



WELCOME TO



Tiffany

CATERING & FASHION SCHOOL

COURSE OBJECTIVE





BRIEF HISTORY OF THE SCHOOL

Tiffany Catering and Fashion School was established on December 1, 2024. The school consists of two main departments: Catering, and Fashion Design.

The Catering Department features:

- ·A large kitchen
- ·A training restaurant

The Fashion Department includes:

- ·Training class
- ·A showroom

Currently, the school is located at No. 1 Tiffany Hotel Avenue, off Airport Road, Omagwa, Rivers State.

The staff comprises four qualified teaching members and one non-teaching staff. The school is in the process of obtaining approval from the Ministry of Education and NABTEB.

Classes are set to officially commence on June 1, 2025



THE COURSE OBJECTIVE

The course aim is to provide a thorough ground in basic cooking skills with methods used for both larger and small scale catering of local food stuff as well as foreign ones.

WEEK 1: Introduction to the Study of Catering

- i. Home away from home i.e. Hospitality Industry
- ii. The professional attitude of a Caterer

WEEK 2: Types of Catering

2.1 Commercial Catering

- i. Hotels
- ii. Restaurants
- iii. Outdoor catering
- iv. Transport Catering

2.2 Non Commercial/Welfare Catering

- i. Institutional Catering
- ii. Hospital Catering
- iii. Industrial Catering
- iv. Prison Catering

WEEK 3-4 Kitchen Organization

- i. Definition
- ii. Organizational Chart of the kitchen
- iii. Function/Duties of the different personnel's
- iv. Layout of the kitchen

WEEK 5 Identification of Basic Kitchen Equipments. tools and their Uses

- i. Electrical/Mechanical equipments
- ii. Large Equipments
- iii. Small Equipment/Utensils

WEEK 6 Food

- i. What is food
- ii. Why we cook food
- iii. The various types and classification of food

WEEK 7 Definition/explanation of various functions of kitchen E.g. carving knives, tool rack

- i. Cooking terms
- ii. Blending
- iii. Slicing
- iv. Whisking etc.

WEEK 8 Food storage

- i. Dry stores
- ii. Cold stores

WEEK 9 Methods of cooking e.g. Boiling, Frying, Baking, Steaming Stewing etc.

WEEK 10 Weights and Measures

- Kilogrammes
- Ounces
- Milligrammes
-

WEEK 11 Revision

WEEK 12-14 Examination

KITCHEN OPERATION PRACTICAL

1. Stocks

- White stock
- Brown stock
- Fish stock.

2. Sauces

White sauces; Bechamel and volute

- Brown sauce
- Demy glace sauces

3. Soups

- i. Clear soup/Consomme royal
- ii. Carrot soup
- iii. Tomato soup
- iv. Potato soup
- v. Cream of chicken soup
- vi. Mulligatawny soup
- vii. Minestrone soup
- viii. mushroom soup

4. Hors d'oeuvre:

Cocktails:-Grapefruit Cocktail, Flora Cocktail, Melon Cocktail

Assorted Hors d'oeuvre: Stuffed egg, Egg

Mayonnaise, Prawn Cocktail

Salads: Potato Salad, Potato & Egg salad. Russian

Salad Cole slaw

5 Sandwiches: Double decker, club sandwich, coleslaw filling, open sandwich, toasted sandwich.

6. Fruit Juice: Pineapple juice, Paw paw juice, five alive etc. Ginger drink, Kunun.

FOOD AND BEVERAGE SERVICE

THE COURSE OBJECTIVE: The course is to provide the trainee with the necessary Technical knowledge that will help him/her carries out duties efficiently as a waiter I The hotel and catering industry.

WEEK 1: Introduction of the Food and Beverage Service

- i. Definition of Food, beverage and service
- ii. Importance of food and beverage service

WEEK 2:3 Identification of Restaurant Equipment and their Uses

- i. Classes of Restaurant
- ii. Restaurant equipments, uses and method of cleaning
- iii. Restaurant arrangements: Tables, Chairs etc.

