

Training Schedule
CATERING MANAGEMENT (357)
(Theory -30 hrs, Practical - 90 hrs)

Session / Day	Lesson	Theory (1 ½ hrs.)	Practical (3 ½ hrs)	Self study /assignment	Learning Outcomes
DAY 1	1.The food we eat	1.3 Functions of food 1.4 Energy 1.5 Carbohydrates 1.6 Proteins 1.7 Fats 1.8 Minerals 1.9 Vitamins <ul style="list-style-type: none"> • Fat Soluble • Water Soluble 1.10 Water 1.11 Anti-nutritional Factors 1.12 Meal Planning	Assignment 1.1 – Identify foods which are rich sources of: <ul style="list-style-type: none"> • Energy • Carbohydrates • Proteins • Fats • Minerals • Calcium • Iron • Iodine • Vitamins Record the outcomes of the assignment in the Practical File Discussion on Planning meals for different age groups	<ul style="list-style-type: none"> • Intext Questions 1.1, 1.2, and 1.3 • Make a chart showing the different food groups to be used for planning a Balanced Diet 	<ul style="list-style-type: none"> • Identifies and categorizes the different foods and their Sources • Aware of the various nutrients and their sources and function • Demonstrates the use of different groups of food for planning of a balanced diet • Explains the different Anti nutritional factors and ensures avoiding their interference in the daily diet
DAY 2	2.Methods of Cooking Food	2.3 Need For Cooking 2.4 Adverse Effects of Cooking 2.5 Methods of Heat Transfer - Conduction - Convection -Radiation Methods of Cooking	<ul style="list-style-type: none"> • Assignment 2.1 • Assignment 2.2 • Assignment 2.3 • Assignment 2.4 	<ul style="list-style-type: none"> • Intext Questions 2.1, 2.2, and 2.3 • Terminal questions 	<ul style="list-style-type: none"> • Lists the advantages and disadvantages of cooking food. • Aware of the adverse effects of cooking • Explain the various methods of heat transfer. • Aware of the various cooking methods
DAY 3	3.Cereals	3.3 Cereals and Millets Structure of Cereal Grain 3.4 Nutritive Value 3.5 Forms of Cereals Effects of Dry Heat	<ul style="list-style-type: none"> • Assignment 3.1 • Assignment 3.2 • Assignment 3.3a and b • Assignment 3.4 • Assignment 3.5 • Assignment 3.6 	<ul style="list-style-type: none"> • Intext questions 3.1, 3.2, 3.3, 3.4 • Draw a chart showing the structure of Wheat 	<ul style="list-style-type: none"> • Lists the different cereals available in the market • Describes the structure and composition of cereals

		Moist Heat	Record the outcomes of the assignments in the Practical File		<ul style="list-style-type: none"> Explains the changes that occur during cooking of cereals Appreciates the nutritive value of pulses
DAY 4	4. Pulses	4.3 Structure and nutritive value of Pulses <ul style="list-style-type: none"> Types of Pulses 4.4 What is germination <ul style="list-style-type: none"> Different methods of cooking pulses Combining pulses with other foods 4.5 Effect of addition of Acids, Alkali on legume cooking	<ul style="list-style-type: none"> Assignment 4.2 Assignment 4.4 Assignment 4.5(a) Assignment 4.5 (b) Record the outcomes of the assignments in the Practical File	<ul style="list-style-type: none"> Intext questions 4.1 Intext questions 4.2 Assignment 4.1 Assignment 4.3 Assignment 4.6 Continue Practice of the following: <ul style="list-style-type: none"> Assignment 4.2 Assignment 4.4 Assignment 4.5(a) Assignment 4.5 (b) 	<ul style="list-style-type: none"> Lists the different pulses available in the market Explains the changes that occur during cooking of pulses Uses the changes occurring during cooking of pulses to advantage Appreciates the nutritive value of pulses
DAY 5	PROJECT 1	Demonstrate cooking Recipes using the following Methods: <ul style="list-style-type: none"> Germination Fermentation Mixing Record the outcomes of the Project in the Practical File			
DAY 6	5. Egg Cookery	5.3 Eggs in our meals 5.4 Nutrients present in eggs 5.5. Structure of an egg 5.6. Determination of Egg quality 5.7. Effect of cooking on Egg protein <ul style="list-style-type: none"> Egg cooked in its Shell Cooking of egg without the shell 5.8. Egg foams	<ul style="list-style-type: none"> Assignment 5.1 Assignment 5.2 Assignment 5.3 Assignment 5.4 Record the outcomes of the assignments in the Practical File	<ul style="list-style-type: none"> Intext questions 5.1 Intext questions 5.2 Terminal Questions 5.10 Collect recipes of dishes Made using eggs alone Made using eggs in combination with other foods Continue practice of the following: <ul style="list-style-type: none"> Assignment 5.1 Assignment 5.2 Assignment 5.3 Assignment 5.4 	<ul style="list-style-type: none"> Appreciates the role of eggs in daily meals Identifies the nutrients present in eggs Describes the structure and quality of an egg. Cooks eggs using the following methods : <ul style="list-style-type: none"> Boiling Poaching Fried Effectively uses eggs for Binding, coating and thickening effect Foams eggs to the following stages: <ul style="list-style-type: none"> Soft peak stage Stiff stage Overbeaten and

