Print

Advisory Board & Committee Interest Form - Submission #907

Date Submitted: 2/16/2015

First Name*
Jalane

Last Name*
Meloun

District # You Live In.*
3

Home Address*
4901 Fillmore ST

City*
Hollywood

State*
FL

Zip Code*
33021-5819

Home Phone
954-322-1116

Cell Phone
419-677-5542

Email Address*
jmeloun@barry.edu

Owner or Renter *
Owner

Number of years as city resident*
12

Are you registered to vote in Broward County? *
Yes

Education (highest degree / level)
Ph.D. + certifications

Occupation*
Business Professor and former Department Chair of Administration Dept.

Work Phone
305-899-4801

Business Name*
Barry University

Business Address
11415 NE 2nd Avenue

City
Miami Shores

State
FL

Zip Code
33161

Identify the board / committee(s) to which you request appointment (Please rank in order of preference)

Selection (1)*
Civil Service Board

Selection (2)*
None

Selection (3)*
None

Selection (4)*
None

Civil Service Board - Questions*

1) I have served on many search committees, formulating questions, ranking candidates and making selections. 2) I have used various tactics to encourage positive behavioral change of adjuncts in the workplace. On one of my other boards where I serve as the President, I have formulated my own discipline techniques. Given my occupation, we don't terminate as much as not rehire to teach any longer. 3) As department chair, I was constantly establishing new procedures. Service as the President of one of my boards, I have instituted a multitude of procedures ranging from cash management to inventory control. I have designed databases to manage and analyze our membership and keep track of fundraisers. Because of the lack of business acumen of our members, I step in and establish procedures for everything which help ease our work and prevent errors. 4) I am a full-time faculty member of Barry University who teaches various business courses. My official title is the rank of Full Professor of Administration. I have also served as the department chair which informed my previous and hopefully will inform my future role on the Civil Service Board. 5) I have happily lived in Hollywood continuously for the past 12 years. It is a town I love and have chosen to raise my children in. Not only am I a registered elector, but I also do my civic duty for every election and serve at the polls as a Voter Service Technician.

Please answer these five questions above. 1. Describe your involvement in the hiring process? 2. Describe your involvement disciplining employees including terminations? 3. Describe your involvement with establishing, reviewing and interpreting policies and procedures? 4. Describe the work that you do and provide your job title. 5. Are you a continuous resident of and continuous registered elector in the City of Hollywood?

Are you interested in serving on more than one board/committee?*

No

If so, how many?*

0

How many commission/board meetings have you attended in the last 2 years?*

~3

Have you ever served on a city advisory board in the past?*

Yes

If yes, please describe

I served for about eight years on the Civil Service Board (held chair and vice chair)

If you are applying for a board / committee, which has specific requirements / categories, please detail how your background and/or experience meets the required criteria.*

I currently work in the private sector in the capacity of educating others about HR, business, statistics, and research. I also teach ethics, which is ever important.

Please describe your professional and/or volunteer experience or background, which best qualifies you for selection to the board / committee.*

I have earned a Ph.D. in Industrial-Organizational Psychology from the fourth best school in the nation. I have also earned my Senior Professional in Human Resources (SPHR), my Global Professional in Human Resources (GPHR), my PMP and SHRM-SCP.

Are you presently employed by the City of Hollywood?*

No

If so, in what capacity?*

N/A

Attach Resume (only .doc and .pdf files)*

Meloun CV 2015.doc

JALANE M. MELOUN
Ph.D., SPHR, GPHR, PMP, SHRM-SCP

VITA
2015

PROFESSIONAL ADDRESS
Full Professor
Administration, PACE
Barry University
11415 NE 2nd Avenue
Miami Shores FL 33161
(305) 899-4801 (phone)
(305) 899-3346 (FAX)
jmeloun@mail.barry.edu

RESIDENCE
4901 Fillmore Street
Hollywood FL 33021-5819
(954) 322-1116 (phone)
(419) 677-5542 (cell)

