

RESTAURANT
MANAGEMENT
AND FOOD
PREPARATION
CERTIFICATE



Centro Superior
de Hostelería de Galicia

HIGH LEVEL TRAINING

The Hotel Management School of Galicia offers the student the most qualified staff and practical methodology for top level training. The Restaurant Management and Food Preparation Certificate starts in October and ends in the first two weeks of June. Afterwards, students will have hands-on practices at a hospitality firm during the last two weeks of June and also during July and August (20 weeks practice in two years). In their last course, students must develop and defend a feasibility project. Once the courses have finished, students will be able to run their own business or to work as cooks.

PROFESSIONAL OPPORTUNITIES

Hotel, restaurant or catering chef or independent restaurant entrepreneur.

ENTRY REQUIREMENTS

Student candidates must have finished the second year of High School or a Course of Technical School. It is also necessary to pass a series of tests at the School:

- English test (eliminary)
- Mathematical Calculation test (eliminary)
- Aptitude Test
- Personal Interview

To take part in the tests, students must apply from April until September (except from August).

ANY SCHOLARSHIP OR STUDENT AID AVAILABLE?

Yes, the CSHG grants scholarships to up to 10% of the registered students. Two factors are taken into account at the time of granting a scholarship: students' average grades at High School and also the personal income level. There is also a special scholarship for the students with the best grades at High School.

WHEN TO REGISTER

Once the CSHG entry tests have been passed, the future students can pre-register; the official registration period is in September. The number of students per class is limited and entry depends on the time the registration was made.

RESTAURANT MANAGEMENT AND FOOD PREPARATION CERTIFICATE



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Restaurant Management and Food Preparation Certificate

1st MODULE

HOURS: 1.120

THEORY: 560 hours. Culinary Theory, Service Operations Theory and Practice, Food Hygiene, Nutrition and Dietetics, Marketing I, Psychology and Communication, Hotel Business & Tourism Law, Business Mathematics, Business Finance I, English I and Computer Science I.

PRACTICE: 560 hours. Culinary Practice I, Culinary Demonstration.

THEORY

Culinary Theory: Students must become familiar with the basic kitchen organization, the different kitchen types and to adequately distribute staff duties according to their category and responsibility level. Students must also recognize the machines and the different kitchen utensils and distinguish and recognize the mostly used ingredients, not only by their category but also by their natural features; they must also be able to distinguish and explain the cooking systems, basic stocks, and the most basic pastry recipes as well as organizing the daily duties at the kitchen.

Service Theory and Practice: Students will become familiar with the basic knowledge involving Food and Beverages Department as a basis to be able to supervise the specific duties in an occidental restaurant or coffee bar.

Food Hygiene, Nutrition and Dietetics: It involves the theory in hygienic food manipulation in the Culinary Practices as well as the design, handling and evaluation of the menus and diets offered in the wide variety of hospitality firms. This subject is crucial for future professionals since they must supervise the staff duties related both to the kitchen hygienic manipulation and processing.

Marketing I: Students must be able to distinguish between services and products and to be aware of the goal market. They must handle competitors' analysis, elaborate segmentations and customer satisfaction questionnaires. At the same time, students must know how to analyse customers' habits and identify their standards and practise commercial investigation. For instance, students must choose a restaurant location according to its market potential, setting predictions and sales objectives.



Psychology and Communication: Future professionals will be able to speak in public and to develop motivation skills to handle their staff members in order to improve their working satisfaction and performance with a more positive attitude towards work. Furthermore, they help in the adaptation and integration of a group; they will know how to analyze problems and how to solve them. Students will improve the team communication and will also learn to communicate in writing (commercial letters elaboration, work reports, etc).

Hotel Business & Tourism Law: Students must be familiar with concepts such as firm, company, shares, stock holding, bankruptcy, creditors' meeting, bill of exchange, value securities and to distinguish all the different commercial associations. Students will also learn how to use commercial contracts, enumerating the rights and duties of each undersigned, as well as the basic legislation on employment and social security.

Business Mathematics: Students will accurately apply the most basic mathematical calculations to their future training activities in the hospitality business. At the same time, the main elements of basic statistics and its main tools will be seen in class.

Business Finance I: Students will become familiar with the concepts of market, supply and demand, company and entrepreneur; as well as the different company types, their setting-up, their duties and their planning, organization and management control functions. Students will also be able to distinguish the basic accounting terminology and to apply the accounting process stages.

