

**Southeast community college**

FOOD SERVICE/HOSPITALITY PROGRAM  
8800 O STREET, LINCOLN, NE 68520-1299



Online Certification  
for Food-Industry  
Managers!

NON-PROFIT  
U.S. POSTAGE  
PAID  
LINCOLN, NE  
PERMIT NO. 297



# FOOD-INDUSTRY MANAGER ONLINE CERTIFICATION



These online classes have been granted approval  
from the Dietary Managers Association.


[www.southeast.edu](http://www.southeast.edu)

# COURSE DESCRIPTIONS

#	Name	Credits	
<b>FSDT1100</b>	<b>Introduction to the Food Service/Hospitality Industry</b>	<b>1.5</b>	
	Career options, mission statements and the professional organizations associated with the industry will be explored. Guest speakers will share their experiences. Course will include work simplification techniques, history of the industry, social issues and other career related topics.		
<b>FSDT1102</b>	<b>Sanitation &amp; Safety</b>	<b>4.5</b>	
	Lecture will focus on sanitation as it relates to the food service industry. Covers microbiology of foodborne illnesses, their causes and preventative measures; personal hygiene in food service; establishing a food safety system, such as HACCP; creating a clean and sanitary facility; safety practices; and overall sanitation management. Students will complete projects/ assignments relating to foodborne illnesses, HACCP, cleanliness, sanitation of equipment, and developing an inservice of a sanitation topic.		
<b>FSDT1104</b>	<b>Quantity Food Preparation I</b>	<b>2</b>	
	Basic food service/preparation food science. Standardized recipes, terminology, weights and measures, identification of small utensils and preparation. Science of foods: stocks, sauces, soups, meats, poultry, fish and vegetables.		
<b>FSDT1110</b>	<b>Quantity Food Preparation II</b>	<b>2</b>	
	<i>Prerequisite: FSDT1102.</i> Science of foods: baking techniques, quick breads, pastry, cakes, cookies, yeast breads, garnishing, and starches.		
<b>FSDT1304</b>	<b>Diet Therapy I</b>	<b>1.5</b>	
	Introduction to diet therapy and its importance. Includes introduction to communication in counseling, role of diet histories, basic therapeutic diets, supplemental nutrition, and nutritional assessment.		
<b>FSDT1350</b>	<b>Basic Nutrition</b>	<b>4.5</b>	
	The study of nutrients, digestion, absorption, metabolism, fitness, consumer concerns, food safety, nutrition throughout the life cycle, including cultural influences on food selection. Nutrition in relation to disease is explored.		
<b>FSDT 1851</b>	<b>Preceptor I</b>	<b>.5</b>	
	<i>Corequisites: FSDT1100 and FSDT1104</i> <i>DMA certification requirement.</i> Explores the size and scope of the food service industry, organization charts, standardized recipes, cooking procedures, identify small equipment, verify quality and productivity. Science of foods and production of stocks, sauces, soups, meats, poultry, fish and vegetables. Student will complete preceptor tasks mandated by the Dietary Managers Association.		
<b>FSDT1852</b>	<b>Preceptor II</b>	<b>1</b>	
	<i>Corequisites: FSDT1110 and FSDT1102.</i> <i>DMA certification requirement.</i> Focuses on sanitation as it relates to the food service industry, including foodborne illness identification, personal hygiene, and food safety systems like HACCP, facility sanitation, sanitation regulations, crisis management and independent study projects. Food science and production, including baking techniques, garnishing, yeast and quick breads, cakes, cookies, pies and other desserts. Student will complete preceptor tasks mandated by the Dietary Managers Association.		
<b>FSDT1853</b>	<b>Preceptor III</b>	<b>1.5</b>	
	<i>Corequisites: FSDT1350.</i> <i>DMA certification requirement.</i> Study of nutrients, digestion, absorption, metabolism, fitness, and consumer concerns, and nutrition through the life cycle, including cultural influences on food selection. Nutrition in relation to disease is explored. Introduction to diet therapy and its importance includes introduction to communication in counseling, role of diet histories, basic therapeutic diets, supplemental nutrition and nutritional screening. Student will complete preceptor tasks mandated by the Dietary Managers Association.		
<b>FSDT1854</b>	<b>Preceptor IV</b>	<b>1</b>	
	<i>Corequisites: FSDT1304 and FSDT1890.</i> <i>DMA certification requirement.</i> Covers management responsibilities, including state and federal employment laws, staffing needs, and performance standards; employee scheduling and performance reviews, as well as maintaining department budget and recipe costing. Also covers the tasks of managing change and diversity, recruitment, interviewing, employee unions, communication, the manager's role, staff development and personal professionalism. Diet therapy and its importance, including an introduction to communication in counseling, role of diet histories, basic therapeutic diets, supplemental nutrition, and nutritional screening will be included. Student will complete preceptor tasks mandated by the Dietary Managers Association.		
<b>FSDT1887</b>	<b>School Food Service</b>	<b>1</b>	
	Describes the planning of meals to meet the requirements of USDA school meal patterns and the involvement of food service personnel in nutrition education.		
<b>FSDT1890</b>	<b>Food Service Management Skills</b>	<b>4</b>	
	Covers management responsibilities, including state and federal employment laws, staffing needs, performance standards, employee scheduling and performance reviews, maintaining department budget and recipe costing. Also covers managing change and diversity, recruitment, interviewing, employee unions, communication, the manager's role, staff development and personal professionalism.		

