

**GARDEN CITY UNIVERSITY**  
**BACHELOR OF HOTEL MANAGEMENT**  
**SEMESTER- V**  
**COURSE TITLE: ACCOMMODATION MANAGEMENT - I**

**COURSE CODE : 07CDHMR17513**

**CREDITS : 04**

**Unit 1: Check-out and settlement**

- 1.1 Tracking Transactions – Cash Payment, Charge Purchase, Account Correction, Account Allowance, Account Transfer, Cash Advance
- 1.2 Internal Control – Cash Bank
- 1.3 Check-out and Account Settlement
- 1.4 Control of Cash and Credit
- 1.5 Methods of Settlement
- 1.6 Checkout Options - Express Checkout, Self Check Out, In-room Check-out
- 1.7 Late Check-Out and Late Charges
- 1.8 Unpaid Account Balances
- 1.9 Account Collection– Account Aging
- 1.10 Updating FO Records

**Unit 2: The front office audit**

- 2.1 Role and Importance of Night Audit
- 2.2 Job Description of the Night Auditor
- 2.3 Establishing an End of Day
- 2.4 Cross- referencing
- 2.5 Guest Credit Monitoring
- 2.6 Preparation of Transcript
- 2.7 Front Office Automation
- 2.8 The Front Office Audit Process

**Unit 3: Housekeeping management**

- 3.1 Planning housekeeping operations
- 3.2 Documents for personnel Management
- 3.3 Determining staff strength, recruiting, selecting, hiring, orienting and training
- 3.4 Time and motion study
- 3.5 PMS in housekeeping

**Unit 4: Managing housekeeping expenses**

- 4.1 Budgeting - types of budgets, planning budgets, controlling expenses
- 4.2 Purchasing - purchasing principles, types of purchasing, records
- 4.3 Management of inventory
- 4.4 Contract services – types, advantages and disadvantages, guidelines, specification, pricing, pest control

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**BACHELOR OF HOTEL MANAGEMENT**  
**SEMESTER- V**  
**Course: ACCOUNTING SKILLS FOR HOSPITALITY**

**CODE: 07ASECO17531**

**CREDITS: 02**

**Unit – 1 Introduction to Hospitality Accounting**

- 1.1. Meaning of Accounting, Objectives, Advantages, Users of Accounting Information and Relationship with other disciplines
- 1.2. Accounting Principles – Concepts and Conventions
- 1.3. Need to Study Accounting, Accounting functions
- 1.4. Purpose of Accounting Records
- 1.5. Accounting: Business Transaction and Basic Terminology
- 1.6. Basic terms: Account Records, Journal, Ledger, Subsidiary Books, Types of subsidiary books - Purchase Book, Purchase Returns Book, Sales Book, Sales Returns Book, Cash Book, Basic knowledge on trial balance and Bank Reconciliation Statement
- 1.7. Meaning of Book-keeping and Double Entry Book-keeping

**Unit – 2 Financial Statements & Analysis and Interpretation of Financial Statements.**

- 2.1 Meaning of various terms and terminologies in Financial Statements of Company and Simple problems
- 2.2 Introduction and Meaning, Objectives - Tools and Techniques for Financial Analysis
- 2.3 Problems on Comparative Statements, Common Size Statements and Trend Analysis.
- 2.4 Trial Balance
- 2.5 Preparation of Final Accounts
- 2.6 Basic Adjustments to final Account
- 2.7 Methods of Presenting Final Accounts Practical Problem

**Unit – 3 Hotel Costing**

- 3.1 Introduction to Cost, cost unit and cost center – elements of cost – food cost, need for food cost and its analysis
- 3.2 Hotel Cost Sheet and Estimated cost sheet (tender/quotation) – Simple problems.
- 3.3 Meaning and methods of Menu Costing and Banquet Costing, Hubbard's formula. (Simple problems)

## **Unit – 4 Hotel Financial Management**

4.1 Hotel Financial Management - Meaning and Definition of financial management, Scope, and objectives of Financial Management

4.2 Capital Budgeting - Capital Budgeting Process, Traditional Methods and Discounted methods (Theory only)

4.3 Working Capital Management – Meaning, Kinds of working Capital, Determinants of Working Capital, computation of working capital requirements

4.4 Recent Trends: Recent trends in hospitality accounting, packages used for recording and analyzing hotel accounting.

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**COURSE: - BAKERY, CONFECTIONERY AND PATISSERIE**

**CODE:07CDHMR17516**

**CREDITS: 02**

**Unit – 1 Introduction & scope of Bakery & Confectionery.**

- 1.1 Organization Chart of Bakery, Bakery terms and definitions.(K,L)
- 1.2 Structure of wheat grain, Milling of wheat and role of wheat germ, types of wheat and non-wheat flours, gluten and gluten strength of different flours. (K,L,A)
- 1.3 Bread making including biga and poolish, storage, faults in bread making including reasons and solutions.(K,L,A,AP)
- 1.4 Yeast: history and types(K,L)
- 1.5 Classical breads and Breads from different countries (k,L)

