

2022-23

DIPLOMA IN BAKERY AND CONFECTIONERY



GURUKUL
EDUCATIONAL AND
RESEARCH INSTITUTE

Subject and Syllabus

DIPLOMA IN BAKERY AND CONFECTIONERY

DURATION:- 1 YEAR

698 BAKERY

- Introduction
- Scope of Bakery & Confectionery,
- Bakery terms.
- Organisation chart of Bakery.

Wheat and Flour

- Different types of flours available,
- Constituents of flours,
- pH Value of flour,
- Water absorption power of flour,
- Gluten, diastatic capacity of flour
- ,• Grade of flour.
- Temperature/ Weight conversions 1 unit; °F/ °C /gms / lb serving size

Raw material required for bread making: -

- Role of flour, water, yeast, salt
- Sugar, milk and fats

Yeast

- An elementary knowledge of Baker's yeast, the part it plays in the fermentation of dough and conditions influencing its working.
- Effect of over and under fermentation and under proofing of dough and other fermented goods.

Bread improvers-improving physical quality

Oven & Baking:

- Knowledge and working of various types of oven.
- Baking temperatures for bread, confectionery goods.

Methods of bread making :

- Straight dough method
- Delayed salt method
- No time dough method
- Sponge and dough method

Characteristics of good bread

- External characteristics
- Volume, symmetry of shape
- Internal characteristics - colour, texture, aroma, clarity and elasticity

Bread faults and their remedies

Bakery layout – The required approvals for setting up of a Bakery – Government procedure and Bye-laws.

- Selection of site
- Selection of equipment.
- Layout design
- Electricity.

Quality control

- of raw material
- of finished products



Ingredient used in Cake Making Types & Varieties

- Flour
- Sugar
- Shortening – Fats and oil
- Egg
- Moistening agent
- Leavening Agents

Cake Making Methods

- Sugar butter process,
- Flour butter process,
- Genoise method
- Blending and rubbing method.

Basic Pastries

- Pastry making, principles & derivatives

Characteristic of Cakes

- Balancing cake formula
- External characteristics
- Internal Characteristics
- Cake Faults and remedies

Chocolate

- Identify different forms in which coco and chocolate are available
- Explain the process of chocolate tempering
- Chocolate designs, garnishes and presentations

Sugar

- Identify and describe the different stages of cooking sugar
- Caramelized Sugar preparations
- Sugar for desserts and presentations

Types of icing

Preparation of **cookies and biscuits**. Factors affecting the quality of biscuits / cookies.

Various types ice creams and bombs.

Storage of confectionery product

700 COMMODITIES

Wheat

- composition, production, grade and quality
- wheat products,
- other flours, meals and starches

Sugar

- sugar substitutes
- syrups, jams and marmalades
- Cocoa production
- Cocoa by-products

Eggs and dairy products

- Types
- importance in bakery and confectionery
- grading, quality and selection

Leavening

- Yeast and its varieties
- Role in raising bakery products
- Chemical leavening agents

Shortenings

- Role of shortening
- Types
- Usage in bakery and confectionery

Gelling agents and stabilizers

- Their role in bakery and confectionery
- Food additives and preservatives
- Edible garnishes
- Canned food



- Introduction to food laws
- Storage and preservation of bakery and confectionery products
- Organic and genetically modified foods

701 Hygiene & Sanitation

FOOD MICROBIOLOGY

- Introduction
- Microorganism groups important in food microbiology
 - Viruses
 - Bacteria
 - Fungi (Yeast & Molds)
 - Algae
 - Parasites
- Factors affecting the growth of microbes
- Beneficial role of Microorganisms

FOOD CONTAMINATION AND SPOILAGE

- Classification Of Food
- Contamination And Cross Contamination
- Spoilages Of Various Food With The Storing Method

SANITARY PROCEDURE FOLLOWED DURING FOOD HANDLING

- Receiving,
- Storage,
- Preparation,
- Cooking,
- Holding, and
- Service Of The Food

SAFE FOOD HANDLER

- Personal Hygiene discussing all the standard.
- Hand Washing Procedure

- First Aid definition, types of cuts,wounds, lacerations with reasons and precautions.

