



VISION

A research-driven university geared towards the development of human capital, imbued with social conscientiousness.

MISSION

- a. Builds and embraces a sustainable research culture among students, faculty and no teaching staff in support of its academic programs and community extension thrusts.
- b. Honors the talents and potentials of the students towards the practice of professions to be responsive to the changing local and global demands of time.
- c. Capacitates a community guided by the university extension framework.
- d. Exemplifies the ideals of leadership and service to humanity.

PROGRAM EDUCATIONAL OBJECTIVES	MISSION			
	A	B	C	D
Few years after graduation, the alumni of BSHM Program shall have:				
1. Practiced in the areas of Food Production, Accommodation, Food and Beverage Service, Events Planning, and other emerging sectors of Hospitality Industry in the national, regional or international environment.	✓	✓	✓	✓
2. Apply technical skills and competencies required in the field with a flexible mind-set necessary to stay competitive.	✓	✓	✓	✓
3. Pursue relevant professional development to cope with the challenges of the emerging and evolving business environment.	✓	✓	✓	✓
4. Attain a high level of career success as evidenced by the elevation of position of increased responsibility.	✓	✓	✓	✓
5. Maintain the highest level of professional competence.	✓	✓	✓	✓
6. Carry out the profession with strict adherence to professional and ethical standards.	✓	✓	✓	✓
7. Involve actively and willingly in the implementation of the organization's Corporate Governance and Social Responsibility.	✓	✓	✓	✓
8. Earn the distinction and respect in exercising excellent judgment and decision making.	✓	✓	✓	✓

Student Outcomes and Relationship to Program Educational Objectives

Student Outcomes		Program Educational Objectives							
		1	2	3	4	5	6	7	8
(a)	Produce food products and services complying with enterprise standards	✓	✓	✓	✓	✓	✓	✓	✓
(b)	Apply management skills in hospitality service operations	✓	✓	✓	✓	✓	✓	✓	✓
(c)	Perform and provide full guest cycle services for front office	✓	✓	✓	✓	✓	✓	✓	✓
(d)	Perform and maintain various housekeeping services for guest and facility operations	✓	✓	✓	✓	✓	✓	✓	✓
(e)	Plan and implement a risk management program to provide a safe and secure workplace	✓	✓	✓	✓	✓	✓	✓	✓
(f)	Provide hospitality service and manage the operation seamlessly based on industry standards	✓	✓	✓	✓	✓	✓	✓	✓

Course Title: Risk Management as Applied to Safety, Security and Sanitation	Date Effective: 1 st Semester A.Y. 2019-2020	Date Revised: 22 July 2019	Prepared by: Merla Y. Quiñones Faculty, TM	Reviewed by: Marcel S. Gawayen Faculty, HM	Approved by: Dr. Rosemarie Cruz-Español Dean, CBA	Page 1 of 5
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COURSE SYLLABUS

1. **Course Code** : THC 123
2. **Course Title** : Risk Management as Applied to Safety, Security and Sanitation
3. **Pre-requisite** : None
4. **Co-requisite** : None
5. **Credit** : 3 units
6. **Course Description** : The student will develop knowledge, skills and values on the basic principles of personal hygiene, food safety and sanitation as applied in tourism and hospitality industry. Topics include the following: compliance with workplace hygiene procedures. Establishment and maintenance of a safe and secure workplace, implementation of occupational health and safety procedures and performing basic first aid procedures.

7. Course Outcomes (COs) and Relationship to Student Outcomes:

Course Outcome		Student Outcomes					
		(a)	(b)	(c)	(d)	(e)	(f)
1	Identify and examine hazards in the workplace such as physical, chemical and biological.	LO	LPO	LO	LO	LP	LP
2	Evaluate safety practices applied in the industry which includes personal hygiene, sanitation and security.	LO	LPO	LPO	LPO	LP	LP
3	Practice and apply the concepts in Occupational Health and Safety (OHS) and Hazard Analysis Critical Control Point (HACCP)	PO	PO	PO	PO	LPO	LPO
4	Perform basic first aid and safety workplace procedure	PO	PO	PO	PO	PO	PO

L – Facilitate **LEARNING** of the competencies (Input is provided and competency is evaluated)

P – Allow student to **PRACTICE** competencies. (No input but competency is evaluated)

O – Provide **OPPORTUNITY** for development. (No input or evaluation but there is opportunity to practice the competencies)

