

I. COURSE DESCRIPTION:

This course is designed to provide the CICE student with the necessary skills required for sanitation and safety for industry and work place set by the Canadian Restaurant and Foodservice Association, and H.A.C.C.P.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the CICE student, with the assistance of an Educational Assistant will demonstrate a basic ability to:

1. Identify and define the terms in National Sanitation Code

Potential Elements of the Performance:

- a) The terms in the National Sanitation Code
 - b) Recognize the importance of food safety and sanitation as the basis to prevent food borne illness
 - c) State the problems caused by food borne illness for both the individuals who become ill and the food establishment blamed for the incident
 - d) Identify trends in menus and consumers use of food products prepared in food establishments
 - e) Explain the purpose of government regulations (federal, provincial and local) in the food industry
2. Demonstrate a basic understanding of the causes, symptoms, control and method of transmission of food borne illnesses

Potential Elements of the Performance:

- a) Identify the four usual bacterial families involved in food borne illnesses
- b) Discuss transmission, control measures and major food habitats
- c) Describe the three types of food borne illnesses, causes, symptoms and method of transmission

3. Maintain health standard levels and maintain an appropriate level of personal hygiene

Potential Elements of the Performance:

- a) Upon successful completion of this course the student will demonstrate personal hygiene and grooming which are appropriate to the industry.
(See attached policy on dress code)
4. Explain the importance of sanitary practices in transportation, purchasing, receiving and storage of foods including required temperatures. As well as limiting cross -contamination.

Potential Elements of the Performance:

- a) State the methods of safe transporting, purchasing, receiving and storing of food
 - b) Define purchasing from an (approved) source
 - c) Demonstrate personal sanitary habits as stated in the Sanitation Code
 - d) List at least eight personal sanitation habits to be encouraged in food service workers
5. Identify the standards required for construction of food service premises

Potential Elements of the Performance:

- a) List and identify sanitation requirements in construction standards, maintenance procedures, customer, food service, design and installation of equipment, garbage control
6. List and safely use (only after proper demonstration) major pieces of equipment and utensils used in the industry

Potential Elements of the Performance:

- a) Will be able to use the major pieces of equipment used in the industry
- b) The method of cleaning, disinfecting, and maintaining major pieces of equipment and utensils
- c) Will understand the responsibilities of suppliers, employers and employees with regard to Workplace Hazardous Material Information System (WHMIS) legislation

7. Prevent and help reduce accidents by doing tasks carefully.

Potential Elements of the Performance:

- a) Demonstrate duties that will help to reduce the risks for both customers and employers in the workplace.
Example: Safe lifting techniques & safe cutting techniques

III. TOPICS:

1. Interpretation of Terms (effectively)
2. Food Contamination (HACCP)
3. Personal Hygiene
4. Safe Food Handling
5. Construction Standards
6. Maintenance Standards (WHMIS)
7. First Aid

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- 1) Stemmed Thermometer (purchase at any food supply store)
- 2) Food Premises Regulation Under the Health & Promotion Act
- 3) The Sanitation Code for Canada's Foodservice Industry (CRFA)

V. EVALUATION PROCESS/GRADING SYSTEM:

Three tests will be given (approximate dates)

October	33.33%
November	33.33%
December	33.33% (constitutes N.S.T.P certificate \$8 fee)

Everyone will be required to write the test set by the National Sanitation Training Program (NSTP) by the Canadian Restaurant and Foodservice Association.

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%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
F (Fail)	59% 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. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.	
W	Student has withdrawn from course without academic penalty.	

VI. SPECIAL NOTES:

Guest speaker from Algoma Health Unit (Health Inspector)
Dress code in affect. See attached

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 703 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.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. 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 advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.

CICE Modifications:**Preparation and Participation**

1. An Integrative Educational Assistant will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Integrative Educational Assistant may not attend all classes with the student(s), support will always be available. When the Integrative Educational Assistant does attend classes he/she will remain as inconspicuous as possible.

CICE Modifications:**A. Tests may be modified in the following ways:**

1. Tests which require essay answers may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests which use fill in the blank format may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

B. Tests will be written in the Learning Assistance Centre with assistance from an Integrative Educational Assistant.***The Integrative Educational Assistant may:***

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

C. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Integrative Educational Assistant may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

D. Evaluation:

Is reflective of modified learning outcomes.