Palo Alto College - Corporate & Community Education

Spring 2013 Schedule

Your SUCCESS!
Your FUTURE!

5 Revitalized Programs from the Adult Learning Academy- Pgs. 34-35
Palo Alto College Mission
As a public comprehensive community college, Palo Alto College provides exemplary, accessible education and training to a diverse and aspiring community. The college educates, nurtures, and inspires students through a dynamic and supportive learning environment, which promotes the intellectual, cultural, economic and social life of the community.

Corporate & Community Education Division Mission
Palo Alto Corporate & Community Education, a non-profit entity, is dedicated to providing a variety of quality, relevant and essential traditional and non-traditional educational programs to individuals, businesses, and the community at large to help fulfill employer training needs, as well as the career and/or personal training aspirations of our students.

Palo Alto Corporate & Community Education:
- Supports employer training needs
- Provides a wide range of incumbent worker development programs for adult learners to help facilitate career advancement
- Helps prepare learners for college matriculation
- Provides wholesome recreation alternatives and meaningful community programs designed to enhance our community’s everyday quality of life.

Palo Alto College
Corporate & Community Education Division
Short Term Training, Long Term Results

Dean
Larry D. Jackson

Senior Secretary
Erlinda Allison

Budget Analyst
Diana Sanchez

Marketing Specialist
Stephanie De Leon

Registrar
Linda Mesa

Admissions Clerk II
Angela Garcia

General Information
Executive Offices (EO) Rm 100
Alamo.edu/pac/ce
Phone: 486-3400
Fax: 486-3440

The Alamo Colleges do not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Associate Vice Chancellor of Human Resources and Organizational Development, Title IX Coordinator, (210) 485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas, 78204.
HEALTHCARE TRAINING
Program Manager
Susan H. Woods
EO 103 - 486-3406
swoods1@alamo.edu

Student Services Assistant III
Angel Orozco
aorozco@alamo.edu

Areas of Concentration:
Healthcare
Nurse Aide for Healthcare (CNA)
Emergency Medical Technician (EMT)
Medication Aide
Phlebotomy
Medical Terminology
Medical Coding
Advanced Medical Coding
Coding Examination Review
Pathophysiology
Re-Entry Nursing Update
LVN Refresher Theory

Professional Development
Child Development Associate
Substitute Teacher Training

BUSINESS ESSENTIALS (BE)
Program Manager
Mary Ester Perez
EO 159 - 486-3407
mperez@alamo.edu

Student Services Assistant III
Angelita Wolfe
awolfe@alamo.edu

Areas of Concentration:
Office Education
Intro to Computers for Business
Intro to Computer Application for Business
Office Support Assistant Certificate
Customer Service Representative
Medical Front Office Associate
General Office
Data Entry Technician

Finance
Loan Processing Clerk
Accounting Payroll Clerk
Business Math
Personal Finance
Collection Technician

Management
Team Leader
Human Resources Management
Supervisory/Supervision Perpetrator

Information Technology
Computer Repair Technician A+
Network Technician+
Network Security+ Specialist

Professional Development
Library Technician
INDUSTRIAL, SAFETY & QUALITY

Student Services Assistant III
Jenny Moya
EO 100 - 486-3400
jmoya17@alamo.edu

Areas of Concentration:

Safety
Occupational Safety & Health Training
HAZWOPER
HAZWOPER Refresher
DOT Training

Entry Level Logistics
Logistics Management
Supply Chain Technician
Inventory Control Technician
Shipping & Receiving Technician
Import/Export Technician
Domestic/International Transportation Technician

Industrial Technology
Industrial Technician Certification
Industrial/Troubleshooting Certification
Programmable Logic Control Certificate (PLC)
Electrical Maintenance Certification
Industrial Electrician Helper
Production Worker
Welding
Warehouse Management
Technical Drawings

ADULT LEARNING ACADEMY

Program Manager
Dolores Zapata
EO 161 - 486-3410
dzapata@alamo.edu

Areas of Concentration:

ESL and GED
English as a Second Language (ESL)
ESL for Beginners
ESL for the Workplace
ESL - Academic
General Educational Development (GED)
GED in Español
Job Readiness

Professional Development
Paralegal Training

HOBBY/LEISURE

Program Manager
Mary Ester Perez
EO 159 - 486-3407
mperez@alamo.edu

Student Services Assistant III
Angelita Wolfe
awolfe@alamo.edu

Areas of Concentration:
Sewing
Cake Decorating
COURSE ADVISEMENT

Attendance
While many Continuing Education courses have special attendance requirements, 80 percent attendance is the general requirement for Continuing Education if the individual is to receive a Certificate of Completion from the College. Students should take note of attendance requirements upon beginning a course of instruction since requirements are announced at the beginning of every course.

Auditing
A student may not audit a course or any portion thereof without first paying the entire tuition and fee.

Co-Listed Credit Classes
You could gain a skill by taking just a couple of courses. Or you could “get your feet wet” and decide if you want to seek a certificate or degree. It is possible through CO-LISTING. You sign up for the class with the non-credit side of the College, pay less tuition, and receive the high-quality instruction of academic faculty.
*Call for a listing of available co-listed classes.

What are Co-Listed Courses?
Co-listed courses are credit courses. Students enroll in the Corporate and Community Education (CCE) Division and are allowed the opportunity to participate in a credit course for non-credit. This collaboration allows non-credit students who would like to enhance their skills or learn something new in a particular discipline the opportunity to register in a credit course without entering into a credit degree plan.

Who is interested in Co-listed Classes?
1. Degreed students seeking professional development.
2. Life-long learners.
3. Students seeking college experience.

Which academic courses could I take?
1. Almost all subject courses are eligible to be co-listed. Each department chairperson and/or lead instructor is given the right to allow students into a co-listed course within the department and/or discipline.
2. Upper-level courses can be considered for co-listing on an individual basis. CCE will seek approval from the department chairperson and/or lead instructor as well.

How will I benefit?
1. Enrolling as a co-listed student allows the student to enroll in a credit course to obtain the competencies of the course without entering into a credit degree plan.
2. No THEA (testing) requirements.
3. Normally no pre-requisite requirements.
4. Reduced tuition and fees.
5. Increased course offerings available to the student.
6. Upon course completion, the student will receive a Certificate of Completion – only if the student has successfully completed 80% of the course requirements.
Continuing Professional Education (CPEs)
Palo Alto College is approved by the State Board for Educator Certification to provide CPE activities to Educators for certificate renewal purposes. All Texas Educators who hold a Standard Certificate must renew it every five (5) years. As a condition of renewal, superintendents and principals will be required to complete 200 clock hours of CPE, and all other educators must complete 150 hours.

Continuing Education Units (CEUs) and Course Certificates
Palo Alto College is accredited by the Southern Association of Colleges and Schools to award CEUs for some courses. Satisfactory completion of ten clock hours of qualified instruction equals 1.0 CEUs. Transcripts listing CEU credits satisfactorily completed will be available upon request. Otherwise, a certificate of completion is awarded upon course completion.

