

ISU College of Business – Technology Suggestions – 2009

ISU students are assessed a **technology fee** each semester, \$63 for 2008-9. In return, students receive a number of valuable services:

- 802.11g **wireless networking** in most campus buildings (*including residence hall rooms*) and in some public areas outside – accessible with a compatible **notebook computer**
- **Laser printing** (about 650 pages each semester for undergraduates) in campus computer labs; (there are desktop computer labs in the College of Business complex with access to laser printing). You can also print from a laptop computer via wireless networking.
- **Microsoft application software** through the Microsoft Campus Agreement (MSCA)
 - Microsoft Office **2007** Enterprise (Word, Excel, PowerPoint, Access, OneNote, and Groove). You will obtain this software by visiting a web site <http://downloads.indstate.edu/> after you arrive in August
 - More Microsoft packages that you can download and install on your PC.
 - Microsoft Windows (Although Microsoft Windows Vista is available for download, we recommend you stay with Windows XP)
- **Anti-virus software** (currently McAfee Enterprise Virus Scan – very good software)
- **Email account** and access to student resources through the ISU portal in your web browser
- Additional **email access** in the **College of Business lobby** via walk-up computer kiosks
- **State of the art computers** in campus computer labs (some labs are open 24 hours a day, 7 days a week) staffed with **consultants to help you**. There are public access computer labs in the College of Business complex and several dedicated specialty labs featuring desktop computers.

Most of the campus uses Windows computers, although a few other departments use Macintosh. ***The College of Business uses Windows personal computers.***

Computer Buying Advice: Mobile Computing is Required for Incoming Freshmen!

Indiana State University adopted a mandatory notebook/laptop policy for all undergraduate students *beginning with the fall 2007 entering class*. Mobile computers are recommended for *all* students in the College of Business. With the completion of the campus wireless computing infrastructure, mobile computing makes sense. You will be computing from a variety of locations (on and off campus) not just in your residence. They do carry some risks – theft is more prevalent with notebook computers, they are difficult to upgrade, and may cost a little more than a desktop computer. It's a good idea to have a **security cable** for your notebook computer – that secures it to the furniture and protects your investment. Check with your home insurance company about coverage of your laptop at campus. Renter's insurance is inexpensive and provides excellent coverage.

We recommend a middle of the road **notebook computer** with Windows XP Professional as the operating system. See the ISU laptop web site for details. www.indstate.edu/laptop . We suggest at least 2 GB RAM in the computer, with more RAM if you are using Windows Vista. Pick at least an 80 GB hard drive; larger is optional and often no more expensive. A 14 or 15" LCD screen is typical. Be sure

your computer comes with at least a **CD-RW** drive with DVD-ROM capability (called a **combo drive**), but remember that watching DVD movies is much better on a DVD player hooked to a television. Some laptop computers come with a **DVD-RW** drive for burning DVDs and CDs. Your notebook computer should have a **wireless adapter** – 802.11b or 802.11g, a modem, and an Ethernet port for wired connections in most residence hall rooms.

Preferred notebook computers come with special low-power circuitry that gives **longer battery life**. Low end laptops without this circuitry have much less battery life. Another consideration for the notebook computer is weight – heavier machines typically have longer battery lives and cost a little less. The less expensive notebook computers weight 7-8 pounds without the battery charger. Better machines (more money) will **weigh about 5 pounds** – even this much can make a difference when you carry it on campus.

ISU adopted the **Dell Latitude notebook computer model E6400** after a competitive proposal process. You can purchase from Dell directly via this ISU web site www.indstate.edu/laptop; there are attractive prices on that site – hundreds of dollars cheaper than buying this computer elsewhere. Sample Dell laptop computers are available at the campus computer store and in the Hulman Memorial Student Union during orientation. Remember that the Dell prices at this site include three years of full warranty coverage and accidental damage. Dell is a new laptop vendor for 2009 – we have been using IBM ThinkPad models from Lenovo.

Although there are other manufacturers for desktops and notebook computers *the Dell Latitude notebook is highly recommended as it is fully supported for both hardware and software by on campus technicians at no additional cost to ISU students*. Support for all other brands of computers is a chargeable item through our Computer Support Center. The support may be limited to software only for all non-Dell notebooks. These computers will come preloaded with ISU software.

Dell often runs its own sales online (www.dell.com) and I recommend that you check frequently for other products if you don't use the university's link to Dell. Sales often appear on weekends for a couple of days, and then disappear; better prices appear at the end of the month and particularly at the end of a quarter – March, June, September, and December. Be sure to factor in the three years of warranty, and that you are purchasing a computer with specifications that are equivalent to those the university endorses.

Peripherals and Accessories for your Notebook Computer

ISU operates the Computer Store in the Student Computing Complex building. There you can purchase accessories, peripherals, software, iPods, printers, papers, ink cartridges and the like at very competitive prices. All the products in this section are carried in the Computer Store.

Students will have to experiment with the best **carrying case** for their notebook computer. Some will prefer a padded book bag/backpack. Others may like a conventional laptop computer case, while others may get a rolling case with wheels. Cases are also available online and at local office supply stores like Staples and Office Max. See what other students are using. ☺

Many students will bring an **inexpensive ink jet printer** for their room or apartment. HP, Epson, Canon, and Lexmark offer models around \$75-100. Paper is relatively inexpensive but a set of ink jet print cartridges (black and color) is often around \$50, so we encourage students to use their printing allotment, provided by the technology fee, for laser printers in the computer labs when printing larger volumes. Don't forget a USB cable for the printer – typically around \$10-20. Avoid buying the gold-plated USB cables – they offer little improvement and are more expensive.

