Career Objectives

This course aims to make students understand both the theoretical knowledge and practical skill of food production operations basically in Indian and Nepalese cookery practiced in hotel and catering industry. This course also imparts the food knowledge required for food productions.

Course Description

This course presents a thorough and systematic coverage of theoretical and practical knowledge of Indian and Nepalese cuisine, food commodities such as poultry, meat products, fish and seafood, caviar, game, raising agents. It also focuses on food products such as pasta making, cake making and cookies.

Course Details

Unit 1: Pasta  
**LH 4**
Introduction of Pasta, History, Types of Pasta, Basic Ingredients, Making Pasta, Quality and Storage Points, Cooking of Pasta, Pasta Shapes, Pasta Sauces.

Unit 2: Bread Fabrications  
**LH 3**

Unit 3: Cakes  
**LH 3**
Introduction, Ingredients used in Cake Making, Principles behind making of Sponge, Types of Cakes, Faults in Cake Making.

Unit 4: Indian Cuisine  
**LH 8**
Introduction of Indian Cuisine, Influences on Indian Cuisine, Indian Regional Cuisine and Authentic dishes, Indian Cooking Techniques, Herbs and Spices used in Indian Cuisine, Equipments and Utensils used in Indian Cuisine, Basic Indian gravies and Pastes, Indian Sweets and Desserts.

Unit 5: Nepalese Cuisine  
**LH 3**
Introduction of Nepalese Cuisine, Features of Nepalese Regional and Ethnic cuisine, Herbs and Spices used in Nepalese Cuisine, Equipments and Utensils used in Nepalese Cuisine, Nepalese Culinary terms.

Unit 6: Commodities

**Poultry:**  
Introduction of Poultry, Types of Poultry, Quality Signs and Storage, Cuts of Poultry and Uses.

**Game:**  
Introduction of Game, Classification, Storage.
Meats:  
Veal: Introduction, Quality Points, Storage, Cuts of Veal and Uses.
Lamb/ Mutton: Introduction, Nutritional Value, Quality Points, Storage, Cuts of Lamb and Uses.
Pork: Introduction, Nutritional Value, Quality points, Storage, Cuts of Pork and Uses, Products.
Offal: Introduction, Types and Uses.

Fish:  
Introduction, Food Value, Classification, Quality Points, Cuts of Fish and Suitable Cooking methods.

Seafood:  
Introduction, Classification, Quality Points, Suitable cooking methods, Determining Doneness.

Aeration Methods:  
Physical, Biological, Chemical and Lamination

Condiments: Introduction, Various examples and their uses in cooking.

Demonstration  
- Butchery: Fish and Mutton
- Gravies: Red Gravy (Makhani), Brown Gravy (Lababdaar), White Gravy (Shahi), Green (Hariyali)
- Indian Sweets

Practical  
Four Course Continental Menu – 2 Nos
Four Course Indian Menu – 4 Nos
Four Course Nepali Menu – 2 Nos

References
BHM 312: Food and Beverage Service Operation-II

Course objective:
This course aims to make students understand both the theoretical knowledge and practical skill of meals and cover service sequences, control system and beverages and tobacco studies in hotel and catering industry.

Course description
This course includes the knowledge of different types of meals, control system in food and beverage industry, tobacco products and service skills, Basic knowledge beverage including alcoholic and non-alcoholic and understanding guest service and dining experience.

Course Details

Unit 1: Understanding guest service and the meal experience
LH 4
Difference between product and services, Understanding needs and wants of customers, Aspects of people dinning out, How do people choose a restaurant? , Suggestive Selling Skills.

Unit 2: Types of meals and Cover
LH 6
Introduction & types of Meals; Breakfast, Brunch, Lunch, Hi-tea, Supper and Dinner, Types of Breakfast (Continental, English, American, Indian – North & South), Cover layout for various meals.

Unit 3: Specialized Food & Beverage Services
LH 8
Butler Service
Meaning of Butler, Attributes of a butler, Duties and responsibilities of Butler.
Room Service
Introduction and parts of Room Service, Room Service Organization, Room Service Equipments Room Service Menu, Room Service trolley and tray set up.
Gueridon Service
Definition and history, Types of trolley, Advantages and disadvantages of Gueridon Service, Equipments and dishes for Gueridon Service, Qualities of a Service Personnel for Gueridon Service

Unit 4: Introduction of Tobacco
LH 4
Introduction, History, and Varieties of Tobacco (fermented, non- fermented, latakia, perique) Products of tobacco – Cigar and Cigarette, Service of cigarette and cigar.

