

I. COURSE DESCRIPTION:

This course is designed to provide the student with the necessary skills required for sanitation and safety for industry and work place set by the Algoma Health Unit Food Handler's Certificate, and H.A.C.C.P.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. *Maintain safe and clean work-site*

Potential Elements of the Performance:

- Maintain safe worksite
- Maintain clean worksite
-

2. *Identify appropriate legislation*

Potential Elements of the Performance:

- State the three levels of government food health inspection and their areas of control
- Identify and define the terms in the National Sanitation Code

3. *List and describe the causes, symptoms, control and method of transmission of food-borne illnesses and non-food contaminants*

Potential Elements of the Performance:

- State the four usual bacterial families involved in food-borne illnesses
- Discuss transmission, control measures and major food habitats
- Describe three types of food-borne illnesses, causes, symptoms and methods of transmission
- Describe non-food contaminants e.g. Hepatitis and chemical contaminants

4. *Discuss the importance of personal hygiene*

Potential Elements of the Performance:

- State the reasons for using personal sanitary habits
- Describe personal sanitary practises

5. ***Describe the importance of sanitary practices in transportation, purchasing, receiving, storing, holding and reheating of foods (including required temperatures)***

Potential Elements of the Performance:

- State the methods of safe transporting, purchasing, receiving, storing, preparing, holding and reheating of foods with special emphasis on temperature control
- Define purchasing from an approved source
- List eight personal sanitation habits to be practiced by food service workers
- Adhere to the principles of hazard analysis critical control point-system (HACCP).

6. ***Identify the major pieces of equipment and utensils used in the industry and their safe use.***

Potential Elements of the Performance

- List and identify safety and sanitation requirements for garbage control
- Design and implement a cleaning schedule for a food preparation area

7. ***List and describe the importance of emergency and planning procedures (cause and response)***

Potential Elements of the Performance

- Fire
- Accident
- Evacuation

8. ***Food handlers certificate***

Potential Elements of the Performance

- write and pass the Ontario Food Handlers Certificate

III. TOPICS:

1. Safe and Secure work site
2. Legislation
3. Food borne illnesses
4. Personal hygiene
5. Sanitary practices within production and storing
6. Maintenance Standards (WHMIS)
7. HACCP
8. Emergency and planning procedures

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- 1) Stemmed Thermometer (purchase at any food supply store)
- 2) Food Premises Regulation Under the Health & Promotion Act
- 3) Food Handler's Manual Algoma Health Unit

V. EVALUATION PROCESS/GRADING SYSTEM:

Three tests will be given

Test 1 25%

Test 2 25%

Assessment 50%

Everyone will be required to write the test set by the Algoma Health Unit. Cost to students approximately \$8.00

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 - 59 %	1.00
F (Fail)	49% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty	

VI. SPECIAL NOTES:***Dress Code:***

All students are required to wear their uniforms while in the Hospitality and Tourism Institute, both in and out of the classroom. **(Without proper uniform, classroom access will be denied)**

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.