WEEK 4 Cover and Table Lay up

- i. Table d'hote cover
- ii. A la Carte Cover
- iii. Table accompaniments

WEEK 5&6: Organizational structure of the F&B service

- i. Restaurant Brigade and their responsibilities
- ii. Station

WEEK 7&8: Cutleries, Flatware, Glassware, Holloware Types and Care

WEEK 9 Mis-en-place

WEEK 10 Briefing before service

WEEK 11 Revision

WEEK 12-14 Examination

FOOD AND BEVERAGE PRACTICAL

SECTION

1. Introduction to Restaurant structures and pattern
2. Service folding
3. Laying of table cloth
4. Laying an A la Carte Cover
5. Laying a Table d'hote cover

HOTEL MANAGEMENT

WEEK i Revision of previous work

WEEK 2&3 Fixing of prices

Objectives of pricing
Determinant of pricing
Pricing strategies

WEEK 4&5 Establishing Hotels

Factors to be considered: Funds, Location
Mode of acquisition of land, competent architect, structural engineer, quantity surveyor, land surveyor, Developer site analysis.

WEEK 6&7 Advertising

Definition and objectives of advertising
Mode of advertisement
Importance of advertisement

WEEK 8&9 Public relation/Publicity

Definition
Importance of Public Relations

WEEK 10 Trade mark, Trade Name

Brand name and Branded Product

WEEK 11 Revision

WEEK 12-14 Examination

FOOD NUTRITION

THE COURSE OBJECTIVE: To give students an introduction to the principle of Nutrition as related to health and to acquaint them with the various methods of food preservation.

WEEK 1: Introduction to the Study of Nutrition

- i. Definition
- ii. Importance

WEEK 2: Nutrients

- i. Definition
- ii. Function and its sources

WEEK 3 Carbohydrates

- i. Composition
- ii. Functions
- iii. Sources and deficiency

WEEK 4 Protein

- i. Composition, Types
- ii. Function
- iii. Sources and deficiency

WEEK 5 Fats and Oil

- i. Composition, Types
- ii. Functions
- iii. Sources and deficiency

WEEK 6 Vitamins

- i. Types
- ii. General function, specific function
- iii. Sources and deficiency

WEEK 7 Minerals

- i. Types
- ii. General function, specific function
- iii. Sources and deficiency

WEEK 8&9 Water : Composition,function and sources

- i. Importance of water
- ii. Qualities of pure water

WEEK 10: Energy: Definition, Energy requirement Sources of energy

WEEK 11: Revision

WEEK 12-14 Examination

HOTEL MANAGEMENT

THE COURSE OBJECTIVE: To provide trainees an opportunity to get acquainted with how small and big hotels are being managed by experience personnel.

WEEK 2. Introduction to the study of hotel management

- i. Hotel Definition
- ii. History of Hotels
- iii. Classes of Hotels and Functions

WEEK 3&4 Hospitality Industry

Definition and examples (Hospital hotel, Hostel, Motel and Holiday camp)

WEEK 5&6 Management

- i. Definition
- ii. Classes of Management (Top, Middle and lower level)

WEEK 7/8/9 Departmentation

Department in an hotel and their function

WEEK 10 Generating sales in an hotel

WEEK 11: Revision

WEEK 12 & 14: Examination

CATERING HYGIENE

THE COURSE OBJECTIVE: To provide scientific principle that will enable students understand the hygiene aspect or hotel catering work. To also make students aware of their responsibilities as food handlers.

