

Experience

I have been a teacher/instructor/educator for past six years. I have worked with “at-risk” students at Valley High Charter School in Harlingen and continued working with “at-risk” students through the non-profit Horizon Youth Service Center. At Horizon, I taught resiliency skills as a Prevention Educator and coordinated my efforts with local schools in the Rio Grande Valley. In the past four years, I have developed various courses for Texas State Technical College-Harlingen in their Business/Office Technology program. My interest in web-based instruction and on-line curriculum came as a result of my own on-line education. I have continually updated my technical and leadership skills via advanced degrees and personal research. As the Assistant Program Chair in BOT, I recently coordinated efforts to evolve our largest computer course into a web-centric course via WebCT. I control the articulation between school districts and the courses in my program area.

Teaching Areas

Computer Applications

- ☑ Spreadsheet/POFI 1349—*Course Developer*
 - *In-depth coverage in the use of spreadsheet software focusing on business application.*
- ☑ Integrated Software Applications I/ITSC 1309—*Course Developer*
 - *Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.*
- ☑ Creating Web Pages/Continuing Education—*Course Developer*
 - *Instruction in the use of Internet services and the fundamentals of web page design and web site development.*
- ☑ Computer Applications/POFI 1301
 - *Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.*
- ☑ Advanced Word Processing/POFI 2301
 - *In-depth coverage of word processing software focusing on business applications.*

Business Technology

- ☑ Payroll and Business Tax Accounting/ACNT 1329—*Course Developer*
 - *A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.*
- ☑ Accounting Technician Capstone/ACNT 2302—*Course Developer*
 - *A learning experience that allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.*
- ☑ Introduction to Keyboarding/POFT 1227
 - *Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.*

- ☑ Document Formatting and Keyboarding/POFT 1329
 - *Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.*
- ☑ Introduction to Accounting/ACNT 1303
 - *A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.*
- ☑ Introduction to Computerized Accounting/ACNT 1311
 - *Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.*
- ☑ Federal Income Tax: Individual/ACNT 1331
 - *A study of the laws currently implemented by the IRS, providing a working knowledge of preparing taxes for the individual.*
- ☑ Business Math and Machine Applications/POFT 1325
 - *Skill development in the use of electronic calculators and business math functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard.*

Instructional Technology Platforms

Blackboard

- Delivering theory exams and quizzes in the classroom.
- Dispense practice files and collected assignments via digital drop box.
- Maintain grades in digital grade-book on a weighted scale.
- Provided additional links for extra information.
- Managed discussion threads.
- Created learning modules and content.
- Imported learning content provided by publisher.

WebCT

- Delivering theory exams and quizzes in the classroom.
- Dispense practice files and collected assignments via digital drop box.
- Created a digital grade-book on a weighted scale by managing columns.
- Provided additional links for extra information.
- Managed discussion threads and project updates via discussion tool.
- Created learning modules and updated content.

Education

Master of Business Administration
University of Texas at Brownsville/Texas Southmost College

Bachelor of Arts
University of Texas Pan American
Major: Economics
Minor: English