VIRTUAL ENTERPRISES. INTERNATIONAL TASK-BASED CURRICULUM

"You have to have your heart in the business and the business in your heart." — Thomas

ADMINISTATION TASK 1: ESTABLISHING AN OFFICE EQUIPMENT INVENTORY

VE Departments Involved

Administration

Time Frame/Month for Activity

September/One to two days

Outcomes

Employees will be able to:

- Create an office equipment inventory.
- Create individual inventory sheets for each piece of equipment.

Activities/Strategies

- Direct the VP of the Administration department to assign the responsibility of creating an equipment inventory list and individual inventory sheets. The list/sheets should be created in a Word, Excel or Access table.
- Review with the VP and those involved the information that should be included in such a list (Description of Item, Manufacturer, Serial Number, Date of Purchase, Value, Location of Equipment).
- Review with the VP and those involved the information that should be contained on separate inventory sheets (Description, Manufacturer, Serial Number, Problem, Date of Maintenance, Outcome).

Online Follow-Up

• Direct students to search on the Internet for inventory list templates and select an appropriate template.

Materials/Resources

- Sample Inventory List (see below)
- Asset Log (Reference Files)

Mastery and Assessment

- Inventory list created in Word, Excel, or Access.
- Individual records created in Word, Excel, or Access.

Add Firm Logo Here Company Name

Primary Business Address

Phone: 555-555-5555

Fax: 555-555-5555

E-mail: someone@example.com

Inventory List

Purpose: Date:

Item#	Purchasing Date	Purchasing from	Description	Serial Number	Location	Value
100000	9/10/2017	Gotham Enterprises	Conference Table	12345678	In office	\$500.00
					Total:	

Note: Add special comments or notes here.