

2019

College Catalog Volume 13 Addendum #2



Quest College
Corporate and Main Campus
5430 Fredericksburg Road, Suite 310
San Antonio, Texas 78229
(210) 366-2701
(210) 366-0738 Fax

www.questcollege.edu

Addendum Effective: September 12, 2019

The information contained in this catalog addendum is true and correct to the best of my knowledge.

Sandy Clauss

Sandy Clauss, School Director

Tuition and Fee Schedule

Program	Tuition	Registration Fee	Total Tuition and Fees
Administrative Assistant	\$3,575.00	\$25.00	\$3,600.00
Associate Degree in Applied Science Medical Assistant/Allied Health	\$24, 875.00	\$25.00	\$24,900.00
American Heart Association Basic Life Support (BLS) Seminar for Healthcare Providers	\$100.00	\$0	\$100.00
Electrocardiography for Healthcare Providers Seminar	\$1,625.00	\$25.00	\$1,650.00
Business Administration– Accounting/Auditing Technician	\$17,875.00	\$25.00	\$17,900.00
Business Administration– Hospitality/Events Coordinator	\$17,875.00	\$25.00	\$17, 900.00
Business Administration– Social Media Specialist	\$18,475.00	\$25.00	\$18, 500.00
Medical Assistant/Phlebotomy EKG Technician Specialist Dual	\$17,875.00	\$25.00	\$17,900.00
Nurse Aide	\$1,570.00	\$25.00	\$1,595.00
Patient Care Technician	\$17,875.00	\$25.00	\$17,900.00
Phlebotomy for Healthcare Providers Seminar	\$1,625.00	\$25.00	\$1,650.00

Holiday Schedule

Holiday	2019	2020
Martin Luther King	Monday, January 21, 2019	Monday, January 20, 2020
Memorial Day	Monday, May 27, 2019	Monday, May 25, 2020
Independence Day	Thursday, July 4, 2018	Friday, July 3, 2020 (Observed)
Labor Day	Monday, September 2, 2019	Monday, September 7, 2020
Thanksgiving Recess	Thursday-Friday November 28-29, 2019	Thursday-Friday November 26-27, 2020
Christmas/New Year Recess	Tuesday, Dec. 24, 2019 - Wednesday, Jan. 1, 2020	Thursday, Dec.24, 2020 – Friday, Jan. 1, 2021

Start Dates for 2019

Day Programs	Start Date	EGD
Nurse Aide	1/15/2019	2/21/2019
MA Dual/PCT	1/15/2019	9/24/2019
MA Dual/PCT	2/5/2019	10/15/2019
Nurse Aide	2/25/2019	4/1/2019
MA Dual/PCT	2/25/2019	11/4/2019
MA Dual/PCT	3/18/2019	11/25/2019
Nurse Aide	4/8/2019	5/13/2019
MA Dual/PCT	4/8/2019	12/16/2019
MA Dual/PCT	4/29/2019	1/6/2020
Nurse Aide	5/20/2019	6/25/2019
MA Dual/PCT	5/20/2019	1/27/2020
MA Dual/PCT	6/10/2019	2/17/2020
Nurse Aide	7/1/2019	8/6/2019
MA Dual/PCT	7/1/2019	3/9/2020
MA Dual/PCT	7/22/2019	3/30/2020
Nurse Aide	8/12/2019	9/17/2019
MA Dual/PCT	8/12/2019	4/20/2020
MA Dual/PCT	9/3/2019	5/12/2020
Nurse Aide	9/23/2019	10/28/2019
MA Dual/PCT	9/23/2019	6/1/2020
MA Dual/PCT	10/14/2019	6/22/2020
Nurse Aide	11/4/2019	12/11/2019
MA Dual/PCT	11/4/2019	7/13/2020
MA Dual/PCT	11/25/2019	8/3/2020
Nurse Aide	12/17/2019	1/31/2020
MA Dual/PCT	12/17/2019	8/25/2020

