Agenda for Board of Trustees Meeting
July 14, 1983

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

PROPOSED COURSES FOR FALL 1982
CONTINUING EDUCATION DIVISION

COURSE TITLE

WORLD, NATIONAL & LOCAL AFFAIRS

The One Minute Manager (with Marjorie Blanchard)
Mastering Change in Love and Work (Dr. Ellen Siegelman)
Dinner Seminar
Critical Cross Currents
Current Events: U.S. & World Affairs

Improving World Relations
The Hungry Club Forum

HUMANITIES & PHILOSOPHY

Biblical Archeology: Communications from the Dead
Ethics in Eastern & Western Thought
Chinese & Japanese Religious Thought
The Chip, The Computer & The Human Race
Historic Restoration & The Santa Barbara Presidio Project
The World in Film-History Behind the Headlines:
  Western Civilization

INSTRUCTOR

Dr. Robert Talley
Dr. C. Edward Crowther
David Morris
John Kay
Fred Hofmann
Jeanne Miller
Robert Weber
Dr. Adele Somers
Frank Kelly
Dr. Theodore Fischbacher
Timothy Conn
Joseph Adler
Wayne Norris
Dr. Jarrell Jackman

Dr. Ed. Schiller

Item 4.2
7-14-83
ENCLOSURE 2
Agenda for Board of Trustees

July 14, 1983
2-2-2-2

UNDERSTANDING THE SCIENCES

Observing the Fall Sky
Tidepool Ecology
Practical Marine Navigation
Marine Celestial Navigation
Edible & Medicinal Plants
Wildflowers of Santa Barbara
Advanced Wildflowers of Santa Barbara
Nature Walks
Birds of the Santa Barbara Region (Beg. & Adv.)
Coastal Cruising Techniques: Channel Islands
Introduction to Minerals & Rocks
Solar Energy & Other Energy Alternatives

MUSIC

Enjoyment of Music
Chamber Music
Evening Orchestra
Jazz Combo Workshop
Santa Barbara Community Jazz Ensemble

VOCAL INSTRUCTION

Center Choralaires
Read Music: Sight Singing
Choral Singing for Women

Fred Marschak
Lana Rose
Brooke Sawyer, Jr.
Margaret Lane
Margaret Lane
Margaret Lane
Celia Foss
Paul Lehman
Mike Pyzel
Dr. Robt. Gray
Cydney Miller

Charles Gallagher
Glory Fisher
Robert Ballenger
Ben Mozee
Ben Mozee

Amy Yudkin
Elizabeth Layton
Linda Silbert
Agenda for Board of Trustees

July 14, 1983
3-3-3-3

Opera Workshop
Choral Singing
Learn to Sing
Advanced Singers Workshop
Folk Guitar for Beginners
Folk Guitar II
Recorder Playing
Chords at Your Fingertips
Beginning Piano
Intermediate Piano

BASIC EDUCATION
Preparation for Citizenship Examination
Basic Reading, Selling, Writing
Spelling Refresher Workshop
English as a Second Language (Beg., Int. & Adv.)

Basic English for Job Preparation (Beg., Int. & Adv.)
(As part of English as a Second Language)

Emergency Adult Education Program for Refugees
G.E.D. Testing

EVENING HIGH SCHOOL
English Skills

Elizabeth Layton
Charles Gallagher
Elizabeth Layton
Elizabeth Layton
Peggy Nageotte
Peggy Nageotte
Frances Dwight
Eulalia Stade
Charles Gallagher
Janice Schmutzer-Trilck

Joseph Blake
Zelda Fields
Zelda Fields
Anita MacInnis,
Keyko Hall,
Diane Riffle,
Rudy Perez

Vincent Farr,
Eleanor Wood, Ann Goodman,
Gladys Leal, Trudy Fernandez,
Kathy Molloy, Joan Clare,
Linda LaPuma, Kim McNeill

