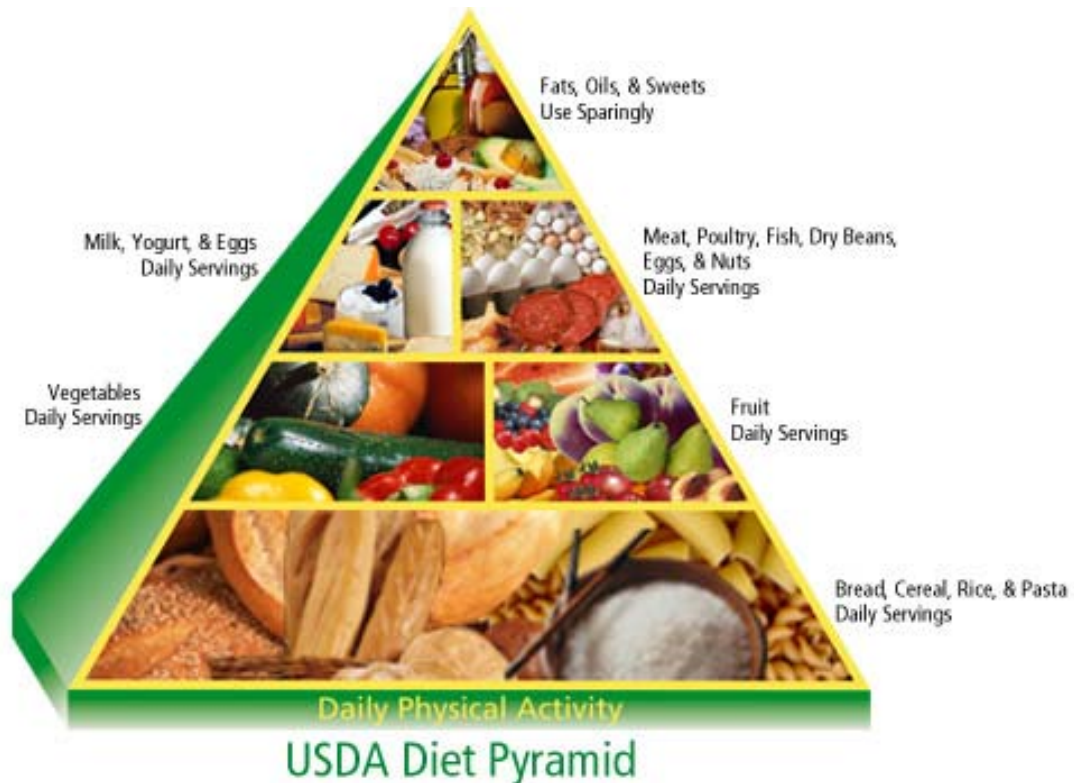


Dietary Managers Program



Offered by

The Natural and Applied Science Department
and the
Division of Adult and Continuing Education

LAGUARDIA COMMUNITY COLLEGE
31-10 THOMSON AVENUE
LONG ISLAND CITY, NY 11101
PHONE: (718) 482-5758, and 5905
www.laguardia.edu/dfmprogram

INTRODUCTION

Welcome to LaGuardia Community College (LGCC) of the City University of New York (CUNY). LGCC is a two-year institution granting degrees on the associate level, and professional certificates through the Division of Adult and Continuing Education. The College has as part of its mission, the commitment to provide educational programs that combine classroom learning and work experience. This philosophy presents the ideal setting for the Dietary Managers Program offered through the Department of Natural and Applied Sciences and the Division of Adult and Continuing Education. You can find additional information about LaGuardia Community College by visiting the College web site at www.lagcc.cuny.edu, the program web site at www.laguardia.edu/dfmprogram and the Division of Adult and Continuing Education web site at www.ace.laguardia.edu

The Dietary Managers Program at LaGuardia Community College is an approved program through the Dietary Managers Association, 406 Surrey Woods Drive, St. Charles, IL 60174-2386, 1-800-323-1908. You can visit them on the web at www.dmaonline.org.

