

Equipment List

Financial Services

CIP No. 52.0800

Business trainers suggest the following items, reflecting the current industry environment. Built-in resources within an educational environment, space availability, and ergonomics must be considered when designing the classroom layout of workspace and workstations.

Code Guide

Priority #1: Items that must be readily available to the instructor to expedite the curriculum.

Priority #2: Items that would be desired and enriching to the curriculum.

Priority #3: Items that need to be available within the educational environment but the primary usage would not necessarily be instructional aids. These items would need to be available when the instructor desires to train regarding a related standard or measurement criteria.

Priority #1 items for the program:

- ✓ The computer workstations (one per student) need to be ergonomically designed and equipped with adequate memory, space, and processor power to manage and run the latest business applications software, modems, Internet accessibility, networked, and printers (including stand). All computers would need to have multi-application software package applicable to the business environment. The network would need to have software for instructor management.
- ✓ Multi-media teacher station including VCR, DVD, LCD projector and instructor-dedicated laptop computer with adequate memory, space, and processor power to manage and run the latest software.
- ✓ Accounting/payroll software currently used in industry
- ✓ Mounted whiteboards on at least two walls of the classroom (minimum 12-16 linear feet) with adequate supplies
- ✓ A minimum of one four drawer locking file cabinet
- ✓ A minimum of one locking storage unit
- ✓ A minimum of one telephone with a voice messaging system
- ✓ Ample worktables with at least 36 inches of workspace per student
- ✓ Ergonomic adjustable-height rolling student chairs allowing for group interaction
- ✓ Electronic hand-held solar powered calculators, one per student
- ✓ Overhead projector with wall mounted screen
- ✓ Digital Camera
- ✓ Camcorder
- ✓ Television (wall mounted or on rolling media cart)

- ✓ A minimum of four flip charts
- ✓ One portable easel
- ✓ One United States map and one world map, mounted and retractable

Priority #2 items for the program:

- ✓ Two or more of the computers in the laboratory with capability for burning CD's of work product by students
- ✓ One scanner
- ✓ SMART white board system
- ✓ Business calculator that includes a multi application software package applicable to the business environment
- ✓ Laptop computers and supporting peripherals

Priority #3 items for the program:

- ✓ A laminator
- ✓ A fax machine
- ✓ A photocopier
- ✓ 10-key calculator

For further information: http://www.dpi.state.nc.us/workforce_development/publications/equipment_standards/6600-6699.html

Links to ergonomics: www.ade.az.gov/cte/businesseducation/favorite_links.asp