

COAST INSTITUTE OF TECHNOLOGY

ELECTRICAL & MECHANICS DEPARTMENT

COURSE REQUIREMENTS FOR SEPTEMBER INTAKE

For Artisan/Craft Courses:

- Protractor
- One Navy Blue Overall
- Safety Boots
- Technical Drawing Set
- Scale Rule
- Set Squares (300mm Long)
 - 45° – 45° – 90°
 - 30° – 60° – 90°
- Clutch Pencils or HB pencil & 2H pencil
- T – Square (Transparent) not wooden
- Eraser / rubber

For Diploma Courses:

- Protractor
- One Navy Blue Overall
- Safety Boots
- Technical Drawing Set
- Scale Rule
- Set Squares (300mm Long)
 - 45° – 45° – 90°
 - 30° – 60° – 90°
- Clutch Pencils
- T – Square (Transparent) not wooden
- Eraser / rubber

FOR CONTACT CALL: 0715008723 (mechanical) OR 0710965640 (electrical)

COAST INSTITUTE OF TECHNOLOGY

BUSINESS STUDIES DEPARTMENT

REQUIREMENTS FOR SECRETARIAL STUDIES

1. A packet of HB pencils
2. 10 shorthand pads
3. Shorthand text book-Anniversary Edition OR New Era/New Course
4. English Dictionary
5. Exercise books

COAST INSTITUTE OF TECHNOLOGY
P.O BOX 34-80300
TEL:0412011393 /0202169229
VOI

DEAR PARENT/GUARDIAN,

**THE BUSINESS DEPARTMENT REQUIREMENTS FOR THE TRAINEES
ARE AS FOLLOWS:**

ALL COURSES

1. Scientific calculator
2. Ruler, pens. pencils
3. Writing materials

COAST INSTITUTE OF TECHNOLOGY

BUILDING DEPARTMENT

COURSE REQUIREMENTS FOR SEPTEMBER INTAKES

For Artisan or Craft/Certificate Courses:

- One Green/Blue Overall
- Safety Boots
- Technical Drawing Set
- Scale Rule
- Set Squares (300mm Long)
 - 45 – 45 – 90
 - 30 – 60 – 90
- Clutch Pencils
- T – Square

For Diploma Courses:

- One Green/Blue Overall
- Safety Boots
- Technical Drawing Set
- Scale Rule
- Set Squares (300mm Long)
 - 45 – 45 – 90
 - 30 – 60 – 90
- Clutch Pencils
- T – Square

OR CALL: 0710690786

**COAST INSTITUTE OF TECHNOLOGY
HOSPITALITY MANAGEMENT DEPARTMENT
TABLE LINEN COLOURS**

	COURSE LEVEL	TABLE CLOTH COLOUR/SIZE/NO.	SLIP CLOTH COLOUR/SIZE/NO.	NAPKIN COLOUR/SIZE/NO.	MATERIAL TYPE FOR ALL
1.	DIPLOMA	White 94 inch x 50 inch Rectangle One piece	Grass Green 1m x 1m Square One piece	Grass Green 46cm x 46 cm Square 8 pieces	Damask
2.	CRAFT	White 94 inch x 50 inch Rectangle One piece	Maroon 1m x 1m Square One piece	Maroon 46cm x 46 cm Square 8 pieces	Damask
3.	ARTISAN	White 94 inch x 50 inch Rectangle One piece	Red 1m x 1m Square One piece	Red 46cm x 46 cm Square 8 pieces	Damask

NB:

1. **NEW STUDENTS** ARE GIVEN THE ABOVE INFORMATION ON REPORTING/ REGISTERING AT THE REGISTRY/ HOSPITALITY DEPARTMENT AND ARE EXPECTED TO BUY THE LINEN IMMEDIATELY.
2. ALL OTHER STUDENTS ARE REQUIRED TO HAVE THE LINEN IN ALL THE PRACTICAL LESSONS.
FOR ENQUIRE CALL 0721316601 OR 0724419912