Corporate Education (CE) to Credit
CE students will have the option to earn college credit for qualifying CE training which will lead towards an Associate’s degree at Palo Alto College. A six-hour academic requirement must be met before the CE training can be transferred into college credit.

Course Cancellations
Courses are subject to cancellation if the predetermined minimum enrollment is not attained. If a class is cancelled, every effort will be made to notify students by phone prior to the first class meeting. A 100% refund will be granted or the student may request to be transferred to another available class. Due to low enrollment, Continuing Education reserves the right to cancel classes, or change times, dates, and locations, or course offerings. Students will be notified whenever possible, by phone, of cancellation, date changes, and time changes.

Parking
Students taking less than 40 clock hours per semester: Continuing Education students enrolling in non-credit courses of less than 40 clock hours of instruction are allowed to park in designated “student parking” free of charge, by properly displaying a temporary parking permit obtained from the ACCD Department of Public Safety located in the Student Center, Room 127B. The student must show receipt information indicating payment of tuition to the Department of Public Safety.

Students taking more than 40 clock hours per semester: Continuing Education students enrolling in non-credit courses of more than 40 clock hours of instruction must purchase the ACCD parking permit from the Bursar’s Office in the Student Center, Room 130.

Student Age
Professional Development and Continuing Education classes are primarily designed to serve adult learners. Students between the ages of 15 and 17 must have written parental permission and 13 -to 14- years-old students must have a parent enrolled in the same class. Some courses are designed especially for younger students, older students, or for a specific educational level. Requirements will be noted in the course description.
Workforce Investment Act (WIA) State Approved
Palo Alto College’s job entry training courses have been approved by the Texas Workforce Commission in partnership with Workforce Solutions Alamo. Individuals who are looking to prepare to get a job, or get a better job, can qualify for funding assistance through the local San Antonio area unemployment agencies.

Customized Training

Corporate and Community Education provides flexible training opportunities for Business and Industry, by tailoring specific courses to satisfy employer training needs and keep your company competitive. Training is customized to your specifications, delivered to your company facilities, or conducted on campus and scheduled to fit your operation.

Program Managers can help you design a training program to ensure that your current employees meet industry standards/certifications and are up-to-date on developments in the field. Program Managers also work with employers to ensure new employees are trained on the skill sets needed to work within your business.

Our instructors are experienced in delivering quality training to business partners.

CONNECT WITH US
Stay Up-to-Date with everything going on in CCE!

facebook.com/paloaltocollegecce pac-cce.blogspot.com

Check in & let your friends know you’re here + find out first about upcoming programs!
REGISTRATION PROCESS

Please visit website link for more information on registration:

alamo.edu/pac/continuing-education/registration

Early Registration
Please help us by REGISTERING FIVE (5) BUSINESS DAYS BEFORE the course start date as this will help us determine whether or not the class will be offered. Classes may be cancelled due to low enrollment.

REGISTRATION PROCESS

In Person
Computers will be available for student use to register during regular business hours:
Monday, 8 a.m. - 6:30 p.m.; Tuesday – Friday, 8 a.m.– 4:30 p.m. in the Executive Offices Building, Room 100.

Online
Students must register online through the ACES portal https://aces.alamo.edu. If you experience any problems accessing or navigating the online registration system, please call (210) 486-3400.

REGISTRATION PROCESS

Hours of Operation
Monday: 8 a.m.-7 p.m.
Tuesday – Friday: 8 a.m.-5 p.m.

Fax: (210) 486-3926

Website: alamo.edu/ce

PLEASE CALL (210) 486-3400 FOR REGISTRATION ASSISTANCE
PAYMENT OPTIONS

Cash, Check and Money Orders are appropriate payment methods at the Bursar’s Office in the Palomino Center (window).

Financial Aid
Financial Aid is available for students who qualify. Apply at www.fafsa.ed.gov or call the Palo Alto College Student Financial Services Office at (210) 486-3600 for more information.

Texas Public Educational Grant
Tuition assistance is available for eligible individuals who wish to enroll in Continuing Education courses. The Texas Public Education Grant (TPEG) may be used for reimbursable course tuition only and there is NO reimbursement for pre-paid tuition bills. Financial aid will be awarded between 75-100% of the course tuition. The standard Free Application for Federal Student Aid (FAFSA) must be completed a minimum of eight (8) weeks prior to registering for the class. In order for a student to be eligible for financial aid, the free application provided by FAFSA must be completed and submitted. When the Student Aid Report (SAR) is received, you must complete an application for the TPEG upon registering for the class. Awards will be based on determined eligibility and available state funding. Forms are available in the Student Financial Services Office in the Applied Technology Building. Training programs that exceed a total of 260 clock hours will not be eligible.

Hazlewood Act Assistance
Texas Veterans! You may qualify for tuition assistance as a result of military service if you entered the service from Texas and served honorably for at least 180 days. You must complete the standard Free Application for Federal Student Aid (FAFSA); provide a copy of your DD214, and a letter indicating you are not eligible for VA education assistance. Contact the Student Financial Services at (210) 486-3600 for further information.

Refunds
All tuition refunds for classes that are cancelled for low enrollment will be processed by the Corporate & Community Education Division at 100%. Classes must be dropped prior to first class meeting for refund. For other drops, a full refund will be returned if a written or faxed request is received from the student prior to the first day of class.

This schedule has been prepared to assure that all information is as accurate as possible. However, changes may occur which result in deviations from the information that is printed. For certain reasons, some courses listed in this schedule may not be offered as announced. As a result, the College reserves the right to make such changes in the teaching assignments of instructors, class locations and changes in offerings as are necessary.
Nurse Aide

Nurse Aide for Healthcare

Provide basic care to residents in a long-term care facility; communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs; and assist residents in attaining and maintaining basic comfort and safety. Protect, support, and promote the rights of the residents; provide safety and preventive measures in the care of residents; demonstrate skills in observing and reporting; and function effectively as a member of the health care team. Licensing Agency: Texas Department of Aging and Disability Services (DADS).

Prerequisites:
1. Background Check (www.precheck.com)
2. List of Current Immunizations (See Page 17)
3. Uniforms and/or scrubs
4. Closed toe rubber sole shoes
5. Watch (with a second hand)
6. PAC student ID (go to Testing Department, Brazos, Room 100)

Clinical – Nurse Aide

Prerequisite: Nurse Aide for Healthcare - NURA 1001

Direct supervision is provided by the clinical professional. As outlined in the learning plan, Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills. Course fee includes DADS test fee.

Courses offered at Westside Education & Training Center (WETC):
563 SW 40th st., San Antonio, TX 78237, (210) 431-7111.

Medication Administration for Nurse Aides

Advanced instruction in preparation and administration of designated medications by Certified Nurse Aides working under the guidance of a licensed nurse. Textbook Required.