Unit 5: Introduction of Beverage
LH 4
Definition & Classification of Beverage; Non-Alcoholic and Alcoholic; Non-Alcoholic Beverages; Stimulating; Tea, Coffee, Refreshing; Water, Aerated Water, Syrup, Squash Nourishing; juices, Milk Based. Introduction & Classification of an Alcoholic Beverage, Fermented, Distilled, Compounded
Unit 6: Beer
Introduction, Beer Making Ingredients, Types of Beer, Brewing Process, Popular Brand Names – International & Domestic

Unit 7: Wines
Introduction & history, Classification of Wines, Types of Grapes, Wine making Calendar, Manufacturing Process/ Venification, Factors affecting the taste and quality of wine, Wine producing regions of France, Popular brand names of Red, White and Rose Wines of France, Brand Names of wine from other countries – Australia, Chile, America, Italy, South Africa

Unit 8: Champagne
Origin and types, Areas of production and grape varieties, Manufacturing process, Brand names by the size

Demonstration + Practical
Service sequence of pre – plated and platter (Demonstration + practical), Service of pre plated (2 continental menus), Silver/platter of (4 Indian, 2 Nepali menus)

References
Andrews, S. *Food and Beverage Management*. New Delhi:Tata
BHM 322: House Keeping Management

Credits: 3
Lecture Hours: 48

Course Objective
This course aims to impart theoretical and practical knowledge on linen, fabrics, interior design and laundry, to develop skill on room inspection, stain removal and flower arrangement in different styles and to acquaint the students with concepts of planning, organization and controlling from the management prospective.

Course Description
This course delineates thorough and systematic knowledge and skill on hotel linen, linen room, uniforms, fibers and fabrics, planning and organization of housekeeping department of hotel, interior design and floorings.

Course Details
Unit 1: Hotel Linen
Introduction to Hotel Linen, Classification of Linen, Standard Sizes. LH 2

Unit 2: Linen Room

Unit 3: Uniforms
Introduction, Purpose, Par stock Determination, Selection of Uniform, Issuing Procedure Care and Storage. LH 4

Unit 4: Fibers and Fabrics
Introduction to Fabrics, Types and Classification of Fibers, Characteristics of Fibers Fabric Used, Selection Criteria of Fabrics. LH 6

Unit 5: Planning and Organizing of Hotel Housekeeping
Introduction, Area Inventory list, Frequency Schedules, Performance Standards, Productivity Standards, Equipment and Supply Inventory Levels, Scheduling, Duty Roster, Contract Services, Budgeting. LH 10

Unit 6: Interior Design
Introduction: Meaning and definition of Interior Design in Hotels, Factors Affecting Interior Design in Guest Rooms, Color-Introduction, Classification And Characteristics, Basic Principle, Points to be considered while choosing color, Lights- Introduction, Types, Used of lights in different areas of hotel. LH 6
Unit 7: Curtain
Introduction to Curtain, Type of Curtain Fabric, Characteristics of Curtain.

Unit 8: Carpet
Introduction to Carpet, Components of Carpet, Construction of Carpet, Types of Carpet, Problems of Carpet.

Unit 9: Laundry
Introduction, Basic Layout Plan, Types of Laundry Equipment, Importance of Laundry, Guest Laundry and Valet Services.

Practical
- Inspection of Room
- Inspection of Public Areas
- Stain Removal
- Flower Arrangement
- Maintenance Work Procedure (Rooms and Public Area)
- Laundry (Washing machine process and Dry cleaning process)

References
Teshigahara, S. Ikebana Card Book-Shufunotomo Co. Ltd.
Westland, P. Flower Arranging for special Occasions. Colombus
Course Objectives
This course aims to provide the students with the fundamental knowledge of accounting principles and practices in order to handle accounting functions in a hotel business and use for managerial decision making.

Course Description
This course presents a thorough and systematic knowledge of accounting required to fulfill the need for hotel accounting department which include accounting process/cycle, cash and banking transaction, capital and revenue concept, financial statement, cash flow statement, Conceptual foundation of hotel industry, Accounting for guest ledger, Uniform system of accounts and Financial Statement Analysis of Hotel.

