

CAROL ANN JENSEN
Curriculum Vitae

Email: CAJensen@pacbell.net

ACADEMIC EXPERIENCE:

DIABLO VALLEY COLLEGE, Pleasant Hill, CA, Adjunct Faculty, August 2016 to Present

- BUSAC 186 Financial Accounting, Spring 2017
- BUSAC 181 Applied Accounting, Fall 2016
- BUS 109 Introduction to Business, Fall 2016, Summer 2017, Fall 2019
- BUS 294 Business Law, Spring 2019 and Fall 2019
- BUMGT 120 Introduction to Management Studies, Spring 2019

LOS MEDANOS COLLEGE, Pittsburg, CA, Adjunct Faculty, January 2019 to Present

- Adult Education, History of East Contra Costa County, Academic year 2022-2023
- Community Education, City of Oakley, Entrepreneurship Workshops, Academic Years 2021-2022 and 2022-2023
- BUS 294 Business Law, Spring 2019, Spring 2020, Spring 2021 (classroom, online & hybrid)
- BUS 093 Dealing with Difficult People, Spring 2020
- BUS 170 Occupational Work Experience Education In Business, Spring 2020
- COOP 160 General Work Experience Education, Spring 2020, Spring 2021, Summer 2021
- COOP 170 Occupational Work Experience Education, Summer 2021, Fall 2021, Spring 2022.

COPENHAGEN BUSINESS ACADEMY, Copenhagen, Denmark, Fulbright Scholar 2015-2016, August to November 2015; invited Guest Lecturer, September 2018; and Fulbright Real Estate Specialist, September to November 2021

- Guest Lecturer, Organizational Communication (international), Guest Lecturer
- Organizational Behavior (International), Guest Lecturer
- Marketing (International), Guest Lecturer
- Entrepreneurial Business Incubator (International), Advisor
- Entrepreneurial Competition (Sponsored by the U.S. Ambassador and the Danish Bankers' Association), Judge

OLIVET UNIVERSITY, San Francisco, CA, Faculty, January 2010 to Present

- FI 520 Finance II, Winter 2015 (MBA Program)
- FI 100 Finance I, Fall 2014 (MBA Program)
- EC106 Microeconomic Analysis, Fall 2014 (MBA Program)
- EC 600 Macroeconomics in the Global Economy, Spring 2014 (MBA Program)
- GE130 Speech and Communications, Spring 2010
- GE150 Research and Writing, Spring 2010
- GE140 Information Literacy, Fall 2010
- Mktg600 Marketing Management, Spring 2017

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CHAPMAN UNIVERSITY campus of BRANDMAN UNIVERSITY, Monterey, CA. Human Resources Department, Adjunct Faculty – January 2005 to 2012

- HRCU630 Conflict Resolution (Graduate)
- HRCU615 Organizational Development (Graduate)
- HRCU613 Organizational Behavior (Graduate)
- HRCU647 Compensation (Graduate)
- HRCU653 Benefits (Graduate)
- HRCU633 Recruitment and Selection (Graduate)

CITY COLLEGE OF SAN FRANCISCO, San Francisco, CA. Business Department, Adjunct Faculty - August 2001 to Present.

- SMBS 135 Ownership/Operation of a Small Business
- SMBU9467 Getting Started in Small Business
- RE193 Real Estate Computer Applications
- RE181 Real Estate Principles
- RE185 Legal Aspects of Real Estate
- RE186 Principles of Real Estate Finance
- RE187 Real Estate Tax and Investment Analysis
- RE189 Real Estate Economics (classroom and online)
- RE191 Principles of Real Estate Appraisal
- RE183 Real Estate Property Management (classroom and online)

-Director, California Community College Real Estate Education Center, Grant from the California Community College Chancellor's Office, January 2010 to May 2016

-Member, Real Estate Program Advisory Committee

-Academic Senate CalWORKS Advisory Committee member (2009-2010)

-Member, Academic Senate, California Community College, Business Administration Faculty Discipline Review Group, Transfer Model Curriculum Development, Real Estate Course Identification Numbering System (C-ID) committee

UNIVERSITY OF PHOENIX, San Jose, San Francisco, Pleasanton, Walnut Creek, & Oakland, CA, and Reno, NV. Professional Business and Management Program, Instructor. Northern California Graduate Information Technology Area Chair. Center for Distance Learning and Flexnet Instructor - October 1992 to June 2008.