Night Programs	Start Date	EGD
MA Dual/PCT	1/7/2019	2/24/2020
MA Dual/PCT	2/7/2019	3/26/2020
MA Dual/PCT	3/12/2019	4/28/2020
MA Dual/PCT	4/15/2019	6/1/2020
MA Dual/PCT	5/15/2019	7/1/2020
MA Dual/PCT	6/18/2019	8/4/2020
MA Dual/PCT	7/22/2019	9/7/2020
Nurse Aide	8/21/2019	10/21/2019
MA Dual/PCT	8/21/2019	10/7/2020
MA Dual/PCT	9/24/2019	11/10/2020
MA Dual/PCT	10/24/2019	12/10/2020
MA Dual/PCT	11/26/2019	1/12/2021

Admin. Asst	
Start Date (Days)	EGD
1/3/2019	3/28/2019
1/14/2019	4/8/2019
1/22/2019	4/16/2019
1/31/2019	4/25/2019
2/11/2019	5/6/2019
2/19/2019	5/14/2019

Book & Supply List by Program*Medical Assistant/Phlebotomy/EKG Technician Dual Program*

Publisher	ISBN #	Scrubs with patches (2 sets)
		2XL or Larger Scrubs with Patches (2 sets)
Cengage	978-1-133-60340-5	Delmar's Clinical Medical Assisting 5th ed.
Cengage	978-1-133-60316-0	Delmar's Clinical Medical Asst 5th Study Guide
Opret	978-1-944471-94-1	EKG Textbook Series I: Theory & Practical Fundamentals
Opret	978-1-944471-99-6	Phlebotomy Textbook Series I: Theory & Practical Fundamentals
NAHP	N/A	National Review Certified Medical Assistant
NAHP	N/A	National Review Certified EKG Specialist
NAHP	N/A	National Review Certified Phlebotomy Technician

Patient Care Technician Program

Publisher	ISBN #	Scrubs with patches (2 sets)
		2XL or Larger Scrubs with Patches (2 sets)
Opret	978-1-944471-94-1	EKG Textbook Series I: Theory & Practical Fundamentals
Opret	978-1-944471-99-6	Phlebotomy Textbook Series I: Theory & Practical Fundamentals
Opret	978-1-944471-59-0	Patient Care Technician Textbook Series I: Theory & Practical Fundamentals
Wolters Kluwer	978-1-4511-9255-1	Psychiatric Nursing Made Incredibly Easy
Cengage	978-1-4018-2705-2	Health Unit Coordinator: 21st Century Professional
Hartman	978-1-60425-038-1	Nursing Assistant Care WB 2nd ed.
N/A	N/A	Gait Belt
N/A	N/A	Blood Pressure Cuff
N/A	N/A	Stethoscope
NAHP	N/A	National Review Certified Patient Care Technician
NAHP	N/A	National Review Certified Phlebotomy Technician
NAHP	N/A	National Review Certified EKG Specialist

Nurse Aide Program

Publisher	ISBN #	Scrubs with patches (2 sets)
		2XL or Larger Scrubs with Patches (2 sets)
Hartman	978-1-60425-038-1	Nursing Assistant Care WB 3rd ed.
N/A	N/A	Gait Belt
N/A	N/A	Blood Pressure Cuff
N/A	N/A	Stethoscope

Administrative Assistant Program

Publisher	ISBN #	
Cengage	9781305581166	The Administrative Professional: Technology & Procedures
Cengage	9781337069885	Discovering Computers & Microsoft Office 365

AAS-Medical Assistant/Allied Health (2nd Year)

