed Menus, Cycle Menus.
- Types of Menus, Breakfast • Lunch • Dinner • Specialty, Menu Planning, Knowing Your Guests • Knowing Your Quality Requirements • Knowing Your Operation
- Menu Items • Menu Balance, Menu Design, Copy • Layout • Cover • Common Menu-Design Mistakes, Evaluating Menus, Menu Management Software, Pre costing /Post costing Software • Menu Engineering Software

Module -4 Food and Beverage Service

- Table Service • Buffet Service • Cafeteria Service • Other Types of Service, Providing an Enjoyable Experience for Guests, Standard Operating Procedures.
- Guest Service Training • Teamwork, Preopening Concerns & Activities, Inspecting Facilities • Following Reservation Procedures • Assigning Food Server Stations • Food Server Meetings, Guest Service, Service Sequence • Special Situations.
- Software and Reports • Technology and Guest Ordering, Food and Beverage Revenue Control Procedures Revenue Control and Servers
- Revenue Control and Beverage Personnel Increasing Food and Beverage Sales, Suggestive Selling • Selling Beverages Endnotes, Key Terms, Review Questions, Internet Sites

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
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- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

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- 3 Eckstein, E. F. (1983). *Menu planning* (No. Ed. 3). AVI Publishing Co., Inc.
- 4 Gordon-Davis, L., & Van Rensburg, L. (2004). *The hospitality industry handbook on nutrition and menu planning*. Juta and Company Ltd.
- 5 Akerkar, R. (2009). *Diet Menu planning Using CBR*.
- 6 Lancaster, L. M. (1992). The history of the application of mathematical programming to menu planning. *European Journal of Operational Research*, 57(3), 339-347.
- 7 Irie, K., Fujii, N., Kokuryo, D., & Kaihara, T. (2020, August). A Study on Menu Planning Method for Managed Meal-Consideration of the Cost of Ordering Ingredients. In *IFIP International Conference on Advances in Production Management Systems* (pp. 679-685). Springer, Cham.

CA-112 MENU PLANNING & PRODUCT DEVELOPMENT (02+01 Credit hrs)

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Different types of menus for different service styles & the principles of menu design
- Describe the factors that should be considered in the planning of different types of menus
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- Recipes and menus for meal occasions/themes, and nutritional dietary requirements, different function sizes, for budgetary requirements

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TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

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SECOND YEAR, THIRD SEMESTER

Code	Course Title	C.H.	Course Type
HQ-03	Translation of Holy Quran	Non Credit	Compulsory
CA-201	English III: Technical Writing and Presentation Skills	03	Compulsory
CA-202	Basic courses III: Fundamental of Baking	02+01	Foundation
CA-203	Elective IV: Supervising Food Safety	02+01	Major
CA-204	Elective V: Kitchen Operations and Departmental Management	02+01	Major
CA-205	Elective VI: Modern Pakistani Cuisine	02+01	Major
CA-206	Any other VII: Project Management	03	Major
Total Credit hrs. Semester-III		18	

PRE-REQUISITE: HQ-02 Translation of Holy Quran**COURSE OUTLINE**

سورة الاعراف تا سورة يونس

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after mid term assessment. It includes:

- classroom participation,
- attendance, assignments and presentation,
- homework
- attitude and behavior,
- hands-on-activities,
- short tests, quizzes etc.

ASSESSMENT AND EXAMINATIONS:

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PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Identify and select many types of writing frequently required in a variety of careers,
- Practice audience analysis and develop effective communication strategies for a variety of audiences,
- Demonstrate writing the effective communication principles encouraged by professional writers
- Achieve a greater awareness of the importance of selecting and integrating graphics with written communication,
- Improve their ability to differentiate among and to use facts, inferences, and judgments.

CONTENTS

This course aims to enable students to write and present with impact, by improving their writing and presentation style, as well as enhancing interpersonal skills.

Module -1

- Grammar review
- Vocabulary Development
- Pronunciation
- Drills

Module -2

- The psychology of effective communication
- Principle of communication psychology

Module -3

- Presentation
- Report writing
- The need for business report
- Informational report
- Analytical reports

Module -4

- Writing headings and sub-headings
- Using visual aid
- Proof reading
- Presentations

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

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RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Blokdyk, G. 2019. Communication Skills A Complete Guide - 2019 Edition, 5STARCOoks.
2. Coleman, K. 2019. Effective Communication: Skills and Strategies to Effectively Speak Your Mind Without Being Misunderstood, Communication & Social Skills
3. Cenere, P., Gill, R., Lawson, C. and Lewis, M. 2015. Communication Skills for Business Professionals 7. Cambridge University Press.
4. Langan, J. (2013). College writing skills with readings. Tata McGraw-Hill Education.
5. Langan, J., & Winstanley, S. (2002). English skills with readings. McGraw-Hill.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES

- Demonstrate core concepts in baking theory and methodology through hands-on development and sensory analysis of American and European style baking and pastry products.
- Illustrate advanced classical and contemporary pastry and confectionery techniques in the planning, development, execution, and evaluation of products, menus, and creative presentations.
- Research and distinguish effective restaurant and patisserie operations including sustainable facilities, equipment, and evolving technologies.
- Employ leadership and supervision concepts with an emphasis on communication, cultural diversity, and positive guest relations.