LEARNING OUTCOMES

A dietary manager is a foodservice professional that is trained in foodservice management, food production, food safety and sanitation, and basic medical nutrition therapy. Competencies of graduates comply with the educational requirements established by the Dietary Managers Association

The learning outcomes for graduates of the Dietary Managers Program are as follows: Graduates will

- Supervise the production of food that meets nutrition guidelines, cost parameters and consumer acceptance.
- Apply basic principles of purchasing, receiving, storage, and inventory of food and supplies.
- Assure the safety and sanitation of the foodservice department and its products.
- Perform human resource functions.
- Assist with routine nutrition assessments by collecting patient data.
- To become certified by the Dietary Managers Association.
- Be lifetime learners.

EMPLOYMENT

A *CDM* (Certified Dietary Manager) is employed in health care foodservice operations. This program is specifically designed to develop the knowledge and skills of individuals already employed in the foodservice department of a hospital or nursing home. *CDMs* are hired in many supervisory positions within the foodservice department in health care institutions. They are trained in the management of food operations, and with a Registered Dietitian, provide quality nutritional care services to clients.

Several factors may influence the salary of a *CDM*: the amount of applicable past work experience; the need of the facility for an individual with a *CDM* credential; and unforeseen factors such as the economy, health care legislation, etc.

PROFESSIONAL ORGANIZATIONS

A national organization represents the Dietary Manager professionally. This organization is the Dietary Managers Association (DMA). Graduates of the Dietary Managers Program are eligible for membership in this organization. Students are also eligible for student membership in the Dietary Managers Association.

Upon successful completion of the program, graduates are eligible to sit for the certification exam administered by the Dietary Managers Association. A Certified Dietary Manager (CDM) is a graduate of an approved Dietary Managers Program and who successfully passes the certification exam. You can visit the organization's web site www.dmaonline.org to learn more about the organization, member benefits, continuing education opportunities and much more.

ACADEMIC PREPARATION

The DM curriculum is offered in 3, ten-week modules: a fall, a winter and a spring module. A student can begin the program at the beginning of any module, but all 3 modules must be successfully completed for the student to graduate from the program.

Students receive 40 hours of classroom instruction during each module. The first module covers basic nutrition and introductory clinical nutrition. The second module addresses food safety and quantity food production. The third module covers topics related to human resource management. As part of the food safety module (module 2), students are required to take and pass the **SERVSAFE** exam, administered by the Educational Foundation of the National Restaurant Association.

Students receive a report card at the end of each module, which assesses their performance on exams, projects, and attendance. A grade of **70% or better** is needed in order to pass each module. Attendance is **mandatory** for all class sessions. One absence is permitted with documentation. The absence will require make-up work to be completed by the student. If more than one absence occurs, the student must repeat the module.

At the successful completion of the program, graduates receive a *Certificate of Completion embossed* with the seal of the College. The names of all program graduates are submitted to the Dietary Managers Association for eligibility to sit for the certification exam. Students will be contacted directly by the association.

CLINICAL PREPARATION

During each of the three modules, students complete field experience projects at their place of work. This allows students to immediately apply the information learned in the classroom to real life work situations.

Each module requires the completion of 50 hours of field experience for a total of 150 hours for the whole program. The fieldwork assignments must be completed under the supervision of the students' preceptor. Students must be directly supervised by their preceptor for at least 17 hours of the 50 hours for each module. The preceptor for the fall module which covers normal nutrition and medical nutrition therapy must be a Registered Dietitian (RD). The preceptor for the winter and spring modules may be a Dietetic Technician, Registered (DTR) or a Certified Dietary Manager (CDM).

THE CAREER LADDER

Students may choose to continue their studies after completing the DM Program. LGCC offers two degree programs related to this field:

- An accredited Dietetic Technician Program, which leads to an Associate of Science degree; and
- A Commercial Foodservice Management Program which leads to an Associate of Applied Science degree.

DM graduates are eligible to receive up to 6 college credits in both programs, and a waiver from some of the required field experience hours. Additional information about these programs can be obtained by calling the program or through the College website. A faculty member can help you with any questions.

ADMISSION

LaGuardia Community College is part of the City University of New York, (CUNY) and admission into the College and its programs are governed by CUNY policy and the requirements established by the Dietary Managers Association.

