

OPEN ENTRY/OPEN EXIT COURSE SCHEDULE

OE/OE Course Schedule

REFUNDS

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 Fall 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 510: See Registration Schedule
- Section 511: September 18
- Section 512: October 15-16

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 510: August 24
- Section 511: September 21
- Section 512: October 19

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	TIME	BLDG	RM	INSTRUCTOR	DATE
ADMINISTRATIVE COMPUTER TECHNOLOGY (ITSC, ITSW, MRMT, POFI, POFT)										
12016	ITSC	1309	510	MS OFFICE 2007		MTWRF TBA	NTC	207	TAS M	08/24/2009-12/13/2009
15404	ITSC	2321	510	ADV MS OFFICE 2007		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
12063	ITSW	1301	510	INTRO TO WP 10		MTWRF TBA	NTC	207	REED M	08/24/2009-12/13/2009
12067	ITSW	1313	510	INTRO DATA ENTRY		MTWRF TBA	NTC	207	MALLAN C	08/24/2009-12/13/2009
15165	MRMT	1407	510	MED TRANSCRIPT I		MTWRF TBA	NTC	207	REED M	08/24/2009-12/13/2009
15169	MRMT	2433	510	MEDICAL TRANSCRIPT II		MTWRF TBA	NTC	207	MALLAN C	08/24/2009-12/13/2009
13120	POFI	1171	510	FILE/PC MGT-WIND		MTWRF TBA	NTC	207	HOLCOMBE K	08/24/2009-10/15/2009
15262	POFI	1179	510	DISCOVERING COMPUTERS		MTWRF TBA	NTC	207	HOLCOMBE K	08/24/2009-10/15/2009
15265	POFI	1271	510	DREAMWEAVER		MTWRF TBA	NTC	207	REED M	08/24/2009-10/15/2009
15268	POFI	1276	510	ADOBE ACROBAT		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
13130	POFI	1301	510	COMPUTER APPL I		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
15271	POFI	1373	510	GRAPHICS FOR THE OFFICE		MTWRF TBA	NTC	207	HAAN E	08/24/2009-10/15/2009
15389	POFI	1374	510	COMPREHNSVE DATABASE AP		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
15392	POFI	1375	510	WORD PROCESS+PRESENTAT		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
15395	POFI	1376	510	SPREADSHTS +DB APPL		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
13140	POFI	2301	510	WORD PROCESSING		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
14406	POFI	2340	510	ADV WORD PROCESSING		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
13147	POFL	2301	510	LEGAL DOCUMENT PROCESS		MTWRF TBA	NTC	207	HAAN E	08/24/2009-10/15/2009
14477	POFT	1127	510	INTRO TO KEYBOARDING		MTWRF TBA	NTC	207	MALLAN C	08/24/2009-10/15/2009
15123	POFT	1174	510	TEN-KEY SKILLBLDG		MTWRF TBA	NTC	207	MALLAN C	08/24/2009-10/15/2009
15126	POFT	1175	510	KEYBOARDING SKILLBLDG I		MTWRF TBA	NTC	207	MALLAN C	08/24/2009-10/15/2009
15129	POFT	1176	510	KEYBOARDING SKILLBLDG II		MTWRF TBA	NTC	207	MALLAN C	08/24/2009-10/15/2009
15132	POFT	1177	510	PROOFRDN AT THE COMPTR		MTWRF TBA	NTC	207	MALLAN C	08/24/2009-10/15/2009
13167	POFT	1272	510	MS WORD 2007		MTWRF TBA	NTC	207	TAS M	08/24/2009-10/15/2009
13172	POFT	1273	510	MS EXCEL 2007		MTWRF TBA	NTC	207	TAS M	08/24/2009-10/15/2009
13177	POFT	1274	510	MS ACCESS 2007		MTWRF TBA	NTC	207	TAS M	08/24/2009-10/15/2009
13183	POFT	1275	510	MS POWERPNT 2007		MTWRF TBA	NTC	207	TAS M	08/24/2009-10/15/2009
13207	POFT	1329	510	BEG KEYBOARDING		MTWRF TBA	NTC	207	REED M	08/24/2009-10/15/2009