CONTENTS:

Preparing students to be baking and pastry professionals through hands-on experience and the development of competency-based skills while emphasizing management and creativity. To know concepts and methodology of baking. To provide knowledge about confectionery techniques. To be able to prepare bakery products.

Module -1 Introduction:

- History of Bakery and Confectionery - Present Trends
- Prospects - Nutrition facts of Bakery & Confectionery goods

Module -2 Raw materials used in Bakery

- Flour - Types of flour - Flour characteristics
- Water - Sources - Functions - Usage of Water; Salt - Role of Salt, Yeast, Yeast Production
- Enzymes - their functions in dough 4. Sugar and Milk - Properties and Role of milk and Sugar in Bakery

Module -3 Leavening agents & Bakery Products:

- Leavening agents - Different Leavening agents - their functions in Baking Industry,
- Cocoa and Chocolate 8. Bakery unit operations including mixing - fermentation - Proofing - baking.

Module -4 Biscuits & Cakes

- Biscuits - Processing of biscuits - faults & Remedies, Cream crackers, soda crackers, wafer biscuits & matzos, puff biscuits, hard sweet, Semi Sweet, sandwich biscuit
- Processing of cakes, Problems, Remedies & pastries ingredients & Processing
- Bakery equipment required - types - Selection – Maintenance - Bakery norms.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
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2. Marilyn Moll.2016. **A Beginners Guide to Baking Bread**. The Urban Homemaker.
3. Elna Miller. 2014. Enjoy Yeast Breads. Utah State University Extension. USU.

CA-202: FUNDAMENTAL OF BAKING (Practical) (01 Credit hrs)

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES

- Demonstrate core concepts in baking theory and methodology through hands-on development and sensory analysis of American and European style baking and pastry products.
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3. Elna Miller. 2014. Enjoy Yeast Breads. Utah State University Extension. USU.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Recognize the importance of implementing food safety management procedures
- Recognize the responsibilities of those working in a catering environment in respect of food safety legislation and procedures for compliance
- Identify the process for applying a food safety management system into a food business
- Identify methods for, and the importance of, verifying food safety controls and procedures
- Recognize the responsibilities of those working in a catering environment when identifying and selecting suitable controls and monitoring, to prevent food safety hazards from purchase to service

CONTENTS

The objective of this course is to support a role in the workplace and give learners personal growth and engagement in learning. The course is designed for learners who wish to progress to higher or supervisory level within a food catering business. Topics include ensuring compliance with food safety legislation, the application and monitoring of good hygiene practice, how to implement food safety management procedures and the application and monitoring of good practice regarding contamination, microbiology, and temperature control.

Module -1 The application and monitoring of good practice regarding contamination, temperature control, personal hygiene, and cleaning:

- Identify the process of implementing and maintaining high standards of personal hygiene within a catering operation
- Recognize the requirements for induction and ongoing training of staff to ensure competency
- Identify the process of implementing procedures for cleaning, disinfection and waste disposal, Identify the actions that need to be taken with regards to pest control
- Recognize the responsibilities of those working in a catering environment when, identifying hazards posed by, and procedures to control, microbiological, chemical, physical and allergenic contamination.

Module -2 the requirements for ensuring compliance with food safety legislation and management procedures:

- Recognize the importance of implementing food safety management procedures. The terms: Food hygiene/safety, Food poisoning, Food safety hazard, Food safety management system.
- Main characteristics of food related illness, including the terms: Contamination,

Cross-contamination, Causative agent, Food vehicle, Incubation/onset time, Pathogen, Common symptoms.

- Awareness of requirements for HACCP based procedures, Temperature control, Contamination, Handling practices, Personal hygiene, Cleaning, and disinfection.
- The role of those working in a catering environment in internal and external food safety inspections/audits.

Module-3 Identify the process for applying a food safety management system into a food business:

- Food safety management systems. The importance of identifying hazards, control measures, monitoring actions, corrective actions, verification, and documentation.
- Responsibilities and daily activities of food handlers and supervisors to implement and monitor food safety practice and procedures, including opening and closing checks.
- Role of those working in a catering environment in ensuring appropriate corrective actions for deviations from control points in food production, including supervisory actions.
- The importance of providing feedback to those responsible for the food safety procedures and the types of issues you need to address.
- Responsibilities of those working in a catering environment with regards to verification. Role of an audit/inspection in verification

Module -4 Understand the application and monitoring of good practice

- Identify the process of implementing and maintaining high standards of personal hygiene within a catering operation.
- Handling practices, Protective clothing, Fitness to Work, including relevance of the term 'carrier'. Role of those working in a catering environment in securing high standards of personal hygiene.
- Open wounds and first aid dressings, Hand washing facilities that should be provided in a catering environment, and how these facilities can be managed and monitored on a day to day basis.
- The objectives and benefits of food safety training to ensure competency, the importance of training records, how to communicate standards and procedures to staff, how to assess the competency of staff.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior

- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

- 1 Motarjemi, Y., & Lelieveld, H. (Eds.). (2013). Food safety management: a practical guide for the food industry. Academic Press.
- 2 Shinha, K. K., & Bhatnagar, D. (1998). Mycotoxins in agriculture and food safety. CRC Press.
- 3 King, H. (2013). Food safety management: implementing a food safety program in a food retail business. Springer Science & Business Media.
- 4 Motarjemi, Y., & Lelieveld, H. (2014). Fundamentals in management of food safety in the industrial setting: challenges and outlook of the 21st century. In Food safety management. Academic Press.
- 5 Chen, K., WANG, X. X., & SONG, H. Y. (2015). Food safety regulatory systems in Europe and China: A study of how co-regulation can improve regulatory effectiveness. *Journal of Integrative Agriculture*, 14(11), 2203-2217.
- 6 Tong, X., & Zhang, H. (2020). Strengthening Stakeholder Involvement in Safety Supervision: A Case Study of Food Safety. In *China's Emergency Management*, Springer, Singapore.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Recognize the importance of implementing food safety management procedures
- Recognize the responsibilities of those working in a catering environment in respect of food safety legislation and procedures for compliance
- Identify the process for applying a food safety management system into a food business
- Identify methods for, and the importance of, verifying food safety controls and procedures
- Recognize the responsibilities of those working in a catering environment when identifying and selecting suitable controls and monitoring, to prevent food safety hazards from purchase to service

CONTENTS

The objective of this course is to support a role in the workplace and give learners personal growth and engagement in learning. The course is designed for learners who wish to progress to higher or supervisory level within a food catering business. Topics include ensuring compliance with food safety legislation, the application and monitoring of good hygiene practice, how to implement food safety management procedures and the application and monitoring of good practice regarding contamination, microbiology, and temperature control.

Module -1 The application and monitoring of good practice regarding contamination, temperature control, personal hygiene, and cleaning:

- Identify the process of implementing and maintaining high standards of personal hygiene within a catering operation
- Recognize the requirements for induction and ongoing training of staff to ensure competency
- Identify the process of implementing procedures for cleaning, disinfection and waste disposal, Identify the actions that need to be taken with regards to pest control
- Recognize the responsibilities of those working in a catering environment when, identifying hazards posed by, and procedures to control, microbiological, chemical, physical and allergenic contamination.

Module -2 the requirements for ensuring compliance with food safety legislation and management procedures:

- Recognize the importance of implementing food safety management procedures. The terms: Food hygiene/safety, Food poisoning, Food safety hazard, Food safety management system.

- Main characteristics of food related illness, including the terms: Contamination, Cross-contamination, Causative agent, Food vehicle, Incubation/onset time, Pathogen, Common symptoms.
- Awareness of requirements for HACCP based procedures, Temperature control, Contamination, Handling practices, Personal hygiene, Cleaning, and disinfection.
- The role of those working in a catering environment in internal and external food safety inspections/audits.

Module-3 Identify the process for applying a food safety management system into a food business:

- Food safety management systems. The importance of identifying hazards, control measures, monitoring actions, corrective actions, verification, and documentation.
- Responsibilities and daily activities of food handlers and supervisors to implement and monitor food safety practice and procedures, including opening and closing checks.
- Role of those working in a catering environment in ensuring appropriate corrective actions for deviations from control points in food production, including supervisory actions.
- The importance of providing feedback to those responsible for the food safety procedures and the types of issues you need to address.
- Responsibilities of those working in a catering environment with regards to verification. Role of an audit/inspection in verification

Module -4 Understand the application and monitoring of good practice

- Identify the process of implementing and maintaining high standards of personal hygiene within a catering operation.
- Handling practices, Protective clothing, Fitness to Work, including relevance of the term 'carrier'. Role of those working in a catering environment in securing high standards of personal hygiene.
- Open wounds and first aid dressings, Hand washing facilities that should be provided in a catering environment, and how these facilities can be managed and monitored on a day to day basis.
- The objectives and benefits of food safety training to ensure competency, the importance of training records, how to communicate standards and procedures to staff, how to assess the competency of staff.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Motarjemi, Y., & Lelieveld, H. (Eds.). (2013). Food safety management: a practical guide for the food industry. Academic Press.
2. Shinha, K. K., & Bhatnagar, D. (1998). Mycotoxins in agriculture and food safety. CRC Press.
3. King, H. (2013). Food safety management: implementing a food safety program in a food retail business. Springer Science & Business Media.
4. Motarjemi, Y., & Lelieveld, H. (2014). Fundamentals in management of food safety in the industrial setting: challenges and outlook of the 21st century. In Food safety management (pp. 1-20). Academic Press.
5. Chen, K., WANG, X. X., & SONG, H. Y. (2015). Food safety regulatory systems in Europe and China: A study of how co-regulation can improve regulatory effectiveness. Journal of Integrative Agriculture, 14(11), 2203-2217.
6. Tong, X., & Zhang, H. (2020). Strengthening Stakeholder Involvement in Safety Supervision: A Case Study of Food Safety. In China's Emergency Management (pp. 311-322). Springer, Singapore.

CA-204: KITCHEN OPERATIONS & DEPARTMENTAL MANAGEMENT (03 Credit hrs)

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Understand operational management approaches and models, including creating plans to deliver objectives and setting KPIs.
- Understand business development tools (e.g., SWOT), and approaches to continuous improvement.
- Understand data security and management, and the effective use of technology in an organization.
- Know how to motivate and improve performance, supporting people using coaching and mentoring approaches.
- Understand approaches to partner, stakeholder and supplier relationship management including negotiation, influencing, and effective networking.
- Understand own impact and emotional intelligence. Understand different and learning and behavior styles.
- Understand time management techniques and tools, and how to priorities activities and the use of different approaches to planning, including managing multiple tasks

CONTENTS

The objective of the course is to support a role in the workplace, giving learners the opportunity to learn and evidence their knowledge and competency either as part of an apprenticeship or as a stand-alone qualification.