					stiff stage
DAY 7	6. Milk and Milk Products	6.3 Composition of Milk 6.4 Processing of Milk <ul style="list-style-type: none"> • Homogenization • Evaporation and concentration 6.5. Other Milk Products	<ul style="list-style-type: none"> • Assignment 6.1 • Assignment 6.2 • Demonstrate and practice the making of the following: <ul style="list-style-type: none"> - Paneer curry with peas - Butter - Raita - Curd - Ghee - Cream • Record the outcomes of the assignments in the Practical File 	<ul style="list-style-type: none"> • Intext Questions 6.1 • Intext Questions 6.2 • Terminal Questions 6.7 Practice making at least 4 dishes using Paneer Record the recipes in the practical file	<ul style="list-style-type: none"> • Explains the composition and the nutritive content of milk • Lists and describes the different products of milk • Uses the different products of milk in cooking • Aware of different milk substitutes • Processes milk for safe use
DAY 8	PROJECT 2	<ul style="list-style-type: none"> • Make Khoa using 2 litres of milk • Use the Khoa prepared to make Gulab Jamuns • Record the outcomes of the project in the Practical File 			
DAY 9	7. Vegetables and Fruits	<ul style="list-style-type: none"> • Classification of Fruits and Vegetables <ul style="list-style-type: none"> - Green Leafy vegetables - Roots and tubers - Other vegetables 7.3 Pigments 7.4. Texture 7.5. Flavour 7.6. Fruits	<ul style="list-style-type: none"> • Assignment 7.2 • Assignment 7.3 • Assignment 7.4 • Record all your observations in the practical file. 	<ul style="list-style-type: none"> • Intext Questions 7.1 • Intext Questions 7.2 • Terminal Questions 7.8 • Make a chart showing the names and classification of Fruits and Vegetables • Observe the changes occurring in Bananas over a week with regard to the following: Colour, texture and aroma • Record all your observations in the practical file. 	<ul style="list-style-type: none"> • Classifies vegetables and fruits and states the characteristics of each • Identifies the colour pigment and the changes that occur during cooking • Uses the correct methods and procedures for cooking of fruits and vegetables to preserve the colour, texture and nutrients • Uses the occurring changes to advantage

