

Gabelli School of Business Technology Policy 2013-2014

Laptop requirements

Students must have a laptop computer loaded with these components of Microsoft Office Professional 2013: Access, Excel, PowerPoint and Word. In most cases, this will mean a Windows-based PC running an up-to-date Microsoft operating system such as Windows 7 or Windows 8. 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. Second, it familiarizes them with the office technology used by the vast majority of employers that recruit interns and full-time employees from Fordham.

What makes Microsoft Office Professional 2013 necessary? Unlike other versions of the Microsoft Office suite, such as the one designed for the Apple Mac OSX operating system, the Windows edition includes Microsoft Access. This database program will be a must-have by the time students reach the sophomore core curriculum. They will use it during class as well as at home. This is why we recommend that Gabelli School students choose a Windows-based laptop instead of a Mac from the very beginning.

We recognize that a Windows laptop is not every student's personal preference, and that some of you already may own Macs. If this is your situation, and you don't want to or cannot purchase a Windows machine, there is no need to worry. A workaround exists to enable Microsoft Access 2013 on a Mac, by running the Windows platform on a Mac machine. The only problem students must be aware of is that professors are not equipped to support this configuration in class. Students who opt to use a Mac and run Windows on it will not have access to on-the-spot troubleshooting from professors. They will need to wait until class is over to seek help from Fordham IT Customer Care.

No matter whether a student has a native Windows laptop, or a Mac laptop configured to run the Windows platform, faculty will check all students' computers to ensure that the four components of Microsoft Office Professional 2013 can be run. Students who lack the needed software may run into snags in completing early-semester class assignments on time.

What do I need to buy?

Computers operating on Microsoft Windows 7 or Windows 8 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 Windows laptops whose Microsoft Office does not contain Access 2013 or has an outdated version, however, need an upgrade.

In lieu of buying Microsoft Office Professional 2013 outright, students may consider a four-year subscription to its academic version, called Microsoft Office 365 University, priced at \$79.99 for users with a valid Fordham e-mail address. Microsoft Office 365 University comes with two licenses. For PC users, that means the software can be installed on two different computers. For Mac users, that means two versions of Office will be installed on a single machine — one under the standard Mac operating system and the other on the parallel Windows operating system.

The link for purchasing Microsoft Office Professional 2013 is: <http://office.microsoft.com/en-us/professional/>

The link for subscribing to Microsoft Office 365 University is:
<http://office.microsoft.com/en-us/microsoft-office-365-university-2013-FX102918415.aspx>

Before purchasing or upgrading the Microsoft Office software, please check that your computer meets the system requirements to run Microsoft Office Professional 2013 or Office 365 University. See guidelines for this check on the following site:
<http://office.microsoft.com/en-us/products/office-system-requirements-FX102921529.aspx>

If your computer doesn't meet the requirements, 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 (6GB RAM or greater recommended)
- 250GB 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 or Windows 8 OS
- Screen size less than 15.6 inches (for better portability)

Several major computer companies offer a discount program for Fordham students. For more information, please go to: <http://goo.gl/Bv3Ax>

Additional notes for Mac users:

First, please remember that the Mac version of Microsoft Office is not equivalent to Microsoft Office Professional 2013. Not only are the interface design and program menus different, but also there could be compatibility issues when collaborating with PC-using classmates on documents, presentations and spreadsheets. In addition, the native Mac version does not contain Microsoft Access.

Students who plan to use Macs must be able to run Windows on their machines. To make this possible, the Mac must have an Intel processor with the Mac OS X version 10.6 or later installed. It is your responsibility to make sure your machine meets the criteria on these pages:

<http://www.apple.com/support/bootcamp>
<http://www.macworld.com/article/1165272/bootcamp.html>

Per the second link above, besides using Apple's free Boot Camp technology to run Windows natively (i.e., faster and potentially more reliably) on a Mac machine, you also may consider using emulator software such as Parallels Desktop or VMware Fusion to run the Mac OS and Windows side-by-side.

Remember: Any Mac workaround configuration cannot be supported during class time by Gabelli School of Business faculty.

Students who want to use a Mac for general purposes and still be ideally set up for their core courses may consider buying a less expensive Windows-based notebook computer as a secondary machine. Ensure that any additional computer you buy exceeds the minimum system requirements for Microsoft Office Professional 2013.

Questions?

If you have any questions about the system requirements above, please contact Fordham IT Customer Care at 718.817.3999. Our technology staff looks forward to working with you to make your study at the Gabelli School of Business successful!