The course provides learners with the knowledge and skills in leadership and management such as: Leading people, Operational management, Building relationships, Project management, & Communication.

Module -1 Operational Management

- Explain operational management approaches and models, including creating plans to deliver objectives and setting KPIs.
- Explain business development tools and approaches to continuous improvement. Explain operational business planning techniques. Analyze and compare management systems, processes, and contingency planning.
- Explain how to initiate and manage change by identifying barriers and know how to overcome them.
- Explain data security and management, and the effective use of technology in an organization.

Module -2 Project Management

- Explain how to set up and manage a project using relevant tools and techniques.
- Explain process management. Explain approaches to risk management. Plan, organize and manage resources to deliver required outcomes.
- Monitor the progress of a project. Identify risk and put in place steps to mitigate them. Demonstrate use of relevant project management tools.

Module -3 Leading People

- Explain how to lead multiple and remote teams and manage team leaders. Explain how to motivate and improve performance.
- Explain how support people using coaching and mentoring approaches. Critically analyze organizational cultures and diversity and the impact this has on leading and managing change.
- Communicate organizational vision and goals and how these apply to teams. Support development through coaching and mentoring and enable and support high performance working.
- Manage talent and performance of team members. Develop, build, and motivate teams. Delegate and enable delivery through others.

Module -4 Communication

- Describe interpersonal skills and different forms of communication and techniques and how to apply them appropriately.
- Communicate effectively and be flexible in communication style. Chair meetings and present using a range of media. Use active listening and be able to challenge and give constructive feedback.
- Evaluate own impact and own emotional intelligence. Analyze different and learning and behavior styles. Reflect on own performance, working style and its impact on others.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Reid, R. D., & Sanders, N. R. (2019). Operations management: an integrated approach. John Wiley & Sons.
2. Puckett, R. P. (2012). Foodservice manual for health care institutions (Vol. 150). John Wiley & Sons.
3. Heide, M., Grønhaug, K., & Johannessen, S. (2002). Exploring barriers to the successful implementation of a formulated strategy. Scandinavian journal of management, 18(2), 217-231.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- To apply the latest modes of working, to master the various existing culinary techniques in Pakistani cuisine.
- To estimate, manage resources, and calculate costs, taking into consideration all necessary factors, from purchasing of basic resources, working with suppliers through to the final product, making use of strategic, administrative, and marketing concepts.
- To be able to manage a working team, making the best of their potential and supervising the activities of kitchen aids and auxiliaries, acquiring the necessary competence to solve different problems which may arise in work, as well as the efficient use of time, space, and human and material resources within the kitchen.
- To plan and carry out efficient leadership for the best preparation and elaboration of foods, always observing the safety and hygiene regulations in the workplace and following the instructions of a qualified professional.
- To acquire the knowledge which will allow you to conserve and handle different food resources, and to design and produce menus to meet the quality standards of each area of the market.

CONTENTS

Food is fundamental to life. Not only does it feed our bodies, but it is often the centerpiece for family gatherings and social functions. In this course, students learn all about Pakistani food, including food culture, food history, food safety, and current food trends in Pakistan. They also learn about the food service industry and prepare some Pakistani cuisine dishes. Through hands-on activities and in-depth study of the culinary arts field, this course helps students to enhance their cooking skills and gives them the opportunity to explore careers in the Pakistani food industry.

Module -1 Pakistani Cuisine:

- Introduction of Pakistani Cuisine, History of Pakistani Cuisine.
- Origin of Pakistani Cuisine, Food ingredient and spices used in Pakistani Cuisine.
- Cooking Techniques used in Pakistani Cuisine; Different terms used in Pakistani Cuisine.

Module -2 Soups & Appetizer B.B. Q & Kababs:

- Origin of Pakistani Soups and Appetizer recipes, Basic Techniques used for cooking.
- Soups and Appetizers in Pakistani Cuisine, Basic Terms Uses for Soups and Appetizers in Pakistani Cuisine, Basic ingredients used for cooking Pakistani Soups and Appetizer
- Origin of Pakistani B.B. Q & Kababs recipes, Basic Techniques used for cooking B.B. Q & Kababs in Pakistani Cuisine, Basic Terms Uses for B.B. Q & Kababs in Pakistani Cuisine, Basic ingredients used for cooking B.B. Q & Kababs

Module-5 Fish, Sea Food Chicken, Mutton and Beef:

- Origin of Pakistani Fish and Sea Food recipes, Basic Techniques used for cooking Fish and Sea Food in Pakistani Cuisine, Basic Terms Uses for Fish and Sea Food in Pakistani Cuisine, Basic ingredients used for cooking Fish and Sea Food
- Origin of Pakistani Chicken, Mutton and Beef recipes, Basic Techniques used for cooking Chicken, Mutton and Beef in Pakistani Cuisine, Basic Terms Uses for Chicken, Mutton and Beef in Pakistani Cuisine, Basic ingredients used for cooking Chicken, Mutton and Beef.

