

# Course Outline

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|----------------------------------------------------------|--------------------------------------------------------------------------------------|
| School:                                                  | Hospitality Tourism & Culinary                                                       |
| Department:                                              | Hospitality and Tourism                                                              |
| Course Title:                                            | Health & Safety Certifications for Hospitality                                       |
| Course Code:                                             | HOSP 102                                                                             |
| Course Hours/Credits:                                    | 28                                                                                   |
| Prerequisites:                                           | N/A                                                                                  |
| Co-requisites:                                           | N/A                                                                                  |
| Eligible for Prior Learning, Assessment and Recognition: | Yes                                                                                  |
| Originated by:                                           | Janice Hill                                                                          |
| Creation Date:                                           | Fall 2019                                                                            |
| Revised by:                                              | Janice Hill                                                                          |
| Revision Date:                                           | Fall 2024                                                                            |
| Current Semester:                                        | Fall 2024                                                                            |
| Approved by:                                             |  |

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S. Michelle Caine, Associate Dean/Dean,  
Hospitality Tourism & Culinary

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*Students are expected to review and understand all areas of the course outline.*

*Retain this course outline for future transfer credit applications. A fee may be charged for additional copies.*

*This course outline is available in alternative formats upon request.*

## Acknowledgement of Traditional Lands

Centennial is proud to be a part of a rich history of education in this province and in this city. We acknowledge that we are on the treaty lands and territory of the Mississaugas of the Credit First Nation and pay tribute to their legacy and the legacy of all First Peoples of Canada, as we strengthen ties with the communities we serve and build the future through learning and through our graduates. Today the traditional meeting place of Toronto is still home to many Indigenous People from across Turtle Island and we are grateful to have the opportunity to work in the communities that have grown in the treaty lands of the Mississaugas. We acknowledge that we are all treaty people and accept our responsibility to honor all our relations.

## Course Description

The Hospitality industry represents a broad category of sectors such as events, travel and tourism, lodging, theme parks and food and beverage services. Providing services in these areas requires responsibilities when providing for the public. The food and beverage industry plays a large role in many aspects of these sectors.

As businesses that represent a multitude of food and beverage services, there are laws governing the safe service of alcohol with mandatory training required by the Alcohol and Gaming Commission of Ontario. There are also requirements that are mandated by the Public Health Department to ensure that guests are served food that is free from contamination and allergens.

In addition to providing safe alcohol and food service, employers must adhere to the safety standards of providing a safe workplace environment for all employees.

This course offers the Smart Serve certification required to work in a licensed establishment in Ontario, as well as the Traincan Basicsfst. Food Handler certification recognized by the Ontario Public Health department. Learners will also receive training in areas of workplace Health and Safety, which will transfer to a number of future career paths.

## External Standard Information (ESI)

N/A

## Program Outcomes

Successful completion of this and other courses in the program culminates in the achievement of the Vocational Learning Outcomes (program outcomes) set by the Ministry of Colleges and Universities in the Program Standard. The VLOs express the learning a student must reliably demonstrate before graduation. To ensure a meaningful learning experience and to better understand how this course and program prepare graduates for success, students are encouraged to review the Program Standard by visiting <http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/>. For apprenticeship-based programs, visit <https://www.skilledtradesontario.ca/about-trades/trades-information/>.

## Course Learning Outcomes

The student will reliably demonstrate the ability to:

1. Apply a preventative approach to safety, sanitation, and maintenance of facilities, equipment, and supplies

2. Identify the necessary cleaning practices needed to maintain a safe food handling environment.
3. Identify Health and safety prevention and resolution strategies in the workplace.
4. Apply knowledge to identify and eliminate hazards in the workplace
5. Recall the safety, health, and sanitation codes and regulations.
6. Identify the laws and regulations for the responsible service of alcohol.

## Essential Employability Skills (EES)

The student will reliably demonstrate the ability to\*:

4. Apply a systematic approach to solve problems.
5. Use a variety of thinking skills to anticipate and solve problems.
7. Analyze, evaluate, and apply relevant information from a variety of sources.

