

FALL 2018

Workforce Training Network

REAL TRAINING FOR REAL JOBS



*Business and
Entrepreneurship*

*Creative and
Communication Arts*

*Health
and Biosciences*

*Manufacturing and
Logistics*

Public Service

*Science and
Technology*



ALAMO
COLLEGES
DISTRICT

Affordable

Affordable rates that can accommodate most budget sizes and opportunities for financial aid.

Experienced Instructors

Instructors are experienced and understand the demands of today's industries and provide hands-on learning.

Accessible

13 training locations across the San Antonio Region so you don't have to go far from home or work.

Online Courses

Convenient
& Affordable

Instructor
Led Format

Online Courses
Accessible 24/7



Find Your Course Today!

ed2go.com/alamocc

We have San Antonio Covered

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

2. Brackenridge Education
Training Center
532 N. Center
San Antonio, TX 78202

3. Central Texas
Technology Center
2189 FM 758
New Braunfels, TX 78130

4. Eastside Education
& Training Center
4551 Dietrich Rd
San Antonio, TX 78219

5. Greater Kerrville Center
1012 Barnett St.
Kerrville, TX 78028

6. Northeast Lakeview College
1201 Kitty Hawk Rd
Universal City, TX 78148

7. Northwest Vista College
3535 N. Ellison Drive
San Antonio, TX 78251

8. Palo Alto College
1400 W. Villaret Blvd
San Antonio, TX 78224

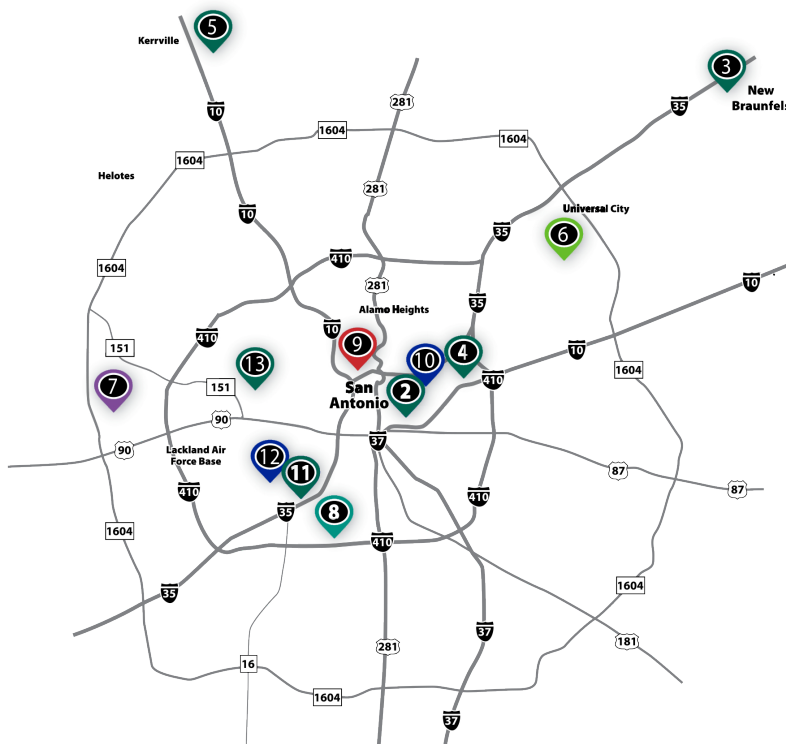
9. San Antonio College
1819 N. Main Ave.
San Antonio, TX 78212

10. St. Philip's College
1801 MLK Drive
San Antonio, TX 78203

11. St. Philip's College
Southwest campus
800 Quintana Road
San Antonio, TX 78211

12. Wokforce Center
of Excellence
203 Norton St.
San Antonio, TX 78211

13. Westside Education Training
Center
563 SW 40th St.
San Antonio, TX 78237



Welcome

to Alamo Colleges District Workforce Training Network!

What is The Alamo Colleges District Workforce Training Network?

Answer: We are the “training arm” of the Alamo Colleges District with locations across the region.

What is a “training arm”? Most people know the Alamo Colleges District for our Academic Degree programs which have earned national recognition for the quality education we provide. As the training arm we provide you with hands-on training that teaches you the skills necessary “to do the actual job”. We study occupations and job projections, and work with employers to capture the relevant, real-world job skills and applications in demand today.

We specialize in Advanced Manufacturing, Healthcare, Business Services, Information Technology and Law Enforcement, all growth industries in San Antonio.

Our instructors are trained professionals, who bring years of experience from their fields. They provide practical insight to your learning experience that prepares you for doing the job well.

We accept everyone with the ability to benefit from our training regardless of how much or how little education you have, how old or young you are, or how much experience you have and there are no tests required to enroll. Give us a call and let’s talk about how we can help you achieve your career goals.

Tim Rockey
Associate Vice-Chancellor
Alamo Colleges District
Workforce Training Network



REAL TRAINING FOR REAL JOBS

We are here to help you **SUCCEED**

- Affordable costs
- Experienced instructors, hands-on learning
- Training at 13 sites across the region

Learn more at Alamo.edu/WTN

Or call 210-21ALAMO (210-212-5266)

LOOKING FOR A CLASS? CALL **210-21ALAMO (210-212-5266)** OR VISIT US AT **ALAMO.EDU/WTN**

WORKFORCE TRAINING NETWORK FALL 2018 BULLETIN

REGISTRATION TIPS

Enrollment is on a first come basis.

Register early!

Books may be required for some classes. Check with the program manager before registering.

Registration is not complete until full tuition payment is made.

(3 days prior to class date)

For more details see General Information on page 12.

BUSINESS & COMMUNICATION ARTS

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- 5 Real Estate Program
- 6 Medical Front Office Specialist

HEALTH & BIOSCIENCES

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- 13 Mental Health Services Tech
- 13 Medical Assistant/Back Office Program
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ADVANCED MANUFACTURING & LOGISTICS

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***Follow us
to learn more
about our classes.***

twitter.com/AlamoWorkforce
facebook.com/WorkforceTrainingNetwork



**6 new institutes. 13 training sites.
countless possibilities.**

Make a positive impact in the lives of our students and community. We are committed to hiring outstanding individuals who share the Alamo Colleges District's values, mission, and vision.

<p>Creative & Communication Arts Business & Entrepreneurship Health & Biosciences Advanced Manufacturing & Logistics Public Service Science & Technology</p> <p> ALAMO COLLEGES DISTRICT Workforce Training Network</p>	<p>Continuing Ed day & evening PT positions available across the Alamo Colleges District, downtown to Kerrville.</p> <p>The Alamo Colleges District is an equal opportunity employer that is committed to student success and achieving excellence in every aspect of our Colleges, including employment, through diversity. We seek applications from all qualified persons who share this goal, to include minorities, women, persons with disabilities and members of other protected groups.</p> <p>Apply at alamo.edu/jobs</p> <p><small>Alamo Colleges District is an Equal Opportunity Employer. EOE/M/F/D/VEVRAA</small></p>
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HUMAN RESOURCES

HR MANAGEMENT CERTIFICATE

This certificate series is for functions typically found in the contemporary HR department of small to mid-sized companies. The goal is to prepare you 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	12 hrs
HR Training and Development	12 hrs
Employment Practices & Processes	12 hrs
Employee Labor Relations	12 hrs
Total Rewards	12 hrs
Employee Compliance for HR Mgt.	12 hrs
Total	72 hrs

For more information contact 210-486-0401 or 210-486-0409.