**Unit – 2 Cakes, Cookies, Sugar, Egg and Milk/Cream:**

- 2.1 Cakes: Different types of cakes, methods, layer or shortened cakes, sponge or foam cakes, faults and rectifications in making cakes.(k,L,A AP)
- 2.2 Cookies: characteristics, methods, styles, faults in making cookies. (k,L,A AP)
- 2.3 Sugar: introduction, types, stages of caramel, sugar in action, sugar in bakery foods (k,L)
- 2.4 Egg: structure, characteristics, grading, sizing, availability, culinary relevance/ properties of egg and types. (k,L)
- 2.5 Milk/Cream: characteristics and forms of milk, types of cream with its fat percentage. (k,L)

**UNIT 3 Chocolate, Ice cream ,Cheese and Pate:**

- 3.1 Chocolate: production, types, storage and brand names of chocolate. (k,L,AP)
- 3.2 Ice cream: introduction, types, ingredients, basic steps to manufacture ice cream, making of sorbet. (k,L,A)
- 3.3 Cheese: introduction and types of cheese(k,L)
- 3.4 Pate: introduction and types of pastry (k,L ,AP)

**UNIT 4 Gelling and thickening agents, Dehydrated fruit manufacturing, Classical desserts and Breakfast rolls:**

- 4.1 Gelling and thickening agents: types and usage. (k,L)
- 4.2. Dehydrated fruit manufacturing: introduction, methods, the drying process, storage, fruit leathers. (k,L)

4.3. Classical desserts: puff pastry based, choux pastry based, fruit based, chocolate based, cheese based. (k,L,A, AP)

4.4. Breakfast rolls : types (k,L)

## **PRACTICAL**

**Total Credits: 2**

**Total Hours: 30**

1. **Bakery menu 1**
2. **Bakery menu 2**
3. **Bakery menu 3**
4. **Bakery menu 4**
5. **Bakery menu 5**
6. **Bakery menu 6**
7. **Bakery menu 7**
8. **Bakery menu 8**
9. **Bakery menu 9**
10. **Bakery menu 10**

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**COURSE: FOOD & BEVERAGE SERVICE MANAGEMENT –I THEORY**

**COURSE CODE: 07CDHMR17512**

**CREDITS: 04**

**UNIT1 An overview of beverage management**

- 1.1 Introduction to beverage Management
- 1.2 The hospitality industry and its products
- 1.3 Bar and beverage management, beverage costing
- 1.4 Compiling various wine and drink lists
- 1.5 Inventory, Storage
- 1.6 Bar stock taking and inventory
- 1.7 Determining stock levels
- 1.8 Bar frauds and best practices
- 1.9 Books and records in bar

**UNIT:2 Menu Engineering, Budgeting and revenue management in restaurants**

- 2.1 Definition and objective of menu engineering
- 2.2 Analysis and action
- 2.3 Menu merchandizing
- 2.4 Menu selection and process involved in executing
- 2.5 Various styles of menu printing and themes, concepts
- 2.6 Revenue Management in F & B Service
- 2.7 Budgeting
- 2.8 Forecasting
- 2.9 Restaurant Revenue Management

**Unit – 3-**

**Facility Planning and Design of Service areas**

- 3.1 F & B Function areas
- 3.2 Food service outlets
- 3.3 Lounges and bars Layouts
- 3.4 Conference, banqueting and function rooms.
- 3.5 Modern Food and beverage service equipments and its manipulation

**UNIT-4**

- 4.1 Health hazards Tobacco, Tobacco producing countries and history.
- 4.2 Cigar – Manufacture, parts, colours, shapes, storage, brands.
- 4.3 Service procedures of tobacco and cigars.

## **COURSE: FOOD & BEVERAGE SERVICE MANAGEMENT –I PRATICAL**

### **1. Service of spirits and liqueurs**

- a) Service of vodka
- b) Service of white rum
- c) Service of gin
- d) Service of Tequila
- e) Service of Dark rum
- f) Service of whisky (scotch, Irish, Tennessee)
- g) Service of Brandy
- h) Service of cognac
- i) Service of liqueurs
- j) Service of Spirit/ specialty coffee's

### **2. Cocktails – 20 listed**

The list of cocktails - Bloody Mary, Moscow Mule, Pink Lady, Rusty Nail, Screwdriver, Tequila Sunrise, Old fashioned, Cuba Libre, Blue Lagoon, Long Island Ice Tea, Cosmopolitan, Caipiroshka, Mai tai, Mojito, Mint Julep, Planter's Punch, Pina Colada, and Side Car.

### **3. Service of cigar**



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**Course: HOSPITALITY LAW**

**CODE: 07CDHMR17515**

**CREDITS: 04**

**Unit: 1: The Indian Contract Act**

- 1.1. Definition of Contract – essential
- 1.2. Elements of a valid contract
- 1.3. Classification of contracts: voidable contract , void contract, illegal agreement , express contract, implied contract, executed contract , executable contract and warranties
- 1.4. Contractual relationship: Advance Booking/ hotel reservation, terms and conditions, laws relating to registration of guest, Infectious diseases, Hotel Register, Guests in residence, Death at the hotels, Guests causing a disturbance, Property lost and found, Animal, price display and Overbooking
- 1.5. Breach of contract: Registered letters, Damage to property, service charge, Settlement of payments, Guests who have left.