# FOOD INDUSTRY MANAGER CERTIFICATION SCHEDULE

























 Fall quarter begins October 5, 2009

 Winter quarter begins January 6, 2010

 Spring quarter begins March 31, 2010

 Summer quarter to be determined

## SUGGESTED SEQUENCE OF CLASSES:

Offered	Course#	Name	Credits
<b>First Quarter</b>			
 	FSDT <b>1100</b> WBL1	Introduction to the Food Service/Hospitality Industry	1.5
 	FSDT <b>1104</b> WBL1	Quantity Food Preparation I	2
 	FSDT <b>1887</b> WBL1	School Food Service	1
 	FSDT <b>1851</b> WBL1	Preceptor I	.5
			<b>5 cr.</b>
<b>Second Quarter</b>			
 	FSDT <b>1102</b> WBL1	Sanitation & Safety	4.5
 	FSDT <b>1110</b> WBL1	Quantity Food Preparation II	2
 	FSDT <b>1852</b> WBL1	Preceptor II	1
			<b>7.5 cr.</b>
<b>Third Quarter</b>			
 	FSDT <b>1350</b> WBL1	Basic Nutrition	4.5
 	FSDT <b>1853</b> WBL1	Preceptor III	1.5
			<b>6 cr.</b>
<b>Fourth Quarter</b>			
 	FSDT <b>1890</b> WBL1	Food Service Management Skills	4
 	FSDT <b>1304</b> WBL1	Diet Therapy I	1.5
 	FSDT <b>1854</b> WBL1	Preceptor IV	1
			<b>6.5 cr.</b>

**Tuition & Fees: Resident \$48** per credit hour.  
**Non-resident \$58.50** per credit hour.

### For more information, please contact:

Lois Cockerham, CDM, CFPP  
 Instructor, Food Service/Hospitality  
 Southeast Community College  
 8800 O St, Lincoln, NE 68520-1299  
 402-437-2467, 800-642-4075 x2467  
 e-mail: lcockerh@southeast.edu

**For students interested in pursuing a degree, these FIM courses transfer into the Food Service/Hospitality Associate Degree program.**

This set of classes for Food Industry Managers' Certification has been granted approval from Dietary Managers Association, 406 Surrey Woods Drive, St. Charles, Ill. 60174, 800-223-1908.

Successful completion of all courses and precepted field experience make the graduate eligible for active membership in Dietary Managers Association and eligible to take the credentialing exam to become a CDM, CFPP. The classes meet the requirements of the School Nutrition Association for certified managers.

