

The Word Processing Center is a support facility for West Campus faculty. All of your classroom typing and printing are provided in this area. We have software for Microsoft Word, Excel, Power Point, Office Publisher, Test Generator, and Adobe Reader. There is a scanner for grading tests which uses Par Score software. Written directions are provided for the scanner, or office staff will assist you when needed.

A West 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, ext or phone number, date and time required, and/or other copying instructions. Please indicate if you want your request delivered or picked up from this office.

Also documents can be faxed at 407-582-1403, emailed using this website and clicking on West Order Form or by emailing directly to the Office Supervisor, Cheryl Williams, at cwilliams@valenciac.edu. If you need to talk directly to someone you can call 407-582-1266 or 407-582-1337.

The Copy Center which is housed within the Word Processing Center supports all printing requests, large or small, and many other services including lamination, binding and color printing.