

## Management Lab CE-BM-1

### Features - Fixed Equipment

Tall wardrobe w/file drawers  
Chalk/marker Marker board  
Tack board  
Pencil sharpener support  
Base cabinets  
Tall storage cabinets

### Features - Loose Furnishings

Student chairs  
Work tables  
Computer workstation furniture  
Teacher workstation/computer support and chair  
File cabinet  
Wastebasket  
Pencil sharpener  
Media cart

### Finishes:

Flooring - Carpet  
Optional - Resilient

Base - Resilient base

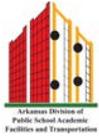
Ceiling - Suspended, acoustical

Walls - Painted concrete masonry units

### Notes

1. Electrical - duplex receptacles; multi-level switching; fluorescent lighting-parabolic lenses
2. Technology - each video port, data port, voice port & phone; classroom area network (26 ports minimum); clock; LCD projector; digital camera; scanner; television; VCR/DVD player
3. Miscellaneous - classroom area network file server; laser printer

Program Description - Program prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in human resource management, strategic planning, managing technology, general office functions, financial functions, supervisory functions, and business law.



## Office Administration Lab CE-BM-2

### Features - Fixed Equipment

Tall wardrobe w/file drawers  
~~Chalk~~/marker Marker board  
Tack board  
Pencil sharpener support  
Base cabinets  
Tall storage cabinets

Program Description - Program prepares individuals to provide administrative support services in a variety of business settings. Instructional emphasis will include office technology, financial functions, records management, and support tasks.

### Features - Loose Furnishings

Student chairs  
Work tables  
Computer workstation furniture  
Teacher workstation/computer support and chair  
File cabinet  
Wastebasket  
Pencil sharpener  
Media cart

### Finishes:

Flooring - Carpet  
Optional - Resilient

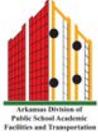
Base - Resilient base

Ceiling - Suspended, acoustical

Walls - Painted concrete masonry units

### Notes

1. Electrical - duplex receptacles; multi-level switching; fluorescent lighting-parabolic lenses
2. Technology - each video port, data port, voice port & phone; classroom area network (26 ports minimum); clock; LCD projector; digital camera; scanner; television; VCR/DVD player
3. Miscellaneous - classroom area network file server; laser printer



## Hospitality Lab CE-BM-3

### Features - Fixed Equipment

Tall wardrobe w/file drawers  
~~Chalk~~/marker Marker board  
Tack board  
Pencil sharpener support  
Base cabinets  
Tall storage cabinets

Program Description - Program provides instruction and experiences for students to perform marketing functions in any business enterprise primarily engaged in travel services, lodging, leisure activities, attraction and entertainment events, convention services, transportation, and food services.

### Features - Loose Furnishings

Student chairs  
Work tables  
Computer workstation furniture  
Teacher workstation/computer support and chair  
File cabinet  
Wastebasket  
Pencil sharpener  
Media cart

### Finishes:

Flooring - Carpet  
Optional - Resilient

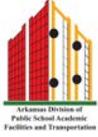
Base - Resilient base

Ceiling - Suspended, acoustical

Walls - Painted concrete masonry units

### Notes

1. Electrical - duplex receptacles; multi-level switching; fluorescent lighting-parabolic lenses
2. Technology - each video port, data port, voice port & phone; classroom area network (26 ports minimum); clock; LCD projector; digital camera; scanner; television; VCR/DVD player
3. Miscellaneous - classroom area network file server; laser printer



## Lodging Lab CE-BM-4

### Features - Fixed Equipment

Tall wardrobe w/file drawers  
~~Chalk/marker~~ Marker board  
Tack board  
Pencil sharpener support  
Base cabinets  
Tall storage cabinets

### Features - Loose Furnishings

Student chairs  
Work tables  
Computer workstation furniture  
Teacher workstation/computer support and chair  
File cabinet  
Wastebasket  
Pencil sharpener  
Media cart  
Reception counter  
Appliances such as dishwasher, oven, refrigerator, washer and dryer, microwave oven, etc.

Program Description - Program prepares individuals for employment in service and management occupations in the area of hospitality, lodging and facility care. Includes instruction and experiences to develop competencies in lodging services, guest relations, hotel security, guest and room services, environmental services, meeting and banquet services, and laundry and linen services.

