



CAMOSUN COLLEGE
School of Access
Employment Training and Preparation

ETP 026 Certification
Food and Customer Service Training
Fall 2019

COURSE OUTLINE

The calendar description is available on the web @

<http://camosun.ca/learn/calendar/current/web/etp.html#ETP026>

Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

a) Instructor

Jody Isaac

b) Office Hours

Mondays 3:00-4:00pm, or call to arrange an appointment

c) Location

Interurban Camps, Portable A

Classroom: Room 105

Jody Isaac's Office: Room 100A

d) Phone

(250) 370-4610

e) Email

isaacj@camosun.ca

f) Website

<http://camosun.ca/learn/school/access/bios/isaac.html>

2. Intended Learning Outcomes

Course Description:

To provide students with the knowledge and skills needed to obtain certificates in Foodsafe, Superhost, First Aid, CPR and modified WHMIS. Upon completion of this course a student will have achieved certification in all the aforementioned areas. These certificates will enhance the opportunities for employment.

What You Will Learn:

The student will be able to:

- Demonstrate the skills required in each certificate area;
- Demonstrate an understanding of the importance these certificates will make in terms of their employability.

3. Required Materials

All required texts and workbooks supplied by community resources in the various certificate areas.

4. Course Content and Schedule

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc.)

A semester-specific schedule will be distributed on the first day of class.

5. Basis of Student Assessment (Weighting)

Students will be evaluated on their participation during class discussions, participation during group activities, and successful completion of final assessment in each certificate area.

6. Grading System

Standard Grading System (GPA)

Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

Please bring a notebook and pen or pencil to class.

Please also bring a positive attitude, including professional, mature behavior, to the teaching and learning environment.

8. College Supports, Services and Policies



Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

9. Competency-Based Grading System (Non GPA)

The grading system for this course is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

10. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> 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	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> 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.