

HTT A267: MANAGING BUSINESS RISKS

Item	Value
Curriculum Committee Approval Date	03/13/2019
Top Code	130700 - Hospitality
Units	1.5 Total Units
Hours	27 Total Hours (Lecture Hours 27)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

This course provides a thorough and systematic approach to risk management that ensures the understanding and use of safeguards to produce safe and successful meetings or events. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Design and apply risk management strategies for a specified meeting or event.

Course Objectives

- 1. Create a solid budget for meetings/events.
- 2. Structure and manage financial accounts.
- 3. Develop forecasting methods identifying potential income and expenses.
- 4. Implement effective record keeping systems that meet local, state, and federal requirements.
- 5. Comply with local, state, and federal taxation liabilities.
- 6. Observe health, safety, and security regulations and laws.
- 7. Comprehend, review, and execute leases, contracts, and other event arrangements.
- 8. Oversee financial matters, including budgets, cash flow, receivables, payables, payroll, income and expenses.
- 9. Identify potential challenges to an event/meeting and develop appropriate solutions by effective planning.
- 10. Explore the importance of ethical practices within the special events industry and determine options in appropriate ethical decision making.

Lecture Content

Forecasting Income Expenses Business potential Budget Establish Coordinate Monitor Financial accounts Identify Prioritize Supervise Record keeping requirements State Local Federal Accounting procedures Software Efficiency Act in accordance with Laws/regulations/taxes/licensing Identify Comply Local, state, federal Proposals/agreements Negotiate Present Carry out Regulations Health

Safety Security Risk Assessment Conduct Insurance Security Ethical practices Identify Train Decision making

Method(s) of Instruction

- Lecture (02)
- DE Online Lecture (02X)

Instructional Techniques

The student must participate in class discussions, distance-learning students will participate in online class discussions; complete weekly projects, distance learning students will complete and return the weekly projects online; produce a final project, distance learning students will complete and return the final project online in addition to a hard copy. Students will receive a grade and credit for completing the course requirements. Students who do not fulfill these requirements will receive no credit unless they complete the course successfully.

Reading Assignments

As assigned from text

Writing Assignments

All quizzes and examinations will be at least 75% comprehensive responses. Problem solving exercises will include written comprehensive responses. Cognitive responses to classroom lecture/demonstration/online discussion will be required. Proficiency demonstrations of applied skills demonstrating evaluation and critique techniques.

Out-of-class Assignments

All quizzes and examinations will be at least 75% comprehensive responses. Problem solving exercises will include written comprehensive responses. Cognitive responses to classroom lecture/demonstration/online discussion will be required. Proficiency demonstrations of applied skills demonstrating evaluation and critique techniques.

Demonstration of Critical Thinking

The student must participate in class discussions, distance-learning students will participate in online class discussions; complete weekly projects, distance learning students will complete and return the weekly projects online; produce a final project, distance learning students will complete and return the final project online in addition to a hard copy. Students will receive a grade and credit for completing the course requirements. Students who do not fulfill these requirements will receive no credit unless they complete the course successfully.

Required Writing, Problem Solving, Skills Demonstration

The student must participate in class discussions, distance-learning students will participate in online class discussions; complete weekly projects, distance learning students will complete and return the weekly projects online; produce a final project, distance learning students will complete and return the final project online in addition to a hard copy. Students will receive a grade and credit for completing the course requirements. Students who do not fulfill these requirements will receive no credit unless they complete the course successfully.

Textbooks Resources

1. Required Tarlow, Peter E. . Event Risk Management and Safety, ed. Philadelphia: Wiley, 2002 Rationale: latest