

## ***General Policy - PC Office Application Software***

### **Rationale:**

PC office applications are essential to the College's communications. Documents and reports sent both internally and externally to students, individuals, and businesses reflect the quality of the College. To maintain high quality standards and promote efficiency, BSC standardized on one package for each of the basic PC office applications - word processing, spreadsheets, presentations, and database. The Microsoft Office suite of products which includes Word, Excel, PowerPoint, and Access will be the standard PC office applications used at BSC.

With standardization, electronic documents can easily be exchanged, technical support is more efficient, multiple training sessions are eliminated, and purchasing of software can be consolidated.

### **Policy:**

This policy addresses the acquisition and support of basic PC office applications software (word processing, spreadsheets, presentation packages, and PC databases):

1. All new PCs ordered for use in normal business operations will include Microsoft Office software.
2. Basic PC office application software, other than Microsoft Office, which is obtained after the policy implementation date will not be installed or supported by Information Services at BSC.

### **Exceptions to This Policy:**

This policy will not apply in cases where PC office application software is used in the classroom learning environment and to those who teach in that learning environment.

### **History of This Policy:**

Policy first drafted by the Computer Use Committee in AY 97-98.

Approved by the President's Cabinet on May 11, 1998; Revised on July 27, 2006.