HAZARD ANALYSIS CRITICAL CONTROL POINT

- Introduction to HACCP
- History
- Principles of HACCP

FOOD SAFETY STANDARDS AUTHORITY OF INDIA (FSSAI)

- Introduction to FSSAI
- Role of FSSAI
- FSSAI Compliance

GARBAGE DISPOSAL

- Different Methods
- Advantages
- & Disadvantages Municipal Laws and Swachh Abhiyan



Pricing

- Menu pricing styles
- Types of menu
- Different methods in pricing

Costing

- Importance of food costing
- Methods of costing
- Costing techniques

Standard recipes

- Use of standardized recipes
- Developing standardized recipes

- Adjustment factor

Material costing

- Through purchasing
- receiving
- issuing
- production
- sales and accounting

Control of

- food cost
- labour cost
- overhead cost
- miscellaneous cost

Yield

- butchers yield
- cooking yield
- portion control

Costs

- determining standard food cost
- calculating portion cost
- calculating dinner cost



703 COMPUTER AWARENESS

KNOWING COMPUTER

What is computer?

- Basic Applications of Computer

Components of Computer System

- Central Processing Unit
- Keyboard, mouse and VDU
- Other Input devices
- Other Output devices
- Computer Memory

Concept of Hardware and Software

- Hardware
- Software
- Application Software
- Systems software

Concept of computing, data and information

Applications of IECT

- e-governance
- Entertainment

Bringing computer to life

- Connecting keyboard, mouse, monitor—and printer to CPU
- Checking power supply

OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

Basics of Operating System

- Operating system
- Basics of popular operating system— (LINUX, WINDOWS)

The User Interface

- Task Bar
- Icons
- Menu
- Running an Application —

Operating System Simple Setting

- Changing Display Properties
- Changing System Date And Time
- To Add Or Remove A Windows Component
- Changing Mouse Properties
- Adding and removing Printers

File and Directory Management

- Creating and renaming of files and directories

UNDERSTANDING WORD PROCESSING

Word Processing Basics

- Opening Word Processing
- Menu Bar
- Using The Help
- Using The Icons Below Menu Bar

Opening and closing Documents

- Opening Documents
- Save and Save as
- Page Setup
- Print Preview
- Printing of Documents

Text Creation and manipulation

- Document Creation
- Editing Text
- Text Selection
- Cut, Copy and Paste
- Spell check
- Thesaurus

Formatting the Text

- Font and Size selection
- Alignment of Text
- Paragraph Indenting
- Bullets and Numbering
- Changing case

Table Manipulation

- Draw Table
- Changing cell width and height
- Alignment of Text in cell
- Delete / Insertion of row and column
- Border and shading



USING SPREAD SHEET

- Elements of Electronic Spread Sheet
- Opening of Spread Sheet
- Addressing of Cells
- Printing of Spread Sheet
- Saving Workbooks

Manipulation of Cells

- Entering Text, Numbers and Dates
- Creating Text, Number and Date Series
- Editing Worksheet Data
- Inserting and Deleting Rows, Column
- Changing Cell Height and Width

Formulas and Function

- Using Formulas
- Function

INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

Basic of Computer Networks

- Local Area Network (LAN)
- Wide Area Network (WAN)

Internet

- Concept of Internet
- Applications of Internet
- Connecting to the Internet
- Troubleshooting

World Wide Web (WWW)

Web Browsing Softwares

- Popular Web Browsing Softwares Search Engines
- Popular Search Engines / Search for content
- Accessing Web Browser
- Using Favorites Folder
- Downloading Web Pages

- Printing Web Pages

Understanding URL

Surfing the web

Using e-governance website

704 COMMUNICATIONS AND COLLABORATION

Basics of E-mail

- What is an Electronic Mail

Using E-mails

- Opening Email account
- Mailbox: Inbox and Outbox
- Creating and Sending a new E-mail
- Replying to an E-mail message
- Forwarding an E-mail message
- Sorting and Searching emails

Document collaboration

Instant Messaging and Collaboration

- Using Instant messaging
- Instant messaging providers
- Netiquettes

MAKING SMALL PRESENTATIONS

- Basics
- Using PowerPoint
- Opening A PowerPoint Presentation
- Saving A Presentation

Creation of Presentation

- Creating a Presentation Using aTemplate
- Creating a Blank Presentation
- Entering and Editing Text
- Inserting And Deleting Slides in a Presentation

Preparation of Slides

- Inserting Word Table or An Excel— Worksheet
- Adding Clip Art Pictures
- Inserting Other Objects
- Resizing and Scaling an Object

Presentation of Slides

- Viewing A Presentation
- Choosing a Set Up for Presentation
- Printing Slides And Handouts

Slide Show

- Running a Slide Show
- Transition and Slide Timings
- Automating a Slide Show

