

OPEN ENTRY/OPEN EXIT COURSE SCHEDULE

OE/OE Course Schedule

Open Entry/Open Exit computer courses are traditional courses taught in a non-traditional setting. Although there are no structured lectures, a faculty member is always available when the NTC 207 Learning Center is open. Students are required to sign a contract after being oriented by faculty in NTC 207. Students should bring required texts and supplies available in bookstores when first reporting to NTC 207. Individual orientation and handouts are handled one-on-one the first day of class. Attendance during the first week of class is required; assignments begin this first week. Students are expected to attend regularly a specific number of hours each week in compliance with college attendance policies. Tests are monitored by faculty and are done in NTC 207. The Center's hours are: 8 a.m. - 8:30 p.m. Monday-Thursday, and 8-3:30 p.m. on Fridays. Call 210-486-0531 for further information

REGISTRATION

Students can register for Open Entry/Open Exit courses during the Spring registration (shown on page 12) or from 9:00 a.m.- 3:00 p.m. in the Admissions and Records Office (FAC 216) on the following dates:

- **Section 525: See Registration Schedule**
- **Section 526: February 5, 2010**
- **Section 527: See Registration Schedule**

REFUNDS

Refunds are based on the number of weeks a class meets. See the San Antonio College Bulletin for specific information.

The first week of classes for each section starts on the first day of class.

The first class day for the following sections is as follows:

- **Section 525: January 11, 2010**
- **Section 526: February 8, 2010**
- **Section 527: March 8, 2010**

Are Open Entry/Open Exit Courses Right for You? Find Out! Take the Test!

- Do you prefer to set a flexible schedule as opposed to attending class the same time every week for a semester?
- Do you manage your time well and like to establish your own assignment deadlines as opposed to having faculty determine deadlines?
- Do you prefer to learn at your own pace as opposed to following a class's pace?
- Do you prefer to learn on your own as opposed to working with a teacher or a group of people?
- Do you have reasonably strong reading skills? Can you read college-level textbooks and understand them?
- Do you have reasonably good problem solving skills?

If you answer yes to most or all of the above questions, you will probably enjoy Open Entry/Open Exit Courses.

CA#	CR	CR#	SEC	TITLE	DAYS	BLDG RM	INSTRUCTOR	DATE
ACCOUNTING TECHNOLOGY (ACNT)								
10060	ACNT	1191	525	SPEC TOPICS-ACCOUNTING	MTWRF	NTC 214	MALLAN C	01/11/2010-05/09/2010
14455	ACNT	2373	525	MICCOM ACT APP II	MTWR	NTC 214	MALLAN C	01/11/2010-05/09/2010
ADMINISTRATIVE COMPUTER TECHNOLOGY (ITSC, ITSW, MRMT, POFI, POFL, POFT)								
11898	ITSC	1309	525	MS OFFICE 2007	MTWRF	NTC 214	TAS M	01/11/2010-05/09/2010
11902	ITSC	2321	525	ADV MS OFFICE 2007	MTWRF	NTC 214	MUSCHALEK K	01/11/2010-05/09/2010
11943	ITSW	1301	525	INTRO TO WP 10	MTWRF	NTC 214	REED M	01/11/2010-05/09/2010
11948	ITSW	1313	525	INTRO DATA ENTRY	MTWRF	NTC 214	MALLAN C	01/11/2010-05/09/2010
13926	MRMT	1407	525	MED TRANSCRIPT I	MTWRF	NTC 214	REED M	01/11/2010-05/09/2010
13929	MRMT	2433	525	MEDICAL TRANSCRIPT II	MTWRF	NTC 214	MALLAN C	01/11/2010-05/09/2010
12909	POFI	1171	525	FILE/PC MGT-WIND	MTWRF	NTC 214	HOLCOMBE K	01/11/2010-03/04/2010
13930	POFI	1179	525	DISCOVERING COMPUTERS	MTWRF	NTC 214	HOLCOMBE K	01/11/2010-03/04/2010
13932	POFI	1271	525	DREAMWEAVER	MTWRF	NTC 214	REED M	01/11/2010-03/04/2010
13935	POFI	1276	525	ADOBE ACROBAT	MTWRF	NTC 214	MUSCHALEK K	01/11/2010-03/04/2010
12920	POFI	1301	525	COMPUTER APPL I	MTWRF	NTC 214	MUSCHALEK K	01/11/2010-05/09/2010
13937	POFI	1373	525	GRAPHICS FOR THE OFFICE	MTWRF	NTC 214	HAAN E	01/11/2010-05/09/2010
13942	POFI	1374	525	COMPREHENSIVE DATABASE APPL	MTWRF	NTC 214	MUSCHALEK K	01/11/2010-05/09/2010
13944	POFI	1375	525	WORD PROCESS&PRESEN SOFTWARE	MTWRF	NTC 214	HAAN E	01/11/2010-05/09/2010
13946	POFI	1376	525	SPREADSHEETS&DATABASE APPL	MTWRF	NTC 214	MUSCHALEK K	01/11/2010-05/09/2010
12930	POFI	2301	525	MS WORD 2007	MTWRF	NTC 214	MUSCHALEK K	01/11/2010-05/09/2010
14721	POFI	2331	525	PAGEMAKER/DESKTOP PUB	MTWRF	NTC 214	MUSCHALEK K	01/11/2010-05/09/2010
13947	POFI	2340	525	ADV WORD PROCESSING	MTWRF	NTC 214	MUSCHALEK K	01/11/2010-05/09/2010
12934	POFL	2301	525	LEGAL DOCUMENT PROCESSING	MTWRF	NTC 214	HAAN E	01/11/2010-05/09/2010
13949	POFT	1127	525	INTRO TO KEYBOARDING	MTWRF	NTC 214	MALLAN C	01/11/2010-03/04/2010
13951	POFT	1174	525	TEN-KEY SKILLBLDG	MTWRF	NTC 214	MALLAN C	01/11/2010-03/04/2010
13954	POFT	1175	525	KEYBOARDING SKILLBLDG I	MTWRF	NTC 214	HAAN E	01/11/2010-03/04/2010
13955	POFT	1176	525	KEYBOARDING SKILLBLDG II	MTWRF	NTC 214	HAAN E	01/11/2010-03/04/2010
13958	POFT	1177	525	PROOFREADING AT THE COMPUTER	MTWRF	NTC 214	MALLAN C	01/11/2010-03/04/2010
12944	POFT	1272	525	MS WORD 2007	MTWRF	NTC 214	TAS M	01/11/2010-03/04/2010
12948	POFT	1273	525	MS EXCEL 2007	MTWRF	NTC 214	TAS M	01/11/2010-03/04/2010
12953	POFT	1274	525	MS ACCESS 2007	MTWRF	NTC 214	TAS M	01/11/2010-03/04/2010

