

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION**SYLLABUS FOR CLASSES XI AND XII****SECTOR: Food Processing****JOB ROLE: Craft Baker****COURSE OVERVIEW:****COURSE TITLE: Food Processing – Craft Baker**

A Baking Technician / Operative is responsible for baking of products, maintaining their consistency and quality, while meeting defined SOPs and leveraging his/ her skill to operate ovens in synchronization with proof box/ rest of the plant/ unit. A Baking Technician / Operative must have the ability to plan, organize, prioritize, calculate and handle pressure. S/he must possess reading, writing and communication skills. In addition, the individual must have stamina to be able to stand for long hours, have personal and professional hygiene and an understanding of food safety standards and requirements.

COURSE OUTCOMES: On completion of the course, students should be able to:

- Apply effective oral and written communication skills to interact with people and customers;
- Identify the principal components of a computer system;
- Demonstrate the basic skills of using computer;
- Demonstrate self-management skills;
- Demonstrate the ability to provide a self-analysis of entrepreneurial skills and abilities;
- Demonstrate the knowledge of the importance of green skills in meeting the challenges of sustainable development and environment protection
- Identify and control hazards in the workplace that pose a danger or threat
- Do Preparation and maintain work area and equipment;
- Prepare baked products (breads, puffs, cookies, cakes/ pastries, desserts, specialty baked products,etc.) in artisan bakeries and patisseries.;
- Demonstrate packaging of bakery products;
- Apply documentation and record keeping;
- Understand food quality, GMP and HACCP for bakery products

COURSE STRUCTURE

JOB ROLE: Craft Baker									
SECTOR: Food Processing									
Class	Semester	Contact Hours					Marks		
		Employability Skills	Domain (Theory & Practical)	Practical Exam/Written Test/ Viva	Project (Practical File/Student Portfolio/ Viva Voce)	Total	Theory		Practical
XI	I	70	82	-	-	152	25	Sum of Sem I & Sem II = 50	NIL
	II	40	83	10	15	148	25		50
XII	III	70	70	-	-	140	25	Sum of Sem III & Sem IV = 50	NIL
	IV	40	95	10	15	160	25		50

JOB ROLE: Craft Baker
Class XI [Total Theory Marks: 25]
Class XI SEMESTER I TOPICS: (MCQ) MARKS: 25 [1 MARK PER QUESTION]

SL No.	Topic	Tuition Hours	Marks Allotted
	Part A: Employability Skills	70	
1	Unit 1: Communication Skill-III	25	2
2	Unit 2: Self-management Skill-III	25	2
3	Unit 3: Information and Communication Technology Skills – III	20	2
	Part B: Vocational Skills	82	
4	Unit 1: Artisan Bakery and Patisserie	19	4
5	Unit 2: repairing and Maintaining Work Area and Machineries	19	5
6	Unit 3: Pre- preparation and Baking the Products in the Oven	44	10
Total		152	25

Class XI SEMESTER II TOPICS: [Short Answer Question, Descriptive Question] MARKS: 25

SL No.	Topic & Sub-Topics	Tuition Hours	Short Answer Type Question (8 Marks)	Descriptive Type Question (17 Marks)	Total
	Part A: Employability Skills	40			
1	Unit 4: Entrepreneurial Skills-III	25	1	2	3
2	Unit 5: Green Skills-III	15	1	2	3
	Part B: Vocational Skills	83			
3	Unit 4: Bread Making Process	51	3	7	10
4	Unit 5: Process of Baking	32	3	6	9
	Part C: Practical Work	10			
7	Practical Examination	06			
8	Written Test	01			
9	Viva Voce	03			
	Part D: Project Work/ Field Visit	15			
10	Practical File / Student Portfolio	10			
11	Viva Voce	05			
Total		148	8	17	25

JOB ROLE: Craft Baker**Class XII [Total Theory Marks: 25]****Class XII SEMESTER III TOPICS: (MCQ) MARKS: 25 [1 MARK PER QUESTION]**