NE – NOT EVIDENT

8. Course Coverage :

WEEK	DAY	TOPICS	TLA	AT	COURSE OUTCOMES
1	1	Assessment on prior knowledge Orientation of the VMGO and policies and other course requirement	Class/Group Discussion	Written Questions	NA
	2	Introduction to Risk Management in Tourism and Hospitality Industry	Class/Group Discussion	Written Questions	CO1
2	3	Introduction to Sanitation and Hygiene	Class/Group Discussion	Written Questions	CO1
	4	Sanitation Practices in the Food Preparation	Class/Group Discussion	Oral/Written Questions Practical Demonstration	CO1
3	5	Sanitation Practices in the Kitchen	Class/Group Discussion	Oral/Written Questions Practical Demonstration	CO1
	6	Personal Hygiene Practices	Class/Group Discussion	Oral/Written Questions Practical Demonstration	CO1
4	7	Food Hygiene and Flow of Food	Class/Group Discussion	Oral/Written Questions	CO1

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WEEK	DAY	TOPICS	TLA	AT	COURSE OUTCOMES
				Practical Demonstration	
	8	PRELIM EXAMINATION		Practical Demonstration	CO1
5	9	Contaminations and its sources	Class/Group Discussion	Oral/Written Questions	CO1/CO2
	10	Factors influencing microbial growth in food	Class/Group Discussion	Oral/Written Questions	CO1/CO2
6	11	Foodborne Illness <ul style="list-style-type: none"> • Definition • Classifications • Causes and Symptoms 	Class/Group Discussion	Oral/Written Questions	CO1/CO2
	12	Degradations in Food, Causes and Effects	Class/Group Discussion	Oral/Written Questions	CO1/CO2
7	13	Proper Kitchen Design and Lay-out	Class/Group Discussion	Oral/Written Questions	CO1/CO2
	14	<ul style="list-style-type: none"> • Quality Assurance on Food Products • Food Safety Standards and Regulations (Local and International) 	Class/Group Discussion	Oral/Written Questions	CO1/CO2
8	15	Occupational Health and Safety (OHS)	Class/Group Discussion Demonstration	Oral/Written Questions Demonstration	CO1/CO2/ CO3
	16	Hazard Analysis Critical Control Point (HACCP)	Class/Group Discussion Demonstration	Oral/Written Questions Demonstration	CO1/CO2/ CO3
9	17	Pest Control	Class/Group Discussion	Oral/Written Questions	CO1/CO2
	18	MIDTERM EXAMINATION		Practical Demonstration	CO1/CO2
10	19	Sanitation in Facilities including requirements	Class/Group Discussion	Oral/Written Questions	CO1/CO2
	20	Designing Safe Operations Considering Equipment's Selection	Class/Group Discussion	Oral/Written Questions	CO1/CO2
11	21	Principles of Heating, Ventilation and Air conditioning	Class/Group Discussion	Oral/Written Questions	CO1/CO2
	22	Environmental Sanitation and Maintenance	Class/Group Discussion	Oral/Written Questions	CO1/CO2
12	23	Crisis Management <ul style="list-style-type: none"> • Definition and Importance • Strategies 	Class/Group Discussion	Oral/Written Questions	CO1/CO2
	24	Crisis Management <ul style="list-style-type: none"> • Disaster Management 	Class/Group Discussion Demonstration	Oral/Written Questions Demonstration	CO1/CO2
13	25	Designing a Crisis Management Plan for a Tourism and Hospitality enterprise	Class/Group Discussion	Written Output	CO1/CO2
	26	The Safety Code of The Philippines	Class/Group Discussion	Written Questions	CO1/CO2
14	27	SEMI FINAL EXAMINATION		Written Questions	CO1/CO2
	28	Introduction to Basic First Aid First Aid as applied in Tourism and Hospitality Industry	Class/Group Discussion	Oral/Written Questions Practical Demonstration	CO1/CO4
15	29	Basic First Aid in Tourism and Hospitality Industry <ul style="list-style-type: none"> • Handling guest with special needs • Handling Kitchen Emergencies (Cuts) 	Class/Group Discussion	Oral/Written Questions Practical Demonstration	CO1/CO4
	30	Basic First Aid in Tourism and Hospitality Industry <ul style="list-style-type: none"> • Handling Kitchen Emergencies (Burns) • Handling Physical Injuries 	Class/Group Discussion	Oral/Written Questions Practical Demonstration	CO1/CO4

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WEEK	DAY	TOPICS	TLA	AT	COURSE OUTCOMES
16	31	Handling Other Types of Emergency Situations in Hotels, Restaurants, Resorts, Tourism related areas (i.e. Drowning and other medical emergencies)	Class/Group Discussion	Oral/Written Questions Practical Demonstration	CO1/CO2
	32				
17	33	Handling Other Types of Emergency Situations in when outside of the country (i.e. Drowning and other medical emergencies)	Class/Group Discussion	Oral/Written Questions Practical Demonstration	CO1/CO2
	34				
18	35	Designing Emergency Plan for a Tourism Enterprise	Class/Group Discussion	Oral/Written Questions	CO1/CO2
	36	FINAL EXAMINATION			

9.

