

NUTR201 : *Certified Dietary Manager (CDM) Board Exam Review

General Information

Author:	<ul style="list-style-type: none"> Sona Donayan
Course Code (CB01) :	NUTR201
Course Title (CB02) :	*Certified Dietary Manager (CDM) Board Exam Review
Department:	NUTR
Proposal Start:	Winter 2025
TOP Code (CB03) :	(1306.20) Dietetic Services and Management*
CIP Code:	(19.0505) Foodservice Systems Administration/Management.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000598542
Curriculum Committee Approval Date:	03/27/2024
Board of Trustees Approval Date:	06/18/2024
Last Cyclical Review Date:	03/27/2024
Course Description and Course Note:	NUTR 201 provides students with information, resources and insights to facilitate their preparation for the national credentialing examination for dietary managers in health care institutions. Topics cover the five competency areas included in the Certified Dietary manager (CDM) Board exam, namely: Nutrition, Foodservice, Personnel and Communications, Sanitation and Food Safety, and Business Operations. Note: This course is Pass/No Pass only.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none"> Credit
Author:	<ul style="list-style-type: none"> Sona Donayan

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> Nutritional Science/ Dietetics
Alternate Discipline:	<ul style="list-style-type: none"> Dietetic Technician
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)	Course Special Class Status (CB13)	Grading Basis
Course is not a basic skills course.	Course is not a special class.	<ul style="list-style-type: none"> Pass / No-Pass Only

Allow Students to Gain Credit by Exam/Challenge

Pre-Collegiate Level (CB21)

Course Support Course Status (CB26)

Not applicable.

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	2
Maximum Credit Units (CB06)	2
Total Course In-Class (Contact) Hours	36
Total Course Out-of-Class Hours	72
Total Student Learning Hours	108

Credit / Non-Credit Options

Course Type (CB04)

Credit - Not Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	2	4
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	36
Laboratory	0
Studio	0
Total	36
Course Out-of-Class Hours	
Lecture	72

Laboratory	0
Studio	0
Total	72

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

Dietetic Services Supervisor (DSS) Certificate

AND

Advisory

ESL151 - Reading And Composition V

Objectives

- Read and critically analyze various academic readings.
- Summarize readings.
- Organize fully-developed essays in both expository and argumentative modes.
- Compose a 500 to 550-word essay which: summarizes and cites appropriately a reading passage; includes a clear thesis statement; uses evidence to support the thesis; shows clear organization into an introduction, body, and conclusion.
- Revise writing to eliminate errors in syntax, and grammatical constructions.
- Employ basic library research techniques.
- Compose one research paper (1,000 words) or two short research papers (500-700 words each) with citations.

OR

Advisory

ENGL101 - Introduction to College Reading and Composition

Objectives

- Read, analyze, and evaluate a variety of primarily non-fiction readings for content, context, and rhetorical merit with consideration of tone, audience, and purpose.
- Apply a variety of rhetorical strategies in writing unified, well-organized essays directed by a well-reasoned thesis statement with persuasive support.
- Develop varied and flexible strategies for generating, drafting, and revising essays.
- Analyze stylistic choices in their own writing and the writing of others.
- Write timed, in-class essays exhibiting acceptable college-level control of mechanics, organization, development, and coherence.
- Integrate the ideas of others through paraphrasing, summarizing, and quoting without plagiarism.
- Find, evaluate, analyze, and interpret primary and secondary sources, incorporating them into written essays using appropriate documentation format.
- Proofread and edit essays for presentation so they exhibit no disruptive errors in English grammar, usage, or punctuation.

Entry Standards

Entry Standards

Create and revise dietetic services Policies and Procedures in compliance with regulations and food safety standards of practice.

Assist in the development and coordinate the execution of a planned menu (including disaster menus) to meet the nutritional needs of the population served.

Ensure that standardized recipes are followed, as approved by the Registered Dietitian.

Ensure that there is accommodation of food preferences.

Ensure current profile cards are maintained on every patient/resident.

Provide assistive devices to facilitate eating as needed.

Ensure food is stored, prepared, distributed, and served under sanitary conditions to prevent food borne illness. This includes the sanitation oversight of areas assigned to other departments such as the cleaning & sanitizing of internal components of the ice machine and nurse pantry refrigerators, trash disposal systems.

Manage the department operations per applicable regulatory requirements, including food ordering and storage, staffing schedules, employee health, labor relations, and ongoing planned staff development.

Participate in the patient/resident nutritional care planning by collecting, documenting and sharing anthropometric data and food allergies and preferences.