DAY 10	8. Sugar and Fats	8.3. Sugar Cookery <ul style="list-style-type: none"> - Sugar - Jaggery - Molasses - Corn Syrup • Solubility of sugar • Affect of heat on sugar <ul style="list-style-type: none"> - One Thread Consistency - Two Thread Consistency - Soft Ball with acid - Hard Ball stage 8.4 Fats and Oils	<ul style="list-style-type: none"> • Assignments 8.1 to 8.7 • Record all your observations in the practical file. 	<ul style="list-style-type: none"> • Intext Questions 8.1 • Intext Questions 8.2 • Terminal Questions 8.6 • Continue practice of the Assignments 8.1 to 8.7 	<ul style="list-style-type: none"> • Aware of the different stages of sugar cookery and uses it in making sweets • Recognizes and lists the properties of different types of fats and oils available in the market • Uses all the properties in everyday cooking
DAY 11.	9. Catering Units	9.3. Catering <ul style="list-style-type: none"> • Types of units <ul style="list-style-type: none"> - Characteristics - Commercial , Non - commercial • Types of people eating out • Types of food eaten • How food is served • Occasion for serving food 	<ul style="list-style-type: none"> • Assignment 9.1 • Assignment 9.2 • Assignment 9.4 • Undertake group discussion on the above assignments 	<ul style="list-style-type: none"> • Intext Questions 9.1 • Intext Questions 9.2 • Terminal Questions 9.5 • Assignment 9.3 • Undertake small group discussion with family and friends for the following activities undertaken in the class with reference to : <ul style="list-style-type: none"> - Assignment 9.1 - Assignment 9.2 - Assignment 9.4 • Write a report of your observations 	<ul style="list-style-type: none"> • Defines the term “Catering” and “Catering Unit” • Lists different types of Catering units on basis of their special characteristics • Identifies the different catering units in relation to target population • Differentiates between Commercial and noncommercial catering units
DAY 12	PROJECT 3	<ul style="list-style-type: none"> • Undertake a survey of the different catering units in your neighborhood and write report with reference to the following points: • Record all your observations in the practical file. <ul style="list-style-type: none"> - Target Populations - Items Served - Style of Service - Price of items in relation to target population Record the outcomes of the project in the Practical File <ul style="list-style-type: none"> • Co-relates style of service in relation to the occasion food is served 			

DAY 13	10. Menu Planning	<p>10.3 Menu</p> <ul style="list-style-type: none"> - Need - Planning - Management <p>10.4 Factors influencing Menu Planning</p> <ul style="list-style-type: none"> - Customers - Types of Catering Units - Food Characteristics - Menu Combinations - Seasonal Variations - Variety <p>10.5 Types of Menus</p> <ul style="list-style-type: none"> - Selective Menus - Set menus - Cycle Menu <p>10.6 How to plan menus</p> <p>10.7 Menu cards</p>	<ul style="list-style-type: none"> • Assignment 10.1 • Assignment 10.2(a) • Assignment 10.2 (b) • Assignment 10.2 (c) • Demonstration and practice of designing the following Menus: <ul style="list-style-type: none"> - Selective Menus - Set menus - Cycle Menu • Practice of Designing a Menu Card for a unit 	<ul style="list-style-type: none"> • Intext Questions 10.1 • Intext Questions 10.2 • Terminal Questions 10.9 • Assignment 10.3 • Undertake small group discussion with family and friends on the following points: <ul style="list-style-type: none"> - Factors influencing Menu Planning - Types of Menu - Menu cards 	<ul style="list-style-type: none"> • Appreciates the need for Planning and managing a Menu • Demonstrates the importance of the knowledge of the following factors in planning a menu: <ul style="list-style-type: none"> - Customers - Types of Catering Units - Food Characteristics - Menu Combinations - Seasonal Variations - Variety • Plans the following types of Menus: <ul style="list-style-type: none"> - Selective Menu - Set menus - Cycle Menu • Designs interesting and beautiful Menu Cards
DAY 14	11. Purchasing and Storage	<p>11.3 Quantity of food Required</p> <ul style="list-style-type: none"> - Shrinkage Allowance - Edible Portion <p>11.4. Quality of food Stuff</p> <p>11.5. Know the Market</p> <ul style="list-style-type: none"> • Types of markets <ul style="list-style-type: none"> - Retail - Wholesale <p>11.6 Forms of food</p> <ul style="list-style-type: none"> - Processed - Packaging <p>11.7. How to Buy</p> <ul style="list-style-type: none"> - Prevent Cheating - Check Quality - Choosing Suppliers • Method of Buying <ul style="list-style-type: none"> - Open Market Buying 	<ul style="list-style-type: none"> • Assignment 11.1 • Assignment 11.2 • Assignment 11.4 • Assignment 11.6 • Undertake a market visit to study the following: <ul style="list-style-type: none"> ○ Types of markets <ul style="list-style-type: none"> - Retail - Wholesale ○ Forms of food <ul style="list-style-type: none"> - Processed - Packaging ○ How to Buy <ul style="list-style-type: none"> - Prevent Cheating - Check Quality - Choosing Suppliers ○ Method of Buying 	<ul style="list-style-type: none"> • Intext Questions 11.1 • Intext Questions 11.2 • Intext Questions 11.3 • Assignment 11.3 • Assignment 11.5 • Visit the local market to study the following: <ul style="list-style-type: none"> ○ Types of markets <ul style="list-style-type: none"> - Retail - Wholesale ○ Forms of food <ul style="list-style-type: none"> - Processed - Packaging ○ How to Buy <ul style="list-style-type: none"> - Prevent Cheating - Check Quality - Choosing Suppliers 	<ul style="list-style-type: none"> • Calculates quantity of food required on basis of : <ul style="list-style-type: none"> - Shrinkage Allowance - Edible Portion • Differentiates between the following: <ul style="list-style-type: none"> - Retail - Wholesale - Processed foods - Packaging foods • While purchasing: <ul style="list-style-type: none"> - Prevents Cheating - Checks Quality - Chooses appropriate Suppliers

