

# Memo

**TO:** College Technology Committee

**FROM:** Elaine C. Fejerang, Instructor, Computer Science

**DATE:** February 29, 2012

**SUBJECT:** MS OFFICE 2011 PRODUCT KEYS PURCHASE REQUEST

---

## Objective

This memo will serve as a request for the College Technology Committee to recommend the use of the technology fee to purchase 40 Microsoft Office 2011 product keys (total amount is \$3,068.00) for the TC1222 and TC1108 Mac instructional labs. This will replace the current product keys that were installed in good faith until Computer Science purchased their own official licenses.

## Background

The Microsoft Office for Mac, CS152 course, was initially written as a Visual Communication course in 1997 but was given a "CS" prefix. Several substantive and non-substantive revisions occurred since then with the Visual Communication department absorbing the fees for the purchase of the Microsoft Office Suite for the Mac and the instructional lab computers. They also coordinated the book orders, class scheduling and instructors for each semester.

During Spring 2010, as Course SLO requirements were being enforced, the question was raised as to which department should be responsible for CS152. In Spring 2011, our previous Dean declared the course belonging to Computer Science because of the CS prefix and it's parallel with CS151.

This resulted in Computer Science ultimately taking an active role last semester and submitted a course update, scheduled classes and coordinated the use of instructional labs. It was then that we realized that the version of MS Office in the lab was equivalent to MS Office 2003. In addition, the book that students purchased from our bookstore was a self-help book with no exercises/activities at the end of the chapters.

A non-substantive revision was then submitted and approved to change the book to one that provided all the necessary requirements to accomplish curriculum goals and SLOs. In addition, it would be equivalent to CS151-Windows Applications as MS Office 2010 was being introduced this Spring 2012.

## Statement of Problem

The MS Office 2008 was the version legally installed in the Visual Communications labs (again, this version is equivalent to MS Office 2003 for Windows). To expedite the software upgrade, I provided the MS Office 2011 product key from the Microsoft IT Academy to Wes Gima for installation during Winter break. The same arrangement for MS Office 2010 and Windows 7 (100 each) was made for the Computer Science labs in D-Wing.

Unfortunately, the product keys for the MS Office 2011 only accommodated 3 workstations. Several calls to Microsoft confirmed that they only provide the MS Office Suite for the Windows platform.

In an effort to get our CS152 SP2012 class going (2 sections), an existing product key was used temporarily until our legitimate keys were ordered. An email was sent to our Dean and Department Chair on January 12, 2012 sharing the issue regarding the product keys and included a price quote to assist with the procurement process.

To-date, our CS152 classes are being conducted with an unauthorized MS Office 2011 product and the Computer Science program has no funding source to correct this problem.

## Request

To avoid any disruptions for our students, as we cannot continue nor condone the use of unauthorized licenses, solicit the College Technology Committee's assistance by recommending the purchase of 40 Microsoft Office 2011 product keys (total amount is \$3,068.00) using the technology fee. The 40 licenses will accommodate TC1222 and TC1108 so students can use the application when the labs are available as "open labs".

Although, the transition of financial responsibilities for the CS152 course was unpremeditated it resulted in a difficult situation that requires a quick resolve. I am optimistic the Committee will endorse this request and look forward to answering any questions the members may have.

ECF

Attachments (1)

cc: Virginia C. Tudela, Ph.D., Dean School of Technology and Student Services  
Ricky S. Tyquengco, Department Chair, Technology Department