

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 OE/OE Summer I courses during Summer I Eight-Week registration or during Summer II registration for OE/OE Summer II courses.

REFUNDS

Students withdrawing from Open Entry/Open Exit courses will have their refunds calculated as follows:

- 100 percent refund if withdrawal is before the 1st class day.
- 70 percent refund if withdrawal is between the 1st and 8th class day.

- 25 percent refund if withdrawal is on the 9th or 10th class day.

IMPORTANT: The census date is the 6th class day for each session and the last day to drop without a recorded grade of "W."

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

- Session I Eight-Week: June 8
- Session II: July 13

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, POFL, POFT)										
SUMMER I										
11067	ITSC	1309	530	MS OFFICE 2007	MTWRF	TBA	NTC	207	TAS M	06/08/2009-07/31/2009
11123	ITSC	2321	530	ADV MS OFFICE	MTWRF	TBA	NTC	207	MUSCHALEK K	06/08/2009-07/31/2009
11284	ITSW	1301	530	INTRO TO WP 10	MTWRF	TBA	NTC	207	REED M	06/08/2009-07/31/2009
11075	ITSW	1313	530	INTRO DATA ENTRY	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/31/2009
11071	MRMT	1307	530	MED TRANSCRIPTION I	MTWRF	TBA	NTC	207	REED M	06/08/2009-07/31/2009
11070	MRMT	2333	530	MED TRANSCRIPTION II	MTWRF	TBA	NTC	207	HAAN E	06/08/2009-07/31/2009
11076	POFI	1301	530	COMPUTER APPL I	MTWRF	TBA	NTC	207	MUSCHALEK K	06/08/2009-07/31/2009
10665	POFI	1391	530	GRAPH FOR THE OFFICE	MTWRF	TBA	NTC	207	HAAN E	06/08/2009-07/31/2009
11077	POFI	2301	530	MS WORD 2007	MTWRF	TBA	NTC	207	MUSCHALEK K	06/08/2009-07/31/2009
11078	POFI	2371	530	ADV MS WORD 2007	MTWRF	TBA	NTC	207	MUSCHALEK K	06/08/2009-07/31/2009
11072	POFL	2301	530	LGL DOC PROCESSING	MTWRF	TBA	NTC	207	HAAN E	06/08/2009-07/31/2009
11110	POFT	1329	530	BEG KEYBOARDING	MTWRF	TBA	NTC	207	REED M	06/08/2009-07/31/2009
11282	POFT	1393	530	COMPRENVE MS ACCESS	MTWRF	TBA	NTC	207	MUSCHALEK K	06/08/2009-07/31/2009
11187	POFT	2301	530	INTERM KEYBOARDING	MTWRF	TBA	NTC	207	REED M	06/08/2009-07/31/2009
11102	POFT	2333	530	ADV KEYBOARDING	MTWRF	TBA	NTC	207	HAAN E	06/08/2009-07/31/2009
SUMMER I										
10446	ITSC	1309	531	MS OFFICE 2007	MTWRF	TBA	NTC	207	TAS M	06/08/2009-07/10/2009
11185	ITSC	2321	531	INTEG SFTWRE APPL II	MTWRF	TBA	NTC	207	MUSCHALEK K	06/08/2009-07/10/2009
10459	ITSW	1301	531	INTRO TO WP 10	MTWRF	TBA	NTC	207	REED M	06/08/2009-07/10/2009