EMERGING ISSUES IN HR - \$55

Review the latest workplace trends including Generational Differences, LGBT rights, Cybersecurity, Maternity Leave, Marijuana in the Workplace and Pregnancy Disabilities. Discuss recent legal actions, SCOTUS decisions and pending legal debates like Immigration Reform. Review and discuss future changes in workforce demographics and the job growth in industries vs. the skills of future generations of job seekers.

CRN	DATES	DAYS	HOURS	LOCATION
10025	10/2-10/11	TR	6:00PM-9:00PM	SAC

HR TRAINING AND DEVELOPMENT - \$55

Become familiar with various types of training and development programs. Receive tools and information that help identify the types of learners, their motivation and methods to successfully foster a positive training/learning environment. In addition, learn information regarding the role of HR in assisting manager in identifying training needs, conduct a training needs assessment (ADDIE), selecting proper 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 life-long learning.

CRN	DATES	DAYS	HOURS	LOCATION
10026	10/23-11/1	TR	6:00PM-9:00PM	SAC

SHRM SHRM-CP | SHRM-SCP RECERTIFICATION PROVIDER 2018



EMPLOYMENT PRACTICES & PROCESSES - \$55

Learn best practices for motivating employees including compensation, benefits, personal values, personality and passion. Take a personality assessment and learn how HR can more positively interact with employees and management. Learn

LOOKING FOR A CLASS? CALL 210-21ALAMO (210-212-5266) OR VISIT US AT ALAMO.EDU/WTN



about diversity programs and how harassment and retaliation claims affect businesses; the concepts of LEAN Administration and how these principles apply to HR practices.

CRN	DATES	DAYS	HOURS	LOCATION
10027	11/13-11/27	TR	6:00PM-9:00PM	SAC

INSURANCE ADJUSTER

ALL LINES ADJUSTER LICENSE PREP - \$205

Become qualified for the All Lines Adjuster License, in accordance with the Texas State Board of Insurance (TDI) requirements. You will cover 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, you will be given the examination for the All Lines Adjuster license in class. Upon successful completion of the exam, you may then submit your certificate and application to the Texas Department of Insurance to receive your license. Contact 210-486-0401 or 210-486-0409 for more information.

CRN	DATES	DAYS	HOURS	LOCATION
10022	10/1-11/21	MW	6:00PM-9:00PM	SAC

REAL ESTATE PROGRAM

Are you interested in pursuing a challenging and rewarding career in real estate? Start your training to become a Real Estate Sales Agent! A sales agent is a person who is licensed by the Texas Real Estate Commission (TREC) to act as an agent on behalf of a real estate broker and their clients. This program provides the 180 classroom hours of qualifying education required before you can apply to become a Sales Agent with TREC. Upon successful completion of the program, you will file an application with TREC*, submit your course completion documents, get your fingerprints taken and pass your background check. A license will not issue if the background check has not been passed. Call 210-486-4421 for information on upcoming classes.

*Notice: A criminal history may make you ineligible for the license you seek. You may request a criminal history evaluation prior to enrolling in courses or applying for a real estate, inspector or appraiser license. Please refer to the criminal history eligibility guidelines set out in Texas Occupations Code §53.025 and TREC Rule 541.1. Potential applicants for a license may request a criminal history evaluation by submitting a completed Moral Character Determination Form to TREC prior to applying for a license.

Principles of Real Estate I	30 hrs
Principles of Real Estate II	30 hrs
Law of Agency (Texas Specific)	30 hrs
Law of Contracts	30 hrs
Promulgated Contracts Forms	30 hrs
Real Estate Finance (Texas Specific)	30 hrs

Total 180 hours

REAL ESTATE FINANCE- \$130

CRN	DATES	DAYS	HOURS	LOCATION
10033	10/1-10/12	MTWRF	6:00PM-9:00PM	NVC

LOOKING FOR A CLASS? CALL 210-21ALAMO (210-212-5266) OR VISIT US AT ALAMO.EDU/WTN

LAW OF AGENCY (TEXAS SPECIFIC)- \$130				
CRN	DATES	DAYS	HOURS	LOCATION
10035	10/22-11/2	MTWRF	6:00PM-9:00PM	NVC

PROMULGATED CONTRACT FORMS- \$130				
CRN	DATES	DAYS	HOURS	LOCATION
10034	11/5-11/16	MTWRF	6:00PM-9:00PM	NVC

MEDICAL FRONT OFFICE SPECIALIST

A medical office front desk receptionist performs a number of duties, including greeting and scheduling patients and visitors, bookkeeping, calling patients to remind them of appointments, handling billing, answering and routing calls, making transactions, and keeping paperwork organized.

