

Laptop Sections Student's Computer Criteria Checklist

Dear IT102 Student,

In order to take the **Laptop Section of PC Applications**, you must have:

1. A laptop computer that is capable of running Microsoft Office 2010. **NOTE:** Although it is not mandatory that you have a Microsoft Windows based computer, we will not be able to provide the same level of support for Apple MacBook laptops.
2. Wireless network card. **
3. Microsoft Office 2010 * which **must** be installed BEFORE the first day of classes. Educational discounts are available from the NHTI bookstore and major retailers starting at \$150.
4. An up-to-date version of virus protection software installed on your computer.

We also recommend that you:

- Have a backup plan if your computer becomes unavailable for a class. For example, could you borrow a friend's or a relative's? Do you have a maintenance agreement that guarantees a fix within a set number of days?
- Test using Microsoft Office before the FIRST DAY of class.
- Test the wireless connection in Sweeney Hall, the Student Center lobby, the Bistro, or the Library.

Electrical power will be available at your desk in the classroom. Your computer battery does not need to last for the 3 hour class. However, it is recommended that you come to class with a fully charged computer battery.

If you have a problem with your computer prior to beginning this class, you can contact the student help services in Farnum Hall. (NHTIHelpDesk@ccsnh.edu)

* Microsoft Office 2010 System Specifications and Requirements (from Microsoft website)

Operating System	Microsoft Windows XP Service Pack (SP) 2 or later
Computer	500 megahertz (MHz) processor or higher; 256 megabyte (MB) RAM or higher; DVD drive
Hard disk	2 gigabyte (GB) necessary for install; a portion of this disk space will be freed after installation if the original download package is removed from the hard drive
Monitor resolution	Minimum 800x600; 1024x768 or higher recommended
Internet speed	Broadband connection or DSL for download and activation of products
Additional components	Microsoft Internet Explorer 6.0 with service packs, Microsoft Exchange Server 2000 or later required for Outlook 2007 users

** Wireless network cards can be added to PCs that do not have integrated wireless capability. This is normally done by adding a wireless network PCMCIA card or a USB wireless network adapter. The former is normally recommended for laptop PCs where size and convenience are important while the latter is recommended for desktop PCs since it allows the transceiver, at the end of the USB cable, to be easily moved for best reception. **The manufacturer of the card is not important as long as it is at least IEEE 802.11b compliant. This is the specification for the wireless network installed at NHTI.** Network cards can be purchased at most consumer office supply stores or from Internet vendors for between \$50 and \$100.