

Business Office Management
Hays Campus
2025-2026

The following are the required tools for this program. All tools are to be of the finest quality. Tools will be inspected prior to being used in the department. The department reserves the right to refuse the use of tools which do not conform to the specifications of this list and the department chairperson.

Required Tools and Equipment:

Quantity	Tool Item Name
1	PC computer (no Chromebook, no Mac) with the following specifications: Windows 10 or higher, 8 GBs to 16 GBs or RAM, at least 123 GBs SSD (solid state drive), USB Ports, 64-bit operating system.
	Optional Item:
1	Wireless computer mouse

Vendor Information:

Tools can be purchased from the vendor of your choice.

Contact:

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