

Business and Information Technology

Equipment Resource Guide

Commonwealth of Virginia
Department of Education
Richmond, Virginia 23218

July, 2007

EQUIPMENT AND WORK STATION

DEFINITIONS AND CLARIFICATIONS

DEFINITIONS

A. "Equipment" means any instrument, machine, apparatus, or set of articles that meets all of the following criteria:

1. It retains its original shape, appearance, and character with use;
2. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
3. It is non-expendable;
4. Under normal use, it can be expected to serve its principal purpose for at least one year; and
5. Excludes supplies and materials as defined by the Virginia Department of Planning and Budget's Expenditure Structure, Part II.A 1300, Supplies and Materials, May, 2000.

B. "Work station" means an area in a classroom/laboratory that includes the necessary environment, instructional and consumable materials and equipment to enable each student to accomplish competencies within a career and technical education course.

CLARIFICATIONS

C. Students who use computers as the primary device for classroom or laboratory instruction should have access to such equipment on a one-to-one ratio.

D. Software and/or courseware should be networked or installed on each individual computer.

E. Use of tool kits/sets for classroom/laboratory use should be provided on a one-to-one ratio.

F. Equipment, including tool kits/sets used for individual or group instruction should be provided in sufficient numbers to ensure that each student has the opportunity to obtain the essential competencies within an allowed instructional time frame.

G. "Modular Laboratory" means an environment that is organized such that students rotate among content modules in which all of the instructional materials and equipment are provided, requiring minimal assistance or instruction from the teacher. Modular equipment is usually designed for a maximum of two students per workstation.

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Equipment List

No. Item	Quantity*
1 ANTI-STATIC MATS (EITHER STRAPS OR MATS)	30
2 ANTI-STATIC WRIST STRAPS (EITHER STRAPS OR MATS)	1 Per Workstation
3 CABINET (OR CART)—LOCKING STORAGE	1
4 CABLE – CATEGORY 5 OR 6	200 ft.
5 CABLE CRIMPERS	5
6 CALCULATOR OR CALCULATOR WITH LARGE KEYS FOR SPECIAL NEEDS	30
7 CD DUPLICATOR	1
8 CD - RW DRIVES/RECORDERS, INTERNAL/EXTERNAL	30
9 CHAIR, ADJUSTABLE ARMREST	30
10 CHAIR, ADJUSTABLE ARMREST AND LOCKING CASTER	30
11 CHAIR, ADJUSTABLE UPHOLSTERED, W/CASTERS	30
12 CHAIR, ADJUSTABLE STANDARD	30
13 COMPUTER MONITORS FOR DEMONSTRATION, PROJECTION, AND MULTIMEDIA	1
14 COMPUTER LCD OVERHEAD PROJECTION UNIT	1
15 COMPUTER UPGRADE DEVICES	30
16 COMPUTER REPAIR TOOL KIT (SMALL)	15
17 CONNECTORS – RJ45	5 per student
18 COPIER, PLAIN PAPER	1
19 DEMONSTRATION WORK CENTER/SMART TEACHER WORK STATIONS OR INDIVIDUAL DEVICES	1
20 DESKTOP PRESENTERS (TEACHER DEMONSTRATION/PROJECTION DEVICES)	1
21 DICTATION-TRANSCRIPTION UNIT, W/COURSEWARE	30
22 DIGITAL PENS FOR HANDWRITING RECOGNITION	30
23 DVD PLAYER	1
24 EDITING SYSTEM (NON-LINEAR)	1
25 FAX MACHINE	1
26 FILE CABINET, 4- OR 5-DRAWER	3
27 FOLDING MACHINE	1
28 HANDWRITING RECOGNITION SLATES/TABLETS—WACOM GRAPHIRE 2 TECHNOLOGY OR HIGHER	30
29 HEADPHONES	30
30 HUB/SWITCH/ROUTER	2
31 INTERACTIVE WHITE BOARD (E.G., SMART BOARD)	1
32 INTERNET CONNECTION FOR CLASSROOM LABORATORIES	1
33 KEYBOARD-SPECIAL (NON-STANDARD)	15

(*) The quantity on software, one (1), refers to a classroom set or a site license, i.e. one software item per computer in any business computer laboratory.