SL No.	Topic	Tuition Hours	Marks Allotted
	Part A: Employability Skills	70	
1	Unit 1: Communication Skills – IV	25	2
2	Unit 2: Self-management Skills – IV	25	2
3	Unit 3: Information and Communication Technology Skills – IV	20	2
	Part B: Vocational Skills	70	
4	Unit 1: Food Safety Standards, Hygiene and Sanitation	30	9
5	Unit 2: Pastries, Cakes, Chocolates and Desserts	40	10
Total		140	25

Class XII SEMESTER IV TOPICS: [Short Answer Question, Descriptive Question] MARKS: 25

SL No.	Topic & Sub-Topics	Tuition Hours	Short Answer Type Question (8 Marks)	Descriptive Type Question (17 Marks)	Total
	Part A: Employability Skills	40			
1	Unit 4: Entrepreneurial Skills – IV	25	1	2	3
2	Unit 5: Green Skills – IV	15	1	2	3
	Part B: Vocational Skills	95			
3	Unit 3: Pastry Craft	60	4	7	11
4	Unit 4: Documentation and Record Keeping	35	2	6	8
	Part C: Practical Work	10			
5	Practical Examination	06			
6	Written Test	01			
7	Viva Voce	03			
	Part D: Project Work/ Field Visit	15			
8	Practical File / Student Portfolio	10			
9	Viva Voce	05			
Total		160	8	17	25

DETAIL SYLLABUS**CLASS - XI****SEMESTER – I**

Part A: Employability Skills			
Unit 1: Communication Skill – III			
Learning Outcome	Theory	Practical	Duration (25 Hrs)
1. Demonstrate knowledge of various methods of communication	1. Methods of communication - Verbal - Non-verbal - Visual	1. Writing pros and cons of written, verbal and non-verbal communication 2. Listing do's and don'ts for avoiding common body language mistakes	10
2. Identify specific communication styles	1. Communication styles- assertive, aggressive, passive-aggressive, submissive, etc.	1. Observing and sharing communication styles of friends, teachers and family members and adapting the best practices 2. Role plays on communication styles.	05
3. Demonstrate basic writing skills	1. Writing skills to the following: • Sentence • Phrase • Kinds of Sentences • Parts of Sentence • Parts of Speech • Articles • Construction of a Paragraph	1. Demonstration and practice of writing sentences and paragraphs on topics related to the subject	10

Unit 2: Self-management - III			
Learning Outcome	Theory	Practical	Duration (25 Hrs)
1. Demonstrate impressive appearance and grooming	1. Describe the importance of dressing appropriately, looking decent and positive body language 2. Describe the term grooming 3. Prepare a personal grooming checklist 4. Describe the techniques of self- exploration	1. Demonstration of impressive appearance and groomed personality 2. Demonstration of the ability to self- explore	07
2. Demonstrate team work skills	1. Describe the important factors that influence in team building 2. Describe factors influencing team work	1. Group discussion on qualities of a good team 2. Group discussion on strategies that are adopted for team building and team work	08
3. Apply time management strategies and techniques	1. Meaning and importance of time management – setting and prioritizing goals, creating a schedule, making lists of tasks, balancing work and leisure, using different optimization tools to break large tasks into smaller tasks.	1. Game on time management 2. Checklist preparation 3. To-do-list preparation	10

Unit 3: Information and Communication Technology - III			
Learning Outcome	Theory	Practical	Duration (20 Hrs)
1. Create a document on word processor	1. Introduction to word processing. 2. Software packages for word processing. 3. Opening and exiting the word processor. 4. Creating a document	1. Demonstration and practice of the following: • Listing the features of word processing • Listing the software packages for word processing • Opening and exit the word processor • Creating a document	10
2. Edit, save and print a	1. Editing text 2. Wrapping and aligning	1. Demonstration and practising the following:	10

document in word processor	the text 3. Font size, type and face. 4. Header and Footer 5. Auto correct 6. Numbering and bullet 7. Creating table 8. Find and replace 9. Page numbering. 10. Printing document. 11. Saving a document in various formats.	• Editing the text • Word wrapping and alignment • Changing font type, size and face • Inserting header and footer • Removing header and footer 2. Using autocorrect option 3. Insert page numbers and bullet 4. Save and print a document	
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Part B: Vocational Skills

