TECHNOLOGY POLICY: GABELLI SCHOOL OF BUSINESS

The Gabelli School of Business program mirrors the challenges students will face in the business world and develops their ability to tackle them. Assignments are designed to accurately simulate real business, and as a result, the school requires students to work in a computing environment that reflects what most of today's companies are using.

The strict technology guidelines below were created to help ensure students' success — in the classroom and on the job after graduation. Students should make arrangements to arrive on campus in August with the right equipment and software. If there are questions, please contact the Fordham IT Customer Care Center at 718.817.3999.

Laptop requirements
Students must have a laptop computer loaded with <u>all major components</u> of Microsoft Office Professional 2010: Access, Excel, PowerPoint and Word. In most cases, this will mean a <u>PC/Windows-based laptop</u> with an up-to-date Microsoft operating system such as Windows 7. This configuration is preferred for two reasons: first, it best meets students' in-class needs and makes them unlikely to run into technical support problems that we can't resolve promptly during class time, and second, it familiarizes them with the office technology used by the vast majority of employers that recruit from Fordham.

Microsoft Office Professional 2010 for Windows is a must because it includes Microsoft Access, a program that is <u>not</u> part of the Microsoft Office suite offered for the Apple Mac OSX operating system. The Mac version does not meet classroom technology standards. A workaround exists to enable Microsoft Access 2010 on a Mac laptop, but it can be tedious and is not recommended for non-expert users.

We understand that a Windows laptop is not every student's personal preference, and we realize our policy may require some families to make a purchase. We sincerely apologize for any inconvenience, but when it comes to preparing for a business career, complying with this policy represents a worthy investment toward a student's future success.

When students arrive in the fall, faculty will check laptops to ensure that they are running Access, Excel, PowerPoint and Word in Microsoft Office Professional 2010. Fordham IT will not be able to support Macs for in-class use. Students who lack needed software may run into snags in completing early-semester class assignments on time.

For owners or intended purchasers of Windows laptops:
Computers operating on Microsoft Windows 7 that have the four programs listed above are ready to go. No further action is required. Windows laptops whose Microsoft Office does not contain Access 2010 or have an outdated version, however, need an upgrade.

The academic version of Microsoft Office Professional 2010 can be downloaded for $99.99 with a valid Fordham e-mail account. For information, visit: *http://goo.gl/pQMsx*

Before purchasing or upgrading the Microsoft Office software, please check that your computer meets the system requirements to run Microsoft Office Professional 2010. (Learn more at the web page above by clicking the System Requirements tab under the Details section.) If it doesn't, you will need to purchase a computer that does. A laptop with the following specification is recommended:

- Multi-core central processing unit (CPU)
- 4GB RAM minimum (6GB RAM or greater recommended)
- 250GB SATA 7200rpm hard drive or greater
- Integrated Ethernet port
- Integrated 802.11 b/g/n wireless LAN adapter
- 6-cell lithium ion battery
- Multiple USB ports
- DVD±RW or CD-RW drive
- Windows 7 64-bit
- Screen size less than 15.6 inches and a built-in webcam

Several major computer companies offer a discount program for Fordham students. For more information, please go to: *http://goo.gl/DCNSt*

For owners or intended purchasers of Apple laptops:
First, please remember that the Mac version of Microsoft Office is <u>not</u> equivalent to Microsoft Office Professional 2010. It does not meet the Gabelli School requirements because it does not contain Microsoft Access, which is crucial for our academic program.

Students with Mac computers running the native Mac operating system <u>cannot</u> run Microsoft Office Professional 2010 with proper execution speed and peripheral control. The only way to make a Mac laptop work within our technology guidelines is to toggle between the Windows and Mac operating systems. This configuration is <u>not supported</u> by the Gabelli School of Business, and most students do not have the technical background and skills needed to manage it on their own. If you insist on this option, however, you must ensure that your Mac has an Intel processor with the Lion MacOS installed. Here are two web pages that may be able to guide you:
http://www.apple.com/support/bootcamp
http://www.macworld.com/article/1165272/bootcamp.html

Students who want to use a Mac for general purposes at Fordham and still be properly set up for their Gabelli courses may consider purchasing an inexpensive netbook computer (about $300; look for models with a dual-core CPU and 4GB main memory) as a secondary machine. Ensure that any additional computer you purchase meets the system requirements for Microsoft Office Professional 2010. Learn more by following this link and clicking the System Requirements tab under Details:
http://goo.gl/pQMsx

Questions?
Contact the Fordham IT Customer Care Center at 718.817.3999. The technology staff looks forward to working with you to make the upcoming school year successful!