CERTIFICATION
Senior Professional in Human Resources (SPHR)
Global Professional in Human Resources (GPHR)
Project Management Professional (PMP)
Society for Human Resource Management - Senior Certified Professional (SHRM-SCP)
White Belt in Lean Six Sigma (LSS)

EDUCATION

THE UNIVERSITY OF AKRON
Ph.D. August, 2004 Industrial and Organizational Psychology
M.A., August, 1998 Industrial and Organizational Psychology
GPA: 3.9

BALDWIN-WALLACE COLLEGE Berea, Ohio
Bachelor of Arts, June 1994
Business Administration major, Speech Communication & Psychology minors
GPA: 3.87

TEACHING AWARDS

APPLE AWARD
2006 Barry University, Miami Shores, FL
2007 Barry University, Miami Shores, FL
2008 Barry University, Miami Shores, FL
2009 Barry University, Miami Shores, FL

APPLAUSE AWARD
2003 Kent State University, Kent, OH

RESEARCH AWARDS	**BEST PAPER AWARD** Meloun, J. & Allen, A. (2006). Identity development of adult learners: A pragmatic classroom approach to Erikson's psychosocial theory. Teaching and Learning Conference, Orlando, Florida.
	BEST PAPER AWARD Allen, A. & Meloun, J. (2005). Increasing motivation of adult learners: Bringing clinical feedback techniques into the classroom. Teaching and Learning Conference, Las Vegas, Nevada.
	BEST STUDENT PAPER AWARD Meloun, J. M. (2005). "Computer anxiety: A possible threat to the predictive validity of computerized tests" International Public Management Association Assessment Council.
	BEST OF Je.CP (JOURNAL OF e.COMMERCE and PSYCHOLOGY) Book chapter: "Computer anxiety: Effects on computerized testing and implications for e.cruiting." 2005 in J. Jones & E. Brasher (Eds.) *Advances in E-Business and Psychology: Volume 1.*
	OUTSTANDING STUDENT RESEARCH AWARD Book chapter: "Computer anxiety: Effects on computerized testing and implications for e.cruiting." award earned in 2004.
ESSAY AWARD	**FIRST PRIZE – STRATEGIC MANAGEMENT BEST PRACTICES** Meloun, J. "Strategic management applied to a university setting." Human Resources Certification Institute (HRCI)-sponsored Award earned in 2007

PUBLICATIONS/
PRESENTATIONS

Meloun, J. M. (2013). *When Mom's Not Around: How to Prompt Students to Action.* Presentation delivered at 2013 Sloan-C Annual International Conference, Orlando, Florida. (refereed)

Meloun, J. M. (2013). *Meet Students Where They Are: Using Technology to Reach Beyond Borders and Grant Experiential College Credit.* Presentation delivered at 2013 Sloan-C Annual International Conference, Orlando, Florida. (refereed)

Kuthy, J. E. & Meloun, J. M. (2013). *Using a Telephone to Improve the Effectiveness of Pre-Employment Selection Process.* The Call (manuscript submitted to refereed publication of the National Emergency Number Association)

Meloun, J. M. (2012, October 26). Working in public administration: Lessons learned. *Public administration times.* Retrieved from http://patimes.org/working-public-administration-lessons-learned/

Meloun, J. M. (2012). *Local government managers as mentors and mentees: female mentors needed.* Presentation delivered at 2012 Mentoring Conference: Facilitating developmental relationships for success, Alburquerque, New Mexico. (refereed)

Meloun, J. M., & Loutzenhiser, K. K. (2012, May). In Leland Coxe (Chair). *Best practices in public administration online education.* Presentation delivered at 2012 teaching public administration conference: diversity and civic engagement in teaching public administration, South Padre Island, Texas. (refereed)

Meloun, J. M., & Loutzenhiser, K. K. (2012, May). In Leland Coxe (Chair). *Should social media be used to promote civic engagement among students or would it be safer to play with faulty firecrackers?.* Presentation delivered at 2012 teaching public administration conference: diversity and civic engagement in teaching public administration, South Padre Island, Texas. (refereed)

