

Principles of Hospitality and Tourism Pacing Guide

	Recommended Weeks
FCCLA INTRODUCTION	2 Weeks
Topic 1: Introduction to Hospitality and Tourism	2 Weeks
• Unit 1: Industry Segments, History, and Economic Impact (12)	
Topic 2: Portfolio	1 Weeks
• Unit 1: Career Portfolio (7)	
Topic 3: Careers in Hospitality and Tourism	1Weeks
• Unit 1: Career Areas and Outlook (8)	
Topic 4: Hospitality and Tourism Skills	8 Weeks
• Unit 1: Self-Responsibility and Self-Management (18)	
• Unit 2: Personal Values and Principles (6)	
• Unit 3: Attitude, Work Habits, and Appearance (11)	
• Unit 4: Time Management (9)	
• Unit 5: Decision Making and Problem Solving (14)	
• Unit 6: Leading a Balanced Life (8)	
• Unit 7: Leadership and Team Building (18)	
• Unit 8: Communication and Customer Service (21)	
Topic 5: Travel and Tourism	3 Weeks
• Unit 1: Methods of Travel (13)	
• Unit 2: Travel and Tourism Safety (9)	
TESTING	1 Week
** Unit 3: Travel and Tourism (12)	4 Weeks
Topic 6: Lodging	2 Weeks
** Unit 1: Types; Duties and Responsibilities of Lodging (6)	
Topic 7: Food and Beverage	4 Weeks
** Unit 1: Types; Duties and Responsibilities within Departments (20)	
Topic 8: Recreation, Amusement, and Attraction	2 Weeks
** Unit 1: Types; Duties and Responsibilities within Departments (16)	
Topic 9: Safety in Hospitality and Tourism	1 Week
• Unit 1: Safety and Sanitation (13)	
Topic 10: The Business of Hospitality and Tourism	4 Weeks
• Unit 1: Business Management (12)	
TESTING	1 Week

**Add units from Touring Oklahoma