English I: The main objective (at the end of the two courses) is that students have acquired a level that will allow them to maintain a fluent English conversation with their customers and colleagues. This also implies been able to deliver clear and detailed speeches about different topics and to state their opinion over general topics, been able to explain the pros and cons. The teaching method is focused on conversation skills and small groups will be organized to encourage practice. Students will be trained to speak in specific service operation situations, using the most appropriate vocabulary according to the situation.

Computer Science I: Training on business management computer programs is crucial nowadays to create different types of documents and to find the information required in your work. It is a basic tool as a support for other subjects.



PRACTICE

Cold Room: Fish, pork, sheep, beef, poultry, marinades, sauces and vegetables processing.

Cold dishes: Starters (complex salads, marinades, pickle, stuffings), canapés and seasonings.

Hot dishes, A la carte restaurant and self service: Cooking methods, ways to cook eggs, rice and vegetables, basic kitchen stocks, basic sauces and derived products, complementary kitchen stocks, different ways to chop vegetables, potato, vegetables, garnishes, fish, poultry and different types of meat elaboration.

Pastry: Cakes, quiche Loraine's, crepes, specific pastries, ice cream, basic mousses, soufflés, basic decorations, petit-fours and unleavened dough.

Culinary Demonstration: At the end of the course, students will be able to recognize the basic ingredients produced in Spain and the different regional gastronomic varieties. They will learn how to prepare a culinary show, to prepare a *mise en place* with the products needed and to cook typical regional dishes.

STAGE

Students will accomplish practices tutored by the CSHG in the hospitality business sector for 10 weeks.



2nd MODULE

HOURS: 1.120

THEORY: 560 hours. Food and Beverages Control and Management, Wine Science and Alcoholic Beverages, Marketing II, Human Resources Management, Business Finance II, English II, Computer Science II and Business Feasibility Project.

PRACTICE: 560 hours. Culinary Practice II, Service Operations Practice I

THEORY

Food and Beverages Control and Management:

Future professionals must know how to run the food and beverages department. This subject will allow students to design the gastronomic offer according to the type of establishment (coffee bar, buffet, restaurant...) and analyze the results from that department. Students will also learn to manage the purchasing of products and also the adequate use of them.

Wine Science and Alcoholic Beverages: Knowledge about wine and the most consumed alcoholic drinks is crucial for the hospitality industry. The hospitality business professional must know how to advise, more than just serving the customer.

Marketing II: Students must learn how to elaborate a marketing plan and to settle their market strategies according to the product, prices and the market it is focused on. They will also become familiar with the distribution channels, franchise systems, companies communication policies, sales department activities, types of promotion plans, how to prepare an advertising campaign and the advertising agency management, public relations activities and the design of direct marketing plans for a hospitality business company.

Human Resources Management: Future professionals will learn how to set up a working place and the procedures to employ staff, controlling the cost of it. They will also learn to design a staff recruiting, selection and incorporation procedure, as well as the different staff motivation techniques. They will also know how to cover the staff needs and how to manage the human resources department profitably.



Business Finance II: It is essential to recognize the hospitality business main financing resources. This subject allows putting into practice different criteria to analyze inversions, obtain conclusions and compare the results. Thus, students learn how to control costs and to manage company budgets calculating the main financial figures.

English II: Students will learn how to speak in specific kitchen, restaurant and culinary situations using appropriate vocabulary for each situation.

Computer Science II: Training on business management computer programs is crucial nowadays to create different types of documents and to find the information required in your work. It is a basic tool as a support for other subjects.

BUSINESS FEASIBILITY PROJECT

Students must develop a restaurant feasibility project. This project involves marketing, food and beverages management, human resources and business finance. They will have to directly operate and manage it, putting into practice the previous theoretical development, allowing to draw appropriate conclusions.



PRACTICE

Culinary Service II: According to the subject topics, teachers will go into the basic training of students in depth, since students will accomplish kitchen and pastry duties in hospitality business companies during their stage. Two weeks will be devoted to the business feasibility project.

Service Operations Practice I: Students will specialize in the food and beverage department as a basis to be able to supervise the specific duties in an occidental restaurant or coffee bar.

STAGE

Students will accomplish practices tutored by the CSHG in the hospitality business sector for 10 weeks.



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