File Management for the Medical Office	24 hours
Medical Law and Ethics	12 hours
Medical Insurance and Billing	48 hours
Medical Software	24 hours
Pharmacology	24 hours
ICD-10-CM	48 hours
Microsoft Office for the Medical Prof.	60 hours
Medical Office Procedures	68 hours
Total	308 hours

MICROSOFT OFFICE FOR THE MEDICAL PROFESSIONAL - \$255

Review and brush up on your basic Microsoft Office skills! Review the basics of Word and Excel to meet the needs of a medical office.

CRN	DATES	DAYS	HOURS	LOCATION
10010	10/10-11/5	MTWR	8:30AM-12:30PM	WCOE

MEDICAL OFFICE PROCEDURES - \$290

Discover how medical office teams operate including appointment scheduling, professionalism, and office procedures such as information gathering, collecting payments and copayments, appropriate communications, and efficient running of an office.

CRN	DATES	DAYS	HOURS	LOCATION
10012	11/6-12/6	MTWR	8:30AM-12:30PM	WCOE

English as a Second Language (ESL)



Do you speak English?

¿Habla inglés?

Parlez-vous anglais?

Sprechen Sie Englisch?

Вы говорите по-английски?

Learn real-world, practical English for personal and professional use.

Alamo Colleges teaches English as a Second Language to thousands of students from all parts of the world. Each program has become known for its excellent teachers and friendly atmosphere at each of the three campuses located in the Greater San Antonio area. We are committed to providing high quality language and academic preparation instruction as well as the help, services, and support our students need to study and engage effectively in the community. Each of our unique ESL-programs provides affordable instruction in a non-credit, intensive, multi-skills program specifically designed to prepare students to succeed.

Visit our program webpage alamo.edu/wtn/programs for more information about the different ESL courses, programs, and locations to choose which program is best for you!



COMMUNITY HEALTH WORKER

Prepare yourself to work for public health, non-profit and commercial health maintenance companies or organizations affiliated with the management of health services. Emphasis is on health education, health promotion, and community outreach. Studies, in a wide range of health topics, include environmental health, health care delivery systems, nutrition, medical terminology, ethics, human anatomy, and psychology will be reviewed. This program is intended to develop and enhance the skills of community health advisors, social and human service assistants, and other people interested in working in the field of social work, community health, and advocacy. The following titles are examples of careers associated with this program but not limited to: Community Health Worker, Life Skills Counselor, Peer Counselor, Case & Services Coordinator, Human Service Worker, and Public Health Aide. For more information contact 210-486-4421

Introduction to Community Health	48 hours
Wellness & Health Promotion	48 hours
Community Nutrition	48 hours
Community Health Field Methods	48 hours
Clinical-Community Health Services	48 hours
Liaison/Counseling	48 hours
Total	288 hours

INTRO TO COMMUNITY HEALTH - \$260 Get a basic understanding of variables that affect health sectors in the community. Learn the determinants of health at the individual and community level and implement community assessment techniques to include demographics, mapping, and analysis of governmental agency services; describe tracking techniques of clients and services; specify the dynamics in relationship building among groups, organizations, and individuals in a community; and identify initiatives that will impact the health status of a poor underserved community.

