

Arizona Department of Education

Career and Technical Education

Recommended Equipment List

Program: Finance
 CIP#: 52.0800.00

NOTE: The following items and descriptions are the recommended equipment guidelines for each CTE Finance 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 Finance 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	
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.
Ten-key printing calculator	

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