



Co-funded by
the European Union



Manufacture of culinary products and beverages

TARGET GROUP: COOKS IN THE HORECA SECTOR

LEARNING CONTENT TEMPLATE FOR DEVELOPMENT OF E-LEARNING INTEGRATED ONLINE PLATFORM

Introduction

- Project: HoReCa Zero Waste enhancing the access to OERs and greening the curricula
 - Enhancing the access to OERs and greening the curricula
- Key Activity 2:
 - Cooperation partnership in the field of vocational education and training (VET).
- The activity is carried out by Level H Ltd in partnership with:
 - Bulgarian Industrial Association (BIA)
 - Skills Zone Malta co. Limited
 - ASOCIACION DE INNOVACION EMPRENDIMIENTO Y TECNOLOGIAS DE LA INFORMACION Y LA COMUNICACION (INNETICA)
 - Innovation Frontiers IKE
 - TIR Consulting Group j.d.o.o
 - NEW ISLAND Ltd

Expected learning outcomes - knowledge

Knowledge

- Knows the general theory of the market economy.
- Knows the essence of entrepreneurship and the types of entrepreneurial skills.
- To know the technology of production of culinary products and drinks.
- The socio-psychological features of the service and the behavior of the guests.
- Normative documents on hygiene and food legislation.
- The technical and operational characteristics of the main machines and equipment, installations, inventory and furniture in the kitchen.

Expected learning outcomes - skills

Skills

- It is informed about successful practical examples of business management.
- Assesses the need for changes related to work process improvement.
- To apply the technology of production of culinary products and beverages.
- To establish contact with customers.
- To know and apply the basic rules of work at the workplace.
- To operate machines and equipment in the kitchen, observing the technological sequence of operations.

Expected learning outcomes - knowledge

Knowledge

- Able to identify successful practical examples of business management.
- Offers solutions to optimize work activities.
- To assess the quality of the work performed in accordance with the regulatory requirements and the accepted criteria in the activity - accuracy, expediency, functionality, precision in execution, quality and volume of work.
- Formulate problems, ask questions and give satisfactory answers, report on work done, establish and maintain business relationships.
- To organize his working time and workplace effectively.
- To make quick decisions, to be concentrated, responsible and independent.

EVALUATION

- The purpose of assessment is to assess the achievement of learning outcomes.
- The chosen method represents a specific proposed solution.
 - It is recommended that the study modules in this course are assessed through **written tests.**
 - In order to achieve good learning outcomes and the utilization of acquired knowledge and skills, it is recommended that learning units be presented through methods that encourage **active learning.**
- Evaluation methods:
 - task
 - research
 - mentoring
 - current evaluation
 - portfolio
 - practice
 - presentation
 - project
 - workshop
 - written exercises and/or written test
 - Brainstorming
 - group discussion and/or group exercise

Content

- Module 1: Economics and Entrepreneurship
- Module 2: Basics of Tourism
- Module 3: Restaurant Management
- Module 4: Foreign language communication in the workplace and professional terminology
- Module 5: Hygiene of nutrition
- Module 6: Materials science of food products
- Module 7: Technology of culinary production
- Module 8: Technological equipment in food preparation in the restaurant industry
- Module 9: Organisation and service technique
- Module 10: Waste management

Module 1: Economics and Entrepreneurship

- Content of the module
 1. Market economy. Supply and demand for market equivalence
 2. Assets, liabilities, expenses, income and profit. Profitability
 3. Accountability - nature and types. Documents used for allocation, receipt and accounting of materials and other goods
 4. Prices and pricing. Calculation. Inventory
 5. Starting a company
 6. Choice of legal status of the company, types of companies (traders)
 7. Small company planning and goal setting
 8. Developing an effective business plan
 9. How to develop a strategic business plan: elements, investment, capital required

Module 1 - learning outcomes

Knowledge: at the end of this module the learner will
1.
2.
3.
Skills: by the end of this module the learner will have acquired the following skills
1.
2.
3.
4.
Behaviors: at the end of this learning module the learner will have acquired the responsibility and autonomy to
1.
2.
3.

