



**COURSE DESCRIPTION**

Students will be oriented to the areas of human services, trades and business/hospitality and learn general skills related to the workplace. They will experience a variety of job placements within the college.

**COURSE DELIVERY:**

The course content may be presented through a blend of instructional methods, including lecture, Internet, discussion, independent study, audio/video conferencing and videotape.

**RATIONALE:**

Success in the workplace is based on knowledge, skill, interpersonal effectiveness and a positive attitude. This course will provide the student with a foundation in these areas and a chance to practice these attributes in a supervised environment.

**LEARNING OBJECTIVES/OUTCOMES**

Upon successful completion of this course, the student should be able to:

1. demonstrate basic first aid techniques
2. demonstrate appropriate behavior in serving alcoholic beverages
3. demonstrate sanitation techniques
4. demonstrate appropriate behaviors in handling hazardous materials
5. demonstrate accountability for actions in the workplace
6. behave with appropriate workplace standards
7. interact with others to promote effective working relationships

**TOPICS COVERED**

1. Emergency First Aid
  - 1.1. emergency scene management
  - 1.2. shock, unconsciousness and fainting
  - 1.3. artificial respiration
  - 1.4. choking
  - 1.5. severe bleeding

2. Smart Serve
  - 2.1. effects of alcohol
  - 2.2. legal issues
  - 2.3. maintaining a safe atmosphere
  - 2.4. house policies and risk assessment
3. Food Safety Code of Practice
  - 3.1. flow of food
  - 3.2. equipment and utensils
  - 3.3. cleaning and sanitation
  - 3.4. pest control
  - 3.5. employee and water illness
4. Workplace Hazardous Material Information System
  - 4.1. properties and symbols of hazardous materials
  - 4.2. labeling requirements
  - 4.3. material safety data sheets
  - 4.4. hazard control
- 5-7 Field Placement Experience within the College Environment

**ALTERNATE DELIVERY:**

**REQUIRED COURSE MATERIAL:** (to be purchased by the learner)  
To be announced

**RESOURCE MATERIAL:**

**STUDENT EVALUATION**

Course credit upon successful completion of field placement

GRADING				
A	B	C	D	F
100-80%	79.9-70%	69.9-60%	59.5-50%	Less than 50%

**Faculty Contact** Jack VanKannel

**Academic Director Signature** .....

**Approved for use in academic semester(s)** 2003/2004

NOTICE TO ALL STUDENTS: We urge you to retain this course outline for future reference. There is a charge for additional copies.