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Professional Profile:

Educator with Houston Community College, for many years. Work in the Business Technology Department program at Northwest College. Have taught (many computer classes, etc.) at several HCC college locations: Central College, Southeast, and Southwest.

Education:

Ed.D. work (36 hours):

University of Houston, (area of study: Educational Leadership)

M.S. Business Education (1976):

Business Education

University of Houston, Houston, Texas

Bachelor of Science (1972):

Business Education

Texas Southern University, Houston, Texas

Mary Allen Jr. College, Crockett, Texas 1967-1968

Honors, Awards, and Memberships:

- National Business Education Association (NBEA); Delta Pi Epsilon (DPE), National Business Education Honor Fraternity (NBEA); Texas Community College Teachers Association (TCCTA); Houston Community College (HCC) Faculty Association (FAC)
- Wrote an article for the TCCTA
- Chair of the TCCTA Annual Convention for the Business Technology, held in Dallas, Texas
- Nominated for the National Institute for Staff and Organizational Development (NISOD) award
- Graduate of the National Community College Chair Academy (NCCCA) Leadership Institute Training (a two-year training academy)
- Taught several continuing education “workshops” at HCC for many years
- Web CT, Blackboard, and Moodle-Joule (Eagle On Line (EOL), CANVAS at Houston Community College--Certified (On-Line Instructor)
- Completed multiple course certifications in computer technology, MOS (Word and Excel) and IC3 Certified, and continuously take up-dated seminars, workshops, and courses.

Computer Skills:

Teach Word, Excel, Access, and Power Point—Beginning, Intermediate and Advanced levels. Proficient with Outlook, Publisher, and other Data Base Softwares, as well as use My IT LABS, SAM Cengage on-line, and Mindtap on-line.

Subjects Taught:

Office Management, Computer Applications (Beginning & Advanced), Spreadsheets, Desktop Publishing, Legal Terminology, Medical Terminology, Legal Transcription, Medical Transcription, Records Management (Beginning and Advanced), Business Math and Calculating Machines, Keyboarding I, II, Shorthand/Notetaking (proficient with Gregg Shorthand), Introduction to Office Technology, and Administrative Systems. Some in-person and some on-line distance education.

Employment

Houston Community College (Present), 1978 to Present; Exxon Research Center 1972 to 1978; Credit Bureau of Greater Houston (part-time records management); Alfred Shaheen Dress Shop, part-time bookkeeping, Los Angeles, California; and many other part-time positions.