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No.	Item	Quantity*
34	KEYBOARD HANDREST	30
35	LAMINATION EQUIPMENT	1
36	LCD PROJECTOR	1
37	MICROCOMPUTER SYSTEM, LAPTOP OR NOTEBOOK UNIT (COMPLETE W/ALL STD. PERIPHERALS)	30
38	MICROCOMPUTER SYSTEM, LOCAL-AREA NETWORKED STATION (COMPLETE W/ALL STD. PERIPHERALS)	30
39	MICROCOMPUTER SYSTEM, SERVER FOR NETWORKED STATION (COMPLETE W/ALL STD. PERIPHERALS)	1
40	MICROCOMPUTER SYSTEM, STAND-ALONE (COMPLETE W/ALL STD. PERIPHERALS)	30
41	MICROCOMPUTER SYSTEM, TABLET PERSONAL COMPUTERS	30
42	MICROMICROCOMPUTER SYSTEM, WITH REMOVABLE HARD DRIVES	30
43	MICROCOMPUTER SYSTEM, WITH DVD DRIVES	30
44	MICROCOMPUTER SYSTEM, WITH EXTERNAL HARD DRIVES	30
45	MICROCOMPUTER SYSTEM, WITH USB FLASH DRIVES (i.e., jump drives, memory sticks, MINIMUM 1 gig)	30
46	MICROCOMPUTER SYSTEM, WITH ZIP DRIVES	30
47	MICROPHONES	30
48	MODEM	30
49	MONITORS (COMPUTER)	30
50	MOUNTING DEVICES FOR DEMO COMPUTER MONITORS, PROJECTION, ETC.	1
51	MULTIMEDIA, BINDING SYSTEM	1
52	MULTIMEDIA, DIGITAL CAMERA	10
53	MULTIMEDIA, DIGITAL VIDEO CAMERA	1
54	MULTIMEDIA, DIGITAL VIDEO CAM CORDER	1
55	MULTIMEDIA, DIGITIZED VIDEO CONVERTER (VIDEO CONVERTER, SUCH AS A DAZZLE BOX)	1
56	MULTIMEDIA, DOCUMENT CAMERA	
57	MULTIMEDIA, FLASH MEMORY CARD READER	1
58	MULTIMEDIA, INTERNAL CD-ROM OR DVD-ROM	30
59	MULTIMEDIA, CD-RW DRIVES, INTERNAL/EXTERNAL	30
60	MULTIMEDIA, LASERDISK PLAYER	1
61	MULTIMEDIA, MOVIE BUNDLE, INCLUDING VIDEO EDITING SOFTWARE AND VIDEO CAPTURE CARD	1
62	MUTIMEDIA, MP3 PLAYER	1
63	MULTIMEDIA, PROJECTION UNITS	1
64	MULTIMEDIA, SPEAKERS	1 Set per Workstation
65	MULTIMEDIA, VIDEO CAMERA	1
66	MULTIMEDIA, VIDEO CAPTURE CARDS	30
67	MULTIMEDIA, PROJECTOR/CAM CORDER	1
68	MULTIMEDIA, VIDEODISK PLAYER W/REMOTE/BARCODE WAND	1

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No.	Item	Quantity*
69	MULTIMEDIA, ZIP OR JAZZ DRIVE , ZIP-CD REWRITABLE DRIVE AND MEDIA	30
70	MULTIPLE HOLE-PUNCH, ADJUSTABLE	1
71	NETWORK CABLE TESTER	1
72	OVERHEAD PROJECTOR, HI-INTENSITY W/STAND	1
73	PERSONAL DIGITAL (DATA) ASSISTANTS (E.G., PALM PILOTS, POCKET PCS)	30
74	PERSONAL DIGITAL ASSISTANT (PDA) ACCESSORIES (SUCH AS PORTABLE KEYBOARD, USB HOTSYNC CRADLE, PORTABLE SYNC CABLE, STYLUS, CARRYING CASE)	30
75	PLOTTER	1
76	POCKET PCs (PERSONAL COMPUTERS)	30
77	PRINTER STAND	15
78	PRINTER SWITCHBOX	15
79	PRINTER, INK JET, REGULAR OR COLOR, LETTER QUALITY	15
80	PRINTER, LASER (REGULAR OR COLOR)	15
81	PRINTER, LASER, NETWORKING SYSTEM (REGULAR OR COLOR)	5
82	PRINTER, NEAR LETTER-QUALITY OR LETTER-QUALITY (REGULAR OR COLOR)	15
83	PROJECTION SCREEN, 70" X 70"	1
84	REFERENCE TEXTS, IN SETS OF 5	5
85	SCANNER, W/OCR CAPABILITIES	1
86	SERVER INSTALLATION, INCLUDING ALL CONNECTORS, SWITCHES, AND CABLING NEEDED BY SYSTEM	1
87	SHREDDER	1
88	SMART BOARD	1
89	SOFTWARE, ANIMATION	1
90	SOFTWARE, AUTHORING	1
91	SOFTWARE, CAI BASIC SKILLS DEVELOPMENT	1
92	SOFTWARE, CD-ROM	1
93	SOFTWARE, ACCOUNTING AND FINANCIAL MANAGEMENT	1
94	SOFTWARE, COMMUNICATIONS	1
95	SOFTWARE, DATA ENTRY	1
96	SOFTWARE, DATABASE MANAGEMENT	1
97	SOFTWARE, DESKTOP PUBLISHING	1
98	SOFTWARE, DIGITAL AND AUDIO CLIPS	1
99	SOFTWARE, EXPERT SYSTEM	1
100	SOFTWARE, FILE CONVERSION FOR SCANNER	1
101	SOFTWARE, GRAPHICAL USER INTERFACE FOR NETWORKS	1
102	SOFTWARE, GRAPHICS	1