		<ul style="list-style-type: none"> - Termed Buying/ Formal Buying <p>11.8. Storage</p> <ul style="list-style-type: none"> - Perishable - Non Perishable • Temperature • Place of Storage • Duration of Storage • Mode of Storage 	<ul style="list-style-type: none"> - Open Market Buying - Termed Buying/ Formal Buying • Write a report of your observations. 	<ul style="list-style-type: none"> • Write a report of your observations. 	<ul style="list-style-type: none"> • Undertakes the following methods of buying : <ul style="list-style-type: none"> - Open Market Buying - Termed Buying/ Formal Buying • Demonstrates knowledge of correctly storing the following foods: <ul style="list-style-type: none"> - Perishable - Non Perishable • Observes the prescribed precautions with regard to the following : <ul style="list-style-type: none"> - Temperature - Place of Storage - Duration of Storage - Mode of Storage
DAY 15	12. Quantity Food Production	<p>12.3. Meaning and importance of quantity food production</p> <p>12.4. Procedural Requirement of Quantity cooking</p> <ul style="list-style-type: none"> - Tasty Products - Consistency of cooked food - Using Standard Recipes - Quantity cooking and enlarging the recipe - Recording of Recipe - Portion control - Making correct estimates - Using work and time plans 	<ul style="list-style-type: none"> • Assignment 12.1 to 12.3 • Demonstration and practice of designing – “A Time and Activity Plan” • Demonstration and practice of the following: <ul style="list-style-type: none"> - Standardizing of recipes - Quantity cooking and enlarging the recipe - Recording of Recipe - Portion control - Making correct estimates - Using work and time plans - Combining activities 	<ul style="list-style-type: none"> • Intext Questions 12.1 • Intext Questions 12.2 • Intext Questions 12.3 • Terminal Questions 12.6 • Practice of the following activity -shaping and frying of Samosas. Observe and record the following: <ul style="list-style-type: none"> - Time taken for preparing mixture and shaping them - Frying them • Collect and record some recipes of dishes made in the homes of family and friends and try estimating portion size • Write a report of your observations 	<ul style="list-style-type: none"> • Undertakes the following procedural requirements of quantity cooking: <ul style="list-style-type: none"> - Preparing tasty products - Controlling consistency of cooked food - Creating and using Standard Recipes - Enlarging the recipe for Quantity cooking and Recording of Recipe - Portion control - Making correct estimates - Using Work and Time Plans