Publisher	ISBN #	
Cengage	9781305778924	College Algebra: Real Mathematics, Real People, 7 th edition
Cengage	978128443546	Inside Writing: Form A, 8 th edition
Cengage	9781337280914	Composing to Communicate: A Student's Guide, 1 st edition
Cengage	9781337561815	Discovering Psychology: The Science of Mind, 3 rd edition
Cengage	9781305879041	Illustrated Computer Concepts and Microsoft Office 365 & Office 2016, 1 st edition
Elsevier	9781455744657	Step-By-Step Medical Coding Textbook
Elsevier	9781455744893	Step-By-Step Coding Workbook
AMA	9781603596848 9781583837535	2017 CPT Professional Edition HCPCS National Level II Codes Expert

Administrative Assistant Program

<u>Estimated Completion Time</u>	<u>Total Clock Hours</u>	<u>Total Semester Credit Hours</u>
Day Class: 16 weeks	360	17.0
Evening Class: 24 weeks		

PROGRAM DESCRIPTION

Many entry-level jobs require more than a high school diploma. To increase potential for employment, students have recognized the value of additional education and skills training. The Administrative Assistant program is designed to prepare students for a position in the business related industries. Training in business principles (ethical relationships, morals, values), office procedures (fax, copy, keyboarding, business telephone), software application (word processing, spreadsheets, presentations), and communication skills (business speech, and presentation) are designed to meet an employer’s needs and minimum requirement for an entry level position. Entry level clerical positions include: Receptionist, Secretary, Office Clerk, Administrative Assistant and Data Entry Clerk.

ADMISSION REQUIREMENT

Candidate must be 18 years of age and a High School Graduate/GED recipient

CLASS SCHEDULE

Day Classes or Lab: Monday through Friday between the hours of 8:00 A.M. to 1:00 P.M.

Evening Classes or Lab: Monday through Thursday between the hours of 5:30 P.M. to 9:30 P.M.

PROGRAM OUTLINE

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Extern Clock Hours	Semester Credit Hours
BA101	Core Computing Fundamentals & Keyboarding	30	60	0	4.0
BA102	Word Processing & Presentations	30	60	0	4.0
BA103	Spreadsheets & Personal Information Manager	30	60	0	4.0
BA104	The Administrative Professional	60	30	0	5.0
	Total Hours	150	210	0	17.0

Business Administration– Accounting/Auditing Technician

<u>Estimated Completion Time</u>	<u>Total Clock Hours</u>	<u>Total Semester Credit Hours</u>
Day Class: 40 weeks	900	42.0
Evening Class: 58 weeks		

PROGRAM DESCRIPTION

The Business-Accounting/Auditing Technician program prepares the student by introducing them to a wide variety of topics that will prepare them to manage and establish themselves in the office setting. Student will be training in business principles, office procedures, software applications, and communication skills. Emphasis is on accounting principles, accounting software, payroll and auditing concepts.

Student will have the necessary skills to function in entry-level accounting positions, such as bookkeeper, accounts payable clerk, or accounting assistant. Graduates will be able to maintain accounting records by making copies, filing documents, maintaining accounting databases by entering data into the computer, and processing backups.

ADMISSION REQUIREMENT

Candidate must be 18 years of age and a High School Graduate/GED recipient

CLASS SCHEDULE

Day Classes or Lab: Monday through Friday between the hours of 8:00 A.M. to 1:00 P.M.

Evening Classes or Lab: Monday through Thursday between the hours of 5:30 P.M. to 9:30 P.M.

PROGRAM OUTLINE

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Extern Clock Hours	Semester Credit Hours
BA101	Core Computing Fundamentals & Keyboarding	30	60	0	4.0
BA102	Word Processing & Presentations	30	60	0	4.0
BA103	Spreadsheets & Personal Information Manager	30	60	0	4.0
BA104	The Administrative Professional	60	30	0	5.0
BA201	Accounting Principles	90	90	0	9.0
BA202	Computerized Accounting	30	60	0	4.0
BA203	Payroll Accounting	30	60	0	4.0
BA204	Auditing Concepts	90	0	0	6.0
BA300	Externship	0	0	90	2.0
	Total Hours	390	420	90	42.0

