

## Diploma in Hospitality Management

Awarded by SHRM

### Module Synopsis

#### **HCM11040 Basic Cookery I**

This module teaches students the theoretical fundamentals of knife handling, basic vegetable cuts, and cooking principles. This allows students to comprehend the correct way of holding and using the knife to cut various sizes and shapes of vegetables. Students will also learn cooking methods, the effects of heat on food, the proper way of making stock and the essentials of seasoning and flavouring.

**Assessments:**

Progress Test 1: 30%  
Progress Test 2: 30%  
Final Exam : 40%

#### **HCM11041 Basic Cooking Techniques I**

Students will have practical training on knife handling and major vegetable cuts. Demonstration of cooking methods and practical training will also be conducted to reinforce the learning of basic culinary skills which will be essential for more difficult tasks.

**Assessments:**

Practical Assessment 1: 50%  
Final Practical Exam: 50%

#### **HCM11050 Food and Beverage Operations I**

This module aims to offer students a critical understanding of the food and beverage operations and its role in the hospitality industry. The students will learn about types of F & B positions and their duties and responsibilities, the importance of grooming standards in the hospitality industry, the layout of food and beverage outlets, types of Food and Beverage establishments and cuisines, types of equipment for service, types of meals, and menu and food & beverage terminology. In addition, students are exposed to traditional and modern services, incorporating the western and local cuisines.

**Assessments:**

Progress Test 1: 20%  
Final Exam: 80%

### **HCM11051 Food and Beverage Skills I**

This module trains students on the ability to recognize and explain the basic knowledge and the function of each type of food and beverage equipment (cutlery and crockery), correct techniques in carrying plates and trays, the ability to do basic and popular napkin methods and the changing of table cloths.

**Assessments:**

Final Exam: 100%

### **HCM11020 Kitchen Management**

Kitchen Management lets students comprehend the evolution that has taken place through the years it has been in existence and how the kitchen has changed in the hospitality industry. This metaphor has created a demand for thousands of skilled personnel every year. This module equips students with the knowledge on how to manage a kitchen; personnel hierarchy; sanitation, personal hygiene and safety; menu planning, recipes and cost management. All are important aspects to advance in this career.

**Assessments:**

Progress Test 1: 30%

Progress Test 2: 30%

Final Exam : 40%

### **ENG11010 English for Hospitality I**

This module covers the fundamentals of English as used in the hospitality industry. This module aims to improve students' overall English proficiency and their specific knowledge of industry-specific language giving them more confidence within their studies. Key vocabulary and presentations are central to this module providing the students with opportunities to gain practical experience and real life skills.

**Assessments:**

Presentation: 30%

Progress Test: 35%

Final Exam: 35%

### **COM12020 Computer Applications**

This module enables students to learn about word processing, spreadsheet, presentation and basic image editing software i.e. Microsoft Office Word, Excel, PowerPoint and Publisher. After the module, students are able to create professional documents, spreadsheets, dynamic presentations with graphic applications, graphs and developing company's brochures, catalogues and more others.

The objective of this module is to equip students with basic computing software knowledge and apply it in their working environment.

**Assessments:**

Group Project: 20%

Final Examination: 80%

### **HCM11042 Basic Cookery II**

Part two of Basic Cookery takes students to the realm of making stocks, soup, sauces, as well as salads and salad dressings, cooking of egg dishes, cooking meat and game, cooking poultry and game birds, cooking fish and shellfish and baking. Students will be able to understand and comprehend the various methods of cooking different produce.

**Assessments:**

Progress Test 1: 30%

Progress Test 2: 30%

Final Exams: 40%

### **HCM11043 Basic Cooking Techniques II**

Students will be taught the practical aspects of culinary skills in conjunction with HCM11042. Students will have hands-on training in making stocks, soup, sauces, salads and dressings, cooking of egg dishes, cooking meat and game, cooking poultry and game birds, cooking fish and shellfish and baking.

**Assessments:**

Practical Assessment 1: 50%

Final Practical Exam: 50%

**HCM11052 Food and Beverage Operations II**

This module provides students with the understanding of the importance of food and beverage operations on types of table service, ability to handle reservations over the phone and the correct reservation procedures, food service preparation, service sequence, taking and processing orders, handling payments, understanding the importance of end-of-service procedures, understanding banquet and catering operations and in-function operations, and identifying the types of function room set-up. Furthermore, students will have the knowledge to offer appropriate condiments to various foods.

**Assessments:**

Progress Test: 20%

Final Exam: 80%

**HCM11053 Food and Beverage Skills II**

This module ensures that students are aware of the importance of performing different service styles, can identify types of menu, recognize individual dishes, have the ability to carry out proper table settings in accordance with different menus, take and process orders, have the ability to clear a minimum of 3 plates and a maximum of 4, and know the correct procedures in opening wine as well as service sequence.

**Assessments:**

Final Exam: 100%

**HCM11030 Theory of Food**

This module covers the food science (structure and composition) of: meat and game; poultry and game birds; fish and shellfish; vegetables; potatoes and legumes; grains; and pasta. Emphasis on retaining as many nutrients as possible in food is very important in order to serve nutritious meals to the ever health conscious customer. Students will also be taught cooking control techniques with regards to "how only a fraction of a second more of cooking can affect the quality of food".

