

# Dietary Manager Certificate

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Upon completion of this certificate, the students will be eligible to take the credentialing exam to become a Certified Dietary Manager. This certificate is accredited by the Association of Nutrition & Foodservice Professionals. Certified dietary managers supervise and oversee dietetic services in long-term care facilities, hospitals, schools, correctional institutions and other non-commercial foodservice settings. They are trained to understand the basic nutritional needs of their clientele. Dietary managers work in partnerships with registered dietitians. The dietary manager is responsible for purchasing, sorting, preparing, and delivering balanced nutritional meals. They provide menu variety while maintaining nutritional requirements within cost/profit objectives. The curriculum is separated into four major classroom components: Nutrition and Medical Nutrition Therapy, Management of Foodservices, Human Resource Management, Sanitation and Food Safety. The program will be completed in two semesters.

## Suggested/Sample Course Sequence

The sequence taken by the student may vary depending on prerequisites, course availability, and personal/ professional responsibilities.

(Major Code 6210; State CIP Code 51.3103)

### First Semester

HMEC 151	Nutrition and Meal Planning	3
HMGT 120	Food Service Sanitation	1
HMGT 128	Supervisory Management	3
HMGT 123	Professional Cooking I*	3
DIET 100	Foodservice Management for Dietary Managers	3
DIET 105	Foodservice Internship for Dietary Managers*	1
Total Hours		14

### Second Semester

DIET 200	Medical Nutrition Therapy*	3
DIET 205	Medical Nutrition Therapy Internship*	1
MATH 120	Business Mathematics* (or higher)	3
ENGL 121	Composition I*	3
HMGT 207	Hospitality Human Resource Management*	3
Total Hours		13

**Total Program Hours: 27**

## Dietary Managers Courses

### DIET 100 Foodservice Management for Dietary Managers\* (3 Hours)

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course provides a comparison of the different types of meal service, along with ways of satisfying client preferences. Students will understand and apply the various components of foodservice including forecasting, purchasing, receiving and storing food, and equipment recommendations. Budgeting, marketing, safety and food quality of the industry will also be covered. 3 hrs. lecture/wk.

### DIET 105 Foodservice Internship for Dietary Managers\* (1 Hour)

**Prerequisites or corequisites:** DIET 100 and Department Approval

This course enables the student to apply classroom knowledge to an actual work situation. The internship will be developed cooperatively with area employers, college staff and each student. It will include a minimum of 96 hours per semester in a foodservice organization that would hire a dietary manager. Enrollment in this course requires that you be current in payment of a professional liability fee of \$16.00. This fee is required once per calendar year based on enrollment in selected courses and must be in place prior to the start of classes. Students will be notified via their JCCC student email account if they are required to pay a \$16 fee.

### DIET 200 Medical Nutrition Therapy\* (3 Hours)

**Prerequisites:** HMEC 151

This course provides an understanding of how medical nutrition therapy impacts disease and the role of the dietary manager in utilizing this therapy in a clinical setting. 3 hrs. lecture/wk.

**DIET 205 Medical Nutrition Therapy Internship\* (1 Hour)****Prerequisites or corequisites:** DIET 200 and Department Approval

This course enables the student to apply classroom knowledge to an actual work situation. The internship will be developed cooperatively with area employers, college staff and each student. It will include a minimum of 96 hours per semester in a foodservice organization that would hire a dietary manager. At least 50 of those hours will pertain to nutrition and 25 hours will be directly supervised by a registered dietitian. Enrollment in this course requires that you be current in payment of a professional liability fee of \$16.00. This fee is required once per calendar year based on enrollment in selected courses and must be in place prior to the start of classes. Students will be notified via their JCCC student email account if they are required to pay a \$16 fee.

**Hospitality Management Courses****HMG 120 Food Service Sanitation\* (1 Hour)****Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course covers the basic principles of providing and serving safe food. It also provides the student with safe food-handling procedures necessary to manage a sanitary and safe food service operation in compliance with the National Food code and the National Restaurant Association. The successful completion of the Serv Safe Sanitation exam will result in a national sanitation certification. 1 hr. lecture/wk.