DAY 16	PROJECT 4	Using the recipe provide by a friend for use at home, undertake the following activities: <ul style="list-style-type: none"> - Standardize it for 200 people - Design and Record the recipe on the Recipe card - Comment on Portion control - Estimate the cost of each portion estimates - Design and submit work and time plans 			
DAY 17	13. Delivery and Service of Food	13.3. Delivery of foods 13.4. Types of Delivery On Premises Off Premises 13.5. Factors affecting of Delivery Methods <ul style="list-style-type: none"> - Size - Physical Amenities - Money - Labour 13.6. Types of Services <ul style="list-style-type: none"> - Cafeteria Service - Table Service 13.7. Equipment used for Delivery and Services 13.8. Serving Equipment	<ul style="list-style-type: none"> • Assignment 13.1 to 13.3 • Undertake a market survey to study the brands and cost of different tools and equipment required for a Catering unit 	<ul style="list-style-type: none"> • Intext Questions 13.1, 13.2 and 13.3 • Visit the neighborhood catering unit and study the following: <ul style="list-style-type: none"> ○ Types of Services <ul style="list-style-type: none"> - Cafeteria Service - Table Service ○ Equipment used for Delivery and Services ○ Serving Equipment • Write a report of your observations 	<ul style="list-style-type: none"> • Appreciates the need to use the correct procedures of service and delivery • Distinguishes between different types of service and delivery of food • Chooses the correct methods of delivery on basis of the following: <ul style="list-style-type: none"> - Size - Physical Amenities - Money - Labour • Chooses appropriate tools and equipment for service and delivery • Ensures customer satisfaction through service of food at right temperature by using appropriate tools and equipment for service and delivery
DAY 18	14. Physical Facilities of a Catering Unit	14.3. Why normal kitchen is not suitable for large cooking? 14.4. Work Centres <ul style="list-style-type: none"> • Receiving Centre • Storage <ul style="list-style-type: none"> - Dry Storage - Cold Storage • Pre-Preparation Centre Types • Cooking and 	<ul style="list-style-type: none"> • Organize a visit to at least 4 Catering units to undertake the following Assignments: <ul style="list-style-type: none"> • Assignment 14.2 • Assignment 14.3 • Assignment 14.4 • Assignment 14.5 • Assignment 14.6 • Assignment 14.7 	<ul style="list-style-type: none"> • Visit a neighborhood catering unit to undertake Assignment 14.1 • Intext Questions 14.1 • Intext Questions 14.1 • Terminal Questions 14.7 • Write a report of your observations 	Appreciates the need for a bigger kitchen for large quantity cooking Correctly locates the following work centres in the catering unit: <ul style="list-style-type: none"> • Receiving Centre • Storage <ul style="list-style-type: none"> ○ Dry Storage ○ Cold Storage • Pre-Preparation Centre

		<ul style="list-style-type: none"> Production Centre • Holding Areas • Washing and Dish Washing Centre <p>14.5. Placement of Centres in the kitchen</p> <p>Serving Area</p> <p>14.6. Factors Influencing Selection of Equipment</p>			<p>Types</p> <ul style="list-style-type: none"> • Cooking and Production Centre • Holding Areas • Washing and Dish Washing Centre • Selects Equipment keeping in mind the different factors
DAY 19	15. Sanitation and Safety	<p>15.3. Sanitation</p> <ul style="list-style-type: none"> - Physical Plant - Building Structure - Water Supply - Ventilation - Waste Disposal - Pest Control - Equipment and Utensils - Personal Hygiene - Work Habits - Time and Control of Temperature <p>15.4. Food Sanitation</p> <ul style="list-style-type: none"> - Purchase - Production - Storage - Services <p>15.5. Sanitary practices during</p> <ul style="list-style-type: none"> - Pre preparation - Cooking - Serving <p>15.6. Garbage Disposal and Regular Cleaning Program</p> <p>15.7. Sanitation Programme</p> <p>15.8. Safety in Catering Unit</p> <p>15.9. Location of Equipment</p> <p>15.10. Engineering, Education and Enforcement</p>	<ul style="list-style-type: none"> • Organize a visit to at least 4 Catering units to undertake the following Assignments: • Assignment 15.1 • Assignment 15.2 • Assignment 15.3 • Design 2 Posters to educate the employees about the: <ul style="list-style-type: none"> - Importance of Sanitation - Safe disposal of garbage and waste 	<ul style="list-style-type: none"> • Intext Questions 15.1 • Terminal Questions 15.12 • Undertake small group discussion with family and friends on the methods adopted to ensure the following: <ul style="list-style-type: none"> ○ Food Sanitation during - <ul style="list-style-type: none"> - Purchase - Production - Storage - Services - Pre preparation - Cooking - Serving ○ Safety through proper location of tools and equipment • Write a report of your observations 	<ul style="list-style-type: none"> • Ensures sanitation in the catering unit through correct: <ul style="list-style-type: none"> - Building Structure - Water Supply - Ventilation - Waste Disposal - Pest Control - Equipment and Utensils - Personal Hygiene - Work Habits - Time and Control of Temperature • Observes prescribed precautions and practices during: <ul style="list-style-type: none"> - Pre preparation - Cooking - Serving • Appreciates the need for the correct and safe disposal of garbage and waste • Ensures safety in the unit through proper location, engineering, enforcement and education

