

# FN C283: WORK BASED LEARNING IN BUSINESS OPERATIONS AND PERSONNEL MANAGEMENT

Item	Value
Curriculum Committee Approval Date	03/22/2024
Top Code	130620 - Dietetic Services and Management
Units	1 Total Units
Hours	56-58 Total Hours (Lecture Hours 8; Other Hours 48-50)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

## Course Description

Course is designed to provide students with real-life experience in business operation and personnel management as they pertain to dietary managers. Students will practice and apply topics covered in their instructional courses which include determining personnel needs and job functions, participating in employee hiring process, managing a budget and planning and budgeting for improvement in the department design and layout, assisting in the purchasing process and implementing cost-effective procedures. Students complete 48-50 hours of work in a field related to Foodservice Business Operation and Personnel Management. PREREQUISITE: FN C190. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Develop management processes related to food production.
2. Formulate budget and costing processes in food service management systems.

## Course Objectives

- 1. Define Personnel Needs and Job Functions
- 2. Interview, Select, and Orient Employees
- 3. Manage Goals and Priorities for Department
- 4. Manage Department Personnel and professional communication
- 5. Create a Plan and Budget for Improvements in the Department Design and Layout
- 6. Design and maintain cost effective production systems.
- 7. Organize and maintain specific management records.

## Lecture Content

STUDENT ORIENTATION Faculty / Student Contact: Telephone/Screening Faculty / Student Meeting Application Interview Draft Performance

Objectives ON-SITE VISIT WITH EMPLOYER/SUPERVISOR Employer Orientation Benefits to Students Benefits to Employer Review of Performance Objectives Employer Input student Input Faculty Input Review of Performance Objectives Evaluation Criteria and Evaluation Procedure Identification of Specific Criteria and Documentation for Successful Completion of Performance Objectives Explanation and Review for End of the Semester Evaluation Procedure STUDENT FOLLOW-UP AND RETENTION Telephone Follow-up with Student Mail Follow-up with Student END OF THE SEMESTER EVALUATION Letter to the Student Letter and Performance Objectives to the Employer Performance Objectives Returned by Employer Faculty Review Student Performance Objectives and Supporting Documentation, Assign Grade and Verify Units of Credit.

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)
- Work Experience (20)

## Instructional Techniques

Work Experience Education is a non-traditional delivery system that incorporates work into the curriculum. This program provides a cooperative effort for the college, its staff, the work supervisor, and the student to establish and accomplish learning objectives toward the students career goals. Objectives will be created by the student in conjunction with his/her supervisor and WEE instructor.

## Reading Assignments

Required manuals, documents, license agreements and industry updates.

## Writing Assignments

Written assignments, projects and/or skills demonstrations related to industry requirements.

## Out-of-class Assignments

Cooperative effort for the student and work supervisor to establish and accomplish learning objectives toward the students career goals. These will be related to the students routine duties, on the job problem solving, personal improvement, and career advancement assignments.

## Demonstration of Critical Thinking

Projects will be completed to demonstrate competencies in the workplace in relation to industry standards. Written assignments, projects, and skills demonstration related to WEE workbook supplements.

## Required Writing, Problem Solving, Skills Demonstration

Situational workplace demonstration concerning industry requirements. Written assignments, projects and skills demonstrations. related to WEE workbook supplements. Primary/secondary research, presentation, organization, and online data search/manipulation may be included.

## Eligible Disciplines

Dietetic technician: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience. Dietetics: See nutritional science/dietetics Health: Masters degree in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, or nutrition OR bachelors degree in any of the above AND masters degree in public health, or any biological science OR the equivalent. Masters degree

required. Nutritional science/dietetics: Masters degree in nutrition, dietetics, or dietetics and food administration OR bachelors degree in any of the above AND masters degree in chemistry, public health, or family and consumer studies/home economics OR the equivalent. (Note: A bachelors degree in nutrition, dietetics, or dietetics and food administration, and certification as a registered dietician, is an alternative qualification for this discipline.) Masters degree required. Title 5, section 53410.1

## **Other Resources**

1. Coastline Library 2. Work Experience Education (WEE) Handbook Current Edition (Revised Annually). Any manuals reference materials, job-site documents related to the successful completions of students job-oriented learning