WEEK 1: Introduction to the study of hygiene

- Definition of hygiene
- Importance and types of hygiene

WEEK 2: Personal Hygiene

- Definition, notable points and advantage

WEEK 3&4: Kitchen Hygiene

- Definition
- Notable points and advantages

WEEK 5&6: Food Hygiene

- Definition
- Notable points and advantage

WEEK 7 Environmental Hygiene

WEEK 8&9 : Safety rules

- Major sources of kitchen accidents
- Why accidents must be prevented

WEEK 10: Qualities of an Ideal Kitchen

WEEK 11: Revision

WEEK 12-14: Examination

HOUSE-KEEPING

THE COURSE OBJECTIVE: This is to introduce the students to the organization administration and personnel of the house keeping department. To prepare trainee for familiarization with the customers requirement and to enable them acquire skills in maintaining cleanliness in an around Hotel and Catering Establishment.

WEEK 1: Introduction to the study of House Keeping

- Definition
- Importance

WEEK 2&3: Organizational structure of the House Keeping Department Duties and responsibilities

WEEK 4&5 The Liaisons between the House-keeping and front office Department.

WEEK 6 & 7: Cleaning equipments and their uses

WEEK 8 Cleaning Agents

WEEK 9&10 The Room Maid

WEEK 11 Revision

WEEK 12-14: Examination

DC 1B

KITCHEN OPERATION THEORY

WEEK 1: REVISION OF PREVIOUS WORK

WEEK 2&3 Safety in the kitchen

- i. Safety rules and the use of machine
- ii. Safety rules and the use of knives
- iii. Safety rules and other precautionary measures

WEEK 4&5 Kitchen brigade

WEEK 6 Introduction to Menu Planning

Definition

Importance of Menu Planning

Menu Compilation

Factors to be considered when planning menu

WEEK 7 Types of Menu

A la carte

Table D'hote

WEEK 8 Kitchen Techniques: Cutting, trimmings, Carving and Filleting

WEEK 9 Vegetables

- Definitions types, Food values
- Purchasing points

WEEK 10 Storage and cuts of vegetable

- Salads
- Definition
- Types of Food value

WEEK 11: REVISION

WEEK 12-14: EXAMINATION

FOOD NUTRITION

WEEK 1 Revision of previous work

WEEK 2&3 Digestion

Definition

Digestion in the Mouth, Stomach and the small intestine

• Food Absorption.

The large intestine

WEEK 4 Enzymes

Types and functions

WEEK 5&6&7 Deficiency diseases

Under Nutrition

Over Nutrition

WEEK 8 Liver

Function of the liver

WEEK 9 P'ancreases

WEEK 10 Value of Foods

WEEK 11 Revision

WEEK 12-14 Examination

FRONT OFFICE/HOTEL RECEPTION

THE COURSE OBJECTIVE:- This is to acquaint the student with the knowledge of welcoming guests, making reservation and showing them the hotel hospitality is all about.

WEEK 1 Introduction to, the study of front office.

- i. Definition
- ii. Importance
- iii. Functions

WEEK 2. Nature and structure of the hotel industry sitting and reception counters

WEEK 3&4 Staff structure of reception areas

WEEK 5&6 Front office section and function

- i. The advance reservation office
- ii. The reception counter
- iii. The billing office
- iv. Cashier office

WEEK 7 The hotel receptionist Qualities and duties

WEEK 8 The uniformed staff

WEEK 9 Reception techniques
Sales accommodation
Receiving and welcoming guest

WEEK 10: The hotel guest

- i. Chanced guest
- ii. Resident guest etc

WEEK 11 Revision

WEEK 12-14 Examination

FOOD AND BEVERAGE SERVICE

WEEK 1 REVISION

WEEK 2 Serviette Folds

WEEK 3 The Hotel Waiter
(Attributes of a good waiter)

WEEK 4 Duty Rotas

WEEK 5 The Uniform Staff

WEEK 6 The Sideboard

WEEK 7/8 Procedure for serving a guest
Welcoming and seating a guest taking orders etc.