DAY 20	16. Human Resource Management	16.3. Human Resource Management Need 16.4. Need of Personnel <ul style="list-style-type: none"> Organizational Chart 16.5. Determining the jobs that each person has to do <ul style="list-style-type: none"> Job Description 16. 6. Determining the Number of People Needed <ul style="list-style-type: none"> Volume of Work Duration Of work Short Notice workers like Waiters 16.7. Employee selection 16.8 Time Schedule	<ul style="list-style-type: none"> Assignment 16.1 to 16.6 Organizes visits to different types of catering units to study the type of personnel employees and their job profiles 	<ul style="list-style-type: none"> Visit a neighborhood catering unit to undertake a study of the following: <ul style="list-style-type: none"> Number of people employed Volume of Work Duration Of work Short Notice workers like Waiters Undertake small group discussion with family and friends on the following: <ul style="list-style-type: none"> Need of Personnel Jobs Profiles Employee selection criteria Write a report of your observations 	<ul style="list-style-type: none"> Estimates the number of employees needed for a unit on basis of : <ul style="list-style-type: none"> Volume of Work Duration Of work Short Notice workers like Waiters Appreciates the need for Organizational charts for the unit Designs job profiles for different types of employees Draws up employee selection criteria
DAY 21	17. Accounting	Accounting <ul style="list-style-type: none"> Budget Recording Evaluation 17.3. Making a Budget <ul style="list-style-type: none"> Assuming Calculating Determining Determine Profit 17. 4 Records 17.5. Types of Records 17.6. Evaluation 17.7. Profit and Loss Statement	<ul style="list-style-type: none"> Assignment 17.1 to 17.6 Design Performa for the maintenance of different records 	<ul style="list-style-type: none"> Intext Questions 17.1 Intext Questions 17.2 Intext Questions 17.3 Continue practice of activities undertaken Undertake small group discussion with family and friends on the following: <ul style="list-style-type: none"> Types of record maintained Methods of accounting Budgeting Procedures Evaluation Criteria and procedures Write a report of your observations 	<ul style="list-style-type: none"> Appreciates the need for accounting Demonstrates awareness for: <ul style="list-style-type: none"> Budgeting Recording Evaluation Records data in the prescribed format Maintains records like: <ul style="list-style-type: none"> List of Material to be bought Cash Memo/Bill Stock Book Issue Register Kitchen record Sale Record Personnel Records Undertakes Budgeting and making of a Profit and Loss Statement Evaluates the records at

					regular intervals
DAY 22	...Accounting	Organize a visit to 4 different types of catering units and discuss the following: <ul style="list-style-type: none"> - Types of record maintained - Methods of accounting - Budgeting Procedures - Evaluation Criteria and procedures Write a report of your observations			
DAY 23	PROJECT:3	Mentorship and discussion on <ul style="list-style-type: none"> • Collecting Information of the local need • Selection of type of Catering Unit • Deciding number of Personnel Required • Creating job Profiles of the required Employees • Arrangement of Finances - Loans • Finance Planning for: <ul style="list-style-type: none"> - Tools and Equipment - Rent - Food cost - Labour/Salaries - Overheads - Maintenance Designing and writing a Proposal for setting up of a catering unit for self			
DAY 24	PROJECT:4	Mentorship and discussion on: <ul style="list-style-type: none"> • Factors to be considered for Selection of site • Menu planning and designing a menu card for self Unit • Choosing Service type, selection and arrangement equipment • Records to be maintained and designing of Performa for each Designing and writing a Proposal for setting up of a Table Service catering unit for self			