Textbook specifics will be provided in class syllabi

M = MONDAY T = TUESDAY W = WEDNESDAY R = THURSDAY F = FRIDAY S = SATURDAY U = SUNDAY

CA#	CR	CR#	SEC	TITLE	DAYS	BLDG	RM	INSTRUCTOR	DATE
12958	POFT	1275	525	MS POWERPNT 2007	MTWRF	NTC	214	TAS M	01/11/2010-03/04/2010
12984	POFT	1329	525	BEGINNING KEYBOARDING	MTWRF	NTC	214	REED M	01/11/2010-05/09/2010
12991	POFT	2301	525	INTERMEDIATE KEYBOARDING	MTWRF	NTC	214	HAAN E	01/11/2010-05/09/2010
13908	POFT	2303	525	SPEED&ACCURACY BUILDING	MTWRF	NTC	214	MALLAN C	01/11/2010-05/09/2010
12996	POFT	2333	525	ADVANCED KEYBOARDING	MTWRF	NTC	214	HAAN E	01/11/2010-05/09/2010
13982	ITSC	1309	526	MS OFFICE 2007	MTWRF	NTC	214	TAS M	02/08/2010-05/09/2010
13983	ITSC	2321	526	ADV MS OFFICE 2007	MTWRF	NTC	214	MUSCHALEK K	02/08/2010-05/09/2010
13984	ITSW	1301	526	INTRO WP 10	MTWRF	NTC	214	REED M	02/08/2010-05/09/2010
13985	ITSW	1313	526	INTRO DATA ENTRY	MTWRF	NTC	214	MALLAN C	02/08/2010-05/09/2010
13986	MRMT	1407	526	MED TRANSCRIPT I	MTWRF	NTC	214	REED M	02/08/2010-05/09/2010
13987	MRMT	2433	526	MEDICAL TRANSCRIPT II	MTWRF	NTC	214	MALLAN C	02/08/2010-05/09/2010
13988	POFI	1171	526	FILE/PC MGT-WIND	MTWRF	NTC	214	HOLCOMBE K	02/08/2010-04/08/2010
13989	POFI	1179	526	DISCOVERING COMPUTERS	MTWRF	NTC	214	HOLCOMBE K	02/08/2010-04/08/2010
13990	POFI	1271	526	DREAMWEAVER	MTWRF	NTC	214	REED M	02/08/2010-04/08/2010
13991	POFI	1276	526	ADOBE ACROBAT	MTWRF	NTC	214	MUSCHALEK K	02/08/2010-04/08/2010
13992	POFI	1301	526	COMPUTER APPL I	MTWRF	NTC	214	MUSCHALEK K	02/08/2010-05/09/2010
13993	POFI	1373	526	GRAPHICS FOR THE OFFICE	MTWRF	NTC	214	HAAN E	02/08/2010-05/09/2010
13994	POFI	1374	526	COMPREHENSIVE DATABASE APPL	MTWRF	NTC	214	MUSCHALEK K	02/08/2010-05/09/2010
13995	POFI	1375	526	WORD PROCESS&PRESEN SOFTWARE	MTWRF	NTC	214	HAAN E	02/08/2010-05/09/2010
13996	POFI	1376	526	SPREADSHEETS&DATABASE APPL	MTWRF	NTC	214	MUSCHALEK K	02/08/2010-05/09/2010
13998	POFI	2301	526	MS WORD 2007	MTWRF	NTC	214	MUSCHALEK K	02/08/2010-05/09/2010
14738	POFI	2331	526	PAGEMAKER/DESKTOP PUB	MTWRF	NTC	214	MUSCHALEK K	01/11/2010-05/09/2010
13999	POFI	2340	526	ADV WORD PROCESSING	MTWRF	NTC	214	MUSCHALEK K	02/08/2010-05/09/2010
14000	POFL	2301	526	LEGAL DOCUMENT PROCESSING	MTWRF	NTC	214	HAAN E	02/08/2010-05/09/2010
