

MARKETING, SALES, & SERVICE CLUSTER

EQUIPMENT LIST

	Department	Classroom	Business Essentials	Business Technology Applications	Commerce Communication	Computer Essentials	Computer Management and Support	Management Principles	Marketing Principles
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, destop/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 5 students	1 per student	1 per 5 students	1 per student	Note: Refer to the IT Information Support and Services program for required equipment for this course.	1 per 5 students	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 or 1 laser jet per classroom		1 per 4 computers	1 per 4 computers
Electronics display calculator			1 per 4 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 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	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
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
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								

Sales and Promotion Planning

1 per 5 students

1 per 4 computers

1 per 5 students