**BARTON COMMUNITY COLLEGE  
COURSE SYLLABUS**

1. **GENERAL COURSE INFORMATION**

Course Number: DIET 1637

Course Title: Critical Concepts to Become a Certified Dietary Manager

Course Hours: 1 credit hour

Prerequisite: None

Division and Discipline: WTCE/Dietary Manager

Course Description: This course is a study of critical concepts to becoming a Certified Dietary Manager. Course content includes an overview of nutrition, foodservice, sanitation, staffing needs, and business operations.This is a pass/fail course designed to help students prepare for the national exam.

1. **INSTRUCTOR INFORMATION**
2. **COLLEGE POLICIES**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu)

1. **COURSE AS VIEWED IN TOTAL CURRICULUM**

This course is an elective course and is not required to complete the Dietary Manager Certificate Program. It is a pass/fall course that highlights the critical concepts to take the National Certification Exam administered by the Association of Nutrition and Foodservice Professionals to become a Certified Dietary Manager, Certified Food Protection Professional (CDM®.CFPP®).

1. **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies

A. Gather and apply nutrition data

1. Obtain nutrition screening data and document in medical records

2. Interview for nutrition related information

3. Identify nutrition problems and client’s rights

4. Apply standard nutrition care

5. Review effectiveness of nutrition care

B. Provide nutrition education

1. Assist clients with food selection

2. Use nutrition education materials

3. Adapt teaching to client’s educational needs

C. Manage foodservice operations

1. Manage standardized recipes

2. Specify standards and procedures for preparing food

3. Supervise the production and distribution of food

4. Monitor meal service

5. Implement continuous quality improvement procedures for foodservice department

6. Modify standard menus

D. Supervise personnel and direct communications

1. Define personnel needs and job functions

2. Interview, select, and orient employees

3. Provide ongoing education via orientation and training

4. Develop and maintain employee time schedules and assignments

5. Manage long and short term goals and priorities for department

E. Implement sanitation and safety standards

1. Manage personnel to ensure compliance with safety and sanitation regulations

2. Manage purchasing, receiving, storage, and distribution of food and supplies following established sanitation and quality standards

3. Protect food in all phases of preparation using HACCP guidelines

4. Manage physical facilities to ensure compliance with safety and sanitation guidelines

F. Manage business operations

1. Manage a budget

2. Prepare specifications for capital purchases

3. Plan and budget for improvements in the department design and layout

4. Assist in the purchasing process

5. Manage revenue generating services

6. Implement cost effective procedures

1. **INSTRUCTOR’S EXPECTATIONS OF STUDENTS IN CLASS**
2. **TEXTBOOKS AND OTHER REQUIRED MATERIALS**
3. **REFERENCES**
4. **METHODS OF INSTRUCTION AND EVALUATION**
5. **ATTENDANCE REQUIREMENTS**
6. **COURSE OUTLINE**