14001	POFT	1127	526	INTRO TO KEYBOARDING	MTWRF	NTC	214	MALLAN C	02/08/2010-04/08/2010
14002	POFT	1174	526	TEN-KEY SKILLBLDG	MTWRF	NTC	214	MALLAN C	02/08/2010-04/08/2010
14003	POFT	1175	526	KEYBOARDING SKILLBLDG I	MTWRF	NTC	214	HAAN E	02/08/2010-04/08/2010
14004	POFT	1176	526	KEYBOARDING SKILLBLDG II	MTWRF	NTC	214	HAAN E	02/08/2010-04/08/2010
14005	POFT	1177	526	PROOFREADING AT THE COMPUTER	MTWRF	NTC	214	MALLAN C	02/08/2010-04/08/2010
14006	POFT	1272	526	MS WORD 2007	MTWRF	NTC	214	TAS M	02/08/2010-04/08/2010
14007	POFT	1273	526	MS EXCEL 2007	MTWRF	NTC	214	TAS M	02/08/2010-04/08/2010
14008	POFT	1274	526	MS ACCESS 2007	MTWRF	NTC	214	TAS M	02/08/2010-04/08/2010
14009	POFT	1275	526	MS POWERPOINT 2007	MTWRF	NTC	214	TAS M	02/08/2010-04/08/2010
14010	POFT	1329	526	BEGINNING KEYBOARDING	MTWRF	NTC	214	REED M	02/08/2010-05/09/2010
14011	POFT	2301	526	INTERMEDIATE KEYBOARDING	MTWRF	NTC	214	HAAN E	02/08/2010-05/09/2010
14012	POFT	2303	526	SPEED&ACCURACY BUILDING	MTWRF	NTC	214	MALLAN C	02/08/2010-05/09/2010
14013	POFT	2333	526	ADVANCED KEYBOARDING	MTWRF	NTC	214	HAAN E	02/08/2010-05/09/2010
11899	ITSC	1309	527	MS OFFICE 2007	MTWRF	NTC	214	TAS M	03/08/2010-05/09/2010
11903	ITSC	2321	527	ADV MS OFFICE 2007	MTWRF	NTC	214	MUSCHALEK K	03/08/2010-05/09/2010
11944	ITSW	1301	527	INTRO TO WP 10	MTWRF	NTC	214	REED M	03/08/2010-05/09/2010
11949	ITSW	1313	527	INTRO DATA ENTRY	MTWRF	NTC	214	MALLAN C	03/08/2010-05/09/2010
13927	MRMT	1407	527	MED TRANSCRIPT I	MTWRF	NTC	214	REED M	03/08/2010-05/09/2010
13928	MRMT	2433	527	MEDICAL TRANSCRIPT II	MTWRF	NTC	214	MALLAN C	03/08/2010-05/09/2010
12910	POFI	1171	527	FILE/PC MGT-WIND	MTWRF	NTC	214	HOLCOMBE K	03/08/2010-05/09/2010
13931	POFI	1179	527	DISCOVERING COMPUTERS	MTWRF	NTC	214	HOLCOMBE K	03/08/2010-05/09/2010
13933	POFI	1271	527	DREAMWEAVER	MTWRF	NTC	214	REED M	03/08/2010-05/09/2010
13936	POFI	1276	527	ADOBE ACROBAT	MTWRF	NTC	214	MUSCHALEK K	03/08/2010-05/09/2010
12921	POFI	1301	527	COMPUTER APPL I	MTWRF	NTC	214	MUSCHALEK K	03/08/2010-05/09/2010
13940	POFI	1373	527	GRAPHICS FOR THE OFFICE	MTWRF	NTC	214	HAAN E	03/08/2010-05/09/2010
13943	POFI	1374	527	COMPREHENSIVE DATABASE APPL	MTWRF	NTC	214	MUSCHALEK K	03/08/2010-05/09/2010