**HOSPITALITY MANAGEMENT DEPARTMENT
CRAFT CERTIFICATE IN CATERING AND ACCOMMODATION
OPERATIONS (CCAO)
COURSE REQUIREMENTS FOR PRACTICAL CLASSES**

1. Food handler Certificate (Mandatory)
2. Black leather shoes- closed and low heeled: used in production, service and housekeeping practical lessons

F&B PRODUCTION PRACTICALS

3. White chef's jacket
4. White medium- checked trouser, well fitting (men)
5. White medium- checked skirt, below knees length (ladies)
6. White apron- below knees length
7. Red neckerchief
8. White chef's hat
9. Hand towel
10. Kitchen cloth (for drying utensils)
11. Dust cloth (for wiping surfaces)

F&B SERVICE PRACTICALS

12. Long sleeved white shirt
13. Straight black skirt, well fitting and below knees length (ladies)
14. Black pair of trousers, well fitting (men)
15. Black bow tie
16. White dust coat
17. Table linen- to be bought AFTER student has reported so as to see sample from the department.
18. Tray cloth
19. Waiter's cloth
20. Glass cloth
21. Hand cloth
22. Dust cloth (for wiping surfaces)

HOUSEKEEPING PRACTICALS

23. Aqueous- blue dust coat (men)
24. Aqueous- blue full dress with front buttons, calf-length and loose (ladies)
25. Aqueous- blue head scarf (ladies)

TEXT BOOKS

1. Theory of Catering- By Ronald Kinton& Victor Ceserani
2. Practical Cookery- By Ronald Kinton& Victor Ceserani
3. Food and Beverage Service- By Dennis Lilicrap& John Cousins
4. Food and Beverage Control- By Kotas
5. Hotel, Hostel and Hospitality Housekeeping

**HOSPITALITY MANAGEMENT DEPARTMENT
DIPLOMA IN FOOD AND BEVERAGE MANAGEMENT (DFB)
COURSE REQUIREMENTS FOR PRACTICAL CLASSES**

1. Food handler Certificate (Mandatory)
2. Black leather shoes- closed and low heeled: used in production, service and housekeeping practical lessons

F&B PRODUCTION PRACTICALS

3. White chef's jacket
4. White medium- checked trouser, well fitting (men)
5. White medium- checked skirt, below knees length (ladies)
6. White apron- below knees length
7. Red neckerchief
8. White chef's hat
9. Hand towel
10. Kitchen cloth (for drying utensils)
11. Dust cloth (for wiping surfaces)

F&B SERVICE PRACTICALS

12. Long sleeved white shirt
13. Straight black skirt, well fitting and below knees length (ladies)
14. Black pair of trousers, well fitting (men)
15. Black half-coat
16. Black bow tie (men)
17. Black scarf (ladies)
18. White dust coat
19. Table linen- to be bought AFTER student has reported so as to see sample from the department.
20. Tray cloth
21. Waiter's cloth
22. Glass cloth
23. Hand cloth
24. Dust cloth (for wiping surfaces)

TEXT BOOKS

1. Theory of Catering- By Ronald Kinton& Victor Ceserani
2. Practical Cookery- By Ronald Kinton& Victor Ceserani
3. Food and Beverage Service- By Dennis Lilicrap& John Cousins
4. Food and Beverage Control- By Kotas
5. Principles and Practice of Management- By Saleemi
6. Principles of Accounts- By Saleemi

HOSPITALITY MANAGEMENT DEPARTMENT

DIPLOMA IN CATERING AND ACCOMMODATION MANAGEMENT (DCAM)

COURSE REQUIREMENTS FOR PRACTICAL CLASSES

1. Food handler Certificate (Mandatory)
2. Black leather shoes- closed and low heeled: used in production, service and housekeeping practical lessons

F&B PRODUCTION PRACTICALS

3. White chef's jacket
4. White medium- checked trouser, well fitting (men)
5. White medium- checked skirt, below knees length (ladies)
6. White apron- below knees length
7. Red neckerchief
8. White chef's hat
9. Hand towel
10. Kitchen cloth (for drying utensils)
11. Dust cloth (for wiping surfaces)