UNIT 1: ARTISAN BAKERY AND PATISSERIE			
Learning Outcome	Theory (07 Hrs)	Practical (12 Hrs)	Duration (19 Hrs)
1. Describe the importance of Bakery sector	1. Artisan bakeries and Patisseries 2. Categories of bakery and pastry products: • Bakery • Pastry • Chocolates • Cakes 3. Roles and responsibilities of Craft Baker	1. Draw a chart depicting the categories of patisseries products.	07
2. Identify the equipment used for making bakery products	1. Equipment used in artisan bakeries and patisseries.	1. Identification of equipment through physical and audio visual aids.	06
3. Identify and utilize the raw material (ingredients) used in bakery	1. Raw materials (ingredients) used in artisan bakeries and patisseries. 2. Categories of ingredients used in bakery: (flour, sugar, fat, milk, shortening, leavening agents, starters) and their functions).	1. Identification of various ingredients and starters used in artisan bakeries and patisseries by sensory evaluation (taste, touch, smell and sight).	06

UNIT 2: PREPARATION AND MAINTENANCE OF WORK AREA AND MACHINERIES			
Learning Outcome	Theory (07 hrs)	Practical (12 hrs)	Duration (19 hrs)
1. Describe the importance of personal hygiene and sanitation of the Craft Baker	1. Personal hygiene and sanitation 2. Food safety standards and regulations	1. Demonstration of how to wear uniform, including chef coat, apron, gloves, hair caps, socks, shoes, etc. 2. Demonstration of Hand washing technique 3. Video show on food safety practices	06
2. Describe the importance of workplace hygiene and sanitation	1. Cleaning agents and equipment: • Common detergents and sanitizers • Procedure to disinfect tools and equipment 2. Sections of working units and their functioning 3. Hygiene and sanitation standards in processing unit 4. Standard Operating Procedures (SOPs) for disposal of waste material. 5. Cleaning and maintaining machinery and equipment	1. Full day visit to a bakery unit/ plant to understand: • Cleaning, maintaining and handling bakery and patisseries equipment and tools. • Hygiene and sanitation standards in processing unit • Functioning of working equipment (e.g. Oven, planetary dough mixer etc.)	07
3. Prepare work area and equipment/ machinery for baking in oven	1. Preparing the work area 2. Getting ready machines and tools for production 3. Unit operations	1. Demonstrate preparation of the machines required for production. 2. Demonstrate the unit operations.	06

UNIT 3: PRE PREPARATION AND BAKING THE PRODUCTS IN THE OVEN			
Learning Outcome	Theory (15 hrs)	Practical (29 hrs)	Duration (44 hrs)
1. Utilize oven for baking products	1. Types of oven, oven baking process and maintenance 2. Fuels used to fire the oven 3. Basic temperature, conversion and calculating time in baking (As per size and volume)	1. Baking product with and without pre heating and at different temperatures.	6
2. Perform prerequisite tasks required to prepare the bakery products	1. Work plan - Baker's math vis a vis raw material quantities, temperatures, and weight conversions. 2. Pre - production Sequence - getting ready with the Mise-en-place for the recipe - cleaning the machinery - setting the oven temperature	1. Scale the raw material as per the recipe provided. 2. Depict the flow chart of process of baking	06