Lydia Swanson
Agenda for Board of Trustees

July 14, 1983
4-4-4-4

Elementary Mathematics & Pre-Algebra

Physical Science: The Mysterious World

Preparation for G.E.D. Tests, Math

Preparation for G.E.D. Tests, English

U.S. Government & History

Preparation for G.E.D. Tests, All Subjects for Spanish speaking students

Programmed Learning

Reading Improvement

ENGLISH, LITERATURE AND WRITING

Written vs. Spoken Languages: The World of Words

D.H. Lawrence: Fiction & Film

Homer to Kazantzakis: Our Olympic Heritage

Bertolt Brecht: 20th Century Dramatist

Literature of the Old Testament

Elementary Greek of the New Testament

Award-Winning Books

The World of Elbert Hubbard

Literature of the New Testament

Russian, American & South American Short Stories

20th Century Poetry

Garfield Zurbuchen

Jon Crawford

Marshall von Bieberstein

Mel Abundis

George Wollshlaeger

Elvira Tafoya

Delores Weisbrod

Nelson Sizer

Dr. Edith Johnson

Joan Fallert

Roger Dawson

Dr. Margaret Splittgerber

Dr. Theo. Fischbacher

Mark Smith

Joan Fallert

Pat Kasper

Dr. Theo. Fischbacher

Mark Ferrer

Mark Ferrer
Agenda for Board of Trustees

July 14, 1983
5-5-5-5

READING

Reading for Pleasure
Speed Reading

WRITING

How to Become a Successful Freelance Writer
Rerecollecting and Writing
Breaking In: The Craft of TV Scriptwriting
Creative Writing
How to Sell Now, Write Later: A Guide to Non-Fiction Writing
Write On: Overcoming the Blocks
Family History Research & Writing
How to Write & Sell Magazine Articles
This Is Your Life: Seniors' Writing Workshop
Poetry Workshop

FOREIGN LANGUAGES

Introduction to Basic Chinese Language & Culture
French for the Traveler
Modern Japanese Language & Culture
French I
French II
French 8

Robert Turner
Jerry Headley
Jordan Young
Bill Downey
Burt Prelutsky
Wm. Richardson
Banet Zlachevsky
Bill Downey
Robert Crittendon
Cork Millner
Lucy Arrington
Anne McCloughery
Victoria Chuan
Mary Coller
Takako Wakita
Jana Brill
Joy Christian
Ismene Michou
Agenda for Board of Trustees Meeting

July 14, 1983
6-6-6-6

Beg.-Int. French
Intermediate Conversational French
Int. French
Int.-Adv. French
Advanced French
Beginning Italian

Int./Adv. Italian
Elementary Latin
Elementary Greek of the New Testament
Beginning Hebrew Conversation
Beginning German
Beginning Norwegian
Beginning Portuguese
Beginning/Int. Swedish
Beginning Spanish (First Term)

Spanish Second Term

Spanish Third Term

Intermediate Spanish

Advanced Spanish

Ismene Michou
Mary Collier
Kirsten Shirokow
Ismene Michou
Ismene Michou
Pearl Mathews/
Amadio Tarquinio
Pearl Mathews
Dr. Jon Billiegmeier
Mark Smith
Orna Lenchner
Ulrike Jindra
Alfred Johnson
Dr. Frederick Williams
Kirsten Shirokow
David Corbett
Eleanor Wood
Amy Wilson
David Corbett
Eleanor Precoda
Doyle Lamb
Eleanor Wood
Glad s Leal
Amy Wilson
Elvira Tafoya
Agenda for Board of Trustees

July 14, 1983
7-7-7-7

Spanish for Conversation, Vocabulary and Grammar Review

Separate Tables

Doyle Lamb
Robert Eischen

HOME & FAMILY

Soups, Salads & Souffles

Holiday Gifts from the Kitchen

Cooking for Healthy Living

An Asian Adventure: From Soup to Nuts

Beyond Onion Soup Dip: An Hors d'Oeuvres Workshop

Cooking on the Trail: Backpacking Food

Cooking for Company

Vegetarian Cookery

Around the World Microwave Cooking

Microwave Cooking

Chinese & Polynesian Cooking

Japanese Cooking

International Cookery

That's Italian: Antipasto, Pasta & Pizza

Wine Tasting & Tour of Santa Ynez Valley

Between the Grape & Cork: An Intro. to Wine Appreciation

Vinita Janco
Vinita Janco
Gerri Cardillo
Judy Cobb & Patti Burke
Paule McPherson
Kai Ostbye
Paule McPherson
Kai Ostbye
Vinita Janco
Kathleen Abney
Mook Kui Chung
Takako Wakita
Kai Ostbye
Debra Vitali
Cork Millner
Dr. David Bigelow
Agenda for Board of Trustees

July 14, 1983
8-8-8-8

GARDENING

Organic Gardening: Digging the Good Earth
Growing Orchids (Beg. & Int.)
Home Garden Clinic
Living Art of Bonsai

