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Culinary Arts and Design

Academic Year 2025

(June, 2025 – May, 2026)

Degree Plan

English Foundation Courses

Non-Credit

1. General Education

30 credits

Language

9 credits

Required

21 credits

2. Professional Education

87 credits

Core Courses

30 credits

Major Requirement

45 credits

Major Electives

12 credits

3. Free Electives

6 credits

4. Professional Internship Courses

6 credits

Total

129 credits

Prerequisite

There are 2 kinds of prerequisite courses:

a. A student has enrolled in that prerequisite course and passed it with a grade Of at least D; or of "F"

b. A student has enrolled in that course and obtained at least a grade ("W" is unacceptable.)

Consult your degree plan regarding prerequisite courses. Having registered in a course Without fulfilling prerequisite requirement first will cause a registration cancellation.

List of Courses for Bachelor of Arts Program in Culinary Arts and Design

English Foundation Courses (Non-Credit)

IEN 001 Preparatory English Course

0 credit

1. General Education: 30 credits

Code	Course	Credits	Grade	Prerequisite
Language (9 credits)				
IEN106	The Art of Writing	3		
IEN107	Critical Reading and Writing	3		
IEN108	Persuasive Presentation	3		
Required (21 credits)				
IGE101	Thinking Skills for Lifelong Learning	3		
IGE102	Citizenship and Social Transformation	3		
IGE103	Technology and Innovation	3		
IGE104	Aesthetics and Well-being for Life	3		
IGE105	Global Alliance and Emerging Issues	3		
IGE106	Financial Literacy and Sustainable Development	3		
IGE107	Entrepreneurial Spirit and Leadership Skills	3		
		30		

2. Professional Education (87 Credits)

2.1 Core Courses: 30 Credits

Code	Course	Credits	Grade	Prerequisite
CDI 141	Introduction to Food Service Industry	3		
CDI 142	Food Safety and Sanitation	3		
CDI 143	Culinary Essentials	3		
CDI 144	Basic Culinary Skills	3		
CDI 241	English for Food Service Industry	3		
CDI 242	Basic Design Skills for Food and Beverages	3		
CDI 243	Introduction to Food Business Management	3		
CDI 244	Food and Beverages Services	3		
CDI 344	English for Food Service Professionals	3		
CDI 345	Digital Marketing for Food and Beverage Service Industry	3		
Total		30	Credits	

2.2 Major Requirement: 45 Credits

Code	Course	Credits	Grade	Prerequisite
CDI 251	Intermediate Culinary Skills	3		
CDI 252	Basic Patisserie	3		
CDI 253	The Art of Thai Cuisine	3		
CDI 254	Nutrition and Health Cuisine	3		
CDI 255	The Art of Food Styling	3		
CDI 256	World Cuisine and Food Culture	3		
CDI 351	Introduction to International Cuisine	3		
CDI 352	Baking Arts	3		
CDI 353	Food Business Operations and Management	6		Passed CDI143, CDI144
CDI 354	Trends and Issues in Food and Beverage Industry	3		
CDI 451	Service Systems Design for Food and Beverages	3		
CDI 452	Food and Eating Design	3		
CDI 453	Product Identity and Branding for Food and Beverages	3		
CDI 454	Startup Project in Food and Beverage Business	3		
Total		45	Credits	

2.3 Major Electives: 12 Credits

Choose from the following Food and Beverage Electives or other Major Electives in other international program with total 12 credits (subject to be approved by the dean)

: Food and Beverage Electives

Code	Course	Credits	Grade	Prerequisite
CDI 511	Contemporary Asian Cuisine	3		
CDI 512	Contemporary European Cuisine	3		
CDI 513	Authentic Thai Cuisine and Thai Desserts	3		
CDI 514	Dessert for Buffet and Restaurant	3		
CDI 515	Advanced Baking and Patisserie techniques	3		
CDI 516	The Art of Cake Decoration	3		
CDI 517	Chocolate and Confectionery	3		
CDI 518	Introduction to Wine	3		
CDI 519	Mixology	3		
CDI 520	The Art of Coffee and Tea Making	3		
Total		12	Credits	

3. Free Electives: 6 Credits

Choose from the following CDI Free Electives or other Free Electives in other international program with total 6 credits

