



Western Culinary Arts Practicum Programme - Course Outline
西餐廚藝見習課程 - 課程簡介

Theory Courses (held at IFT) 理論課程 (於旅遊學院上課)		
Course 科目	Outline 課程大綱	Competencies developed 擬掌握的能力
English I 英語 I	<ul style="list-style-type: none"> ◇ Greetings and farewells 問候與道別 ◇ Self-introduction 自我介紹 ◇ Job titles and responsibilities 職銜及職務 ◇ Numbers and measurements 數字及度量衡 ◇ Kitchen equipments and their parts 廚房設備及部件 ◇ Cooking utensils 烹飪工具 ◇ Courses of a meal 主菜 ◇ Reading recipes 閱讀食譜 ◇ Food glossary 食品詞彙 	<ul style="list-style-type: none"> ◇ Ability to understand basic cooking instructions 明白基本的烹調指示 ◇ Ability to conduct simple conversations 簡單英語會話
English II 英語 II	<ul style="list-style-type: none"> ◇ Making introductions 介紹 ◇ Asking questions 提問 ◇ Reading menus 閱讀餐牌 ◇ Giving instructions for food preparation 食物準備工作指示 ◇ Giving cooking instructions 烹調指示 ◇ Talking about textures and flavors 食物結構及味道 ◇ Talking about health and safety Issues 健康及安全 ◇ Food glossary 食品詞彙 	<ul style="list-style-type: none"> ◇ Ability to have better communication and coordination in the kitchen 更有效地溝通及協調廚房工作 ◇ Ability to give step-by-step instructions 能作出逐步的指示 ◇ Ability to talk about health issues in English 以英語討論健康問題
Mandarin 普通話	<ul style="list-style-type: none"> ◇ Mandarin pinyin 普通話拼音 ◇ Kitchen equipments 廚房設備 ◇ Cooking utensils 烹飪工具 ◇ Names of common main dishes and desserts 常見的主菜及甜品 ◇ Taste and cooking methods 味道及烹調方式 ◇ Food glossary 食品詞彙 	<ul style="list-style-type: none"> ◇ Ability to understand basic cooking instructions 明白基本的烹調指示 ◇ Ability to talk about dishes and tastes 討論有關菜餚及味道的問題
Computer Studies 電腦	<ul style="list-style-type: none"> ◇ Computer basic knowledge 基礎電腦知識 ✓ Basic operation of computer 電腦的基本運作 ✓ Foundation of computer hardware and software 電腦硬件及軟件 ✓ Restaurant software and hardware 餐廳的硬件和軟件 ✓ Restaurant menu system 餐牌系統 	<ul style="list-style-type: none"> ◇ Ability to know the basic operation of a computer, the concept of Restaurant Menu system and the relevant hardware 明白電腦、餐廳系統及相關硬件的運作 ◇ Ability to communicate with others using Internet 利用互聯網與他人溝通 ◇ Ability to search for relevant information online 利用互聯網搜索資料 ◇ Ability to create a menu using word

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	<ul style="list-style-type: none"> ◇ Introduction to internet 認識互聯網 ✓ Basic usage of browser 瀏覽器的使用 ✓ Bookmark 書籤功能 ✓ Search engine 搜尋器 ✓ Downloading and printing from Internet 下載及列印互聯網上的資料 ✓ Sending and receiving emails 收發電郵 ✓ Social network-Facebook 社交網絡-Facebook ✓ Create an online restaurant menu 設計網上餐牌 ◇ Word Processing 文書處理 ✓ Use of default margins, layout or existing template to create a new document 使用預設版面設定或固有範本建立新檔 ✓ Formatting of fonts, paragraphs and tables 字型、段落及表格格式 ✓ Bullets and numbering 項目符號及編號 ✓ Insert picture 插入圖片 ✓ Create a restaurant menu 設計餐牌 ◇ Spreadsheet Basics 分頁表格基本知識 ✓ Enter text and numbers information into a cell 在儲存格內輸入文字或數字 ✓ Edit the content of a cell 編輯儲存格中的內容 ✓ Perform addition, multiplication, subtraction and division 四則運算 ✓ Sorting and filtering 排序與篩選 ✓ Create a simple bar chart 製作簡單統計報表 	<p>processing skills 利用文書處理技巧設計餐牌</p> <ul style="list-style-type: none"> ◇ Ability to calculate the ingredients in the recipes and calculate the recipe cost using spreadsheet 利用分頁表格計算食材及成本
<p>Nutrition 營養學</p>	<ul style="list-style-type: none"> ◇ Components and functions of human digestive system 人體消化系統的結構及功能 ◇ Basic nutrients and their functions 基本營養元素及功能 ◇ Common anti-nutrients/toxins and pollutants and their effects to our body 常見抗營養物、毒素、污染源及其對人體的影響 ◇ Current trends and new concepts in nutrition 營養學新概念及趨勢 ◇ Dietary habits and cultures and their 	<ul style="list-style-type: none"> ◇ Ability to understand what healthy balanced diet means and to put it into professional practice 明白健康均衡飲食的意義並懂得用於專業領域中 ◇ Ability to identify the major nutrients obtained from different food sources and to be able to choose the right foods in order to meet the needs of our body 自食品中識別主要營養元素並懂得就人體所需作出正確的食品選擇 ◇ Ability to identify common anti-nutrients and toxins and to be able to avoid them