*\*There are 11 Essential Employability Skills outcomes as per the Ministry Program Standard. Of these 11 outcomes, the following will be assessed in this course.*

## New Essential Skills (NES)

N/A

## Global Citizenship and Equity (GC&E) Outcomes

N/A

## Methods of Instruction

This course is offered in two modalities.

- 1) The fully online version of this course is supported with material in the content section of the course shell in the Learning Management System and scheduled online information sessions.
  - 2) The hybrid version of this course offers both support materials of this course in the content section of the course shell in the Learning Management System, and scheduled in-person classroom sessions.
- Students of both online and hybrid/in-person courses will access outside online learning/training platforms from industry partners.

## Text and Other Instructional/Learning Materials

### Online Resource(s):

Learning Management System on the College portal

Websites for online learning platforms will be provided in the course shell in the Learning Management System portal

### Material(s) Required for Completing this Course:

Technical Requirements:

Computer and high-speed internet:

Laptop or desktop. Chromebooks are not recommended.

High speed internet - ideally, min 15mbps (upload), 25 mbps (download)

Web browser: recommended Google Chrome or Firefox

Also recommended: keyboard, mouse, headset, webcam

### Custom Courseware:

Computer must be Windows OS or Mac OS based operating with a working microphone and camera.  
Chrome or Firefox as a browser.

## Classroom and Equipment Requirements

Desktop or laptop computer with working microphone and camera.

## Evaluation Scheme

- ✦ Smart Serve Review Quiz: The learner will complete a review quiz recalling responsible alcohol service.
- ✦ Smart Serve Certification Test: The learner will challenge the online proctored certification test. Must achieve minimum 80% to obtain the Smart Serve certificate.
- ✦ Food Handler Theory Completion: The learner will complete all on-line modules of the Traincan BASICS.fst program.
- ✦ Food Handler Review Quiz: The learner will complete a review quiz recalling safe food handling.
- ✦ Traincan Basics.fst Certification Test: The learner will recall the safe food handling practices achieving a minimum of 74% to earn the Food Handlers Certificate.
- ✦ Health & Safety: The learner will identify and recall a variety of health & safety procedures for the workplace.

### External Standard Information (ESI) Competencies/Skills

| Evaluation Name                        | ESI | CLO(s)        | EES Outcome(s) | NES Outcome(s) | GCE Outcome(s) | Weight/100  |
|----------------------------------------|-----|---------------|----------------|----------------|----------------|-------------|
| Smart Serve Review Quiz                |     | 6             | 4, 5           |                |                | 10          |
| Smart Serve Certification Test         |     | 6             | 4, 5           |                |                | 25          |
| Food Handler Theory Completion         |     | 1, 2, 3, 4, 5 | 4, 7           |                |                | 5           |
| Food Handler Review Quiz               |     | 1, 2, 4, 5    | 7              |                |                | 10          |
| Traincan Basics.fst Certification Test |     | 1, 2, 3, 4, 5 | 4, 7           |                |                | 25          |
| Health & Safety                        |     | 3, 4          | 4, 5           |                |                | 25          |
| <b>Total</b>                           |     |               |                |                |                | <b>100%</b> |

If students are unable to write a test they should immediately contact their professor or program Associate Dean for advice. In exceptional and well documented circumstances (e.g. unforeseen family problems, serious illness, or death of a close family member), students may be able to write a make-up test.

All submitted work may be reviewed for authenticity and originality utilizing College approved plagiarism prevention software. Students who do not wish to have their work submitted to College approved plagiarism prevention software must, by the end of the second week of class, communicate this in writing to the instructor and make mutually agreeable alternate arrangements.

When writing tests, students must be able to produce official Centennial College photo identification or they may be refused the right to take the test or test results will be void.

Tests or assignments conducted remotely may require the use of online proctoring technology where the student's identification is verified and their activity is monitored and/or recorded, both audibly and visually

through remote access to the student's computer and web camera. Students must communicate in writing to the instructor as soon as possible and prior to the test or assignment due date if they require an alternate assessment format to explore mutually agreeable alternatives.