Code	Course	Credits	Grade	Prerequisite
CDI 611	Modern Cooking Techniques	3		
CDI 612	Wellness Beverages	3		
CDI 613	Vegetable and Fruit Carving	3		
CDI 614	The Art of Flower Craft	3		
CDI 615	Basic Flower Arrangement	3		
CDI 616	Advanced Flower Arrangement	3		Passed CDI615
CDI 617	Entrepreneurship in Party Food Business	3		
CDI 618	Entrepreneurship in Commercial Street Food Business	3		
CDI 619	Entrepreneurship in Café Business	3		
CDI 701	Pre-Cooperative Education	3		
Total		6	Credits	

4. Professional Internship Courses: 6 Credits

Code	Course	Credits	Grade	Prerequisite
CDI 703	Internship I	3		Passed CDI143, CDI 144, CDI252
CDI 704	Internship II	3		Passed CDI 703
CDI 702	Cooperative Education in Food Service Industry	6		Passed CDI 701
Total		6	Credits	

Program of Study
Bangkok University International
Bachelor of Arts Program in Culinary Arts and Design
(International Program)

First Year

First Semester

Course Number	Course Title	Credits			
		August Intake		January Intake	
		Regular Track	Cooperative Education Track	Regular Track	Cooperative Education Track
IEN106	The Art of Writing	3	3		
IGE101	Thinking Skills for Lifelong Learning	3	3		
IGE102	Citizenship and Social Transformation	3	3		
IGE103	Technology and Innovation	3	3		
CDI141	Introduction to Food Service Industry	3	3		
CDI142	Food Safety and Sanitation	3	3		
		18	18		

Second Semester

Course Number	Course Title	Credits			
		August Intake		January Intake	
		Regular Track	Cooperative Education Track	Regular Track	Cooperative Education Track
IEN107	Critical Reading and Writing	3	3		
IEN108	Persuasive Presentation	3	3		
IGE104	Aesthetics and Well-being for Life	3	3		
IGE105	Global Alliance and Emerging Issues	3	3		
CDI143	Culinary Essentials	3	3		
CDI144	Basic Culinary Skills	3	3		
		18	18		

Program of Study
 Bangkok University International
 Bachelor of Arts Program in Culinary Arts and Design
 (International Program)

Second Year

First Semester

Course Number	Course Title	Credits			
		August Intake		January Intake	
		Regular Track	Cooperative Education Track	Regular Track	Cooperative Education Track
IGE107	Entrepreneurial Spirit and Leadership Skills	3	3		
CDI241	English for Food Service Industry	3	3		
CDI242	Basic Design Skills for Food and Beverages	3	3		
CDI243	Introduction to Food Business Management	3	3		
CDI251	Intermediate Culinary Skills	3	3		
CDI252	Basic Patisserie	3	3		
		18	18		

Second Semester

Course Number	Course Title	Credits			
		August Intake		January Intake	
		Regular Track	Cooperative Education Track	Regular Track	Cooperative Education Track
IGE106	Financial Literacy and Sustainable Development	3	3		
CDI244	Food and Beverages Services	3	3		
CDI253	The Art of Thai Cuisine	3	3		
CDI254	Nutrition and Health Cuisine	3	3		
CDI255	The Arts of Food Styling	3	3		
CDI256	World Cuisine and Food Culture	3	3		
		18	18		

Summer Session

Course Number	Course Title	Credits			
		August Intake		January Intake	
		Regular Track	Cooperative Education Track	Regular Track	Cooperative Education Track
CDI703	Internship I	3			
		3			

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Third Year

First Semester

Course Number	Course Title	Credits			
		August Intake		January Intake	
		Regular Track	Cooperative Education Track	Regular Track	Cooperative Education Track
CDI344	English for Food Service Professionals	3	3		
CDI345	Digital Marketing for Food and Beverage Service Industry	3	3		
CDI351	Introduction to International Cuisine	3	3		
CDI352	Baking Arts	3	3		
CDIXXX	Major Elective 1	3	3		
CDIXXX	Free Elective I		3		
		15	18		

Second Semester

Course Number	Course Title	Credits			
		August Intake		January Intake	
		Regular Track	Cooperative Education Track	Regular Track	Cooperative Education Track
CDI353	Food Business Operations and Management	6	6		
CDI354	Trends and Issues in Food and Beverage Industry	3	3		
CDIXXX	Major Elective 2	3	3		
CDIXXX	Major Elective 3	3	3		
CDIXXX	Major Elective 4	3	3		
		18	18		

