

Curriculum Vitae

Name: Barbara Ammons

Work Address: Southeast Campus, 6815 Rustic St, Houston, TX 77087

Office Telephone Number: 713-718-7000

College Email Address: barbara.ammons@hccs.edu

Education:

- Office Education Certification, University of Houston, Houston, TX
- Master of Science, Business Education/Guidance Counseling, Prairie View A&M University, Prairie View, TX
- Bachelor of Science, Business Education/Business Administration, Prairie View A&M University, Prairie View, TX

Teaching Experience

- Adjunct Professor, 2005 – Present
Houston Community College
Courses: Computer Applications I, Computer Applications II, Beginning Keyboarding
- Teacher, 1984 - 2015
Houston Independent School District
Courses: Business Information Management I, Business Information Management II, Keyboarding, Principles of Business Marketing and Finance, Digital Information Management, Introduction to Business
- Graduate Assistant
Prairie View A&M University, College of Business
Courses: Keyboarding, Office Technology

Professional, Technical, and Work-related Experience and Skills

- Doc Services, Office Manager, Houston, TX
- TIRR Memorial Hermann Rehabilitation and Research, Dr. Office Secretary, Houston, TX
- Prairie View A&M University, Career & Technology Education, Office Manager, Prairie View, TX
- Kelly Services, Inc., Houston, TX
- M. David Lowe Personnel Services, Houston, TX

Professional Achievements and Publications

- Alpha Kappa Alpha Sorority, Inc.
- National Teacher Association, Texas State Teachers Association, Houston Federation of Teachers, Texas Retired Teachers Association
- Microsoft Office Master Certification (Word, Excel, Access, PowerPoint)