**Ms. Joyce Horton-West**

Education

* Canvas Certification - Certified 2016
* MOS (Microsoft Office Certified) Certification 2014
* Eagle Online – Certified 2013
* Certification in Instructional Technology 2016 (Eagle online for Canvas)

Blackboard (Basic, Advanced) Certification 2008

* AAS Houston Community College, Houston, Texas 1999
* MPA Texas Southern University, Houston, Texas 1996
* BBA Texas Southern University, Houston, Texas    1994
* Galveston Community College – Secretarial Science 30 hours – 1967-1968

 Experience

* Adjunct Instructor, 1997 – Present - Houston Community College District
* Courses:  Business Technology Courses
* Dual Credit Courses (Business & Govt)
* Lead 1370
* Govt
* Continuing Education  (Integrated Software)
* Adjunct Professor, 2013-2014 - Long Star Community College
* Dual Credit & Regular Classroom Courses in Computer Technology
* 30+ years in Corporate, Academic, Private & Public Arena (Legal Assistant/Management/Supervisor)
* **Professional, Technical, and Work-related Experience and Skills**
* Harris County Attorney’s Office: Paralegal for (Retired 22+ years), Strong administrative, technical, and computer skills
* Excellent organizational, communication and interpersonal skills. Proficient in multiple level integrated software & spreadsheets programs: Office Management, Computer Applications (Beginning, Intermediate & Advanced), Desktop Publishing, Legal Terminology & Research, Medical Terminology, Medical Transcription, Keyboarding I, II, Shorthand/Notetaking (proficient with Gregg Shorthand), Introduction to Office Technology
* Workforce Leadership and Critical Thinking Skills for Student Success

Publications

N/A