Grading System: Reportorial Grade: Averaging
$$\frac{\text{Prelim} + \text{Midterm} + \text{Semi Final} + \text{Final}}{4} = \text{Final Grade}$$

Components of Periodic Assessment

The components of Periodic Assessment shall be as follows:

a. General and Professional

Major Written Exams (prelims, midterms, semi-finals, finals)	- 40%
Written Output (research report/projects/portfolio)	- 30%
Progressive Assessment (quiz, reporting, role play, homework, others)	- 30%
Total	100%

b. Pure Laboratory Subjects

Major Written Exams (prelims, midterms, semi-finals, finals)	- 20%
Practical Assessment	- 60%
Progressive Assessment (quiz, reporting, role play, homework, others)	- 20%
Total	100%

c. Subjects with Laboratory

Major Written Exams (prelims, midterms, semi-finals, finals)	- 35%
Practical Assessment	- 35%
Progressive Assessment (quiz, reporting, role play, homework, others)	- 30%
Total	100%

Classroom Policies

a. Attendance

Regular attendance of classes is required. A student who incurs more than 20% of unexcused absences in a semester will be dropped from the rolls. If an absence is foreseeable, the student is required to advise the instructor on such so that arrangements can be made for any make up work. Although, attendance per se is not given a grade equivalent, it will have a bearing on participation in class activities and/or group presentations that will be graded. A student who miss a class is responsible for the lessons taken up and are not excused on any work assigned for a particular class session.

b. Submission of Assessment Tasks (Student Outputs)

Should be on time; late submittal of coursework's will not be accepted, or where there is a valid justification, its acceptance is upon the faculty discretion subject to reasonable grade penalties.

c. Major Examination (Long Quiz or Major Exams)

Will be administered as scheduled. No special exam will be given unless with a valid reason subject to the approval of the Dean of the College.

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	<p>d. Course Portfolio</p> <p>Is required and will be collected at the end of the semester. Lost documents will not be given due credit.</p> <p>e. Language of Instruction</p> <p>Lectures, discussion, and documentation will be in English except in Filipino Subjects.</p> <p>f. Academic Integrity</p> <p>Cheating during examination, copying another student's assignment & report, submission of reports copied from other sources/ materials (plagiarism) are strictly prohibited. Anyone caught guilty of any or all of these violations will be sanctioned according to what is provided for in the Student's Handbook.</p> <p>g. Wearing of prescribed uniform and ID/ Dress and Grooming Codes</p> <p>Wearing of the official prescribed uniform and ID inside the University must be strictly observed from Monday to Thursday. Fridays and Saturdays are considered wash day, thus, proper dress code and grooming is a requirement.</p> <p>h. Grave misconduct</p> <p>Any form of disrespect to your teacher or to others will not be tolerated and is meted corresponding sanction.</p> <p>i. Consultation Schedule</p> <p>A consultation schedule with the Instructor is posted at the Faculty Office. It is recommended that the student avail of this services. by setting an appointment to confirm the instructor's availability.</p>
<p>Suggested Readings and References</p>	<p>Pritchard, C. (2015). <i>Risk Management: concept and guidance</i>. CRC Press</p> <p>Crouhy, M. (2014). <i>Essentials of risk management</i>. MCGraw-Hill</p> <p>Lelieved, H. (2014). <i>Hygiene in food processing: principles and practice</i>. Woodhead</p> <p>Bueno, D. (2014). <i>Food microbiology and food safety</i>. Books Atpb.</p> <p>https://cdn.intecopen.com/pdfs/19861/In-Tech-Food-safetyrisk_management.pdf</p> <p>Student and Faculty Research Outputs:</p> <p>Belhilda, J. et al. (2017). <i>The Management System of Catering Business in Cebu City</i></p> <p>Diokno, J. et al. (2016). <i>Bon Vivant Food Truck Business Plan</i></p> <p style="text-align: right;">Verified as to the Availability of Resources:</p> <p style="text-align: right;"><u>Dr. Aileen Basiga- Catacutan, MSLS</u> Director of Libraries</p>
<p>Course Requirements/ Outputs</p>	<p>End of Course Requirements, is portfolio of the following:</p> <ul style="list-style-type: none"> • Basic First Aid procedure for a Tourism and Hospitality Enterprise • Emergency Handling Plan for a Tourism and Hospitality Enterprise

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