



Khalil Culinary Arts Center (KCAC)

Course Outline

Diploma in Pastry & Bakery (6 Month)

CURRICULUM SALIENTS:

Course Name	<u>:Certificate Course in Pastry & Bakery</u>
Total Duration of Course	: 6 Months (600 hours)
Institutional Training hours	: 200 hours : 08 hours/week (2Dx4H)
Industrial Attachment	: 400 hours (tentative) : 48 hours/week (6Dx8H)
Regarding Assessment	: Level-3 Internal: Level-1 & 2 NSDA: Level-3 : 20 hours (8 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	?	Roleplay
?	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: Upon completion of this course, the student will be able to:

- ☐ Describe the properties and functions of the basic ingredients used in baked goods
- ☐ Scale, mix, proof and bake yeast-raised goods.
- ☐ Prepare cookies using various common dividing and panning techniques.
- ☐ Demonstrate proper storage techniques for all baking products.
- ☐ Use appropriate terminology used in baking and pastry.
- ☐ Apply good sanitation practices when preparing pastries.
- ☐ Identify equipment and utensils used in baking and discuss proper use and care.
- ☐ Demonstrate proper scaling and measurement techniques.
- ☐ Prepare quick breads such as biscuits, scones, and muffins.
- ☐ Apply the factors that control the development of gluten and explain the changes that take place in a dough or batter as it bakes.
- ☐ Prepare yeast bread, cookies, pies and tarts, and plated desserts.
- ☐ Prepare a variety of fillings and toppings for pastries and baked goods.

The Competency Standards are the core element for the training, assessment and Certification of skilled workers. Candidates who are successful in the assessment will receive a qualification in the Bangladesh National Qualification Framework (BNQF).

The following uniform components are 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 work in hospitality & Agro food sectors.

Level- 3:

The Generic-Specific Competencies:

01. Use basic mathematical concepts.
02. Apply OSH practices in the workplace.
03. Use English in the workplace.
04. Perform computer operation.

The Sector-Specific Competencies:

- 05. Follow OSH policies and procedures in the food industry.
- 06. Work in the food industry.

The Occupation-Specific Competencies:

07. JOB ROLE SPECIFIC ELECTIVES – Bread:

- i) Interpret mixing specifications for products (only in Bakery).
- ii) Produce bread dough.
- iii) Scale and mold dough for intermediate proof.
- iv) Conduct final mold and final proof.
- v) Bake bread.
- vi) Bake special bread.
- vii) Inspect quality, diagnose & respond to product and process faults (Bread).

08. JOB ROLE SPECIFIC ELECTIVES – Biscuit:

- i) Produce Biscuit Dough.
- ii) Form Biscuits.
- iii) Bake biscuits.
- iv) Cool, decorate and stack biscuits.
- v) Prepare special biscuit dough for baking.
- vi) Bake a Special Biscuit.
- vii) Cool, decorate and stack special biscuits.
- viii) Inspect quality, diagnose and respond to process and product faults (Biscuit).

09. JOB ROLE SPECIFIC ELECTIVES – Pastry:

- i) Produce Pastry.
- ii) Prepare pastry to fill.
- iii) Form and fill pastry products.
- iv) Bake Pastry Products.
- v) Prepare Special pastry dough and fills for baking.
- vi) Bake Special Pastry Products.
- vii) Inspect quality, diagnose and respond to process and product faults (Pastry).

10. JOB ROLE SPECIFIC ELECTIVES -Cake:

- i) Produce cake batter.
- ii) Produce cake fill.
- iii) Bake cake.
- iv) Prepare special cake batter and fills for baking decorate cakes.
- v) Bake special cakes.
- vi) Decorate special cakes.
- vii) Inspect quality, diagnose and respond to process and product faults (Cake).

SL	Units of Competency: The Generic-Specific Competencies	Nominal Hours
01	Use Basic Mathematical Concepts: a) Identify calculation requirements in the workplace. b) Select appropriate mathematical methods for the calculation. c) Use basic mathematical concepts to calculate workplace calculation.	03
02	Apply OSH practices in the workplace: a) Identify, control and report OSH hazards. b) Conduct work safely. c) Follow emergency response procedures. d) Maintain and improve health and safety in the workplace.	02
03	Use English in the workplace: a) Read and understand workplace documents in English. b) Write simple routine workplace documents in English. c) Listen to conversation in English. d) Perform conversation in English.	04
04	Perform computer Operation: a) Prepare for the task. b) Prepare a word document. c) Prepare a spreadsheet document. d) Prepare a power point presentation. e) Access information using Internet service.	05
Total Nominal Hours		14 Hours

SL	Units of Competency: SECTOR SPECIFIC UNITS	Nominal Hours
01	Follow quality and food safety programs: a) Observe OSH practices. b) Practice personal hygiene and good grooming standards. c) Follow safe food handling and sanitation practices. d) Monitor the quality of work outcome. e) Identify and act on quality deficits and food safety hazards.	02
02	Follow OSH policies and procedures in the food industry: a) Observe OSH practices. b) Conduct work safely. c) Identify, control and report OSH hazards. d) Follow emergency procedures to respond to a hazardous event.	02
Total Nominal Hours		4 Hours