Module 2: Basics of tourism

- Content of the module
- 1. Tourism as a priority sector of the Bulgarian economy. Factors and resources of tourism. Types and features.
- 2. Regulation in tourism. Law on Tourism and by-laws. Categorization of tourist facilities Requirements for legal entities in the field of hotels and restaurants. Control bodies.
- 3. Main types of tourism - specificity and significance
- 4. Strategic management of the tourism company in market conditions
- 5. Management and control of the quality of services in tourism
- 6. Staff management and motivation
- 7. Marketing, advertising and public relations in tourism. Tourism Exchanges and Exchange Operations
- 8. Pricing and economic efficiency in tourism. Credit and investment management in tourism.
- 9. Business planning in tourism. Innovation in tourism. Change management in tourism.

Module 2 - learning outcomes

Knowledge: at the end of this module the learner will
1.
2.
3.
Skills: by the end of this module the learner will have acquired the following skills
1.
2.
3.
4.
Behaviors: at the end of this learning module the learner will have acquired the responsibility and autonomy to
1.
2.
3.

Module 3: Restaurant Management

- Content of the module
 1. Stages and programs in enterprise management. Functions. Management systems. Management decision.
 2. Efficiency and improvement of management of commercial companies of the restaurant industry. Management in the restaurant industry. Management structure of trading companies and sole traders in the restaurant industry.
 3. Managers in the restaurant industry. Forms and organisation of culinary production. Organisation of culinary production in different types of establishments. Organisation of service and self-service
 4. Organisation and management of warehousing. Organisation and management of material and technical facilities.
 5. Human resource management in the restaurant industry - team selection, team compatibility, determination of individual contribution, pay, incentives.
 6. Strategic management and investments.

Module 3 - learning outcomes

Knowledge: at the end of this module the learner will
1.
2.
3.
Skills: by the end of this module the learner will have acquired the following skills
1.
2.
3.
4.
Behaviors: at the end of this learning module the learner will have acquired the responsibility and autonomy to
1.
2.
3.

Module 4: Foreign language communication in the workplace and professional terminology

- Content of the module
 1. Basic lexical and grammatical rules in the chosen language.
 2. Basic professional terminology - names of the most commonly used operations, materials and tools in the profession.
 3. Basic phrases to describe the activities carried out in the workplace. Messages and announcements to perform tasks in the workplace.
 4. Representation of persons. Representation of the company's activities. CV.
 5. Giving and receiving information about people/companies. Giving information about local attractions, hotel and location, directions.
 6. Telephone conversation. Setting and keeping a business meeting. Business correspondence: letter, invitation, offer, refusal of business meeting, complaint.
 7. Bank transactions - payments, customs documents, insurance
 8. Food - ordering, complaint, payment, documents
 9. Handling complaints

Module 4 - learning outcomes

Knowledge: at the end of this module the learner will
1.
2.
3.
Skills: by the end of this module the learner will have acquired the following skills
1.
2.
3.
4.
Behaviors: at the end of this learning module the learner will have acquired the responsibility and autonomy to
1.
2.
3.

Module 5: Food Hygiene

- Content of the module
 1. Digestion and absorption of food by the human body.
 2. Physiological importance and requirements of: water and minerals; proteins; fats; carbohydrates; vitamins.
 3. Energy balance and energy needs of the body.
 4. Rational nutrition. Modes of nutrition - nature, types.
 5. Food contaminants and their impact on the human body.
 6. Nutritional diseases - types, causes, prevention.
 7. Hygienic requirements for food production
 8. Sanitary control and food legislation. HACCP food control system.

Module 5 - learning outcomes

Knowledge: at the end of this module the learner will
1.
2.
3.
Skills: by the end of this module the learner will have acquired the following skills
1.
2.
3.
4.
Behaviour: at the end of this learning module the learner will have acquired the responsibility and autonomy to
1.
2.
3.