HEALTH EDUCATION

Creative Health Symposium: A Holistic Approach to Health
Prime Time: Preparing for the Pleasures of Aging
Family Health
Community Health Forum
Touch for Health
Introduction to Acupressure
Acupressure: Self-Help & Rejuvenation
Diet & Exercise: A Seminar About Weight Control
Self-Defense for Men & Women

HOUSE FURNISHINGS

Antiques of Our American Heritage (Beg. & Int.)
Interior Decorating
Do It Yourself: A Home Repair Workshop
Draperies & Home Accessories

Rob Roy/ Marjorie Popper
Candace Detlefsen
Bruce Van Dyke
Ben Suzuki
Peter Tilton
Ray Schneider
Henry Holderman
Barbara Mathews, M.D.
Drs. Arthur & Shirley Miller
Dr. Isabelle Navar
Vicki Mogilner
Malka Sekey & Jane Leonard
David Krieger
Betty Cockrell
Jane Adrian
Gale Jones
Mildred Hannah
Agenda for Board of Trustees

July 14, 1983
9-9-9-9

MISCELLANEOUS

Looking Your Best

PHYSICAL FITNESS

Aerobic Fitness

Body Conditioning

Fitness for Life

Physical Fitness for Men & Women

COMMUNITY SERVICES

Windsurfing

Backpacking

Tai Chi Ch'uan

Beginning Yoga

Ballroom Dancing

Goju-Karate (Beg./Int./Adv.)

UNDERSTANDING OURSELVES

Mind & Supermind

Mindpower: An Introduction to Thinking as a Skill

Learning to Think: Edward de Bono's Thinking Skills

DeMystifying Mental "Illness"

Psychological Approaches to Health

The Single Experience: Focus On Relationships

Cynthia Thomas

Jane Leonard/Louella Parsons

Michelle Humboldt/Will Gilbert

Kathleen O'Connor

Helen Strain

Peggy O'Toole

John Kuizenga

Merv Lane

Merv Lane

Kay Fulton

Daryl Morrison

Dr. C. Edward Crowther

June Christiansen/Pat McClure

June Christiansen/Pat McClure

Suzan Wilson

Dr. Richard Steinberg

Dr. Robert Lindberg
Agenda for Board of Trustees

July 14, 1983
10-10-10-10

The Joys of Multi-Living
Starting Over Single: Letting Go

Starting Over Single: Trusting to Love
The Art of Intimacy
Sharing Without Words: Enriching Relationships
How to Make Sense of the Opposite Sex

Loving Relationships: How to Communicate Creatively
Fear as Lock/Fear as Key
Focusing: The Key to Change
Visualization & Healing

The ABC's of Eating Disorders: Anorexia, Bulimia, Compulsive Eating
Overeating: What Is Your Relationship with Food?
You and Your Aging Parent
Approaching Wholeness: Eastern Psychology/Western Thought

Myth & Music as Messages from the Unconscious

Holistic Psychology
The Treasures Within: Discovering Our Inner Potential
Mind Expansion: Using Both Sides of the Brain
Hypnosis and Self-Hypnosis

Laughing for Living (I & II)

Dr. Marya Weinstock
Elizabeth Alden/
Dr. Terrie Furukawa

"Dr. Keith Witt
Louisa Chambliss
Susan Ferrant/
Doyle Hollister

Kathleen Baggarly/
Ken Mar

David Richo
Dawn George
Edward Crowther

Dorothy Diehl
Craig Penner
Enid Pritikin

John A. Tamiazzo
David Richo
Dr. Ron Hartley

Judith Kopf
Barbara Marshall
Dr. C. Edward Crowther

Annette Goodheart
Agenda for Board of Trustees

July 14, 1983
11-ll-ll-11

The Interpretation of Dreams
Your Inner World of Dreams
Changing Compulsive Behavior (The T.A. Way)
Winning Strategies: Living With Ourselves and Others
Self-Appraisal Through Testing/Counseling
(For Career Changes & New Careers)
The Successful Woman: Creating Image & Impact
The Successful Woman Moves Ahead
Assertiveness Training
Increasing Self-Esteem
Awareness Through Movement
What Do You Say After You Say Hello?
Relating Beyond Ego
Conquering Chronic Pain
Learn to Relax
Breaking the Over-Eating Habit: A Cognitive Approach
Body Weight Mastery
Massage as Therapy
Understanding Addiction
Adult Children of Alcoholics
How to Stop Smoking
Drug Use & Abuse