Licensing Agency: Texas Department of Aging and Disability Services
Prerequisite:
1. Must be employed on the first day of class in a Medicare Skilled Nursing/Medicaid Facility, licensed MHMR facility or have a minimum of 90 days employment providing patient care in a licensed assisted living facility.
2. Must have high school diploma or GED equivalent.
3. Background Check (www.precheck.com)
4. List of Current Immunizations (See Page 17)
5. PAC student ID (go to Testing Department, Brazos, Room 100)

LVN Refresher Theory - Online
Current nursing practice as related to various clinical areas. Designed for LVNs wishing to return to practice or update previous nursing knowledge.

End-of-Course Outcomes: Identify the role and functions of the LVN including nursing process application as coordinator of care, provider of care, and member of the profession; identify the legal and ethical aspects of LVN practice; discuss current trends, issues, and client management in disease process across the life span; and demonstrate competency in LVN nursing skills

Prerequisites:
1. Background Check (www.precheck.com)
2. List of Current Immunizations (See Page 17)

Re-Entry Nursing Update - Online
Current nursing practice as related to the clinical areas of medical-surgical, maternal-child, psychiatric-mental health, community health, and emergency nursing care. This course is designed for inactive nurses returning to active practice. This course will summarize the Nursing Practice Act of Texas; differentiate and support holistic nursing care for clients and families utilizing appropriate nursing knowledge, experience, and legal/ethical standards of care; compare and contrast the different roles of professional nurses and their contributions to the profession; and utilize critical thinking principles to develop a holistic plan of care for clients with health care needs.

Prerequisites:
1. Background Check (www.precheck.com)
2. List of Current Immunizations (See Page 17)
Emergency Medical Technician (EMT)

EMT – BASIC
This course includes all the knowledge and skills necessary to provide emergency medical care at a basic life support level with an ambulance or fire service or other specialized services. Students will be able to demonstrate a working knowledge of clinical information and related topics related to the practice of pre-hospital emergency medical care of the EMT - Basic level; demonstrate the ability to competently perform all applicable skills; and exhibit attitudes and behavior consistent with the ethics and professionalism expected of the EMT - Basic. Curriculum based on Department of Transportation National Standard Curriculum.

Prerequisites:
1. Background Check (www.precheck.com)
2. List of Current Immunizations (See Page 17)
3. Must be high school or GED graduate
4. Stethoscope
5. Blood Pressure Cuff
6. One-way valve mask
7. Uniform
8. PAC student ID (go to Testing Department, Brazos, Room 100)
EMT – INTERMEDIATE
This course includes all the knowledge and skills necessary to provide emergency medical care at the next level. Students will be able to demonstrate a working knowledge of clinical information and related topics relevant to the practice of pre-hospital emergency medical care of the EMT-Intermediate level; demonstrate the ability to competently perform all applicable skills; and exhibit attitudes and behavior consistent with the ethics and professionalism expected of the EMT-Intermediate. Curriculum based on 1985 Department of Transportation National Standard Curriculum. Texas contracts with National Registry to test at the 1985 level.

Additionally, skill development to meet the Department of Transportation Emergency Medical Technician - Intermediate guidelines in all aspects of pre-hospital emergency care will be taught. Students will display a working knowledge of clinical information and related topics relevant to the practice of pre-hospital emergency medical care at the EMT - Intermediate level; demonstrate the ability to competently perform all applicable skills; and exhibit attitudes and behavior consistent with the ethics and professionalism expected of the EMT – Intermediate.

Prerequisites:
1. EMSP 1001
2. Background Check (www.precheck.com)
3. List of Current Immunizations (See Page 17)
4. PAC student ID (go to Testing Department, Brazos, Room 100)

EMT – ADVANCED
*Call for training dates.

<table>
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<th>Course/Sec#</th>
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<th>Location</th>
<th>Course Cost</th>
<th>Pymt Deadline</th>
<th>Hours</th>
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<td>alternate Saturdays</td>
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Clinical – EMT - BASIC
Prerequisite: EMSP 1001

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BASIC REMEDIAL/REFRESHER
Students will adhere to the ACCD criminal background investigation. DSHS and National Registry test fees are not included in the tuition. A copy of the tuition payment is due the first night of class. Emphasis on Department of Transportation Emergency Medical Technician (EMT) - Basic guidelines to qualify students to retake the basic national Registry Exam for the fourth time, with the option to recertify Basic Skills. Licensure/Certification Agency: Texas Department of Health. For further information, please call Susan Woods, 486-3406.
Phlebotomy

This course prepares for skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. It includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology. Demonstrate knowledge of infection control and safety; demonstrate understanding of quality assurance and the importance of specimen collection in the overall patient care system; and demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents. Demonstrate proper techniques to perform venipuncture and capillary puncture on adults, children, and infants; and demonstrate the knowledge of requisitioning specimen transport and specimen processing.

Prerequisites:
1. Background Check (www.precheck.com)
2. List of Current Immunizations (See Page 17)
3. PAC student ID (go to Testing Department, Brazos, Room 100)

Clinical - Phlebotomy

**Prerequisite:** PLAB 1023

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

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<thead>
<tr>
<th>CRN</th>
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*Students will either choose or be assigned one PLAB 1060 class.*
Medical Billing & Coding

Medical Terminology
An in-depth study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. Instruction in the practical application of a medical vocabulary system. Topics include structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms. Define terms and abbreviations which apply to the structural organization of the body; recognize and analyze terms and their components from a list including prefixes, suffixes, roots, and combining forms; identify correct pronunciation, spelling, and definitions of medical terms; and interpret correctly the contents of a written patient scenario. **Textbook Required.**

Pathophysiology
Students will study the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reaction to diseases and injuries.

Medical Coding
**Prerequisite: Medical Terminology.**
Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. Topics include: medical records coding, ICD-9-CM and CPT-4, billing and bookkeeping, fee collection, insurance terminology, benefit coverage, insurance claims including workman’s compensation, Medicare and Medicaid. **Textbook required.**

Advanced Medical Coding
**Prerequisite: Medical Coding.**
In depth coverage of ICD and CPT coding rubrics, conventions, principles, and updates as they apply to accurate coding of complex medical/surgical cases, with emphasis on case studies. Government regulations and changes in health care reporting will be addressed. Interpret inpatient or outpatient medical records to assign appropriate principal/secondary diagnosis and principal/secondary procedures.

Coding Certification Exam Review
**Prerequisite: Advanced Medical Coding.**
Review of coding competencies and skills in preparation for a coding certification exam.

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</table>
Medical Front Office

Palo Alto College (PAC) Corporate and Community Education would like to invite you to participate in the new Medical Front Office program. This training will prepare you to have the most current industry knowledge, skills and self confidence to increase the productivity and profitability of any business or organization in the medical field. This eight course certificate offers 345 hours of intense training for $1,436. All courses must be completed in the order listed below to receive full credit in this program. Students are responsible for purchasing the required textbooks for this program. For further information, please call (210) 486-3400 and someone will assist you. This program qualifies for Financial Aid. This training offers students the opportunity to earn college credit. *Call for training dates.