## Student Accommodation

The Centre for Accessible Learning and Counselling Services (CALCS) (<http://centennialcollege.ca/calcs>) provides programs and services which empower students in meeting their wellness goals, accommodation and disability-related needs. Our team of professional psychotherapists, social workers, educators, and staff offer brief, solution-focused psychotherapy, accommodation planning, health and wellness education, group counselling, psycho-educational workshops, adaptive technology, and peer support. Walk in for your first intake session at one of our service locations (Ashtonbee Room L1-04, Morningside Room 190, Progress Room C1-03, The Story Arts Centre Room 285, Downsview Room 105) or contact us at [calcs@centennialcollege.ca](mailto:calcs@centennialcollege.ca), 416-289-5000 ext. 3850 to learn more about accessing CALCS services.

## Use of Dictionaries

- Dictionary use is not permitted in test or examination settings.

## Program or School Policies

N/A

## Course Policies

1. The costs for all certifications are included in course fees. Learners who do not achieve the minimum passing grade for Smart Serve and Food Handler certifications will be responsible for the additional costs to repeat the training and testing for certification.

To receive grade consideration from previously earned certificates the following are accepted:

- a) Smart Serve Ontario Card (must be valid for a minimum of two more years from start of semester)
  - b) Food Handler Certificate from an Ontario Ministry of Health approved organization and valid for a minimum of 2 more years from start of semester.
  - c) Refer to the course shell in the Learning Management System for previously earned Health & Safety certification requirements.
3. Smart Serve certification is mandatory in the second semester for all students registered in Hotel Operations, Hospitality Skills, Food and Beverage Management and Event programs. Smart Serve is a pre-requisite for HOSP-222, Restaurant Operations and for WIL (Work Integrated Learning).

4. Culinary and Baking students are required to have their Food Handlers Certificate to participate in WIL (Work Integrated Learning).

School of Hospitality, Tourism and Culinary Arts Online Policy:

Students enrolled in the fully online version of this course understand that the learning takes place online through the Learning Management System and online training platforms from Industry partners.

Information sessions will be scheduled throughout the semester via an online classroom link. These sessions are recorded for the purpose of the course and all course participants. Please ensure you turn off your microphone and camera if you do not wish to be recorded during these sessions.

As the college is situated in Toronto, Ontario, Canada, we operate under the Eastern Standard Time Zone (EST). All due dates and time lines are based upon EST. Please adjust your clocks and calendars to ensure timely submission of work.

## College Policies

Students should familiarize themselves with all College Policies that cover academic matters and student conduct.

All students and employees have the right to study and work in an environment that is free from discrimination and harassment and promotes respect and equity. Centennial policies ensure all incidents of harassment, discrimination, bullying and violence will be addressed and responded to accordingly.

### Academic Honesty

Academic honesty is integral to the learning process and a necessary ingredient of academic integrity. Forms of academic dishonesty include cheating, plagiarism, and impersonation, among others. Breaches of academic honesty may result in a failing grade on the assignment or course, suspension, or expulsion from the college. Students are bound to the College's AC100-11 Academic Honesty and Plagiarism policy.

To learn more, please visit the Libraries information page about Academic Integrity

<https://libraryguides.centennialcollege.ca/academicintegrity> and review Centennial College's Academic Honesty Module:

[https://myappform.centennialcollege.ca/centennial/articulate/Centennial\\_College\\_Academic\\_Integrity\\_Module\\_%202/story.html](https://myappform.centennialcollege.ca/centennial/articulate/Centennial_College_Academic_Integrity_Module_%202/story.html)

### Use of Lecture/Course Materials

Materials used in Centennial College courses are subject to Intellectual Property and Copyright protection, and as such cannot be used and posted for public dissemination without prior permission from the original creator or copyright holder (e.g., student/professor/the College/or third-party source). This includes class/lecture recordings, course materials, and third-party copyright-protected materials (such as images, book chapters and articles). Copyright protections are automatic once an original work is created, and applies whether or not a copyright statement appears on the material. Students and employees are

bound by College policies, including AC100-22 Intellectual Property, and SL100-02 Student Code of Conduct, and any student or employee found to be using or posting course materials or recordings for public dissemination without permission and/or inappropriately is in breach of these policies and may be sanctioned.