**HMG 121 Perspectives of Hospitality Management\* (3 Hours)****Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This introductory course is designed to provide students with current information on topics relevant to career exploration, employment and operational specifics of the various segments of the hospitality industry. The course includes exploration of the tourism, lodging, food and beverage and related industries, along with the operational characteristics unique to each and the critical concepts of service management. The identification of current events and trends will be included along with the evaluation of impact on the hospitality industry. This course also identifies and explores career opportunities and includes the professional profiles and job search materials directly related to the hospitality industry. 3 hrs. lecture/wk.

**HMG 123 Professional Cooking I\* (3 Hours)****Prerequisites or corequisites:** HMG 120

This is the first of two courses in professional cooking methods for students enrolled in hospitality management programs. Upon completion of this course, the student should be able to demonstrate skills in basic cooking methods, recipe conversion, and professional food preparation and handling. Additionally, the student should be able to safely operate common food service equipment used in commercial kitchens. 3.5 hrs. integrated lecture/lab/wk.

**HMG 126 Food Management\* (4 Hours)****Prerequisites:** HMG 123 and HMG 230 and HMG 277 and admission to the hospitality management program

This course offers an overview of restaurant management practices used in the hospitality industry. Emphasis will be on demonstrating the components of menu planning and the styles of food service used for various occasions -- buffet service and French, Russian and American service. The student will participate in the operation of the campus restaurant, including food preparation, service, sales promotion, purchasing and costing. 9 hrs. integrated lecture/lab/wk.

**HMG 128 Supervisory Management\* (3 Hours)****Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course contains the basic supervisory management skills, management styles, motivation with emphasis on human relations, delegation, training, evaluation and communication. In addition, the hiring and firing functions within FLSA guidelines will be covered. 3 hrs. lecture/wk.

**HMG 130 Hospitality Law\* (3 Hours)****Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course offers an overview of product and dram shop liability as well as of the various areas of federal and state legislation that regulate the hospitality industry. Emphasis will be on familiarizing the hospitality manager with ways to avoid costly and time-consuming lawsuits. A manager's or owner's legal rights and responsibilities also will be discussed. Upon successful completion of this course, the student should be able to recognize potential legal problems. 3 hrs. lecture/wk.

**HMG 132 Seminar in Housekeeping Operations\* (3 Hours)****Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course presents a systematic approach to managing housekeeping operations in the hospitality industry. The course will also include related health department and OSHA regulations. While enrolled in this class, a student must work a minimum of 15 hours a week in a lodging operation. The work experience is concurrent but does not necessarily concentrate on the subject being taught in the course. This course is typically offered in the fall semester. 2 hrs. lecture/wk.

**HMG 150 Seminar: Food Service Sales and Marketing\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course includes detailed information in distinguishing the difference between marketing, sales, promotion, advertising and merchandising. In addition, development and quantifying the cost of a marketing plan by analyzing markets and developing a primary target market will be discussed. This course is a seminar course, and students are required to be employed 15 hours per week in a job related to the hospitality industry. 3 hrs. lecture, 15 hrs. internship/wk.

**HMG 150H HON: Seminar: Food Service Sales and Marketing (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**HMG 165 Food Industry Compliance Safety\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to analyze and explain the basic legal compliance issues regarding food safety and the post-harvest handling of local food products. This course focuses on the legal compliance issues of market farming as well as the food safe handling principles necessary for an individual involved in market farming. It will provide students with practical methods of application involved with food safety and post-harvest marketing. 3 hrs. lecture/wk.

**HMG 167 Local Food Production\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to analyze and explain the basic cooking methods, recipe conversion and professional food preparation and handling of local food products. Additionally, the student should be able to safely operate common food service equipment used in commercial kitchens. It will provide students with practical methods of application involved with safe handling and production of post-harvest local food products. 3.5 hrs. integrated lecture/lab/wk.

**HMG 203 Hotel Sales and Marketing\* (3 Hours)**

**Prerequisites:** HMG 121 and admission to the hospitality management program

This course will focus on practical sales and marketing techniques for the hotel industry. It will cover a marketing plan and advertising campaign for a hotel, including identifying target markets, prospecting for sales leads and using sales techniques. This course is typically offered in the fall semester. 3 hrs. lecture/wk.

**HMG 207 Hospitality Human Resource Management\* (3 Hours)**

**Prerequisites:** HMG 128

This course will examine hospitality human resources management from the global perspective as the rise of multinational hospitality corporations and a multicultural society place new requirements on managers with human resource responsibilities. Special emphasis will be placed on both the "soft skills" involved in counseling, interpersonal relations and different management theories, as well as the "hard skills" involved in the legislative aspects of managing people. This course will concentrate on how to manage managers. 3 hrs. lecture/wk.

