

Arizona Department of Education

Career and Technical Education

Recommended Equipment List

Program: Business Operations
CIP#: 52.0400.00

NOTE: The following items and descriptions are the recommended equipment guidelines for each **CTE Business Operations** program. Please note that this list of recommended items does not necessarily need to be supported financially by Federal Perkins or State Priority funding sources. In many cases, local school district funds are used to purchase items on a regular basis (i.e. furniture, consumables, etc.) Further, please understand that this is not an exhaustive list. Local program and business needs may necessitate the purchase of additional equipment and software resources, as may the rapidly-changing nature of the industry-specific technologies used in the program.

Please contact ADE-CTE Program Specialist for Business and Marketing Education & Communication Media Technologies,
 Elena Sobampo (Elena.Sobampo@azed.gov), if you have questions regarding the appropriateness of any item you are considering for addition to your **CTE Business Operations** program.

Recommended Equipment and Software

Item	Notes
*Computer workstation with standard and program-required input devices (mouse, keyboard, USB etc.)	Both macOS and Windows computer workstations are acceptable, provided the computer hardware, graphics hardware, sound/audio hardware, RAM, hard-disk space, and operating system software are capable of efficiently running all installed software applications and supporting any and all attached peripherals. Consult the product specifications for all program-specific software applications to ensure that computer workstations meet minimum recommended hardware requirements.
Computer display	Minimum 21-inch monitor capable of displaying full HD resolution or higher.
Secure network storage space for digital files	Server- or cloud-based.
Laser printer	Color laser printer preferred. A multi-function laser printer (printer, photocopier, and scanner) would also be appropriate.
Color inkjet printer	Back-up supply of ink and printer paper recommended.
Microsoft Office Suite, which includes Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and other essential, industry-standard productivity software applications	Software applications should be no more than one version behind the current release.
Locking storage cabinets	Should have enough capacity to safely store all program equipment and to allow for convenient access and equipment check-in/out.
File cabinet	5 drawer; lockable.
Digital camera - Including all required components and accessories: memory cards, cables, rechargeable batteries, carrying case, etc.)	Point-and-shoot or DSLR; resolution of 12 megapixels or higher; able to capture HD video.

FOR PROGRAMS FEATURING A STUDENT STORE / SCHOOL-BASED ENTERPRISE

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Item	Notes
Large format printer	
Vinyl printing and cutting system	
Laminator	
Point of Sale (POS) system with scanner, receipt printer, cash drawer, and inventory/reporting system	
POS/case register stand, service counters, display fixtures and cases, display tables, merchandisers, shelving, refrigerated display cases, etc.	
Display props (mannequins, garment racks, slatwall/grid panel and accessories, etc.)	
Locking storage area or cabinet	
Signage, menus, etc.	

*Must meet the guidelines for specialized computing equipment as outlined on the "CTE Equipment Guidelines" at www.azed.gov/cte/gi