Meloun, J. M., & Loutzenhiser, K. K. (2012). In Leland Coxe (Chair). *Should social media be used to promote civic engagement among students or would it be safer to play with faulty firecrackers?.* In Lennertz, Kathie (Eds.), *35th Annual Teaching Public Administration Conference: Diversity and civic engagement in teaching public administration* (p. 14). Retrieved from http://www.teachingpa.org/2010-2012/2012/TPAC_Proceedings-2012.pdf (refereed)

Rich, W. C., & Meloun, J. M. (2012, May). In Leland Coxe (Chair). *Public managers, civic engagement, and the future.* Presentation delivered at 2012 teaching public administration conference: diversity and civic engagement in teaching public administration, South Padre Island, Texas. (refereed)

Rich, W. C., & Meloun, J. M. (2012). In Leland Coxe (Chair). *Public managers, civic engagement, and the future.* In Lennertz, Kathie (Eds.), *35th Annual Teaching Public Administration Conference: Diversity and civic engagement in teaching public administration* (p. 17). Retrieved from http://www.teachingpa.org/2010-2012/2012/TPAC_Proceedings-2012.pdf (refereed)

Loutzenhiser, K.K. & Meloun, J.M. (2012, May). In The Academic Forum *eGovernment learning curves: Models to explain learning and public service adoption of interactive Gov2.0 technologies.* Presentation delivered at the Delivering best practices: People, profit, planet: Strategic collaboration, new ventures, and transformational thinking in the 21st century, Bahamas. (refereed)

Loutzenhiser, K. K., & Meloun, J. M. (2012). *eGovernment learning curves: Models to explain learning and public service adoption of interactive gov2.0 technologies.* In Caldarola, R. A (Eds.), *The Academic Forum 2012 May conference proceedings* (pp. 31-34). doi: ISSN 2146-8859 (refereed)

Meloun, J. M. (2010). "Psychological reasons for voting and nonvoting." Encyclopedia of Campaigns, Elections, and Electoral Behavior, Sage. (refereed)

Meloun, J. M. (2009). Job analysis: The basis for all things HR. In Tesone, D. V. (Ed.), *The handbook of hospitality and tourism human resources management.* Elsevier.

Meloun, J. M. & Sussman, S. S. (2009). Human resource management's role in ethics within the hospitality industry. In Tesone, D. V. (Ed.), *The handbook of hospitality and tourism human resources management.* Elsevier.

Wankel, C., et. al., & Meloun, J. M. (2008). New dimensions of value in management e-media: Questions and issues. Academy of Management. Anaheim, California. (refereed)

Wankel, C., et. al., & Meloun, J. M. (2007). New dimensions of management e-media. Academy of Management. Philadelphia, Pennsylvania. (refereed)

Meloun, J. M., & Kuthy, J. E. (2007). "Helping trainees to succeed by having them 'think aloud.'" *National Journal of Emergency Dispatch*, Winter, 9(1). (refereed)

Meloun, J. & Sussman, S. (2006). New Strategies in Teaching a Blackboard-based Research Methods Course. American Society of Public Administration Conference, Seattle, Washington. (refereed)

Sussman, S. & Meloun, J. (2006). Online pedagogy: New strategies for distance education. Florida Political Science Association Conference, Pembroke Pines, Florida. (refereed)

Meloun, J. & Allen, A. (2006). Identity development of adult learners: A

pragmatic classroom approach to Erikson's psychosocial theory. Teaching and Learning Conference, Orlando, Florida. (refereed)

Meloun, J. M. & Loutzenhiser, K. K. (2006). Cheating in ethics courses: where have all the morals gone? Real cases with inquiry into whether teaching ethics is effective. International Conference on Civic Education: Research and Practice, Orlando/Altamonte, Florida. (refereed)

Meloun, J. (2005). Online Learning: Solution to Continuing Education Challenges in the Information Age. Public Administration Times. Educational Supplement. October. (editor selected)

Provitera, M. J., Scully, R. & Meloun, J. (2005). Creating actionable knowledge in the classroom using discussion learning. Academy of Management, Honolulu, Hawaii. (refereed)