*Photo credit: A special thank you to Madonna Rehabilitation Hospital and Saint Elizabeth Regional Medical Center of Lincoln, Nebraska for providing some of the food-service images used in this brochure.*

## FREQUENTLY ASKED QUESTIONS:

### Why do I need these classes to be the director of food service in a hospital or long term care facility?

Nebraska Health & Human Services regulations (Reg 12-006.04D2a) requires, in part, that "a director of food service must be a graduate of a dietary manager program approved by the Dietary Managers Association and qualify for certification by the Dietary Managers Association."

### Can my employer pay for these classes?

Classes can be paid for by the student or the employer. Tuition is due on or before the first day of the quarter. Students are responsible for contacting their employer to see if employers are willing to pay for tuition. Employers must submit payment authorization on company letterhead.

### How long is this course?

If the suggested sequence of classes is followed, a student should be able to finish in one year. Students must successfully complete the sequence in order to graduate and receive a certificate. Students may begin any quarter and take the classes in sequence.

### I want to be a Certified Dietary Manager. How do I do that?

Students must complete all the classes with a minimum grade of "C" or better. After successfully completing all the classes, SCC sends the student's name to the Dietary Managers Association as being eligible to take the certifying exam. Each student is responsible for registering for the DMA's exam and paying any fees associated with the exam. Please contact DMA for information and costs.

DMA: 1-800-323-1908; www.dmaonline.org

### How difficult is the certifying exam?

The exam is written by the Dietary Managers Association Certifying Board, so we do not know the level of difficulty. The majority of SCC graduates who have taken the exam have reported that they passed.

### What computer requirements are there, and do I have to do my homework on the same computer every time?

Any computer with Internet access and a printer will work. You are not limited to one computer.

### What if I can't keep up and need to drop a class?

You must

- drop the class using WebAdvisor or
- submit an "Official Drop/Add Form For Credit Classes" to the Registration and Records Office located in the Student Services Office. Official Drop forms are available in the Student Service Office or online.



### How do I get the textbooks?

Textbooks for these courses may be purchased online, in-person at the SCC Bookstore or over the phone with credit card information.

Online: [www.sccbookstore.com](http://www.sccbookstore.com)  
 In-Person: 8800 O Street  
 Lincoln, NE 68520  
 Phone: 402-437-2560  
 800-742-4075 x2560

### Is there financial aid available?

No. The load of classes is only part-time, so financial aid is not available.

### To enter this program:

- Request an application/registration packet from Lois Cockerham.
  - Complete the "Application for Admission" online at [www.southeast.edu](http://www.southeast.edu) or use the paper form in the packet.
  - Request a copy of your high school, GED, or college transcript be sent to the **SCC Admissions Office 8800 O Street Lincoln, NE 68520.**
  - Complete required testing in one of the following:
    - ACT/SAT scores in each of the areas of writing, reading and math.
    - COMPASS/ASSET scores in each of the areas of writing, reading and math.
- OR
- Three hours or more of transfer credit from an accredited postsecondary institution with a grade of "C" or better in each of the areas of writing, reading and math.

Please watch your mailbox for information from the SCC Admissions Office regarding your application status.

Get your hands on a great education at SCC!



**Limitations of schedule:** This schedule should not be considered a contract between Southeast Community College and any prospective student. SCC's Board of Governors reserves the right to make changes in graduation requirements, costs, curriculum, course structure and content, and the calendar of operation during the life of the schedule and without notice.

**Southeast Community College - Lincoln Campus**  
**8800 "O" Street, Lincoln, NE 68520-1299**  
**402-471-3333 or 800-642-4075**

**Food Service Online Instructor .....(402) 437-2467**  
**Admissions .....(402) 437-2600**  
**Bookstore .....(402) 437-2560**  
**Cashier (Tuition) .....(402) 437-2669/2663**  
**Testing/Assessment Center .....(402) 437-2715**

**Equal Opportunity/NonDiscrimination Policy** - It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or [jsoto@southeast.edu](mailto:jsoto@southeast.edu).

**Declaración de política sobre equidad/antidiscriminación** - La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o [jsoto@southeast.edu](mailto:jsoto@southeast.edu).