



North Central Kansas Technical College

Syllabus

Date Syllabus Filed: 01/2010

Instructor: Darsey Offutt, BS, MBA

Office Hours: Telephone or E-mail **Office Phone:** 785-738-9020

Where to Leave Messages: Angel messaging, doffutt@ncktc.edu, or call 785-534-0566

Course Number: HS 104 **Semester Credits:** 1

Course Title: Dining Services **Building:** Online Course

Catalog Description:

The Dining Services training course will provide you with the tools needed to identify and prevent food borne illnesses. It will help to identify problem areas in the flow of food throughout your operation and provide you with the tools to minimize risk factors.

Course Dates: May 24, 2010 – July 2, 2010

Textbook: This class is taught entirely online. No text required.

Method of Evaluation/Grades:

There will be a variety of assessments during this course which will determine your final grade. There are five units in this course. Each unit is comprised of two or three chapters. There are powerpoints for each chapter, and then a homework assignment for the first eleven chapters that you will be graded on.

Please note that the diagnostic test and the ServSafe Starters Employee Online Course are both optional to take and are not included in your final grade for this course.

Letter grades will be assigned by percentage:

A	<90%
B	<80%
C	<70%
D	<60%
F	>60%

Due Dates for Assignments:

Homework assignments are due by midnight of the last day of class. The course is broken up into Units. The Units should be done weekly in order to keep up with the course.

Late Assignment Policy:

This is a self-paced course so there are no late assignments. However, all assignments must be turned in by the last day of the class or they will not be counted. No extensions to the course deadline can be given!

ServSafe Starters Employee Online Course:

This is an optional training course that covers these five key areas:

- Basic Food Safety
- Personal Hygiene
- Cross-Contamination and Allergens
- Time and Temperature
- Cleaning and Sanitation

The online course takes 1.5 hours to complete and then you take an exam which takes approximately 40 minutes. If you pass the exam with a 70%, you can print off a certificate for your documentation. If you are interested in taking this course, please contact me for a course access key.

Services for Students with Disabilities:

Students with either a permanent or temporary disability who require accommodation for more than one week should request services by contacting the Student Services Office. Students requesting accommodations must present written documentation from a certified professional, which should include a statement identifying the disability as well as recommendations for accommodations. Contact, at least one month in advance, the Director of Learning Resources at (785) 738-9020 to make requests for accommodations.

Policy Regarding Academic Dishonesty:

Academic dishonesty of any kind will not be tolerated while attending North Central Kansas Technical College. The examples of academic dishonesty are plagiarism, cheating, falsification or forgery of any assignments or examinations. Any student who participates in any form of academic dishonesty must accept the consequences of their actions. These consequences may include but are not limited to the following: (a) verbal

or written warning, (b) lowering of grade for assignment/activity, (c) failure of class assignment or exam.

Course Objectives:

- Students will learn the dangers of foodborne illness, how to prevent it and the keys to food safety. They'll see where contamination starts, the components for good personal hygiene, and how every employee can be a safe foodhandler.
- Students will discover how to prevent cross-contamination, and how to utilize time and temperature control effectively. They will learn how to keep food safe during receiving, food storage, preparation and serving, and cooling and reheating. They will also learn how to identify critical control points throughout the flow of food to maximize food safety.
- Students will cover all aspects of cleaning and sanitation in a practical, applicable manner. Pest Management will also be covered in this course.