### Finishes:

Flooring - Carpet  
Optional - Resilient

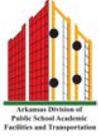
Base - Resilient base

Ceiling - Suspended, acoustical

Walls - Painted concrete masonry units

### Notes

1. Electrical - duplex receptacles; multi-level switching
2. Technology - video port, data port, voice port & phone; clock;
3. Plumbing - utility sink
4. HVAC - localized exhaust at laundry and oven area



## Desktop Publishing Lab CE-BM-5

### Features - Fixed Equipment

Tall wardrobe w/file drawers  
Chalk/marker Marker board  
Tack board  
Pencil sharpener support  
Base cabinets  
Tall storage cabinets

Program Description - Program provides instruction on various software programs used to provide graphics for organizations, and includes spatial and visual organization of graphic items on a page for maximum effect. This could include graphics used for marketing materials, newspapers, magazines, advertisements, technical brochures and manuals, websites, etc.

### Features - Loose Furnishings

Student chairs  
Work tables  
Computer workstation furniture  
Teacher workstation/computer support and chair  
File cabinet  
Wastebasket  
Pencil sharpener  
Media cart

### Finishes:

Flooring - Carpet  
Optional - Resilient

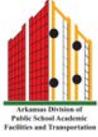
Base - Resilient base

Ceiling - Suspended, acoustical

Walls - Painted concrete masonry units

### Notes

1. Electrical - duplex receptacles; multi-level switching; fluorescent lighting-parabolic lenses
2. Technology - each video port, data port, voice port & phone; classroom area network (26 ports minimum); clock; LCD projector; digital camera; scanner; television; VCR/DVD player
3. Miscellaneous - classroom area network file server; laser printer



## Multimedia Lab CE-BM-6

### Features - Fixed Equipment

Tall wardrobe w/file drawers  
Chalk/~~marker~~ Marker board  
Tack board  
Pencil sharpener support  
Base cabinets  
Tall storage cabinets

Program Description - Program provides instruction on various pieces of technology equipment including computer, printers, scanners, digital cameras, video cameras, etc. Students will learn to use these items to produce various pieces of information for presentations, news reports, magazines, etc.

### Features - Loose Furnishings

Student chairs  
Work tables  
Computer workstation furniture  
Teacher workstation/computer support and chair  
File cabinet  
Wastebasket  
Pencil sharpener  
Media cart

### Finishes:

Flooring - Carpet  
Optional - Resilient

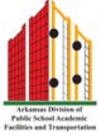
Base - Resilient base

Ceiling - Suspended, acoustical

Walls - Painted concrete masonry units

### Notes

1. Electrical - duplex receptacles; multi-level switching; fluorescent lighting-parabolic lenses
2. Technology - each video port, data port, voice port & phone; classroom area network (26 ports minimum); clock; LCD projector; digital camera; scanner; television; VCR/DVD player
3. Miscellaneous - classroom area network file server; laser printer



## Programming Lab CE-BM-7

### Features - Fixed Equipment

Tall wardrobe w/file drawers  
Chalk/~~marker~~ Marker board  
Tack board  
Pencil sharpener support  
Base cabinets  
Tall storage cabinets

Program Description - Program prepares individuals to provide and manage data systems for processing and retrieving internal business information, as well as responding to external data requests. Numerous programming languages will be introduced.

### Features - Loose Furnishings

Student chairs  
Work tables  
Computer workstation furniture  
Teacher workstation/computer support and chair  
File cabinet  
Wastebasket  
Pencil sharpener  
Media cart

### Finishes:

Flooring - Carpet  
Optional - Resilient

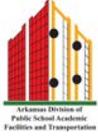
Base - Resilient base

Ceiling - Suspended, acoustical

Walls - Painted concrete masonry units

### Notes

1. Electrical - duplex receptacles; multi-level switching; fluorescent lighting-parabolic lenses
2. Technology - each video port, data port, voice port & phone; classroom area network (26 ports minimum); clock; LCD projector; digital camera; scanner; television; VCR/DVD player
3. Miscellaneous - classroom area network file server; laser printer



## Accounting Lab CE-BM-8

### Features - Fixed Equipment

Tall wardrobe w/file drawers  
Chalk/marker Marker board  
Tack board  
Pencil sharpener support  
Base cabinets  
Tall storage cabinets

Program Description - Program provides planned learning experiences concerned with systemizing information about transactions and activities into accounts and quantitative records, as well as paying and receiving money.

