

**BUSINESS, MANAGEMENT, & ADM
EQUIPMENT L**

	Department	Classroom	Accounting	Business Essentials	Business Finance	Business Technology Applications	Business Technology Applications Advanced	Commerce Communication	Computer Essentials
Computers with 1 gig hard drive and CDROM. Computers should have network, graphics/video, sound, and internet. Operating software should be Windows XP or higher. Software should include programs in word processing, spreadsheet, graphics, desktop/Web publishing, database, presentation, automated accounting, and Internet browsing. *Note: At least 25% of computers should be replaced annually and meet the following requirements:			1 per student	1 per 5 students	1 per 5 students	1 per student	1 per student	1 per 5 students	1 per student
Networked color laser jet printer		1							
Laser jet, desk jet, or color laser jet printer			1 per 4 computers	1 per 4 computers	1 per 4 computers	1 per 4 computers	1 per 4 computers	1 per 4 computers	1 per 4 computers
Electronic display calculator			1 per student in largest class	1 per student in largest class	1 per student in largest class				

Desks, computer stations, and/or adjustable computer tables with wire hiding capabilities and office compatible chairs. Note: Computer stations/tables should be located in accessible proximity to networking switches and multiple outlets.			1 per student in largest class (30" d)	1 per student in largest class (30" d) + 1 computer space per 5 computers. NOTE: May use computer lab if work space is adequate.	1 per student in largest class (30" d) + 1 computer space per 5 computers. NOTE: May use computer lab if work space is adequate.	1 per student in largest class (30" d)	1 per student in largest class (30" d)	1 per student in largest class (30" d) + 1 computer space per 5 computers. NOTE: May use computer lab if work space is adequate.	1 per student in largest class (30" d)
Multiple outlet sources with surge protection. Note: Cords from computers to outlet must meet safety standards.			Appropriate to number of computers	Appropriate to number of computers	Appropriate to number of computers	Appropriate to number of computers	Appropriate to number of computers	Appropriate to number of computers	Appropriate to number of computers
Scanner	1								
Digital camera	1								
Tack board (Minimum of 4 feet)		1							
Interactive Whiteboard or Smartboard		1							
Screen or Whiteboard		1							
Wastebaskets		4							
Fax machine	1								
Shredder	1								
Paper cutter (Minimum 18" cut with safety shield)	1								
Locking file cabinet		1							

TV/DVD	1								
Telephone	1								
LCD projector or TV/computer connection		1							
Storage closet for materials/sup plies	1-3 depending on size								
Printer stand		1 per printer							
MP3 player		1							
Video Camera	1								
Flash Drives/Portab le Storage devices			1 per student	1 per 5 students	1 per 5 students	1 per student	1 per student	1 per 5 students	1 per student
Document camera		1							
Web cam		2							

INSTRUCTION CLUSTER

.IST

Computer Management and Support	Information Technology Support and Services	Law in Society	Management Principles	Multimedia Design				
Note: Refer to the IT Information Support and Services program for required equipment for this course.	Note: Refer to the IT Information Support and Services program for required equipment for this course.	1 per 5 students	1 per 5 students	Note: Refer to the IT Information Support and Services program for required equipment for this course.				
		1 per 4 computers	1 per 4 computers					

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