**Unit: 2 Hotel Licenses and Permits**

- 2.1. Licenses and permits
- 2.2. Liquor licensing laws
- 2.3. Licensed premises
- 2.4. General permitted hours and Quantities and measures
- 2.5. Billiards and similar games
- 2.6. Music and dancing licenses
- 2.7. Performing right
- 2.8. Late night refreshment house
- 2.9. Tobacco and cigars
- 2.10. Betting, gaming and gaming machines – copyrights

**Unit- 3 Food, Industrial and Commercial Legislation**

- 3.1. Prevention of Food Adulteration Act: – Objectives, definition, Adulterated and Misbranded Food, Provisions- Appointment and Powers of Food Inspector under the act and procedure for taking a sample
- 3.2. Factories Act
- 3.3. Industrial Disputes Act
- 3.4. Workmen’s Compensation Act
- 3.5. Trade Union Act
- 3.6. Shops and establishment act: Introduction, Definitions, Adult, family, commercial establishments, employer, employee exemption, registration, daily and weekly working hours, overtime and annual leave with wages

## **Unit-4 Consumer Protection Act and the Guest and Hotel**

- 4.1. Definitions of Consumer Protection Act
- 4.2. Consumer protection councils
- 4.3. Procedure for redressal of grievances
- 4.4. Emerging Trends in Hospitality Law
- 4.5. Hotel owners, managers and the law
- 4.6. Legal distinctions between hotel or motel and boarding hours
- 4.7. Occupant and a guest – A case of damages – Provision of accommodation – Refusal of accommodation – Provision of food and beverages – Provisions for safety of guests – The guest in residence – Hotel's responsibility for guest's property – The rights of a hotelier – Property deposited for safe custody – Negligence – Hotel's right of lien on goods – Bailment

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**COURSE: - INTRODUCTION TO ITALIAN AND MEXICAN CUISINE**

**CODE: 07CDHMR17551**

**CREDITS: 04**

**UNIT-1 ITALIAN CUISINE**

- 1.1 Features, regional classification (K,L)
- 1.2 ingredients, methods of cooking (K,A,AP)
- 1.3 courses of the menu. (K,A)
- 1.4 Glossary and survey of Italian Culinary Terms (K,L)

**UNIT-2 MEXICAN CUISINE**

- 2.1 Features, regional classification(K,L)
- 2.2 Ingredients, methods of cooking (K,A,AP)
- 2.3 Courses of the menu. (K,A)
- 2.4 Glossary and survey of Mexican Culinary Terms (K,L)

**UNIT-3 FOOD PRESERVATION AND FOOD STANDARDS**

- 3.1 Methods of Food Preservation and emerging trends. (k, L)
- 3.2 Physical agents in food preservation and Chemical agents in food preservation. (K,A,AP)
- 3.3 Food standards and regulations (K,A)
- 3.4 Preservation of perishable foods and survey of preservatives. (K,L)

**UNIT-4 PURCHASING AND FOOD PRODUCTION SYSTEMS**

- 4.1 Principal of material management.(K,L, A,AP)
- 4.2 Standard purchase specifications.(K,L,A)
- 4.3 Purchase procedures.(K,L)
- 4.4 principles of large scale commercial cooking.(K,AP)
- 4.5 Rechauffe.(K,L)
- 4.6 Cook chill systems.(K,L)
- 4.7 Cook freeze systems.(K,L)

## **PRACTICAL**

**Total Credits: 2**

**Total Hours: 60**

1. Italian-1
2. Italian-2
3. Italian-3
4. Italian-4
5. Italian-5
6. Mexican -1
7. Mexican -2
8. Mexican -3
9. Mexican -4
10. Mexican -5

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**Course: RESEARCHING FOR HOSPITALITY AND TOURISM MANAGEMENT**

**CODE: 07CDHMR17514**

**CREDITS: 4**

**Unit-1**

- 1.1. Introduction to research methodology: Meaning, definition, characteristics
- 1.2. Types of research
- 1.3. Methodology of research
- 1.4. Formulation of research problem
- 1.5. Research Design: Meaning
- 1.6. Characteristics of research design
- 1.7. Steps in research design.
- 1.8. Concept of Hypothesis

**Unit-2**

- 2.1. Sampling Design and Data Collection: Meaning of sampling
- 2.2. Aims in selection a sample
- 2.3. Types of sample design
- 2.4. Data collection –Meaning, types of data
- 2.5. Methods of collecting  
Primary data-observation, interview and questionnaire
- 2.6. Sources of secondary data.

**Unit-3**

- 3.1. Processing and Analysis of data:
- 3.2. Editing, Coding, Classification and tabulation, Graphical presentation of Data
- 3.3. Bar-chart
- 3.4. Pie-chart and curves Interpretation of Data meaning
- 3.5. Methods of data analysis

**Unit-4**

- 4.1. Report Writing: Meaning, types
- 4.2. Steps involved in writing report
- 4.3. Layout of the research report
- 4.4. Mechanics of writing a research report
- 4.5. Challenges of a good writing