Summer Session

Course Number	Course Title	Credits			
		August Intake		January Intake	
		Regular Track	Cooperative Education Track	Regular Track	Cooperative Education Track
CDI704	Internship II	3			
		3			

Program of Study
Bangkok University International
Bachelor of Arts Program in Culinary Arts and Design
(International Program)

Fourth Year

First Semester

Course Number	Course Title	Credits			
		August Intake		January Intake	
		Regular Track	Cooperative Education Track	Regular Track	Cooperative Education Track
CDI451	Service Systems Design for Food and Beverages	3	3		
CDI452	Food and Eating Design	3	3		
CDI453	Product Identity and Branding for Food and Beverages	3	3		
CDI454	Startup Project in Food and Beverage Business	3	3		
CDI701	Pre-Cooperative Education (Free Elective 2)		3		
		12	15		

Second Semester

Course Number	Course Title	Credits			
		August Intake		January Intake	
		Regular Track	Cooperative Education Track	Regular Track	Cooperative Education Track
CDIXXX	Free Elective I	3			
CDIXXX	Free Elective II	3			
CDI702	Cooperative Education in Food Service Industry		6		
		6	6		

Course Description

Culinary Arts and Design

1. General Education (30 credits)

English Language (9 credits)

IEN 106 The Art of Writing 3 (2 – 2 – 6)

Intensive practice in the writing of paragraphs and essays. Plan, write, and revise different types of essays, including narration, description, and exposition, with emphasis on the development of fluency, self-confidence, and ease with writing through free writing and peer reviewing.

IEN 107 Critical Reading and Writing 3 (2 – 2 – 6)

A workshop on enhancing critical reading and writing skills. Build up vital skills for producing a critique of any reading materials, including how to identify main ideas and summarize texts, how to analyze author's intent, tone, bias, assumption, and intended audience, as well as how to spot propaganda, fake news and disinformation.

IEN 108 Persuasive Presentation 3 (2 – 2 – 6)

In-depth training on persuasive presentation skills. Learn to plan and organize ideas, design and deliver convincing presentations, with emphasis on employing persuasion strategies, deploying effective arguments, and mastering body language, voice, and word choice, as well as creative audio-visual media.

Required (21 credits)

IGE 101 Thinking Skills for Lifelong Learning 3 (3 – 0 – 6)

A study of the principles of thinking and the development of systematic thinking including analytical thinking, synthesis thinking, critical thinking, problem-solving thinking and creative thinking. Students should be able to connect ideas and effectively choose to apply the appropriate thinking tools in daily life, working life, and lifelong learning.

IGE 102 Citizenship and Social Transformation 3 (3 – 0 – 6)

A study of the concepts, traits, rights, duties and freedom of citizenship. Students should be able to keep abreast of and adapt themselves to societal changes in emerging digital and multicultural environments in order to live harmoniously and happily with others and not to encroach on others.

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| IGE 103 | Technology and Innovation | 3 (3 – 0 – 6) |
| <p>A study of the concepts, role and the application of technology, including how to become aware of technology and innovation in various areas that improves the quality of life in modern society along with its impact on life, society and economics. This course also focuses on how to protect intellectual property arising from technology and innovation.</p> | | |
| IGE 104 | Aesthetics and Well-being for Life | 3 (3 – 0 – 6) |
| <p>Learn to live a meaningful life through various types of arts and recreational activities. Students will open new perspectives for the aesthetics of life and society from various artistic works and sport that influence the existence of life, society, and culture.</p> | | |
| IGE 105 | Global Alliance and Emerging Issues | 3 (3 – 0 – 6) |
| <p>A study of the international economic and political developments that impact the social and cultural changes in the global society in order to understand critical emerging issues of the world community.</p> | | |
| IGE 106 | Financial Literacy and Sustainable Development | 3 (3 – 0 – 6) |
| <p>A study of how to effectively manage and make financial decisions including personal financial management and investing. Emphasis is placed on the sustainable development through the integration of knowledge that harmonizes the relationship between community and society with an aim to recognize key problems and take positive actions.</p> | | |
| IGE 107 | Entrepreneurial Spirit and Leadership Skills | 3 (3 – 0 – 6) |
| <p>A study of the development of character traits that are vital to cultivating an entrepreneurial spirit, with an emphasis placed on how to think like an entrepreneur. This course comprises of creative thinking and seeking opportunities to start and run businesses on the basis of ethics and moral grounds. It also focuses on demonstrating effective leadership and teamwork as well as making bold, prompt, and well-informed decisions.</p> | | |

