

MEMORANDUM: Work Process  
Request

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TO: Transfer Council

FROM: Business Subcommittee

DATE: June 3, 2024

SUBJECT: Request for deferral of alignment of Microsoft Office Survey course

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Dear Transfer Council,

This memorandum serves as an official request between the CCN Business Subcommittee and the Transfer Council to defer alignment of a Microsoft Office Survey course for three years. This request was approved by the CCN Business Subcommittee members unanimously on June 3, 2024.

These reasons explain our request for deferral:

1. No OPU offers an existing course that could be aligned as a Microsoft Office Survey course, nor do the OPUs deem this content as necessary at the university level.
2. Most, if not all, community colleges do offer courses that teach Microsoft Office applications. These courses vary in course credits and are overseen by multiple departments, including Business Administration, Business Technology, and Computer Information Systems.
3. The community college Microsoft Office Survey course(s) is considered appropriate for CTE program students and, therefore, does not require alignment with any OPU. This course(s) may only transfer to a four-year university as an elective.

Due to the reasons stated here, the CCN Business Subcommittee respectfully requests that the Transfer Council grant our request for deferral of aligning a Microsoft Office Survey course, to allow for further exploration by this or another future subcommittee.

The response requested is a memo with the following:

- Approval of the revision to the CCN course alignment request from the Transfer Council to the CCN Business Subcommittee.

Please provide the above information in a memo by 8/31/2024 to:

- Jane Denison-Furness ([jane.Denison-furness@hecc.oregon.gov](mailto:jane.Denison-furness@hecc.oregon.gov))
- Jennifer Markey ([transfercouncil@hecc.oregon.gov](mailto:transfercouncil@hecc.oregon.gov)) and
- Business Subcommittee Co-chairs: Prem Mathew ([prem.mathew@bus.oregonstate.edu](mailto:prem.mathew@bus.oregonstate.edu)) and Jill Gillett ([gillettj@lanecc.edu](mailto:gillettj@lanecc.edu))

Thank you again for your continued service.

Copies: Donna Lewelling, Director of Community Colleges and Workforce Development,  
HECC Veronica Dujon, Director of Academic Policy and Authorization, HECC