

Northern Maine Community College

Business Technology Tool List

Academic Year 2019-2020

Required for program of studies:

- Accounting
- Business Administration
- Entrepreneurship
- Medical Assisting
- Office Assistant

Notebook Computer Minimum System Requirements

Estimated costs of the notebook pc computer will range from \$500-\$1,000 depending on the model and features preferred by the student.

Software:

- Licensed Windows 10 operating system
- Licensed Microsoft Office 365 or 2019 Professional (Word, Excel, Access, & PowerPoint)
 - Available for download through the college network (matriculating students only)
- Licensed and up-to-date antivirus

Hardware:

Minimum Requirements	Recommended Requirements
2 gigahertz (GHZ) 64-bit i5 processor or faster	2.5 gigahertz (GHZ) 64-bit i7 processor or faster
4GB or RAM	8GB of RAM
500GB Hard Drive	500GB SSD
Wireless networking	Wireless networking
Battery with at least 1.5 hours or runtime	Battery with at least 3.0+ hours or runtime
DVD Drive	DVD Drive

We do not recommend chrome books or Windows S mode laptops

Recommended items:

- USB flash drive
- Wireless mouse