

Curriculum Vitae

Emma Singleton
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Education

24 hours above Masters, Education – North Texas University
24 hours above Masters, Reading & Education – Texas A & M University – Commerce

Texas Southern University, Houston, TX
Masters in Business Education

Texas Southern University, Houston, TX
B. S. in Business Education

Coahoma Junior College, Clarksdale, MS.
Associates of Arts

Teaching Experience

Mountain View College, Dallas, TX 1975 – Present
Instructor – typing, shorthand, office procedures, business communications,
Microsoft Office Suite, offices machines, records management,
developmental reading

Kentucky State University, Frankfort, KY 1970 - 1973
Instructor – typing, shorthand, Business English, secretarial procedures
records management

George Washing Carver High School, Houston, TX 1973 - 1974
Instructor – typing