

I. COURSE DESCRIPTION:

This course will provide students with the necessary knowledge and skills required in sanitation and safety to work in the hospitality industry. Further, each student will complete the Algoma Public Health's Safe Food Handling Certification program for Ontario.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. *Maintain a safe and clean work-site.*Potential Elements of the Performance:

- Identify proper procedures to ensure a safe workplace
- Outline industry-accepted methods to maintain a sanitary work environment

2. *Identify provincial and federal food service legislation.*Potential Elements of the Performance:

- Identify the food health inspection system of each level of government
- Outline the purpose of the National Sanitation Code

3. *List and describe the causes, symptoms, and methods of transmission of food-borne illnesses and non-food contaminant.*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 safe personal sanitary practices
- Describe appropriate personal sanitary practices

5. ***Describe the importance of sanitary practices in transportation, purchasing, receiving, storing, holding and reheating of foods.***

Potential Elements of the Performance:

- State the methods for 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
- Discuss cleaning procedures for a food preparation area

7. ***List and describe the importance of emergency planning procedures.***

Potential Elements of the Performance

- Fire
- Physical injury
- Evacuation

8. ***Food handlers certificate***

Potential Elements of the Performance

- Complete the Algoma Public Health's Safe Food Handling Certificate Program for Ontario

III. TOPICS:

1. Safe and secure work site
2. Food service legislation
3. Food borne illnesses
4. Personal hygiene
5. Sanitary practices throughout the "flow of food" process
6. Maintenance standards
7. HACCP
8. Emergency and planning procedures

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- 1) Stemmed Thermometer
- 2) Food Premises Regulation Under the Ontario Health & Promotion Act
- 3) Algoma Public Health's Safe Food Handler's Manual

V. EVALUATION PROCESS/GRADING SYSTEM:

Three tests will be given

Test #1	25%
Test #2	25%
<u>Certification Test</u>	<u>50%</u>

All students are required to write the test set by Algoma Public Health. The cost per student is approximately \$10.00.

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.	

VI. SPECIAL NOTES

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Dress Code:

All students are required to wear their uniforms while in the Hospitality and Tourism Institute, both in and out of the classroom.

Assignments:

Since one of our goals is to assist students in the development of proper business habits, assignments will be treated as reports one would provide to an employer, i.e. in a timely and businesslike manner. Therefore, assignments will be due at the beginning of class and will be 100% complete. All work is to be word processed, properly formatted, assembled and stapled prior to handing in. No extension will be given unless a valid reason is provided and agreed to by the professor in advance.

Testing Absence:

If a student is unable to write a test for medical reasons on the date assigned, the following procedure is required:

- In the event of an emergency on the day of the test, the student may require documentation to support the absence and must telephone the College to identify the absence. The college has a 24 hour electronic voice mail system (759-2554) Ext. 2588.
- The student shall provide the Professor with advance notice preferably in writing or e-mail of his/her need to miss the test with an explanation which is acceptable to the professor.
- The student may be required to document the absence at the discretion of the Professor.
- All decisions regarding whether tests shall be re-scheduled will be at the discretion of the Professor. In cases where the student has contacted the professor and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the professor, the student will receive a mark of "0" on that test.
- The student is responsible to make arrangements, immediately upon their return to the College with their course Professor in order to make-up the missed test.

VII. COURSE OUTLINE ADDENDUM

1. 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.
2. 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.
3. 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. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

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

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

4. Accessibility Services:
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Accessibility Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.
5. Communication:
The College considers *Desire2Learn (D2L)* 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 this Learning Management System (LMS) communication tool.

6. 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.

7. Tuition Default:
Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *November* will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

8. Student Portal:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

9. Electronic Devices in the Classroom:
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.