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

CA#	CR	CR#	SEC	TITLE	DAYS	TIME	BLDG	RM	INSTRUCTOR	DATE
13221	POFT	2301	510	INTERMEDIATE KEYBOARDING		MTWRF TBA	NTC	207	HAAN E	08/24/2009-10/15/2009
14459	POFT	2303	510	SPEED&ACCURACY BUILDING		MTWRF TBA	NTC	207	MALLAN C	08/24/2009-10/15/2009
13226	POFT	2333	510	ADV KEYBOARDING		MTWRF TBA	NTC	207	HAAN E	08/24/2009-10/15/2009
14397	ITSC	1309	511	MS OFFICE 2007		MTWRF TBA	NTC	207	TAS M	09/21/2009-12/13/2009
15405	ITSC	2321	511	ADV MS OFFICE 2007		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
14402	ITSW	1301	511	INTRO TO WP 10		MTWRF TBA	NTC	207	REED M	09/21/2009-12/13/2009
14405	ITSW	1313	511	INTRO DATA ENTRY		MTWRF TBA	NTC	207	MALLAN C	09/21/2009-12/13/2009
15166	MRMT	1407	511	MED TRANSCRIPT I		MTWRF TBA	NTC	207	REED M	09/21/2009-12/13/2009
15170	MRMT	2433	511	MEDICAL TRANSCRIPT II		MTWRF TBA	NTC	207	MALLAN C	09/21/2009-12/13/2009
14398	POFI	1171	511	FILE/PC MGT-WIND		MTWRF TBA	NTC	207	HOLCOMBE K	09/21/2009-11/13/2009
15263	POFI	1179	511	DISCOVERING COMPUTERS		MTWRF TBA	NTC	207	HOLCOMBE K	09/21/2009-11/13/2009
15266	POFI	1271	511	DREAMWEAVER		MTWRF TBA	NTC	207	REED M	09/21/2009-11/13/2009
15269	POFI	1276	511	ADOBE ACROBAT		MTWRF TBA	NTC	207	MUSCHALEK K	09/21/2009-11/13/2009
14409	POFI	1301	511	COMPUTER APPL I		MTWRF TBA	NTC	207	MUSCHALEK K	09/21/2009-12/13/2009
15272	POFI	1373	511	GRAPHICS FOR THE OFFICE		MTWRF TBA	NTC	207	HAAN E	09/21/2009-12/13/2009
15390	POFI	1374	511	COMPREHNSVE DATABASE AP		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
15393	POFI	1375	511	WORD PROCESS+PRESNTAT		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
15396	POFI	1376	511	SPREADSHTS +DB APPL		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
14410	POFI	2301	511	MS WORD 2007		MTWRF TBA	NTC	207	MUSCHALEK K	09/21/2009-12/13/2009
15324	POFI	2331	511	DESKTOP PUBLISHING Laboratory		TBA TBA			MUSCHALEK K	09/21/2009-12/13/2009
14407	POFI	2340	511	ADV WORD PROCESSING		MTWRF TBA	NTC	207	MUSCHALEK K	09/21/2009-12/13/2009
14411	POFL	2301	511	LEGAL DOCUMNT PROCSSNG		MTWRF TBA	NTC	207	HAAN E	09/21/2009-12/13/2009
14476	POFT	1127	511	INTRO TO KEYBOARDING		MTWRF TBA	NTC	207	MALLAN C	09/21/2009-11/13/2009
15124	POFT	1174	511	TEN-KEY SKILLBLDG		MTWRF TBA	NTC	207	MALLAN C	09/21/2009-11/13/2009
15127	POFT	1175	511	KEYBOARDING SKILLBLDG I		MTWRF TBA	NTC	207	MALLAN C	09/21/2009-11/13/2009
15130	POFT	1176	511	KEYBOARDING SKILLBLDG II		MTWRF TBA	NTC	207	MALLAN C	09/21/2009-11/13/2009
15133	POFT	1177	511	PROOFRDNG AT THE COMPTR		MTWRF TBA	NTC	207	MALLAN C	09/21/2009-11/13/2009
14413	POFT	1272	511	MS WORD 2007		MTWRF TBA	NTC	207	TAS M	09/21/2009-11/13/2009
14414	POFT	1273	511	MS EXCEL 2007		MTWRF TBA	NTC	207	TAS M	09/21/2009-11/13/2009
14415	POFT	1274	511	MS ACCESS 2007		MTWRF TBA	NTC	207	TAS M	09/21/2009-11/13/2009
14416	POFT	1275	511	MS POWERPNT 2007		MTWRF TBA	NTC	207	TAS M	09/21/2009-11/13/2009
14412	POFT	1329	511	BEGINNING KEYBOARDING		MTWRF TBA	NTC	207	REED M	09/21/2009-12/13/2009
15180	POFT	2301	511	INTERMEDIATE KEYBOARDING		MTWRF TBA	NTC	207	HAAN E	09/21/2009-12/13/2009
14457	POFT	2303	511	SPEED&ACCURACY BUILDING		MTWRF TBA	NTC	207	MALLAN C	09/21/2009-11/13/2009
15182	POFT	2333	511	ADVANCED KEYBOARDING		MTWRF TBA	NTC	207	HAAN E	09/21/2009-12/13/2009