You will train in the following areas:

- Keyboarding
- Medical Terminology
- Microsoft Office Essentials 2007
- Medical Coding
- Customer Service
- Job Readiness
IMPORTANT INFORMATION

Criminal Background Check
Students must initiate the background check process at least 5 days prior to the date your class begins. Your acceptance to the program is conditional upon successful completion of the criminal background check. Background checks will not be accepted if they were completed more than 3 months before the start date of the program/course. The background checks are conducted by PreCheck Inc., a firm specializing in background checks for healthcare workers. To access PreCheck, visit their website at www.precheck.com.

If you do not have a credit card or debit card, you will be able to pay by money order when completing the background check online. Please send money order made payable to “PreCheck Inc.” with a copy of the email you will receive confirming your order. Mail to PreCheck Inc., 1283 N. Post Oak Road, Houston, TX 77055. Your background check will not be started until your payment is received. If payment is made online with a credit or debit card, the background check will be within 24 hours.

Immunization Records
Some Healthcare training programs require a full course of immunizations. Program applications are NOT accepted without completed immunization forms. Some vaccinations (Hepatitis B in particular) can take up to 6 months to complete the vaccination process, so prior planning is critical.

For immunization records or to receive any of the necessary shots please contact your local physician or the San Antonio Metropolitan Health District:

**Main Clinic:**
345 W. Commerce, 78205
210.207.8894
9am-3:30pm M-F

**Valley View:**
8523 Blanco, 78216
210.207.8735
9am-5:30pm M-F

Required Immunizations

**Varicella (Chicken Pox)**
Proof of either: a physician-documented history of the disease, documentation of 2 varicella immunizations, or a serum titer confirming immunity. The Varicella injection series is a 4-week process.

**Hepatitis B**
Proof of either: a complete 3-injection series of Hepatitis B vaccinations, or a serum titer confirming immunity. The Hepatitis B injection series is a 4-6 month process.

**Measles, Mumps, and Rubella (MMR)**
Proof of Either: an MMR vaccination, or a serum titer confirming immunity to each disease. Students born before Jan. 1, 1957 are exempt from the MMR requirements.

**Measles**
Proof of either: a second Measles vaccination (may be part of a second MMR), or a serum titer confirming immunity. Students born before Jan. 1, 1957 are exempt from the Measles requirement. And, there must be at least 1 month between the first and second MMR vaccination.

**Tetanus**
Proof of Tetanus vaccination within the last 10 years.

**Tuberculosis (TB) - *For CNA, EMT, & Phlebotomy Only**
Test may not be more than 180 days old on the first day of class.
Professional Development

Child Development Associate (CDA)

Students will study the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. Upon completion of the program, students are eligible for certification by the Council for Early Childhood Professional Recognition (1-800-424-4310, Ext. 225) To inquire about rules & regulations for opening a daycare, contact City of San Antonio Childcare Division (210) 246-5752. Textbook required.

Prerequisites:
1. 2 1/2 inch binder
2. 50 clear sheet protectors

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course/Sec#</th>
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<th>Time</th>
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Substitute Teacher Training

The role of the substitute teacher, student need identification, behavior modification, classroom management, school personnel relations, skill development in the principles of human growth, and development as related to childhood and adolescence are the topics that will be covered in this class.

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Paralegal Certificate Program

Join this fast growing industry and enjoy a wide range of employment opportunities in both the private and public sector. Paralegal or legal assistants are utilized by attorneys, corporations, insurance companies, banks, real estate companies, and governmental agencies. The skills required in this certificate program prepare the student for an entry-level career in Paralegal by providing a practical and intense study using a wide variety of areas of law and completes the program with a thirty hour internship. The entire program is 358 Hours. *Call for training dates.

Textbooks required.

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Library Technician

The Library Technology program provides technical and practical skills for career opportunities in libraries of all kinds. Students will progress from theory to hands-on practice in the four major service areas of libraries to practice and discussion of skills required on the job. The five courses constitute Certificate program which is listed as part of the Corporate and Community Education Division. A student can earn a certificate to help get a job or promotion, upgrade job skills, and/or meet school district Continuing Education Units (CEU’s) requirements.

The cost of each of these courses is $335 per person. Students are responsible for purchasing their own textbook(s) and/or other required course materials. Students will have to successfully complete 80% of the course in order to receive the Certificate of Completion accordingly that will note anywhere between 3.2 to 4.8 CEU’s. These courses are offered on-line. For registration information, please call (210) 486-3404 and a representative will assist you.

The five available courses are:

1. Introduction to Libraries
2. Acquisitions and Cataloging
3. Public Services
4. Internship in Library Assistant
5. Information Sources and Services

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Office Education

Introduction to Computer Technology for Business
Do you have a computer at home but don’t know how to use it or turn it on? Have you been out of the workforce and are ready to go back but feel you don’t have enough computer skills? With the fast growing pace in technology, we strive to offer our community a course that will teach people to use a computer and fully understand its functions and features. This course is ideal for individuals who want to learn how to operate a computer and how it is used in today’s business environment. Upon successful completion, students will gain the knowledge and hands-on training that can be applied to any job setting. Financial aid is available for those who qualify. Students seeking financial assistance are encouraged to submit all paperwork to Student Financial Services promptly, as it takes 4-6 weeks to process.

Textbook required.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course/Sec#</th>
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Introduction to Computer Application in Business
The following courses are designed to offer individuals the opportunity to receive hands-on training, upgrade computer skills and learn the special features that software packages offer, and increase speed and accuracy. In today’s workforce it is highly recommended that individuals be proficient with software applications that will be used daily to complete immediate job requirements. Our goal and focus is to grow individual proficiency within each software application and to increase skills, abilities, and productivity that will help establish new technical initiatives when completing projects, reports, and presentations. Students must attend 80 percent of the course successfully in order to receive a certificate of completion. Financial aid is available for those who qualify. Students seeking financial assistance are encouraged to submit all paperwork to Student Financial Services promptly, as it takes 4-6 weeks to process.

Textbook required.