WEEK 9/10 Service Area
Still Room
Silver/plate room
Wash up, Hot Plate etc

WEEK 11 Revision

WEEK 12-14 Examination

CATERING HYGIENE

WEEK 1 Revision of previous work

WEEK 2&3

- i. First aid: Definition, types of accidents
- ii. First aid care, first aid kit and equipments accidents reports

WEEK 4

- i. Fire accident: Causes of fire outbreak Fire prevention, Fire extinguishers and uses.

WEEK 5&6

- i. Food Poisoning Definition, types, sources
- ii. Effects and symptoms, incubating period, Method of prevention, bacteria-causing food poisoning. Salmonella. Staphylococcus, Clostridium welchii

WEEK 7&8.

- i. Kitchen Sanitation
- ii. Washing up procedures

WEEK 9 & 10:

- i. Other diseases spread by food.
- ii. Bacteria food borne diseases

WEEK 11 Revision

WEEK 12-14 Examination

HOUSE-KEEPING

WEEK 1 Revision of previous work

WEEK 2 care of building

WEEK 3 Dust and Dirt's

Definition and Removal

WEEK 4 Types of rooms and characteristics

Single bedded, double, twin, suit

WEEK 5 Assigning rooms to guests

Room with reservation

Room without reservation

WEEK 6&7 The Linen Room

Definition and structure

Dispatch of Linen

Inspection

Storage and stocktaking

WEEK 8 Blankets

Tunoe abouel..Uses and storage

WEEK 9 Mattresses

Definition,Types

Uses and storage

WEEK 10 Pillows:-Uses and storage

WEEK 11 Revision

WEEK 12 Examination

FRONT OFFICE/HOTEL RECEPTION

WEEK 1 Revision of previous

WEEK 2 Front office equipments

WEEK 3 The switch board

WEEK 4 Handling group reservations

WEEK 5&6 Hotel Tariffs

WEEK 7 Registers in Hotel

WEEK 8 Arrivals and Departure List

WEEK 9 Change of Room

WEEK 10 Fire emergencies

- Causes of fires
- Fighting a fire
- Safety precaution

WEEK 11 Revision

WEEK 12 Examination

DC 1C

KITCHEN OPERATION THEORY

WEEK 1 Revision of previous work

WEEK 2 Stock, Sauces and Soups

- Definition
- Points to consider when making stock
- Types of stock
- Roux: Types of Roux
- Classification of soups

WEEK 3 Hors d'oeuvres and savouries

- Definition and examples

WEEK 4 Fish

- Types
- Food Value
- Purchasing, qualities and storage

WEEK 5 Meat

- Types
- Food value
- Purchasing qualities and storage

WEEK 6&7: Lamb and Muttons

- Food value and uses
- Purchasing qualities and storage
- Suitable methods of cooking

WEEK 8&9: Poultry and Game

- Food value and uses
- Purchasing qualities and storage
- Suitable methods of cooking

WEEK 10: Sandwiches

WEEK 11 Revision

WEEK 12-14: Examination

KITCHEN OPERATION PRACTICAL

WEEK 1 Mixed Vegetable Salad

- Brown beef stew with boiled rice
- baked jam roll

WEEK 2: Consomme Royale

- Beef Stew with farm house pottage
- Pineapple upside down

WEEK 3: ·Fresh Fruit Salad

- Goujon of sole, Game chips with mixed
- Vegetables and Ketch-up
- Chocolate bread and butter pudding

WEEK 4 Potato soup with croutons

- Plasas soup with pounded yam/semó
- Queen of pudding

WEEK 5: Melon Cocktail

- Chicken sauté chasseur with braised rice
- Vanilla soufflé

WEEK 6: Vegetable soup with bread rolls

- Shepherds pie with juice
- Coconut kisses

WEEK 7 : Fish Salad

- Hoi pot of lamb served with boiled potato and buttered cabbage
- Semolina pudding/Victoria sandwich

WEEK 8: Russian Salad

- Beef Ofe Owerri with fufu
- Cream Caramel / Lemon Ice

FOOD AND BEVERAGE SERVICE

WEEK 1 Revision of previous work

WEEK 2 Classic menu sequence

WEEK 3 Food and beverage service area

- Restaurant, Bar, Room services

WEEK 4&5 Stillroom beverages

- Coffee & Tea
- Rules to observe when making tea and coffee storage
- Equipment for the service of tea and coffee

WEEK 6&7 Type and style of service

- Plate, guerdon
- Silver, French etc.