2. Professional Education (87 credits)

2.1 Core Courses (30 credits)

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| CDI 141 | Introduction to Food Service Industry | 3 (3 – 0 – 6) |
| <p>This course examines the types, structure and characteristics of the food service industry and aims to prepare food service professionals. This background knowledge</p> | | |

CDI 142	Food Safety and Sanitation	3 (3 – 0 – 6)
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CDI 143	Culinary Essentials	3 (3 – 0 – 6)
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CDI 144	Basic Culinary Skills	3 (0 – 6 – 3)
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CDI 241	English for Food Service Industry	3 (3 – 0 – 6)
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CDI 242	Basic Design Skills for Food and Beverages	3 (0 – 6 – 3)
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CDI 243	Introduction to Food Business Management	3 (3 – 0 – 6)
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This course covers the overall of food and beverage business management including types of business, the principles of management, accounting and finance, human resource management, IT, laws in the food service industry, ethics and moral for food service providers.

CDI 244	Food and Beverages Services	3 (3 – 0 – 6)
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The study of the structure, tasks and responsibilities of food and beverage departments, types of food and beverages, events and banquet formats. The course includes practical food and beverage service skills, table setting, serving food and beverages, clearing and cleaning tables, and cleaning and storing equipment used in food and beverage services.

CDI 344 English for Food Service Professionals 3 (3 – 0 – 6)

The course presents English for food service business management through the practice of communication skills, presentations for business plans, storytelling as well as writing skills, focusing on marketing and business administration and career documents such as CV, covering letter, and portfolio.

CDI 345 Digital Marketing for Food and Beverage Service Industry 3 (3 – 0 – 6)

This course covers principle of marketing, digital marketing plan and management for the operations of food and beverage service business such as market segmentation, targeting, positioning, pricing and channels as well as promotion. This course also involves consumers' characteristics, decision-making processes, factors affecting their behavior, and trends

2.2 Major Requirement (45 credits)

CDI 251	Intermediate Culinary Skills	3 (0 – 6 – 3)
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The course covers intermediate cooking methods and techniques such as soup, sauce, poultry, seafood, meats, vegetables and fruits cookery, combining theory and practice. Students will explore the uses of sous vide machine, vacuum machines, or other commonly state of the art tools and equipment in the kitchen.

CDI 252	Basic Patisserie	3 (0 – 6 – 3)
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This course covers the fundamental knowledge, skills, and techniques necessary in basic patisserie preparation. The theoretical study of basic baking tools and equipment as well as ingredient functions and product identification will be emphasized. Students will have the opportunity to produce bakery products.

CDI 253	The Art of Thai Cuisine	3 (0 – 6 – 3)
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This course will explore the history of Thai cuisine with the essential flavor profiles, basic preparations and specific techniques. Student will focus on a variety of cultural and regional cuisines from throughout the Thailand. Students will learn how to

create dishes using a Thai set menu. Vegetable carving techniques for plating and garnishing will also be addressed.

CDI 254	Nutrition and Health Cuisine	3 (3 – 0 – 6)
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This course covers the principles of nutrition and its relationship to the food service industry, nutritional analysis of menus, the application of basic nutritional concepts to food preparation and selection, healthy recipe and cooking techniques and also weight management. This course also involves designing menus in accordance with customer limitations

CDI 255	The Art of Food Styling	3 (0 – 6 – 3)
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This course features methods and techniques of food styling in different contexts, the use of molecular cooking, application of various edible and inedible materials for food and dining table garnish, food photography techniques, communication through photos, photo editing and retouching through both theoretical and practical lessons.

CDI 256	World Cuisine and Food Culture	3 (3 – 0 – 6)
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A study of history and characteristics of world cuisine including dining cultures, main ingredients through references and actual experiences of various countries' cuisines.

CDI 351	Introduction to International Cuisine	3 (0 – 6 – 3)
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A course in the characteristics of international food, assorted ingredients and culinary techniques, combining theory and practice.

