



Khalil Culinary Arts Center (KCAC) Course Outline

Diploma Course in Food & Beverage Production (6 Month)

CURRICULUM SALIENTS:

Course Name	: Diploma in Food & Beverage production
Total Duration of Course	: 6 Months (600 hours)
Institutional Training hours	: 200 hours
	: 08 hours/week (2Dx4H)
Industrial Attachment	: 400 hours (tentative)
	: 60 hours/week (6Dx10H)
Regarding Assessment	: Level-1, Level-2, Level-3, Internal: Level-1, Level-2 NSDA: Level-3
	: 20 hours (20 hours/assessment)
Training Methodology	: Practical: 70%
	Theory: 30%
Medium of Instruction	: English

Internships may be carried out on successful completion of institutional training.

Methods of Instruction:

- | | |
|-----------------------------|---|
| ☐ Lecture and Discussion | ☐ Use of Available Audio-visual Materials |
| ☐ Demonstrations | ☐ Group discussions |
| ☐ Lab projects and Analysis | ☐ Role play |
| ☐ Research and Reports | ☐ Demonstration |

Evaluation: Grade without numerical values: I-Incomplete, W-Withdrawal The student must complete a comprehensive evaluation system. The Grades of this institute will be indicated in the following manner:

Numerical Scores	Letter	Grade	Grade Point
80%- 100%	A+	(A Plus)	4.0
75%-79%	A	(A Regular)	3.75
70%-74%	A-	(A Minus)	3.5
65%-69%	B+	(B Plus)	3.25
60%-64%	B	(B Regular)	3.0
55%-59%	B-	(B Minus)	2.75
50%-54%	C+	(C Plus)	2.5
45%-49%	C	(C Regular)	2.25
40%-44%	D	-	2.0
Less than 40%	F	Failure	0.0

Note: At least 80% class attendance is compulsory for all students to sit for mid-term and final examinations.

Assessment:

By class attendance, class tests, assignments, one mid-term examination and by one final examination.

Assessment	Worth
Class Tests	10%
Assignment	10%
Attendance	10%
Mid Term Exam	30%
Final Exam	40%
Total:	100%

Course Description: This course is an option following Culinary Arts. This course allows culinary students more in-depth study of Culinary arts. Areas of study include Cooking terminology, tool and equipment use, OSH, formula conversions, functions of ingredients, and methods used in Food & Beverage Production. The appropriate use of technology and industry-standard equipment is an integral part of this course. The Competency Standards are the core element for training, assessment and Certification of skilled workers. Candidates who are successful in the assessment will received a qualification in the Bangladesh National Qualification Framework (BNQF).

The following uniform components required for all students:

- White Chef coats with logo.
- Tie.
- Black chef pants.
- Black 4-way aprons.
- White beanie hat.
- Side towel.
- Black shoes with slip resistant sole.

Course Objective: Upon completion of this course, the student will be able to in hospitality sectors as a Commis-III.

Level-1:

The Generic Competencies:

01. Use basic mathematical concepts.
02. Practice occupational safety and health (OSH) procedure.
03. Use English in workplace.

The Sector Specific Competencies:

04. Kitchen brigade & identity of hospitality sectors.
05. Follow workplace hygiene procedure.

The Occupation Specific Competencies:

06. Receive and store cooking goods.
07. Knife and knife skills.
08. Clean and maintain premises.
09. Organize and prepare for cooking.
10. Use the basic method of cookery.

SL	Units of Competency:	Nominal Hours
01	Apply Basic Mathematics for Measurements and Calculation: a) Identify calculation requirements in the workplace. b) Select appropriate mathematical methods for calculation. c) Basic workplace calculation.	03
02	Practice Occupational Safety and Health (OSH) Procedure: a) Interpret OSH policies and procedures. b) Apply personal health and safety practices. c) Identify and report OSH hazards and risks. d) Follow the emergency response procedure. e) Maintain and improve safety hygiene in the workplace.	04
03	Use English in workplace: a) Practice to prepare simple sentence. b) Read and interpret workplace document in English. c) Write simple routine. d) workplace documents in English. e) Listen conversation in English. f) Perform conversation in English.	08
04	Kitchen Brigade & Identity of Tourism and Hospitality Sector: a) History of cooking b) Identity hospitality sector. c) Identity of kitchen brigade.	04
05	Follow the Workplace Hygiene Procedure: a) Perform personal hygiene and well grooming standards. b) Identify and prevent hygiene risks.	04
06	Receive and store cooking goods: a) Receive goods. b) Store goods.	03

07	Clean and Maintain premises: a) Clean, sanitize and store equipment. b) Clean and sanitize premises. c) Dispose of wastes.	03
08	Organize and prepare for Cooking: a) prepare tools, utensils and equipment for use. b) prepare ingredients according to menu. c) Clean and maintain facilities, tools and equipment.	04
09	Knife and Knife skills: a) Knife construction and uses. b) Specify cutting technique and skills. c) knife care and storing.	13
10	Use Basic Method of Cookery: a) Prepare tools, utensils and equipment for use. b) Prepare ingredients according to menu item. c) Apply method of cooking. d) Clean and maintain facilities, tools and equipment.	14
	Total	60 hrs

Course Objective: Upon completion of this course, the student will be able to work in hotels as a Commis-II.

