

CERTIFICATE COURSE IN FOOD AND BEVARAGE SERVICE

(6 Months)



**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
SANKETHIKA VIDYA BHAVAN, MASAB TANK, TELANGANA:HYDERABAD**

CRAFT CERTIFICATE COURSE IN FOOD AND BEVERAGE SERVICE

ACCOMMODATION REQUIRED:

Class for Theory	:	24 x 16 ft to be provided.
Lab	:	Training Restaurant
Pantry	:	Attached to restaurant.

FURNITURE REQUIRED:

1. Teachers table : 2 no's
2. Teachers chairs : 2 no's
3. Writing Board : 2 no's
4. Student chairs : 30 no's
5. Restaurant tables
6. Restaurant chairs
7. Sideboard
8. Bar unit.
9. Work counters in pantry.
10. Cupboards.

EQUIPMENT REQUIRED:

1. Microwave Oven
2. Refrigerators
3. Storage racks
4. Weighing scale
5. Storage containers
6. Crockery and cutlery.
7. Blender
8. Glassware.
9. Other accessories.
10. Minor kitchen tools as required.

STAFF REQUIREMENT:

- a) Lecturer : 1(one)
- b) Lab Assistant : 1(one)

**SCHEME OF INSTRUCTIONS AND EXAMINATION FOR
6 Months CRAFT CERTIFICATECOURSE IN Food & Beverage Service**

SUBJECT CODE NUMBER	SUBJECT	PERIODS/WEEK		MARKS		Total Exam Marks	DURATION OF EXAM (Hours)
		Theory	Practical	Sess.	Exam		
FB-101	<u>THEORY:</u> FOOD SERVICE OPERATIONS	5	--	-	100	100	3
FB-102	BEVERAGE SERVICE OPERATIONS	5	--	-	100	100	3
FB-103	<u>PRACTICALS:</u> Food & Beverage Service Operations	-	8	40	60	100	3
FB-104	COMMUNICATION	-	2	40	60	100	3
FB-105	PROJECT WORK	--		40	60-	100	--
FB-106	INDUSTRIAL TRAINING	3 Months		-	--	--	--
	TOTAL:	10	10	130	320	450	

FOOD & BEVERAGE SERVICE

SUBJECT TITLE : FOOD SERVICE OPERATIONS
SUBJECT CODE : FB-101
PERIODS / WEEK : 05
PERIODS/6 MONTHS : 100

OBJECTIVE: To ensure that the student understands the basic requirements of food handling in any food outlet, restaurant etiquettes, complete restaurant handling procedures like handling equipments, cutlery crockery, glassware and other service procedures and requirements.

TIME SCHEDULE

Sl.No	TOPIC	No.of Periods	Weightage of marks	No. of Short Questions	No. of Essay Questions
1	Introduction to catering industry, hierarchy and co-ordination.	10	16	1	1
2	Attributes, Hygiene of staff.	12	16	1	1
3	Food and Beverage Service equipments.	18	16	1	1
4	Menu Planning---French Classical Menu	20	16	2	2
5	Rules for various service in a restaurant.	22	20	1	1
6	Room service. Types of services. Gueridon service. Banquets.Service of cigars and cigarettes.	18	16	2	2
	TOTAL	100	136	08	08

SUBJECT TITLE	:	FOOD SERVICE OPERATIONS
SUBJECT CODE	:	FB-101
PERIODS / WEEK	:	05
PERIODS/6 MONTHS	:	100

Objectives:

1. To know about the catering industry and organizational structure of food and beverage service department.
2. To understand the attributes of f & b staff.
3. To know about the Handling and maintenance of f & b service equipments.
4. Understand a menu and types of menu & French Classical Menu.
5. To Know the Rules of Service and presentation of bills.
6. To Know the different types of service. Gueridon Service , Banquets and Service of Cigars & Cigarettes.