Requirements for admission into the Dietary Managers Program are:

1. A high school diploma or high school equivalency certificate
2. Employment in the foodservice department of a health care facility
3. A registered dietitian who will serve as your preceptor.
4. A completed application and fee payment

For additional information on admission requirements and to receive a program application call the **Dietetic and Foodservice Management Office at (718) 482-5758, or 5905**. For additional information on admission requirements and to receive a program application call the **Dietetic and Foodservice Management Office at (718) 482-5758, or 5905**. You can also access a program application on-line by [clicking here](#).

The Dietary Managers Program requires that the Program Director submit the name and contact information of enrolled students. Students are asked to voluntarily sign an enrollment form that is then submitted to the DMA. No name is submitted without the students' permission.

Under no circumstances does the University, College, or Program discriminate against an individual based on race, creed, sex, marital status, or disability.

FINANCIAL CONCERNS*

Costs for the program are **estimated** as follows:

Tuition	\$299.00 per module (\$897.00 total)
Registration Fee	\$ 15.00 per module (\$45.00 total)
Textbooks (which include Fieldwork and Preceptor Manuals)	\$400.00/year
DM Certification exam fee	\$ 200.00 (DMA member) \$ 310.00 (non-member)

Total cost of the program is **approximately \$ 1,652.00**.

*** Program fees and textbook costs may change without notice.**

Policies and procedures concerning program withdrawal and tuition refunds can be found at the web site for the Division of Adult and Continuing Education at www.ace.laguardia.edu or visit the ACE office in Shenker Hall Room 141.

COLLEGE FACULTY

The following faculty members work with the DM Program. You may contact them for further information:

Prof. Ippolito 718-482-5758 ippolitoro@lagcc.cuny
Program Director
Dietetic and Foodservice Management Programs

Ms. Palios 718-482-5905 jpalios@lagcc.cuny.edu
College Laboratory Technician
Dietetic and Foodservice Management Programs

Dietary Managers Program Course Organization

Course	Number of Competencies/ Learning Plans	Approximate number of classroom hours – non credit	Approximate number of field experience hours – non credit	Approximate number of classroom hours-credit programs	Approximate number of field experience hours-credit programs
Nutrition (Fall module)	18	36	45	54	48
Management of Foodservice Operations (Winter and Spring Modules)	18	36	40	48	48
Human Resource Management (Winter and Spring Modules)	16	32	40	54	48
Sanitation (Winter Module)	10	16	25	20	20

- The Dietary Managers Program at LaGuardia Community College is presented in 3, 10-week modules- fall, winter, and spring.
- In compliance with the requirements established by the Dietary Managers Association, the program includes a minimum of 120 classroom hours and 150 field experience hours.
- The entire 150 hours of field experience is coordinated by the RD/preceptor.
- The RD/preceptor directly supervises 50 of those hours in the nutrition related experiences.
- The DTR/CDM trainer may precept the non-nutritional aspects of the field experience, as delegated and coordinated by the RD/preceptor.

DMA Code of Ethics

The Code of Ethics for members of the Dietary Managers Association (DMA) has been adopted to promote and maintain the highest standards of foodservice and personal conduct among its members. Adherence to this code is required for membership and serves to assure public confidence in the integrity and service of Dietary Managers Association.

- As a member of Dietary Managers Association, I pledge myself to:
- Reflect my pride in my competence as a dietary manager by wearing my pin and emblem and displaying my certificate.
- Use only legal and ethical means in the practice of my profession.
- Use every opportunity to improve public understanding of the role of the dietary manager.
- Promote and encourage the highest level of ethics within the industry.
- Refuse to engage in, or countenance, activities for personal gain at the expense of my employer, the industry, or the profession.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of my position.
- Maintain loyalty to my employer and pursue their objectives in ways that are consistent with the public interest.
- Always communicate administrative decisions of my employer in a truthful and accurate manner.
- Communicate to proper authorities, but disclose to no one else, any evidence of infraction of established rules and regulations.
- Strive for excellence in all aspects of management and nutritional practices with constant attention to self-improvement.
- Maintain the highest standard of personal conduct.