

**FINANCE CLUSTER
EQUIPMENT LIST**

	Department	Classroom	Accounting	Advanced Accounting	Banking and Financial Services	Business Essentials	Business Finance	Business Technology Applications	Commerce Communication
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 student	1 per 5 students	1 per 5 students	1 per 5 students	1 per student	1 per 5 students
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 calculator			1 per student in largest class	1 per student in largest class	1 per student in largest class	1 per 4 students in largest class	1 per student in largest class		

Desks, computer stations, and/or adjustable computer tables with wire hiding capabilities and adjustable 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 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 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 computer space per 5 computers. NOTE: May use computer lab if work space is adequate.
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								

4-drawer Locking File Cabinet		1							
TV/DVD	1								
Telephone	1								
LCD projector or TV/computer connection		1							
Storage closet for materials/supplies	1-3 depending on size								
Printer Stand		1 per printer							
MP3 player		1							
Video Camera	1								
Flash Drives/Portable Storage devices			1 per student	1 per student	1 per 5 students	1 per 5 students	1 per 5 students	1 per student	1 per 5 students
Document camera		1							
Web cam		2							

Computer Essentials	Financial Management	Insurance Services	Management Principles
1 per student	1 per 5 students	1 per 5 students	1 per 5 students
1 per 4 computers	1 per 4 computers	1 per 4 computers	1 per 4 computers
	1 per student in largest class	1 per 4 students in largest class	

