

**ADMINISTRATIVE SERVICES**

This recommended list is based upon a classroom size of 25 students. All costs are estimated and should be adjusted and verified with current quotes. No specific equipment vendor or brand names are endorsed due to various possibilities, and school districts should consult with stakeholders to ensure industry-recognized equipment and software are purchased. The intent of this list is to provide school districts with guidance on the equipment needed to cover the state standards for an Administrative Services program.

**CLASSROOM EQUIPMENT****TOTAL: \$16,080**

QTY	ITEM DESCRIPTION	UNIT	TOTAL
25	Student Workstations w/chairs	\$400	\$10,000
1	Teacher Workstation w/chair	\$400	\$400
1	Teacher Computer	\$900	\$900
1	Presentation Equipment (e.g., interactive whiteboard (IWB), or other interactive display system with software and accessories)	\$3,000	\$3,000
1	Networkable Laser Printer (black/white or color)	\$400	\$400
1	Vertical File Cabinet (lockable)	\$330	\$330
2	Storage Cabinets (36" x 12" x 72") (lockable)	\$300	\$600
2	Bookcases (36" x 12" x 42")	\$115	\$230
2	White Boards (4' x 8')	\$110	\$220

**PROGRAM EQUIPMENT****TOTAL: \$27,000**

QTY	ITEM DESCRIPTION	UNIT	TOTAL
25	Student Computers	\$1,000	\$25,000
1	Technology Storage/Charging System (Optional)	\$2,000	\$2,000

**INSTRUCTIONAL MATERIALS****TOTAL: \$8,500**

QTY	ITEM DESCRIPTION	UNIT	TOTAL
25	Student Textbooks (Approved by NDE)	\$100	\$2,500
1	Teacher Textbook Edition and Resources	\$500	\$500
1	Office Productivity Software Suite	\$2,500	\$2,500
25	Online Accounting Software Subscriptions	\$120	\$3,000

**INSTRUCTIONAL SUPPLIES**

**TOTAL:**

**\$600**

QTY	ITEM DESCRIPTION	UNIT	TOTAL
Varies	Computer Accessories (cases, covers, etc.)	\$500	\$500
Varies	Office Supplies (paper, files, etc.)	\$100	\$100

**OTHER**

**TOTAL:**

**\$0**

QTY	ITEM DESCRIPTION	UNIT	TOTAL
N/A	No Other	\$0	\$0

**CATEGORY TOTALS:**

CLASSROOM EQUIPMENT	\$16,080
PROGRAM EQUIPMENT	\$27,000
INSTRUCTIONAL MATERIALS	\$8,500
INSTRUCTIONAL SUPPLIES	\$600
OTHER	\$0
<b>ESTIMATED PROGRAM TOTAL</b>	<b>\$52,180</b>