Module -4 Vegetables, Daal, Pulses, Rice, Salads and Desserts:

- Origin of Pakistani Vegetables, Daal & Pulses recipes, Basic Techniques used for Vegetables, Daal & Pulses in Pakistani Cuisine, Basic Terms Uses for Vegetables, Daal & Pulses in Pakistani Cuisine, Basic ingredients used for cooking Vegetables, Daal & Pulses.
- Origin of Pakistani Rice, Salads and Desserts recipes, Basic Techniques used for Rice, Salads and Desserts in Pakistani Cuisine, Basic Terms Uses for Rice, Salads and Desserts in Pakistani Cuisine, Basic ingredients used for cooking Rice, Salads and Desserts.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
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RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Irshad, S., Ashfaq, A., Muazzam, A., & Yasmeen, A. (2017). Antimicrobial and anti-prostate cancer activity of turmeric (*Curcuma longa* L.) and black pepper (*Piper nigrum* L.) used in typical Pakistani cuisine. *Pakistan Journal of Zoology*, 49(5).
2. Pennington, J. A. (1996). Cuisine: A descriptive factor for foods. *Terminology. International Journal of Theoretical and Applied Issues in Specialized Communication*, 3(1), 155-169.
3. Ali, S. S. Food for Thought: A Linguistic Analysis of the Menus in Karachi's Elite Cafes and Restaurants.
4. Mortillaro, E., Ahmed, N., West, B., Amin, D., Kamath, S., & Alekel, L. (1995). Dietary, Physical Activity, and Body Composition Factors in Indian and Pakistani Versus Caucasian Premenopausal Women. *Journal of the American Dietetic Association*, 95(9), A55.
5. Usmani, A., & Malik, M. A. Integration of Colonial food culture into Pakistani Cuisine.

CA-205: MODERN PAKISTANI CUISINE (Practical) (01 Credit hr)

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- To apply the latest modes of working, to master the various existing culinary techniques in Pakistani cuisine.
- To estimate, manage resources, and calculate costs, taking into consideration all necessary factors, from purchasing of basic resources, working with suppliers through to the final product, making use of strategic, administrative, and marketing concepts.
- To be able to manage a working team, making the best of their potential and supervising the activities of kitchen aids and auxiliaries, acquiring the necessary competence to solve different problems which may arise in work, as well as the efficient use of time, space, and human and material resources within the kitchen.
- To plan and carry out efficient leadership for the best preparation and elaboration of foods, always observing the safety and hygiene regulations in the workplace and following the instructions of a qualified professional.
- To acquire the knowledge which will allow you to conserve and handle different food resources, and to design and produce menus to meet the quality standards of each area of the market.

CONTENTS

Food is fundamental to life. Not only does it feed our bodies, but it is often the centerpiece for family gatherings and social functions. In this course, students learn all about Pakistani food, including food culture, food history, food safety, and current food trends in Pakistan. They also learn about the food service industry and prepare some Pakistani cuisine dishes. Through hands-on activities and in-depth study of the culinary arts field, this course helps students to enhance their cooking skills and gives them the opportunity to explore careers in the Pakistani food industry.

Module -1 Pakistani Cuisine:

- Introduction of Pakistani Cuisine, History of Pakistani Cuisine.
- Origin of Pakistani Cuisine, Food ingredient and spices used in Pakistani Cuisine.
- Cooking Techniques used in Pakistani Cuisine; Different terms used in Pakistani Cuisine.

Module -2 Soups & Appetizer B.B. Q & Kababs:

- Origin of Pakistani Soups and Appetizer recipes, Basic Techniques used for cooking.
- Soups and Appetizers in Pakistani Cuisine, Basic Terms Uses for Soups and Appetizers in Pakistani Cuisine, Basic ingredients used for cooking Pakistani Soups and Appetizer
- Origin of Pakistani B.B. Q & Kababs recipes, Basic Techniques used for cooking B.B. Q & Kababs in Pakistani Cuisine, Basic Terms Uses for B.B. Q & Kababs in Pakistani Cuisine, Basic ingredients used for cooking B.B. Q & Kababs

Module-5 Fish, Sea Food Chicken, Mutton and Beef:

- Origin of Pakistani Fish and Sea Food recipes, Basic Techniques used for cooking Fish and Sea Food in Pakistani Cuisine, Basic Terms Uses for Fish and Sea Food in Pakistani Cuisine, Basic ingredients used for cooking Fish and Sea Food
- Origin of Pakistani Chicken, Mutton and Beef recipes, Basic Techniques used for cooking Chicken, Mutton and Beef in Pakistani Cuisine, Basic Terms Uses for Chicken, Mutton and Beef in Pakistani Cuisine, Basic ingredients used for cooking Chicken, Mutton and Beef.

Module -4 Vegetables, Daal, Pulses, Rice, Salads and Desserts:

- Origin of Pakistani Vegetables, Daal & Pulses recipes, Basic Techniques used for Vegetables, Daal & Pulses in Pakistani Cuisine, Basic Terms Uses for Vegetables, Daal & Pulses in Pakistani Cuisine, Basic ingredients used for cooking Vegetables, Daal & Pulses.
- Origin of Pakistani Rice, Salads and Desserts recipes, Basic Techniques used for Rice, Salads and Desserts in Pakistani Cuisine, Basic Terms Uses for Rice, Salads and Desserts in Pakistani Cuisine, Basic ingredients used for cooking Rice, Salads and Desserts.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

