

BUSINESS, FINANCE, MARKETING, AND TECHNOLOGY CAREER CLUSTERS EQUIPMENT LISTING

BUSINESS MANAGEMENT AND ADMINISTRATION GENERIC LIST:

1 DVD Player per classroom
1 flat-screen television per classroom
1 headphone per student
1 interactive White Board per classroom
1 LED projector per classroom
MS Office Suite 2013 or higher per computer
1 multimedia computer with soundcard per student w/ internet access
1 computer desk/table per student
1 ergonomically adjustable rolling chair per student
1 bookstand per student
External Speakers
1 flash drive per teacher
Locking file cabinets
Locking storage cabinets
Media storage for each student
Podium
Printer stand
Teacher laptop
Teacher LED monitor – 17”
Teacher docking station
Teacher workstation – desk, chair, desktop converter
Workstation monitoring program system (SchoolView, AB Tutor, LanSchools, etc)

Accounting 1 & 2 Equipment (Updated Feb. 2017)

Accounting software per computer (Quickbooks, Peachtree, Automated Accounting, electronic spreadsheet software, etc.)
1 computer per student with internet access
1 calculator per student
Document camera/projector
Electric pencil sharpener
Accounting Working Papers

Administrative Support Technology (Updated September, 2016)

1 binding machine per classroom
Calculator w/ tape
1 electronic stapler
1 folding machine per classroom for documents/pamphlets
LED Projector
Microsoft Office 2013 software or higher
1 paper cutter

1 postage meter (if accessible within school)
1 printer per classroom w/ duplex capabilities (color/fax/scan/copy, 11x17)
Reference Guide, Thesaurus, and Dictionary
Saddler Stapler
Telephone training set
1 3-hole punch

Keyboarding/Computer Applications (Revised March, 2019)

Desktop/laptop computer with USB keyboard/mouse for each student
Computer Assisted Instruction Software for each computer
Network Printer with duplexing capabilities
Keyboard skins (opaque)
Timed writing software for each computer

Digital Desktop Publishing (Revised Feb, 2017)

Adobe Creative Cloud per computer
4 card readers applicable to devices being used per classroom
1 color laser printer with duplex capabilities per classroom
4 digital cameras with Bluetooth capabilities per classroom
1 external hard drive per teacher
graphics tablets, classroom set
Iphone/Android USB charge and sync cable
1 scanner per classroom
USB drive per student

Digital Technologies

Card reader
4 digital cameras per classroom
10 graphics tablets per classroom
1 headset w/microphone capabilities per student
1 PDA per 2 students
2-4 scanners per classroom
2 tablet pc's per classroom
Voice recognition software per computer

Digital Literacy (Updated April, 2017)

1 computer per student
1 color laser per classroom

Global Business

Globe
World Map

Google Basics/Google Applications (Revised March, 2018)

1 Computer per student with Internet Access
MS Office Suite 2013 or higher

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Google Suite
Web cam/Digital camera
Headsets w/ microphone
Virtual Reality Kits (for Google Earth/Google Maps)

Human Resource Management (Updated May, 2017)

1 classroom set of 1:1 computing devices with internet accessibility
1 laser jet printer per classroom

IT Foundations (Updated November, 2016)

1 additional printer per classroom (color)
MS Office 2013 or recent per computer
Plantronics headset w/ microphone per student
Webcam per computer

Integrated Business Applications (Updated March, 2017)

1 computer per student
GMetrix software per computer
MS Office 2013 or higher per computer
1 additional printer per classroom (color)
1 digital camera per classroom
1 laptop per classroom with MS Office Suite 2013 or higher software

Professional and Leadership Development (Updated May, 2017)

1 computer desk/table per student
1 DVD Player per classroom
Email capabilities
1 ergonomically adjustable rolling chair per student
Gavel
1 headphone per student
Internet connection for classroom
1 interactive White Board per classroom
1 LED projector per classroom
Media storage for each student
Networked capabilities for classroom
Podium
External Speakers
Simulated Conference Room
1 flat-screen television per classroom

Virtual Enterprises, International™, Virtual Enterprises 1, 2, 3, 4

1 multimedia computer with soundcard per student w/ internet access
Adobe Dreamweaver CS6 or higher
MS Office Suite (Word, Excel, Access, PowerPoint, Publisher) current edition
QuickBooks Pro (5-user pack with file sharing)

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Binding machine
Black and white laser printer
Color laser printer
Computer (LED) projection unit
Conference table with 8 chairs
Copy machine
Desktop calculators
Digital camera
DVD recorder
Fax machine
Filing cabinets
One headset with microphone per student
Partitions to separate departments
Portable digital screen
Video camera
Scanner
Telephone system (one incoming line with an extension in each department)
WebCam
Bookcases
Display case
Folding machine for documents/pamphlets
Internet connectivity
Laminating machine
Laptop computer (for teacher)
One flash drive per student
Heavy duty three-hole puncher
Paper cutter
Retractable screen
Storage cabinets
Presentation boards
Rolling carts
speaker conference phone
Trade Show booth
Travel cases for trade fair booth and equipment
Wireless microphone
Workstation monitoring program system (SchoolView, AB Tutor, LanSchools, etc.)

