Cuyamaca College Faculty Workrooms

Cuyamaca College houses six faculty workrooms which are located in the B, F, and H buildings. To gain access to your departments faculty workroom, you must request a key from your Dean.

Most workrooms are equipped with the following:

- Desktop computers with speakers (Windows 7)
- 1 iMac
- Black and White Printers
- 1 Grandmaster
- 1 Scranton (F-625 workroom only)
- Basic supplies-paper, pens, paper clips, etc.
- There is one scanner located in F-625 and H131.

Available Software and browsers:

- Adobe Reader 11
- Adobe Acrobat DC
- Microsoft Office 2013 Professional (Word, Excel, PowerPoint, Publisher, Access, OneNote)
- Camtasia 9.0 and SnagIt 12 (On one computer. Look for the tag)
- Microsoft Internet Explorer Mozilla Firefox
- Google Chrome
- Microsoft Silverlight

Procedures for using Faculty Workrooms are:

**No food or drinks allowed in the workrooms.** One exception is bottled water with a cap.

We ask that you take or email large print jobs to Cuyamaca Duplicating F-201 or email them to cuyamaca.duplicating@gcccd.edu

Do not use the workrooms for testing students.

The doors are to remain locked at all times and propping the doors open is prohibited.

Do not remove supplies or equipment from the workrooms.

Contact the help-desk at c-helpdesk@gcccd.edu or ex. 4395 for paper and extra supplies.

Each building has a designated workroom for each department.

- **Math and Sciences, Engineering** - H-135 and H-131
- **Foreign Language, Psychology** - F-625
- **English, Writing, ESL** - B-264, and B-267
- **Computer and Information Science, Business and Professional Studies** - Any workroom available. Faculty Training (by appointment only) - F-720