

May 2, 2007

Dear School of Business Student:

As a Business student, you are required to use a computer representing a large part of the time you spend on campus: working on assignments, completing Internet research, mastering hands-on instruction in class, communicating with your instructor or team members electronically, accessing the many instructional resources of BlackBoard, and for a host of other activities as well. Your on-campus computer usage is expected to increase, as your professors put more and more of the instructional information you need online. Ownership of a laptop computer is a requirement for all students majoring in Business Administration at Montclair State University.

In addition to meeting your need for ready access to a computer, we believe that a laptop may benefit you in other ways:

- Your basic computer skills, office productivity skills, and software applications skills will be improved, making you more employable.
- Your learning will be enhanced, as you will be able to make more effective and flexible use of campus resources for better studying and course preparation, including any time you have available between your classes.
- These improved skills, greater efficiency, and time savings may allow you to successfully complete more credit hours per semester than before, which could translate into earlier graduation.

The required laptop should be one meeting very specific minimum specifications.

Even if you might rather wait, you may want to take advantage of this program and purchase a laptop, as the immediate educational advantages should be very real for you, too.

Your ability to benefit from owning a laptop depends on the software you have available, and the availability of software depends on the capabilities of your hardware. For that reason, the laptop specifications are such that your laptop will need to be able to run all the software used in your concentration. The details will also be on the Internet at: <http://sbus.montclair.edu>.

There are a number of ways you can get a laptop with the right software.

- If you already own a laptop:
  - We can recommend a computer service company that will upgrade your laptop (if necessary), and install the required software. You will need to pay the service company for the software, any hardware and labor involved in the upgrade.
  - You may buy the upgrades from a commercial retailer (such as Dell, Circuit City, etc.), and either install the upgrades yourself or have it done by the retailer. It will be very important for

you to make sure the software is *exactly* what the School of Business requires, and that your laptop can run it.

- If you DO NOT have a laptop, we recommend taking advantage of the program we have developed with [Dell Computer Corporation](#). At a considerably lower price you get a state-of-the-art laptop with all the necessary application you will need plus a service warranty that will cover you from hardware and software failure including accidental damage. You can always purchase a laptop with the minimal specifications from another vendor; however, you will find that you will not be able to find a better product and program than the one we have devised with Dell. Further details of the Dell program can be found below.

If you plan on buying a laptop, payment terms and conditions depend on how you pay for it. Some vendors offer easy payment plans with low interest. Some vendors may require you to charge the purchase on a credit card and pay the credit card interest.

*If you are receiving financial aid*, the total cost of the laptop - up to \$2,500 - can be added to your student aid budget. If your financial aid exceeds the direct costs of tuition and fees (and room and board on campus), your refund may be used for the purchase of the laptop. Information on your financial aid options will be available on the office's web site, [www.montclair.edu/financialaid/](http://www.montclair.edu/financialaid/).

As Dean of the School of Business, I speak for the entire faculty in saying we intend to take full advantage of the laptop as a resource that enhances your knowledge and skills, and makes both your college education and that first job - or the next job - easier to master, and more fulfilling.

Sincerely,



Alan J. Oppenheim, Ph.D.  
Dean

## *Hardware Requirements, Software Requirements, Service Options*

The School of Business and Dell Computer have developed have customized a laptop computer meeting the minimum requirements for the business curriculum. The program discount affords the opportunity to expand the laptop specification if you so desire. For further details, please go to the Dell customized website at <http://www.dell.com/montclairbus>.

The following is a **MINIMUM** requirement for the laptop's hardware configuration.

Please ensure that at least these specifications are met to ensure that the software (listed below) will run on the laptop.

<b>HARDWARE COMPONENT</b>	<b>MINIMUM CONFIGURATION</b>	<b>DESCRIPTION</b>
CPU	2.0 GHz Intel Core 2 Duo	
RAM	1 GB	
Hard Drive	40 GB	
DVD/CD-RW	Combination	Internal
Network Interface	10/100 Mbps	Built-in
Modem	56 Kbps	
Wireless Networking	802.11 a/b/g	PCMCIA Card or Built-in
Battery	4-6 hour life per battery	
USB Port	2.0	

The following is a **MINIMUM** requirement for the laptop's software configuration:

<b>SOFTWARE</b>	<b>NOTES</b>
Windows XP w/Service Pack 2 / VISTA Ready	Standard operating system.
Internet Explorer 7.0	
Windows Media Player 11	
Microsoft Office Professional 2007	Purchase**
Adobe Acrobat Reader 7.x	Free download from <a href="http://www.adobe.com">www.adobe.com</a>
Java 2 Runtime Environment SE v.1.6.x	Free download from <a href="http://www.java.sun.com">www.java.sun.com</a>
Macromedia Flash Player 9	Free download from <a href="http://www.macromedia.com">www.macromedia.com</a>
Macromedia Shockwave Player 10.x	Free download from <a href="http://www.macromedia.com">www.macromedia.com</a>
Macromedia Authorware Web Player 7.x	Free download from <a href="http://www.macromedia.com">www.macromedia.com</a>
RealPlayer 10.5	Free download from <a href="http://www.real.com">www.real.com</a>

\*\* As a student, you are eligible to purchase Microsoft Office Professional 2007 at the academic price. This price varies from \$160 to \$200. Office Professional 2007 is available at [www.CDWG.com](http://www.CDWG.com), [www.JourneyED.com](http://www.JourneyED.com), the University Bookstore and other software retail outlets.

### **RECOMMENDED SERVICE**

We highly recommend at least a 3-year service contract to protect your laptop from hardware and software failure, including accidental damage. This is done to ensure your laptop is maintained in good working condition.

