



# SAC FACT BOOK CONTENTS

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## INTRODUCTION

The San Antonio College Fact Book provides general statistical information about the College which may be useful to those engaged in planning, preparing reports, writing grant proposals, or other endeavors within the College.

It is important for the reader to be aware that data presented in this publication may differ slightly from statistics found in other College and District reports. Such variances may result from differences in the source of information used, the date on which the report was generated, or the reporting period included in the report. For these reasons, the source of the information in each table and graph is cited. Trends should be tracked using identical sources each semester.

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## HISTORY

San Antonio College was established as University Junior College in September 1925, under the auspices of the University of Texas. The following year control of the college was transferred to the San Antonio Independent School District and the name was changed to San Antonio Junior College. Following passage of state legislation authorizing junior college districts, the San Antonio Union Junior College District was formed in 1945 and in 1946 assumed control of San Antonio Junior College and its sister college, St. Philip's Junior College. In 1948, San Antonio Junior College's name was changed to San Antonio College, and in 1951, the college was moved to its present location on San Pedro Avenue. Five hundred students were enrolled at that time. The Southern Association of Colleges and Schools granted accreditation to the college in 1955.

In the late 1960s San Antonio College became a comprehensive community college by expanding offerings in occupational and technical courses and by assuming the San Antonio Independent School District's continuing education program. The name of the college district was changed to San Antonio Community College District in 1978 and in 1982 the district was renamed the Alamo Community College District.

In support of the mission of the Alamo Community College District, San Antonio College responds to Bexar County's diverse community by providing high quality general education, liberal arts and sciences, career education, continuing education and developmental education. The college has an average semester enrollment of 21,000 credit students and an average annual enrollment of 16,000 other-than-credit students. San Antonio College is the largest single-campus community college in Texas and one of the largest in the United States.

## MISSION STATEMENT

**San Antonio College – responsive education through excellence, accessibility and diversity.** San Antonio College is a public community college which provides for and supports the educational and lifelong learning needs of a multicultural community. As a leader in education, San Antonio College is committed to excellence in helping students reach their full potential by developing their academic competencies, critical thinking skills, communication proficiency, civic responsibility and global awareness.

**San Antonio College fulfills its mission by offering the following:**

- Transfer education designed to provide students with the first two years of the bachelor's degree.
- General education courses in the liberal arts and sciences to support all college degree programs.
- Career preparation provided through a wide range of programs to prepare students for immediate employment.
- Developmental studies for students needing to bring their basic skills to a level appropriate for college work.
- Continuing education to offer a variety of training, licensure and professional programs.
- Academic support services that include a comprehensive learning resource center and basic skills activities that complement instruction.
- Student support services to provide assessment, advising, counseling, tutoring, financial assistance, and social and cultural activities for all students, including those with special needs.
- Promotion of cross-cultural understanding and appreciation through instructional and social activities that contribute to cultural awareness and interaction.
- Involvement of business, industry and professional groups in planning and revising educational programs to meet workforce needs.
- An environment conducive to learning through an attractive physical campus and wellness-oriented programs and services.
- Continuous assessment of programs and services and the utilization of results for improvement.
- Operation of the college within available fiscal resources to provide accountability to taxpayers of the Alamo Community College District.



## OUTSTANDING FORMER STUDENTS



**Dr. Tessa Pollack**



**Ana de Portela**

Dr. Tessa Pollack (Our Lady of the Lake University President).....	2003-04
Ana de Portela (Artist).....	2003-04
Norma S. Rodriguez (City Clerk) .....	2002-03
Albert A. Ortiz (Chief of Police).....	2002-03
Sara Kleban Radin (Judge) .....	2001-02
Dr. Rodolpho Sandoval (University Administrator).....	2000-01
Oscar G. Hernandez (Community Services Administrator) .....	2000-01
Ciro D. Rodriguez (Congressman).....	1999-00
Dr. Martin Basaldua (Physician).....	1999-00
Dr. James V. McLean (Veterinarian) .....	1998-99
Marinella Garcia-Murillo (Community Relations Specialist) .....	1998-99
Dr. Jesse T. Zapata (University Administrator).....	1997-98
Dr. Cynthia G. Broderick (Public School Educator).....	1997-98
Al A. Philippus (San Antonio Chief of Police).....	1996-97
Tino Duran (Publisher of <i>La Prensa</i> ).....	1996-97
Francis R. Scobee (Challenger Astronaut) .....	1995-96
Dr. Leo Sayavedra (University Administrator).....	1995-96
Dr. Robert L. Jimenez (Psychiatrist).....	1995-96
Steven C. Hilbig (Bexar County District Attorney) .....	1994-95
Dr. Judith Ann Loreda (College Administrator).....	1994-95
William Sinkin (Banker).....	1993-94
Dr. Felix D. Almaraz (University Professor).....	1993-94
Patsy Torres (Entertainer) .....	1992-93
Jesse Trevino (Artist) .....	1991-92
Bill Hayden (Founder/CEO CompuAdd).....	1990-91
Diane Gonzales (Journalist).....	1990-91
Nancy Klepper (Public School Educator).....	1989-90
Frank Gonzalez (Oceanographer).....	1989-90
Sarah Garrahan (Judge).....	1988-89
James R. Vasquez (Public School Superintendent).....	1988-89
Dr. Jerome Weynand (College President) .....	1987-88
Edward Prado (Judge).....	1987-88
Lisa Brown (Archaeologist).....	1987-88
Capt. Larry Pearson (Navy Test Pilot, Former Blue Angels Commander) .....	1986-87
Dr. William Kirby (State Commissioner of Education) .....	1985-86
Albert Bustamante (Congressman) .....	1984-85
Blair Reeves (Judge) .....	1983-84