Business Administration– Hospitality/Events Coordinator

<u>Estimated Completion Time</u>	<u>Total Clock Hours</u>	<u>Total Semester Credit Hours</u>
Day Class: 40 weeks	900	45
Evening Class: 58 weeks		

PROGRAM DESCRIPTION

The Business-Hospitality/Events Coordinator program prepares the student by introducing them to a wide variety of topics that will prepare them to manage and establish themselves in the hotel office setting. These workers are entrusted with managing, directing, and staffing hotels and to other businesses associated to tourism. Students will be training in business principles, office procedures, software applications, and communication skills. Emphasis is on hotel operations, hospitality & tourism law, and MEEC (Meeting, Events, Expositions and Conventions) Industry.

Student will have the necessary skills to function in entry-level hospitality positions, such as front desk manager, event/meeting manager and guest relations manager. Student will be able to maintain and manage the hotel office setting through current technology, direct hotel operations and provide excellent customer service.

ADMISSION REQUIREMENT

Candidate must be 18 years of age and a High School Graduate/GED recipient

CLASS SCHEDULE

Day Classes or Lab: Monday through Friday between the hours of 8:00 A.M. to 1:00 P.M.

Evening Classes or Lab: Monday through Thursday between the hours of 5:30 P.M. to 9:30 P.M.

PROGRAM OUTLINE

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Extern Clock Hours	Semester Credit Hours
BA101	Core Computing Fundamentals & Keyboarding	30	60	0	4.0
BA102	Word Processing & Presentations	30	60	0	4.0
BA103	Spreadsheets & Personal Information Manager	30	60	0	4.0
BA104	The Administrative Professional	60	30	0	5.0
BA205	Visual Geography for Tourism/History of San Antonio	60	30	0	5.0
BA206	Introduction to Hospitality	60	30	0	5.0
BA207	Hotel Operations	60	30	0	5.0
BA208	Hospitality & Tourism Law	90	0	0	6.0
BA209	Events & Convention Management	60	30	0	5.0
BA301	Externship	0	0	90	2.0
	Total Hours	480	330	90	45

Business Administration– Social Media Marketing

<u>Estimated Completion Time</u>	<u>Total Clock Hours</u>	<u>Total Semester Credit Hours</u>
Day Class: 40 weeks	900	39
Evening Class: 58 weeks		

PROGRAM DESCRIPTION

The Business-Digital/Social Media program prepares the student by introducing them to a wide variety of topics that will prepare them to manage and establish themselves in the office setting. The student will be training in business principles, office procedures, software applications, and communication skills. Emphasis is on office operation skills and knowledge and on social media.

Student will have the necessary skills to function in entry-level front and back office positions. Student will be able to successfully function as both front and back office business employees with special knowledge of social media business applications.

ADMISSION REQUIREMENT

Candidate must be 18 years of age and a High School Graduate/GED recipient

CLASS SCHEDULE

Day Classes or Lab: Monday through Friday between the hours of 8:00 A.M. to 1:00 P.M.

Evening Classes or Lab: Monday through Thursday between the hours of 5:30 P.M. to 9:30 P.M.

PROGRAM OUTLINE

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Extern Clock Hours	Semester Credit Hours
BA101	Core Computing Fundamentals & Keyboarding	30	60	0	4.0
BA102	Word Processing & Presentations	30	60	0	4.0
BA103	Spreadsheets & Personal Information Manager	30	60	0	4.0
BA104	The Administrative Professional	60	30	0	5.0
BA210	Internet Structure, Hosting & Introduction to Website Administration	50	40	0	4.0
BA211	Website Modification & Development Tools	50	40	0	4.0
BA212	Digital Elements	50	40	0	4.0
BA213	Social Media Beyond Websites	50	40	0	4.0
BA214	Devices & Analytics	50	40	0	4.0
BA303	Externship	0	0	90	2.0
	Total Hours	400	410	90	39.0