SL	Units of Competency: The Occupation-Specific Competencies	Nominal Hours
01	Interpret mixing specifications for products (only in Bakery): a) Observe OSH practices. b) Prepare for mixing. c) Operate and monitor the mixing process. d) Shut down the mixing process. e) Clean and maintain equipment and production area.	02
JOB ROLE SPECIFIC ELECTIVES - Bread		
i	Produce bread dough: a) Observe OSH practices. b) Prepare to mix bread dough. c) Produce bread dough. d) Clean and maintain equipment and production area.	12
ii	Scale and mold dough for intermediate proof: a) Observe OSH practices. b) Scale and mold for intermediate proof. c) Clean and maintain equipment and production area.	04
iii	Conduct final mold and final proof: a) Observe OSH practices. b) Conduct final mold. c) Conduct final proof. d) Clean and maintain equipment and production area.	04
iv	Bake Bread: a) Observe OSH practices. b) Prepare for baking. c) Bake bread. d) Clean and maintain equipment and production area.	04
v	Prepare special bread dough for baking: a) Observe OSH practices. b) Prepare ingredients and equipment for sponge bread dough. c) Produce sponge bread dough and test the dough. d) Clean and maintain equipment and production area.	08

vi	Bake special bread: a) Observe OSH practices. b) Prepare for baking. c) Bake bread and test bread. d) Clean and maintain equipment and production area.	04
vii	Inspect quality, diagnose & respond to product and process faults (Bread): a) Observe OSH practices. b) Inspect the quality of raw materials and bread products. c) Diagnose and rectify product processes and faults in biscuit production. d) Inspect equipment and production area to ensure they meet hygiene requirements.	04
Total Nominal Hours		40 Hours

S L	JOB ROLE SPECIFIC ELECTIVES – Biscuit	Nominal Hours
01	Produce Biscuit Dough: a) Observe OSH practices. b) Produce Biscuit Dough. c) Clean and maintain equipment and production are.	06
02	Form Biscuits: a) Observe OSH practices. b) Prepare for forming biscuits. c) Prepare for forming biscuits. d) Clean and maintain equipment and production.	04
03	Bake biscuits: a) Observe OSH practices. b) Prepare biscuits for baking. c) Bake biscuits. d) Clean and maintain equipment and production area.	04
04	Cool, decorate and stack biscuits: a) Observe OSH practices. b) Cool biscuits. c) Cool biscuits.	02

05	Prepare special biscuit dough for baking: a) Observe OSH practices. b) Prepare ingredients and equipment for special biscuit dough. c) Produce special biscuit dough and test the dough. d) Clean and maintain equipment and production area.	04
06	Bake Special Biscuit: a) Observe OSH practices. b) Prepare for baking. c) Bake biscuit and testing biscuit. d) Clean and maintain equipment and production area.	04
07	Cool, decorate and stack special biscuits: a) Observe OSH practices. b) Cool biscuits. c) Decorate and stack biscuits. d) Clean and maintain equipment and production area.	04
08	Inspect quality, diagnose and respond to process and product faults (Biscuit): a) Observe OSH practices. b) Inspect quality of raw materials and biscuit products. c) Diagnose and rectify product processes and faults in biscuit production. d) Inspect equipment and production area to ensure they meet hygiene requirements.	02
	Total Nominal Hours	30 Hours
JOB ROLE SPECIFIC ELECTIVES: Pastry		
01	Produce Pastry: a) Observe OSH practices. b) Prepare ingredients and equipment. c) Produce pastry. d) Block and laminate pastry as required. e) Clean and maintain equipment and production area.	08
02	Prepare pastry fill: a) Observe OSH practices. b) Prepare equipment and ingredients. c) Produce pastry fill. d) Clean and maintain equipment and production area.	06

03	Form and fill pastry products: a) Form and fill pastry products. b) Form pastry product. c) Fill pastry products. d) Clean and maintain equipment and production area.	06
04	Bake Pastry Products: a) Observe OSH practices. b) Prepare for baking. c) Bake pastry products. d) Clean and maintain equipment and production area.	04
05	Prepare Special pastry dough and fills for baking: a) Observe OSH practices. b) Prepare ingredients and equipment. c) Produce special pastry 3. d) Block and laminate pastry as required and fill pastry products. e) Clean and maintain equipment and production area.	08
06	Bake Special Pastry Products: a) Observe OSH practices. b) Prepare for baking. c) Bake special sastry products d) Clean and maintain equipment and production area.	06
07	Inspect quality, diagnose and respond to process and product faults (Pastry): a) Observe OSH practices. b) Inspect quality of raw materials and pastry products 2. c) Diagnose and rectify product processes and faults in pastry production. d) Inspect equipment and production area to ensure they meet hygiene requirements.	02
	Total Nominal Hours	40
JOB ROLE SPECIFIC ELECTIVES - Cake		
01	Produce Cake Batter: a) Observe OSH practices. b) Prepare ingredients and equipment. c) Produce cake batter. d) Clean and maintain equipment and production area.	12

02	Produce Cake Fill: a) Observe OSH practices. b) Prepare equipment and ingredients. c) Produce cake fill. d) Clean and maintain equipment and production area.	08
03	Bake Cake: a) Observe OSH practices. b) Prepare for baking cakes. c) Bake cakes. d) Clean and maintain equipment and production area.	04
04	Decorate Cakes: a) Observe OSH practices. b) Prepare utensils, equipment and ingredients. c) Decorate cakes. d) Clean and maintain equipment and production area.	10
05	Prepare Special Cake Batter and fills for baking: a) Observe OSH practices. b) Prepare ingredients and equipment. c) Produce cake batter and cake fill. d) Clean and maintain equipment and production area.	12
06	Bake Special Cakes: a) Observe OSH practices. b) Prepare for baking cakes. c) Bake special cakes. d) Clean and maintain equipment and production area.	06
07	Decorate Special Cakes: a) Observe OSH practices. b) Prepare utensils, equipment and ingredients. c) Decorate special cakes. d) Clean and maintain equipment and production area.	12
08	Inspect quality, diagnose and respond to process and product faults (Cake): a) Observe OSH practices. b) Inspect quality of raw materials and cake products. c) Diagnose and rectify product processes and faults in cake production. d) Inspect equipment and production area to ensure they meet hygiene requirements.	06
Total Nominal Hours		70 Hours