

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: **HOME MANAGEMENT**

CODE NO. : **HSW 012**

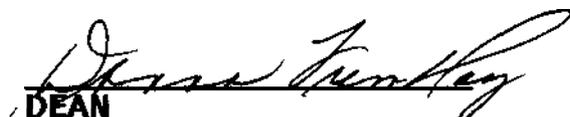
SEMESTER:

PROGRAM: **HOME SUPPORT WORKER**

AUTHOR: **G. CHATEAU**

DATE: **SEPT/95**

PREVIOUS OUTLINE DATED: **FALL/93**

APPROVED: 
DEAN
SCHOOL OF HEALTH SCIENCES


DATE **P-AL**

HOME MANAGEMENT

HSW 012

COURSE NAME

CODE NO.

TOTAL CREDIT HOURS: 15

PREREQUISITE(S):

I. PHILOSOPHY/GOALS:

This course will provide the student with the principles of effective home management. The student will be provided with the knowledge and skills to maintain a safe clean environment. Recognition of potential hazards and causes of accidents will be reviewed. The student will learn the skills to plan a work schedule to meet the needs of the client.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will:

1. Discuss the principles of effective home management
2. Know the properties of household cleaning agents and use them safely.
3. Plan priorities and a work schedule with and for the client.
4. Assist the client to manage a household pest problem
5. Use, clean and maintain appliances and cleaning tools.
6. Clean household items and clothing thoroughly without damage to the material.
7. Know the common cause of accidents in the home.
8. Maintain hazard free floors.
9. Use proper care in storage, use and control of hazardous products.
10. Know potential fire hazards and methods of control.
11. Maintain a safe home environment

III. TOPICS TO BE COVERED:

1. **Accidents**
2. Safety Precautions
3. Occupational Health & Safety Act
4. Overall Home Safety
5. Fire Safety and Protection
6. Why We Clean
7. Cleaning Products
8. Household Pests
9. Organizing the Workday
10. Using Time Wisely
11. Family Work Schedule

IV: LEARNING ACTIVITIES	REQUIRED RESOURCES
<p>1.0 Accidents</p> <p>Upon successful completion of this module the individual will be able to:</p> <ul style="list-style-type: none">1.1 Define the term accident1.2 Describe the most common causes of accidents1.3 Identify major areas of accidents.	<p>Discussion</p> <p>Text pg 142</p> <p>Discussion</p>
<p>2.0 Safety Precautions</p> <p>Upon successful completion of this module the individual will be able to:</p> <ul style="list-style-type: none">2.1 Describe basic safety measure in home.2.2 Describe how Homemakers can protect themselves from injury2.3 Identify potential chemical, electrical, fire, and other hazards in home2.4 Identify major types of accidents in each age group	<p>Text pg 142</p> <p>Text pg 142,143,144,145</p> <p>Text pg 143,144,145,146</p> <p>Text pg 143</p>
<p>3.0 The Occupational Health & Safety Act</p> <p>Upon successful completion of this module the individual will be able to:</p> <ul style="list-style-type: none">3.1 Describe how the Occupational Health and Safety Act applies to Homemakers and Supervisors	

LEARNING ACTIVITIES	REQUIRED RESOURCES
<p>4.0 Overall Home Safety</p> <p>Upon successful completion of this module the individual will be able to:</p> <p>4.1 describe the methods of protecting your client and yourself in the home</p> <p>4.2 Describe reasons for precautions</p> <p>4.3 describe safety precautions to take in the kitchen and the bathroom</p> <p>4.4 describe precautions while cleaning floors and hallways</p>	<p>Text pg 142,143,144,145</p> <p>Text pg 145, 146</p>
<p>5.0 Fire Safety & Protection</p> <p>Upon successful completion of this module the individual will be able to:</p> <p>5.1 Identify fire producing situations</p> <p>5.2 Identify types of fires</p> <p>5.3 describe methods of reducing fire hazards</p> <p>5.4 outline proper care and use of smoke detectors</p> <p>5.5 describe methods of extinguishing fires</p> <p>5.6 plan an escape route from a client's home</p> <p>5.7 Describe evacuations methods</p>	<p>Text pg 146</p> <p>Text pg 146</p> <p>Handout</p> <p>Handout</p> <p>Discussion</p>