COURSE CONTENTS

1. Introduction to catering industry - types. Hierarchy – duties and responsibilities of staff - Organization of food and beverage service department .Co ordination with other departments.
2. Attributes of a waiter. Personal hygiene and grooming. Attitude to work. Sanitation and safety in food handling.
3. F&B Service equipments. Operating equipments in a food outlet – crockery, cutlery, glassware, linen, etc. Handling and maintenance of equipments – dish washing methods.
4. Menu Planning – compiling of menus, types of menu. French classical menu. Food and its accompaniments.
5. Mis-en-place and mis – en –scene - Rules for laying a table, Rules of waiting at the table, Handling guests order, service, clearance, presentation of bills.
6. Types of services- Breakfast service, Room service operation,. Gueridon Service, Banquets. Cigars and Cigarette

Books Recommended:

1. F&B Service Simplified—by Vara Prasad & Gopi Krishna
2. FOOD AND BEVERAGE SERVICE /BOBBY GEORGE / JAICO PUB. HOUSE.2005.
3. FOOD AND BEVERAGE SERVICE /DENNIS LILICRAP AND JOHN COUSINS.
4. FOOD AND BEVERAGE SERVICE/SUDHIR ANDREWS/TATA MC GRAW HILL PUB HOUSE.
5. THE WAITER /JOHN FULLER

FOOD & BEVERAGE SERVICE

SUBJECT TITLE : BEVERAGE SERVICE OPERATIONS
SUBJECT CODE : FB 102
PERIODS / WEEKS : 05
PERIODS / YEAR : 100

OBJECTIVE: To ensure that the student understands the basic requirements of beverage handling in any food outlet, restaurant etiquettes, complete restaurant handling procedures like handling equipments, cutlery crockery, glassware and other service procedures and requirements.

TIME SCHEDULE

Sl.No	TOPIC	No.of Periods	Weightage of marks	No. of Short Questions	No. of Essay Questions
1	Beverages –classification.	15	17	1	1
2	Alcoholic Beverages. Beer	16	34	2	2
3	Whisky and other spirits.	16	17	1	1
4	Wines. Wine and food	22	34	2	2
5	Fortified wines.	16	17	1	1
6	Cocktails and Mocktails.	15	17	1	1
	.	100	136	8	8
	TOTAL				

SUBJECT TITLE	:	BEVERAGE SERVICE OPERATIONS
SUBJECT CODE	:	FB 102
PERIODS / WEEKS	:	05
PERIODS / YEAR	:	100

Objectives:

1. To Know the Beverage classification –its handling.
2. To understand the various alcoholic beverages and to Know about Beer and its service
3. To know about various spirits and its service.
4. To understand wines and its service.
5. To know the various fortified wines and to understand service of wine and food.
6. To learn how to make cocktails and mocktails.

COURSE CONTENTS

1. Classification of beverages. Non –alcoholic beverages purchasing, receiving, storing and issuing of beverages.
2. Alcoholic beverages –classification –definition.
Beer –introduction –manufacture –styles of beer –storage and service –brand names.
3. Whisky – Types of whisky – manufacture – storage and service –brand names. Rum –Vodka – gin – Brandy – types – manufacture –storage and service- brand names.
4. Wines –Introduction –factors effecting wine production –vinification-classification –storage of wine - Service of wine. Wine terminology. Wine and food.
5. Fortified wines .Champagne Sherry – Port –Madeira. Cider and sake - Aperitifs and bitters (Note: Only introduction and service of each beverage with brand names.)
6. Cocktails and its service Mocktail and its service.

Books Recommended:

1. F&B Service Simplified—by Vara Prasad & Gopi Krishna
2. FOOD AND BEVERAGE MANAGEMENT / BERNARD DAVIS,ANDREW,SALLY STONE
3. FOOD AND BEVERAGE SERVICE /BOBBY GEORGE / JAICO PUB. HOUSE.2005.
4. FOOD AND BEVERAGE SERVICE /DENNIS LILICRAP AND JOHN COUSINS.
5. BARTENDERS GUIDE / PETER BOHRMANN.
6. FOOD AND BEVERAGE SERVICE/S.N.BAGCHI AND ANITA SHARMA / AMAN PUB.

