

I. COURSE DESCRIPTION:

With the assistance of a Learning Specialist, the CICE student(s) will acquire knowledge in the area of personal hygiene and basic skills related to sanitation code requirements, and sanitary practices in storing, handling and cooking foods. Government Health regulations, safety in handling kitchen equipment, tools and first aid are also covered.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will demonstrate a basic 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. Gain a basic understanding of 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. Gain a basic understanding of the causes, symptoms, and methods 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 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. Have a basic understanding of 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 (metric and imperial)
- 2) Food Safety Code of Practice. CRFA.ca ISBN: 978-9811878-2-2
- 3) Algoma Public Health's Safe Food Handler's Manual (will be provided)

V. EVALUATION PROCESS/GRADING SYSTEM:

Test #1	50%
Test #2	50%

Certification Test Optional – Not factored into final grade.

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:

Grade

Definition Grade Point Equivalent

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 /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	

If a faculty member determines that a student is at risk of not being academically successful, the faculty member may confidentially provide that student's name to Student Services in an effort to help with the student's success. Students wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

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. 2517.
- 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.

Addendum:

Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located in D2L and on the portal form part of this course outline. Students are expected to adhere to these expectations; therefore they must review the addendum and be familiar with these expectations

CICE Modifications:**Preparation and Participation**

1. A Learning Specialist 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 Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

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 CICE office with assistance from a Learning Specialist.***The Learning Specialist 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 Learning Specialist 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.