3. Perform the important steps involved before baking the final product in the oven	1. Bread making steps and methods 2. Mixing process in various products 3. Types of dough (lean dough, rich dough, laminated dough, sweet dough, short crust, pie dough etc.) 4. Preparation of products out of each type of dough 5. Handling common faults in bread due to: • measurement of ingredients • temperature, (overheating and under-heating) • time (over baking and under-baking) • Proofing (under proofing and over proofing) • Faults arising due to the above factors • Preventing microbial infection in breads and pastries	1. Mix the ingredients as per the ingredients, time and speed mentioned in the recipe 2. Identify the following steps to achieve the final baked bread: • dough making • resting • shaping • panning • proofing • baking 3. Use of AV aids for demonstration of steps.	32
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DETAIL SYLLABUS**CLASS - XI****SEMESTER – II****Part A: Employability Skills****Unit 4: Entrepreneurship Development – III**

Learning Outcome	Theory	Practical	Duration (25 Hrs)
1. Describe the significance of entrepreneurial values and attitude	1. Values in general and entrepreneurial values 2. Entrepreneurial value orientation with respect to innovativeness, independence, outstanding performance and respect for work	1. Listing of entrepreneurial values by the students. 2. Group work on identification of entrepreneurial values and their roles after listing or reading 2-3 stories of successful entrepreneur 3. Exhibiting entrepreneurial values in Ice breaking, rapport building, group work and home assignments	10
2. Demonstrate the knowledge of attitudinal changes required to become an entrepreneur	1. Attitudes in general and entrepreneurial attitudes 2. Using imagination/ intuition 3. Tendency to take moderate risk 4. Enjoying freedom of expression and action 5. Looking for economic opportunities 6. Believing that we can change the environment 7. Analyzing situation and planning action 8. Involving in activity	1. Preparing a list of factors that influence attitude in general and entrepreneurial attitude 2. Demonstrating and identifying own entrepreneurial attitudes during the following micro lab activities like thematic appreciation test 3. Preparing a short write-up on "who am I" 4. Take up a product and suggest how its features can be improved 5. Group activity for suggesting brand names, etc.	15

Unit 5: Green Skills – III			
Learning Outcome	Theory	Practical	Duration (15 Hrs)
1. Describe importance of main sector of green economy	1. Main sectors of green economy- E-waste management, green transportation, renewal energy, green construction, water management 2. Policy initiatives for greening economy in India	1. Preparing a poster on any one of the sectors of green economy 2. Writing a two-page essay on important initiatives taken in India for promoting green economy	08
2. Describe the major green Sectors/Areas and the role of various stakeholder in green economy	1. Stakeholders in green economy 2. Role of government and private agencies in greening cities, buildings, tourism, industry, transport, renewable energy, waste management, agriculture, water, forests and fisheries	1. Preparing posters on green Sectors/Areas: cities, buildings, tourism, industry, transport, renewable energy, waste management, agriculture, water, forests and fisheries	07

Part B: Vocational Skills

UNIT 4 :BREAD MAKING PROCESS			
Learning Outcome	Theory (11hrs)	Practical (40 hrs)	Duration (51hrs)
1. Prepare the various types of breads using different methods	1. Ingredients and their role in bread making 2. Bread Making methods • straight dough method • no time method • salt delay method • ferment and dough method 3. Types of Bread dough: • sliced bread/ breakfast bread including white, brown/ whole wheat,	1. Identify different ingredients used in baking 2. Different bread making methods: • straight dough method • no time method • salt delay method • ferment and dough method	17

	multigrain • sour dough (leaven/ mother/ starter, biga) 4. Types of bread: • ciabatta • french Baguette • focaccia • pita and khubus • lavash • pizza base • sour dough breads- hard roll, rye		34
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UNIT 5: PROCESS OF BAKING (PASTRY DOUGH)**(Eggless versions to be included in the training sessions wherever possible)**

