

# BIOGRAPHICAL SKETCH



Patricia W.  
**YOUSTRA**

Associate Professor of  
Business Education



CLEARWATER  
CHRISTIAN COLLEGE

## **COURSES TAUGHT AT CLEARWATER CHRISTIAN COLLEGE**

Administrative Office Management  
Administrative Office Management Internship  
Business Communication  
Keyboarding/Word Processing I & II  
Legal Transcription  
Medical Transcription  
Office Procedures  
Office Technology  
Records Management

## **DEGREES EARNED**

M.A. Michigan State University, 1970, Business Education  
B.S. Bob Jones University, 1959, Business Education

## **TEACHING AND PROFESSIONAL EXPERIENCE**

1987-Present Clearwater Christian College  
1986-1987 White House—Conf Asst in Policy Development  
1983-1986 White House—Conf Asst in Public Liaison  
1983-1984 Maranatha Baptist Bible College (Assoc. Professor)  
1982-1983 Rutledge Business College (Adm Asst to President)  
1981-1983 Rutledge Business College (Assoc. Professor)  
1981-1982 Briggs and Toms Law Firm (Executive Assistant)  
1959-1981 Bob Jones University (Instructor—HS and Univ.)

## **PERSONAL**

Birthplace Detroit, Michigan  
Spouse George  
Children George T., Laurie, Connie  
Interests conference speaker, reading, cross-stitching, decorating,  
gardening, journal writing