

Gabelli School of Business Technology Policy

Laptop requirements

Students must have a laptop computer loaded with these components of Microsoft Office 2016 or the web-based Microsoft Office 365: Excel, PowerPoint and Word. In most cases, this will mean an up-to-date Microsoft operating system such as Windows 10. While an Apple computer with Mac OSX is welcomed, a Windows-based PC is preferred as it familiarizes students with the office technology used by the vast majority of employers that recruit interns and full-time employees from Fordham.

In addition, Microsoft Access 2016 is also required, though not at the outset of freshman year. 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. However, only the Windows version of Office is bundled with Access, as this application is not compatible with Apple computers. 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 may already own a Mac. 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 2016 on a Mac, by running the Windows platform on a Mac machine. The only problem students must be aware of is that professors may not be equipped to support this configuration in class. Students who opt to use a Mac and run Windows on it may 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 2016 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 10 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 Windows laptops whose Microsoft Office does not contain Access 2016 or has an outdated version, however, need an upgrade.

In lieu of buying Microsoft Office Professional 2016 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 2016 is:
www.microsoftstore.com/store/msusa/en_US/pdp/Office-Professional-2016/productID.323023800?ICID=All_Office_ModF_Pro16

The link for subscribing to Microsoft Office 365 University is:
www.microsoftstore.com/store/msusa/en_US/cat/categoryID.69403900?icid=Education_ModB2_Software_041316

Before purchasing or upgrading the Microsoft Office software, please check that your computer meets the system requirements to run Microsoft Office Professional 2016 or Office 365 University. See guidelines for this check on the following site:

<https://products.office.com/en-us/office-system-requirements>

If your computer doesn't meet the requirements, you will need to purchase a computer that does. See guidelines for computer specifications:

www.fordham.edu/info/21175/computer_acquisitions/8825/computer_specifications_2015-2016

Several major computer companies offer a discount program for Fordham students. For more information, please go to:

www.fordham.edu/info/21175/computer_acquisitions/2187/personal_computer_purchases_and_specifications

Additional notes for Mac users:

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

www.apple.com/support/bootcamp

You may also consider using emulator software such as Parallels Desktop (www.parallels.com/products/desktop), VMware Fusion (www.vmware.com/products/fusion), or VirtualBox (www.virtualbox.org) to run Mac OS and Windows side-by-side.

Remember: Any Mac workaround configuration may not 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 2016.

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!