

# Equipment List

## Hospitality Management

CIP No. 52.0900

Please note: This list of recommended items does not necessarily need to be supported financially by CTE state/federal funding sources. In many cases, local school district funds are used to purchase items on a regular basis.

AV cart  
Calculator  
Chairs  
Check register  
Checks  
Computers/printer  
Computer software (general accounting, word processing, spreadsheet, database)  
Credit card application forms  
Easel  
Flip chart  
Journals  
LCD projector and support hardware/software for PowerPoint  
Lectern, floor  
Ledgers  
Operations manuals  
Overhead projector  
Portable screen  
Power cords  
Printer  
Purchase order forms  
Reservations software\*  
Skirting  
Slide projector  
Speaker/conference phone capabilities\*\*  
Tables  
Tape recorder with microphone or mini-karaoke machine\*\*\*  
Tax tables  
Telephone system  
TV/VCR

Explanation of item use:

\* to be loaded on a classroom PC for basic demonstration

\*\* to evaluate speed, pitch, tone as perceived by customers

\*\*\* to allow students to listen to live customer service interactions over the telephone

Note: The items listed above are ideal for students to experience and simulate experiences common for entry level employees in the hospitality industry. Where equipment is not available, schools are encouraged to share or trade items. Another option is to borrow from industry and/or visit industries to experience use of equipment on site.