F&B SERVICE PRACTICALS

12. Long sleeved white shirt
13. Straight black skirt, well fitting and below knees length (ladies)
14. Black pair of trousers, well fitting (men)
15. Black half-coat
16. Black scarf (ladies)
17. White dust coat
18. Table linen- to be bought AFTER student has reported so as to see sample from the department.
19. Tray cloth
20. Waiter's cloth
21. Glass cloth
22. Hand cloth
23. Dust cloth (for wiping surfaces)

HOUSEKEEPING PRACTICALS

24. Aqueous- blue dust coat (men)
25. Aqueous- blue full dress with front buttons, calf-length and loose (ladies)
26. Aqueous- blue head scarf (ladies)

TEXT BOOKS

1. Theory of Catering- By Ronald Kinton& Victor Ceserani
2. Practical Cookery- By Ronald Kinton& Victor Ceserani
3. Food and Beverage Service- By Dennis Lilicrap& John Cousins
4. Food and Beverage Control- By Kotas

5. Hotel, Hostel and Hospitality Housekeeping - By Joan C Branson & Margaret Lennox
6. Principles and Practice of Management- By Saleemi
7. Principles of Accounts- By Saleemi

**HOSPITALITY MANAGEMENT DEPARTMENT
CRAFT CERTIFICATE IN FOOD AND BEVERAGE PRODUCTION,
SERVICE AND SALES (CFB) /ACFB
COURSE REQUIREMENTS FOR PRACTICAL CLASSES**

1. Food handler Certificate (Mandatory)
2. Black leather shoes- closed and low heeled: used in both production and service practical lessons

F&B PRODUCTION PRACTICALS

3. White chef's jacket
4. White medium- checked trouser, well fitting (men)
5. White medium- checked skirt, below knees length (ladies)
6. White apron- below knees length
7. Red neckerchief
8. White chef's hat
9. Hand towel
10. Kitchen cloth (for drying utensils)
11. Dust cloth (for wiping surfaces)

F&B SERVICE PRACTICALS

12. Long sleeved white shirt
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TEXT BOOKS

1. Theory of Catering- By Ronald Kinton & Victor Ceserani
2. Practical Cookery- By Ronald Kinton & Victor Ceserani
3. Food and Beverage Service- By Dennis Lilicrap & John Cousins
4. Food and Beverage Control- By Kotas

COAST INSTITUTE OF TECHNOLOGY

APPLIED SCIENCE DEPARTMENT

COURSE REQUIREMENTS for DAB & CSLT

FOR ALL COURSES

- Set Squares(300mm Long)
- 45-45-90
- 30-60-90
- Clutch pencils
- T-square
- Dust coat(white)
- Dissecting kit
- Compass

**COAST INSTITUTE OF TECHNOLOGY
APPLIED SCIENCE DEPARTMENT**

**PERSONAL REQUIREMENTS-HAIR DRESSING & BEAUTY THERAPY
STUDENTS**

1. LIPSTICK
2. EYE PENCIL
3. PRESSED POWDER
4. CONCEALER
5. FOUNDATION
6. APRON
7. EYE SHADOW- PALLATE
8. MASCARA
9. EYE LINER

COAST INSTITUTE OF TECHNOLOGY

APPLIED SCIENCE DEPARTMENT

COURSE REQUIREMENTS for DAC

FOR ALL COURSES

- Set Squares(300mm Long)
- 45-45-90
- 30-60-90
- Clutch pencils
- T-square
- Dust coat(white)
- Compass

**COAST INSTITUTE OF TECHNOLOGY
APPLIED SCIENCE DEPARTMENT**

**PERSONAL REQUIREMENTS-HAIR DRESSING & BEAUTY THERAPY
STUDENTS**

1. LIPSTICK
2. EYE PENCIL
3. PRESSED POWDER
4. CONCEALER
5. FOUNDATION
6. APRON
7. EYE SHADOW- PALLATE
8. MASCARA
9. EYE LINER