CDI 352	Baking Arts	3 (0 – 6 – 3)
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The study of the knowledge, skills, and techniques necessary in the production and presentation of basic yeast products. The ingredient functions as well as recipe interpretation and development will be discussed. Students will practice on lean yeast dough, enriched yeast dough, and various artisan breads.

CDI 353	Food Business Operations and Management	6 (0 – 12 – 6)
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Prerequisite: CDI 143 and CDI 144

A study of various food and beverages business models and operations including the responsibilities of the qualified personnels, menu planning, purchasing, product receiving, storing, and issuing products, menu preparing, customer service as well as necessary mathematics, combining theory and practice.

- CDI 354 Trends and issues in Food and Beverage Industry 3 (3 – 0 – 6)
- A study of trends and important issues confronting the food and beverage industry. Emphasis is placed on the understanding of the challenges and opportunities facing the food and beverage industry. It also focuses on analysing and critically examining the selected food and beverage trends and issues and applying innovative approaches to management of food and beverage industry issues.
- CDI 451 Service Systems Design for Food and Beverages 3 (0 – 6 – 3)
- This course features managerial principles and techniques related to food and beverages that integrate design knowledge, analyze data to maximize service system and create new experience among service users to find innovative business channel or create competitive advantage among organizations.
- CDI 452 Food and Eating Design 3 (0 – 6 – 3)
- This course features food and eating design by applying design knowledge with food products and eating behaviors as well as with products related to eating, focusing on creating image and changing behaviors to create aesthetics or new eating experiences that can be built on for future business.
- CDI 453 Product Identity and Branding for Food and Beverages 3 (3 – 0 – 6)
- This course examines up-to-date case studies with interesting aspects including design identity related to food and beverages and creating personal brands and packaging through personal design identity.
- CDI 454 Startup Project in Food and Beverage Business 3 (0 – 6 – 3)
- The study of creative startup projects for food and beverages according to students' interest and expertise. Starting from idea creation, prototype design, product testing as well as procedures and guidelines for sustainable business planning and development.

2.3 Major Electives (12 credits)

Choose from the following Food and Beverage Electives or other Major Electives in other international program with total 12 credits (subject to be approved by the dean)

- Food and Beverage Electives

CDI 511	Contemporary Asian Cuisine	3 (0 – 6 – 3)
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A course in the characteristics of Asian food, assorted ingredients and culinary techniques, combining theory and practice.

CDI 512	Contemporary European Cuisine	3 (0 – 6 – 3)
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A course in the characteristics of European food, assorted ingredients and culinary techniques, combining theory and practice.

CDI 513	Authentic Thai Cuisine and Thai Desserts	3 (0 – 6 – 3)
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Students will enhance authentic Thai cuisine and Thai desserts cooking skills by studying traditional techniques and cultural aspects that deal in-depth with the royal Thai cuisine. Classical cuisine provides an overview of how cooking has evolved throughout time.

CDI 514	Dessert for Buffet and Restaurant	3 (0 – 6 – 3)
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The study of the knowledge, skills, and techniques necessary in the production and presentation of basic patisserie products served in restaurants, banquets, buffets and special occasions. Students will learn about products such as tarts, petit fours, verrines, etc. starting from preparing ingredients, producing the items, storing and serving presentation.

CDI 515	Advanced Baking and Patisserie techniques	3 (0 – 6 – 3)
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The study of the history, elements and advanced techniques for baking and patisserie items. Students will learn both classic French recipes and contemporary items, starting from preparing ingredients, producing and assembling the items, storing techniques and serving presentation.

CDI 516 The Art of Cake Decoration 3 (0 – 6 – 3)

A study of cake decoration in contemporary style, raw material, equipment and appliances focusing on both theory and practice.

CDI 517	Chocolate and Confectionery	3 (0 – 6 – 3)
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The study of various chocolate products and confectionery including raw material, equipment and appliances for creating and designing confections as well as chocolate works.

CDI 518	Introduction to Wine	3 (3 – 0 – 6)
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This course introduces the geography and history of wine as well as the art of wine making and evaluation. Students will have the opportunity to gain knowledge on food pairing, wine keeping, and wine service. A field trip to winery or wine vendors is included.

