

# **Faculty Roster Form** **Qualifications of Full-Time and Part-Time Faculty**

**Name of Institution:** HCC South West Campus

**Name of Primary Department, Academic Program, or Discipline:** Business Technology

**Academic Term(s) Included:** Fall and Spring

**Date Form Completed:** 2-14-11

1	2	3	4
NAME (F, P)	COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G)	ACADEMIC DEGREES& COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
(P)	POFI 1301 (COMPUTER APPLICATIONS I) FALL- 3 HRS  POFI 1341 (COMPUTER APPLICATIONS II) SPRING- 3 HRS  (UT)	BACHELORS DEGREES IN BUSINESS ADMINISTRATION AND MANAGEMENT (HOUSTON BAPTIST UNIVERSITY)	PREVIOUS LICENSED SERIES 7 BROKER TECH ASSISTANT ASSISTANT TO OFFICE BRANCH MANAGER PRODUCED POWERPOINT, EXCEL, AND WORD DOCUMENTS FOR PARTNERS, TRADERS, AND MANAGEMENT

**F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate**

*Form Updated: January 2011*

*An electronic version of this form and its instructions for completion are located under the Institutional Resources link on the SACS-COC website:*  
<http://www.sacscoc.org>.