**HMG 220 American Regional Cuisine\* (3 Hours)**

**Prerequisites:** HMG 230

This course introduces the student to regional American cooking from nine regional culinary traditions and two specialty traditions within American cuisine. Students will study the cuisine of New England; the Mid-Atlantic states; the Deep South; Florida and the Caribbean; Cajun and Creole; the Central Plains and Rocky Mountain states; Tex-Mex and the American Southwest; California and Hawaii; the Pacific Northwest, as well as vegetarian cuisine and kosher dietary laws. Upon completion of this course, the student should be able to demonstrate skills in cooking and presenting classic American dishes in their traditional forms within a restaurant setting. 3 hrs. integrated lecture/lab/wk.

**HMG 221 Design and Facilities Management\* (3 Hours)**

**Prerequisites:** HMG 123 and HMG 271

This course includes detailed information about food service design that covers layout, design and equipment specifications. In addition, facilities operations will be discussed regarding electrical, water and transportation systems; refrigeration; waste disposal; energy management; and HVAC. Preventive maintenance will be emphasized. 3 hrs. lecture/wk.

**HMG 223 Fundamentals of Baking\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course covers bakeshop production as it relates to the basic principles of ingredients, measurements, mixing, proofing, baking and final presentation. In addition, the student will be able to identify the various types of baking equipment used in the preparation of bakeshop products. The class includes lecture and participation. 3.5 hrs. integrated lecture/lab/wk.

**HMG 226 Garde Manger\* (3 Hours)**

**Prerequisites:** HMG 230

This course is designed for the student to learn cold food production and charcuterie. The course will allow the student to develop fundamental principles of the cold kitchen and modernize traditional methods of salad preparation. 3.5 hrs. integrated lecture/lab/wk.

**HMG 228 Advanced Hospitality Management\* (3 Hours)**

**Prerequisites:** Department approval

This course includes detailed information about various components of menu planning, food service, supervision, design and beverage control. In addition, an understanding of the external factors affecting the hotel-restaurant industry will be discussed. Skills necessary to secure a position in management within the hospitality industry will be emphasized, and case studies and computer simulation (HOTS) will be used for critical thinking analysis. Business plans will be developed as part of the course project. 3 hrs. lecture/wk.

**HMG 230 Professional Cooking II\* (3 Hours)**

**Prerequisites:** HMG 120 and HMG 123

This is the second of two courses in professional cooking methods for students enrolled in hospitality management programs. Upon completion of this course, the student should be able to demonstrate advanced level skills in cooking methods, recipe conversion, and professional food preparation and handling. Additionally, the student should be able to safely operate advanced food service equipment used in commercial kitchens. This course consists of lecture, demonstration and participation in food preparation. 3.5 hrs. integrated lecture/lab/wk.

**HMG 230H HON: Professional Cooking II (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**HMG 231 Advanced Food Preparation\* (4 Hours)**

**Prerequisites:** HMG 230 and department approval

This course is designed to develop a student's advanced culinary skills in preparation of international cuisine commonly served in today's operations in Latin America, Europe, Asia, the Middle East, the Far East and the Pacific area. 4.5 hrs. integrated lecture/lab/wk.

**HMG 235 Seminar: Risk Management and Loss Prevention\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection. It explores risk management and loss prevention issues and outlines OSHA regulations that apply to lodging properties. While enrolled in this class, a student must work a minimum of 15 hours a week in a lodging operation. The work experience is concurrent but does not necessarily concentrate on the subject being taught in the course. This course is typically offered in the spring semester. 2 hrs lecture, 15 hrs. work/wk.

**HMG 240 Advanced Baking\* (4 Hours)**

**Prerequisites:** HMG 123 and HMG 223

This course covers the principles needed to enter the baking and pastry industry. The course provides knowledge of specialty ingredients and techniques needed to make tortes, finished desserts and a wedding cake. The student will be instructed in the making of these items through lecture and will prepare a variety of such items in lab. 4.5 hrs. integrated lecture/lab/wk.

**HMG 248 Confectionery Arts\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course covers the design and production of artistic centerpieces made from confections. It provides knowledge of and basic skills in making decorative dining table centerpieces using food products such as cooled and pulled sugar syrup, isomalt, pastillage, marzipan and chocolate. The student will be instructed in the preparation of these ingredients and will construct center and showpieces after viewing demonstrations. 4.5 hrs. integrated lecture/lab/wk.

