

HIGH SCHOOL BUSINESS TECHNOLOGY EDUCATION LABORATORY

New Construction

I. PROGRAM PHILOSOPHY

The business world as we know it is changing rapidly and students must be prepared with the skills to meet those changes. Technology can be used to improve the teaching and learning process as well as provide students the skills needed for the changing world of business. The integration of computer technology into society requires that all individuals have a basic understanding of the function of computers and the impact that they are having on business activities.

II. PROGRAM GOALS

- A. To provide opportunities for the development of informational problem solving skills using business technology.
- B. To develop an understanding of individuals' changing roles and responsibilities as business technology increasingly impacts society.
- C. To develop the ability to use business technology computer applications for learning and productivity.
- D. To provide students with an environment to work cooperatively in small or large groups in a variety of creative experiences.
- E. To provide professional development for teachers and administrators in using business technology.

III. PROGRAM ACTIVITIES

Business Technology Education clusters include business management, computer technology, business support systems, and accounting and computing.

The business management cluster is designed to train students for entry level employment in domestic and international business companies and/or help prepare them to seek degrees in business administration at public and private universities.

The business computer technology cluster is designed to train students to become entry level employees in data entry, utilize word processing, database, and spreadsheet software packages, and computer programming. This cluster may also help students prepare to seek degrees in business administration.

The business support systems cluster helps prepare students for entry level employment in clerical and secretarial jobs and help prepare them to seek degrees in business administration at public and private universities.

The accounting and computer cluster helps students prepare for entry level jobs in accounting departments of small and large companies. This cluster may also help prepare students to seek degrees in business administration.

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IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio:	1:25
Student Capacity per Period:	25
Total Number of Teachers:	
Total Number of Aides:	NA (If applicable)
Grade Levels or Age Levels for Which Program is intended:	9 - 12 and Adults
Hours per Day Space Will Be Used:	6 - 10

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

VI. SQUARE FOOTAGE CHANGES EXPLANATION THAT VARIES FROM APPROVED FACILITIES LIST

N/A

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VII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

*Shown on drawing

purchased and installed by contractor

<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
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BUSINESS TECHNOLOGY EDUCATION LABORATORY (EACH LAB)

1	Set Wall-Mounted Accounting Charts or Transparencies
25	Electronic Printing Calculators
*1	Teacher's Lectern with Overhead Projector Area and Stool
1	15" Paper Cutter
1	3-Hole Punch
13	Large Library Tables
25	Adjustable Posture Chairs on Casters
1	Electric Pencil Sharpener
25	Computers
4	Printers
25	Micro Tables
4	Printer stands
25	Book Holders
1	Computer (teacher)
1	Teacher Chair
1	Interactive attached projector
*1	Four-Drawer File Cabinet, Lockable
2	Printers/Plotter
1	Sound enhancement equipment system including amplifiers, speakers, and microphones.

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VIII. SPECIAL CONSIDERATIONS

- Plumbing

All drinking fountains inside buildings shall be electric water-coolers.

- Built-in Cabinetry

A. Case work will be identified during design

B. Built-in Instructional Aids

General Laboratory and/or Classroom (Each Laboratory or Classroom)

One 4 ft. x 16 ft. magnetic white markerboard, one 4 ft. x 4 ft. tackboard. Standard markerboard to have eraser tray, flag holder and demountable map railing. Install an interactive projector in the center of the markerboards.

Provide wheeled cabinet with doors for sound enhancement equipment and amplifier. Cabinet and equipment shall be located at, or adjacent to, the major teaching wall with tethered wiring harnesses. Equipment purchased with Furniture, Fixtures, Equipment & Technology (FFE&T) funds.

The back of the cabinet must allow connections of white speaker wire for the four speakers used with sound enhancement equipment, a network connection, connection to interactive projector and power.

16 Linear Feet of Tackboard