Allen, A. & Meloun, J. (2005). Increasing motivation of adult learners: Bringing clinical feedback techniques into the classroom. Teaching and Learning Conference, Las Vegas, Nevada. (refereed)

Meloun, J. M. (2005). "Computer anxiety: A possible threat to the predictive validity of computerized tests" International Public Management Association Assessment Council Conference, Orlando, Florida. (refereed)

Meloun, J. M. (2005). "Computer anxiety as an obstacle to productivity: A workplace in review" International Applied Business Conference, Orlando, Florida. (refereed)

Meloun, J. M. (2005). "Lessons learned from the trenches: Self-referent learning as a means of cementing concepts in students' heads" Teaching and Learning Conference, Orlando, Florida. (refereed)

O'Connell, M. S., Doverspike, D., Gillikin, S., & Meloun, J. (2005) In Best of Je.CP "Computer anxiety: Effects on computerized testing and implications for e.cruiting." in J. Jones & E. Brasher (Eds.) *Advances in E-Business and Psychology: Volume 1.* (refereed)

Meloun, J. M. (2004). Computer anxiety: A possible threat to the predictive validity of computerized tests. Unpublished doctoral dissertation, University of Akron, Ohio.

O'Connell, M. S., Doverspike, D., Gillikin, S., & Meloun, J. (2004). "Computer anxiety: Effects on computerized testing and implications for e.cruiting." Conference on Undergraduate and Graduate Student Research, Akron, Ohio. (nominated)

Scully, R. & Meloun, J. M. (2004). "A focus on improving knowledge worker productivity" Computing, Communications and Control Technologies (CCCT 2004) conference, Austin, Texas. (refereed)

O'Connell, M. S., Doverspike, D., Gillikin, S., & Meloun, J. (2001). *Computer*

anxiety: Effects on computerized testing and implications for e.cruiting. Journal of e.Commerce and Psychology, 1, 25-39. (refereed)

O'Connell, M. S., Meloun, J. M., Gillikin, S., & Doverspike, D. *Is negative affectivity a wolf in sheep computer anxiety's clothing?* Poster Presentation at Society for Industrial & Organizational Psychology Conference, 2000 (refereed)

Meloun, J. M. (1998). *Antecedents and outcomes of job enrichment Proactivity*, Unpublished master's thesis. University of Akron, Akron, Ohio.

PROFESSIONAL
REVIEWING

AMERICAN COUNCIL ON EDUCATION Washington, D.C.
Reviewer, 2001 – present
•Review corporate curricula and examinations for validity.
•Recommend courses for college credit.

REVIEWER – FLORIDA DEPT. OF ED. AND UNIV. OF FL'S
21ST CENTURY COMMUNITY LEARNING CENTERS GRANTS
Reviewer, 2008 - present
• Evaluate grants totaling well over a million dollars for the increased education of Florida's children.

REVIEWER – SCIENTIFIC JOURNAL INTERNATIONAL
Reviewer, 2007 - present
• Evaluate psychology and business paper submissions for publication.

REVIEWER – JOURNAL OF BUSINESS ETHICS
Reviewer, 2005 - present
• Evaluate ethics paper submissions for publication.

REVIEWER – JOURNAL OF COLLEGE TEACHING AND LEARNING
Reviewer, 2005 - present
• Evaluate education paper submissions for publication.

REVIEWER – ACADEMY OF MANAGEMENT
Conference Submission Reviewer, 2006 - 2008
• Evaluate submissions annually for presentations and symposia.

REVIEWER - SOCIETY FOR INDUSTRIAL/ORGANIZATIONAL
PSYCHOLOGY
Conference Submission Reviewer 2005 - 2010
• Evaluate five submissions annually for presentations, poster sessions, and symposia.

SUBJECT MATTER EXPERT – NIVO INTERNATIONAL/DESKTOP
IQ
Certification Examination Reviewer, 2001 - 2005
• Evaluate new desktop certification exam for Microsoft Office product proficiency.

