

## Computer Software Standards

*This document summarizes the Technology Standards and Services Task Force recommendations for computer software. Decisions for recommended software are based on need, available resources, and enterprise application requirements. The University recognizes that software is in constant flux and, consequently, is committed to revising these standards on a regular basis. Hardware requirements for software will be evaluated prior to installation to ensure that the software is compatible with the existing platform. If a hardware upgrade is required, the system will be replaced provided funds are available.*

### Campus-Wide License Agreements

The following desktop computer applications are available through campus-wide licenses and are fully supported and managed by the IT Help Desk.

Program	Notes (Platform)
Microsoft Campus Agreement 3.1	Includes the following products: <ul style="list-style-type: none"> <li>▪ Windows XP Professional (PC only)</li> <li>▪ Office 2007 Professional (PC)/Office 2008 (Mac)</li> </ul>
McAfee AntiVirus	Enterprise Edition (PC) (System Scan, Email Scan, Download Scan and Internet filters)

#### Important Notes

- Windows XP Professional is the current NJCU standard OS for all Windows-based systems.
- Do not purchase or include Microsoft Office when purchasing new hardware. Instead, contact the Help Desk for installation.
- Do not purchase alternate software that provides similar functionality without clearing the purchase through IT.
- The IT Helpdesk is available to assist in the selection of additional software.
- All software purchases must be approved by IT.

### Base Software Package

In addition, the following software completes the University-approved “base software package” for PC’s and is fully supported by ITS through the Help Desk. Other software can be installed on top of the base package as long as a valid license for the product can be produced upon demand. However, support for software beyond the base package may not be available through IT.

Software name	Description
Adobe Flash Player	Required by various applications and websites
Adobe Reader	Stand-alone PDF reader
Malwarebytes Anti-Malware	Memory resident Spyware scanner utility
Mozilla Firefox	Alternate browser
Nitro PrimoPDF	Creates PDFs from any application
QuickTime, Windows Media Player	A/V Players
Roxio Easy CD Creator Basic	CD authoring software (comes with hardware)
Sun Java	Required by various applications and websites
Windows Internet Explorer 7	This version required for PeopleSoft systems
Windows XP Service Pack 3	Required OS update

### Additional Licensed Software

The following software may be purchased independently, for individual use, provided it is appropriately justified for need. The individual is responsible for storing proof of purchase, the license agreement, and user documentation. IT will provide limited support for these products.

Software name	Description
Adobe Acrobat Pro	Advanced PDF authoring and commenting
Adobe Dreamweaver	HTML editing environment
Adobe Illustrator	Vector graphics editor
Adobe Photoshop	Raster graphics (picture) editor
Corel WinZip	Multi-format file compression application
Microsoft Office Project	Project Management
Microsoft Office Visio	Computer Aided Design (CAD)
QPC QVT/Term	VMS terminal emulator
ScanSoft OmniPage	Optical character recognition (OCR)
TechSmith Camtasia Studio	Records monitor activity to video
TechSmith SnagIt	Screen capture and annotation

### Additional Free Applications & Utilities

The following software is available for free from various servers on the Internet. While IT endorses their use, support is limited.

Software name	Description
McAfee SiteAdvisor	Security add-in for browsers
NCH Classic FTP	Internet File Transfer Manager
SourceForge Audacity	Multi-channel audio recorder & editor
SourceForge VLC media player	A/V player & server
Teknum HandyBits File Shredder	Securely deletes files
Windows Live Messenger	Instant Messaging Service