

Classroom Setup Number 1

COR103 - Understanding and Using Construction Documents
COR140 - Using Codes and Standards
COR145 - Principles of Specification Writing
COR153 - Installation Coordination and Project Management
COR160 - Material Purchasing
COR165 - Professional Sales

AHC200 - Masterkeying
CDC300 - Using Door and Frame Standards
EHC415 - Writing Electrified Hardware Systems Specifications
ELT500 - Aftermarket Sales and Building Renovations
ELT505 - Effective Management of Employees
ELT510 - How to Develop and Retain Customers
ELT515 - Using BHMA Product Standards

Instructor Equipment:

Projection Screen: Minimum of 6 feet (diagonally), placed at the center of the front of the room.

Projector Table: Approximately 6 square feet in size, with power strip and extension cord (taped to carpet) - placed 8 to 10 feet in directly in front of projection screen.

Overhead Projector: **Be sure to review course material to see if course has any transparencies, necessitating an overhead projector.** Notes at the top of the instructor pages indicate when there is a transparency of the page.

LCD Projector: **Be sure to review course material to see if course has any PowerPoint slides, necessitating an LCD projector.** Notes at the top of the instructor pages indicate when there is a slide of the page. Projector must have sufficient lumens (approximately 2,000) to maintain sufficient room lighting during presentation. Must have computer/video cable of sufficient length to connect projector to presentation computer.

Computer: If there are PowerPoint slides, the computer used must have at least PowerPoint 2000 software with CD-ROM drive and should have remote control to advance presentation.

Flip Chart: 1 standard size flip chart with easel, colored markers and masking tape. Use Post-it flip chart pads in meeting rooms that do NOT allow taping or tacking sheets to walls.

Lectern or Podium: 1 lectern or podium, offset to one side of the front of the room. Be careful to place lectern or podium in a location that permits an unobstructed view of the projection screen from all student positions. May require power strip and extension cord if presentation computer will be located on the lectern or podium.

Instructor Tables: 1 table at least 18 inches wide by 72 inches long at the front of the room (adjacent to podium) or supporting the lectern.

1 table at least 30 to 36 inches wide by 72 inches long with 2 chairs at the back of the room for instructor preparation.

Student Equipment:

Tables: Should be at least 18 inches (1-1/2 feet) wide by 72 inches (6 feet) long with 2 students per table. Alternatively, 96-inch long tables can be used which will permit 3 students per table. Arrange tables to provide center aisle of sufficient width for instructors to circulate through the classroom.