- CIS 419 Computers and Information Processing (Undergraduate)
- CIS 564.3 Information Management in Business (Graduate MBA)
- FIN 424 Finance and Accounting for Managers I (Undergraduate)
- FIN 425 Finance and Accounting for Managers II (Undergraduate)
- FIN 475 Managerial Finance I (Undergraduate)
- FIN 476 Managerial Finance II (Undergraduate)
- ACC420 Government Accounting (Undergraduate)
- MGT 546 Budgeting (Graduate)
- MGT 548 Advanced Budgeting (Graduate)
- CIS 319 Computers and Information Processing (Undergraduate)
- MGT 437 Project Management (Undergraduate)
- CMGT 423 Project Planning and Implementation (Graduate)
- COMM205 Business Communications (Undergraduate)
- ECON 524.4 Applied Microeconomics (Graduate)

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- ECO 470 Economics for Business (Undergraduate)
- ECON 438 Macroeconomics (Undergraduate)
- MGT 545 Technology and Organizations (Graduate)
- GEN 323 Professional Ethics and Social Responsibility (Undergraduate)
- GEN 300 Skills for Professional Development
- GEN 480 Interdisciplinary Capstone Course
- COMM105 Introduction to Effective Written Communication

CALIFORNIA STATE UNIVERSITY, MONTEREY BAY, Seaside, CA, Institute for Management and International Entrepreneurship, Adjunct Faculty Member - Fall 1998

- MIE 202 Microeconomics (undergraduate), distance learning web/instructional television based

NATIONAL UNIVERSITY, San Jose, & Oakland, CA, Information Systems and Business Departments, Adjunct Faculty Member - July 1990 to August 1992

- IS 240 Microcomputers and Application Software (Undergraduate)
- IS 616 Advanced Spreadsheets (Graduate MBA),
- IS 610A Decision Support Systems Using Microcomputers (Graduate MBA)
- FIN 308A Business Finance I (Undergraduate)
- FIN 309 Business Finance II (Undergraduate)
- FIN 508 Business Financial Management (Graduate MBA)
- ACC 514 Government and Nonprofit Accounting (Graduate MBA)

CABRILLO COLLEGE, Aptos, CA, Business and Computer Science Division, Part time Unit Pay Faculty Member - Fall Semester 1990 to 2010

- Cooperative Work Experience Program – Faculty Advisor Business and Real Estate
- ACCT 150 Computerized Accounting (DAC EASY software) lecture & lab
- ACCT 154 Individual Income Tax
- BUS 20 Introduction to Business
- BUS 163 Small Business Management
- RE 150 Real Estate Principles (in classroom and online)
- RE 151 Real Estate Economics
- RE 157 Property Management
- RE 191 Real Estate Computer Applications (online)
- SMBUS 120TRM Mandatory Disclosures (Real Estate Continuing Professional Education)
- SMBUS 120TRM Ethics and Agency (Real Estate Continuing Professional Education)
- SMBUS 120CC Computerized Bookkeeping for Small Business
- SMBUS 130SB Small Business Record Keeping
- SMBUS 120SCA Simplified Computer Accounting for Small Business
- SMBUS 130CB Computerized Bookkeeping for Small Business (QuickBooks software) lecture & lab
- SMBUS 126C Overcoming Objections and Closing the Sale
- SBUS 150 QuickBooks for Small Business
- SBUS151 Small Business Record Keeping

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Real Estate Advisory Council Member
Real Estate Course Curriculum Development
Office Systems Technology Department, Adjunct Faculty Instructors Pool.
Accounting, Adjunct Faculty Instructors Pool

CABRILLO COLLEGE COMMUNITY EDUCATION, Aptos, CA, September 2000 to 2019

- Beginning QuickBooks
- QuickBooks Pro for Small Business
- QuickBooks Pro Advanced Topics for Small Business
- QuickBooks Online for Small Business
- Small Business Record Keeping
- Quicken Home & Business for Small Business
- Tax Planning for Small Business
- Fund Accounting for Nonprofit Organizations
- How to Use Your Smart Phone (iPhone and Android)
- How to Use Your Tablet (iPad & Android)
- The Basics of Selling on eBay

CENTRAL COAST SMALL BUSINESS DEVELOPMENT CENTER (U.S. SMALL BUSINESS ADMINISTRATION), Cabrillo College, Aptos, CA, Client Consult/Advisor March 2014 to present.