**HMG 250 Introduction to Catering\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course includes detailed information about the different types of catered events within the hospitality industry. Topics covered include the importance of marketing, contract writing, food production, room arrangements and required personnel relative to specific catered events. 3 hrs. lecture/wk.

**HMG 256 Casino Management\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course is designed to familiarize students with the unique conditions and management challenges associated with a casino property. An overview of game operation and rules will serve as a foundation. Management controls will be emphasized including how to compute statistical data to assist management in operations. The course is not intended to be a training exercise. Casino marketing and ways to develop effective player rating systems will be analyzed. The history of the casino industry and regulatory environment will also be examined. The course is not intended to be a training exercise for those interested in learning to deal games. 3 hrs. lecture/wk.

**HMG 265 Front Office Management\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course provides a full understanding of the flow of business from the front office, beginning with the reservations process to checkout and settlement. It also includes the night audit and statistical analysis of rates and revenue management. This course is typically offered in the spring semester. 3 hrs. lecture/wk.

**HMG 268 Hospitality Managerial Accounting\* (3 Hours)**

**Prerequisites:** MATH 120 and HMG 121 and HMG 273

This course introduces the student to basic managerial accounting. This includes accounting concepts, processing data and the flow of financial information within a hospitality operation. The course provides a working knowledge of an income statement, balance sheet, statement of owner's equity and cash flows. 3 hrs. lecture/wk.

**HMG 271 Seminar in Hospitality Management: Purchasing\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course offers an overview of purchasing techniques and specification writing for commodities used in the hospitality industry. Emphasis will be on decision-making skills in the areas of quality, quantity, specifications and general value analysis. Two hours in class and a minimum of 15 hours a week are required in a supervised work situation in an approved area of the hospitality industry. Work experience is concurrent but does not necessarily concentrate on the subject being taught in the course.

**HMG 273 Hospitality Cost Accounting\* (3 Hours)**

**Prerequisites:** MATH 120 or higher and HMG 121

This course includes detailed information on how to prepare operation statements for a food service operator, including inventory and control systems. Areas of concentration will be food cost controls, labor cost controls, purchasing controls and profit production. The practice set will be used to reinforce control systems. 3 hrs. lecture/wk.

**HMG 275 Seminar in Hospitality Management: Internship\* (3 Hours)**

**Prerequisites:** Admission to the hospitality management program

This course provides industry experience for students in cooperating businesses, agencies and organizations. While enrolled in this course, a student must work a minimum of 320 hours in an approved position in the hospitality industry. By arrangement.

**HMG 277 Seminar in Hospitality Management: Menu Planning\* (3 Hours)**

**Prerequisites:** HMG 123

This course provides the basic knowledge of menu design and planning. Students will learn the components of menu design and planning for each concept category. The course will cover the topics of menu layout, selection and development, price structures and the theory of menu design. A minimum of 15 hours a week is required in a supervised work situation in an approved area of the hospitality industry. Work experience is concurrent but does not necessarily concentrate on the subject being taught in the course. 2 hrs. lecture/wk.

**HMG 279 Beverage Control\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course covers the history of wines and their use and storage procedures. The students should gain an understanding of beverage control and how it is used in all types of operations. The course will also cover in-depth study of spirits, internal control systems and local/state alcoholic beverage control laws. 3 hrs. lecture/wk.

**HMG 281 Culinary Arts Practicum I\* (2 Hours)**

**Prerequisites:** Acceptance into the American Culinary Federation Chef Apprenticeship training program and hospitality management department approval

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation.

**HMGT 282 Culinary Arts Practicum II\* (2 Hours)**

**Prerequisites:** HMGT 281

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum I.

**HMGT 285 Culinary Arts Practicum III\* (2 Hours)**

**Prerequisites:** HMGT 282

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum II.

**HMGT 286 Culinary Arts Practicum IV\* (2 Hours)**

**Prerequisites:** HMGT 285

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum III.

**HMGT 287 Culinary Arts Practicum V\* (2 Hours)**

**Prerequisites:** HMGT 286

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum IV.

**HMGT 288 Culinary Arts Practicum VI\* (2 Hours)**

**Prerequisites:** HMGT 287 and hospitality management department approval

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum V.