A very popular technology tool is the **USB memory key**, also known as a flash drive or thumb drive. About the size of your thumb, they plug (temporarily) into a USB port and are recognized by the computer as a removable drive. You can drag and drop information onto this drive, then use it in another computer. Many students buy these in 1 or 2 GB sizes. These run \$10-\$30 and have made floppy disks obsolete. Every student needs at least one of these! *Hint: these often get lost, so be sure to regularly back up your thumb drive to your computer's hard drive.*

Students should maintain a small assignments notebook for their BUS 100 course in the freshman year. Students benefit from putting meetings and assignments with due dates in this notebook, along with names and addresses, and other valuable information. An alternative to this is a handheld **personal digital assistant**, or **PDA**. You might know this as a smart phone.

Advice for Students Living in the Residence Halls

OIT (Office of Information Technology) plans to have a move-in procedure with important software that students must apply **when first connecting to the network**. See notices in the hall, the web, and in the mail. The goal is to have students bring their computers up to date with current patches **before** they connect to the campus network. The OIT web site is found at www.indstate.edu/oit/. The Help Desk with assistance for students and some free downloads is at ithelp.indstate.edu/. Read the *OIT Technology Guide* in your orientation packet or mailed to your home before school starts.

In ISU residence halls, there is **no charge** to connect your computer to the high speed campus network using wired Ethernet (wireless in Burford Hall and planned for the rest of the residence halls for fall 2009). Most desktop and notebook computers will come with a wired Ethernet port. OIT has detailed instructions on its web site for hooking up your computer. You need to make sure that your computer has an **Ethernet port** - virtually all do. The blue Ethernet cable is available for purchase on campus.

- Talk to your roommate to see if he or she is **planning to bring a printer**. Remember that sharing a printer also means sharing the cost of the disposables like paper and ink cartridges. These can be expensive if you print lots of pages, especially in color.
- A **notebook computer** presents a theft risk – plan to secure it with a locking cable (**Kensington or Belkin lock**, around \$35). Be sure you know who is visiting your room – be sure to have a talk with your roommate about locking doors, etc.
- Some students will use a separate 17” or 19” **LCD monitor**, keyboard and mouse with their laptop computer. While not necessary, this configuration is more like a desktop computer and offers much more flexibility for input and output. Together, these peripherals add about \$250 to the cost of your computer. You can always purchase a mouse for your laptop – it plugs into a USB port. It is easier to click, drag, and drop in Windows with a mouse!

For Students Living Off Campus

We recommend that off-campus students consider high speed **broadband ISP connections** – either DSL or cable modem. This connection is ten to hundreds of times faster than dial-up modem and much more convenient – and it is always on. For several students sharing an apartment, this is a good way to **connect more than one computer** – either with a wired router or with a wireless router – to the Internet at the same time. Broadband ISP service starts at about \$20 per month – look for deals. Verizon requires that you have a land telephone line in order to have DSL, a telephone company service. Road-Runner cable modem is around \$30-40 per month and requires you have a TV cable. Both companies offer start up special packages – be sure to check the regular pricing.

If the student lives out of DSL or cable modem service areas, he or she **may not have high speed access to the Internet** – this should be a consideration when making a housing decision. All of the other benefits included in your technology fee apply to students living off campus, including free wireless access while on campus. ISU no longer offers dial-up Internet service to students.

Cisco Clean Access and Important Software Upgrades

ISU has a mandatory software tool for student computers that forces them to be up to date with Microsoft critical updates and anti-virus data definitions. In other words, when a student logs in on campus (by wired or wireless connection) they are asked to download a program (CCA or Cisco Clean Access) and authenticate with their Sycamore login with that program. CCA will check their Windows operating system and anti-virus programs to be sure they are current. If OK, they get a pass for a week; if not OK, students are offered the opportunity to download and install the latest updates. When all campus computers are current, there are fewer chances for infected computers to attack others on the network.

Family-Friendly Technology Advice

Although optional, you will find it is very helpful to communicate with your student via email and instant messaging. A low-end computer at home will do email and IM very well, but you will need some way to connect to the Internet via an Internet Service Provider. Even grandparents enjoy working on the Internet!

Cell phones are everywhere on campus! Many long distance calls are made after 9:00 PM or whenever the free minutes begin on your plan. But **cell phones in the classroom are a no-no**: no rings, no texting, no vibrations, just silent voice mail, please! (Faculty tend to be short-tempered when cell phones ring, and even more vexed when someone answers a call during class or texts.) If you must respond to an expected emergency call, notify your professor before class and answer the call in the hall. **Important: don't expect to be able to refer to your cell phone, even for the time, while taking a test in college.**

When technology changes occur, you will find an updated version of this technology advice document on the College of Business web site. Check out www.indstate.edu/business/programs/students for a link to the most current *Computers & Wireless* advice.

For specific questions, contact Dr. Bruce McLaren, b-mclaren@indstate.edu or 812-237-3606.