Dr. Isabelle Navar
Edward Crowther
Floyd Grant
Jilla Wolsey
Mary Alice Floyd
Cheri Jasinski
Cheri Jasinski
Dr. Isabelle Navar
Marilyn Grosball
Lippe Stuart
Dr. Eleazar Ruiz
David Richo
Dennis Dunn
Ladd McDonald
Debra Vitali
Malka Sekey
Vee Riley
Robin Norwood
Julie Bowden/Herb Gravitz
Debra Isaacs
Nancy Filkins
Agenda for Board of Trustees

July 14, 1983
12-12-12-12

Alcoholism in the Family

UNDERSTANDING OUR CHILDREN

Sex Education of Children in the Home

The Family After Divorce: Succeeding at Change

For Parents Who Care: Coping with Everyday Problems

S.T.E.P.--Systematic Training for Effective Parenting

Early Pregnancy Preparation for Natural Childbirth

Effective Parenting

Parenting Skills: Helping Children Flourish

Saturday with Daddy

Baby's Real Headstart: Play & Movement I & II

Creative Movement for Parent & Child

Parent-Infant Play: Guidelines to Enriched Development I & II

Teachable Moments with Toddlers

Adventures in Growth & Creativity for Parents & Toddler

Partners in Exploration Outdoors with Preschoolers

Sharing without Words: Enriching Relationships

Partners in Learning

SEWING

Simplified Sewing

Kay Whitney

Marta Gonzalez

Lois Klein/
Hanne Sonquist

Jay Fortman/
Lori Jo Paulin

Mary Jo Kirkland/
Mary Ann Evans

Dr. Myrene Smith/
Jacqueline Lunianski

Theresa Weissglass

Dr. Evie McClintock

Theresa Weissglass

Laura Sobel

Barbara Thornburgh

Lauren Ehlers Peck

Patricia Chamberlin

Elaine Jacobs

Theresa Weissglass

Louisa Chambliss

Carol-Anne Ross

Beverly Hornick
Agenda for Board of Trustees

July 14, 1983
13-13-13-13

Sewing Workshop
Beginning & Intermediate Sewing
Intermediate Sewing
Sewing for Today's Woman
Personalized Sewing Workshop
Dressmaking
Individualized Sewing
Pants Pattern-Fitting & Adjustment (for Women)
Tailoring Workshop
Ladies' Custom Pattern Making (Beg. & Adv.)
Sewing for Contemporary Living

BUSINESS

REAL ESTATE

Trust Deed, Foreclosures & Bankruptcy
Ethics, Professional Conduct & Legal Aspects of Real Estate
Five Samples of Investment (Investment I)
How to Make a Good Real Estate Investment
Real Estate Licensing Preparation Course for Salespersons & Brokers
Home Inspection for the Home Buyer

TECHNICAL/VOCA TIONAL

Office Skills

Beverly Hornick
Barbara Bentley
Barbara Bentley
Cynthia Thomas
Rosanna Swing
Rose Robertson
Rose Robertson
Cynthia Thomas
Frances Fredenberg
Frances Fredenberg
Frances Fredenberg

Silvio DiLoreto
Neil Steadman
Len Jarrott
Len Jarrott
Dr. Ken Siegel
Richard Box

Dolores Vigna/
Sheran Brumbach
Agenda for Board of Trustees

July 14, 1983
14-14-14-14

AERONAUTICS

Instrument Pilot Ground Training Aero III
Pilot Ground Training Aero I
Weather for Pilots

AUTOMOTIVE METALS

Auto Inspection & Maintenance
Metal Shop

COMMUNICATION

Television Fundamentals & Servicing
How to Buy a Better Stereo System

GENERAL

Anybody's Bicycle Class
Teargas for Citizens' Self-Defense
Garden Maintenance Practice
Residential/Commercial Landscape Maintenance
Backyard Beekeeping

Legal Research
Survey of Architectural History
Fire Arms Qualification

HOME DECORATING

Your Kitchen, Design, Remodel or Just ReOrganize

Marilyn Weixel
Marilyn Weixel
Marilyn Weixel
Frank Cooter
Bill Pate
Art Espinoza
Brent Gloege
David King
Malvin Parr
Cy Ebner
Cy Ebner
Marjorie Pooper & John Evarts
Robert Goodman
Elsa Mayor
Phil Merritt
Donna Moser
Agenda for Board of Trustees

