

LISTING OF COURSES BY KEY AREA

Use this list as a guide to determine the Key Area for your program. Programs must be a minimum of 2 hours to qualify and can be broken down into modules/bundled (i.e. two 60 minute sessions = 2 Key Area Hours or three 60 minute sessions = 3 Key Area Hours)

KEY AREA 1 - OPERATIONS

Behavior Based Safety	Food Manager Certification	Orientation for Nutrition Employees (ONE)
Blood Borne Pathogens	Food Preparation	Procurement
Commodities	Food Production	Purchasing
CPR	Food Safety	Quality Management
Culinary Techniques	Food Science	Quantity Food Preparation
Emergency Response	Garnishing	Safe Food Handling
Equipment	HACCP	Safety
Facility Design	Hand Safety	Sanitation
Farm to School	Hazard	Serving It Safe
Fire Safety	Hazardous Materials	Serving Safe Food
Food Allergy	Inventory	ServSafe®
Food and Beverage Control	Knife Safety	Special Diets
Food Bio-Security	Menu Planning	Standardized Recipes
Food Buying Guide	Microbiology	Thermometers/Calibration
Food Defense	Offer vs. Serve	Weights and Measures
Food Handler	Operations	

KEY AREA 2 - NUTRITION, NUTRITION EDUCATION, PHYSICAL ACTIVITY

All Nutrition Courses	Healthy Eating	Personal Health
Child Nutrition	Healthy School Meals	Smart Options
Community Nutrition	Human Nutrition	Step Up to the Plate
Dietary Guidelines	MyPyramid	Vitamins and Nutrients
Family Nutrition	Nutrients	Whole Grains and Health
Feeding Children	Nutrition	
Food Pyramid	Nutrition 101	
Fundamentals I and II	Orientation for Nutrition Employees (ONE)	

KEY AREA 3 - ADMINISTRATION

Absences From the Workplace	Disability in the Workplace	Management
Accounting	Discrimination in the Workplace	Negotiating/Resolution
Administration	Diversity	Organizational Management
Adult Education/Teaching	Drug Free Workplace	Payroll
Adult Learning Principles	Economics	Personal Computer
Auditing	Employee Concerns	Personnel Management
Budget	Employee Retention	Professional Development
Business	Ethics	Record Keeping
Cashiering	Excel	Regulations
Computer	Facilitation Skills	Sexual Harassment
Computer Programming	Finance	Stress Management
Computer Science	Foodservice Management	Supervising
Computer Software	Grant Writing	Team Management
Conflict Management	Human Relations	Time Management
Cost Management	Human Resource	Violence in the Workplace
Database	Interpersonal Skills	Wellness
Dealing With Difficult People	Leadership	Windows
Delegating/Empowering	Legislature	Word

KEY AREA 4 - MARKETING AND COMMUNICATIONS

Advertising	Fuel Up To Play 60	Public Relations
All Foreign Languages	Marketing	Public Speaking
Business Writing	Media Management	Sign Language
Communications	Merchandising	Social Media
Customer Service	Oral Communication	Speech
English Composition	Promotion	
Focus on the Customer	Public Affairs	

(Application on the following page)