Workplace Communications (Revised October, 2017)

Remote/Cordless
Mouse Practice
Microphone

FINANCE CAREER CLUSTER

GENERIC LIST FOR ALL COURSES:

1 DVD Player per classroom
1 flat-screen television per classroom

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1 headphone per student
1 interactive White Board per
classroom 1 LED projector per
classroom
MS Office Suite 2013 or higher per computer
1 multimedia computer with soundcard per student w/ internet access
1 computer desk/table per student
1 ergonomically adjustable rolling chair per student
External Speakers
1 flash drive per teacher
heavy duty three-hole puncher
Internet connection for classroom
Locking file cabinets
Locking storage cabinets
Media storage for each student
Networked capabilities for classroom
Paper cutter
Podium
Printer stand
Teacher laptop
Teacher LED monitor – 17”
Teacher docking station
Teacher workstation – desk, chair
Telephone for classroom
Workstation monitoring program system (SchoolView, AB Tutor, LanSchools, etc)

Banking Services (Updated February, 2017)

Calculators
Computers
Internet access
Printer (laser jet, desk jet, or color laser jet)
MS Office Suite 2013 or higher

Business Finance (Updated October, 2016)

Financial Calculator for each student: Texas Instrument BAII+ or Hewlett Packard 12C

Insurance

1 computer per 5 students
1 desk jet printer per 4 computers or 1 laser jet printer per classroom
Internet access
LED projector
TV/VCR/DVD Player
Whiteboard or Smartboard Screen or whiteboard or smartboard
desk
computer station, and/or adjustable computer table per student in largest class

INFORMATION TECHNOLOGY CAREER CLUSTER

GENERIC LIST FOR ALL COURSES:

1 DVD Player per classroom
1 flat-screen television per classroom 1
headphone per student
1 interactive White Board per classroom 1
LED projector per classroom
MS Office Suite 2013 or higher per computer
1 multimedia computer with soundcard per student w/ internet access 1
bookstand per student
1 computer desk/table per student
Email capabilities
1 ergonomically adjustable rolling chair per student
External Speakers
1 flash driver per teacher heavy duty
three-hole puncher
Internet connection for classroom
Locking file cabinets
Locking storage cabinets Media
storage for each student
Networked capabilities for classroom
Paper cutter
Podium Printer
stand
Surge protectors
Stapler
Teacher laptop
Teacher LED monitor – 17”
Teacher docking station
Teacher workstation – desk, chair
Telephone for classroom
Workstation monitoring program system (SchoolView, AB Tutor, LanSchools, etc)

IT Fundamentals (Updated May, 2017)

5 sets old computers sets/parts (minimum) Microsoft
Virtual PC (software) for each student 1 scanner per
classroom
Classroom set of 1:1 computing devices with internet accessibility
Video Cam

Computer Repair and Service, Adv Computer Repair and Service, Computer Operating Systems, Adv Computer Operating Systems

Computer Workstation Personal Computer (one per student):

- Desktop/Tower computer (not a laptop)
- Antivirus Software

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Equipment Listing
Revised May, 2019

- DVD drive
- 120 GB of free hard drive space
- Intel Core i3,i5,i7 Processor (1.6 GHz or higher) or compatible
- Internet access
- Linux OS
- MS Office (2013 or higher)
- 2 PCI-Express Slots (free)
- 8 GB of RAM
- Test Simulation software
- Current Windows OS
- VirtualPC or compatible

Classroom Requirements:

- LED projector
- Ethernet switches, each capable of 100Base-TX transmission or higher
- Interactive White Board
- *Access point capable of 802.11a/b/g/n.
- *4 or more CAT 5e or higher straight-through patch cables that are at least 3 feet long.
- Reduced internet filtration to allow downloading of industry-specific tools and drivers.
- Access to administrative tools on classroom computers, (e.g., command prompt, MSConfig, computer management, etc.)

Workbench Computers (1 per student)

These computers are for student classroom labs, both working and non-working parts are essential for instruction in this course.

