

Hospitality and Tourism Management Pacing Guide

	Recommended Weeks
FCCLA Introduction	2 Weeks
Topic 1: Overview of Hospitality and Tourism Management	3 Weeks
<ul style="list-style-type: none"> Unit 1: Segments of the Hospitality and Tourism Industry (18) Unit 2: Types and Functions of Departments (24) 	
Topic 2: Portfolio	1 Week
<ul style="list-style-type: none"> Unit 1: Career Portfolio (7) 	
Topic 3: Leadership, Teambuilding, Planning, and Decision Making	2 Weeks
<ul style="list-style-type: none"> Unit 1: General – Leadership, Teambuilding, Planning, and Decision Making (14) Unit 2: Specific – Leadership, Teambuilding, Planning, and Decision Making (14) 	
Topic 4: Communication, Guest Service, and Problem Solving	2 Weeks
<ul style="list-style-type: none"> Unit 1: General – Communication, Guest Service, and Problem Solving (10) Unit 2: Specific – Communication, Guest Service, and Problem Solving (22) 	
Topic 5: Quality Management	3 Weeks
<ul style="list-style-type: none"> Unit 1: General –Quality Management (8) Unit 2: Specific –Quality Management (24) 	
Topic 6: Balancing Work and Family	2 Weeks
<ul style="list-style-type: none"> Unit 1: General – Principles for Balancing Work and Family (15) Unit 2: Specific – Principles for Balancing Work and Family (13) 	
Topic 7: Human Resources Management	
<ul style="list-style-type: none"> Unit 1: General – Human Resources (15) Unit 2: Specific – Human Resources (13) 	
TESTING	1 Week
Topic 8: Fiscal	3 Weeks
<ul style="list-style-type: none"> Unit 1: General – Fiscal Principles (7) Unit 2: Specific – Fiscal Principles (29) 	
Topic 9: Marketing	3 Weeks
<ul style="list-style-type: none"> Unit 1: General – Marketing (7) Unit 2: Specific – Marketing (32) 	
Topic 10: Information Technology	2 Weeks
<ul style="list-style-type: none"> Unit 1: General – Information Technology (11) Unit 2: Specific – Information Technology (19) 	

Topic 11: Geography and Culture	2 Weeks
<ul style="list-style-type: none"> Unit 1: Geography and Cultural Awareness (18) 	
Topic 12: Food Production Management	2 Weeks
<ul style="list-style-type: none"> Unit 1: Food Safety and Sanitation (25) Unit 2: Guest Service in the Restaurant (17) 	
Topic 13: Safety and Property	2 Weeks
<ul style="list-style-type: none"> Unit 1: General – Safety and Property (11) Unit 2: Specific – Safety and Property (18) 	
Topic 14: Ethics and Professionalism	1 Week
<ul style="list-style-type: none"> Unit 1: General – Ethics and Professionalism (5) Unit 2: Specific – Ethics and Professionalism (14) 	
Topic 15: Careers in Hospitality and Tourism Management	2 Weeks
<ul style="list-style-type: none"> Unit 1: General – Career Success (16) Unit 2: Specific – Careers in Hotel, Travel & Tourism, and Restaurant Management (29) 	
TESTING	1 Week