**Assessments:**

Progress Test 1: 30%

Progress Test 2: 30%

Final Exam : 40%

**HCM11010 Introduction to Hospitality Industry**

Students discuss the hospitality industry as a whole, its growth, the hospitality operations in sales, tourism, human relations and the industry in future years. At the end of the module, students will be able to have a clear knowledge on the hotel and catering industry and the management in various segments of the hospitality.

**Assessments:**

Project Analysis 5%

Project: 30%

Progress Test: 15%

Final Exam: 40%

**HCM12050 Commercial Cooking I**

This module is a sequence from the earlier modules on basic cooking techniques. Students will be provided with the practical skills needed as well as those from kitchen management and the theory of food. It allows students the opportunity to apply all the basic cooking principles they have learnt to cook a full course.

**Assessments:**

Final Exam : 100%

### **HCM12041 Practical Restaurant Services I**

In this Part 1 module, students will be trained and assessed on the operation aspects of running a restaurant. This module allows students to put in practice the skills and knowledge they have acquired in earlier F&B modules. It is conducted in conjunction with the Commercial Cooking I module whereby students in the Commercial Cooking module will prepare fine dining cuisines while students in this module are trained to manage and operate the training restaurant. This includes the areas of mise-en-place, service and techniques, communication skills, leadership skills, grooming, hygiene and cleanliness. It also trains students in the necessary social, technical and communications skills to work effectively in the industry. This gives students the opportunity to undergo experiential learning via the training restaurant, which will give them a competitive edge when they work in the industry.

**Assessments:**

Final Exam: 100%

### **HCM12040 Food and Beverage Management**

This module aims to provide students with the advanced knowledge required to manage a restaurant. It includes understanding the importance of menu planning and designing, in-room dining service and procedures. Students are also taught additional F&B topics like flaming skills and its popular dishes, the types of non-alcoholic and alcoholic beverages and their services, law and consumption of alcohol, 25 international cocktails, types of glassware and beverage service equipment found in the food and beverage industry.

**Assessments:**

Progress Test 1: 25%

Progress Test 2: 25%

Final Exam: 50%

### **HCM15020 Fundamentals of Marketing**

Students learn how to create customer value, target the correct market, and build customer relationships. The changing nature of consumer expectations means that marketers must learn how to build communities in addition to brand loyalty. Students will explore the theoretical marketing planning framework, the 4P's of marketing, strategies such as environment analysis i.e. PESTEL, the business portfolio analysis - Boston Consulting Group (BCG), Ansoff Matrix, SWOT, Product Life Cycle and others. The module helps students to understand the fundamentals of marketing that can act as guidance in their future career development.

**Assessment:**

Project Report: 30%

Project presentation: 10%

Final Examination: 60%

### **HCM12051 Commercial Cooking II**

In part 2 of Commercial Cooking, students will have to produce full course dishes that they have learnt in Commercial Cooking 1. Students will have to apply all theoretical knowledge and kitchen management skills in this module. Students will have the opportunity to feel and experience a real life situation of a cook or chef.

**Assessments:**

Final Exam : 100%

### **HCM12042 Practical Restaurant Services II**

In Part 2, students will be trained and assessed on the management aspects of running a restaurant. It is a continuation of part 1 whereby students put in practice the skills and knowledge they have acquired in earlier F&B modules. It is conducted in conjunction with the Commercial Cooking II module whereby students in the Commercial Cooking module will prepare the fine dining cuisines while students in this module are trained to manage and operate the training restaurant. This includes the areas of mise-en-place, service and techniques, communication skills, leadership skills, grooming, hygiene and cleanliness. It also trains students the necessary social, technical and communications skills to work effectively in the industry. This gives students the opportunity to undergo experiential learning via the training restaurant, which will give them a competitive edge when they work in the industry.

**Assessments:**

Final Exam: 100%

### **ENG12010 English for Hospitality II**

The focus in this module is the use of English in core communication areas with emphasis on written forms. In the spoken form, the students apply their knowledge of English in role play scenarios, putting theory into practice. In the written form, students study the essential elements of business letter and memo writing. Further written practice focuses on summarising data and a detailed analysis of essay writing.

#### **Assessments**

Written assignment – a cover letter & résumé:	25%
Practical assessment – role play:	25%
Progress Test:	25%
Final Exam:	25%

### **HCM12030 Food and Beverage Control**

This module designs to provide students with the principles and procedures involved in an effective food and beverage control system (purchasing, receiving, storing, issuing and production control), including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention and labour cost control. Students will be able to understand the role and importance of the inter-relations between food and beverage costing, labour costing, and control in the hospitality industry.

#### **Assessments:**

Progress Test:	30%
Final Exams:	70%

### **HCM17040 Introduction to Tourism**

This course is to enable students to learn about the various concepts of tourism. It begins with the tourism of demand, examines models of consumer behaviour and the decision making process as it relates to tourism. Students also learn about the impacts of tourism on the environment i.e. economic, environmental, socio-cultural. The module also covers the tourism sectors in various areas: attractions, accommodation, intermediaries, transportation and public sector and policy. The objective of this subject is to equip students with a basic understanding of the environment in tourism, the understanding of the consumers (needs and wants), and analyzing the methods and types of sectors that are available in the tourism.

#### **Assessment:**

Individual Project	30%
Final Examination	70%