



ETP 26 COURSE OUTLINE - FALL SEMESTER 2015

CERTIFICATION

Class Times: TBA

Classroom: Interurban Campus, Portable A, Room 104

Instructor: David Greig

Office: Portable A – Room 102A (Interurban Campus)

Office Hours: Wednesday: 3:00-3:15, Thursday: 9:30-10:00 & 3:00-3:15 and Friday by appointment.

Telephone: 250 370-3845 **Email:** Greig@camosun.bc.ca

Instructor: Mark Fournier

Office: Portable A – Room 102A (Interurban Campus)

Office Hours: Monday, Tuesday: 9:30-10:00 & 3:00-3:15; Wednesday: 9:30-10:00 & 12:00-12:15

Telephone: 250 370-3839 **Email:** fournierm@camosun.bc.ca

COURSE PURPOSE

This course provides students with the knowledge and skills needed to obtain certificates in Foodsafe, Superhost, First Aid, CPR and WHMIS (modified).

COURSE OUTCOMES

Upon completion of this course a student will have achieved certification in FoodSafe, Superhost, First Aid & CPR and WHMIS (modified). These certificates will enhance the opportunities for employment.

PREREQUISITES

Permission from instructor is required to register in this course. Candidates must demonstrate readiness to learn, ability to travel and function independently in the community and capacity to contribute effectively to a workplace setting.

REQUIRED MATERIALS

Learning material will be provided. Students are responsible for the following:

- Clean clothing in good repair appropriate for select work experience settings.
- 3 ring binder, pens, paper and book bag.
- Calendar, schedule or smart phone to keep track of appointments and commitments.
- Meals, snacks, water.

EVALUATION

Students will participate in a performance evaluation conducted by the instructor. Performance on course outcomes will be assessed according to input from the following sources:

- Certificates: students are expected to obtain all certificates listed above.
- Attendance: students are expected to arrive on time to all scheduled classes and placements ready to learn and work. Where this is not possible students will contact the instructor with sufficient notice.
- Individual and group assignments: completed on time to the best of the student's ability.
- Classroom Activities: students are expected to demonstrate progress, teamwork, initiative and collaboration.

COMPETENCY BASED GRADING SYSTEM

Grade	Description
COM	Complete: The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	Complete with Distinction: The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	Not Complete: The student has not met the goals, criteria, or competencies established for this course, practicum or field placement.
I	Incomplete: A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	In progress: A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)
CW	Compulsory Withdrawal: A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

ACADEMIC PROGRESS POLICY

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, at Registration, and on the College web site in the Policy Section.

<http://camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf>