Welcome!

We are here to help you succeed.

Alamo Colleges is nationally recognized as a premier community college and leader in workforce training and higher education innovation. If you are investing your time and money, make it count. We can help. We are the “training arm” of the college; we provide you with the skills that are needed “to do the work.” Training is for people who want to implement new systems, improve a specific ability or further their ability in something.

We study occupations, and job projections, plus work with employers to capture the relevant, real-world job skills and applications in demand.

Healthcare, business services, and Information Technology are all growth industries in San Antonio. This growth challenges companies to find and keep employees who meet their needs which is why we offer this training to you.

Manufacturing is another high demand career in San Antonio and our surrounding counties. We offer numerous courses and programs of study to teach the exact skills these employers are looking for as they continue to hire to meet their needs.

Ready to start? Choose from everything we offer, beginning this semester. We are here to help you succeed.

Tim Rockey
Associate Vice-Chancellor
Workforce Training Network
Alamo Colleges
CREATIVE & COMMUNICATION ARTS

You did not find the class you are interested in? Classes are being added on a regular basis and may not be listed in our bulletin. For more information check our web site or give us a call!

(210) 486-5910 alamo.edu/workforcetraining

For more information please contact:
Chris Maddox
(210) 486-4415 cmaddox@alamo.edu
OR
Amparo Polendo
(210) 486-4421 pamparo@alamo.edu

AMERICAN SIGN LANGUAGE PROGRAM

AMERICAN SIGN LANGUAGE I
Includes vocabulary review, an expanded American Sign Language (ASL) vocabulary, and usage of fingerspelling and numbers in the work environment.

AMERICAN SIGN LANGUAGE(ASL) II
Develops receptive and expressive ability and allows recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). Increases fluency and accuracy in fingerspelling and numbers. Encourages opportunities for interaction within the Deaf community.

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<th>Course</th>
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DIGITAL VIDEO
Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a digital video workstation (80 hrs).

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<th>Course</th>
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CREATIVE & COMMUNICATION ARTS

ENGLISH AS A SECOND LANGUAGE
(Classes in non-credit ESL and credit ESLA and ENGA)

Learn English as a Second Language (ESL) where quality learning and enrichment experiences are provided to meet the various needs of students of limited English proficiency. The program offers English as a Second Language (ESL) curriculum that includes Grammar, Conversation, Reading, Writing, and Speaking & Listening. Our programs are committed to serving the dynamic demands of the San Antonio community. We offer several options for individuals and groups.

ESL LITERACY
Pre-basic English class for beginners: This particular beginners’ class is designed for the individuals that have no knowledge of any English; teaching the very basics of the English Language, in order to succeed and continue on into the Level 1 with no problems (30 hrs)

SPEAKING AND LISTENING I
This is a beginning level course to develop listening and speaking skills in speakers of languages other than English and prepares them to understand and express oneself orally in an English-Speaking society. Students will be made aware of the sounds, intonations, and rhythm of American English (48 hrs).

WRITING I
This beginning course develops basic grammar skills, punctuation, and sentence forms to assist non-native speakers of American English in constructing sentences (48 hrs)

GRAMMAR I
Students learn basic grammar structures appropriate for beginning students (48 hrs)

READING I
This course focuses on academic reading and vocabulary-building. Students learn to identify the main idea, context clues, word order, pronoun reference and signal words. They also preview, predict, understand and draw conclusions, scan, and summarize. Students also interpret diagrams, charts, and other visual content (48 hrs).

SPEAKING AND LISTENING II
This course focuses on conversational speaking and listening. Students learn to understand speakers at a normal rate of speech on a variety of topics. As students begin to use the sound, intonation, and rhythm of American English correctly, they will gain greater confidence and independence in the language (48 hrs).

WRITING II
This course further develops the student's basic writing skills at the sentence level. In addition, it focuses on spelling, punctuation, basic grammar, and word order. Students construct simple and compound sentences and learn to write narratives, simple descriptions of situations, personal histories and everyday activities (48 hrs).

GRAMMAR II
This course focuses on helping students to understand and produce basic grammar structures such as nouns, pronouns, adverbs, adjectives, verb tenses, and some modal auxiliaries. Additionally, study could include compound sentences and adverb clauses (48 hrs).

READING II
This course focuses on academic reading and vocabulary building. Students learn to identify the main idea, context clues, word order, pronoun reference and signal words. They also preview, predict, understand and draw conclusions, scan, and summarize. Students also interpret diagrams, charts, and other visual content (48 hrs).

For more information please contact:
Adriana Rodriguez-Almada
Northwest Vista College
(210) 486-4426
achavez180@alamo.edu
OR
Yolanda Pena-Castaneda
San Antonio College
(210) 486-1421
ypena14@alamo.edu
How do I grow my business and at the same time ensure my workers stay up-to-date with the skills necessary to stay competitive?

The answer is: The Skills Development Fund!

It helps businesses offset their training costs by partnering with a public community or technical college in the design and implementation of industry specific training. Since its inception, in 1996, the Alamo Colleges have been awarded over $49,684,649, trained 14,600 new hires and provided retraining to over 16,954 incumbent workers. Grant awards for a single business is limited to $500,000 for tuition, curriculum development, instructor fees and training materials. Contracts are typically 12 months in duration.

Don’t be left out of an opportunity to invest in your business and your employees future!

For more information, call (210) 485-0019 or email pnewman8@alamo.edu

You did not find the class you are interested in? Classes are being added on a regular basis and may not be listed in our bulletin. For more information check our web site or give us a call!

(210) 486-5910    alamo.edu/workforcetraining
REAL ESTATE

PRINCIPLES OF REAL ESTATE (TExAS)
Overview of licensing as a real estate broker or salesperson in Texas. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment (30 hrs).

LAW OF CONTRACTS
Texas Law of Contracts covers the use and application of basic real estate law and promulgated contracts during real estate transactions. More specifically, this course explores interests in real estate, homestead issues, the various addenda and amendments that many be necessary, financing issues, and how title is conveyed. This course discusses the intricacies of leasing real estate and how to complete a sales contract. It includes a detailed walkthrough of closing, including Real Estate Settlement Procedures Act (RESPA) considerations and title work (30 hrs).

REAL ESTATE FINANCE (TExAS)
This comprehensive course discusses the real estate finance process in an easy-to-understand format. It covers the finance industry in depth, from the big picture of the cycle of real estate finance down to the details of the various financing programs. This course will bring students up to date on what occurred during the economic downturn and what real estate financing looks today (30 hrs).