Learning Outcome	Theory (12 hrs)	Practical (20 hrs)	Duration (32hrs)
1. Describe and prepare the Pastry products	1. Baked Pastry products 2. Basic ingredients of Pastry Products 3. Types of Baked pastry • short crust pastry cookies/ tarts/ flan/pie • laminated pastry puff Pastry- vol-en-vent/ patties danish pastry/ croissant • choux Paste profitroles and eclairs 4. Faults in Pastries • short crust- Under baked/over baked/ mis calculation of ingredients • laminated Pastry- Under laminate/ over laminate/ Under or over proving/ mis-calculation of ingredients • choux Paste- under cooking/ under mixing/ over and under baking	1. Prepare basic • Pie/ Tart • Choux pastry • Puff pastry • Éclair and profit role	20

2. Describe and prepare basic cakes	1. Sponge cakes (Genoise cake, Fatless sponge, swiss roll sponge and eggless sponge) 2. Cream cakes 3. Tea cake/ pound cake (Banana bread, chocolate pound cake, fruit cake, muffins and cupcakes) 4. Faults in cakes: • Sunken cake • Over risen cake • Lack of volume	1. Preparation of basic cakes • sponge cakes • genoise cake • tea cake/ pound cake • banana bread, chocolate pound cake, fruit cake, muffins and cupcakes	12
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DETAIL SYLLABUS**CLASS - XII****SEMESTER – III****Part A: Employability Skills**

Unit 1: Communication Skills – IV			
Learning Outcome	Theory	Practical	Duration (25 Hrs)
1. Describe the steps to active listening skills	1. Importance of active listening at workplace 2. Steps to active listening	1. Demonstration of the key aspects of becoming active listener 2. Preparing posters of steps for active listening	15
2. Demonstrate basic writing skills	2. Writing skills to the following: • Sentence • Phrase • Kinds of Sentences • Parts of Sentence • Parts of Speech • Articles • Construction of a Paragraph	1. Demonstration and practice of writing sentences and paragraphs on topics related to the subject	10

Unit 2: Self-management Skills – IV

Learning Outcome	Theory	Practical	Duration (25 Hrs)
1. Describe the various factors influencing self-motivation	1. Finding and listing motives (needs and desires); 2. Finding sources of motivation and inspiration (music, books, activities); think expansive thoughts; living fully in the present moment; Dreaming big	1. Group discussion on identifying needs and desire 2. Discussion on sources of motivation and inspiration	10
1. Describe the basic personality traits, types and disorders	1. Describe the meaning of personality 2. Describe how personality influence others 3. Describe basic personality traits 4. Describe common personality disorders- paranoid, antisocial, schizoid, borderline, narcissistic, avoidant, dependent and obsessive	1. Demonstrate the knowledge of different personality types	15

Unit 3: Information and Communication Technology Skills – IV

Learning Outcome	Theory	Practical	Duration (20 Hrs)
1. Perform tabulation using spreadsheet application	1. Introduction to spreadsheet application 2. Spreadsheet applications 3. Creating a new worksheet 4. Opening workbook and entering text 5. Resizing fonts and styles 6. Copying and moving 7. Filter and sorting 8. Formulas and functions 9. Password protection. 10. Printing a spreadsheet. 11. Saving a spreadsheet in	1. Demonstration and practice on the following: • Introduction to the spreadsheet application • Listing the spreadsheet applications • Creating a new worksheet • Opening the workbook and	10

	various formats.	enter text • Resizing fonts and styles • Copying and move the cell data • Sorting and Filter the data • Applying elementary formulas and functions • Protecting the spreadsheet with password • Printing a spreadsheet • Saving the spreadsheet in various formats.	
2. Prepare presentation using presentation application	1. Introduction to presentation 2. Software packages for presentation 3. Creating a new presentation 4. Adding a slide 5. Deleting a slide 6. Entering and editing text 7. Formatting text 8. Inserting clipart and images 9. Slide layout 10. Saving a presentation 11. Printing a presentation document.	1. Demonstration and practice on the following: • Listing the software packages for presentation • Explaining the features of presentation • Creating a new presentation • Adding a slide to presentation. • Deleting a slide • Entering and edit text • Formatting text • Inserting clipart and images • Sliding layout • Saving a presentation • Printing a presentation document	10

