



COURSE OUTLINE
SCHOOL OF NURSING
PERSONAL SUPPORT WORKER

COURSE NAME: HOUSEHOLD MANAGEMENT AND MEAL PREPARATION

COURSE CODE: CARE 1046

CREDIT HOURS: 18

PREREQUISITES: NONE

COREQUISITES: NONE

EFFECTIVE DATE: September 2008

PROFESSOR: Susana Sewlal **ROOM:** 3501

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PLAR ELIGIBLE: YES () NO (X)

NOTE TO STUDENTS: Academic Departments at George Brown College will NOT retain historical copies of Course Outlines. We urge you to retain this Course Outline for your future reference.

FOR OFFICE USE ONLY		
ORIGINATOR: _____	_____	_____
	SIGNATURE	DATE
CHAIR: _____	_____	_____
	SIGNATURE	DATE
DATE OF REVISION: _____		

EQUITY STATEMENT: George Brown College values the talents and contributions of its students, staff and community partners and seeks to create a welcoming environment where equity, diversity and safety of all groups are fundamental. Language or activities which are inconsistent with this philosophy violate the College policy on the Prevention of Discrimination and Harassment and will not be tolerated. The commitment and cooperation of all students and staff are required to maintain this environment. Information and assistance are available through your Chair, Student Affairs, the Student Association or the Human Rights Advisor.

STUDENT RESPONSIBILITIES: Students should obtain a copy of the *Student Handbook* and refer to it for additional information regarding the grading system, withdrawals, exemptions, class assignments, missed tests and exams, supplemental privileges, and academic dishonesty. Students are required to apply themselves diligently to the course of study, and to prepare class and homework assignments as given. Regular attendance, though not a requirement, is strongly advised. Past student performance shows a strong relationship between regular attendance and success.

COURSE DESCRIPTION:

In this course students will learn to assist the client with their nutritional needs, household management activities according to client preferences, comfort and safety, within employer guidelines as required. The students will learn to prepare shopping lists, prepare balanced nutritious meals and shop for nutritious and economical foods. In cooking lab, the students will practise specific cooking techniques and demonstrate safe handling of food and effective storage techniques. The specific dietary needs of infants, pregnant and nursing mothers, and persons with special health conditions will be addressed. The students will develop their understanding of the roles of culture and religion in food choices and eating routine.

ESSENTIAL EMPLOYABILITY SKILLS:

As mandated by the Ministry of Training, Colleges and Universities essential employability skills (EES) will be addressed throughout all programs of study. Students will have the opportunity to **learn (L)** specific skills, to **practice (P)** these skills, and/or **be evaluated (E)** on the EES outcomes in a variety of courses. The EES include communication, numeracy, critical thinking & problem solving, information management, interpersonal and personal skills. The faculty for this course has indicated which of the EES is Learned (L), Practiced (P) or Evaluated (E) in this course:

Skill	L	P	E	Skill	L	P	E
1. to communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience	X	X	X	7. to locate, select, organize and document information using appropriate technology and information sources		X	
2. to respond to written, spoken or visual messages in a manner that ensures effective communication	X	X	X	8. to show respect for the diverse opinions, values, belief systems, and contributions of others	X	X	X
3. to execute mathematical operations accurately	X	X	X	9. to interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals	X	X	X
4. to apply a systematic approach to solve problems	X	X	X	10. to manage the use of time and other resources to complete projects	X	X	X
5. to use a variety of thinking skills to anticipate and solve problems.	X	X	X	11. to take responsibility for my actions, decisions and consequences	X	X	X
6. to analyze, evaluate, and apply relevant information from a variety of sources	X	X	X				

COURSE OUTCOMES:

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

1. Perform general household tasks (housekeeping and laundry) safely and appropriately and in a timely manner.
2. Safely operate and care for standard household equipment, including kitchen, laundry and

- vacuuming equipment.
3. Report hazardous equipment to client/supervisor.
 4. Identify requests for tasks which are beyond the role of the worker and take steps to resolve issues.
 5. Assist the client to prepare a shopping list respecting personal preferences, budget and storage limitations.
 6. Assist the client with shopping, respecting client's preferences regarding, timing, locations and amount of assistance required; interpret unit pricing, grade, ingredient and date labels when shopping.
 7. Shop for the client in accordance with his/her wishes and particular requirements, if requested.
 8. Handle money for the client; responsibly and in keeping with employer guidelines.
 9. Prepare a nutritious well-balanced menu, under the client's direction in accordance with client preferences: assist in selecting nutritious foods in keeping with Canada's Food Guide to Healthy Eating.
 10. Safely store and handle food.
 11. Follow a recipe and make common substitutions for ingredients.
 12. Serve foods in an appealing manner with regard to presentation, temperature and portion size.
 13. Adapt techniques to meet identified special dietary needs, including those of infants, pregnant or nursing mothers, persons with specific conditions (diabetes, feeding tubes etc.) requiring a 'special diet', as well as persons with cultural and religious dietary preferences.
 14. Operate equipment commonly used in meal preparation, including conventional, microwave and/or convection ovens.