FOOD SERVICE (PRACTICALS)

SUBJECT TITLE	:	Food & Beverage Service Operations
SUBJECT CODE	:	FB 103
PERIODS / WEEKS	:	04
PERIODS / YEAR	:	72

OBJECTIVE: The student should develop the skills in preparing the mis-en-place, mis-en-scene to ensure that the student understands the basic requirements of food and beverage handling in any food outlet, restaurant etiquettes, complete restaurant handling procedures like handling equipments, cutlery crockery, glassware and other service procedures and requirements.

Practicals:

1. Identifying operating equipments.
2. Cleaning and maintenance of equipments.
3. Set up of a restaurant
4. To set up the side station
5. Laying and relaying a table.
6. Mis en place and mis-en-scene.
7. Napkin folding
8. Laying and relaying of table for various services.
9. Receiving and seating the guest.
10. Taking an order
11. Order of service –checklist for service- preparing for service
12. Service of water – handling of service gear – carrying plates, glasses, food-silver service – crumbing.
13. Service of food.
14. Clearance and handling guest situations.

Food & Beverage Service (PRACTICALS)

SUBJECT TITLE	:	Food & Beverage Service Operations
SUBJECT CODE	:	FB 103
PERIODS / WEEKS	:	04
PERIODS / YEAR	:	72

OBJECTIVE: To ensure that the student understands the basic requirements of beverage handling in any service outlet .

Practicals:

1. Taking an order
2. Service and clearance of beverages.
3. Identification of bar and beverage equipments.
4. Handling the bar and beverage equipments.
5. Service of alcoholic and non-alcoholic beverages.
6. Preparation of tea, coffee.
7. Handling vending machines
8. Handling microwave ovens for reheating of food.
9. Preparation of cocktails and mocktails and service.
10. Handling various seating arrangements in banquets.

CCC: FB-104
SESSIONALS: 40
EXAMINATION: 60

PERIODS PER WEEK:2
DURATION OF EXAM:3 Hours
NATURE OF EXAM :**PRACTICAL/VIVA**

COMMUNICATION (PRACTICAL- VIVA)

SUBJECT TITLE : COMMUNICATION

OBJECTIVE: A student should develop the language and also improve communication levels of reading, writing, addressing etc.

Practical:

- 1 Communications: Introduction – definitions – Effective communication. Methods of communication – verbal/ non-verbal patterns of communication. Barriers to communication.
- 2 Communication networking : Group communication – seminar, conference. Face to face communication.
- 3 Meetings and gatherings- handshakes etc. Introduction – Self introductions etc. Etiquette and manners
- 4 Written communication : Communication by letters – layout and format – enquiry letter – request letter etc.
- 5 Speeches: Drafting a speech.
- 6 Describing an object .Describing a Process.
- 7 Effective usage of communication by e-mail.
- 8 Group Discussion. Preparing Resumes / Attending Interviews.

REFERENCE BOOKS:

- 1 Effective English Communication / Krishna Mohan, Meenakshi Raman / Tata Mc.Graw Hill Co.Ltd. 2000.
- 2 Communication Skills / Dr.Nageshwar Rao, Dr.Rajendra P.Das / Himalaya Pub.House / 2005
- 3 Business Communication / Asha Kaul / Prentice Hall of India Pvt. Ltd / 2006
- 4 Enhancing English and Employability skills /SBTET.

PROJECT WORK

Projects should be submitted as per the synopsis given:

SYNOPSIS:

1. Project in PPT/ Print material
2. Minimum 20 slides
3. 1 Movie programme
4. Flash in Final
5. JPEG images with high resolution has to be submitted along with PPT.
6. Bounded / Spiral binding Project should be submitted

CCC: FB-106

Duration: 3 Months

INDUSTRIAL TRAINING

SUBJECT TITLE : **INDUSTRIAL TRAINING**
DURATION : **3 MONTHS**

A candidate shall be assessed at the end of the month, before he / she completes the industrial training. The assessment shall be earned out by a committee comprising of ***a representative of the industry*** where the candidate is undergoing training, ***a staff member of the concerned section*** of the institute.