For more information on these and other policies, please visit [www.centennialcollege.ca/about-centennial/college-overview/college-policies](http://www.centennialcollege.ca/about-centennial/college-overview/college-policies).

Students enrolled in a joint or collaborative program are subject to the partner institution's academic policies.

## PLAR Process

This course is eligible for Prior Learning Assessment and Recognition (PLAR). PLAR is a process by which course credit may be granted for past learning acquired through work or other life experiences. The PLAR process involves completing an assessment (portfolio, test, assignment, etc.) that reliably demonstrates achievement of the course learning outcomes. Contact the academic school to obtain information on the PLAR process and the required assessment.

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## Topical Outline (subject to change):

## ORIGINAL TOPICAL

| Week | Topics                                     | Readings/Materials                                                                                                                                                                                             | Weekly Learning Outcome(s) and/or Competencies/Skills                                                                                   | Instructional Strategies                                                                                                                                                                                                                                                                | Evaluation Name and Weight                                                                                                        | Evaluation Date |
|------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1    | Course Introduction<br>Course Outline      | Content section found on the platform of the Learning Management System.<br><br>Module 1:<br>Course overview & expectations<br><br>Module 3A:<br>Smart Serve Registration<br><br>Website:<br>www.smartserve.ca | Review the course expectations and evaluations.                                                                                         | Review the Course introduction information and course outline.<br><br>Create a time management plan to complete online requirements.<br>Estimate the completion of on-line work to be approximately 3 hours per week.<br><br>Complete the registration to create a Smart Serve account. | Note: Once Smart Serve token is redeemed for access to the course, there is a 30 -day completion deadline, before access expires. |                 |
| 2    | Completion of Smart Serve online chapters  | Website:<br>smartserve.ca                                                                                                                                                                                      | Compare the effects of alcohol on the body.<br><br>Understand the laws that dictate the responsible service of alcohol.                 | Complete Chapters 1-5<br>1)Overview<br>2)Alcohol<br>3)Red,Yellow, Green<br>4)Regulations<br>5)Liability                                                                                                                                                                                 |                                                                                                                                   |                 |
| 3    | Completion of Smart Serve online chapters  | Website:<br>smartserve.ca                                                                                                                                                                                      | Compare the various signs of intoxication.<br><br>Examine the legal responsibilities that dictate the safe service and sale of alcohol. | Complete Chapters 5-9<br>6) Cannabis<br>7) Simple Approach (1)<br>8) ID Please<br>9) Simple Approach (2)                                                                                                                                                                                |                                                                                                                                   |                 |
| 4    | Completion of Smart Serve online chapters. | Website:<br>smartserve.ca                                                                                                                                                                                      | Develop an understanding of the safe service of alcohol.                                                                                | Complete Chapters 10-11                                                                                                                                                                                                                                                                 |                                                                                                                                   |                 |