Module 6: Materials Science of Food Products - 1

- Content of the module
 1. Basic raw materials and materials used in catering and entertainment - classification. Material science of food products - the science of studying the structure, chemical composition, technological qualities, quality indicators and storage and marketing conditions of food products.
 2. Characteristics of the chemical composition of food products. Microelements - concept of alkaline-acid balance in the body, biological role of mineral substances, mineral substances as a qualitative indicator. Microelements content in food products.
 3. Storage of food products.
 4. Types of changes -mechanical and physical, chemical, biological and microbiological. Nature of changes. Methods of preservation. Influence of temperature, humidity, light. Selection of storage areas and arrangement of products in them.
 5. Окачествяване и стандартизация – фактори за запазване здравето на човека. Основни нормативни документи.
 6. Fruits and vegetables. Importance, structure and chemical composition. Classification. Storage conditions and storage changes. Application in culinary practice. Processing and preservation of biologically active substances.

Module 6: Materials Science of Food Products - 2

- Content of the module

7. Application of canned food in culinary practice. Basic canning principles and methods. Types of canned fruit and vegetables. Quality requirements for them. Mushrooms - meaning, structure, chemical composition, types, culinary use, storage conditions.

8. Meat, meat products and eggs. Characteristics of meat structure. Characteristics of chemical composition. Main quality parameters of the meat. Storage methods - refrigeration and freezing. Characteristics of the meat of different animals. Main parts of the carcass - determination of quality and culinary use. By-products - significance, peculiarities in structure and composition, classification, storage, use.

9. Meat products - meaning and types. Main points in their production. Assortment. Quality requirements and storage. Usage.

10. Fish and fish products. Structure, chemical composition and nutritional importance. Basic quality characteristics of fresh, chilled and frozen fish. Preservation of fish widely used in culinary practice. Fish products - culinary importance, types, quality requirements, storage conditions, marking.

Module 6: Materials Science of Food Products - 3

- Content of the module

12. Milk and dairy products. Fresh milk chemical composition, nutritional qualities. Types of fresh milk and their grading. Storage by high or low temperature. Dry and condensed milk.

13. Yoghurt - the essence of lactic acid fermentation. Main points in yoghurt production. Types of yogurts. Quality requirements. Storage conditions. Dietary and medicinal properties of yoghurts.

14. Cheese - characteristics, types. Features in the production of cheese, cheese curds and cottage cheese. Chemical composition and nutritional value of cheese and curd. Grading. Storage. Dairy oils, cream - main technological points in production. Types of oils. Quality requirements. Storage conditions. Storage changes. Use of butter and cream in catering and restaurants.

15. Dietary fats. Vegetable and animal fats - types used in restaurants. Properties of edible fats. Qualitative indicators of fats. Storage conditions. Storage changes. Use of fats in catering and restaurants.

16. Margarine and mayonnaise - the essence of the hydrogenation process. Characteristics of hydrogenated fats. Nutritional value. Qualitative indicators. Margarine - basic points in its production, types. Quality characteristics, storage. Application of margarine and hydrogenated fats.

Module 6: Materials Science of Food Products - 4

- Content of the module

17. Cereals and products of their processing. Flour. Types of cereals used for food. Characteristics. Nutritional value of cereals. Grading. Storage. Use of cereals in culinary practice - beans, lentils and soya

18. Types of flours. Chemical composition and nutritional value of flour. Grading of flour. Storage.

19. Pulverizers - technological significance. Rising and proofing agents - baker's yeast, baking powder. Quality indicators. Storage of bread and pasta.

20. Starch, glucose, sugar, honey. Characteristics. Nutritional value. Significant properties. Qualitative indicators. Storage. Uses.

21 Flavour products - spices, alkoid products, beer, wine, high-alcohol drinks, soft drinks. Types, characteristics. Qualitative indicators. Storage conditions. Usage.

Module 6 - learning outcomes

Knowledge: at the end of this module the learner will
1.
2.
3.
Skills: by the end of this module the learner will have acquired the following skills
1.
2.
3.
4.
Behaviour: at the end of this learning module the learner will have acquired the responsibility and autonomy to
1.
2.
3.

Module 7: Technology of culinary production - 1

- Content of the module

1. Introduction to the subject. Mechanical and hydromechanical processing of food products.
2. Pretreatment of fruits, vegetables, mushrooms, meat, by-products, poultry, eggs and fish.
3. Heat processes - frying boiling, stewing and baking.
4. Working with a recipe book.
5. Technology of ingredients of dishes - broths, dressings, sauces, garnishes.
6. Technology of cold appetizers - salads, sandwiches, hors d'oeuvres, culinary cocktails, jelly appetizers.
7. Technology of soups - cold, hot - clear and clear, supplements.