- Quicken for Consultants
- Small Business Record Keeping

LIBERTY ADULT EDUCATION, Brentwood, CA, October 2008 to 2015

- How to Start a Home Based Business, Current Offering
- The Basics of Selling on eBay, Current Offering
- Tips for Successful Landlording, Current Offering
- Accounting for Small Business, Current Offering
- How to Use Your Smart Phone, Current Offering
- Quicken for Consultants, Fall 2014
- Picnic in History, Fall 2011
- History of East Contra Costa County, Fall 2008
- Historic Sites of East Contra Costa County, Spring 2009
- History of the Byron Hot Springs, Spring 2009
- Historic Places of East Contra Costa County, Spring 2009
- The Sacramento-San Joaquin Delta: History, Ecology & Contemporary Topics, Fall 2009

MONTEREY ADULT EDUCATION, Monterey, CA. Faculty, April 2007 to 2010

- Real Estate Principles (classroom and distance learning)
- Real Estate Practice (classroom and distance learning)
- Escrow (classroom and distance learning)

Course curriculum development and private school course licensing from the California Bureau of Real Estate.

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NATIONAL CAREER EDUCATION, Citrus Heights, CA, Educational Specialist, April 2022 to present

- Course curriculum development for a new Real Estate Professional Program
- Development of 15 Real Estate Broker level, pre-license course syllabi
- Real Estate textbook selection and college catalog descriptions
- Document preparation for submission to the Commission of Career Schools and Colleges (ACCSC) for Real Estate Professional program accreditation
- Document preparation for private school course licensing submission to the California Department of Real Estate (Principles, Practice, Escrow and Law)

CALIFORNIA STATE UNIVERSITY, SONOMA, Rohnert Park, CA, Business Department, Instructor's Pool – Fall 2000 to 2010

MISSION COLLEGE, San Jose/Evergreen Community College District, Santa Clara, CA, Business and Computer Technology Department, Adjunct Faculty Instructor. Fall Semester 1992

- BUS 21 Introduction to Business Computing lecture & lab
- BUS 82A Business Software lecture & lab

JOHN F. KENNEDY UNIVERSITY, Orinda, CA Museum Studies Department, Lecturer in Museum Studies. Winter Quarter 1991

- MS 5903 Issues in Museum Management I: Planning and Budgeting for Museums.

SAINT MARY'S COLLEGE, Orinda, CA, Lecturer, Professional M.B.A. Program, Finance Instructor's Pool.

SANTA ROSA JUNIOR COLLEGE, Santa Rosa, CA. Office Technologies Instructor's Pool

PRIVATE DESKTOP TRAINING:

JWP Information Systems, Computer Systems Group, San Francisco, CA
U.S. Department of Education, Region IX, contract training

- Introduction to Windows 3.1
- Lotus 123 for Windows
- Advanced Excel 4.0
- WordPerfect 5.1 for Windows
- RS/3270, Crosstalk, PC Anywhere
- DBase IV

San Francisco Computer Services, San Francisco, CA

- Introduction to Windows 3.0 & 3.1
- Introduction to Excel 3.0 & 4.0

Silicon Valley School of Computing, San Mateo, CA

- Introduction to Windows 3.1
- Introduction to WordPerfect 5.1 for DOS
- Introduction to the Macintosh

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Office Star Computer Training Center, Salinas & Watsonville, CA

- Project Management
- MS Project Software

HARDWARE & NETWORKS:

IBM 308X, 303X, 434; AMDAHL V6; CDC 7600; Hewlett Packard 3000; Wang.
IBM PC, Apple/Macintosh, Novell network, Xerox Ethernet network, Apple talk network.