WEEK 8 Banqueting

WEEK 9&10 Control System

- Triplicate
- Duplicate etc.

WEEK 11. Revision

WEEK 12-14 Examination

HOTEL MANAGEMENT

WEEK 1 Revision of previous work

WEEK 2 Marketing

WEEK 3&4: Delegation

- Definition and reasons for delegation
- Why people fail to delegate
- Importance of delegation

WEEK 5&6: Job description and evaluation

- Typical job description for a Chef
- Importance of job evaluation

WEEK 7&8: Control system: Definition

- Principle of effective control
- Control system used in hotel industry

WEEK 9&10: Organizational Chart of large, medium and small hotels

WEEK 11: Revision

WEEK 12-&14: Examination

FOOD NUTRITION

WEEK 1 Revision of Previous Work

WEEK 2 Food additives, Definition.

- Types and Function

WEEK 3&4: Food Preservation

- Definition, Methods of preservation
- Advantage and Disadvantages

WEEK 5&6: Nutritional requirements of different types of people

- Infants
- Children
- Pregnant Women
- Adolescents
- Convalescents

WEEK 7&8 Food Storage

WEEK 9&10 Food and Value

WEEK 11 Revision

WEEK 12-14 Examination

HOUSE-KEEPING

WEEK 1 Revision of previous work

WEEK 2&3 Interior Decor

- Lighting, Colour, Paints, Wall Paper

WEEK 4&5 Floral Decoration

- Florist

WEEK 6 &7 Fibre

- Vegetable Fibre
- Animal Fibre
- Characteristics

WEEK 8 &9 Curtains

- Types and Characteristics

WEEK 10 Relationship of the House-keeping department with other department in, the hotel.

WEEK 11 Revision

WEEK 12-14 Examination

FOOD HYGIENE

WEEK 1 ·Revision of previous work

WEEK 2& 3 Introduction to the study of bacteria.

- Definition
- Nature
- Growth and Multiplication
- Types

WEEK 4&5 Prevention of bacteria growth

- Condition favourable for their growth
- How to prevent their growth.

WEEK 6 Food suitable for bacteria growth

- High Risk Foods
- Low Risk Foods

WEEK 7&8 Food hygiene legislation

Food hygiene regulation of 1970

.Premises

Hygiene practices

Personal Hygiene

WEEK 9& 10 Waste Disposal

WEEK 11 Revision

WEEK 12-14 Examination

FRONT OFFICE/HOTEL RECEPTION

WEEK 1 Revision of previous work

WEEK 2&3 Reservation Procedure-

- Definition
- Ways of booking reservation·

WEEK 4 Records kept in the front office

- Black book list
- Luggage book
- Luggage pass etc.

WEEK 5 Room Selling Techniques

WEEK 6/7/8 Advance Reservation System

- Power scan
- Conventional Chart
- Stop go Chart
- Simultaneous message machine
- The whitrey system
- Central Reservation System

WEEK 9&10 Relationship of front office with other department

- Kitchen
- Restaurant and Bar
- Housekeeping
- Maintenance
- Accounts
- Stores

WEEK 11 Revision

WEEK 12 Examination

DC 2A KITCHEN OPERATION THEORY

WEEK 1 Revision of previous work

WEEK 2&3 Milk and Milk products

WEEK 4 Menu Planning for different occasions Birthday

i. Special Party Menu

WEEK 5 French Classical Menu

- Horsd'oeuvres
- Soups
- eggs
- Pasta etc.