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	<p>effects on food choices 飲食習慣及文化對食物選擇的影響</p> <ul style="list-style-type: none"> ✧ Hygienic food preparation and safety concepts 食物衛生及安全意識 ✧ Common health disorders associated with food and diet 與飲食有關的常見健康問題 	<p>in food preparation 識別並懂得如何在準備食物過程中避免常見的抗營養物及毒素</p> <ul style="list-style-type: none"> ✧ Ability to demonstrate sufficient knowledge to apply basic nutrition knowledge into healthy eating planning 應用營養學知識設計健康飲食計劃 ✧ Ability to understand the eating habits and new trends in nutrition and to be able to apply them into recipe design and modification 明白飲食習慣及營養學的趨勢並懂得藉此改良及設計烹調方法
<p>Fundamentals of Food Hygiene 基礎食物衛生</p>	<ul style="list-style-type: none"> ✧ Providing safe food 提供安全的食物 ✧ The microworld 微生物界 ✧ Contamination, food allergens, and food-borne illness 污染源、食物致敏源及食物源性疾病 ✧ The safe food handler 安全的食物處理者 ✧ The flow of food: purchasing and receiving, storage, preparation, service 食物流：採購、收貨、貯存、準備及供應 ✧ Food safety management systems 食品安全管理系統 ✧ Sanitary facilities and equipment 衛生設備 ✧ Cleaning and sanitizing 清潔及消毒 ✧ Integrated pest management 整體蟲害管理 ✧ Food safety regulation and standards 食品安全守則及標準 ✧ Employee food safety training 職工食品安全培訓 	<ul style="list-style-type: none"> ✧ Ability to identify responsibilities of food handlers in a food service facility 明白在餐飲服務業中處理食品人員的責任 ✧ Ability to demonstrate knowledge sufficient to identify common food safety hazards and to take necessary preventative measures 了解不安全食品的危害並懂得相關的預防措施 ✧ Ability to demonstrate knowledge sufficient to apply food safety concepts throughout the flow of food in a food service facility 在處理食品的流程中展示食品安全知識 ✧ Demonstrate correct cleaning and sanitation of equipment used to ensure food is prepared safely 懂得正確清潔及消毒器材以確保食品安全 ✧ Demonstrate ability to participate in a food safety management system 展示可擔當食品安全管理系統一員的能力 ✧ Identify the important role of a food safety manager in staff training and to demonstrate skills required for a successful training 明白食品安全經理在員工培訓的重要性並能展示成功培訓的能力
<p>Purchasing and Cost Control 採購及成本控制</p>	<ul style="list-style-type: none"> ✧ Basic purchasing function, procedures and concept 採購的基本職能、程序及概念 ✧ Proper food receiving, storage and distribution 正確的貨物收發及貯存 ✧ Basic store management 基本倉儲管理 ✧ Kitchen recipe concept and calculation 烹調方式概念及計算 ✧ Food cost concept and calculation 食物成本概念及計算 	<ul style="list-style-type: none"> ✧ Ability to describe the purchasing procedures and methods 明白採購程序及方法 ✧ Ability to explain the procedures for rotation of stock, including FIFO and LIFO 明白貨物輪轉的程序，包括首進首出及末進首出的原則 ✧ Ability to make a menu item recipe and calculate the cost involved 懂得設計餐牌菜式及計算相關成本 ✧ Calculate food cost percentage using Microsoft Excel 使用 Microsoft Excel 計算