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<tr>
<th>CRN</th>
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### Office Support Assistant Certificate

This certificate is for individuals who desire to work in an office environment, but need additional skills to succeed. This training will teach the preliminary skills required in most business offices and will offer the adequate amount of workforce training that will help increase job productivity and establish proficiency. This certificate is designed to prepare individuals to work as office clerks, receptionist, in-take personnel, administrative assistants and entrepreneurs. This certificate is ideal for individuals that wish to manage their own business administratively. This certificate will offer students the opportunity to learn, train, and prepare for JOB ENTRY. Upon successful completion, students will earn a certificate of completion and will be able to work independently in most office environments with speed and accuracy. Financial aid is available for those who qualify. Students seeking financial assistance are encouraged to submit all paperwork to Student Financial Services promptly, as it takes 4-6 weeks to process. This training offers students the opportunity to earn college credit. **Textbooks required.**

### LEARNING OUTCOMES

- Microsoft Office 2010
- Business Etiquette
- Time Management
- Resume Writing
- The Art of Interviewing
- Customer Service

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<th>Course/Sec#</th>
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Business Essentials (BE)

Finance

Loan Processing Clerk
This job entry training program is geared for individuals wanting to learn the banking industry; specifically loan processing. This 280 hour program offers the basic training opportunities that an individual would need to know to work in a bank and process loans, accordingly. This program includes providing hands-on training in critical areas of bank loan processing such as loan applications, underwriting, debt ratios (ability-to-pay calculations), background investigations, salary calculation, loan auditing, loan closing credit report analysis, credit investigation, personal finance, auto finance, sale finance, mortgage finance and bank loans. The curriculum of courses is designed to provide students with training on bank loan processing principles and practices. Cost of tuition is $1855 per student. Financial aid is available for those who qualify. Students seeing financial assistance are encouraged to submit all paperwork to Student Financial Services promptly, as it takes 4-6 weeks to process. This training offers students the opportunity to earn college credit. Textbooks required.

<table>
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Accounting Payroll Clerk
The Accounting Payroll Clerk is for individuals that are interested in preparing payroll or would like to learn a portion of accounting. Trainees will have the opportunity to prepare an actual payroll register; while learning the processes involved with local and federal tax laws, ledgers, special journals, and employer/employee deductions and contributions. Upon successful completion, students will gain the experience and hands on training to prepare payroll in its entirety. Financial aid is available for those who qualify. Students seeing financial assistance are encouraged to submit all paperwork to Student Financial Services promptly, as it takes 4-6 weeks to process. This training offers students the opportunity to earn college credit. Textbook(s) required.

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QuickBooks Pro
Learn how to use the QuickBooks programs for your business and personal use.

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Level Two

Management

Document Management

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Other Courses Offered
Customer Service Representative
General Office
Data Entry Technician
Collection Technician
Team Leader
Human Resources Management
Supervisory/Supervision Perpetrator

* To be announced - please call (210) 486-3400 for off-schedule dates, times and locations.
Information Technology (IT) Training

CompTIA Certification Training

Computer Repair Technician - A+ Certification Training

The Computing Technology Industry Association (CompTIA) A+ Certification has become the industry standard for skills needed by computer repair technicians and support professionals in today’s fast-paced information technology environment. In addition to classroom instruction time, students will repair and replace hardware, install and troubleshoot software, and observe and diagnose real-world computer problems hands-on. Our students are prepared not only to pass the A+ certification exam, but are also equipped to start careers as information technology professionals. Total instruction time is 80 hours of hands-on training. Classes will be conducted on the Palo Alto College campus.

Course prices are all inclusive. That means in addition to tuition, your course fee includes: textbooks, toolkit, access to a practice test bank, and test vouchers for the actual A+ exams.

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<th>Course/Sec#</th>
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Network Technician - Net+ Certification Training

While CompTIA A+ has become the industry standard for the minimum skill set needed by desktop support technicians, Network+ has become the minimum standard for the skill set required of systems administrators and network technicians. In the Network+ certification training program, students will learn to identify and define terminology, hardware, and software components of computer networks; utilize equipment, protocols, and topologies to differentiate between various network systems; demonstrate skills in installing network hardware, software, and cable; troubleshooting network connectivity; configure network protocol; and install and configure network client software. This class prepares individuals to pass the CompTIA Network+ certification exam. CompTIA recommends students attempting the Network+ certification have their A+ certification and at least 6 months in a networking environment.

Course prices are all inclusive. Your course fee includes: tuition, textbooks, access to a practice test bank for 6 months, and one test voucher for the Network+ exam. Total instruction time is 24 hours. Financial aid is available.

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<tr>
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<th>Time</th>
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The CompTIA A+, Network+ and Security+ are approved certifications under the U.S. Department of Defense Directive 8570.1. For more information, visit WWW.COMPTIA.ORG.
Network Security Technician - Sec+
Because computer hackers are more sophisticated and organized than ever, network security professionals need to be at the top of their game. CompTIA Security+ certification is recognized by the technology community as a valuable element in the training of IT security analysts.

Students will begin with general computer network and security concepts and will move on to cryptography, virtual private networking and other advanced security topics. Students will also be introduced to cutting-edge tools and techniques for securing computer networks of all sizes. Although not a prerequisite, it is recommended that CompTIA Security+ candidates have at least two years of on-the-job networking experience, with an emphasis on security.

Course tuition includes textbook, practice test access for six months and one CompTIA Security+ exam voucher. Total instruction time is 51 hours.

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Network Server Administrator - Ser+
CompTIA Server+ validates the knowledge and skills of advanced IT technicians. It is an international, vendor-neutral certification for individuals with 18-24 months of experience with Industry Standard Server Architecture (ISSA) technology. CompTIA Server+ certifies technical knowledge in areas such as RAID, SCSI and multiple CPUs, as well as capabilities with server issues, including disaster recovery. Although not a prerequisite, it is recommended that CompTIA Server+ candidates hold a CompTIA A+ certification.

Many corporations recognize the importance of staffing technicians who can competently perform basic server support. Companies such as CDW Computer Centers, CompuCom and Rackspace Technologies value the CompTIA Server+ certification and require it of their IT employees.

* To be announced - please call (210) 486-3400 for off-schedule dates, times and locations.

PALO ALTO COLLEGE COMPUTER CLINIC*

Palo Alto College Corporate & Community Education Division, along with the Alamo Colleges Advanced Technology Center, holds PC Clinics each semester for the Alamo Colleges extended family.

Alamo Colleges employees and students can receive FREE computer troubleshooting and technical support from students and instructors of Palo Alto College’s CompTIA A+/Computer Repair Technician Training Program.

This program, unique among technology training options in San Antonio, provides Computer Repair students with real world experience in problem-solving virus and malware issues and hardware troubleshooting.

*To be announced - please call (210) 486-3400 for more information.
Industrial Training

Industrial Technician Certification
This certification provides the foundation needed by all industrial maintenance technicians. Students must complete each course sequentially in the order presented.

The industrial Automation program training is the foundation needed by all industrial maintenance technicians, advanced technical training with emphasis on troubleshooting and repairing industrial equipment, and an introduction to programmable logic controllers as used in industry environments. *Call for training dates.

Math for Electronic Technicians
An applied mathematics course with emphasis on the numbering systems, calculations and problem solving skills needed to solve for electronic circuit parameters. Schematic and electronic terminology is introduced.

Technical Drawing
Emphasis on accurate/efficient interpretation of symbols/graphic languages required to produce working drawings.