CDI 519	Mixology	3 (0 – 6 – 3)
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Students will explore many types of beverages and mixed drinks, both alcoholic and non-alcoholic. Focus is placed on the study of tools, equipment and ingredient selections, mixing and serving techniques, creativity in new beverage menus, decorations and cost calculations applied to bartending through both theoretical and practical lessons.

CDI 520	The Art of Coffee and Tea Making	3 (0 – 6 – 3)
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This course provides the fundamental knowledge necessary for establishing a café and/or a tea house business. The study of café/tea house styles and organizational charts as well as the types, origin, and manufacturing process of coffee beans and tea will be discussed. Students will be able to develop their skills through both theoretical and practical lessons.

CDI 521	Banquet and Catering Management	3 (3 – 0 – 6)
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This course introduces various types and management principles of banquet functions and catering services as well as procedures for operating and planning on-site and off-site banquet functions and catering services including customer services, menu designs, ingredient purchasing, ingredients and equipment preparation and cooking techniques for different banquet and catering services.

Choose from the following CDI Free Electives or other Free Electives in other international program with total 6 credits

Learn the principles of innovative gourmet cooking techniques with hands on learning. Both theoretical and practical learning methods will be emphasized

This course explores the principles and mixing methods and techniques of various healthy beverage menus, ingredient selection and storage as well as designing menus in accordance with customer limitations and beverage decoration by emphasizing both theoretical knowledge and practice.

The course aims to introduce students to techniques and methods of food carving, especially of vegetables and fruit. Students learn how to prepare materials and gain hands-on knowledge of equipment, as well as the application of art in food carving. Theoretical and practical study allows students to employ the skills and knowledge obtained from class to real-life dish decorations.

A study of the history, values and patterns of Thai flower and leaf arrangement in traditional and contemporary styles through fine arts such as needlework, flower selection and preparation, equipment usage and maintenance, cost calculation for pricing, package design, and value adding.

The study of theories, components, principles and basic knowledge of flower arrangement, characteristics, maintenance and equipment as well as the selection of proper vases for flower designs, including eastern and western arrangements. Emphasis is on the integration of theories and practice to provide students with essential knowledge for creating different styles of flower arrangements.

Prerequisite: CDI 615

CDI 617	Entrepreneurship in Party Food Business	3 (1 – 4 – 4)
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CDI 618	Entrepreneurship in Commercial Street Food Business	3 (1 – 4 – 4)
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CDI 619 Entrepreneurship in Café Business 3 (1 – 4 – 4)

CDI 701	Pre-Cooperative Education	3 (3- 0 - 6)
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This course features concept of cooperative education and prepares students for work by enhancing essential skills such as preparing documents for job application, choosing establishments, interview techniques, communication skill development including cross-generation communication, communicating in English, cross-cultural communication. Also, this course focuses on creative teamwork skills in different enterprise cultures, psychology of working with others, emotion development techniques, adjusting to changes, entrepreneurial spirit, report writing and presentation techniques, etiquette in workplace as well as moral and professional ethics.

4. Professional Internship Courses (6 credits)

Students must complete 6 credits of Professional Internship Courses.

CDI 703	Internship I	3 (0– 40 – 0)
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Prerequisite: CDI 143, CDI 144 and CDI 252

Students complete an internship either in Thailand or overseas. Internship-based study enables students to adapt theoretical knowledge to real-life situations in hotels, restaurants or other businesses related to food and beverages. Students are required to complete at least 400 working hours. The internship is monitored and evaluated under cooperation between the school departments and the work placement organizations.

CDI 704	Internship 2	3 (0– 40 – 0)
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Prerequisite: CDI 703

Students complete an internship either in Thailand or overseas. Internship-based study enables students to adapt theoretical knowledge to real-life situations in hotels, restaurants or other businesses related to food and beverages. Students are required to complete at least 400 working hours. The internship is monitored and evaluated under cooperation between the school departments and the work placement organizations.

CDI 702	Cooperative Education in Food Service Industry	6 (0- 40 - 0)
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Prerequisite: CDI 701

Students study the practical system in a workplace through being an employee. The course is designed to prepare students to be ready for professional careers by working in systematic operations. Students are required to work full time for at least a semester of 16 weeks. The assigned work must be of high quality or work that provides practical experience in the students' major field of study or a proposed project or work that benefits an organization as a whole. Cooperative education will be monitored and evaluated under cooperation between the school departments and the work placement organizations. Students are required to submit an evaluation report at the end of the placement.