Part B: Vocational Skills

UNIT 1: FOOD SAFETY STANDARDS, HYGIENE AND SANITATION

Learning Outcome	Theory (15 hrs)	Practical (15 hrs)	Duration (30 hrs)
1. Explain and follow hygiene and sanitation practices in the work area	1. Maintaining Food quality in a Patisserie 2. Hygiene sanitation in a patisserie 3. Prevention of contamination in patisserie 4. Storage of raw, semi processed and finished products	1. Video demonstration on the importance of food quality standards and measures. 2. Identification of stale or spoilt food	08
2. Following food quality standard, acts and legislation	1. Food safety, laws and standards • Importance of HACCP • Food standardization and regulatory agency (FSSAI) with regard to patisseries • Good manufacturing practices (GMP)	2. Draw the flow diagram of HACCP, GMP and QMS 3. Video demonstration on HACCP	12
3. Explain safety practices and undertake physical and biological methods of treating waste materials	1. Potential safety hazards at work place. 2. Safety signs and symbols 3. Procedure for treating waste materials using physical and biological methods 4. Waste segregation	1. Disposing waste safely and correctly in a designated area	10

UNIT 2: PASTRIES, CAKES, CHOCOLATES AND DESSERTS			
Learning Outcome	Theory (16 hrs)	Practical (24 hrs)	Duration (40 hrs)
1. Describe the parameters important to maintaining quality of pastry products	1. Quality parameters of raw ingredients: • Flour • Sugar • Fat • Egg • Leavening agents • Flavors and Condiments etc. • Cream • Cheese 2. Equipment, tools and techniques used in preparation	1. Identify half-baked, baked and over baked products. Identify different ingredients via video and hands on demo	12
2. Explain types of mixers, dough sheeter and other pastry equipment and tools	1. Types of mixers used in pastry production 2. Machines and tools used in patisseries 3. Cooling procedures for different cold products.	1. Visit to nearby baking facility to see the difference between different machine, tools and equipment	15
3. Describe processes, importance and parameters of checking quality, packing and storage of bakery products	1. Packaging of Bakery and Patisseries 2. First in First out (FIFO) and First expiry first out (FEFO) 3. Storage of raw material 4. Storage and shelf life of finished products	1. Demonstrate cooling, packing and storage process of desserts and chocolates	07
4. Enumerate the steps of Post Production Cleaning and Maintenance of process equipment	1. Cleaning methods for machinery and tools 2. Cleaning procedures • Clean in place (CIP) and • Clean out of place (COP)	1. Demonstrate the differences between CIP and COP. 2. Enlist the items cleaned through COP.	06

DETAIL SYLLABUS

CLASS - XII
SEMESTER – IV

Part A: Employability Skills

Unit 4: Entrepreneurship Skill – IV			
Learning Outcome	Theory	Practical	Duration (25 Hrs)
1. Identify the general and entrepreneurial behavioural competencies	1. Barriers to becoming entrepreneur 2. Behavioural and entrepreneurial competencies – adaptability/decisiveness, initiative/perseverance, interpersonal skills, organizational skills, stress management, valuing service and diversity	1. Administering self-rating questionnaire and score responses on each of the competencies 2. Collect small story/ anecdote of prominent successful entrepreneurs 3. Identify entrepreneurial competencies reflected in each story and connect it to the definition of behavioural competencies 4. Preparation of competencies profile of students	10
2. Demonstrate the knowledge of self-assessment of behavioural competencies	1. Entrepreneurial competencies in particular: self - confidence, initiative, seeing and acting on opportunities, concern for quality, goal setting and risk taking, problem solving and creativity, systematic planning and efficiency, information seeking, influencing and negotiating	1. Games and exercises on changing entrepreneurial behaviour and development of competencies for enhancing self-confidence, problem solving, goal setting, information seeking, team building and creativity	15