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No.	Item	Quantity*
103	SOFTWARE, HANDWRITING RECOGNITION	1
104	SOFTWARE, HTML EDITORS	1
105	SOFTWARE, INTEGRATED MULTI-APPLICATIONS	1
106	SOFTWARE, INTERNET NAVIGATION, INTERNET WEB SITE AUTHORIZING TOOLS, AND INTERNET UTILITIES	1
107	SOFTWARE, KEYBOARDING	1
108	SOFTWARE, MOVIE PRODUCTION	1
109	SOFTWARE, MULTIMEDIA	1
110	SOFTWARE, PHOTO/PAINT	1
111	SOFTWARE, PODCAST	1
112	SOFTWARE, PRINTER FONTS	1
113	SOFTWARE, PROGRAMMING LANGUAGES	1
114	SOFTWARE, PUBLISHING	1
115	SOFTWARE, SCANNER	1
116	SOFTWARE, SERVER/NETWORKING SOFTWARE	1
117	SOFTWARE, SIMULATION	1
118	SOFTWARE, SPEECH RECOGNITION (VOICE INPUT) March 2003 versions or later	1
119	SOFTWARE, SPREADSHEET	1
120	SOFTWARE, TEACHER LAB MANAGEMENT	1
121	SOFTWARE, UTILITIES AND ANTI-VIRUS	1
122	SOFTWARE, VIDEO EDITING	1
123	SOFTWARE, WEB CREATION TOOLS	1
124	SOFTWARE, WEB DESIGN	1
125	SOFTWARE, WORD PROCESSING, W/SPELLER & THESAURUS	1
126	SPEAKERS	1 set per workstation
127	SPEECH RECOGNITION HEADSETS (QUALITY NOISE CANCELLATION)	1
128	STANDS, KEYBOARDING/BOOK/DOCUMENT	1
129	STYLUS	30
130	TELEPHONE, W/MODULAR JACK (AND DEDICATED LINE FOR INTERNET CONNECTION) STANDARD OR PORTABLE	1
131	TELEVISION, CART, 44" MINIMUM WITH ELECTRIC ASSEMBLY AND SAFETY STRAP	1
132	TELEVISION, CONVERTER/PROJECTION DEVICE	1
133	TELEVISION/VCR (VHS, 4 HEAD)	1
134	TELEVISION, S-VIDEO INPUT JACK, 27" MINIMUM	1
135	TRIPOD	1
136	TVATOR W/REMOTE, ANTEC SCAN CONVERTER	1
137	TYPEWRITER, ELECTRONIC	1

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138	UNINTERRUPTED POWER SUPPLY (UPS)	30
139	USB DRIVES	30
140	USB DRIVES, FOUR PORT	30
141	VIDEO FILE SERVER	1
142	WEB SERVER	1
143	WEB CAM	1
144	WIRING, ELECTRICAL FOR NETWORKED LABORATORIES	30
145	WORKCENTER (ALL-IN-ONE UNIT TO PRINT/SCAN/COPY/FAX)	1
146	WORKSTATION, DESK OR COMPUTER WORK CENTER	30