DELIVERY METHODS:

The methods of instruction will be based on a variety of methodologies appropriate to adult education, which include: lecture, large and small group discussion, supported with videos and films, and independent learning. Lab work will be used to practice the new skills learned.

LIST OF TEXTBOOKS AND OTHER TEACHING AIDS:

Required:

1. Text: Sorrentino, S., Mosby's Canadian Textbook for the Support Worker. (2nd Ed). Elsevier: 2008.
 2. Class handouts
 3. Recipe book
- Videos: 'A Clean Home for Seniors'
'Nutrition in the Elderly'
'Simply Nutritious'

TESTING AND ASSIGNMENT POLICY:

E-mailed assignments will not be accepted.

Students are expected to write all tests, quizzes and the final examination when scheduled. If a particular test, quiz or final examination cannot be written because of **documented medical**

reasons, students must notify the professor immediately, and a make-up may be written; otherwise, a mark of zero will be recorded.

Assignments should be type written unless otherwise directed by the professor.

It is the responsibility of the student to ensure that all assignments are submitted on time to the professor or the departmental support person (reception 7th floor).

Assignments handed in late will follow the policies of the School of Nursing. Students must ask for an extension prior to the due date, if no extension is granted and the assignment is late 5% of the mark will be deducted per day up to 5 days late after those students will be given a grade of zero.

It is the responsibility of the student to ensure that all assignments are submitted on time

As assignments are used to meet course outcomes assignments not handed in will result in an incomplete final mark.

Students are advised to keep all marked assignments, course work, and course outlines. In cases of disagreement over marks or work completion, the assignments must be produced by the student. Except in exceptional and documented circumstances, work performed in class cannot be made up.

EVALUATION SYSTEM:

Attendance at all scheduled classes is imperative. Students missing 2 consecutive classes or 50% of the course material may be asked to complete a make up assignment; repeat the classes missed or repeat the entire course, as determined by the teacher in consultation with the promotions committee.

Students who do not attend the lab will not be eligible for field practice.

Assignments student submissions must be word-processed, double-spaced using 12 point font.

Assessment Tool:	Description:	Outcome(s) assessed:	EES assessed	Date / Week:	% of Final Grade:
Test	Short answer; multiple choice covering material from wk 1-3	1,4	1, 2,4,5,8	4	60%
Case Analysis	Short answers applying theory from weeks 1-3	2,9,11,13	4.9,10,11	4	25%
Take home assignment	Short answers applying theory from week 1	1,2,3,10	1,2,5,7	2	10%
Attendance and Participation	For perfect attendance (punctual) and class/group participation				5%

													TOTAL:	100%

GRADING SYSTEM

The passing grade for this course is: 60 or -C

A+	90-100	4.0	B+	77-79	3.3	C+	67-69	2.3	D+	57-59	1.3	Below 50	F	0.0
A	86-89	4.0	B	73-76	3.0	C	63-66	2.0	D	50-56	1.0			
A-	80-85	3.7	B-	70-72	2.7	C-	60-62	1.7						

Excerpt from the College Policy on Academic Dishonesty:
The *minimal* consequence for submitting a plagiarized, purchased, contracted, or in any manner inappropriately negotiated or falsified assignment, test, essay, project, or any evaluated material will be a grade of zero on that material.
To view George Brown College policies please go to www.gbrownc.on.ca/policies

WITHDRAWAL POLICY:

If you stop attending your class without withdrawing, you will receive a failing grade on your grade report. To withdraw from a course without academic penalty (i.e. a grade of 'F'), you must withdraw officially at the Registration Centre before 60% of the scheduled classes/meetings are held. Please check the Critical Dates schedule for the exact day. You can fax in, mail in or deliver your withdrawal form/letter, or complete a 'Student Action Form' which is available from the departmental secretary.

TOPICAL OUTLINE:

Week	Topic / Task	Outcome(s)	Content / Activities	Resources
1	Home Environment	#1,2,3	Clean environment Cleaning products Safety guidelines Hazardous symbols Organization Laundry symbols	Chapter 25 Pages:448-464
2	Nutrition	#6,9,13	Canada's Food Guide - major food groups - six nutrient groups - sources of nutrients Preparing well balanced meals Special diets *Take home assignment due	Chapter 27 Pages 483-507 Pages 224-226
3	Food Safety	#5, 6, 7, 8,	Food Safety Shopping - preparing a shopping list - handling money/ budget reading and interpreting food labels	Chapter 27 Pages 488-489 Page 494-495
4	TEST		Test will be 1 ½ hours in length	
5	Cooking Lab *Mandatory*	#9, 10, 11, 12, 14	In assigned groups, meet in the Kitchen lab on the 6 th floor *Case Analysis due	

Please note: this schedule may change as resources and circumstances require.
For information on withdrawing from this course without academic penalty, please refer to the College Academic Calendar: <http://www.georgebrown.ca/Admin/Registr/PSCal.aspx>