

WORD PROCESSING CENTER WEST CAMPUS BUILDING 1, ROOM 251

The Word Processing Center is a support facility for West Campus faculty. All of your classroom typing and printing support are provided in this area. We have Dell computers with software for Corel WordPerfect, Microsoft Word, Excel, PowerPoint, Office Publisher and Adobe Reader. There is an IBM computer and HP Laser Printer for faculty use along with a scanner for grading test. Written directions are provided for the scanner, or office staff will assist you when needed.

OPERATING HOURS:

Fall and Spring Terms		Summer Terms	
Monday-Thursday	7:30am-7pm	Monday-Thursday	7:30am-5pm
Friday	7:30am-5pm	Friday	7:30am-12pm

STAFF:

Cynthia DuPree Word Processing Supervisor
Cheryl Williams, Senior Word Processing Specialist
Melanie Adams, Word Processing Specialist
Debbie Jefferson, Word Processing Specialist
Candy Davis, Reprographics Specialist

TESTBANKS:

Some textbook publishers provide testbanks with their textbooks. If you are interested in using testbanks, please make an appointment with the Center Supervisor.

TEST GRADING:

We provide a scanner to grade multiple choice tests for the faculty members' use. Contact Cindy DuPree for computer answer sheets.

HOW DO I GET MY TYPING/PRINTING DONE?

A Word processing Request form must be filled out for documents to be processed. Forms are available in the departmental office or can be picked up in the Word Processing Center. Be sure to include your department index number, department name, your full name, extension or phone number, date and time required, and copying instructions required on the request form. Please indicate if you want your request delivered or picked up from this office.

TURNAROUND TIME:

Letters, memos	Next Day
Longer documents (Tests, syllabi, etc.)	2 Days
Special Projects (books, mailing lists, etc.)	See Cindy DuPree

E-MAIL:

You can e-mail documents for printing. Attach your work in MS Word or WordPerfect format. The e-mail address is: cdupree@valenciacc.edu.

RUSH ITEMS:

Occasionally you will need to have “rush” handling of an otherwise routine document. Please contact the Center Supervisor and request this special service.

PRE-RECORDED MATERIALS:

Make an appointment with the Center Supervisor to discuss the capabilities of recording documents for long term retention. This service is particularly helpful with exams, course materials and outlines.

COLOR PRINTING:

We offer color printing, flyers, invitations, certificates, and table tents.

COPYING SERVICES:

COPY CENTER:

The West Campus Copy Center is available for all classroom printing. Two-day turnaround is provided for regular printing jobs.

COPYRIGHT:

Typing and copying of materials must be in keeping with copyright laws. Written permission from the publisher of copyrighted documents should be obtained prior to requesting that the document be printed.

QUESTIONS?

Please call Cindy DuPree at (407) 582-1266.