Part I  Fundamental of Accounting

Unit 1: Introduction  LH 2
Introduction, Meaning and concept of Accounting, Objectives, Importance and Limitations of Accounting, Accounting Principles and concept

Unit 2: The Accounting Process/Cycle  LH10

Unit 3: Cash and Banking Transaction  LH 5
Introduction, Meaning of Cash, Cheque and Bank, Types of Bank Account, Concept of Cash Book and its preparation: Single, Double and Triple Column, Bank Reconciliation Statement

Unit 4: Capital and Revenue concept  LH 2
Introduction, Meaning/Concept: Capital and Revenue Expenditure and Income/profit, Reserve and Provisions: Meaning, Types, Differences and Accounting Treatment

Unit 5: Financial statement  LH 10
Introduction, Trading /Manufacturing account, Profit/Loss Account, Balance Sheet, Final Account with Adjustment, Closing Entries

Unit 6: Cash Flow statement  LH 6
Introduction, Meaning / Concept and Importance, Methods of Preparation: Direct and Indirect.

Part II  Accounting in the Hotel Industry

Unit 7: Conceptual foundation of hotel industry  LH 2
Introduction, Concept /Meaning, Nature of hotel industry, Revenue and non-revenue generating departments of hotel, Night auditor: Role and Functions, Working procedure

Unit 8: Accounting for Guest ledger
Introduction, Concept, Preparation and Accounting Treatment of Guest Ledger and City ledger

Unit 9: Uniform System of Accounts
Introduction, Departmental Profit/loss Statement, Room Sales, Food and Beverage Sales, Minor Department Sales

Unit 10: Financial Statement Analysis of Hotel
Introduction, Financial statement analysis: Concept and Meaning, Concept, Meaning, Importance and Limitation of ratio analysis, Types of Ratios, Liquidity Ratio, Leverage Ratio, Activity or Turnover Ratio, Profitability Ratio, Operating ratio:-Food Sales Ratio, Beverages cost ratio, Food Cost Ratio, Average Food Spent cover, Average beverage spent per cover, Room Occupancy Ratio, Double Occupancy Ratio, Yield management Ratio, Revenue Per Available Room (Annual), Cost Available Per Room (annual), Cost Per Occupied Room, Seat Turnover Ratio

References
Parajuli, Dilip. *Hotel Accounting and Inventory Management*. Kathmandu, Bhundipuran.
ENG 203: Business Communication

Credit Hours: 3
Lecture Hours: 48

Course Objectives:
The objectives of the course are to enable students to: increase confidence and fluency in speaking, improve accuracy to enable clear communication of ideas, develop understanding of grammar, interact in a multi-cultural environment, work on writing, reading and listening skills, focus on student's personal needs and objectives and develop specific skills in communicative English

Course Description:
This is a course in English for the workplace. It is for mature learners who need to improve their communication skills in English. It takes a fresh and constructive approach to the way students use language, and deals in depth with skills taught only at higher levels. The Business Communication course contains two components: I. Communication, and II. Business Composition. The weight age for each component is 50%.

I. Communication (50%)

Course Details
Unit I: The course is organized around nine broad communicative themes:

- Requests
- Opening and closing
- Non-verbal communication
- Exchanging information
- Social interaction
- Conversation strategies
- Presentation
- Expressing feelings
- Case study
- Interaction
- Active Grammar
- Listening

Students should be encouraged to try out a broad range of hands-on communication activities. Some of the Major features of the course include:

- Language focus, dealing with a major area of grammar
- A section on various areas of grammar and exercises to practice them
- Interaction with pair work and information gap activities
- Listening comprehension tasks

Prescribed Book

Reference Books
II. Business Composition (50%)

The Course
The course concentrates on presenting the skills students need when they write in English in business situations. To listen, speak, read, or write, knowledge of English vocabulary and grammar is needed; but these aspects of language are not specific to business communication.

Objectives
The main objectives of the course are to enable students to
- put ideas in order
- group ideas into paragraphs
- write apt introduction and conclusion
- show relationship between ideas
- present attitude clearly
- edit out irrelevant materials
- punctuate correctly

Course Contents
Unit I: With an eye to the kinds of writing students in business are mostly in need of doing, the contents of the course are listed below

- Informal letters
- Formal letters
- Reports
- Brochures and guides
- Articles
- Instructions
- Writing a story
- Business letters and memos

Prescribed Book

Suggested Teaching Method
Students learn a lot by working together in groups to solve a problem or make a decision. Learners should share their knowledge, compare their opinions, and discuss their ideas in small groups. The instructions for each exercise in both the textbooks include suggestions about ways of working with the material, and the teachers can adopt or adapt those suggestions according to their own ideas and circumstances. A number of ideas for teaching are also given in the teacher's manual. Students will be evaluated in terms of the skills presented in the books.

Reference Books