CRN	DATES	DAYS	HOURS	LOCATION
10133	10/22-12/15	MTWRFSU		ONLINE

WELLNESS & HEALTH PROMOTION - \$260

Participate in an overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication of wellness and includes health behavior theories and approaches to behavior modification.

CRN	DATES	DAYS	HOURS	LOCATION
10136	10/22-12/15	MTWRFSU		ONLINE

COMMUNITY NUTRITION - \$260

Study the cultural aspects and public policy of food and nutrition and the socioeconomic and psychological aspects of nutrition throughout the life cycle. You will develop culturally appropriate community-level interventions to improve nutrition for vulnerable populations.

CRN	DATES	DAYS	HOURS	LOCATION
10132	10/22-12/12	MW	12:15AM-2:45PM	NVC

COMMUNITY HEALTH FIELD METHODS - \$260

Prepare for field work with individuals, families, and groups emphasizing teaching and capacity-building skills. You will learn outreach methods to include area canvassing, home visiting, group work, community events, and community organizing.

CRN	DATES	DAYS	HOURS	LOCATION
10137	10/22-12/13	TR	12:15 AM-2:45 PM	NVC

COMMUNITY HEALTH ADVOCACY - \$260

Learn of local, regional, and national health care resources and identify health organizations, support groups, and health care delivery systems you may use for client referral. Activities include visits to various local agencies and attendance/participation in related activities.

CRN	DATES	DAYS	HOURS	LOCATION
10135	10/22-12/12	MW	5:30PM-8:00PM	WETC

LOOKING FOR A CLASS? CALL 210-21ALAMO (210-212-5266) OR VISIT US AT ALAMO.EDU/WTN

TRUCK DRIVING

Gain the necessary skills and training to secure employment with major-over-the road carriers by obtaining a Texas CDL in a matter of weeks. Alamo Colleges and SAGE Corporation have partnered together in order to offer a quality 156-clock hour training program designed to exceed the standard certification for entry level truck drivers. You will learn Tractor Trailer vehicle systems, Department of Transportation (DOT) rules and regulations, and logs and legal topics pertaining to safe operations. Additional topics include cargo handling, hazardous materials and the vehicle pre-trip inspection and you will receive a defensive driving course. All qualified applicants must at least be 21 years of age, have the ability to comprehend the English language sufficient to meet Department of Transportation regulations and pass a DOT physical exam as well as meet the Motor Carrier Safety Regulations; Qualification of Drivers. 204 Dunton St., Bldg. 3508, San Antonio, Tx 78226.". For more information please call 210-486-2787.

PROFESSIONAL TRUCK DRIVER - \$4,500

Overview of the State of Texas Class A Commercial Driver License written test. Includes preparation for mastery of the Commercial Driver License written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of Transportation. Additional fees for DOT Physical, drug screen, MVR, Exam fee, Books, CDL Permit/ License total \$461.00.

CRN	DATES	DAYS	HOURS	LOCATION
10164	10/1-11/2	MTWRF	8:00AM-5:00PM	OFF SITE
10165	10/15-11/16	MTWRF	8:00AM-5:00PM	OFF SITE
10159	10/29-12/3	MTWRF	8:00AM-5:00PM	OFF SITE
10160	11/12-12/17	MTWRF	8:00AM-5:00PM	OFF SITE
10161	11/26-12/31	MTWRF	8:00AM-5:00PM	OFF SITE
20006	12/10-1/15/	MTWRF	8:00AM-5:00PM	OFFSITE
20007	12/24-1/29/	MTWRF	8:00AM-5:00PM	OFFSITE
20008	1/7-2/8	MTWRF	8:00AM-5:00PM	OFFSITE
20005	1/21-2/22	MTWRF	8:00AM-5:00PM	OFFSITE
20004	2/4-3/8	MTWRF	8:00AM-5:00PM	OFFSITE
20003	2/18-3/22	MTWRF	8:00AM-5:00PM	OFFSITE

DRONE (UAV) TRAINING

DRONE GROUND SCHOOL I - \$265

To legally operate a drone for any business purpose, FAA regulations now require remote pilot certification. Prepare to successfully pass the comprehensive FAA knowledge test. Topics covered include regulations, airspace requirements, meteorology, loading and performance, drone systems and operations as well as



National Airspace Systems. Certification testing must be administered at an authorized FAA Knowledge Testing Center and is not included in the course fee.