12017	ITSC	1309	512	MS OFFICE 2007		MTWRF TBA	NTC	207	TAS M	10/19/2009-12/13/2009
15406	ITSC	2321	512	ADV MS OFFICE 2007		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
12064	ITSW	1301	512	INTRO TO WP 10		MTWRF TBA	NTC	207	REED M	10/19/2009-12/13/2009
12068	ITSW	1313	512	INTRO DATA ENTRY		MTWRF TBA	NTC	207	MALLAN C	10/19/2009-12/13/2009
15167	MRMT	1407	512	MED TRANSCRIPT I		MTWRF TBA	NTC	207	REED M	10/19/2009-12/13/2009
15171	MRMT	2433	512	MEDICAL TRANSCRIPT II		MTWRF TBA	NTC	207	MALLAN C	10/19/2009-12/13/2009
13121	POFI	1171	512	FILE/PC MGT-WIND		MTWRF TBA	NTC	207	HOLCOMBE K	10/19/2009-12/13/2009
15264	POFI	1179	512	DISCOVERING COMPUTERS		MTWRF TBA	NTC	207	HOLCOMBE K	10/19/2009-12/13/2009
15267	POFI	1271	512	DREAMWEAVER		MTWRF TBA	NTC	207	REED M	10/19/2009-12/13/2009
15270	POFI	1276	512	ADOBE ACROBAT		MTWRF TBA	NTC	207	MUSCHALEK K	10/19/2009-12/13/2009
13131	POFI	1301	512	COMPUTER APPL I		MTWRF TBA	NTC	207	MUSCHALEK K	10/19/2009-12/13/2009
15273	POFI	1373	512	GRAPHICS FOR THE OFFICE		MTWRF TBA	NTC	207	HAAN E	10/19/2009-12/13/2009
15391	POFI	1374	512	COMPREHNSVE DATABASE AP		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
15394	POFI	1375	512	WORD PROCESS+PRESNTAT		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
15397	POFI	1376	512	SPREADSHTS +DB APPL		MTWRF TBA	NTC	207	MUSCHALEK K	08/24/2009-10/15/2009
13141	POFI	2301	512	MS WORD 2007		MTWRF TBA	NTC	207	MUSCHALEK K	10/19/2009-12/13/2009
15325	POFI	2331	512	DESKTOP PUBLISHING		MTWRF TBA	NTC	207	MUSCHALEK K	10/19/2009-12/13/2009
14408	POFI	2340	512	ADV WORD PROCESSING		MTWRF TBA	NTC	207	MUSCHALEK K	10/19/2009-12/13/2009
13148	POFL	2301	512	LEGAL DOCUMNT PROCSSNG		MTWRF TBA	NTC	207	HAAN E	10/19/2009-12/13/2009
14475	POFT	1127	512	INTRO TO KEYBOARDING		MTWRF TBA	NTC	207	MALLAN C	10/19/2009-12/13/2009
15125	POFT	1174	512	TEN-KEY SKILLBLDG		MTWRF TBA	NTC	207	MALLAN C	10/19/2009-12/13/2009
15128	POFT	1175	512	KEYBOARDING SKILLBLDG I		MTWRF TBA	NTC	207	MALLAN C	10/19/2009-12/13/2009
15131	POFT	1176	512	KEYBOARDING SKILLBLDG II		MTWRF TBA	NTC	207	MALLAN C	10/19/2009-12/13/2009
15134	POFT	1177	512	PROOFRDNG AT THE COMPTR		MTWRF TBA	NTC	207	MALLAN C	10/19/2009-12/13/2009
13168	POFT	1272	512	MS WORD 2007		MTWRF TBA	NTC	207	TAS M	10/19/2009-12/13/2009
13173	POFT	1273	512	MS EXCEL 2007		MTWRF TBA	NTC	207	TAS M	10/19/2009-12/13/2009
13178	POFT	1274	512	MS ACCESS 2007		MTWRF TBA	NTC	207	TAS M	10/19/2009-12/13/2009
13184	POFT	1275	512	MS POWERPNT 2007		MTWRF TBA	NTC	207	TAS M	10/19/2009-12/13/2009
13208	POFT	1329	512	BEGINNING KEYBOARDING		MTWRF TBA	NTC	207	REED M	10/19/2009-12/13/2009
13222	POFT	2301	512	INTERMEDIATE KEYBOARDNG		MTWRF TBA	NTC	207	HAAN E	10/19/2009-12/13/2009
14455	POFT	2303	512	SPEED&ACCURACY BUILDING		MTWRF TBA	NTC	207	MALLAN C	10/19/2009-12/13/2009
13227	POFT	2333	512	ADVANCED KEYBOARDING		MTWRF TBA	NTC	207	HAAN E	10/19/2009-12/13/2009

PARALEGAL STUDIES (LGLA)

12176	LGLA	1317	510	LAW OFFICE TECHNOLOGY		MTWRF TBA	NTC	207	HAAN E	08/24/2009-12/13/2009
15186	LGLA	1317	511	LAW OFFICE TECHNOLOGY		MTWRF TBA	NTC	207	HAAN E	09/21/2009-12/13/2009
12177	LGLA	1317	512	LAW OFFICE TECHNOLOGY		MTWRF TBA	NTC	207	HAAN E	10/19/2009-12/13/2009

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