| Week | Topics                                                           | Readings/Materials                                                                                                                                                                 | Weekly Learning Outcome(s) and/or Competencies/Skills                                                                            | Instructional Strategies                                                                                                                                                                                                                                              | Evaluation Name and Weight                                                                                                             | Evaluation Date |
|------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|      | Smart Serve Review Quiz<br><br>Complete final Certification Test | Test instructions in Module 3B in the content section on the Learning Management System.                                                                                           | Recall the laws and practices of responsible alcohol service.                                                                    | 10)What would you do?<br>11)Make good decisions.<br><br>Produce Government issued ID to complete final test on the Smart Serve website.<br>Review the criteria regarding academic honesty.<br><br>Submit proof of certificate into assignment folder in e-centennial. | Smart Serve Review quiz 10% of final grade<br><br>Smart Serve Certificate 25% of final grade.<br>Minimum 80% pass to earn certificate. |                 |
| 5    | First Aid/CPR registration<br><br>First Aid/CPR online theory    | Red Cross Invitation e-mail to "My Centennial e-mail."<br><br>Instructions found: Module #4 in the content section of the course shell.<br><br>Red Cross website: myrc.redcross.ca | Examine the proper procedures for administering first aid.                                                                       | Create an account with the Red Cross using the link provided in the e-mail invitation.<br><br>Complete online chapters<br>Welcome!<br>Nagigation<br>Chapters:<br>1) The Red Cross<br>2) Responding to Emergencies<br>3) Check,call,care<br>4) Check, Call, Care       |                                                                                                                                        |                 |
| 6    | First Aid Emergency Theory                                       | Red Cross Website: myrc.redcross.ca                                                                                                                                                | Examine the proper procedures for administering first aid.<br><br>Recall the skills necessary to assist in emergency situations. | Online training cont.<br>5)Choking<br>6)Circulation<br>Emergencies<br>7) CPR and AED<br>8) Opioid Poisoning & Naloxone<br>9) Breathing emergencies<br>10) Wound care                                                                                                  | Theory Completion 5% of final grade.<br><br>In-person first aid training dates<br>Session dates fluctuate each                         |                 |

| Week | Topics                                                                                    | Readings/Materials                                                                                                                                                                                                              | Weekly Learning Outcome(s) and/or Competencies/Skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Instructional Strategies                                                                                                                                                                                                                                                                                                         | Evaluation Name and Weight                                           | Evaluation Date |
|------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------|
|      |                                                                                           |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Upload completion certificate into designated assignment folders in the course shell.                                                                                                                                                                                                                                            | semester.<br>In-person First Aid/CPR training.<br>15% of final grade |                 |
| 7    | Traincan Basics.fst Food Handlers Training<br>Registration                                | Registration link:<br><a href="https://centennial.traincan-campus.com">https://centennial.traincan-campus.com</a><br><br>Instructions for creating a Traincan account are in the content section of the course shell, Module #5 | Create an account with Traincan to access the Basics.fst Food Handler training program.<br><br>Differentiate between Federal, Provincial and Municipal regulations.<br>Define food borne illness.<br>Compare various contaminants.<br>Access the general steps to prevent food contamination.<br>Compare the various micro-organisms and their symptoms.<br>Define cross contamination.<br>Examine the sources of contamination.<br>Determine the relevant steps of HACCP.<br>Compare the necessary elements needed in the design and layout of a food service facility.<br>Examine the importance of the flow of food in facilities design. | Review the registration instructions in the course shell to aid in the process of creating an account on the Traincan website.<br><br>Complete chapters 1-4<br>1) Food safety regulations<br>2) Ten things you need to know about food safety<br>3) A closer look at micro-organisms.<br>4) The flow of food & facilities design |                                                                      |                 |
| 8    | Food Handler Certification<br><br>Traincan Basics.fst<br><br>Food Safety on-line Training | <a href="https://centennial.traincan-campus.com">https://centennial.traincan-campus.com</a>                                                                                                                                     | Practice the proper method of hand washing.<br>Determine what personal hygiene practices are necessary to keep food safe.<br>Compare the difference between cleaning and sanitizing.<br>Examine the steps of cleaning and sanitizing kitchen equipment.<br>Examine the proper procedures for purchasing, receiving and storing food.<br>Outline a plan for controlling pests.<br>Determine methods to avoid cross contamination.<br>Compare the various safe methods to thaw food safely.                                                                                                                                                    | Complete Chapters 5-8<br>5) Personal hygiene<br>6) Cleaning and sanitizing<br>7) Purchasing, receiving, storing food, pest management<br>8) Getting food ready to cook                                                                                                                                                           |                                                                      |                 |