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1. Irshad, S., Ashfaq, A., Muazzam, A., & Yasmeen, A. (2017). Antimicrobial and anti-prostate cancer activity of turmeric (*Curcuma longa* L.) and black pepper (*Piper nigrum* L.) used in typical Pakistani cuisine. *Pakistan Journal of Zoology*, 49(5).
2. Pennington, J. A. (1996). Cuisine: A descriptive factor for foods. *Terminology. International Journal of Theoretical and Applied Issues in Specialized Communication*, 3(1), 155-169.
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4. Mortillaro, E., Ahmed, N., West, B., Amin, D., Kamath, S., & Alekel, L. (1995). Dietary, Physical Activity, and Body Composition Factors in Indian and Pakistani Versus Caucasian Premenopausal Women. *Journal of the American Dietetic Association*, 95(9), A55.
5. Usmani, A., & Malik, M. A. Integration of Colonial food culture into Pakistani Cuisine.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Manage the selection and initiation of individual projects and of portfolios of projects in the enterprise.
- Conduct project planning activities that accurately forecast project costs, timelines, and quality. Implement processes for successful resource, communication, and risk and change management.
- Demonstrate effective project execution and control techniques that result in successful projects.
- Conduct project closure activities and obtain formal project acceptance.
- Demonstrate a strong working knowledge of ethics and professional responsibility.
- Demonstrate effective organizational leadership and change skills for managing projects, project teams, and stakeholders

CONTENTS

The course trains in the basic principles of project management, including concepts from the initiating, planning, executing, monitoring & controlling, and closing process groups. Introduce fundamentals of project management knowledge areas, integration, scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management. The objectives are:

Module -1

- Introduction to Project Management, Organizational Capability, Leading and Managing Project Teams, Project Selection and Prioritization.

Module -2

- Stakeholder Analysis & Communications Planning, Scope Planning, Chartering.
- Scheduling, Resourcing and Budgeting Projects.

Module -3

- Project Risk Management, Project Quality & Kick-off, Project Supply Chain Management
- Determining Project Progress & Results, Finishing the Project, and Realizing the Benefits.

Module -4

- Reviewing the Project Lifecycle, Large Scale & Iconic and Public Sector Projects, Events as Projects
- Triple Bottom Line Sustainability, Community Consultation & Engagement, Industry Speaker.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

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- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

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3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Hartley, S. (2020). Project Management: A practical guide to planning and managing projects. Routledge.
2. Kuster, J. (2015). Project management handbook. Springer-Verlag Berlin Heidelberg.
3. Newton, R. (2013). The Project Management Book: How to Manage Your Projects to Deliver Outstanding Results. Pearson UK.
4. Cleland, D. I., & Gareis, R. (2006). Global project management handbook: Planning, organizing, and controlling international projects. McGraw-Hill Education.
5. Baars, W., Harmsen, H., Kramer, R., Sesink, L., & van Zundert, J. (2006). Project management handbook. Data Archiving and Networked Services, The Hague.

SECOND YEAR, FOURTH SEMESTER

Code	Course Title	C.H.	Course Type
HQ-04	Translation of Holy Quran	01	Compulsory
CA-207	Pakistan Studies	02	Compulsory
CA-208	Basic courses IV: Food Nutrition and Health	02+01	Foundation
CA-209	Elective VIII: Purchasing for Food Service Operations	03	Major
CA-210	Elective IX: Culinary Art Field Studies-I	01	Major
CA-211	Elective IX: INTERNSHIP	06	Major
Total Credit hrs Semester-IV		15	

PRE-REQUISITE: HQ-03 Translation of Holy Quran**COURSE OUTLINE**

سورة هود تا سورة الكهف

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after mid term assessment. It includes:

- classroom participation,
- attendance, assignments and presentation,
- homework
- attitude and behavior,
- hands-on-activities,
- short tests, quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes: classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

PRE-REQUISITE

Intermediate: F. A/F.Sc. / I. Com or equivalent

LEARNING OUTCOMES

- Basic knowledge of the events leading up to the creation of Pakistan; unfolding events to describe why Pakistan is what it is today, possible threats and opportunities facing Pakistan.
- Understanding of National Ethics; Culture and Civil Rights (Constitution of Pakistan) and Codes of Ethics and Codes of Conduct (provided by Pakistan Engineering Council).
- Understanding about geo-political, cultural, constitutional, and current issues prevailing in Pakistan.

CONTENTS

The course provides a complete knowledge of Pakistan movement. The course also focuses on the culture, people, geographical features, constitution evaluation, and contemporary issue of the country. The main objective of the course is to enhance students' knowledge about geo-political, cultural, constitutional, and current issues prevailing in Pakistan.

Module -1 Historical Perspective

- Ideological rationale with special reference to Sir Syed Ahmed Khan, Allamah Muhammad Iqbal, and Quaid-i-Azam Muhammad Ali Jinnah.
- Factors leading to Muslim separatism
- People and Land
- Indus Civilization
- Muslim advent
- Location and Geo-Physical features.

Module -2 Government and Politics in Pakistan

- Political and constitutional phases:
 - a. 1947-58
 - b. 1958-71
 - c. 1971-77
 - d. 1977-88
 - e. 1988-99
 - f. 1999 onward

Module -3 Contemporary Pakistan

- Economic institutions and issues
- Society and social structure
- Ethnicity

Module -4 Policies

- Foreign policy of Pakistan and challenges
- Futuristic outlook of Pakistan

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

- 1 McLeod, D. (2016). India and Pakistan: friends, rivals, or enemies? Routledge.
- 2 Pande, A. (2011). Explaining Pakistan's foreign policy: escaping India. Routledge.
- 3 Zaidi, S. A. (2005). Issues in Pakistan's economy. OUP Catalogue.
- 4 Jalal, A. (2002). Self and sovereignty: Individual and community in South Asian Islam since 1850. Routledge.
- 5 Rabbani, M. I., & Sayyid, M. A. (1995). An Introduction to Pakistan Studies. Caravan Book House.