Electricity I
This course is a study of the fundamentals of direct current including Ohm’s law, Kirchhoff’s laws and circuit analysis techniques. Emphasis is on circuit analysis of resistive networks and DC voltage measurements. This course gives a foundation in Direct Current (DC) Circuits and how voltage, current, resistance, and power all relate in circuits. DC motors are also introduced in this course.

Electricity II
A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. This course gives a foundation in Alternating Current (AC) Circuits to include capacitance, inductance, three phase power, diodes, filters, and AC motors.

Hydraulics/Pneumatics
This course introduces the basic fluid power course vacuum systems, pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls.
Industrial Troubleshooting Certification

This certification is advanced technical training with emphasis on troubleshooting and repairing industrial equipment. Courses must be completed sequentially in order provided below. *Call for training dates.

Sequence Circuitry

This course will introduce the fundamental study of electric motors, characteristics with emphasis on starting, speed control, and braking systems. Studies the various concepts of motor controls, the circuits and the components that are needed to accomplish different controls. This course also introduces motor control devices common to a modern industrial environment. Included, but not limited to, jogging (inching) circuits, braking circuits, electronic control circuits, reduced voltage starting systems and proximity switches.

Electronic Equipment Controls

This is an entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis is placed on circuit logic analysis, circuit reductions, holding circuits, timing charts, sequential ladder logic, anti-repeat circuits, and discrete sensors and troubleshooting digital circuits.

Electronic Troubleshooting and Repair

This course is an in-depth coverage of electronic systems, maintenance, troubleshooting and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventative maintenance. Emphasis is placed on safety and proper use of test equipment. Utilizes all the concepts and skills taught throughout the entire Industrial Technician training, and requires the student to work under similar situations that might be found in industry. It also introduces the practical problem techniques which are used to quickly and safely troubleshoot to the faculty component.

PLC Certificate

The PLC Certificate introduces students to programmable logic controllers as used in industrial environments. Courses must be completed sequentially in the order provided below. *Call for training dates.

PLC 1

This course is an introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment. Students will learn the basic PLC fundamentals to include basic instructions, parameter settings, hardware components, circuits creation, sequential flow control, and function block programming.

PLC 2

This is an intermediate course to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment. This course introduces the Allen-Bradley PLC.

PLC 3

This course is an advanced application of programmable logic controllers as used in industrial environments including concepts of programming, industrial application, troubleshooting ladder logic, and interfacing of equipment. Students will continue with the Allen-Bradley PLC to include RSLinx, basic configuration, tags, Panel View, communication, ControlNet, DeviceNet, and Industry Programming Standards.
Industrial Training

Electrical Maintenance Certification
Certification course mandated by the City of San Antonio for all Skilled Maintenance Technicians. This course reviews the National Electric Code & City of San Antonio Codes and Ordinances. 2-year certification. *Call for training dates.

PLC’s for Non-Programmers
This three day lecture and hands-on class covers the history and theory behind the advent of modern day Programmable Logic Controllers. This course is structured to use both hardware and software and to learn to find faults in these quickly. Students will learn how to use a systematic approach to troubleshooting; how to set-up and configure local, remote, hierarchical and distributive control systems; how to configure Input/Out modules using various slot addressing techniques; what to understand about program and data table file organization, number systems and processor information flow; and how basic relay type instructions, timers and counters, and data manipulation instructions can be used to achieve the PLC solution you want.

Efficient Motor Control through VFD’s
Motor principles, energy use, and factors that affect motor efficiency. This course is designed for entry level technicians, machine operators, or individuals involved at any capacity requiring a general knowledge and understanding of Variable Frequency Drives. The trainees will learn installation/replacement and how to troubleshoot a variable frequency drive unit (VFD). Topics will include the basic motor control, operation of a variable frequency drive, safety, print reading, basic parameter settings and troubleshooting/replacement.

Electrical Trouble Shooting & Maintenance
Analysis of electrical and electronic circuits and equipment using various types of test equipment. Problem corrections including replacement of defective parts. This three-day hands-on class covers the assembly and troubleshooting of motor control circuits and components. The novice, as well as the experienced electrician, will learn how build, troubleshoot, and repair motor control circuits using the troubleshooting methods covered in this seminar. Emphasis is placed on troubleshooting techniques.

Electrical Drawing, Diagrams and Schematics
In the field of equipment maintenance, installation, or modification, the ability to read and understand schematics and drawings is an absolute must. Several types of drawings and diagrams will be examined during this course, including Block, Pictorial, One-Line, Wiring, Terminal, and Schematic. The difference between these drawings will be emphasized and the purpose and flow of each type will be clarified.

Electrical Safety and Arc Flash Protection
Electrical safety issues field and plant personnel and safety professionals. Students will learn to recognize potential electrical problems and to recognize and address electrical accidents before they happen. Covers key regulatory issues for safety and compliance.

AC Circuits
A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. Gives a foundation in Alternating Current (AC) Circuits to include capacitance, inductance, three phase power, diodes, filters, and AC motors.
DC Circuits
Fundamentals of Direct Current. Apply various safety techniques while working on various circuits and components; identify characteristics of voltage, current, resistance and power in DC circuits; and measure voltage current, and resistance in DC circuits.

Electrical Motors: Operation and Maintenance
Direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis on construction characteristics, efficiencies, starting, and speed control of motors. Includes operation level and maintenance procedures.

Basic Electricity for Non-Electricians
This course provides a basic understanding of how electricity works in commercial and industrial settings. Electrical safety hazards are explained and examples are shown to prevent electrical accidents. Students will receive an introduction to the current NEC with examples of how the electrical code pertains to the electrical work they do.

Electrical Preventive Maintenance and Best Practices
This course will help electrical personnel and maintenance technicians implement simple maintenance practices, routine inspections, and scheduled testing. It identifies common causes of electrical failure and helps develop simple walk-through checklists.

Industrial Electrician Helper
This certificate prepares students for a job in maintenance, installations and troubleshooting of electrical equipment. Students are introduced to hands-on training in electricity and electrical control systems. They will gain valuable insight to the workings of transformers and motors and will learn how energy changes form and how it is controlled. *Call for training dates.

Industrial Electrician Helper
Electrical Circuits Basic Electrical Wiring
Transformers and Motors National Electrical Code
Entry Level Logistics
The skills required for the following certificate programs prepare the student for an entry-level position in an industry that handles shipping/receiving, transportation, export/import and inventories of products, item, merchandise, equipment and other tangible materials. *Call for training dates.

