

Study program: Management of food technology and gastronomy			
Course name: Professional practice (2 nd year)			
Professor: Momcilo S. Conic			
ECTS: 4			
Requirements: no requirements			
Aim of the course: Acquiring professional skills and knowledge			
Outcome of the course Knowledge and practical skills in accordance with the outcome of 2 nd year obligatory and elective courses on this study program.			
Content of professional practice Getting acquainted with the organizational structure and types of management; The importance of planning, organizing, controlling, leadership and human resources; Defining the objectives of the company; Environmental analysis and analysis of the organization's resources as a function of management; Forecasting and Strategic Planning; Strategy implementation; Integration of information in decision making; Introduction to the most important regulations in the field of commercial law; Determining the degree of adaptability of the product to consumers' needs; Introduction to operations in the kitchens of restaurants; Introduction to the technology of production and processing of products and the criteria for classification, nomenclature and labeling of goods; Testing the quality of goods; Operations in the preparation of food; Determining the nutritional value of food and analysis of the conditions under which they are produced, processed, stored or used; Thermal-heating food processing methods; Consideration of the role of microorganisms in maintaining the quality and spoiling of food; Getting to know the basic rules for creating menus and pricing; Introduction to modern practical aspects of catering management and its importance for the successful development of a comprehensive gastronomic offer; Catering operations and sales of catering services; Introduction to the practice of entrepreneurship and entrepreneurial strategies; Creating a concise report about the risk management and analysis of techniques for risk management; Analysis of economic contracts in the company / organization; Analysis of the compulsory elements of negotiable instruments in terms of commercial law; Applying the basic principles of effective organization, management and decision-making about human resources; Application of acquired knowledge of a foreign language in business communication and business correspondence, with emphasis on the use of professional terminology.			
Number of classes, if specified		45	
Method of teaching Professional practice of students is being implemented in the kitchens of hospitality establishments (hotels, restaurants) with which the school has a signed contract for the implementation of practical work or agreement of business cooperation. Implementation of professional practice involves independent work under the supervision of student teachers' and mentors for professional practice in the mentioned company. In this way, students have the opportunity to practically apply the acquired theoretical knowledge and to familiarize themselves with the activities related to the preparation of food, the processes and operations when creating different types of bakery and confectionery products. Through the implementation of professional practice, students also learn about the professional servicing, selling and collecting catering services, procedures and standards in the hospitality industry, practice and demonstrate creativity in preparation, cooking and presentation of food. By performing this professional practice students are able to master the techniques, activities and operations of the organization and management of the kitchens.			
Evaluation (maximum points 100)			
Evaluation is performed on the basis of written and submitted professional practice diary. According to the instructions of KAPK as of Nov 14th 2011, professional practice is not graded. http://www.kapk.org/images/stories/ODGOVOR%20NA%20PITANJA%20O%20STRUCNOJ%20PRAKSI.pdf			
Pre-exam activities	Points	Exam	Points
Report about the accomplished assignment written by the person in charge of monitoring a student during the practice.	up to 40	Oral presentation of diary and oral report about accomplished activities followed by the person in charge.	up to 30

Written professional practice diary	up to 30		
-------------------------------------	-----------------	--	--