July 14, 1983

Wallcovering
Remodeling Your House or Condo: Myths, Methods, Merits

**ELECTRONICS**

D.C. Theory
Introduction to Electronics
Electronic Assembly

D.C./A.C. Theory
World of Computers
Introduction to Microcomputers

Word Processing
Introduction to Data Base Management
Introduction to Spreadsheets
Beginning Basic on Microcomputers
Int. Basic on Microcomputers
Int. Basic on Microcomputers
How to Buy & Use a Personal Computer

**WOODWORKING/CARPENTRY**

Intro. to Basic Carpentry
Fundamentals of Cabinet Making
Building Homes for People
Bandsaw Specialty Woodwork

Gary James
Hugh Smart

Peter Gledhill
Les Nicholson
Alfred Falcon/
Cora Rirosky

Peter Gledhill
Mark Westerhoff

George Taylor/
Gordon Morrell

George Taylor
Gordon Morrell
Gordon Morrell

Dave William
Dave William
Bob Levi
Bob Levi

Ray Hackbert
Mel Mooberry
Mark Lurie
Michael Graham
Agenda for Board of Trustees

July 14, 1983
16-16-16-16

Wood and Furniture Finishing
Wood & Furniture Construction

HEALTH OCCUPATIONS

Basic Massage
Intro. to Medical Spanish: Communicating with Spanish Speaking Patients
Medical & Clerical Conversational Spanish Level I
Cardiopulmonary Resuscitation
Emergency Medical Technician (Re-Certification)
Multi-Media Standard First Aid
Advanced First Aid
Basic CPR for Instructors
Techniques in I.V. Therapy

HELP FOR HANDICAPPED

Literary Braille
Conversational American Sign Language
American Sign Language Level I
Reverse Signing Workshop
Signing Exact English (Beg. SEE & Int. SEE)
Instruction Program for Special Needs Adults

Alpha Training Center
Devereux Adult Day Program: Art Therapy, Creative Writing,
The Art of Animation, Expressive Awareness, Adaptive Food Services

Robert Miller
Frederick Wiseman
Eileen Whitman Hough
Martha Cervantez
Gladys Leal
Marte Franklin
Renee Busseau
Marte Franklin
Robert Light
Greg White
Hank Goebel
Joan Levy
Millie Brother
Pamela Larsson/
Millie Brother
Pamela Larsson
Ruth Hollander
Maryellen Kelley
Agenda for Board of Trustees

July 14, 1983
17-17-17-17

Program for Cerebral Palsy Adults: Hillside House
Communication Skills, Art Therapy, Nature Study,
A World of Interest, Current Events, Words for Thought,
Imagery & Movement, Culinary Gardening, Journalism

Adaptive Food Services

Classes for confined persons and infirmed elderly:
Music of Our Lives & Times, Adaptive Cooking, Sensory Awareness,
Words for Thought, Journalism, Art Therapy, Body/Mind
Dynamics, A World of Interest, Adaptive Gardening, Creative
Expression, Adaptive Crafts, Current Events
Expressing Ourselves, Imagery Movement, Foodlore & Folklore

Senior Citizens Action Group of C.A.C.:
Body/Mind Dynamics, Culture, Customs & Language

PERFORMING ARTS

Alhecama/Alternative Theatre
New York Theatre Preview
Singing On Stage
Introduction to Theatre for Seniors

COMMUNICATIONS

Ventriloquism Made Easy
Speaking with Confidence

FINE ARTS

Impressionism
Learn to Cook
Santa Barbara Artists

Elizabeth Layton
Lorraine Belmont
Elizabeth Layton
Jan Carter
Sheila Cicchi
Helena Hale
Joy Sperling
Penny Knowles
Penny Knowles
Agenda for Board of Trustees

July 14, 1983
18-18-18-18

ART & CULTURE
Art & Archeology
Hidden Corners of the World
Historic Gardens of Continental Europe
Pathways to Other Lands

PRINTING & DRAWING
Western Art Class
Egg Tempera
Right Brain Drawing
Anyone Can Draw
Realistic Romantic Painting
Oil & Acrylic Painting

FIGURE & PORTRAITURE
Life Drawing
Figure Drawing & Painting

Portrait & Figure

LANDSCAPE DRAWING & PAINTING
Painting Outdoors
Landscape

Joyce Johnson
Jane Watson
Esta Stough
Dee & Hal Purdy

Rilla Underwood
Margaret Braiden
Karina Cavat
Susan Warren
Andre Andreoli
Chuck Benwitt