PRINCIPLES OF REAL ESTATE II
Principles II provides the basic knowledge of real estate laws, practices, and terminology. This course covers all the topics required by the Texas Real Estate License Act to be included in a principles core course, with both national and state-specific content, and it illustrates the real-life applications of the concepts learned. Specifically, this course examines value and discusses appraisal methods; the principles of mortgage financing; alternative types of financing and payment plans; government involvement in real estate financing; methods of transferring title; conveyance documents; public records; mathematical formulas used in real estate transactions; the licensee’s role in real estate closings; leasehold estates and specific provisions of lease agreements; the responsibilities and laws regarding property management; public and private land-use controls; and a basic introduction to real estate investment. This course also provides an overview of some of the many ways individuals can specialize in specific areas of real estate (30 hrs).

SPECIAL TOPICS IN REAL ESTATE
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency (30 hrs).

LAW OF AGENCY (TExAS)
Texas Real Estate Agency covers essential relationships, legal, and business relationships that are established during real estate transactions. As required by The Real Estate License Act, this course includes a discussion of the principal-agent relationship, the authority of an agent, the termination of an agent’s authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of agency. More specifically, this course explores the relationship between principals and agents through examples, and all necessary disclosures, duties to the client, and duties and disclosures to third parties. This course covers seller agency, buyer agency, and intermediary brokerage. It discusses the creation and termination of agency and the means for clarifying agency relationships. It discusses employment issues within a brokerage as well as the relationship between agency, ethics, and the law. Finally, this course discusses the Deceptive Trade Practices and Consumer Protection Act and a practical guide to implementation and presentation (30 hrs).

For more information please contact:
Christine Maddox
(210) 486-4415
cmaddox@alamo.edu
OR
Amparo Polendo Garcia
(210) 486-4421
pamparo@alamo.edu
BUSINESS & ENTREPRENEURSHIP

For more information about HR training programs and insurance adjuster training please contact: Joanna Grogan (210) 486-0409 jgrogan@alamo.edu OR Deborah Harrison (210) 486-0401 dharrison17@alamo.edu

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM

This series of integrated modular courses is designed as a certificate series for functions typically found in the contemporary HR department of small to mid-sized companies. The goal is to prepare students to assume a major role in the operation and management of an HR office. Participants must attend 80 percent of each course, satisfy the competencies set forth for each course, and complete all coursework in the following areas: emerging issues in HR; HR training and development; employment practices and processes; employee labor relations; total pay; employee compliance for HR Mgt.

EMERGING ISSUES IN HUMAN RESOURCES
Explores current changes in the workplace and employee/employer expectations, current recruitment and retention issues, the changing nature of the work environment and diversity through globalization, as well as the "longing for belonging" - connecting people to the organization.

HUMAN RESOURCES TRAINING AND DEVELOPMENT
Students will become familiar with various types of current training and development programs and receive tools and information that help identify the types of learners and methods to successfully address different learning styles. Students will also receive information to help managers with effective coaching methods, employee empowerment and effective delegation, as well as ways for your company to help employees develop skills and knowledge on life issues and lifelong learning.

TABLE OF COURSES

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<tr>
<th>Course</th>
<th>CRN</th>
<th>Title</th>
<th>Dates</th>
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EMLOYMENT PRACTICES AND PROCESSES
Explores current changes in the workplace and employee/employer expectations, current recruitment and retention issues, the changing nature of the work environment and diversity through globalization, as well as the "longing for belonging" - connecting people to the organization.

EMPLOYEE LABOR RELATIONS
Students will learn the importance of and ways to pay "psychological paychecks". Learn about unions and their changing roles and ethical employer’s practices. Compare leadership and management control measures and how they both affect employee relations. Employee Assistance Programs (EAP), employee surveys, termination processes and documentation, family leave and assistance issues will also be covered.

TOTAL PAY
This course will introduce you to the components of an employee Total Pay Package, including: compensation incentives such as bonus or pension; performance management increases and benefits.

EMPLOYEE COMPLIANCE FOR HR MANAGEMENT
Introduces students to how to plan for recruiting, hiring and retaining employees while complying with the requirements covering current legislation and the rules and regulations for employers. Students will also be introduced to affirmative action planning and data analysis, development of equal employment opportunity programs, internal investigations and OFCCP compliance audits.

You did not find the class you are interested in? Classes are being added on a regular basis and may not be listed in our bulletin. For more information check our web site or give us a call! (210) 486-5910 alamo.edu/workforcetraining
HR MANAGEMENT

SHRM-CP/SHRM-SCP PROGRAM

This 42-hour course combines expert instruction with the SHRM Learning System® for SHRM-CP™/SHRM-SCP™, so you will learn faster, retain more knowledge and stay on track for success on the exam. Offered in partnership with the Society for Human Resource Management (SHRM), the curriculum is designed by global subject matter experts and covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™) which encourages HR professionals to acquire the Competencies and Knowledge they’ll need to effectively perform their jobs and achieve career success.

Our course is designed to help you learn and retain the material effectively and efficiently by combining the best exam preparation system with expert instruction and peer discussion. As part of your course, you will receive the SHRM Learning System for SHRM-CP™/SHRM-SCP™. Comprised of comprehensive learning modules in print and e-reader formats, and advanced online resources, these study materials streamline study time, accelerate learning and build confidence for passing the SHRM-CP™/SHRM-SCP™ exam.

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<th>Course</th>
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INSURANCE ADJUSTER TRAINING

ALL LINES ADJUSTER TRAINING

Designed to qualify students for the All Lines Adjuster License, in accordance with the Texas State Board of Insurance (TDI) requirements. Course covers license maintenance, duration and regulation, contracts, adjusting losses, boiler and machinery insurance, auto insurance, commercial general liability, aviation insurance, surety bonds and fidelity coverage, Texas dwelling policies, Texas business owners’ policy, workmen’s compensation and other coverages. Upon successful completion of 45 hours of classroom work, students will be given the examination for the All Lines Adjuster license in class. Students who have scored satisfactorily on the exam may then submit their certificate and application to the Texas Department of Insurance for their license.

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<th>Course</th>
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(210) 486-5910   alamo.edu/workforcetraining

FOOD MANAGEMENT

FOOD HANDLER CERTIFICATION
The City of San Antonio and some other surrounding cities recommend that people who handle food in commercial establishments complete a two-hour course covering the most essential aspects of safe food handling. This course prepares food handlers to apply critical food safety practices and incorporates key food handling concepts drawn from the Food Manager Certification course. NO TEXT REQUIRED. (2 hrs).

DIETARY MANAGER COURSE
(99 hours plus preceptorship at a work site): Recent rapid growth in the number of schools, hospitals, and assisted-living facilities in our area is driving up demand for trained dietary managers. We position our graduates for a supervisory role in a kitchen that deals with special dietary needs.

FOOD SERVICE MANAGER CERTIFICATION
This course is the 16 hour certification program for owners and operators of establishments which prepare and serve food to the public. Topics include methods of proper food storage, techniques for sanitary food service preparation, employee sanitation, pest control, accident prevention, housekeeping management, sanitation regulations and standards, and facility conditions which contribute to outbreaks of food-borne disease.

FOOD MANAGER CERTIFICATION BILINGUAL
Adquiera una certificación que cada establecimiento alimenticia esta buscando.
El curso de certificación de 15 horas cumple con los requisitos de los departamentos de salud de Texas y de la área metropolitana.
TEXTO : Food Safety Management Principles; NEHA (Spanish).

For more information please contact:
Christine Maddox
(210) 486-4415
cmaddox@alamo.edu
OR
Amparo Polendo Garcia
(210) 486-4421
pamparo@alamo.edu

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MASSAGE THERAPY

HYDROTHERAPY
The use of accepted hydrotherapy and holistic healthcare modalities of external application of temperature for its reflexive effect. Meets the minimum 20-contact-hour requirement for licensure.

BUSINESS & ETHICS FOR MASSAGE THERAPY
The study of physical and financial office practices and marketing. Includes ethical practices for massage therapists as established by law or regulatory agency. Meets the minimum 45-contact-hour requirement for licensure.

HEALTH AND HYGIENE
The study of safety and sanitation practices including universal precautions. The importance of proper body mechanics, maintaining a healthy lifestyle, maintaining the massage environment, and the advantage of therapeutic relationships is also included. Meets the minimum 20-contact-hour requirement for licensure.

MASSAGE THERAPY FUNDAMENTALS II
A continuation of Massage Therapy Fundamentals I. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care. Completes the requirements for Massage Techniques for licensure (75 hrs).

KINESIOLOGY FOR MASSAGE
In-depth coverage of the structure and function of the human body. Includes cell structure and function, tissues, body organization, and the integumentary, skeletal, muscular, nervous, and endocrine systems. Emphasizes homeostasis/wellness care. Meets the minimum 75-contact-hour requirement for Anatomy and Physiology for licensure.

PATHOLOGY FOR MASSAGE
General discussion of pathologies as they relate to massage therapy. Includes universal precautions and their management in professional practice. Also covers etiology, signs, symptoms, and the physiological and psychological reactions to disease and injury. Meets the minimum 40-contact-hour requirement for licensure.

MASSAGE THERAPY INTERNSHIP
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer (50 hrs).
MEDICAL FRONT OFFICE
Join one of the fifty fastest growing occupations in Texas. Employment for Medical Front Office Assistants will grow twice as quickly as other occupations, especially in San Antonio. Our program consists of the following courses:
- 32 Beginning Keyboarding
- 24 Beginning Computers
- 30 Microsoft Word
- 30 Microsoft Excel
- 16 Microsoft Outlook
- 36 Medical Terminology—Medical Office
- 30 Medical Insurance and Billing
- 18 File Management for the Medical Office
- 48 Medical Software and Practical Applications
- 7 Safety in Medical Office

271 Total Hours

MEDICAL TERMINOLOGY - MEDICAL OFFICE - NOW OFFERED ONLINE
Students will be able to identify, pronounce, and spell medical terms using various resource tools. Word origin and structure will be examined through the introduction of prefixes, suffixes, root words, and plurals. Basic medical terminology used in hospital and pharmacy environments will also be explored.

MEDICAL INSURANCE AND BILLING
Provides skills and knowledge in the health information field for ICD-10 and CPT coding of insurance forms for reimbursement of medical services (48 hrs).

FILE MANAGEMENT FOR THE MEDICAL OFFICE
Covers the basic application of various filing methods used in a medical office. The course will cover alphabetic, numeric, and color coded filing systems. Students will be able to index, code, file, retrieve, and cross reference records. Basic construction of a medical chart and its components will be examined. TEXT REQUIRED (18 hours).

MEDICAL SOFTWARE APPLICATIONS
Students will learn proper use of Medisoft Medical software used in medical offices. Scheduling and billing functions of the software will be introduced and applied to medical office scenarios. Students will also be exposed to actual medical office working scenarios using all previous MS applications, office procedures, and medical terminology. NO TEXT REQUIRED (48 hours). PREREQUISITE: File Management for the Medical Office.

SAFETY IN THE MEDICAL OFFICE
Introduction to specific training techniques involving safe medical material handling as well as general safety and security of the premises and medical records. Course addresses the right to know and outlines guidelines from the Occupational Safety and Health Administration (OSHA) as they pertain to the medical office. NO TEXT REQUIRED (7 hours).

MEDICAL CODING PROGRAM
CPT & HCPCS CODING
Using the application of basic coding rules, students will be able to identify different nomenclatures and classification systems and assign codes. TEXTS REQUIRED (63 hours).

CODING FOR D.M.E.
Coding for Durable Medical Equipment is a course designed to teach how to use correct ICD-10 and CPT codes for DME justifications. (33 hours)

CODING CERTIFICATION EXAM REVISION
Review of coding competencies and skills in preparation for a coding certification exam (24 hrs).

For more information please contact:
David Rutkoski
(210) 486-3921
drutkoski@alamo.edu

OR
Angela Garcia
(210) 486-3325
agarcia221@alamo.edu

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(210) 486-5910 alamo.edu/workforcetraining
PHLEBOTOMY
Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology (48 hrs).

PHLEBOTOMY CLINICAL
A health-related work-based learning experience enables students to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, students will 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. Prerequisite: PLAB 1023 (120 hrs).

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PHARMACY TECHNICIAN TRAINING

COURSE LISTING
1. Introduction to Pharmacology (48 hours)
2. Community Pharmacology (32 hours)
3. Pharmacy Drug Therapy & Treatment (64 hours)
4. Pharmaceutical Math (48 hours)
5. Pharmacy Certification Review (32 hours)

ELIGIBILITY TO REGISTER:
• Complete a Reading & Math Test on campus (scores math 63% and reading 78%)
• Must show proof of TB check with negative results less than one year old
• Must have started Hepatitis B Immunization Series
• Meningitis immunization for students under 22 years of age at least 10 days prior to class.

This training is designed to prepare students to pass the National Pharmacy Technician Certification Examination. Students can choose either full participation, which means they will attend all courses; or, the experienced Pharmacy Technician can seek specific training in one or more areas of pharmacy technology. Students can opt to take only those classes they need. The length of the training depends on the amount of classwork each student registers for during the semester and the number of classes needed. The Pharmacy Technician Training at San Antonio College provides classroom instruction and hands-on application.

For more information please contact:
David Rutkoski
(210) 486-3921
drutkoski@alamo.edu
OR
Angela Garcia
(210) 486-3325
agarcia221@alamo.edu

CHECK OUR WEBSITE OR CALL FOR UPDATED OFFERINGS

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(210) 486-5910      alamo.edu/workforcetraining
CONTINUING NURSING EDUCATION PROGRAM

BASIC CARDIOPULMONARY RESUSCITATION (CPR)
Covers the theory and skills necessary for the healthcare provider to perform cardiopulmonary resuscitation.

UNDERSTANDING PHARMACOLOGY MATHEMATICS
Designed for healthcare practitioners who desire to review basic math skills or improve current practice in administering medication and meet institutional performance standards. This course will assist participants to understand mathematical calculations and to make them functional in practice.

FORENSIC NURSING
Topics include: description of forensic examination, evidence collection from victims and trauma documentation.

MONITOR TECH PROGRAM
The Monitor Tech Program is open to all individuals interested in learning to read cardiac monitors for arrhythmia recognition in a hospital setting.

INTRODUCTION TO CARDIAC RHYTHMS
Introduces the student to cardiac rhythms. Instruction on basic medical terminology pertaining to the heart, anatomy and physiology of the cardiac muscle, and normal sinus rhythm is given. Students will be introduced to arrhythmia monitoring equipment used in the hospital. **TEXT REQUIRED:**

INTERMEDIATE ARRHYTHMIA RECOGNITION
Emphasis will be placed on detection of common arrhythmias and the appropriate nursing interventions. Activities include lecture, discussion, analysis of EKG strips, demonstration of defibrillation, and evaluation of learning.

ADVANCED ARRHYTHMIA RECOGNITION
Emphasis will be placed on continuous cardiac monitoring and the appropriate nursing interventions. Learning activities will include lecture, discussions, analysis of EKG strips, performance of a 12-lead EKG, and evaluation of learning.

For more information please contact:
David Rutkoski (210) 486-3921 or email drutkoski@alamo.edu
OR Angela Garcia (210) 486-3325 or email agarcia221@alamo.edu
HEALTH & BIOSCIENCES

You did not find the class you are interested in? Classes are being added on a regular basis and may not be listed in our bulletin. For more information check our web site or give us a call!

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NURSE AIDE FOR HEALTH CARE
Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team (68 hrs).

MEDICATION AIDE UPDATE
Intensive training is an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency (8 hrs).

NURSING HOME ACTIVITY DIRECTOR UPDATE
The course provides an overview of current information pertinent to skills, theory, psychology, and record keeping for a nursing home Activity Director professional. This course is designed to be repeated multiple times to improve student proficiency.

ADVANCED ACTIVITY DIRECTOR
An advanced course for activity professionals which includes activity department responsibilities, a system for developing an activity program, administrative practices of the activity profession, and communication techniques to be used in a facility and for dealing with the public.

HEALTH CARE SPANISH
Designed to help in the development of practical Spanish communication skills for the health care employee. Topics covered will include medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician’s office. This course is open to healthcare employees and nursing students. (24 hours).

HEALTHCARE PROVIDER CPR/ BLS CERTIFICATION AND RECERTIFICATION CLASSES
American Heart Association Standard of the Healthcare Industry Healthcare Provider (HCP) CPR is taught twice per month on alternating Saturdays. This is the certification expected by most healthcare institutions, schools, and employers. Anyone may attend. For students who hold an unexpired HCP CPR card, the Tuesday evening class is a shorter renewal only class; students must show a valid unexpired card to participate in this Tuesday evening class.

Course  CRN  Title  Dates  Days  Hours  Campus  Fee
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NURA 1001  TBA  NURSE AIDE FOR HEALTH C  2/13/16-4/09/16  S  8:00 AM-5:00 PM  PAC  $535.00
NURA 1001  TBA  NURSE AIDE FOR HEALTH C  4/16/16-5/01/16  SU  8:00 AM-4:30 PM  PAC  $535.00
NURA 1060  20245  CLINICAL FOR NURSE AIDE  2/23/16-3/9/16  MTWR  8:30 AM-12:30 PM  PAC  $498.00
NURA 1041  30126  MEDICATION AIDE UPDATE  3/9/16-3/9/16  W  8:00 AM-5:00 PM  PAC  $75.00
NURA 1041  20214  MEDICATION AIDE UPDATE  2/10/16-2/10/16  W  8:00 AM-5:00 PM  SPC  $75.00
NURA 1041  30125  MEDICATION AIDE UPDATE  3/8/16-3/8/16  T  8:00 AM-5:00 PM  SPC  $75.00
NURA 1041  30126  MEDICATION AIDE UPDATE  3/9/16-3/9/16  W  8:00 AM-5:00 PM  SPC  $75.00
GERS 1055  20244  NURS H ACTIV UPDATE  2/6/16-2/6/16  S  8:00 AM-5:00 PM  PAC  $75.00
GERS 1055  30141  NURS H ACTIV. DIR. UPDATE  4/2/16-4/2/16  S  8:00 AM-5:00 PM  PAC  $75.00
GERS 2032  30140  ADV ACTIV DIR  3/5/16-5/14/16  S  8:00 AM-5:00 PM  PAC  $353.00

For more information please contact:
David Rutkoski
(210) 486-3921
drutkoski@alamo.edu
OR
Angela Garcia
(210) 486-3325
agarcia221@alamo.edu
CERTIFIED NURSING ASSISTANT
Play an important role in the care of clients in hospitals and long-term care facilities. It is the nursing assistant who provides basic care at the bedside while ensuring the safety and comfort of clients. Must meet all requirements prior to registration.

PROGRAM OVERVIEW
The 132-hour CNA program consists of 68 hours of classroom instruction and skills training, 48 hours of clinical training in which the student will give hands-on care to residents in a nursing facility, and a 16-hour exam preparation. Upon successful completion of this program, nurse aide candidates are eligible to apply to take the examination for registration as a nurse aide in Texas.

REQUIREMENTS:
• High School or GED graduate.
• Provide written proof of immunizations for measles, mumps, rubella vaccine dated after 1979, if you are 35 years or younger.
• Provide written proof of diphtheria/tetanus vaccine in the last ten years.
• Provide written proof of a negative TB Test (Mantoux) dated within the last year.
• Provide written proof of completion of the Hepatitis B vaccine series within the past ten years, or serologic confirmation of immunity.
• Meet the Program Requirements for Functional Capabilities.
• Sign the Clinical Practice Reimbursement and Indemnification Agreement.
• Criminal background check and drug screening- non-refundable.

CLINICAL FOR NURSE AIDE
Designed as a health-related work-based experience that enables the student to apply specialized materials, theory, skills and concepts to the care of residents in a nursing care facility under direct supervision of the instructor (48 hours).

NURSING REFRESHER PROGRAM
This program is designed to meet the educational needs of nurses who are preparing to return to the profession after a leave of absence or hiatus. The course of study is a hybrid that will be 13 weeks in length and includes five different courses. Each course will have a different focus and method of delivery: lecture/discussion, online, scenario/simulation in SAC’s state-of-the-art simulation lab and clinical work in a hospital setting. The RN Refresher Course fulfills all requirements by the Texas Board of Nursing for licensure reinstatement.

For more information please contact:
David Rutkoski
(210) 486-3921
drutkoski@alamo.edu
OR
Angela Garcia
(210) 486-3325
agarcia221@alamo.edu
**INTRODUCTION TO BUSINESS LOGISTICS**

Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency.