SOFTWARE:

OS/MVS, VS, TSO/SPF, ISPF, CICS, JCL, FORTRAN, COBOL, APL, Basic, McCormack & Dodge G/L, A/P, and Employee Benefits.

DOS, Windows 3.1/95/98/2000/NT/XP, Microsoft Office Professional Suite, Lotus 123, Excel, Quattro, dBASE IV, Access, Symphony, Framework, WORD, WORKS, MultiMate, WordPerfect, MS Word, PFS, Focus, Express, At Once!, Solomon, Platinum, ACCPAC, QuickBooks and Adobe Illustrator, Acrobat and InDesign

EDUCATIONAL SOFTWARE:

Moodle, Canvas, Insite, D2L, Cengage

EDUCATION:

M.B.A. (Honors), June 1976, University of California at Los Angeles, Graduate School of Management

B.A. Art (History), June 1974, University of California at Santa Barbara

B.A. History (cum laude), June 1973, University of California at Santa Barbara

Other: California Real Estate Broker, NASD Series 7 license, FINRA Dispute Resolution Board of Arbitrators, Project Management Institute member, California Life Insurance Agent, QuickBooks Pro Advisor

Additional courses in accounting, auditing and taxation at San Francisco State University and Golden Gate University, San Francisco.

ACADEMIC APPOINTMENTS AND HONORS:

- Fulbright Specialist, U.S. State Department Program 2017-2022, International Real Estate, Copenhagen Business Academy, Copenhagen, Denmark 2021
- Fulbright Scholar, U.S. State Department Program 2015-2016, Small Business & Entrepreneurship, Copenhagen Business Academy, Copenhagen, Denmark 2015.
- Director, California Community College Real Estate Education Center, San Francisco, December 2009 to May 2016

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- California Real Estate Educators' Association (CREEA) recipient of the *Norman A. Woest 2014 Most Outstanding Real Estate Teacher in California* award.

CREDENTIALS:

California Community College Credentials:

- Instructor: Business and Industrial Management, Fine and Applied Arts and Related Technologies
- Chief Administrative Officer
- Supervisor
- Student Personnel Worker
- Financial Aid Officer

California Full Time Adult Education Credential (K-12)

- Academic Subjects: Elementary/Secondary Basic Skills, Fine Arts, and Social Science.
- Vocational Subjects: Bookkeeping/Accounting, Computer Applications, Computer Technology, Office Occupations, Financial Services, Business Management, and Small Business Ownership/Management.

California Licensed Real Estate Broker

California Licensed Insurance Agent – Life & Health

Financial Industry Regulatory Authority (FINRA) Arbitrator and Chairperson (2000 to present)

CERTIFICATES/CREDENTIALS

California Adult Education (K-12) Teaching Credential

California Basic Education Standard Test (CBEST)

Certified Data Processor (CDP)

Certified Information Systems Auditor (CISA)

Certified Information Systems Professional (CISP)

Certified Systems Professional (CSP)

Certified Tax Preparer (CTP/CTEC)

AUTHOR:

McKenzie, Dennis J., Richard M. Betts & Carol A. Jensen *Essentials of Real Estate Economics*
Published by South-Western Educational Publishing, now Cengage Publishing. 2010 ISBN 10:
053873969X.

Chris Sorensen (as ghost written by Carol Jensen) *Financial Sense to White Picket Fence*
Published by the California Community College Chancellor's Office, 2014

Jensen, Carol A., Six local California history books including *Contra Costa County Maritime History*, Images of America Series, Arcadia Publishing, 2006 to 2021

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MEMBERSHIPS:

California Real Estate Educators Association (CREEA®)

California Council for Adult Education

Delta, California and National Association of Realtors®

- AHWD: Certificate, At Home with Diversity (NAR)
- CISP: Certified International Property Specialist - Europe and International Real Estate (NAR)
- CPRES: Certified Probate Real Estate Specialist (MTI Education)

California Historical Association and numerous local historical societies

Contra Costa County Historic Landmark Advisory Committee, Chairperson, as appointed by the Contra Costa County Board of Supervisors.

Sacramento – San Joaquin Delta Heritage Area Management Plan subcommittee