### Features - Loose Furnishings

Student chairs  
Work tables  
Computer workstation furniture  
Teacher workstation/computer support and chair  
File cabinet  
Wastebasket  
Pencil sharpener  
Media cart

### Finishes:

Flooring - Carpet  
Optional - Resilient

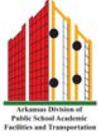
Base - Resilient base

Ceiling - Suspended, acoustical

Walls - Painted concrete masonry units

### Notes

1. Electrical - duplex receptacles; multi-level switching; fluorescent lighting-parabolic lenses
2. Technology - each video port, data port, voice port & phone; classroom area network (26 ports minimum); clock; LCD projector; digital camera; scanner; television; VCR/DVD player
3. Miscellaneous - classroom area network file server; laser printer



## Banking & Finance Lab CE-BM-9

### Features - Fixed Equipment

Tall wardrobe w/file drawers  
Chalk/marker Marker board  
Tack board  
Pencil sharpener support  
Base cabinets  
Tall storage cabinets

Program Description - Program provides instruction concerned with systemizing information about transactions and activities into accounts. Including paying and receiving money, as well as investing and long-term financial planning.

### Features - Loose Furnishings

Student chairs  
Work tables  
Computer workstation furniture  
Teacher workstation/computer support and chair  
File cabinet  
Wastebasket  
Pencil sharpener  
Media cart

### Finishes:

Flooring - Carpet  
Optional - Resilient

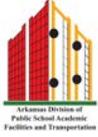
Base - Resilient base

Ceiling - Suspended, acoustical

Walls - Painted concrete masonry units

### Notes

1. Electrical - duplex receptacles; multi-level switching; fluorescent lighting-parabolic lenses
2. Technology - each video port, data port, voice port & phone; classroom area network (26 ports minimum); clock; LCD projector; digital camera; scanner; television; VCR/DVD player
3. Miscellaneous - classroom area network file server; laser printer



## Marketing Lab CE-BM-10

### Features - Fixed Equipment

Tall wardrobe w/file drawers  
Chalk/markers Marker board  
Tack board  
Pencil sharpener support  
Base cabinets  
Tall storage cabinets

Program Description - Program provides systematic study of marketing policies, developing a marketing plan for a product or service, setting and achieving marketing goals, and overall marketing involvement in the success of a firm or organization.

### Features - Loose Furnishings

Student chairs  
Work tables  
Computer workstation furniture  
Teacher workstation/computer support and chair  
File cabinet  
Wastebasket  
Pencil sharpener  
Media cart

### Finishes:

Flooring - Carpet  
Optional - Resilient

Base - Resilient base

Ceiling - Suspended, acoustical

Walls - Painted concrete masonry units

### Notes

1. Electrical - duplex receptacles; multi-level switching; fluorescent lighting-parabolic lenses
2. Technology - each video port, data port, voice port & phone; classroom area network (26 ports minimum); clock; LCD projector; digital camera; scanner; television; VCR/DVD player
3. Miscellaneous - classroom area network file server; laser printer

## Classroom CE-BM-11

### Features - Fixed Equipment

- F1 Tall wardrobe w/file drawers
- F2 Base & wall cabinets
- F3 Chalk/marker Marker board
- F4 Tack board
- F5 Pencil sharpener support
- F6 Windows with integral blinds

### Features - Loose Furnishings

- Student desks and chairs
- Computer workstation furniture
- Teacher workstation/computer support and chair
- File cabinet
- Low bookcases (fixed or mobile)
- Wastebasket
- Pencil sharpener
- Instructional microscope
- Media cart

