

GARDEN CITY UNIVERSITY
BACHELOR OF HOTEL MANAGEMENT
SEMESTER -III
COURSE: FOOD & BEVERAGE SERVICE FOUNDATION

CODE: 07CDHMR17312

CREDITS: 04

UNIT 1:Alcoholic Beverages

- 1.1.History of alcoholic beverages and Consumption – benefits, abuse, sensible drinking
- 1.2.Introduction and classification of alcoholic beverages.
- 1.3.Methods used in preparing Alcohol
- 1.4.Type of distillation process: pot still and patent still, advantages, disadvantages
- 1.5.Scales to measure alcoholic Strength of various alcoholic drinks.

UNIT II: Wine

- 2.1. Vine – family, grape composition, training and pruning, cycle of harvest, factors affecting quality – soil, climate, viticulture, vinification, vine diseases
- 2.2. Classification of wines – still, sparkling, fortified, aromatized and others.
- 2.3. Control of Quality – France, Italy, German and Spain
- 2.4. Grape varieties – 10 red and 10 white
- 2.5. Wine manufacture – red, white, rose
- 2.6. Wine producing countries and regions (handout provided) - France, Italy, Germany
- 2.7. Wine names – France, Italy, Germany, California, Australia, India
- 2.8. Champagne – Introduction, manufacture, types and shippers
- 2.9. Fortified wines – Sherry, Port, Madeira - types, manufacture, service and brands
- 2.10. Aromatized wines – Vermouth, bitters, aperitifs and other aromatized wines
- 2.11. New world wines and rise of new world wines. Wine service temperatures

Unit – 3 Wine, Food harmony& French classical menu

3.1 .Wine and food - wine served with courses, suggestion for wine and food combination examples of wine served with: Shell fish, soups, pastas, fish, red meat, white, sweets, cheese & desserts.

3.2 Classical French Menu.

3.3 Classical Foods & its Accompaniments with Cover.

Unit – 4 Beer and other fermented beverages

4.1. Introduction to Beer

4.2. Ingredients for Beer Manufacture

4.3. Production of Beer, Draught beer and its brands

4.4. Beer classification and styles

4.5. Service of Beer

4.6. Beer brands with countries – 10 countries with 5 brands each

4.7. Cider, Sake, Toddy and Perry

BACHELOR OF HOTEL MANAGEMENT FOOD AND BEVERAGE SERVICE FOUNDATION – III (PRACTICAL)

1. French Menu Compiling (5 course menu Student should pick a chef which has the necessary guidelines to compile a five course continental menu and pair the appropriate wine. A minimum of three different wines are to be paired
2. Reading of wine labels
3. Reading of the wine maps of France, Italy, Germany
4. Service of Still wines (Red, White, Rose)
5. Service of Sparkling wines
6. Service of fortified, aromatized wines
7. Service of beer
8. Order taking for Wines and Beers

GARDEN CITY UNIVERSITY
BACHELOR OF HOTEL MANAGEMENT
SEMESTER- III
Course: FRONT OFFICE OPERATIONS

CODE: 07CDHMR17313

CREDITS: 04

Unit – 1 Reservation Considerations

- 1.1 Legal Implications
- 1.2 Promotional Packages, Upselling
- 1.3 Reservation Confirmation/ Cancellation Procedure
- 1.4 Modifying Non-Guaranteed Reservations
- 1.5 Processing Deposits
- 1.6 Reservation Histories
- 1.7 E-commerce

Unit – 2 Reception Operations

- 2.1 Discounts and Allowances
- 2.2 Day Reception
- 2.3 Night Reception
- 2.4 Preparation of Night Reports
- 2.5 Room Occupancy Calculations
- 2.6 Job Description and Job specification of Lobby Manager

Unit – 3 Front Office Cash

- 3.1 Location
- 3.2 Role of FO cash section at stages of the guest cycle
- 3.3 Job Description of FOC
- 3.4 Departure Procedure- FIT, FFIT, Walk-in, Scanty Baggage, VIP, Crew and Group Guests
- 3.5 Security Deposit Box and In-room Safe Handling
- 3.6 Importance of Security System at Cash Section
- 3.7 Credit Card Handling Procedure
- 3.8 Foreign Currency Exchange Procedure
- 3.9 Reports and forms used
- 3.10 Equipment