Level-2:

The Generic Competencies:

01. Work in a team environment.

The Sector-Specific Competencies:

02. Provide effective guest services.

The Occupation-Specific Competencies:

03. Prepare stock, soup and sauces.

04. Prepare breakfast, eggs, vegetables, and farinaceous dishes.

05. Follow food safety procedures with legislation.

06. Prepare appetizer, Burger, Sandwich, and Salad.

07. Prepare meat, poultry, and game birds.

08. Prepare fish, shellfish and sea-foods.

SL	Units of Competency:	Nominal Hours
01	Work in a team environment a) Interpret team objectives and work processes b) Define team role and scope c) Work as a team member d) Communicate and cooperate with team members	03
02	Provide effective guest service a) Greet guests b) Identify guest needs c) Deliver service to guest d) Handle queries through telephone, scanner, and internet service	03
03	Prepare stock, soup, and sauces a) Prepare for stocks, soups, sauces, and curry sauces. b) Cook and present stocks, soups, sauces, and curry sauces. c) Store stocks, soups, sauces, and curry sauces. d) Reheat stocks, soups, sauces, and curry sauces.	10
04	Prepare breakfast, eggs, vegetables, and farinaceous dishes a) Prepare and present vegetable dishes b) Prepare and present farinaceous dishes c) Prepare and present breakfast d) Store vegetables, eggs, and farinaceous dishes e) Clean and maintain facilities, tools, and equipment	10
06	Follow food safety procedures with legislation a) Identify food safety hazards and risks b) Follow workplace Hazard Analysis and Critical Control Points (HACCP) plan c) Follow international and local legislation on food safety	04
07	Prepare appetizer, Burger, sandwich and salad a) Prepare appetizer salad and sandwich, Burger b) Make appetizer salad and sandwich, Burger c) Present appetizer salad and sandwich, Burger d) Store appetizer salad and sandwich, Burger	12

08	Prepare meat, poultry, and game birds. a) Prepare and cook meat, poultry, and game bird b) Cook & present meat, poultry and game-bird c) Clean and Store tools, utensils, and equipment.	10
09	Prepare fish, shellfish and sea-foods a) Prepare for fish, shellfish and sea-foods b) Cook & present fish, shellfish and sea-foods c) Store fish, shellfish and sea-foods d) Clean and store tools, utensils, and equipment.	08
	Total	60 hrs

Course Objective: Upon completion of this course, the student will be able to:
The NSC-III in Cooking Qualification consists of a set of Cooking works of competencies that a person must achieve to work competently in the Tourism and Hospitality Sector as a Commis-I or First Cook.

Level-3:

The Sector-Specific Competencies

01. Perform computer Operation
02. Work in tourism and hospitality Sector

The Occupation-Specific Competencies

03. Prepare basic Bakery and pastry products
04. Plan, Prepare and display a buffet.
05. Menu planning and food costing.
06. About Multi- culture Cuisine

SL	Units of Competency:	Nominal Hours
01	Perform computer Operation a) Prepare for task. b) Prepare a word document. c) Prepare a spreadsheet document. d) Prepare a power point presentation. e) Access information using internet service.	06

02	Work in tourism and hospitality Sector a) Identify Job roles and responsibilities in tourism and hospitality Sector. b) Work with others	02
03	Prepare Hot and Cold Dessert a) Prepare Hot and Cold Dessert b) Produce Hot and Cold Dessert c) Present Dessert d) Store Hot and Cold Dessert e) Clean and Store tools and equipment.	06
04	Prepare basic Bakery and pastry products a) Make pastries b) Make Cake c) Prepare yeast-based and Non yeast-based products d) Store pastries, cake, yeast-based and Non yeast-based products e) Clean and maintain facilities, tools and equipment	12

SL	Units of Competency:	Nominal Hours
02	Menu planning and food costing a) Kinds and structure of menu. b) Essential considerations prior to plan the menu. c) food costing	02
03	ABOUT MULTI-CULTURE CUSINE a) Bangladeshi b) Indian and Mughlai c) French & Italy d) American e) Mexican, f) Arabian j) Thai & Chinese l) Indonesian and Malaysian	32
	Total	60 hrs