SME TEXTBOOK REVIEWER
Textbook Reviewer, July 2001 - present
• Evaluate new organizational behavior, management, human resource, selection/promotion/retention, and statistics textbooks.

SELECTED
EMPLOYMENT
EXPERIENCE

BARRY UNIVERSITY Miami Shores & other campuses
Associate Professor – Human Resources Administration 2008 – Present
Assistant Professor – Administration 2003-2007
• Teach graduate and undergraduate Management, Psychology, Public
  Administration, and Research Methods courses.
• Conduct research in the fields of Industrial/Organizational Psychology, IT,
  and Education.
• Teach in-service programs such as time and conflict management.

Academic Coordinator – Human Resources 2007-2009
Assistant Academic Coordinator – Administration 2003-2006
• Directed the School-wide Human Resources Management Specialization,
  Certificate Program, and Curriculum.
• Reviewed and presented student experiential learning portfolios.
• Represented the ACE faculty at student information seminars and new student
  undergraduate and graduate orientations.
• Delivered in-service education to adjunct faculty members.

Chapter Advisor – Society for Human Resource Management 2007-Present
• Aid the chapter in attaining national distinction such as Outstanding Chapter
  Award (10 chapters/450+) and Superior Merit Awards (67/ 450+ chapters).
• Lead students in educational and community service pursuits.
• Recruit students.
• Deliver in-service education.

Older Adults Opportunity Center, *Instructor, 2005-2007*
(Funded by R. Kirk Landon's Grant to Educate Older Adults)
• Train older adults on various levels of computer skills and typing.
• Design and implement new curricula, specific to the older adult student.
• Serve as the faculty representative on the OAOC Advisory Board.
• Hold the designation of the professor who has taught the most courses since
  OAOC's inception.
• Deliver keynote speeches at the Lunch N' Learn sessions.
• Publicize the program at the Lunch N' Learn sessions and the Educational
  Film Series meetings.
• Deliver publicity speeches about the program at local events such as Rotary
  International Meetings.

KENT STATE UNIVERSITY Kent, Stark, LCCC, Geauga, & Tuscarawas
Instructor, 2001 –2003
• Taught various Management and Industrial/Organizational Psy. courses.
• Co-coordinated the Learn to Lead Intensive Off-Campus Program.
• Formally and informally mentored students.

BARRETT & ASSOCIATES Akron, OH
Ad Hoc Test Administrator, 1999 –2003
• Administer selection and promotional tests for public sector positions.
• Trained rating of roll-call presentations.

UNIVERSITY OF AKRON Akron, OH
Center for Life Long Learning, *Instructor, 1998 – 2000*
• Taught older adults computer software skills.

Psychology Department *Teaching Assistant, 1996 - 2000*
• Lectured independently and instructed statistics and psychology.

JPC COMPUTER LEARNING CENTER Akron and Parma, OH
Instructor, 1996 –2003
• Trained corporate, public, and special needs clients on software.
• Developed assessment tool for customer feedback.
• Developed curricula for a work skills rehabilitation program.
• Taught business skills class targeted to mentally and physically challenged.

SAWYER COLLEGE OF BUSINESS Cleveland, OH
Assistant Professor, 1995 - 1996
• Taught Computer, Accounting, Economics, Grammar, Composition, Keyboarding, and Medical Office/Transcription courses.

REMINGTON COLLEGE Cleveland, OH
Instructor, 1995 - 1995
• Taught Medical Office Assisting, including software packages, medical terminology, and office procedures.

HEALTHCARE PROCESS CONSULTING North Royalton, OH
Accountant of Medicaid, Biller, and Auditor, 1994 - 1995
• Designed spreadsheets to improve efficiency and accuracy of the reconciliation process.
• Refined procedure on reconciling claims submitted to the Ohio Department of Mental Retardation.
• Handled billing problems and verified documentation veracity.

AKTABASE TECHNOLOGY COMPANY Parma, OH
Computer Programmer Apprentice, 1994 - 1995
• Improved capabilities of current software products.
• Revised technical manual on industry specific software.