Unit – 4 Front Office Accounting

- 4.1 Accounting Fundamentals- Accounts, Folios, Vouchers, POS, Ledgers
- 4.2 Front Office Accounting Cycle
- 4.3 Creation and Maintenance of Accounts
- 4.4 Automated Recordkeeping Systems
- 4.5 Charge Privileges
- 4.6 Credit Monitoring
- 4.7 Guest and Non-guest Accounts
- 4.8 Accounting System- non-automated, semi automated and fully automated

GARDEN CITY UNIVERSITY
BACHELOR OF HOTEL MANAGEMENT
SEMESTER- III
Course: HOUSEKEEPING OPERATIONS

CODE: 07CDHMR17314

CREDITS: 04

Unit 1: Supervision in housekeeping

- 1.1 Role of a supervisor
- 1.2 Supervisor's checklist, snag list, VIP room checking
- 1.3 Indenting and inventory of housekeeping items
- 1.4 Guest complaints and their handling
- 1.5 Safety and security - safeguarding assets, accidents- causes, effects, procedure, report, fire types, prevention and fire-fighting, first aid

Unit 2: Textiles

- 2.1 Textile terminology
- 2.2 Fibres – types, characteristics, advantages, disadvantages
- 2.3 Methods of fabric construction
- 2.4 Weaves (plain, twill, jacquard, damask, satin, seersucker)
- 2.5 Textile finishes – emphasis on fire resistant finishes

Unit 3: Interior decoration

- 3.1 Definition, Types, Elements & Principles of design
- 3.2 Colour – Importance, Prang's colour wheel and classification of colours, colour schemes
- 3.3 Light – Classification, measurement, lighting fixtures, use in various areas of hotel
- 3.4 Furniture, furnishings and accessories – Types of furniture, types of joints, selection of furniture, principles of furniture arrangement, types of furnishings, care and use of furnishings, types, functions and use of accessories
- 3.5 Design features in guest rooms and public areas for differently-abled

Unit 4: Wall coverings, windows and floor finishes

- 4.1 Types of wall coverings – paints, wall papers, wood, fabric, ceramic tiles
- 4.2 Selection and care of wall coverings
- 4.3 Types of windows
- 4.4 Types of window treatments
- 4.5 Types of floor finishes (Hard – stone, ceramic tiles; semi hard – rubber, linoleum, cork, wood; Soft – types of carpets, rugs and dhurries; advantages and disadvantages, Selection, care and cleaning of floor finishes

PRACTICAL

Total Credits: 1

Total Hours: 30

1. Bed making – with duvet, turndown and foot fold & paper art
2. Supervisor's checklist and snag list
3. Interior decoration picture analysis
4. Colour wheel & colour schemes
5. First aid procedures – first aid kit & dealing with emergency situations
6. Glossary of terms

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BACHELOR OF HOTEL MANAGEMENT
SEMESTER- III
COURSE: - INTRODUCTION TO INDIAN COOKERY- I

CODE: 07CDHMR17311

CREDITS: 04

Unit-I Indian Cooking: -

- 1.1 Introduction, Philosophy of Indian Food (K,L)
- 1.2 The great Indian Cuisine–Key features, Regional influences on Indian Food (K,L,A)
- 1.3 Popular foods of India (K,L,A,AP)

Unit-II Masalas, Pastes, Condiments, Herbs and Spices Used in India Cuisine:-

- 2.1 Introduction (K,L,AP)
- 2.2 Condiments, Herbs and Spices used in Indian Cuisine (Allspice, Ajwain, Aniseed, Asafotida, Bay leaf, Cardamom, Cinnamon, Cloves, Coriander seeds,cumin,chilly, maze, nut mug, mustard, poppy seeds, pepper, saffron, tamarind, turmeric, curry leaf, pomegranate seeds, stone flowers, basil, black salt, red chilly) (A,AP)
- 2.3 Spices various ways of using and storage tips (K,L, A,AP)

Unit-III Basic Indian Gravies:

- 3.1 Introduction (K,L)
- 3.2 Gravies and Curries (K,L,A,AP)
- 3.3 Regional Gravies, Gravy Preparations.(K,L,A)

Unit-IV Menu Planning:

- 3.1 Principles of menu planning (K,L)
- 3.2 Types of menus (K,L,A,AP)
- 3.3 Names and description of popular national and international dishes (K,L,A)

PRACTICAL

Total Credits: 2

Total Hours: 30

1. Punjabi cuisine
2. Bengali cuisine
3. Hyderabadi cuisines
4. Goan cuisines
5. Kerala cuisine
6. Karnataka cuisine
7. Indian Foundation Gravies 1
8. Indian Foundation Gravies 2
9. Indian Foundation Gravies 3
10. Indian Foundation Gravies 4