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	<ul style="list-style-type: none"> ◇ Menu pricing and menu evaluation 餐單定價及評估 	<p>食物成本</p> <ul style="list-style-type: none"> ◇ Ability to determine the selling price of menu items 決定菜式價格
<p>Hospitality and Food Industry 餐飲服務業</p>	<ul style="list-style-type: none"> ◇ The food service industry development 餐飲服務業的發展 ◇ Commercial and non commercial food service operations 商業及非商業餐飲服務的運作 ◇ Hotels 酒店 ◇ Restaurants 餐廳 ◇ Bars 酒吧 ◇ History of tourism 旅遊業歷史 ◇ Tourism 旅遊業 ◇ Transport 交通 ◇ Travel agencies 旅行社 ◇ Tourist attractions 旅遊名勝 ◇ Entertainment 娛樂 ◇ Retailing 零售 	<ul style="list-style-type: none"> ◇ Ability to describe the scope of the hospitality and food industry 明白餐飲服務業的涵蓋領域 ◇ Understand the differences between commercial and non commercial food service operations 明白商業及非商業餐飲服務的運作 ◇ Understand the unique similarities, differences and connections between the various hospitality settings 明白服務業中各個場合的相似、相異及相關之處 ◇ Understand and be able to express the updated development of Macau Hospitality and Food Industry 了解並能闡述澳門餐飲服務業的最新發展
<p>Restaurant Service and Customer Care 餐飲及顧客服務</p>	<ul style="list-style-type: none"> ◇ Restaurant and bar equipment knowledge 餐廳及酒吧設備知識 ◇ Setting up of a restaurant 餐廳擺設 ◇ Basic food and service knowledge 基本餐點服務知識 ◇ Basic beverage and service knowledge 基本食料服務知識 ◇ Service sequence and required skills 服務流程及必備技能 ◇ Buffet and A la Carte Service 自助餐及單點服務 ◇ What is customer service 何謂客戶服務 ◇ Courteous service 殷勤的服務 	<ul style="list-style-type: none"> ◇ Ability to identify the basic equipment used in restaurant and bar 懂得餐廳及酒吧中的基本設備 ◇ Ability to do a basic table setting in the restaurant 懂得基本的餐桌擺設 ◇ Ability to perform basic food and beverage service to a client 侍奉顧客的餐飲服務 ◇ Ability to understand the importance and key issues of customer service in a restaurant 明白餐廳顧客服務的重要性及重點 ◇ Ability to understand the steps involved in the service sequence and be able to explain its connection with courteous service 明白服務流程及殷勤服務的關連

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Gastronomy and Practical Courses (held at IFT and at the Hotel) 美食學及實踐課程 (於旅遊學院及酒店上課)		
Course 科目	Outline 大綱	Competencies developed 擬掌握的能力
Equipment Handling and Basic Preparation 使用設備及基本準備工作	<ul style="list-style-type: none"> ✧ Basic knife handling, kitchen equipment and preparation knowledge and function 使用刀具、廚房設備及準備工作的基本知識及功能 	<p>Kitchen organization and equipment 整理廚房及設備</p> <ul style="list-style-type: none"> ✧ Ability to describe the principles of kitchen organization, identify the various positions and their corresponding duties and responsibilities 能描述整理廚房的原則，以及釐定不同職位的職責 ✧ Ability to explain the different sections and functions of the kitchen 闡述廚房各個部分及其功能 ✧ Ability to identify, describe and operate commercial cooking equipment, processing equipment, and storage equipment according to safety procedures 能根據安全守則，辨別、描述及操作商業用的烹調、加工及貯存設備
Soups and Vegetables 湯與蔬菜	<ul style="list-style-type: none"> ✧ Basic stocks - white, brown and fish 基礎高湯: 白高湯、褐高湯及魚高湯 ✧ Soups- clear, broth, puree, Velouté, cream and bisque. 湯: 清澈湯、清湯、濃湯、糊湯、忌廉湯及濃菜湯 ✧ Types of sauces - Béchamel, Velouté, Demi-Glace and Butter sauce 醬汁: 貝夏美白汁、天鵝絨白汁、半釉汁及牛油醬 	<p>Raw Materials 生鮮食材</p> <ul style="list-style-type: none"> ✧ Ability to identify different types of raw materials such as fish and seafood, meat and poultry, dairy products, vegetable oils and fats, vegetables, potatoes, rice and pasta, herbs and spices, herbs. 辨別各種生鮮食材，例如：海產、肉類、家禽、奶類製品、油脂、蔬菜、馬鈴薯、米及麵食、香料及調味品 ✧ Identify and describe different types of raw materials according to their categorization, grading and classification 能根據分類及等級辨別各種生鮮食材
Cold kitchen and hot hors d'Oeuvre 冷盤及熱前菜	<ul style="list-style-type: none"> ✧ Hors-d'Oeuvres - single hors-d'Oeuvres and salads 前菜及沙律 ✧ Dressing and cold sauces, vinaigrette and mayonnaise 調料、冷醬汁、香醋及蛋黃醬 	
Meat, Fish and Seafood 肉類及海鮮	<ul style="list-style-type: none"> ✧ Meat –types, different cuts, structure and storage 肉類：各種冷盤、結構及貯藏 ✧ Offal 內臟 ✧ Cooking, recipes and degrees of cooking 烹調方法及生熟程度 ✧ Poultry- types and different cuts 家禽：不同種類及冷盤 ✧ Fish- types and varieties, methods of cooking fish and cuts of fish 魚類：不同種類、烹調方法及冷盤 ✧ Sauces for fish and shellfish dishes 魚類及貝類的醬汁 ✧ Shellfish –crustaceans and mollusca 貝類: 甲殼及軟體動物 	<p>Safety and Hygiene 安全與衛生</p> <ul style="list-style-type: none"> ✧ Ability to identify the basic safety hazards within the work area and recognized the correct way to safely perform job tasks 識別工作場所的潛在危險及正確施行工作的方式 ✧ Ability to describe the purpose and importance of personal hygiene 闡述個人衛生的目的及重要 ✧ Ability to apply good hygiene practices in order to prevent food contamination 遵行良好的衛生守則以防止污染食物 <p>Mise-en-Place 準備工作</p> <ul style="list-style-type: none"> ✧ Ability to understand and describe the meaning of mise-en-place 闡述準備工作的意義 ✧ Ability to prepare the daily kitchen mise-en-place 做好每日的準備工作 ✧ Ability to read menus and use recipes 明白餐牌及使用合適的烹調方法 ✧ Ability to describe the importance of a standardized
Rice and Pasta 飯及麵食	<ul style="list-style-type: none"> ✧ Types of pasta and dishes 各式麵食及菜式 	