**INTERMEDIATE PLC PROGRAMMABLE LOGIC CONTROLLERS 2**

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment.

**ADVANCED PLC – PROGRAMMABLE LOGISTICS CONTROLLERS**

Advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment.

**ELECTRICAL MAINTENANCE FUNDAMENTALS**

Includes minimum requirements for approval of electrical installation specified by the National Electrical Code (NEC). Examination of all aspects of electrical installation from the standpoint of safety for personnel and equipment.

**PHYSICS OF INSTRUMENTATION**

An introduction to simple pneumatic loops. Introduction to pressure, temperature, level, and flow transmitters and the various transducers used in the detection of changes in process variables.

**FORKLIFT OPERATOR CERTIFICATION**

Eight (8) hour course that will provide information and training for forklift operators, including forklift design, controls and instrumentation, comprehensive pre-use inspection, forklift stability and factors affecting stability. Hands-on training and demonstration of proficiency will be included.

**40 HOUR HAZWOPER**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

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<th>Course</th>
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<th>Title</th>
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ADVANCED MANUFACTURING & LOGISTICS

AUTO MECHANICS

AUTO MECHANICS / BRAKES
Students learn all about brake systems, components and servicing. This training guides learners to a more complete understanding of the theory underlying brake operation, diagnosis, troubleshooting, and repair procedures (7 hrs).

AUTO MECHANICS / ELECTRICAL
Electrical systems refer to electrically operated car components, such as lights, wipers and navigation systems (7 hrs).

AUTO MECHANICS / HEATING & AIR CONDITIONING
This introductory course covers the theory, knowledge, and skills necessary to understand automotive Heating, Ventilation, and Air Conditioning (HVAC) systems. Content includes basic refrigeration cycle and diagnosis, along with covering EPA guidelines for refrigerant handling.

AUTO MECHANICS / SUSPENSION & STEERING SYSTEMS
This course covers theory, knowledge, and skills necessary to understand automotive steering and suspension systems. In addition to include tire and wheel problem diagnosis and alignment issues.

AUTO MECHANICS / ENGINE PERFORMANCE
This is an introductory course of study covering theory, system analysis, and diagnostics that help ensure best engine performance. Engine mechanical, electronically-controlled systems, and other related systems will be covered as related to engine performance. Basic theory and concepts will be covered and industry-accepted diagnostics and practices will be emphasized. Individuals enrolled should have a minimum of one year prior experience in automotive work.

AUTO MECHANICS / TRANSMISSION
Program is an overview of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. No hands-on or lab work included.

Course CRN Title Dates Days Hours Campus Fee
AUMT 1091 20216 AUTO MECHAN/ BRAKES 2/24/2016 2/25/2016 WR 5:30 PM-9:00 PM SPC $161.00
AUMT 1091 30132 AUTO MECHAN/ BRAKES 3/30/2016 3/31/2016 WR 5:30 PM-9:00 PM SPC $161.00
AUMT 1091 30133 AUTO MECHAN / ELEC 4/13/2016 4/14/2016 WR 5:30 PM-9:00 PM SPC $161.00
AUMT 1091 30134 AUTO MECHAN/ HEAT&AC 5/11/2016 5/12/2016 WR 5:30 PM-9:00 PM SPC $161.00
AUMT 1091 40021 AUTO MECHAN/ SUSP. & ST 6/15/2016 6/16/2016 WR 5:30 PM-9:00 PM SPC $161.00
AUMT 1091 40022 AUTO MECHAN/ ENG PERF 7/20/2016 7/21/2016 WR 5:30 PM-9:00 PM SPC $161.00
AUMT 1091 40023 AUTO MECHAN/ TRANSM 8/10/2016 8/11/2016 WR 5:30 PM-9:00 PM SPC $161.00

For more information please contact: Alfred Landeros at (210) 486-2787 or alanderos1@alamo.edu OR Lydia Romero at (210) 486-2740 or lromero22@alamo.edu
**PROFESSIONAL TRUCK DRIVING**

**PROFESSIONAL TRUCK DRIVER I**
Overview of the State of Texas Class A Commercial Drivers' License written test. Includes preparation for mastery of the Commercial Drivers' License written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of Transportation (156 hrs).

**CDL REFRESHER**
A continuation of Professional Truck Driver I. General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation (40 hrs).

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</table>

For more information please contact: Alfred Landeros at (210) 486-2787 or alanderos1@alamo.edu OR Lydia Romero at (210) 486-2740 or lromero22@alamo.edu

You did not find the class you are interested in? Classes are being added on a regular basis and may not be listed in our bulletin. For more information check our web site or give us a call! (210) 486-5910   alamo.edu/workforce training
EVER WONDER HOW TO BECOME A PEACE OFFICER?
Most cities and towns are not large enough to justify having their own Police Academy so they rely on programs like ours to train and license their officers. San Antonio College workforce training has provided this service for more than 40 years.

QUALIFICATIONS: Students must have either a High School Diploma or GED or have served two years active military duty. In addition students need to submit a full criminal history background check and proof of U.S. citizenship.

BASIC PEACE OFFICER PROGRAM
The Basic Peace Officer Program is approved by the Texas Commission on Law Enforcement (TCOLE). The program consists of 688 classroom hours divided into four separate phases. Each phase is taken in succession. Upon satisfactory completion of the four phases, students are eligible to take the State Peace Officer Examination for Certification as a Law Enforcement Officer.

New classes start every 3 months.
For upcoming dates or any other information contact Frank Francis at (210) 486-1337 or ffrancis1@alamo.edu OR Michelle Contreras at (210) 486-1335 or mcontreras84@alamo.edu

<table>
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<tr>
<th>Course</th>
<th>CRN</th>
<th>Title</th>
<th>Dates</th>
<th>Days</th>
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PARALEGAL
PARALEGAL ETHICS
Provides an in depth look at the legal responsibilities and how it applies to the paralegal profession and how the field is regulated (16 hrs).

LEGAL ETHICS AND PROFESSIONAL
This course presents the ethical and legal responsibilities that a member of the legal profession owes to the public, the court, clients, and colleagues, including a review of the canons, codes, and rules of professional responsibility (16 hrs).

For more information please contact:
Christine Maddox at (210) 486-4415 or cmaddox@alamo.edu
OR Amparo Polendo García at (210) 486-4421 or pamparo@alamo.edu
EMERGENCY MEDICAL TECHNICIAN (EMT) PROGRAM

An EMT is the entry-level pre-hospital healthcare professional. Our program is a state-approved Emergency Medical Technician (EMT) course that exceeds the National Emergency Medical Services Education Standards for the Emergency Medical Technician. The EMT program is a one-semester course that instills the principles of emergency medical services. After successful completion of the program, students will be eligible to take the National Registry of EMTs cognitive examination. The EMT program qualifies for college credit towards an Associate’s Degree in Emergency Medical Services. (128 hours).