CA-208: FOOD NUTRITION AND HEALTH (Theory) (02+01 Hrs)

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Understand the important principles of food and nutrition
- Understand the nutritional requirements and food choices
- Understand the relationship between diet and health
- Know how to promote healthy eating and incorporate it in daily routine and lifestyle

CONTENTS

Learners will gain essential knowledge and understanding of healthy food choices, planning, and adapting diets to suit various age groups and health conditions, micro and macro-nutrients, factors affecting food choices, allergies as well as intolerances, and necessary elements of communicating and promoting healthy diet principles.

Module -1 Understand the important principles of food and nutrition:

- Describe the fundamental elements of nutrition
- Macronutrients
- Micronutrients
- Fluids
- Balanced diet
- Digestion
- Absorption
- Basal metabolic rate
- Energy requirements
- Describe the different food groups that form the basis of healthy eating

Module -2 Understand the nutritional requirements and food choices:

- Explain the nutritional requirements for different age groups
- Describe the factors that affect food intake and food choices
- Explain the common factors leading to unhealthy food choices
- Outline how these common factors can be overcome and tackled individually or by professionals (nutritionist/psychologist)
- Outline the dietary requirements of ethnic minority groups

Module -3 Understand the relationship between diet and health:

- Describe the various nutrition related health disorders
- Explain the nutritional factor in some chronic diseases
- Outline suitable diet modifications/therapeutic diets/Medical Nutrition Therapy (MNT) for specific health conditions

Module-4 To promote healthy eating and incorporate it in daily routine and lifestyle:

- Outline the essentials of a healthy meal pattern
- Explain different cooking methods that help preserve nutritional value of the food

- Explain the conditions and pressures that might disrupt healthy eating
- Explain the principles of a healthy balanced menu
- Explain how to identify and evaluate the nutritional value of a food item
- Food labels Food stores Portion size
- Explain how to deal with 'Eating Outside'

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities

Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Carr, T., & Descheemaeker, K. (Eds.). (2008). Nutrition and health. John Wiley & Sons.
2. Rao, V. (Ed.). (2012). Phytochemicals: a global perspective of their role in nutrition and health. BoD–Books on Demand.
3. Piot, P. (2008). Nutrition and health in developing countries. Springer Science & Business Media.
4. Nnakwe, N. (2012). Community Nutrition: Planning Health Promotion and Disease Prevention-BOOK ONLY. Jones & Bartlett Publishers.
5. Ross, A. C., Caballero, B., Cousins, R. J., Tucker, K. L., & Ziegler, T. R. (2012). Modern nutrition in health and disease (No. Ed. 11). Lippincott Williams & Wilkins.

CA-208: FOOD NUTRITION AND HEALTH (Practical) (01 Hrs)

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Understand the important principles of food and nutrition
- Understand the nutritional requirements and food choices
- Understand the relationship between diet and health
- Know how to promote healthy eating and incorporate it in daily routine and lifestyle

CONTENTS

Learners will gain essential knowledge and understanding of healthy food choices, planning, and adapting diets to suit various age groups and health conditions, micro and macro-nutrients, factors affecting food choices, allergies as well as intolerances, and necessary elements of communicating and promoting healthy diet principles.

Module -1 Understand the important principles of food and nutrition:

- Describe the fundamental elements of nutrition
- Macronutrients
- Micronutrients
- Fluids
- Balanced diet
- Digestion
- Absorption
- Basal metabolic rate
- Energy requirements
- Describe the different food groups that form the basis of healthy eating

Module -2 Understand the nutritional requirements and food choices:

- Explain the nutritional requirements for different age groups
- Describe the factors that affect food intake and food choices
- Explain the common factors leading to unhealthy food choices
- Outline how these common factors can be overcome and tackled individually or by professionals (nutritionist/psychologist)
- Outline the dietary requirements of ethnic minority groups

Module -3 Understand the relationship between diet and health:

- Describe the various nutrition related health disorders
- Explain the nutritional factor in some chronic diseases
- Outline suitable diet modifications/therapeutic diets/Medical Nutrition Therapy (MNT) for specific health conditions

Module-4 To promote healthy eating and incorporate it in daily routine and lifestyle:

- Outline the essentials of a healthy meal pattern
- Explain different cooking methods that help preserve nutritional value of the food

- Explain the conditions and pressures that might disrupt healthy eating
- Explain the principles of a healthy balanced menu
- Explain how to identify and evaluate the nutritional value of a food item
- Food labels Food stores Portion size
- Explain how to deal with 'Eating Outside'

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Carr, T., & Descheemaeker, K. (Eds.). (2008). Nutrition and health. John Wiley & Sons.
2. Rao, V. (Ed.). (2012). Phytochemicals: a global perspective of their role in nutrition and health. BoD–Books on Demand.
3. Piot, P. (2008). Nutrition and health in developing countries. Springer Science & Business Media.
4. Nnakwe, N. (2012). Community Nutrition: Planning Health Promotion and Disease Prevention-BOOK ONLY. Jones & Bartlett Publishers.
5. Ross, A. C., Caballero, B., Cousins, R. J., Tucker, K. L., & Ziegler, T. R. (2012). Modern nutrition in health and disease (No. Ed. 11). Lippincott Williams & Wilkins.