Course Descriptions

BA101 Core Computing Fundamentals & Keyboarding 30/60/0/4.0

This course is an overview of computer information systems and keyboarding. Student emphasis on skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Student will develop of acceptable speed and accuracy levels and be able to format basic documents. An introduction to computer hardware, software, procedures, and human resources. Students will be able to use a variety of computer software programs for the office – including word processing, databases, and spreadsheets. [Prerequisites: None]

BA102 Word Processing & Presentations 30/60/0/4.0

This course is an overview of the word processing and electronic presentations. Student will be able to produce documents, tables, and graphics. Student will be able to open an existing file and save it, explore options for an application, apply formatting, compress files, apply graphics, flyer, information handout, research paper, newsletter and mailing. Student will be instructed on in the concepts, procedures, and application of electronic presentations. Student will learn locate files and folder, enter and edit text in office program, perform commands from dialog box, create folder, save a file and close, add document properties and print a file. [Prerequisite: none]

BA103 Spreadsheets & Personal Information Manager 30/60/0/4.0

This course focuses on instruction in the concepts, procedures, and application of electronic spreadsheets & navigating personal information manager software. Student will learn create, save, and navigate an excel workbook, enter data in a worksheet, construct a copy formulas and use the sum function, format cells with merge & center and cell styles, chart data to create a column, print, display formulas, and close excel, inventory valuation, inventory status report, weekly sales summary, analyzing data, budget pie chart, growth projection chart. Student will learn to communicate via email by creating and sending, receiving and replying, forwarding and adding attachments emails as well as good email practices. Student will navigate Outlook to organize and manage emails, create notes and manage calendar events. [Prerequisite: None]

BA104 The Administrative Professional 60/30/0/5.0

Student will be able to perform day-to-day administrative tasks such as maintaining information files and processing paperwork and development of writing and presentation skills to produce effective business communication. Student will be using office equipment such as copiers, fax machines, scanners and business telephone. Student will learn personal traits of an office employee, duties of an office employee, explain and describe a job description, schedule appointments, handle situation involving office, purchasing office supplies, inventory and their purposes, prepare deposit slip and endorse checks. Student will learn to compose email messages, prepare business letters, reports, and memo, voicemail, and speak on the telephone in professional manner, use of specialized telephone services, audio and video teleconferencing, and techniques for delivering speeches. Student will learn cultural diversity, mixed generation workplace, business travel in a global society, government employment regulations, causes of stress, symptoms of stress, techniques to reduce stress, and proper etiquette. The student will practice ethics, accountability and interviewing techniques. The student will create resume and appropriate working attire. [Prerequisite: None]

BA201 Accounting Principles 90/90/0/9.0

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, student should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization. [Prerequisite: None]

BA202 **Computerized Accounting** **30/60/0/4.0**

This course focuses on utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package (QuickBooks). Student will develop further skills in maintaining accounting records and receive in-depth exposure to accounts receivable/accounts payable, payroll and inventory modules. [Prerequisite: BA201]

BA203 **Payroll Accounting** **30/60/0/4.0**

This course provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Student will learn payroll tax laws, payroll tax forms, payroll 42 and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions. [Prerequisite: BA201]

BA204 **Auditing Concepts** **90/0/0/6.0**

This course provides a basic understanding of the auditing process. The auditing process requires logic-based skills. Student should be able to gather evidence and evaluate whether the evidence makes sense and backs up assertions made on financial statements. [Prerequisite: BA201]

BA300 **Externship Accounting Auditing** **0/0/90/2.0**

This course requires the student, in the controlled environment of an approved externship site, to experience the hands-on application of accounting/auditing, clerical and professional procedures. This course requires the student to complete a minimum of 90 clock hours of supervised practical experience in a program approved site. The course may include one or more required externship conference sessions with program staff on the college campus to assure meeting of program outcomes/competencies requirements. [Prerequisite: BA101, BA102, BA103, BA104, BA201, BA202, BA203, BA204]