13945	POFI	1375	527	WORD PROCESS&PRESEN SOFTWARE	MTWRF	NTC	214	HAAN E	03/08/2010-05/09/2010
13997	POFI	1376	527	SPREADSHEETS&DATABASE APPL	MTWRF	NTC	214	MUSCHALEK K	03/08/2010-05/09/2010
12931	POFI	2301	527	MS WORD 2007	MTWRF	NTC	214	MUSCHALEK K	03/08/2010-05/09/2010
14739	POFI	2331	527	PAGEMAKER/DESKTOP PUB	MTWRF	NTC	214	MUSCHALEK K	01/11/2010-05/09/2010
13948	POFI	2340	527	ADV WORD PROCESSING	MTWRF	NTC	214	MUSCHALEK K	03/08/2010-05/09/2010
12935	POFL	2301	527	LEGAL DOCUMENT PROCESSING	MTWRF	NTC	214	HAAN E	03/08/2010-05/09/2010
13950	POFT	1127	527	INTRO TO KEYBOARDING	MTWRF	NTC	214	MALLAN C	03/08/2010-05/09/2010
13952	POFT	1174	527	TEN-KEY SKILLBLDG	MTWRF	NTC	214	MALLAN C	03/08/2010-05/09/2010
13953	POFT	1175	527	KEYBOARDING SKILLBLDG I	MTWRF	NTC	214	HAAN E	03/08/2010-05/09/2010
13956	POFT	1176	527	KEYBOARDING SKILLBLDG II	MTWRF	NTC	214	HAAN E	03/08/2010-05/09/2010
13957	POFT	1177	527	PROOFREADING AT THE COMPUTER	MTWRF	NTC	214	MALLAN C	03/08/2010-05/09/2010
12945	POFT	1272	527	MS WORD 2007	MTWRF	NTC	214	TAS M	03/08/2010-05/09/2010
12949	POFT	1273	527	MS EXCEL 2007	MTWRF	NTC	214	TAS M	03/08/2010-05/09/2010
12954	POFT	1274	527	MS ACCESS 2007	MTWRF	NTC	214	TAS M	03/08/2010-05/09/2010
12959	POFT	1275	527	MS POWERPNT 2007	MTWRF	NTC	214	TAS M	03/08/2010-05/09/2010
12985	POFT	1329	527	BEGINNING KEYBOARDING	MTWRF	NTC	214	REED M	03/08/2010-05/09/2010
12992	POFT	2301	527	INTERMEDIATE KEYBOARDING	MTWRF	NTC	214	HAAN E	03/08/2010-05/09/2010
13925	POFT	2303	527	SPEED&ACCURACY BUILDING	MTWRF	NTC	214	MALLAN C	03/08/2010-05/09/2010
12997	POFT	2333	527	ADVANCED KEYBOARDING	MTWRF	NTC	214	HAAN E	03/08/2010-05/09/2010

COURT REPORTING (CRTR)

10714	CRTR	2213	525	REPORTING TECH II	MTWR	NTC	214	MALLAN C	01/11/2010-05/09/2010
10723	CRTR	2241	525	REPORTNG TECHNOLOGY III	MTWR	NTC	214	MALLAN C	01/11/2010-05/09/2010

PARALEGAL STUDIES (LGLA)

12056	LGLA	1317	525	LAW OFFICE TECHNOLOGY	MTWRF	NTC	214	HAAN E	01/11/2010-05/09/2010
14289	LGLA	1317	526	LAW OFFICE TECHNOLOGY	MTWRF	NTC	214	HAAN E	02/08/2010-05/09/2010
12057	LGLA	1317	527	LAW OFFICE TECHNOLOGY	MTWRF	NTC	214	HAAN E	03/08/2010-05/09/2010

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