

TECHNOLOGY SOLUTIONS FOR BUSINESS STUDENTS

This document provides technology solutions* for undergraduate and graduate students enrolled in the Palumbo-Donahue School of Business.

Hardware

It is recommended that students have a laptop to use for course-related activities. It is recommended that the laptop runs the Windows Operating Systems as software packages that run only on Windows are used in the curriculum. Our recommendation and selection of Windows-based software parallels what is predominantly used by industry professionals.

Recommended Laptop Specifications

- Windows Operating Systems (version 10 Pro or 11 Pro)
- Intel Core i5 processor or comparable or better
- 256 GB Solid State Drive or larger
- 8 GB RAM (12 GB or 16 GB are better)

Students who do not have a computer running Windows, students can use these on-campus and virtual resources:

- **School of Business Computer Labs in Rockwell 103, 416, 419, 611:** Available when classes are not being held in the room, when classes are in session (i.e., not holidays or weekends prior or following holidays).
- **School of Business Virtual Labs:** Using a personal computer, students can access a virtual computing environment that allows them to use software on a University-owned virtual machine. This virtual machine has all software pre-installed for students' use.

Software

Microsoft Office: including Access, Excel, Outlook, PowerPoint, and Word

After students receive their University login information (known as Multipass), they will be able to download and install Microsoft Office for free via their Office 365 subscription. Each student has an Office 365 subscription as long as they are enrolled in classes. With this subscription, the current version of Office can be installed on a desktop computer, laptop, or any personal device up to five times. Both Windows and Mac versions are available. For step-by-step instructions for downloading Office, see <http://www.duq.edu/about/campus/computers-and-technology/downloads>. The student's Multipass is required to download and install.

Some courses in the School of Business will utilize additional software. Most of the software is also available for free download through the School's Microsoft Academic Alliance or similar. See the instructor of the course for details.

Recommended Accessories

Headset: wired or wireless; compatible with the selected laptop

Webcam: most laptops have this built in and it is recommended

*Given the rapid changes in technology and applications, the University cannot guarantee that the technology recommendations or requirements will not change over the course of one's study and that additional technology will not be required for certain courses.