Karina Cavat
Richard Phipps
Jorgen Hansen
Margaret Singer

James Armstrong
Margaret Singer
Agenda for Board of Trustees

July 14, 1983
19-19-19-19

WATERCOLOR

Watercolor Bold and Free
Portrait Watercolor
Watercolor

UNIQUE FINE ARTS

Japanese Ink Painting
Porcelain Art-China Painting
Silkscreen Print (Beg.)
The Art of Flower Arranging

SCULPTURE

Sculpture in Clay
Sculpture-Bronze Casting
Sculpture-Aluminum Casting
Creative Wood Sculpture

CRAFTS

CERAMICS

Ceramics

Ceramics Int. & Adv.

Susan Warren
Margaret Braiden
Alice Beamish
Margaret Braiden
Carol Denby
Joan Gunther

Nobu Yamamoto
Kari Unn Paye
Wm. Brady
Esta Stough

Mark Smith
Todd Andrews
Richard Herr
Rica Coulter

Armin Muller
Barbara Loehman
Danyel Ben Shea
John Wagner
Norm Hendry
Norm Hendry
Ed Schertz
Agenda for Board of Trustees

July 14, 1983
20-20-20-20

Ceramics--Porcelain

JEWELRY
Introduction to Jewelry Making
Jewelry--Hand-Wrought
Lost Wax Jewelry

GENERAL CRAFTS
Exploring the Crafts: Christmas Crafts
Creative Crafts
Picture Framing
Bookbinding

CALLIGRAPHY
Calligraphy (Beg. & Int.)

STAINED GLASS
Foil Method Stained Glass
Leaded Method Stained Glass

PHOTOGRAPHY
Fundamental Photography
Introduction to Photography
Portrait Photography

Barbara Loebman
Janice Lorber
Dave Grunt
Charles Topping
Margaret Easling
Floy Myers

Mary Atkins
Lynda Callos
Candice Stuart
Charles Thompson

Eliesa Peters
Mary Alice Schlueter

Charles Abraham
Brian McNally
John Pedersen

Everett Weinreb
Clint Wheeler
Richard Wyckoff
Everett Weinreb
Agenda for Board of Trustees

July 14, 1983
21-21-21-21

Color Slides with Class Field Work
Outdoor Close-Up Photography

FIBER ART

Fabric Crafts
Creative Stitchery: Art & the Needle
Japanese Bunka Embroidery
Needlepoint
Knitting: A Stocking for the Holiday Mantel
Knitting: Bobbles & Cables
Knitting: Charting & Finishing
Machine Knitting
Patchwork & Quilting

WEAVING

Weaving for Yourself & Your Home Beg. Int.

CAREER

Travel as a Career
A Traveler's Geography Workshop
Investing in the Stock Market for Women Part I
Stock Market Update Seminar

Don Calamar
Don Calamar
Bonnie Jenuine
Betty Meisenbach
Marlene Sebits
Lynda Callos
Virginia Norris
Virginia Norris
Dorothy Huckle
Dorothy Huckle
Mary Blaylock
Liz Hensgen
Doris Floyd

Lynn Lopez
Lynn Lopez, Lolita
Christian

Terri Ouewhand
Terri Ouewhand
Wm. Riordan
Wm. Riordan
Agenda for Board of Trustees

July 14, 1983
22-22-22-22

Stockmarket Investment Strategies
Survey of Investment Alternatives
Family Estate Planning
How to Avoid Probate & Save Lots of Money
Fundamentals of Income Tax Preparation

MANAGEMENT
Successful Supervision
Time & Stress Management

BUSINESS: NON-PROFIT
Non-Profit Corporations in the Computer Age

SMALL BUSINESS
How to Buy a Business without Being Had
The Successful Way to Start Your Full-Time or Part-Time Business
How to Start & Improve Your Own Business
How to Be Your Own Accountant

ACCOUNTING & OFFICE SKILLS
Bookkeeping & Accounting I
Bookkeeping & Accounting II
Beginning & Intermediate Shorthand (Gregg)
Beginning Typing
Brush-Up Typing

Richard Kieding
John Fox
Alice Merenbach
Philip Longo
Steve Ridgeway
Stephen Allyn
Dennis Naiman
Joanne Miller
Lloyd Gibbs
John Fox, Lloyd Gibbs
John Fox
Lloyd Gibbs

Harry Tuohey
Paul Serka
Maurice Edic
Maurice Edic, Paul Serka
Dolores Vigna