| Week | Topics                                                      | Readings/Materials                                                                                                                                               | Weekly Learning Outcome(s) and/or Competencies/Skills                                                                                                                                                                                                                                                                                                                                                                                                                            | Instructional Strategies                                                                                                                                                                                                                                                                                                                                    | Evaluation Name and Weight                                                                                                                                | Evaluation Date |
|------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 9    | Traincan Basics.fst Food Handlers Training                  | <a href="https://centennial.traincan-campus.com">https://centennial.traincan-campus.com</a>                                                                      | Examine how to handle dishes and containers without contamination.<br><br>Compare the different types of thermometers and how to use them correctly to check food at various stages.<br>Examine the effective ways to limit the time that food spends in the danger zone.<br>Determine the proper temperatures for cooking,cooling and holding food at safe temperatures.<br>Outline the practices necessary to prevent allergens from affecting people with food sensitivities. | Complete chapters 9-13<br><br>9) Handling dishes & serving Food<br>10) Keep food at the right temperature.<br>11) Reduce the amount of time food is in the temperature danger zone.<br>12) Cooking, cooling & holding food.<br>13) Allergies<br><br>Complete the 100 questions to success review questions in preparation for the final certification test. | Theory chapter completion is 5% of final grade.                                                                                                           |                 |
| 10   | Food Handler review<br>Intro to WHMIS                       | Quiz is under the assessments tab in the course shell.<br><br>WHMIS access is in the account created with Traincan.                                              | Recall all safe practices of the HACCP procedures as they relate to maintaining a safe food service facility.                                                                                                                                                                                                                                                                                                                                                                    | Complete the review quiz which is found under the assessments tab in the course shell.                                                                                                                                                                                                                                                                      | Food Handler review quiz: 10% of final grade                                                                                                              |                 |
| 11   | Food Handler final certification test<br><br>WHMIS training | Website for final certification test:<br><br>Traincan website<br><br><a href="https://centennial.traincan-campus.com">https://centennial.traincan-campus.com</a> | Recall all safe practices of the HACCP procedures as they relate to maintaining a safe food service facility.<br><br>Examine the responsibilities of employers and employees to ensure a safe workplace environment.<br>Compare the different types of P.P.E's used for safe handling of chemicals.<br>Compare the different pictorial labels warning of potential hazards.<br>Understand the purpose of MSDS sheets.                                                            | Complete the WHMIS online training.                                                                                                                                                                                                                                                                                                                         | Minimum grade of 74% for Food Handler certification.<br><br>Food handler certification is 25% of final grade.<br><br>WHMIS assignment: 5% of final grade. |                 |

| Week | Topics                                                                                                                                                  | Readings/Materials                                                                                                                  | Weekly Learning Outcome(s) and/or Competencies/Skills                | Instructional Strategies                                                                                                                                                                    | Evaluation Name and Weight | Evaluation Date |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------|
| 12   | Outstanding Certifications.<br><br>Optional class review offered in weeks 12 or 13.<br><br>Check schedule on course calendar found in the course shell. | Websites:<br>Smartserve.ca<br><br><a href="https://centennial.traincan.ca/campus.com">https://centennial.traincan.ca/campus.com</a> | Complete any outstanding Smart Serve or Food Handler certifications. | Purchase to complete smart serve or food handler training outstanding from first due date.<br><br>Complete required chapters and/or review in preparation for the final certification test. | N/A                        |                 |
| 13   | Final completions of any outstanding certifications for Smart Serve or Food Handler.                                                                    | Websites:<br>Smartserve.ca<br><br><a href="https://centennial.traincan.ca/campus.com">https://centennial.traincan.ca/campus.com</a> | Complete any outstanding certifications.                             | Challenge final certifications on either smart serve or Traincan websites.                                                                                                                  | N/A                        |                 |
| 14   | Final Submissions                                                                                                                                       | N/A                                                                                                                                 | N/A                                                                  | Upload all completed certifications into designated assignment folders by final due date.                                                                                                   | N/A                        |                 |