Entry Level Logistics Technician Certificate
- POFT 1025 Business Math and Machines Applications 48 Contact Hours
- BMGT 1022 Customer Service 48 Contact Hours
- OSHT 1015 Safety & Accident Prevention 18 Contact Hours
- QCTC 1000 Quality Assurance 30 Contact Hours
- LMGT 1021 Inventory Control 48 Contact Hours
- LMGT 1021 Logistics and Materials Mgmt & Shipping Receiving 48 Contact Hours
- LMGT 1064 Practicum 112 Contact Hours
Total Contact Hours Required for Entry Level Logistics Technician Certificate 352 Contact Hours

Domestic & International Transportation Technician Certificate
- POFT 1025 Business Math and Machines Applications 48 Contact Hours
- BMGT 1022 Customer Service 48 Contact Hours
- OSHT 1015 Safety & Accident Prevention 18 Contact Hours
- QCTC 1000 Quality Assurance 30 Contact Hours
- LGMT 1093 Logistics & Materials Mgmt 48 Contact Hours
- LMGT 1023 Domestic and International Transportation 48 Contact Hours
- LMGT 1064 Practicum 112 Contact Hours
Total Contact Hours Required for Domestic & International Transportation Technician 352 Contact Hours
Import/Export Technician Certificate

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<th>Contact Hours</th>
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<td>BMGT 1022</td>
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<td>Safety &amp; Accident Prevention</td>
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<td>QCTC 1000</td>
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<td>IBUS 2045</td>
<td>Import Customs Regulations</td>
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<td>IBUS 1001</td>
<td>Principles of Export</td>
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<tr>
<td>LMGT 1064</td>
<td>Practicum</td>
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Total Contact Hours Required for Import/Export Technician Certificate: 352 Contact Hours

Occupational Safety and Health Training

Safety
This coursework is designed to offer individuals the opportunity to learn the regulations, policies and procedures of the Occupational Safety and Health Administration (OSHA) required by certain occupations. Our coursework includes the laws, requirements and codes necessary for the handling of hazardous substances in the workplace. We also provide safety coursework for general and construction industry that focuses on hazard identification, avoidance, control and prevention in the workplace. *Call for training dates.

Occupational Safety and Health Standards for General Industry
This course emphasizes hazard identification, avoidance, control and prevention in the workplace. OSHA policies, procedures, and standards are covered as well as general industry safety and health principles. This coursework may be customized to a specific work site as needed. Upon completion of this course, a wallet card and certificate will be issued.

*Also offering 10-Hour Safety & Health Standards for General Industry - Call for details.

8-Hour HAZWOPER – Annual Refresher-TCEQ Approved
This course is designed to satisfy the regulatory requirements for annual refresher training under OSHA 29 CFR 1910.120 (e) (8) for emergency response personnel or workers at hazardous waste sites who encounter hazardous or potentially hazardous work conditions. Hazardous Waste Operations (HAZWOPER) guidelines are revisited. OSHA incident reports and company Material Safety Data Sheets are also reviewed. Upon completion of this course, a wallet card and certificate will be issued. Instructors have extensive professional experience in environmental and safety compliance.

24 & 40-Hour Hazwoper – Initial Training-TECQ Approved
This course is designed to satisfy the minimum regulatory requirements of 29 CFR 1910.120(e)(3)[ii-iii] by providing the initial training necessary for regular/occasional workers at hazardous waste/hazardous materials sites or emergency response personnel who expect to encounter hazardous or potentially hazardous work conditions but do not encounter conditions or situations that require respiratory protection as defined by the OSHA hazardous waste operations and emergency response (HAZWOPER) guidelines.
Quality-ASQ Certification Training
This coursework is designed to offer certification training for quality courses. Upon completion of the course, the participant will be able to take the ASQ exam in one of the following areas: CQE, CQA, CBA, ISO9001 and HACCP Auditor.
*Call for training dates.

Certified Quality Auditor Certified Quality Engineer Certified Quality Manager
HACCP Auditor ISO 9001 Training Certified Biomedical Auditor

Production Worker Training Certificate
Palo Alto College, Corporate & Community Education program are committed to preparing students to have the most current knowledge, skills and self-confidence to be productive employees in entry-level positions in the Industrial, Distribution, Warehouse, Transportation, and Manufacturing industry. *Call for training dates.

Production Worker Certificate
MCHN 1042 Basic Shop Math 32 hours
BMGT 1022 Customer Service 48 hours
QCTC 1008 Quality 24 hours
LMGT 2000 Logistics 48 hours
FPTA 1016 Portable Fire Extinguisher 8 hours
EMSP 1026 CPR/1st Aid/Bloodborne Pathogens Certification 8 hours
CNSE 1003 Forklift Operator Certification 8 hours
EPCT 1059 Occupational Safety Health Administration (OSHA) Hazardous Waste Operations (HAZWOPER) 8 hours
OSHT 1015 Occupational Safety Health Administration (OSHA) Certification 10 hours

Total Contact Hours Required for the Production Worker Certificate 186 Contact Hours
Welding
*Call for training dates.

Introduction to Welding

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Courses offered at Central Texas Technology Center (CTTC), 2189 FM 758, New Braunfels, TX 78130 (830) 609-2100
The Adult Learning Academy under the direction of the Corporate and Community Education division provides members of the community with resources to gain a better job, reach personal goals and improve their quality of life. The program has evolved as one that has delivered customized workforce training and implemented innovative tailored literacy programs to multiple populations in the San Antonio community. Employers, elevate the skills of your employees through learning that builds confidence. Upgrade basic skills in math, writing, reading or English as a Second Language so that your employees can meet the challenges of today’s fast paced workplace. Don’t see the course you are looking for? Ask us about customized training options!

**English as a Second Language (ESL)**

Despite the many challenges facing individuals with limited English, the ESL program at Palo Alto College offers the opportunity to progress to the skill level they want to attain.

**English as a Second Language (ESL for beginners)**

The program is comprised of six levels to accommodate student proficiency and increase communicative competence. The focus of these courses is listening, speaking, reading, conversation, writing and grammar. Students will be immersed in authentic and standard English at a level that is meaningful and comprehensible while being actively involved in the language learning process. Many of the students that start off with the Literacy program progress to the ESL for the workforce or the Academic ESL.

**English as a Second Language for the Workplace (ESLW)**

This course will help students acquire knowledge and understanding in the English language while focusing on workplace communication which includes business writing and business speaking. The module is designed to provide college and career pathway opportunities for students seeking education beyond successful completion of ESLW.

**English as a Second Language-Academic (ESLA)**

This course will focus on improving English fluency in reading, writing and speaking needed for academic level classes.

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General Educational Development (GED) / GED en Español

If you need to obtain employment, advance in your career, or enroll in college or training you will need to demonstrate to employers or colleges that you have at least a high school education or its equivalent.

Palo Alto College’s GED review course will help you develop the math, writing, reading and critical thinking skills you’ll need to succeed in passing the GED exam. We cover all five GED subject areas with a strong emphasis on Math and Writing skills. Palo Alto College provides students with practice tests, tips on time management, study skills and locations of testing centers in San Antonio.

GED en Español

Inscribiéndote en esta clase que esta diseñada para optimizar tu aprendizaje y asesorarte en las cinco áreas del GED: Matemáticas, Redacción, Estudios Sociales, Ciencias y Lenguaje Lectura. El curso también ofrece consejos de estudio y exámenes de practica.