Coordinate care-plan interventions related to food preferences, snacks, meal times, dining room and other environmental observations and considerations, compatible companions, family involvement.

Course Limitations

Cross Listed or Equivalent Course	Description
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No value	No value
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Specifications

Methods of Instruction

Methods of Instruction	Lecture
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Methods of Instruction	Discussion
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Methods of Instruction	Multimedia
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Methods of Instruction	Collaborative Learning
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Methods of Instruction	Guest Speakers
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Methods of Instruction	Presentations
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Out of Class Assignments

- Student Worksheets: (e.g., matching food restrictions to the corresponding religious practices and enumerating the steps of the Nutrition Care Process)

Methods of Evaluation

Rationale

Exam/Quiz/Test	Midterm examination
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Exam/Quiz/Test	Final examination
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Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Zikmund, J.	Nutrition Fundamentals and Medical Nutrition Therapy	Association of Nutrition and Foodservice Professionals	2020	978-0-578-78016-0
Legvold, D.	Foodservice Management - By Design	Association of Nutrition and Foodservice Professionals	2020	978-0-578-78561-5

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Conduct routine client nutritional screening which includes collection of information and calculations of food/fluid intake and document in the medical record.

Identify nutrition problems using established guidelines to distinguish between routine and at risk individuals.

Identify food customs and nutrition preferences based on race, culture, religion, and food intolerances.

Implement diet plans and diet orders using appropriate modifications.

Utilize standard nutrition care procedures following ethical and confidentiality principles and practices.

Review intake records, conduct visual meal rounds, and document food intake.

Participate in care conferences and review effectiveness of nutrition care.

Provide basic diet information using evidence-based educational materials.

Develop and implement menus that meet individual nutritional needs in accordance with established national guidelines.

Specify standards and procedures for food preparation and service, including therapeutic diets and nutritional supplements.

Continuously improve care and service using quality management techniques including quality control standards and food waste policies.

Manage a sanitary foodservice environment by protecting food in all phases of preparation, holding, service, cooling, and transportation.

Purchase, receive, and store food following established sanitation and quality standards.

Purchase, store, and ensure safe use of chemicals and cleaning agents.

Manage equipment use and maintenance.

Manage goals and priorities for the department, establishing short- and long-term goals and communicating internally and externally.

Manage the foodservice personnel by performing functions such as interviewing, hiring, training, scheduling, recommending salary and wage adjustments, supervising, evaluating and disciplining employees.

Supervise business operations of foodservice department, implementing cost effective procedures and managing revenue-generating services.

Prepare purchase specifications and orders for food, supplies, and equipment.

Develop annual budget and operate within budget parameters.

Develop and implement department policies and procedures.

Comply with federal and state regulations related to effective food and nutrition services.

SLOs

Describe the various topics of the CDM Board Exam Blue Print.

Expected Outcome Performance: 70.0

ILOs
Core ILOs

Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

<i>NUTR</i> Dietetic Services Supervisor	Plan sanitation policies and practices at an ongoing foodservice establishment.
Supervisor	Plan sanitation policies and practices at an ongoing foodservice establishment.

Pass all five sections of the CDM Board Exam with a score of 75% or higher: Nutrition, Foodservice, Personnel and Communications, Sanitation and Food Safety, and Business Operations. Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
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<i>NUTR</i> Dietetic Services Supervisor	Plan sanitation policies and practices at an ongoing foodservice establishment.
Supervisor	Plan sanitation policies and practices at an ongoing foodservice establishment.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Nutrition (7 hours)

- Gather nutrition data
- Apply nutrition data
- Provide nutrition education

Foodservice (7 hours)

- Manage standardized recipes
- Specify standards and procedures for preparing food
- Supervise the production and distribution of food
- Monitor meal service
- Implement continuous quality improvement procedures for foodservice
- Modify standard menus

Personnel and Communications (7.5 hours)

- Define personnel needs and job functions Interview, select, and orient employees
- Provide ongoing education
- Develop and maintain employee time schedules and assignments
- Manage goals and priorities for department
- Manage department personnel
- Manage professional communications
- Implement changes in foodservice department

Sanitation and Safety (8.5 hours)

- Manage personnel to ensure compliance with safety and sanitation regulation
- Manage purchasing, receiving, storage and distribution of food supplies
- Protect food in all phases of preparation using HACCP guidelines
- Manage physical facilities to ensure compliance with safety and sanitation guidelines

Business Operations (6 hours)

- Manage a budget
- Prepare specifications for capital purchases
- Plan a budget for improvements in the department design and layout
- Assist in the purchasing process
- Manage revenue generating services
- Implement cost effective procedures

Total hours: 36**Additional Information**

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value