CRN	DATES	DAYS	HOURS	LOCATION
40145	7/10-9/12	TW	6:00PM-9:00PM	PAC

LOGISTICS/TRANSPORTATION/ MANAGEMENT PROGRAM

If you want to take a peek at a 1.4 trillion dollar industry and career field, take a look at "logistics." It is a career field that has taken individuals from industry floor to

LOOKING FOR A CLASS? CALL 210-21ALAMO (210-212-5266) OR VISIT US AT ALAMO.EDU/WTN



the executive level of the company. Logistics is the engine that runs the economy and all business. More than 250,000 logistics related jobs will be created this year in the U.S. Here are some things you need to know about a career in logistics.

1. Logistics jobs are growing faster than average. About 22 % through 2022 according to the Bureau of Labor Statistics.
2. There are jobs available. Name the industry and there is a logistics job.
3. Logistics is exciting and fulfilling and the pay is very good.
4. Logistics classes are very affordable. There may be grants and scholarships available. For more information call Ronnie Brannon at 210-486-3087.

Logistics	48 hours
Mechanical Drives	48 hours
Transportation Management	48 hours
Warehouse Management	48 hours
.....	
Total	192 hours

WAREHOUSING MANAGEMENT - \$205

Take the next step with an overview of warehouse management! You will take a look at the major elements of logistics, with an emphasis on physical distribution and total supply chain management. Critical elements covered will be warehouse operations, hardware and software operations, bar codes, organizational effectiveness, just-in-time, and continuous replenishment. In addition you will learn the expectations and roles of the warehouse

manager and the warehouse management systems, costs, performance measures, and safety necessary for a first class warehouse.

CRN	DATES	DAYS	HOURS	LOCATION
40252	7/24-8/16	TWR	8:00AM-12:00PM	WETC

FORKLIFT/AERIAL/SCISSOR OPERATOR

FORKLIFT CERTIFICATION - \$165

Would you like to get your 100% OSHA Compliant Forklift training? Get hands-on training including forklift design, controls and instrumentation, comprehensive pre-use inspection, and forklift stability and factors affecting stability. For more information please call 210-486-2787.

CRN	DATES	DAYS	HOURS	LOCATION
10191	10/19	F	8:00AM-5:00PM	SWC
10192	11/16	F	8:00AM-5:00PM	SWC
20009	8/31	F	8:00AM-5:00PM	SWC
20010	1/18	F	8:00AM-5:00PM	SWC
20011	2/15	F	8:00AM-5:00PM	SWC

LOOKING FOR A CLASS? CALL **210-21ALAMO (210-212-5266)** OR VISIT US AT **ALAMO.EDU/WTN**



LAW ENFORCEMENT

Alamo Colleges District Law Enforcement Academy trains and licenses you to work as a peace officer. The Basic Peace Officer Program is approved by the Texas Commission on Law Enforcement (TCOLE) and consists of 688 classroom hours divided into four separate phases. Each phase is taken in succession. Upon satisfactory completion, you are eligible to take the State Peace Officer Examination for Certification as a Law Enforcement Officer. Qualifications: You 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. For more information contact 210-486-1335.