PROFESSIONAL MEMBERSHIPS Greater Miami Society for Human Resource Management (2011-present)
Greater Miami Society for Human Resource Management Global Forum Committee (2011-present)
Human Resources Association of Broward County, HR Florida Ambassador Board of Director (2010-present)
Staffing Management Association of South Florida, Director of Certifications/Director-at-Large (2010-present)
South Florida Human Subject Research Network (2006-2007)
International Public Management Association-Assessment Council (2005-2006)
International Public Management Association-Human Resources (2005-2006)
Academy of Management (2005-2006)
American Society for Training and Development (2005-2008)

Phi Delta Kappa – Education Society (2005-present)
Society for Industrial & Organizational Psychology (1996-present)
Society for Human Resource Management (1991-present)
Society for Human Resource Management Barry University (2007-present)
Who's Who of Information Technology (2003)

MEMBERSHIPS   Hollywood Civil Service Board Chair and Vice-Chair (2007-2013)
Hollywood Hills United Methodist School Parent's Club (2011-2012)
Hollywood Hills Civic Association (2006-present)
American Cancer Society Cancer Action Network (2005-present)

COMMITTEES   Sheridan Hills Elementary Parent Teacher Organization Recording Secretary (2012-present)
Sheridan Hills Elementary Student Advisory Council – PTO Liaison (2012-present)
International Public Management Association-Human Resources Annual Conference Planning Committee (2006-2007)

UNIVERSITY COMMITTEES   University Childcare Committee (2008-2010)
University Grade Appeals Committee (Past Co-chair) (2004-2012)
Faculty Senate Outreach Committee (2012-present)
Faculty Senate Grants Leaves and Sabbaticals (2010-present)
Faculty Senate Committee on Committees (Past Chair 2007-2009)
Faculty Course Exchange (Past Chair) (2006-2007)
Faculty Senate (2006-2009)
Faculty Award Committee (2003-2006)
Faculty Senate Outreach Committee (2008-2009, 2012-present)
ACE Administration Search Committee (2013)
ACE Faculty Evaluation Committee (2012-present)
ACE Credit Hour Committee (2012-present)
ACE Electronic Textbook Committee (2012 – present)
ACE Director of Continuing Education Search Committee (2013)
ACE Distance Education Committee (2012-present)
ACE Advisor Search Committee (2005)
ACE Behavioral Sciences Faculty Search Committee (2005)
ACE Compensation Review Committee (2005)
ACE Administration Faculty Search Committee (2004-2005)
ACE Academic Council (2004-present)

VOLUNTEER ACTIVITIES   Civil Service Board – Hollywood, Florida (2007- 2013, Chair)
Sheridan Hills Elementary Classroom Volunteer (2012-present)
Positive Images (Organization helping those in transition (2007)
Raised money for Sr. Marilyn Morman Scholarship Fund (2007-2008)
South Florida Super Bowl XLI Host Committee (2006)
Rotary International Keynote Speaker (2006)
Academy of Management Organizational Behavior Division Web Site Revision Committee (2006)
Barry University 5K Team to support Leukemia & Lymphoma Society (2006)
Baldwin-Wallace College Alumni Telephone Campaign (2006)
Submitted idea for 100 Ideas for Florida's Future (2006)
American Cancer Society Cancer Action Network (ACS CAN-2006)

American Psychological Association Research (2005)
Tropical Run to support Community Partnership for the Homeless (2005)
Relay for Life Participant/Volunteer (2004-present)
Breast Cancer Awareness Week Worker (2002)
Akron Blind Center Technology Board Consultant (2000-2003)
Akron Blind Center - Volunteer Tutor (2000-2003)
Serve as a career mentor for Baldwin-Wallace College Students interested in higher education APART (1997- present)

OTHER AWARDS

Contest Winner for Naming an Ethics Mascot (CiCi) for Akron, OH (2005)
Acme Grocery Store's Corny Joke Contest Winner (2000)

COMPUTER SKILLS

Access XP; Word XP; Excel XP; PowerPoint XP, SPSS Statistical Software 14.0; WordPerfect 8.0; Outlook XP; Ami Pro 3.1; AutoCAD 14; Quattro Pro 6.0; Lotus 1-2-3 5.0; Paradox 5.0; Windows XP; Abstat; MSS; Medical Manager, ExamView Pro, TestGen, Blackboard, WebCT, Moodle, & Microsoft Project.

