

# Equipment List

## Business Management & Administrative Services

CIP No. 52.0200

The following list is suggested by business to reflect the current environment. Ergonomics must be considered in classroom layout of workspace and workstations. Classroom equipped with computer workstations with modems and/or networked and Internet accessible, with printers. Please note: This list of recommended items does not necessarily need to be supported financially by CTE state/federal funding sources. In many cases, local school district funds are used to purchase items on a regular basis.

### **RECOMMENDED EQUIPMENT:**

<b><u>ITEM</u></b>	<b><u>QUANTITY</u></b>	<b><u>DESCRIPTION/SPECIFICATION</u></b>
Student computer systems	One per student	With 3-D Video Card, 17" SVGA Monitor, Sound Card Kit, headphones, 35W 3D stereo speakers, Network Card, CD/RW, Internet accessible
Student computer stations	One per student	Minimum of 30" x 43" per station, keyboard height 26" to 28"
Student posture chairs	One per student	Ergonomically designed with strong back support. Must be adjustable.
Teacher computer	One per teacher	With 3-D Video Card, 17" SVGA Monitor, Sound Card Kit, headphones, 35W 3D stereo speakers, Network Card, CD/RW, Internet accessible or equivalent laptop
Teacher computer station	One per teacher	Minimum of 30" x 43" per station, keyboard height 26" to 28"
Teacher posture chair	One per teacher	Ergonomically designed with strong back support. Must be adjustable.
Teacher laser printer	One per class	Prints minimum of 10 pages per minute. Network compatible.
Student laser printer	One per class	Prints minimum of 10 pages per minute. Network compatible.
LCD projector	One per class	Minimum 1,000 ANSI lumens
Media cart	One per class	
Television	One per class	Minimum 27" screen
VCR/DVD player	One per class	

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<u>ITEM</u>	<u>QUANTITY</u>	<u>DESCRIPTION/SPECIFICATION</u>
Telephone with electronic voicemail system	One per class	
Fax machine	One per class	
Photocopier	One per class	
Storage cabinet	One per class	Large and lockable
File cabinet	One per class	Large and lockable
Scanner	One per class	With software to connect to classroom computer
Digital camera	One per class	With software to connect to classroom computer
Electronic calculator	One/two per class	
Software	Per computer	Integrates office suite including MS Outlook and desktop publishing, voice recognition, project management, data base word processing, scheduling, e-mail
White board	One per class	
Overhead Projector	One per class	
Screen	One per class	

### OPTIONAL EQUIPMENT:

<u>ITEM</u>	<u>QUANTITY</u>	<u>DESCRIPTION/SPECIFICATION</u>
Camcorder	One per class	
Hand-held digital device	One per teacher	With software to connect to classroom computer
Overhead projector	One per class	
SMART whiteboard	One per class	
Conference table	One per class	8 ft. with chairs
Microcassette transcribing machine	One/two per class	

**Links to ergonomics:** [www.ade.az.gov/cte/businesseducation/favorite\\_links.asp](http://www.ade.az.gov/cte/businesseducation/favorite_links.asp)