BASIC PEACE OFFICER II - \$430

CRN	DATES	DAYS	HOURS	LOCATION
10204	10/25-12/14	MTWRF	5:30PM-10:30PM	OFRA
10205	10/25-12/14	MTWRF	8:30AM-1:30PM	OFRA
20018	11/24-2/10	SU	8:00AM-5:00PM	OFRA

BASIC PEACE OFFICER IV- \$432

CRN	DATES	DAYS	HOURS	LOCATION
10114	10/4-11/21	MTWRF	8:30AM-1:30PM	OFRA
10115	10/4-11/21	MTWRF	5:30PM-10:30PM	OFRA

*Need help? Cannot
find what you want?*

*Call our customer
service for general*

information at

210-21ALAMO

210-212-5266

or check our website

alamo.edu/wtn

Looking for that special class?

Seats may be available in

selected classes in

the programs below:

OSHA TRAINING

HVAC COURSES

CONSTRUCTION

CARPENTRY

ELECTRICAL ASSISTANT

CERTIFIED LOGISTICS

ASSOCIATE

*Call (210) 486-2787 or
(210) 486-2740 for more
information.*

Without computer technology professionals, the modern world would stop turning. Computers have revolutionized the ways in which we store, share, and access information, and the speed at which technological advances have made price/performance improvements in this field is unparalleled. Arguably, no other technology has developed as quickly and as cost-effectively as computer technology. Most people cannot imagine their world without it. Computers and those professionals that maintain, troubleshoot, program, administer, network, and build them are central to virtually every industry. For more information contact 210-212-5266.

TECHNOLOGY FOR THE OFFICE

MS EXCEL II 2013 - \$40

Experience the world of spreadsheets! Advanced techniques for developing and modifying spreadsheets. In this course you will address topics that address macro programming features, database functions, merging/linking spreadsheets, data file transfer, and Boolean functions. In addition you will learn how to use templates, import data, and how to customize spreadsheets within the Excel system.

CRN	DATES	DAYS	HOURS	LOCATION
10202	10/6-10/6	S	8:00AM-5:00PM	NLC

COMPTIA

COMPTIA: NETWORK+ - \$495

Prepare for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional! Learn the features and functions of networking components, protocols and services, and the layers of the OSI model, as well the skills needed to install, configure, and troubleshoot basic networking hardware peripherals and protocols. NOTE: Test preparation/certification related bootcamps require the student have some foundational IT/networking background.

CRN	DATES	DAYS	HOURS	LOCATION
10188	10/8-11/1	MTWR	6:00PM-10:00PM	NLC

CISCO TRAINING

CISCO EXPLORATION 1 - NETWORKING - \$340

Learn the architecture, structure, functions, components, and models of the Internet. Learn 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; cover 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. NOTE: Proper CCNA test preparation requires the student to successfully progress through Cisco Exploration courses 1-4.

CRN	DATES	DAYS	HOURS	LOCATION
10211	10/22-12/14	MTWRFSU		ONLINE

CCNA 4: ACCESSING WAN - \$346

Understand the principles of traffic control and access control lists (ACLs) and get an overview of the services and protocols at the data link layer for wide-area access. Learn user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS).

CRN	DATES	DAYS	HOURS	LOCATION
10155	10/22-12/15	R	6:00PM-10:30PM	HYBRID

*Looking for that special class?
Seats may be available in
selected classes in
the programs below:*

FIRE SCIENCE

3D PRINTING

FIRST AID/CPR

EDUCATOR PREP

*Call (210) 486-0409 or
(210) 486-0401 for more
information.*

LOOKING FOR A CLASS? CALL 210-21ALAMO (210-212-5266) OR VISIT US AT ALAMO.EDU/WTN

science & technology

ATTENDANCE

In general, our courses require 80% attendance in order for participants to receive a Certificate of Completion from Alamo Colleges District. 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 our classes are designed for students 18 years of age or older. Please call 210-21ALAMO for more information.

REGISTRATION

There are two easy ways to register.

1. Online (detailed process on page 24).
2. Walk-In. Register in person at the Workforce Training Network Desk at any of our five college locations (M-F, 8 a.m. to 5 p.m.).

PAYMENT

Payment must be made in full 3 business days before class start date. Registration is not complete until full payment is received.

