

Hospitality and Tourism Management Equipment List

Item	Item Description	Minimum Quantity
Teacher's Desk	38" x 48" with one file-size drawer with lock	1
Teacher's Chair	Cushioned with casters	1
Student Seating	Tables and chairs or individual student desks and additional seating for flexibility	24
Bulletin Board	Minimum 48" x 48'	1
File Cabinet	4 drawer with lock	2
Pencil Sharper	Wall or desk	1
Clock	Electric or battery with the second hand large enough to be seen in all parts of the room	1
Telephone	Digital	1
Computer Table	Large enough to hold computer, monitor, printer and scanner	1
Flexible Video Camera		1
Digital Classroom Management and Computer Monitoring System	Monitor and manage computer activity. Gives complete control of student's computers, allowing display lessons, aid in corrections, view workstation progress and manage web usage and access. Allow instructors to remotely shutdown, reboot, or log-off the classes' PCs from the instructor's computer.	1
Computer (for Teacher)	Includes internet access	1
Color Monitor (for Teacher)		1
Wired/Wireless Mouse		1
Laser Printer (for Teacher – color, high resolution)	Capability to print one- or two-sided documents and different style printing to include booklets	1
Color Scanner	Scan regular to larger size documents	1
Storage Cabinet	4 Shelves with lock	1
Electric Hole Punch	One – three hole punch	1
Electric Stapler	Capability to staple any size or design jobs	1
Electric Sharpener	Sharpen different sizes and styles	1
Binding Machine	Various binding styles for regular and oversized binding jobs	1
Laminator	Up to poster size capability	1
Single-page hole punch	Manual	1
Label Maker	Make labels of different sizes and styles	1

Hospitality and Tourism Management Equipment List

Item	Item Description	Minimum Quantity
Podium/Lectern	Portable, adjustable with microphone and computer plug-ins on cast	1
Paper Cutter	Ability to cut regular to varying poster size documents	1
Hot Glue Gun	Heavy duty with ergonomically designed handle	1
Easel(s)	Durable, collapsible and varying sizes	1-2 per group
Staple Gun	Heavy duty with ergonomically designed handle	1
Broom		1
Dust Pan		1
Mop		1
Mop Bucket		1
Technology Equipment for Classroom		
Computers, color monitor (network connection)/Laptops/Speakers	State Approved	20
Keyboard Covers	Individual keyboard covers	1 per student
Headphones	Individual headphones	1 set per student
Printer	Laser, color, high resolution, networked	2
Projection Screen	Wall Mount	1
LCD	Mounted on Ceiling	1 per room
Copier	Commercial, color	1
Camera	Digital, with video capability With tripod	1
Flexible Video Camera		1
Video Camera/Tripod	With editing software	1
Document Camera		1
First Aid Kit/Cabinet		1
Flashlight	Battery Powered	1
General Tool Kit		1
Easel(s)	Tabletop and Floor	1
Display/Tack Board		1
Book Cases		2 per room
Graphic Calculators		classroom set
CBL – Calculator Based Lab with Probes for temperature voltage, light intensity, phone, heart rate and pressure	Calculator Attachments for Graphic	1

Hospitality and Tourism Management Equipment List

Item	Item Description	Minimum Quantity
Smart Board	Mounted or Portable	1
Educational Resources/References	ServSafe materials	As needed
Recreation, Travel, and Tourism Services		
Printing Kiosk		1
Travel International Zone Clocks		1
Major Travel Destinations Framed Prints		As needed
Consultation Station	Office Desk, Desk Chair, Chair for Customer and Computer with Internet access. Operating software should be current	1
Reservation/Booking Station	Reception/Reservation Desk, Computer with Internet access. Operating software should be the most current version of Windows or higher, Printer, and Art Work or Picture	1
Reception Area	Customer Chair, End Table, Lamp, and Art Work or Pictures	1
Software Package	Software needed to make travel and tourism reservations and networked to other student work stations.	1
Travel and Tourism World and US Maps/Globes		As needed
Recreation, Travel and Tourism Destination Books		As needed
Technology - Camcorder or Options (iPad, tablet with recording/camera)		1 per student
Lodging		
Front Desk Station	Reservation Desk, Computer with Internet access. Operating software should be current or higher, Printer, and Art Work or Picture	1
Front Office Station	Office Desk, Desk Chair, Chair for Customer and Computer with Internet access. Operating software should be current or higher	1

Hospitality and Tourism Management Equipment List

Item	Item Description	Minimum Quantity
Conceige Station	Decorative Table or Desk, Chair, Chair for customer, and Computer with Internet access. Operating software should be current or higher.	1
Marketing and Sales Station	Office Desk, Desk Chair, Chair for Customer and Computer with Internet access. Operating software should be current or higher	1
Engineering and Maintenance Station	Office Desk, Desk Chair, Chair for Customer and Computer with Internet access. Operating software should be current or higher Office Desk	1
Human Resources Station	Office Desk, Desk Chair, Chair for Customer and Computer with Internet access. Operating software should be current or higher Office Desk	1
Work Management Division Station	Office Desk, Desk Chair, Chair for Customer and Computer with Internet access. Operating software should be current or higher Office Desk	1
Lobby Area	Sofa, End Table, Coffee Table, Plants, Lamp, and Art Work/Pictures	1
Night Audit Simulator	Accounting and additional software needed for the end of the day report for all interfaces	2
Lodging Software Package	Software needed to make reservations and networked to other student work stations	1
Student Work Stations	Computer with Internet access. Operating software should be current or higher.	1