### Finishes:

- Flooring - Carpet
- Optional - Resilient

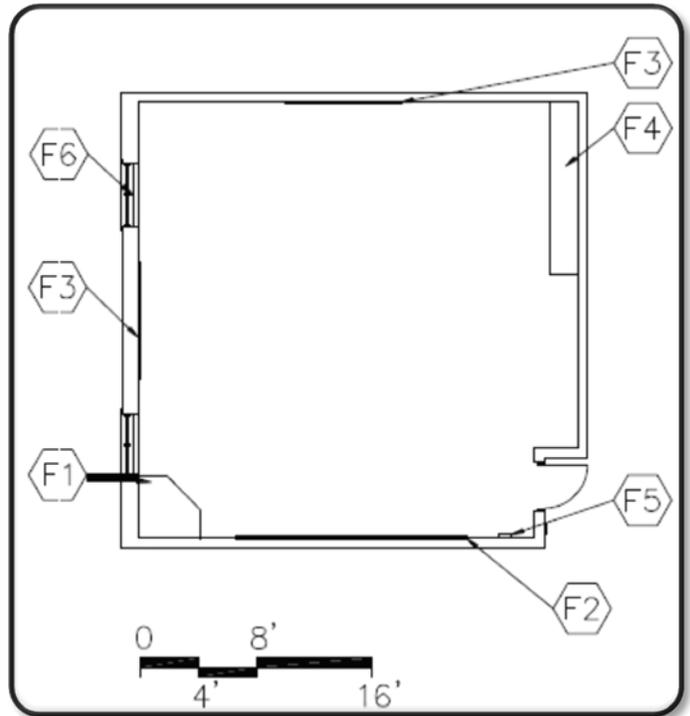
Base - Resilient base

Ceiling - Suspended, acoustical

Walls - Painted concrete masonry units

### Notes

1. Electrical - duplex receptacles; multi-level switching
2. Technology - video port, data port, voice port & phone; data ports for students; clock; LCD projector; printer; scanner; video camera; television with supports; VCR or DVD player



## Office CE-BM-12

### Features - Fixed Equipment

- F1 Work surface with file drawers
- F2 Chalk/marker Marker board
- F3 Tack board
- F4 Tall wardrobe
- F5 Wall cabinets

### Features - Loose Furnishings

- Desk and chair
- Computer desk return
- Visitor chairs
- Wastebasket

### Finishes:

Flooring - Carpet

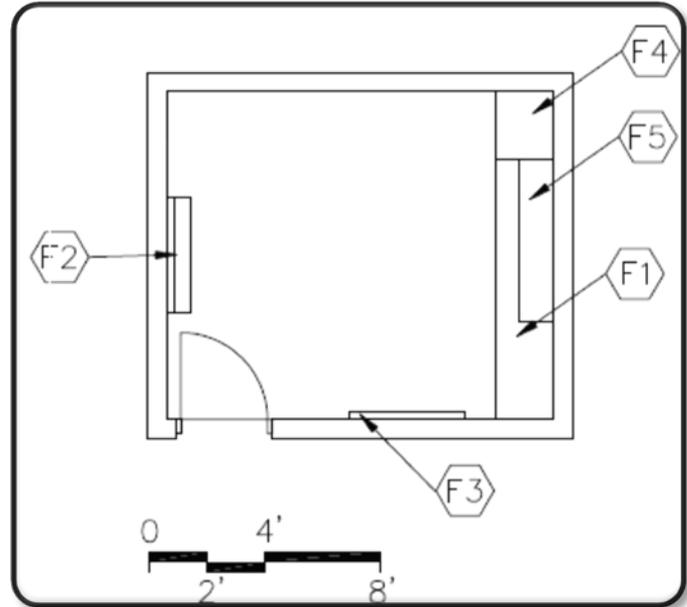
Base - Resilient base

Ceiling - Suspended, acoustical

Walls - Painted gypsum wallboard over metal studs

### Notes

1. Electrical - duplex receptacles; single-level switching
2. Technology - data port, video port, voice port & phone; clock



## Storage CE-BM-13

### Features - Fixed Equipment

F1 Open metal shelving

### Features - Loose Furnishings

N/A

### Finishes:

Flooring - Sealed concrete

Base - Resilient base

Ceiling - Suspended, acoustical or painted, exposed structure

Walls - Painted concrete masonry units

### Notes

1. Electrical - duplex receptacles; single-level switching