Prerequisites:
   Required immunizations
   • Tetanus, diphtheria, and pertussis (Tdap)
   • Hepatitis B series started. The series must be complete prior to clinical rotations.
   • Mumps, measles, and rubella (MMR)
   • Varicella or documentation of natural immunity
   • Meningococcal
2. Negative TB skin test, performed within one month of the program start date.
3. Front and back copy of the American Heart Association Health Care Provider Basic life support card, less than one year from the program start date.
4. Copy of your high school diploma or equivalent.
5. Background check

PARAMEDIC PROGRAM

A Paramedic is an advanced level pre-hospital healthcare professional. The Paramedic Program is designed for individuals that possess a current National Certification at the EMT level or higher. Our program is a nationally-accredited Paramedic program that exceeds the National Emergency Medical Services Education Standards for Paramedics. The program is a three-semester course that instills the advanced principles of emergency medical services. After successful completion of the program, the student will be eligible to take the National Registry of EMTs cognitive and psychomotor examination. The Paramedic program qualifies for college credit towards an Associate’s Degree in Emergency Medical Services. (1000 hours).

EMERGENCY MEDICAL TECHNICIAN (EMT) REFRESHER COURSE

The EMT refresher course is designed for the following:
• Individuals that have a valid NREMT certification that has not yet expired and they need the refresher course for recertification.
• Individuals that attempted the NREMT cognitive exam three times and have yet to pass.
• Individuals with an expired NREMT certification. They must be expired less than two years. The 48-hour course is taught concurrently with an ongoing EMT class. Students are only required to attend class when the content is required for the NREMT refresher.

BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDER

The American Heart Association Basic Life Support for Healthcare Providers’ course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-
threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. American Heart Association BLS for Healthcare Providers course completion card is valid for two years. (4 hours).

**EMERGENCY MEDICAL TECHNICIAN**

A certified recognized basic training program that covers all emergency medical techniques currently considered being within the responsibilities of the basic EMT providing emergency care with an ambulance service. At the course conclusion, persons may take the Texas State written and practical examinations for licensure as an EMT. (80 hrs).

**EMT REFRESHER**

Update and review theory and skills necessary to meet national and/or state requirements for remediation or recertification as an Emergency Medical Technician (EMT) (80 hrs).

**CPR FOR HEALTHCARE PROVIDERS**

Designed for healthcare providers and professional rescuers. Lifesaving skills of respiratory (choking and near-drowning) and cardiac emergencies involving adults, children, and infants. This course was designed to be repeated multiple times to improve student proficiency (8 hrs).

**INTRODUCTION TO ADVANCED PRACTICE**

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital (48 hrs).

**TRAUMA MANAGEMENT**

A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries (64 hrs).

**PATIENT ASSESSMENT AND AIRWAY**

A detailed study of the knowledge and skills required to perform patient assessment and airway management (64 hrs).

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For more information please contact:
Joanna Grogan
(210) 486-0409
jgrogan@alamo.edu
OR
Deborah Harrison
(210) 486-0401
dharrison17@alamo.edu

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* Saturday hours are 9 AM - 5 PM.
ADVANCED CARDIAC LIFE SUPPORT PROVIDER
ACLS is designed for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest and other cardiovascular emergencies. ACLS is an advanced, instructor-led classroom course that highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac-arrest care. Course also covers airway management and related pharmacology. In this course, skills are taught in large group sessions, small group learning and testing stations where case-based scenarios are presented. Upon successful course completion, including demonstration of skills competency in all learning stations, passing the Megacode test and a written test, students will receive an ACLS course completion card valid for two years. (14 hours).

PEDIATRIC ADVANCED LIFE SUPPORT PROVIDER
The PALS course is for healthcare providers who respond to emergencies in infants and children. These include personnel in emergency response, emergency medicine, intensive care and critical care units such as physicians, nurses, paramedics and others who need a PALS course completion card for job or other requirements. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes. Students who successfully complete the PALS Course will receive a PALS Provider course completion card valid for two years. (14 hours).

PREHOSPITAL TRAUMA LIFE SUPPORT PROVIDER
The Pre-Hospital Trauma Life Support program is an intensive course that teaches students how to be prepared to handle trauma patients in the pre-hospital environment. PHTLS is a nationally-recognized continuing education program for pre-hospital emergency health professionals that focus on the care of trauma patients. Recognition of successful completion is for four years. (16 hours).

ADVANCED MEDICAL LIFE SUPPORT PROVIDER
AMLS consists of interactive lectures, teaching and evaluation stations. AMLS is endorsed by the National Association of EMS Physicians (NAEMSP). It is accredited by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) and is recognized by the National Registry of EMTs (NREMT). Students who successfully complete the AMLS course will receive a certificate of completion that is valid for four years. (16 hours).
Purpose of the program
The Alamo Colleges Educator Preparation Program prepares candidates to become certified teachers in Texas. Preparation courses include Pedagogy and Professional Responsibilities and specific content areas. An internship or clinical teaching must be completed to be eligible for Standard Certification.

Programs available
- Core Subjects EC-6 or 4-8
- Bilingual Supplemental
- English Language Arts & Reading (4-8) or 7-12
- Special Education Supplemental or Special Education (EC-12)
- ESL Supplemental
- Mathematics (4-8) or 7-12
- Social Studies (4-8) or 7-12
- Science (4-8) or 7-12
- Health Science
- JROTC

Admission requirements
- Bachelor’s from accredited institution
- Minimum GPA of 2.75
- Assessment exam

How to apply
To apply please visit our site: http://www.alamo.edu/ewd/epp
Application fee: $50
Official transcripts required

Location
Alamo University Center
8300 Pat Booker Rd.
Live Oak, TX 78233

Contact Information
Pauline Ramirez, Program Manager
pramirez43@alamo.edu
(210) 486-5902
You did not find the class you are interested in? Classes are being added on a regular basis and may not be listed in our bulletin. For more information check our web site or give us a call!

(210) 486-5910 alamo.edu/workforcetraining

For more information please contact:
Anthony Andrade
(210) 486-5386
gandra5@alamo.edu
OR
Norma Gutierrez
(210) 486-5380
ngutierrez78@alamo.edu

PROJECT MANAGEMENT

PROJECT MANAGEMENT TEST PREPARATION
Study course for Project Management Professional Certificate. After attending the required hours for the course, students will receive an Adult Continuing Education Certificate in Project Management Professional Training. (40 hours).

COMPUTER BASICS

BEGINNING KEYBOARDING & TYPING
Need to type a document, but don’t know where to start? Beginning Keyboarding and Typing will introduce students to the computer keyboard and its functions. NO TEXT REQUIRED (32 hours).

COMPUTERS FOR BEGINNERS
Familiarizes the beginning computer student with the concepts and applications of personal computing. NO TEXT REQUIRED (24 hours).