Module 7: Technology of culinary production - 2

- Content of the module

8. Technology of hot appetizers - croquettes, bonnets, soufflés, puddings, gratins, ragu, eggs and dairy products.

9. Technology of main dishes with heat treatment baking - moussaka, casseroles, meat rolls, baked dishes of meat, fish, poultry, by-products, eggs and dairy products. Grilled alaminuts.

10. Technology of main dishes with combined cooking - stews, kebabs, ragu, goulash, stewed portions of meat, poultry, fish.

11. Technology of desserts - fruit, starch, gelatine, egg and milk, dough desserts - from simple rare, steamed, egg white, sponge, butter and yeast doughs.

12. Children's and dietary nutrition.

13. Exotic cuisines.

Module 7 - learning outcomes

Knowledge: at the end of this module the learner will
1.
2.
3.
Skills: by the end of this module the learner will have acquired the following skills
1.
2.
3.
4.
Behaviour: at the end of this learning module the learner will have acquired the responsibility and autonomy to
1.
2.
3.

Module 8: Technological equipment in restaurant food preparation

- Content of the module
 1. General information on technological equipment in restaurants. Technical and technological documentation.
 2. Mechanical equipment - machines for processing vegetables and fruits, mixers for grinding coffee, spices, for cutting bread and sausages. Machines for washing dishes and utensils. Occupational health and safety.
 3. Thermal equipment. Electro-thermal equipment. Occupational health and safety when working with heat appliances.
 4. Refrigeration equipment. Electronic equipment. Occupational health and safety when working with refrigeration equipment
 5. Technical and operational characteristics and rules for the operation of machines, apparatus and equipment in the restaurant industry. Notations in technological schemes.
 6. Types of inventory in catering and restaurants

Module 8 - learning outcomes

Knowledge: at the end of this module the learner will
1.
2.
3.
Skills: by the end of this module the learner will have acquired the following skills
1.
2.
3.
4.
Behaviour: at the end of this learning module the learner will have acquired the responsibility and autonomy to
1.
2.
3.

Module 9: Service organisation and technique - 1

- Content of the module

1. Types of catering and restaurants. Classification. Characteristics of the service process. Organisation of service in catering and restaurants.
2. Commercial halls - purpose and furniture. Means of operation used in the sales hall of restaurants.
3. Restaurant staff - basic requirements, uniform clothing, accessories.
4. Preparation of staff and premises. Preparation of dining rooms - for breakfast, lunch and dinner.
5. Guest Characteristics. Attitude towards guests. Greeting and check-in of guests, order taking and execution. Marking. Method of payment.
6. Serving food in catering establishments. Serving beverages in food service establishments. Forms of waiter service.

Module 9: Service organisation and technique - 2

- Content of the module

7. Organisation of breakfast, lunch and dinner service. Organization of service in different types of establishments - domestic and attraction; hotel; airplane; ship restaurant, etc. Organisation and service on special occasions

8. Basic concepts of the bar - characteristics of the production process.

9. Classification of bars. Furnishing with machinery, furniture and equipment. Furnishing with crockery, cutlery and utensils in the bar.

10. Preparing staff and bar for work. Greeting and checking in guests, taking and fulfilling orders.

11. Mixed drinks - classification, general rules in the preparation of cocktails.

12. Sommelier definition. General mechanism of the senses. Types of tastings. Physiological and non-physiological factors affecting the senses.

Module 9 - learning outcomes

Knowledge: at the end of this module the learner will
1.
2.
3.
Skills: by the end of this module the learner will have acquired the following skills
1.
2.
3.
4.
Behaviour: at the end of this learning module the learner will have acquired the responsibility and autonomy to
1.
2.
3.

Module 10: Waste management

- Content of the module
 1. Waste in food service establishments
 2. Waste management system
 3. How do we go about it (a practical approach)?

Module 10 - learning outcomes

Knowledge: at the end of this module the learner will
1.
2.
3.
Skills: by the end of this module the learner will have acquired the following skills
1.
2.
3.
4.
Behaviour: at the end of this learning module the learner will have acquired the responsibility and autonomy to
1.
2.
3.