BA205 **Visual Geography for Tourism/History of San Antonio** **60/30/0/5.0**

An introduction to world tourism destinations and markets, including an exploration of physical, cultural, and geopolitical influences on the travel and tourism industry. International travel and world geography are linked in a fundamental way; by definition, geography focuses on space and places special emphasis on the strategic location of destinations, characteristics of tourist markets, and the transportation infrastructure and hospitality superstructure found in major destinations. Central to the course is a thorough overview of world geography. In addition, the course will focus on international travel patterns and trends in global tourism. It will also introduce students to a social analysis of host/guest relationships and provide an opportunity to discuss the critical role tourism plays in international economics and politics. [Prerequisites: None]

BA206 **Introduction to Hospitality** **60/30/0/5.0**

This introductory course serves as a foundation for the student searching for employment in the hospitality industry. The hospitality industry continues to change rapidly, and this course brings the student the latest trends from the broadest array of hospitality industry segments. The student will explore each segment of the industry, including career opportunities, industry leaders, and operations practices – with real-life applications. The student will realize the sequence of tourism begins with economic benefits and economic impact, moving to modes of transportation for travel, and current travel and tourism trends. Other topics covered are lodging operations, foodservice, sales, marketing, advertising and ethics. [Prerequisite: None]

BA207 **Hotel Operations** **60/30/0/5.0**

The course will encompass an intuitive understanding of managing hotel operations based on the flow of the guest's experience, from reservation, arrival, and registration, to service purchasing, departure, billing, and recordkeeping. The course will also include rooming and link it to other hospitality functions, related industries, and the broader economy.

Coverage includes internationalization; green operations; financing sources; boutique and urban collections; and reservation strategies. [Prerequisite: BA206]

BA208 Hospitality & Tourism Law 90/0/0/6.0

This course emphasizes the basic foundations and principles of law affecting the hospitality industry. Students will be given guidelines and techniques that show how to manage preventively and apply a practical legal awareness prior to taking actions. Students will be taught to consider the legal implications of day-to-day management activities. The course will foster an attitude of compliance and prevention in work ethics and personal management philosophy. Students will gain an understanding of how to prevent or limit legal liability by complying with legal norms. [Prerequisite: BA206]

BA209 Events & Conventions Management 60/30/0/5.0

This course is designed to provide the student with an introduction to the MEEC (Meetings, Events, Expositions and Conventions) Industry. Course will include the scope and magnitude of the MEEC industry, knowledge, skills, and abilities that are necessary to be a successful event professional. Additionally, students will understand the tasks and activities involved in producing a meeting or event and be familiar with the issues involved in producing a meeting or event. [Prerequisite: BA206]

BA301 Externship Hospitality 0/0/90/2.0

This course requires the student, in the controlled environment of an approved externship site, to experience the hands-on application of hotel experience, clerical and professional procedures. This course requires the student to complete a minimum of 90 clock hours of supervised practical experience in a program approved site. The course may include one or more required externship conference sessions with program staff on the college campus to assure meeting of program outcomes/competencies requirements. [Prerequisite: BA101, BA102, BA103, BA104, BA205, BA206, BA207, BA208, BA209]

BA210 Internet Structure, Hosting& Introduction to Website Administration 50/40/0/4.0

This course provides a discussion of what the internet is, and how it works. The meaning and creation of URLs will be reviewed, including an exploration of various hosting options: Big Daddy, HostGator, Siteground, etc. An introduction to various website platforms incorporated in the course will help the student understand basic website operations: Wix, Weebly, etc. [Prerequisite: None]

BA211 Website Modification & Development Tools 50/40/0/4.0

This course will include a through discussion of the Wordpress website platform, currently the most popular platform used. The student will learn how to modify webpage elements, create menus, incorporate page media, and add and manage plugins. Development tools discussed in this course are Block Editor, Thrive Architecture, Contact Forms, jetpack, and A Kismet (security). [Prerequisite: None]