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	<ul style="list-style-type: none"> ✧ Sauces for pasta 麵食的醬汁 ✧ Cheese used for pasta 麵食常用芝士 ✧ Types of rice and rice dishes 各式飯類及菜式 	<p>recipe in a professional kitchen 明白統一的烹調方法對一個專業的廚房的重要</p> <ul style="list-style-type: none"> ✧ Ability to use metric measurements 懂得使用公制度量衡 <p>Cutting and Mixing Food 切割及混和食物</p>
<p>Pastry and Bakery 西點及麵包</p>	<ul style="list-style-type: none"> ✧ Basic breads and pastry, sauces and dough's 基本西點、麵包、醬料及麵糰 ✧ Pastry-egg based desserts, egg custard, ice cream and meringues 西點: 以蛋為基礎的甜點、蛋乳凍、冰淇淋和蛋白凝霜 ✧ Types of pastry and pastry dishes 各式西點及菜式 ✧ Cake, biscuits and sponge mixtures 綜合蛋糕、餅乾及海棉蛋糕 	<ul style="list-style-type: none"> ✧ Ability to explain and observe the safety rules for using knives 闡述及注意刀具使用的安全守則 ✧ Ability to describe the use of different knives and demonstrate various knife skills 闡述及示範不同刀具的使用技巧 ✧ Ability to name, describe and demonstrate the different cuts of vegetables and fruits 列舉、描述及示範各種切割蔬果的方式 ✧ Ability to understand, recognize and demonstrate the various food mixing methods including stirring, whisking, whipping, beating, blending, breading and kneading 明白、識別及示範各種食物混合的方式，例如拌和、拂打、攪拌、錘打、混和、揉捏 <p>Cooking Techniques 烹飪技巧</p> <ul style="list-style-type: none"> ✧ Ability to understand, recognize and apply different preliminary cooking and cooking methods including blanching, par cooking, marinating, breading, flavoring, seasoning, boiling, steaming, baking, pan-frying and deep frying 應用各種基本的烹調方法，例如汆燙、燙煮、醃浸、上麵包屑、使用佐料、調味、沸煮、蒸、烘烤、煎、炸 <p>Food Production 食物成品</p> <ul style="list-style-type: none"> ✧ Ability to describe and prepare different types of stocks, consommés and soups 形容及調製高湯、清燉肉湯及各式湯羹 ✧ Ability to describe and prepare different types of cold and warm sauces 形容及調製各種冷熱醬汁 ✧ Ability to describe and prepare different types of salads and appropriate dressings 形容及調製各種沙律及合適的調料 ✧ Ability to describe and prepare different types of sandwiches, egg and vegetables dishes 形容及烹調各種三文治、蛋及蔬菜類的菜式 ✧ Ability to prepare rice and pasta dishes 烹調米飯及麵食菜式 ✧ Ability to prepare meats, seafood and vegetable dishes 烹調肉類、海鮮及蔬菜等菜式 ✧ Ability to prepare simple pastry and bakery 製作簡單的西點及麵包

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