Server Computer (one per classroom)

- 120 GB of free hard drive space
- Intel Core i3,i5,i7 CPU (w2.0 GHz or faster) or compatible
- MS Server
- 2 n-Network Interface Cards (installed)
- 16 GB of RAM

Workbench Tools (for each workbench):

- Video Adaptor(s)
- Antistatic wrist strap and mat
- AT Power supply with cable (optional)
- ATX Power Supply with cable
- 30' CAT 5e or higher cable
- CD/DVD drive with cables
- Computer Service Tool Kit
- Diagnostic software
- Hard drives (EIDE, SATA, SSD, external) with cables
- Laptop with power supply
- Monitor
- Motherboard(s)-should have as many configurations of technology as possible (form factors, CPU

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Equipment Listing

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- type, RAM type, expansion slots, ports), includes appropriate cables as needed
- RAM (SDRAM, DDR, DDR2, DDR3, DDR4)
- Variety of expansion cards (e.g, video, sound, network)
- Power Supply tester
- 110/66 punch down tool
- RJ45 modular connectors
- RJ45 jacks
- RJ45 crimping tool
- Wire strippers
- Variety of operating systems, (e.g., Linux, Windows, Server, Mac)
- Variety of cables, connectors, and adaptors

Computer Chair (one per workstation)

Computer Desk (1 per workstation)

Server Rack (with wheels)

Workbench (one for each student or large enough for two students)

Workbench Stools (one per student, chairs may be substituted)

Equipment/supplies/tools should reflect the textbook/lab manual adopted by the local school district.

Fundamentals of Web Page Design and Development 1, Adv Web Page Design and Development (Updated February, 2018)

Adobe Creative Suite per computer

4 card readers per classroom

4 digital cameras per classroom

1 external hard drive

2 scanners per classroom

Networking Fundamentals, Adv Networking, Server Administration, Adv Server Administration

- Antivirus software
- Computer Workstation PC (one per student):
- DVD drive
- Intel Core i3,i5,i7 Processor (1.5 GHz or higher) or compatible
- Internet access
- Network Management Suite (e.g., Cisco, HPE, Microsoft, Micro Focus)
- 2 PCI-Express slots (free)
- 120GB of free hard drive space
- MS Office (2003 or later)
- 8 GB of RAM
- SuSE/RedHat Linux Server software
- Test Simulation software
- VirtualPC or equivalent
- Windows 7 Professional or later with current service packs
- Windows Server 2003 or higher
- *Computer Desk/workbench (one per workstation)

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Equipment Listing

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- *Computer chair (one per workstation)

Classroom Requirements:

- Interactive White board
- LED projector
- *Access point capable of 802.11a/b/g/n
- *Ethernet switches, each capable of 100Base-TX transmission or higher
- *4 or more Cat 5e or higher straight-through patch cables that are at least 3 feet long

Desk/Workbench Tools:

- 100 ft. Cat 5e or higher cable
- Diagnostic software
- Fiber optic splicer/kit (optional)
- Internet access
- Laptop with power supply and wireless card
- Network cable tester/analyzer
- RJ4 modular connectors
- RJ45 crimping tool
- RJ45 Jacks
- 110/66 punch down tool
- Screwdrivers (flat and Phillips)
- Utility knife
- Wire/cable strippers

Server Rack (with optional wheels)

- 120 GB of free hard drive space
- Intel Core i3,i5,i7 CPU (2.0 GHz or faster) or compatible
- 2 Network Interface Cards (installed)
- MS Server 2003 or higher
- Open Enterprise Server OS (Micro Focus)
- 8 GB of RAM
- Server Computer (one per classroom)

Equipment/supplies/tools should reflect the textbook/lab manual adopted by the local school district.

Programming

Programming software per computer

1 flash drive per student

MARKETING CAREER CLUSTER

GENERIC LIST FOR ALL COURSES:

1 printer with networked capabilities
 1 color printer
 1 DVD Player per classroom
 1 flat-screen television per classroom

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- 1 headphone per student
- 1 interactive White Board per classroom
- 1 LED projector per classroom
- MS Office Suite per computer
- 1 multimedia computer with soundcard per student w/ internet access
- 1 bookstand per student
- 1 computer desk/table per student
- 1 ergonomically adjustable rolling chair per student
- External Speakers
- 1 flash drive per teacher
- heavy duty three-hole puncher
- Internet connection for classroom
- Locking file cabinets
- Locking storage cabinets
- Media storage for each student
- Networked capabilities for classroom
- Paper cutter
- Podium
- Printer stand
- Surge protectors
- Stapler
- Teacher laptop
- Teacher LED monitor – 17”
- Teacher docking station
- Teacher workstation – desk, chair
- Telephone for classroom
- Workstation monitoring program system (SchoolView, AB Tutor, LanSchools, etc)