WINDOWS FOR CONSUMERS
Learn to use several functions of the Windows 7 operating system. Easy, friendly class in which novice computer students will learn to manage files, change basic display settings, and manipulate placement of documents. Students will also learn basic creative functions of Windows XP, such as media player, CD recording capacities and theories, and use of basic digital photography editing. TEXT REQUIRED (18 hrs).

CHECK WEBSITE FOR NEW COURSES
POWERPOINT 2013
With Microsoft Office 2013, learn to create and modify slides and presentations by using clip art, WordArt and charts, templates and presentation options. Learn how to add speaker notes, slide headers and footers. Insert multimedia content, including audio and video, and configure your presentation to run automatically. Discover how to use tables to aid in the placement of data and customize built-in document themes and color schemes. Recommend prior experience in Windows and MS Word (8 hrs).

EXCEL 1
Learn to use Microsoft’s powerful spreadsheet application that is an essential tool for today’s workplace. Learn the basic concepts of Excel. Discover how to build, edit and format spreadsheets and how to create basic and complex formulas and functions. Learn how to create and modify charts. Recommend prior experience with Windows (8 hrs).

EXCEL 2 - 2013
Using Microsoft Office 2013, take your spreadsheet skills to the next level. In this hands on course, learn to prepare workbooks and create custom views. Sort worksheet rows, freeze headings and split worksheet windows. Discover how to insert; draw, move, size, rotate and add styles; and create SmarArt. Use templates and create custom templates. Use Office templates and create custom templates. Copy and move worksheets, copy formatting between worksheets and use linked formulas. Discover how to work with tables, lists and outlines. Understand how to create hyperlinks to areas within the workbook and to other documents. Excel 1 or equivalent experience is recommended (8 hrs).

ACCESS 1
Utilizing Microsoft Office 2013, learn basic database functions. Open, navigate and close database objects, view forms and reports, and look at queries. Add records to a table using the datasheet and a form and use a database to sort, delete, edit and filter records. Learn to create tables using Table Design View, append records to a table, work with queries and wizards, and learn about database management. Also discover how to modify table structures, set Lookup fields and field properties, and analyze and document a database. Windows Basics and Word Basics or equivalent experience is recommended (8 hrs).

BUSINESS OFFICE

INTRODUCTION TO ACCOUNTING
Focuses on fundamental accounting concepts and their application in transaction analysis and financial statement preparation including analysis of financial statements.

QUICKBOOKS PRO—ACCOUNTING
Introduction to the basic functions of the QuickBooks software. Includes managing basic QuickBooks files, working with financial transactions, vendor transactions, and invoicing will be covered (48 hrs). NOTE: Basic accounting knowledge recommended.

QUICKBOOKS PRO II
Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making (48 hrs).

Course   CRN   Title   Dates   Days   Hours   Campus   Fee
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ITSC 1022 30114 POWERPOINT 2013 03/30/2016 03/30/2016 W 8:00 AM-5:00 PM NLC $139.00
ITSC 1022 30116 EXCEL 1 - 2013 3/23/2016 3/23/2016 W 8:00 AM-5:00 PM NLC $139.00
ITSC 1022 30118 EXCEL 2 - 2013 4/13/2016 4/13/2016 W 8:00 AM-5:00 PM NLC $139.00
ITSC 1022 20229 ACCESS 1 2/24/2016 2/24/2016 W 9:00AM-5:00PM NLC $139.00
ACNT 1013 30109 QUICKBOOKS PRO 5/3/2016 6/23/2016 TR 6:00 PM-9:00 PM NVC $285.00

For more information please contact:
Anthony Andrade
(210) 486-5386
gandrae5@alamo.edu
OR
Norma Gutierrez
(210) 486-5380
ngutierrez78@alamo.edu
3D MODELING AND DEVELOPMENT
Maybe you’ve seen news reports recently on how 3D technology is changing the way people work, learn and play. This revolutionary technology is now accessible to almost everyone and the possibilities for its use are vast. Parents are using low-cost 3D technologies to build inexpensive prosthetic limbs for their children. Automobile aficionados are creating replacement accessories and customized ‘bling’ for their cars. Teachers are printing exact replicas of dinosaur bones using freely available scientific scanning data. Still others are creating jewelry on their computers and using online services to fabricate those designs for them in silver and gold. Learn about these exciting possibilities and more with San Antonio College’s Practical 3D Modeling and Development class. Surprise yourself with what you can make!

WEB MASTERY
Covers instruction in web design and related graphic design issues in order to obtain the competency to design a stylish working web page (64 hours).

DESKTOP PUBLISHING AND GRAPHICS
Covers in-depth instruction of graphic publishing terminology, graphic application usage, use of design principles, and color theory (64 hours).

For more information please contact:
Anthony Andrade
(210) 486-5386
gandrade5@alamo.edu
OR
Norma Gutierrez
(210) 486-5380
ngutierrez78@alamo.edu

CHECK OUR WEBSITE FOR UPDATED SCHEDULE

You did not find the class you are interested in? Classes are being added on a regular basis and may not be listed in our bulletin. For more information check our web site or give us a call!

(210) 486-5910  alamo.edu/workforcetraining
NETWORK FUNDAMENTALS (CISCO)
A course introducing the architecture, structure, functions, components, and models of the Internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Basic computer skills are required (80 hrs).

CISCO EXPLORATION 1 - NETWORK
A course introducing the architecture, structure, functions, components, and models of the Internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Basic computer skills are required (80 hrs).

CISCO EXPLORATION 2 - ROUTING
This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced (80 hrs).

NETWORK SECURITY (CISCO)
Overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies; products and solutions; firewall and secure router design, installation, configuration, and maintenance; AAAA and VPN implementation using routers and firewalls (64 hrs).

CCNP ROUTING (CISCO)
How to implement, monitor, and maintain routing services in an enterprise network. How to plan, configure, and verify the implementation of complete enterprise LAN and WAN routing solutions using a range of routing protocols in IPv4 and IPv6 environments. Configuration of secure routing solutions to support branch offices and mobile workers (80 hrs).

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<td>CISCO EXP. 3 - LAN SW</td>
<td>7/27/2016</td>
<td>R</td>
<td>8:00 AM-12:30PM</td>
<td>NLC</td>
<td>$400.00</td>
</tr>
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<td>ITCC 2054</td>
<td>20193</td>
<td>CCNP ROUTING (CISCO)</td>
<td>1/25/2016</td>
<td>M</td>
<td>6:00 PM-10:10 PM</td>
<td>NVC</td>
<td>$400.00</td>
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<td>ITNW 1045</td>
<td>20203</td>
<td>NETWORK ADMINISTRATION</td>
<td>1/25/16</td>
<td>M</td>
<td>6:00 PM-10:10 PM</td>
<td>NVC</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

For more information please contact:
Anthony Andrade
(210) 486-5386
gandrade5@alamo.edu
OR
Norma Gutierrez
(210) 486-5380
ngutierrez78@alamo.edu
FLORAL MANAGEMENT & EVENT DESIGN

FLORAL DESIGN PART I*

This introductory course covers the principles of floral design and takes a hands-on approach to presenting design methods. Participants will practice putting together design styles by theme. They will also practice proper care of cut flowers, positioning of skeletal flowers and filler, cutting and wiring stems, as well as the use of various mechanical aids.