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
10462	ITSW	1313	531	INTRO DATA ENTRY	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/10/2009
10659	POFI	1171	531	FILE/PC MGT-WIND	MTWRF	TBA	NTC	207	HOLCOMBE K	06/08/2009-07/31/2009
10660	POFI	1191	531	KEYBOARDING SK I	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/31/2009
10662	POFI	1291	531	DREAMWEAVER	MTWRF	TBA	NTC	207	REED M	06/08/2009-07/31/2009
11106	POFI	1301	531	COMPUTER APPL I	MTWRF	TBA	NTC	207	MUSCHALEK K	06/08/2009-07/10/2009
11107	POFI	1391	531	GRAPHIC FOR THE OFFICE	MTWRF	TBA	NTC	207	HAAN E	06/08/2009-07/10/2009
11108	POFI	2301	531	MS WORD 2007	MTWRF	TBA	NTC	207	MUSCHALEK K	06/08/2009-07/10/2009
11109	POFI	2371	531	ADV WORD PROCESS	MTWRF	TBA	NTC	207	MUSCHALEK K	06/08/2009-07/10/2009
11104	POFL	2301	531	LEG DOC PROCESSING	MTWRF	TBA	NTC	207	HAAN E	06/08/2009-07/10/2009
10675	POFT	1171	531	TEN-KEY SKILLBLDG	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/31/2009
10677	POFT	1172	531	BEG KEYBOARDING	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/31/2009
10678	POFT	1191	531	PROOFIN AT COMPUTER	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/31/2009
10679	POFT	1192	531	KEYBOARDING SK II	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/31/2009
10680	POFT	1193	531	DISCOVERNG COMPTERS	MTWRF	TBA	NTC	207	HOLCOMBE K	06/08/2009-07/31/2009
10682	POFT	1272	531	MS WORD 2007	MTWRF	TBA	NTC	207	TAS M	06/08/2009-07/31/2009
10684	POFT	1273	531	MS EXCEL 2007	MTWRF	TBA	NTC	207	TAS M	06/08/2009-07/31/2009
10686	POFT	1274	531	MS ACCESS 2007	MTWRF	TBA	NTC	207	TAS M	06/08/2009-07/31/2009
10688	POFT	1275	531	MS POWERPNT 2007	MTWRF	TBA	NTC	207	TAS M	06/08/2009-07/31/2009
10689	POFT	1292	531	ADOBE ACROBAT	MTWRF	TBA	NTC	207	MUSCHALEK K	06/08/2009-07/31/2009
10699	POFT	1329	531	BEG KEYBOARDING	MTWRF	TBA	NTC	207	REED M	06/08/2009-07/10/2009
10701	POFT	2203	531	SPEED/ACCUR BLDG	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/31/2009
11188	POFT	2301	531	INTER KEYBOARDING	MTWRF	TBA	NTC	207	REED M	06/08/2009-07/10/2009
11103	POFT	2333	531	ADV KEYBOARDING	MTWRF	TBA	NTC	207	HAAN E	06/08/2009-07/10/2009

SUMMER I

11081	POFI	1171	532	FILE/PC MGT-WIND	MTWRF	TBA	NTC	207	HOLCOMBE K	06/08/2009-07/10/2009
11082	POFI	1191	532	KEYBOARDING SK I	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/10/2009
11083	POFI	1291	532	DREAMWEAVER	MTWRF	TBA	NTC	207	REED M	06/08/2009-07/10/2009
11084	POFT	1171	532	TEN-KEY SKILLBLDG	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/10/2009
11086	POFT	1172	532	BEG KEYBOARDING	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/10/2009
11087	POFT	1191	532	PROOFIN AT COMPTER	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/10/2009
11088	POFT	1192	532	KEYBOARDING SK II	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/10/2009
11089	POFT	1193	532	DISCOVERING CMPTRS	MTWRF	TBA	NTC	207	HOLCOMBE K	06/08/2009-07/10/2009
11090	POFT	1272	532	MS WORD 2007	MTWRF	TBA	NTC	207	TAS M	06/08/2009-07/10/2009
11091	POFT	1273	532	MS EXCEL 2007	MTWRF	TBA	NTC	207	TAS M	06/08/2009-07/10/2009
11092	POFT	1274	532	MS ACCESS 2007	MTWRF	TBA	NTC	207	TAS M	06/08/2009-07/10/2009
11093	POFT	1275	532	MS POWERPNT 2007	MTWRF	TBA	NTC	207	TAS M	06/08/2009-07/10/2009
11094	POFT	1292	532	ADOBE ACROBAT	MTWRF	TBA	NTC	207	MUSCHALEK K	06/08/2009-07/10/2009
11095	POFT	2203	532	SPEED/ACCUR BLDG	MTWRF	TBA	NTC	207	MALLAN C	06/08/2009-07/10/2009

PARALEGAL STUDIES (LGLA)**SUMMER I**

11100	LGLA	1317	530	LAW OFFICE TECH	MTWRF	TBA	NTC	207	HAAN E	06/08/2009-07/31/2009
11101	LGLA	1317	531	LAW OFFICE TECH	MTWRF	TBA	NTC	207	HAAN E	06/08/2009-07/10/2009