PROFESSIONAL, TRAINING & SOFTWARE CERTIFICATIONS

Project Management Professional, 2013
White Belt in Lean Six Sigma, 2013
Global Professional in Human Resources, 2007
Senior Professional in Human Resources, 2006
Microsoft Office Certified Trainer, 2001
Microsoft Authorized Instructor, 2001
Microsoft Office User Specialist – Microsoft Office 2000 – Master Level, 2001
Microsoft Office User Specialist – Word 2000 – Expert Level, 2001
Microsoft Office User Specialist – Excel 2000 – Expert Level, 2001
Microsoft Office User Specialist – Outlook 2000 – 2001
Microsoft Office User Specialist – Access 2000 – 2001
Microsoft Office User Specialist – PowerPoint 2000 – 2001
Microsoft Office User Specialist – Microsoft Office 97 – Master Level, 1999
Microsoft Office User Specialist – Access 97 – Expert Level, 1999
Microsoft Office User Specialist – PowerPoint 97 – Expert Level, 1999
Microsoft Office User Specialist – Word 97 – Expert Level, 1999
Microsoft Office User Specialist – Excel 97 – Expert Level, 1998
Microsoft Office User Specialist – Excel 97 – Proficient Level, 1998

Courses Taught

Typing/Data Entry	Business Skills	Accounting & Economics	Math & Statistics
Business Skills	Business Transcription	Cost Accounting	Basic Math
Calculating	Business Writing	Intermediate Accounting I	Calculation
Data Entry	Customer Service	Intermediate Accounting II	Statistics
Keyboarding I	Office Equipment Usage	Intermediate Accounting III	
Keyboarding II	Stress Management	Managerial Accounting	
Keyboarding III	Teambuilding	Microeconomics	
Speedbuilding Typing	Telephone Techniques		
Word Processing I	Time Management		
Word Processing III			
Typing for Older Adults			

Psychology	English	Computer	Personal Enrichment
Introduction to Psychology	Business Writing	Ami Pro	Effective Listening
Social Science Statistics	Composition	Introduction to PC's	Financial Management
Social Psychology	Cover Letter Writing	Lotus 1-2-3	Goal-setting
Industrial/Organizational Psy.	Grammar	Medical Manager	Time Management
Effective Listening	Proofreading	Medical Office Management	Cover Letter Writing
Non-verbal Communication	Punctuation	Medisoft	Interviewing Skills
Undergrad Research Methods	Resume Writing	Microsoft Access	Job Readiness
Graduate Level	Spelling	Microsoft Excel	Resume Writing
Research Methods		Microsoft PowerPoint	Attitudes Show
		Microsoft Word	
		PC Essentials	
		Quattro Pro	
		Windows 95	
		Windows 95 for Older Adults	
		Word Processing I & III	
		WordPerfect	
		WordPerfect for Older Adults I	
		Industrial/Organizational	Public Administration

Ethics	Medical	Psychology - Business	
Graduate Level	Medical Transcription	Industrial/Organizational Psy.	**Graduate Level**
Values and Ethics in	Medical Office Assist'g	Labor Relations	Leadership in Public
Administration	Medical Office Mgmt.	Training and Development	Purpose Organizations
	Medical Terminology	Organizational Behavior	**Graduate Level**
		Dynamics of Leadership	Statistics
		Principles of Management	**Graduate Level** H.R.
		Total Quality Management	Mgmt.

Business Policies and Strategies
Diversity in the Workplace
Project Management
Strategic Human Resources
Essentials of Human Resources
Compensation and Benefits
Graduate Level
Organizational Development
Graduate Level Diversity

Graduate Level
Research Methods
Graduate Level
Changing Org's
Graduate Level Project Management
Graduate Level Public Admin. Capstone
Graduate Level Groups