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. Alamo Colleges District 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 classes must be limited in size due to the nature of the subject matter and size of available facilities. Although most course training programs 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, program managers 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 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. Check on alamo.edu/admission--aid/paying-for-college/financial-aid/types-of-aid/grants/

SMOKING POLICY

Alamo Colleges District are smoke-free campuses.

PARKING

Students enrolled in our classes are allowed to park in designated "student parking" or "open parking" areas free-of-charge.

OUR INSTRUCTORS

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

GENERAL CODES AND ABBREVIATIONS

1. Day of the week codes:

M: Monday; T: Tuesday; W: Wednesday; R: Thursday; F: Friday; S: Saturday; U: Sunday.

2. Location abbreviations*:

AUC: Alamo University Center
BETC: Brackenridge Education Training Center
CTTC: Central Texas Technology Center
EETC: Eastside Education Training Center
KERR: Greater Kerrville Center
NLC: Northeast Lakeview College
NVC: Northwest Vista College
PAC: Palo Alto College
SAC: San Antonio College
SPC: St Philip's College
SWC: Southwest Campus St Philip's
WETC: Westside Education Training Center
WCOE: Workforce Center of Excellence

* The building and room number where the classes take place are announced at the time of registration.

DISCLAIMER

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

online registration process



**Skip “APPLY TEXAS” (strictly for academic students)
and go straight to “ALAMO.EDU/WTN/GETTING_STARTED”**



1. COMPLETE CE STUDENT PROFILE

Go to <http://alamo.edu/wtn/getting-started/>

1. For first time Continuing Education Students follow the outlined steps in the “Click here to get started” link. (If you are a returning student and need to update your information then a new profile is required and should be completed. Students should retain username and pin for any future use.)

2. Click on the First time user account hyperlink located beneath the Login button. Follow the instructions to create a login and pin for your account.

3. Complete Student Profile (SSN's are optional on the profile but it is strongly suggested to include.)

4. Upon completing student profile select “Application Completed”

5. Agree to the Admission Agreement

2. GET YOUR ACES USERNAME & PASSWORD

1. Login into ACES account by visiting www.alamo.edu. Click on Login to ACES

2. Click (Get my ACES Username). Enter Last Name & Last 4 Digits of SSN

3. Follow instructions for default password on ACES User ID Lookup page.
(Students who receive error message or need further assistance please contact our IT helpdesk at (210) 485-0555.)

* CE terms:

CE Fall (Sept. – Nov.) - CE Winter (Dec. –Feb.)

CE Spring (Mar. –May) - CE Summer (June – Aug.)

3. REGISTER FOR CE COURSE(S)

1. Login into ACES.

2. Click Student (Third tab at the top of the page).

3. Click Web Services (Top left hand side of page).

4. Click Student then Registration.

5. Click Look up classes – Detailed View.

6. Select CE Term*.

7. Select Course Rubric (Student can use e CourseFinder to secure rubric and CRN by visiting <https://coursefind.alamo.edu/coursefinder>). Should you already have your CRN, continue to Step 9.

8. Select desired College location and click Class Search.

9. Return to Registration. Click Add or Drop Courses.

NOTE: Students may enter multiple CRN's at a time then click: Submit Changes.

4. MAKE A PAYMENT

1. Login to your ACES account.

2. Select Student Tab then Web Services.

3. Select Student Account then Make a Payment.

4. Click “Virtual Business Office” and select correct CE Term*.

5. Enter desired payment option and “Complete Payment”. After completing payment students can print a receipt. In addition an email confirmation will be sent to your student email account. Should you require additional assistance please visit the Bursar Office Website at www.alamo.edu/district/business-office/

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- Bachelor's from an accredited institution (official transcripts required)
- Minimum GPA of 3.0
- Pre-admission Content Test

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- Social Studies 4-8 or 7-12
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- Trade & Industrial Education 6-12
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For more information contact **David Rutkoski**
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