Las clases son dirigidas completamente en español.

Your Success! Your Future!

Investing in your educational and occupational growth is a smart choice. When you finish your GED, it is only the beginning toward a rewarding journey to developing your career and personal goals. Each program described above is combined with a support system that is designed to help students continue their education by receiving an Associate’s degree or through CCE’s vocational training with College and Career Pathway information sessions. The programs have flexible schedules with both morning and evening courses, affordable prices, full preparation in English or Spanish, and highly qualified instructors. Courses run year-round in eight-week sessions.

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GED Prep - Spanish

CRN Course/Sec# Dates Day Time Location Course Cost Pymt Deadline Hours
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20351 LIT 1001 2/4-4/14 MW 6-9pm PAC $98 1/28 20
20350 LIT 1001 2/4-4/14 MW 12:30-3:30pm PAC $98 1/28 20

Your Success! Your Future!

Investing in your educational and occupational growth is a smart choice. When you finish your GED, it is only the beginning toward a rewarding journey to developing your career and personal goals. Each program described above is combined with a support system that is designed to help students continue their education by receiving an Associate’s degree or through CCE’s vocational training with College and Career Pathway information sessions. The programs have flexible schedules with both morning and evening courses, affordable prices, full preparation in English or Spanish, and highly qualified instructors. Courses run year-round in eight-week sessions.
Hobby/Leisure

Introduction to Sewing

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Cake Decorating

Introduction to Cake Decorating

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<th>Course/Sec#</th>
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<th>Day</th>
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Intermediate Cake Decorating

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<td>3/5-4/18</td>
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<td>8:30-11:30am</td>
<td>WETC</td>
<td>$750</td>
<td>2/26</td>
<td>48</td>
</tr>
<tr>
<td>20298</td>
<td>PSTR 1006</td>
<td>4/30-6/6</td>
<td>TR</td>
<td>6-9pm</td>
<td>WETC</td>
<td>$750</td>
<td>4/23</td>
<td>48</td>
</tr>
</tbody>
</table>

Pathway to Success

2 basic reasons to certify yourself in any field.

1. Certificates makes you more attractive to employers.
   In today’s competitive job market, you need every advantage you can get. You need technical skills, and you need proof of those skills. That’s why more people are getting certified as a way to start a career in fast-growing fields like Accounting and Information Technology.

2. Technical credentials help you grow in your career.
   Certification is an ongoing process; you start by learning the fundamentals, and then keep earning different levels of certification denoting new skills as you grow in your job and assume greater responsibilities.
<table>
<thead>
<tr>
<th>Course/Job Title</th>
<th>Hours</th>
<th>Estimated Cost</th>
<th>Estimated Wage:</th>
<th>Location</th>
<th>Cost</th>
<th>Pymt Deadline</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Support Assistant</td>
<td>120 hrs. (15 wks.)</td>
<td>$780</td>
<td>$15 to $25 per hr.</td>
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<tr>
<td>Logistics Technician</td>
<td>352 hrs. (12 mos.)</td>
<td>$2,700</td>
<td>$15 to $25 per hr.</td>
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<tr>
<td>Child Development Associate (CDA)</td>
<td>120 hrs. (6 mos.)</td>
<td>$750</td>
<td>$8 to $10 per hr.</td>
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<tr>
<td>Loan Processing Clerk</td>
<td>280 hrs. (3 mos.)</td>
<td>$1,915</td>
<td>$15-$22 per hr.</td>
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</tr>
<tr>
<td>Supply Chain Technician</td>
<td>144 hrs. (4 mos.)</td>
<td>$1,728</td>
<td>$12 to $17 per hr.</td>
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<tr>
<td>Paralegal (Legal Assistant)</td>
<td>358 hrs. (18 mos.)</td>
<td>$2,500</td>
<td>$10 to $17 per hr.</td>
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<tr>
<td>Customer Service Representative</td>
<td>240 hrs.</td>
<td></td>
<td>$8-$18 per hr.</td>
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<tr>
<td>Transportation Technician</td>
<td>96 hrs.</td>
<td>$1,152</td>
<td>$10 to $14 per hr.</td>
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</tr>
<tr>
<td>Warehouse Technician</td>
<td>96 hrs.</td>
<td>$1,152</td>
<td>$10 to $14 per hr.</td>
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<tr>
<td>Substitue Teacher</td>
<td>16 hrs.</td>
<td>$94</td>
<td>$8 to $12 per hr.</td>
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</tr>
<tr>
<td>Secretarial Assistant</td>
<td>240 hrs.</td>
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<td>$8-$18 per hr.</td>
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<tr>
<td>Accounting Payroll Clerk</td>
<td>120 hrs.</td>
<td>$800</td>
<td>$12-$18 per hr.</td>
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<tr>
<td>Medical Front Office Clerk</td>
<td>345 hrs. (4 mos.)</td>
<td>$1,587</td>
<td>$13-$22 per hr.</td>
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<tr>
<td>Industrial Electrician Helper</td>
<td>224 hrs. (7 mos.)</td>
<td>$3,000</td>
<td>$12 to $17 per hr.</td>
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<tr>
<td>Library Technician</td>
<td>48 hrs. (16 mos.)</td>
<td>$335</td>
<td>$8 to $23 per hr.</td>
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<tr>
<td>Computer Repair Technician</td>
<td>80 hrs. (3 mos.)</td>
<td>$2,200</td>
<td>$14 to $22 per hr.</td>
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<tr>
<td>Network Technician</td>
<td>40 hrs. (3 mos.)</td>
<td>$1,100</td>
<td>$19 to $28 per hr.</td>
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<tr>
<td>Network Security Specialist</td>
<td>80 hrs. (3 mos.)</td>
<td>$2,200</td>
<td>$30 to $45 per hr.</td>
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<tr>
<td>Industrial Technician</td>
<td>296 hrs. (18 mos.)</td>
<td>$5,900</td>
<td>$15-$25 per hr.</td>
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</tr>
<tr>
<td>Phlebotomy Specialist</td>
<td>168 hrs. (5 mos.)</td>
<td>$983</td>
<td>$8 to $10 per hr.</td>
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<tr>
<td>Emergency Medical Technician (EMT)</td>
<td>266 hrs. (5 mos.)</td>
<td>$1,281</td>
<td>$9 to $19 per hr.</td>
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<tr>
<td>Medical Billing &amp; Coding</td>
<td>233 hrs. (9 mos.)</td>
<td>$1,440</td>
<td>$9 to $15 per hr.</td>
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</tr>
</tbody>
</table>

Start a new career today by enrolling in any one of Palo Alto’s job entry training programs offered below. In as little as 5 weeks, you can gain your certificate and be on your way, earning more money in a new field of expertise. Call 210-486-3400 today to find out more information and how to enroll.
Gain a Certificate and Start Your New Career!

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Industrial Technology
Childcare
Logistics

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alamo.edu/pac/ce

Job Entry Programs