LEARNING ACTIVITIES

REQUIRED RESOURCES

6.0 Why We Clean

Upon successful completion of this module the individual will be able to:

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|-----|--|-------------------------|
| 6.1 | describe what is meant by the term "clean" | Text pg 123 |
| 6.2 | state the reasons for cleaning | Text pg 123 |
| 6.3 | describe why it is especially important to clean the kitchen and bathroom well | Text pg 123,124,125,126 |

7.0 Cleaning Products

Upon successful completion of this module the individual will be able to:

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|-----|---|------------------|
| 7.1 | identify common household products that can be used as cleaning agents | Text pgs 125,126 |
| 7.2 | describe appropriate and safe use of cleaning agents | Text pg 125 |
| 7.3 | describe common soils and stains and identify appropriate cleaner | Text pg 125 |
| 7.4 | describe the rules for using cleaning products | Text pg 125 |
| 7.5 | identify and describe the meanings of the hazardous product symbols | Handout |
| 7.6 | identify hazardous products | Handout |
| 7.7 | describe proper storage methods to prevent misuse of hazardous products | Handout |
| 7.8 | describe the procedures to notify authorities of hazardous product situations | |

LEARNING ACTIVITIES	REQUIRED RESOURCES
8.0 Common Household Pests Upon successful completion of this module the individual will be able to:	
8.1 identify the most common household pests	Text pg 129, Handout
8.2 describe what Homemakers should do if they encounter any of these pests	Handout
8.3 Discuss problem with client solutions to pests	Discussion
8.4 Identify authorities involved and reporting mechanism	Discussion
8.5 Prepare for professional extermination	Discussion
9.0 Organizing the Workday Upon successful completion of this module the individual will be able to:	
9.1 determine priorities	Discussion
9.2 develop a time schedule	Text pg 124
9.3 evaluate the workday	
10.0 Using Time Wisely Upon successful completion of this module the individual will be able to:	
10.1 describe ways of using your time wisely	Discussion
11.0 Family Work Schedule Upon successful completion of this module the individual will be able to:	
11.1 Involve the client in planning for the day and over an extended period of time	Discussion

LEARNING ACTIVITIES		REQUIRED RESOURCES
11.2	describe how to encourage family participation in home management	Discussion
11.3	Plan a work schedule to meet needs of client and family	Discussion
12.0	Household Appliances	
	Upon successful completion of this module the individual will be able to:	
12.1	use and care for large household appliances a) washing machines b) automatic dryers c) ranges d) ovens e) refrigerators f) automatic dishwashers g) vacuum cleaners h) freezers	Discussion Handouts
12.2	Use and care for common small household appliance	Discussion
12.3	Use and care for manual cleaning tools.	
13.0	Laundry	
	Upon successful completion of this module the individual will be able to:	
13.1	Read care labels of clothing	Text pg 121
13.2	Describe methods of cleaning clothing	Discussion
13.3	Describe ways to prolong life of clothing & household items	Discussion
13.4	Describe common hand mending techniques	Discussion

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V. EVALUATION METHODS: (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS ETC.)

Evaluating will be based largely upon attendance, group work and class participation. Students should attend all classes.

Failure to attend at least 80% of the classes will result in an unsatisfactory grade.

A final grade will be derived from:

Quizzes	15%
Class Participation	60%
Group Work	25%
	100%

VI. LEARNING RESOURCES:

1. Being A Homemaker/Home Health Aide, Third Edition Zucker, Elena, R.N., MSN, A Brady Book, Prentice Hall
2. Workbook to Being A Homemaker, Home Health Aide, Third Edition Elbrite, Lou J., NR, M.S. PhD., A Brady Book, Prentice Hall