

LAVC Professional Development

Microsoft 2010 is coming! We are offering the following training opportunities to help you learn how to use its new features.



Online tutorials through Microsoft IT Academy – email profdev@lavc.edu or call ext. 2712 to request a course code and specify the programs you want to learn (Word, PPT, Excel, Outlook, Access); instructions for logging in can be found on our home page: <http://lavc.edu/profdev> under Free Resources for Faculty & Staff

Resource Guides to put next to your computer – pick them up in the PDC (B83) or request that they be placed in your mailbox or delivered to your office

Online tutorials at <http://vtc.com> – contact us at profdev@lavc.edu or call ext. 2712 to give us a username and password you would like to use

Free training on the Microsoft website: <http://office.microsoft.com/en-us/> and click on ‘support’

Workshops on the new features of Microsoft 2010
(watch your email for schedule)

Call ext. 2712 or email us at profdev@lavc.edu.

PDC (Bungalow 83) hours: Mon.-Thurs. 9:00 am to 4:30 pm