FLORAL DESIGN PART II*

This course develops thematic floral design understanding and practice. It focuses on unique styles and techniques pertinent to the floriculturist in the successful application of floral designs for wedding and other events. It focuses on the best use of color and how to combine different flowers and accessories for different effects and covers steps in creating bridal bouquets, corsage, hair pieces, and accessory construction.

* There is a $75.00 floral fee at first class.
GENERAL INFORMATION

ATTENDANCE
In general, Continuing Education courses require 80% attendance in order for participants to receive a Certificate of Completion from Alamo Colleges. In some instances courses have attendance requirements beyond this percentage. Students should always make note of attendance requirements at the beginning of a course via their syllabus or direct conversation with the instructor. Be sure to ask about State Regulated courses that require a specific number of hours to qualify for a certification from a credentialing body.

MINIMUM AGE
Most of Alamo Colleges Continuing Education classes are designed for adults seeking job skills training and are restricted to students 18 years of age or older. Please call (210) 486-5910 for more information.

REGISTRATION
There are three easy ways to register.
1. Online (detailed process on page 32).
2. Phone Registration.
   Monday through Friday, 8 a.m. to 5 p.m.
3. Walk-In.
   Register in person at the Continuing Education Registration Desk at any of our college locations.
   Registration hours are: Monday through Friday, 8:00 AM - 5:00 PM.

COURSE CANCELLATION
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 full refund will be granted or the student may request to be transferred to another available class. Continuing Education reserves the right to cancel classes, change times, dates and locations of course offerings. Students will be notified, whenever possible, by phone of date changes and time changes.

ENROLLMENT
Many Continuing Education classes must be limited in size due to the nature of the subject matter and size of available facilities. Although most Continuing Education courses are open to students who feel they can benefit from the instruction, some courses are restricted to those students with specific prerequisites. In these instances, instructors will verify that students meet prerequisite requirements.

REFUNDS
Refunds are determined on the date the course registration is cancelled. Any registration cancelled prior to the first day of class will receive a full refund. Cancellation after the first day of class does not qualify for any refund. Registration can be cancelled online via your ACES account. Refunds require up to 30 days to process. All tuition refunds for classes that are cancelled for low enrollment will be processed by the Workforce Training Network 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.

**CLASS CONFIRMATION & LOCATION**  
Students are responsible for confirmation of beginning dates and times 24 hours in advance of the start date. The student should check their ACES account and/or contact the college.

**FINANCIAL AID**  
May be available for certain programs and individuals.

**SMOKING POLICY**  
Alamo Colleges are smoke-free campuses.

**OUR INSTRUCTORS**  
Our instructors come from business, industry, government, and the community with outstanding experience in their fields.

**PARKING**  
Students enrolled in continuing education non-credit courses are allowed to park in designated “student parking” or “open parking” areas free-of-charge.

**HOW TO READ OUR SCHEDULE**

1. CRN: Course Registration Number.
2. Day codes:  
   M: Monday  
   T: Tuesday  
   W: Wednesday  
   R: Thursday  
   F: Friday  
   S: Saturday  
   U: Sunday
3. Campus codes*:  
   NLC: Northeast Lakeview College  
   NVC: Northwest Vista College  
   PAC: Palo Alto College  
   SAC: San Antonio College  
   SPC: St Philip’s College  
* The building and room number where the classes take place are announced at the time of registration.

**DISCLAIMER**  
This bulletin has been carefully prepared to ensure that all information is accurate and as complete as possible. Alamo Colleges reserves the right to make changes which may result in deviations from the information in the schedule content. Therefore, the information in this bulletin is subject to change.

You did not find the class you are interested in? Classes are being added on a regular basis and may not be listed in our bulletin. For more information check our web site or give us a call!  
(210) 486-5910  
alamo.edu/workforcetraining
GENERAL INFORMATION

TEN LOCATIONS TO BETTER SERVE YOU

From downtown to Floresville we offer an extended network of locations.

1. Greater Kerrville Center
   1012 Barnett St.
   Kerrville, TX 78028
   (830) 896-0049

2. Central Texas Technology Center
   2189 FM 758
   New Braunfels, TX 78130
   (210) 486-7400

3. Floresville Center
   1813 Tiger Lane
   Floresville, TX 78114
   (830) 393-5324

4. Northeast Lakeview College
   1201 Kitty Hawk Rd
   Universal City, TX 78148
   (210) 486-5000

5. Northwest Vista College
   3535 N. Ellison Drive
   San Antonio, TX 78251
   (210) 486-4000

6. Palo Alto College
   1400 W. Villaret Blvd
   San Antonio, TX 78224
   (210) 486-3000

7. San Antonio College
   1819 N. Main Ave.
   San Antonio, TX 78212
   (210) 486-0000

8. St. Philip’s College
   1801 MLK Drive
   San Antonio, TX 78203
   (210) 486-2000

9. Workforce Center of Excellence
   203 Norton St.
   San Antonio, TX 78211
   (210) 486-7000

10. Westside Education Training Center
    563 SW 40th St.
    San Antonio, TX 78237
    (210) 485-0247
GENERAL INFORMATION

ONLINE REGISTRATION PROCESS

STEP 1
ADMIT

- Type www.alamo.edu in your Web browser
- Go to Continuing Education
- Choose CE Enrollment Services: Learn More - Read and follow directions on this page. (If you haven’t attended any of the five Alamo Colleges please select First time user account creation)
- Fill out the Student Profile for New User and then login
- Fill out Personal information - Select Correct Registration Quarter - type in name
- All (6) items on the Student Profile checklist must be completed (all items will have a checkmark indicating complete)
- Choose Application Completed
- Click on To view or register for classes link

(Again, it is very important to read all instructions in order to complete the next steps)

STEP 2
REGISTER

- Type https://alamo.aces.alamo.edu
- Click on How do I get a user name and password?
- Your password is the first two letters of your last name, capitalized, followed by birth date as MMDDYY
- At ACES homepage click on Student Tab
- Web Services
- Student and Financial Aid
- Registration
- Add or Drop Classes
- Select Term
- Submit
- Finally, add the course (CRN #)
- Submit Changes

PROBLEMS, HOLDS, SUSPENDED RECORDS?
call (210) 486-5910

You did not find the class you are interested in? Classes are being added on a regular basis and may not be listed in our bulletin. For more information check our web site or give us a call!

(210) 486-5910  alamo.edu/workforcetraining