Unit 5: Green Skills – IV			
Learning Outcome	Theory	Practical	Duration (15 Hrs)
1. Identify the role and importance of green jobs in different sectors	1. Role of green jobs in toxin-free homes 2. Green organic gardening, public transport and energy conservation, 3. Green jobs in water conservation, solar and wind power, waste	1. Listing of green jobs and preparation of posters on green job profiles 2. Prepare posters on green jobs.	15
	reduction, reuse and recycling of wastes, 4. Green jobs in green tourism 5. Green jobs in building and construction and appropriate technology 6. Role of green jobs in Improving energy, raw materials use, limiting greenhouse gas emissions, minimizing waste and pollution		

Part B: Vocational Skills

UNIT 3: PASTRY CRAFT			
Learning Outcome	Theory (20 hrs)	Practical (40 hrs)	Duration (60 hrs)
1. Describe and prepare basic desserts bases and desserts	1. Preparation of dessert bases: • Creams (whipped cream, Chantilly and butter cream) • Custards (egg based and eggless) • Dessert sauces: (Vanilla, chocolate, fruit compote and coulis) • Pie/ Tart crust • Choux pastry (éclair, sponge) 2. Preparation and garnishing of Desserts: • Mousse (Chocolate, vanilla, pineapple etc.) • Souffle (hot and cold) • Crème brulee • Crème caramel • Apple Pie • Chocolate/ vanilla éclair • Pineapple upside down cake • Chocolate brownie • Choco lava cake • Fruit tart 3. Preparation of garnishes/	1. Prepare basic • Choux pastry (Éclair, profiteroles and swans) • Tart ((Fruit tart, lemon Meringue tart, Apple Pie) • Mousse (Tiramisu, chocolate mousse and cold soufflé) 2. Preparation of garnishes/ decorations • Chocolate	25

	decorations - Chocolate garnishes - Tuille - Fruits - Nuts - Cream - Meringue	garnishes - Tuille - Fruits - Nuts - Cream - Meringue	
2. Describe and prepare basic cakes	1. Basic sponge and Mousse cakes - Sponge cakes - Genoise cake - Cream cakes - Butter cream cake - Mousse cake 2. Preparation of classic cakes - Black forest cake - Butterscotch cake - Pineapple cake - Chocolate/ Truffle cake - Mousse cake- Chocolate	1. Preparing Basic sponges for cake - Sponge cakes - Genoise cake - Swiss cake - Cream cakes 2. Preparing Sponge cakes -Layering with cream/ butter cream and flavor complimenting - Covering cake with cream and butter cream - Finishing and garnishing -Portioning of the cakes	20
3. Prepare Chocolates	1. Chocolates Types of Chocolates: - Couverture - Compound 2. Basic chocolates preparation - Truffle - Ganache - Bar chocolates - Moulded chocolates	1. Demonstration of types of chocolates - Compound - Couverture 2. Preparing Chocolate Ganache 3. Preparing Moulded chocolate	15

UNIT 4: DOCUMENTATION AND RECORD KEEPING			
Learning Outcome	Theory (15 hrs)	Practical (20 hrs)	Duration (35 hrs)
1. Keep record of raw material	1. Record keeping 2. Documentation of raw material 3. Requisitioning raw material for daily production) 4. Enterprise resource planning (ERP	1. Visit to any food industry/ audio visual demonstration of record keeping. 2. Creating an inventory management of raw materials.(material in, material out, opening stock and remaining stock)	15
2. Assess the details to be documented at production schedule and process chart	1. Maintaining records of production schedule 2. Maintaining records production process	1. Demonstration of record maintenance process at production schedule and process stages	10
3. Assess the details to be maintained and documented at finished product stages.	1. Record maintenance of finished products 2. Using ERP for finished product	2. Demonstrate the record maintenance process of finished product.	10