BA212 Digital Elements 50/40/0/4.0

This course explores and defines different elements of digital media, and how to incorporate and manage elements in websites and other social media. Element attributes include color schemes, website themes, fonts, displays, videos, content - Yoast ratings, and graphics. Students will learn to take photos of relevant topics, size photos appropriately based on applicable devices, and create engaging videos. [Prerequisite: None]

BA213 Social Media Beyond Websites 50/40/0/4.0

This course emphasizes the study of Facebook management – SEO, ad creation using Facebook Ad manager, posting, blogging and security. Included discussions also focus on Instagram, Twitter, Pinterest and LinkedIn. [Prerequisite: None]

BA214**Devices & Analytics****50/40/0/4.0**

This course explores the use of various devices: Mobile Devices, desktops, Laptops, and Tablets: their differences, and the challenges these present. Various analytical tools are introduced: Google Analytics, SEMrush, Spy Fu, HyperTracker, etc. The student will learn to use these tools in determining the success of advertising campaigns and other digital marketing efforts. [Prerequisite: None]

BA303**Externship Digital/Social Media****0/0/90/2.0**

This course requires the student, in the controlled environment of an approved externship site, to experience the hands-on application of digital/social media, clerical and professional procedures. This course requires the student to complete a minimum of 90 clock hours of supervised practical experience in a program approved site. The course may include one or more required externship conference sessions with program staff on the college campus to assure meeting of program outcomes/competencies requirements. [Prerequisite: BA101, BA102, BA103, BA104, BA210, BA211, BA212, BA213, BA214]

Key Staff and Faculty

President/CEO, Jeanne Martin

School Director, Sandy Clauss

Bookkeeper, Elizabeth Hubbard

Admissions

Director of Admissions: Denise Sosa

Admission Representative, Marivel Almorejo

Admission Representative, Diana Eberiga

Admission Representative, Chris Gutierrez

Admission Representative, Rose Munoz

Admission In-bound Representative, Becky Held

Admission In-bound Representative, Jessica Landry

Admission In-bound Representative, Fernando Hernandez

Administrative Assistant for Admissions, Rochelle Puertas

Director of Human Resources,

Administrative Support Staff, Rose Aldape

Director of Financial Aid, Sandy Clauss

Financial Aid Officer, Dee Carrasco

Financial Aid Officer, Anavell Gonzalez

Director of Faculty and Student Services, Christine Urdialez

Retention Specialist, Dee Aguilar

Extern/Career Services Coordinator, Anna Zapata

Assistant Registrar, Elizabeth Lyons

Administrative Assistant, Mary Alice Escobedo

Education Department

Full Time:

Instructor, Ruben Baltazar

Master in Adult Learning and Teaching

University of Texas at San Antonio

Patient Care Technician Instructor

Instructor, Robert Mahone

Associates in Occupational Therapy

St. Philip's College

Medical Terminology/A&P Instructor

Part Time:

Instructor, Lee-ssa Bridgeman

Bachelor of Health Science

Western Kentucky University

Patient Care Technician Instructor

Instructor, Carey Burger

Master of Acupuncture and Oriental Medicine

Texas College of Traditional Chinese Medicine

Medical Assistant Instructor

Full Time:

Instructor, Annabel Mull
Computer User Specialist Certificate
Career Quest
Administrative Assistant Instructor

Part Time:

Instructor, Patricia Cornelison
Master of Arts (Biology)
University of the Incarnate Word
Medical Terminology/A&P Instructor

Instructor, Shellie Derico
LVN
Metropolitan Community College
Nurse Aide Instructor

Instructor, Virginia Jenson
LVN
The Health Institute of San Antonio
Nurse Aide Instructor

Instructor, Kristel Kendall
Bachelor of Science
Mid-America Christian University
Medical Assistant Instructor