CA-209 PURCHASING FOR FOOD SERVICE OPERATIONS (03 Credit hrs)

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

- Describe the importance of the purchasing function, identify the primary and secondary members of the food service distribution channel, and evaluate the value proposition each member provides to the end user.
- Describe the steps in the purchasing process, the skills, knowledge, and behaviors required in purchasing personnel, and the role of food service operator ethics in purchasing.
- Identify the characteristics of distributor partners, describe the process to select distributor partners, and explain the essentials of ethics from a distributor's perspective.
- Identify the elective categories of fish and shellfish and describe the primary characteristics of each.
- Identify the elective growing areas, availability times, pricing factors, and storage issues for fresh fruits and vegetables.
- Identify factors to consider when purchasing capital equipment, supplies, and small ware, and services.

CONTENTS:

This course is aimed at individuals who are, or intend to be, food handlers working in catering. The objective of this course is to prepare learners for employment in catering role, or to support a role in the workplace. The law requires that all food handlers need to be trained according to their food handling work activities. Should an employee achieve a high field food safety qualification, which is suitable for the work they do, it will assist food business operators in proving that they have displayed due diligence and are therefore compliant in the eyes of the law.

Module -1 Purchasing in the Food Service Distribution Channel:

- Describe the importance of purchasing.
- Identify the primary and secondary members in the food service distribution channel.
- Describe the forces affecting the distribution system.
- Evaluate the value proposition that each member provides to the end user.
- Detail the process to assess a distributor partner, including the role of key performance indicators.
- Explain the key performance indicators that food service operators can use to leverage their purchasing proposals.
- Describe the necessary checks and balances in distributor relationships.

Module -2 Competencies for Food Service Operations:

- Identify the food service segments.
- Contrast the different structures of food service organizations.

- Describe the food service process flow from menu planning to cleaning and maintenance.
- Describe the characteristics of the purchasing control point.
- Explain the importance of customer requirements, particularly in the context of lifestyle changes and the shift to healthier dining.
- Explain the role of the internal customer and how these staff members create and deliver value through purchasing.
- Describe the essentials of food safety in a food service operation.

Module -3 Purchasing Systems and Personnel:

- Detail how purchasing contributes to managing for quality and the steps in the purchasing process.
- Describe the methods used to determine value in the purchasing process.
- Describe the skills, knowledge, and behaviors required in effective purchasing personnel, and describe the management and leadership activities in the purchasing system.
- Define the market, distributor, and internal areas of market research.
- Describe the role of food service operator ethics in purchasing.
- Identify the components of group purchasing.
- Describe the basic elements of food purchase specifications and the purchase order system.
- Identify the basic elements of pricing and cost controls.
- Describe the ordering process, including e-purchasing.
- Describe the security considerations of food service operations.

Module -4 The Distributor:

- Identify the characteristics of distributor partners.
- Describe the process to select distributor partners.
- Define the food security and defense considerations of distributors.
- Identify the food safety and HACCP essentials for distributors.
- Explain the essentials of ethics from a distributor's perspective.
- Explain the role of distributors in helping a food service operation to become more effective.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

RECOMMENDED TEXTBOOKS/ SUGGESTED READINGS:

1. Khan, M. A. (1991). Concepts of foodservice operations and management.
2. Spears, M. C. (1995). Foodservice organizations: A managerial and systems approach.
3. Gregoire, M. B., & Strohbehn, C. H. (2002). Benefits and obstacles to purchasing food from local growers and producers. *Journal of Child Nutrition and Management*, 26(2).
4. STROHBEHN, C. H., & GREGOIRE, M. B. (2003). Case studies of local food purchasing by central Iowa restaurants and institutions. *Foodservice research international*, 14(1), 53-64.
5. Garlough, R. B. (2010). *Modern Food Service Purchasing: Business Essentials to Procurement*. Cengage Learning.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES

- This course emphasizes on the practical aspects of a visit.
- Students will be visiting the real-world hotels/restaurants to gain the real-world experience.
- Details will be submitted in the form of a tour report.

COURSE INTRODUCTION AND OBJECTIVES

Introduction to Tourism and hospitality Field Trip, how to conduct a Tour, Pre-Planning for a tour, organizing a tour, SWOT analysis, PEST analysis, conducting a survey, how to write a report, Presentation skills.

TEACHING – LEARNING STRATEGIES

- Lecture Based Examination
- Presentation/ Seminars
- Class Discussion
- Quizzes

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after midterm assessment. It includes:

- Classroom Participation
- Attendance, Assignments, and Presentation
- Homework
- Attitude and Behavior
- Hands-on-Activities
- Short Tests, Quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Field Visit	50%	It takes place at any point during the semester
2.	Report Writing	25%	Students must submit their visit report within one week after the field visit.
3.	Viva Voce on Field Report	25%	It takes place after the submission of Field Tour Report.

PRE-REQUISITE

Intermediate: F. A/ F.Sc. / I. Com or equivalent

LEARNING OUTCOMES:

Students will be trained to carry out and conduct extensive research work / fieldwork, analyze data and present in the form of internship report.

ASSESSMENT AND EXAMINATIONS:

- Quality of Internship Report
- 100% (06 credit hrs weightage) for Thesis / Internship Report and Viva Voce Examination