WEEK 6 How to plan a 3 course meal

1st Course

2nd Course

3rd Course

Basic Knowledge on the area

WEEK 7 Cereals

- Definition
- Types & Uses
- Storage & Preservation

WEEK 8 Vegetables

- Types
- Uses and purchasing quality

WEEK 9 Salads: Types

- Salad dressing and method
- Food value

WEEK 10 Outdoor Catering

WEEK 11 Revision

WEEK 12 -14 Examination

KITCHEN OPERATION PRACTICAL

WEEK 1: Zogala Salad

xx x x

Miyar Taushe/Wake with Tuwo Shinkafa

x x x

Dakwa

WEEK 2 Offa Pepper Soup

x x x

peppered beef with coconut banga rice

x x x

WEEK 3 Alapa Soup

x x x

Atama Soup with pounded yam

x x x

Ekpoma Surprise

WEEK 4: Water Melon Delight

Ekpang Nkukwo

Yam Balls

WEEK 5 Water Melon Surprise

Ekpang Nkukwo

Yam Balls

WEEK 6: Pineapple Surprise

Moin-Moin Elemi Meji with Eko Tutu

Ekuru and Ata Sauce

x x x

Fish Roll

FOOD AND BEVERAGE SERVICE

WEEK 1 Revision of previous work

WEEK 2&3. Breakfast service

- Types
- Service of breakfast in the restaurant
- Service of breakfast in the room
- The checking system
- Covers for a full English breakfast
- Covers for a continental breakfast

WEEK 4 Auxiliary service

- Room service

WEEK 5 The dispense bar

WEEK 6 Service procedures

WEEK 7 Bar and Cellar control

WEEK 8 & 9 The origin of wine and types

WEEK 10 Outdoor Catering

WEEK 11 Revision

WEEK 12-14 Examination

HOTEL RECEPTION

WEEK 1 Revision

WEEK 2.3.4 The ligation

- Contracts
- Rights of a hotel proprietor
- Race relation acts of 1976
- Health and safety at work act 1974
- Inn Keepers right if lieu

WEEK 5&6 . The bills office

- The visitor tabular ledger (tabs sheet)
- The summary book or sheet
- Deposits
- The guests bill

WEEK 7 The front office cashier
Cash received book

WEEK8/9/10 Banking

- Services
- Cheques
- Endorsement
- Crossed cheques
- Clearance of a check
- Dis-honoured cheques

WEEK 11 Revision

WEEK 12-14 Examination:

HOTEL MANAGEMENT

WEEK 1 Revision of previous work

WEEK 2&3 Budgeting and Control

- Fundamental characteristics of an effective budget
- Budget preparation and its essential requisites
- Types of budget

WEEK 4&5 Laws relating to the sales hour in the hotel

- Types of license
- Extension of permitted hours
- Exceptions to permitted hours

WEEK 6&7 Motivation

- Definition
- Theory of motivation

WEEK 8 Job appraisal

- Definition
- Purpose of appraisal
- Methods of appraisal

WEEK 9 Training, Definition and Types of training

WEEK 10 Curriculum Vitae/Resume

WEEK 11 Revision

WEEK 12-14 Examination

FOOD NUTRITION

WEEK 1 Revision of previous work

WEEK 2 Basal Metabolism

- Basal Metabolic rate
- Factors affecting basal metabolic rate
-

WEEK 3&4 Effects of preparation, processing and storage on nutritional value of food

WEEK 5 & 6 Purification of water

- Causes of water pollution
- Storage etc.

WEEK 7&8 Fruit juice processing

- Harvesting
- Washing
- Sorting and grading
- Extraction
- Clarification
- Declaration etc.

WEEK 9& 10 The making of cheese

WEEK 11 Revision

WEEK 12-14 Examination



Tiffany

CATERING & FASHION SCHOOL

**NO 1 TIFFANY HOTEL AVENUE AIRPORT ROAD ,
ALONG PORT HARCOURT INT'L AIRPORT, OMAGWA.**

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