## CERTIFICATE AND DEGREE PROGRAMS

### ARTS & SCIENCES

**AA DEGREES:**

ASSOCIATE IN ARTS IN AMERICAN SIGN LANGUAGE  
 ASSOCIATE IN ARTS IN ARCHITECTURE  
 ASSOCIATE IN ARTS IN ART  
 ASSOCIATE IN ARTS IN BUSINESS ADMINISTRATION  
 ASSOCIATE IN ARTS IN CHILD DEVELOPMENT  
 ASSOCIATE IN ARTS IN CRIMINAL JUSTICE  
 ASSOCIATE IN ARTS IN DRAMA  
 ASSOCIATE IN ARTS IN GEOGRAPHICAL INFORMATION SYSTEMS  
 ASSOCIATE IN ARTS IN INTERNATIONAL STUDIES  
 ASSOCIATE IN ARTS IN JOURNALISM  
 ASSOCIATE IN ARTS IN LIBERAL ARTS  
 ASSOCIATE IN ARTS IN MUSIC  
 ASSOCIATE IN ARTS IN PHOTOGRAPHY  
 ASSOCIATE IN ARTS IN POLITICAL SCIENCE  
 ASSOCIATE IN ARTS IN PSYCHOLOGY  
 ASSOCIATE IN ARTS IN SOCIAL SERVICES  
 ASSOCIATE IN ARTS IN SPEECH  
 ASSOCIATE IN ARTS IN TEACHER EDUCATION

**AS DEGREES:**

ASSOCIATE IN SCIENCE  
 ASSOCIATE IN SCIENCE IN ENGINEERING  
 ASSOCIATE IN SCIENCE IN MATHEMATICS

**DISCIPLINES:**

Accounting	Foreign Languages	Mathematics
Anthropology	American Sign Language	Mental Health
Anatomy	French	Music
Architecture	German	Nutrition
Art	Italian	Philosophy
Biological Sciences	Japanese	Photography
Business	Latin	Physical Education
Chemistry	Spanish	Political Science
Communications	Geography	Physics
Computer Science	Geographic Information Systems	Psychology
Earth Sciences	Geology	Reading
Economics	Health	Social Work
Education	History	Sociology
Engineering	Humanities	Speech
English	Interdisciplinary Studies	Theatre
Fine Arts	Journalism	Teaching Academy Preparation
	Kinesiology	Visual, Technical & Graphic Arts

## CERTIFICATE AND DEGREE PROGRAMS

### PROFESSIONAL & TECHNICAL EDUCATION

DEPARTMENT	PROGRAM	AWARD
ADMINISTRATIVE COMPUTER TECHNOLOGIES/COURT REPORTING	Accounting Computer Applications	MS Cert
	Accounting Technology	AAS, Level I, MS Cert
	Administrative Assistant	AAS
	Administrative Systems Technician	Level I Cert
	Business Communications	MS Cert
	Computer Assistant	Level I Cert
	Computer Data Entry Technician	Level I Cert
	Computer Help Desk Specialist	AAS, Level I Cert
	Customer Services Specialist	MS Cert
	Human Resources Assistant	MS Cert
	Human Resources Benefits and Compensation Coord	MS Cert
	Human Resources Employment Specialist	MS Cert
	Human Resources Training Specialist	MS Cert
	Human Resources Technician	Level I Cert
	Legal Administrative Assistant/Secretary	AAS
	Medical Transcription Specialist	Level I Cert
	Records Management	AAS, Level I Cert
	Software Specialist	MS Cert
	Computer-Aided Transcription	AAS
	Enhanced Captioning Court Reporting Skills	Cert
	Court Reporting	Level II Cert
	Court Reporting: Rapid Text Entry	Level I Cert
	Court Reporting Transcriptionist/Scopist	Level I Cert
	Real-time Medical Reporting Certificate	Level I Cert
	Voice Recognition Systems Technician	Level I Cert
ALLIED HEALTH DEPARTMENT	Dental Assisting	AAS, Enhanced Skills, Level I Cert
	Medical Assisting	AAS, Level II Cert
AMERICAN SIGN LANGUAGE / INTERPRETER TRAINING	Medical Office Administrative Assistant	Level I Cert
	Deaf Support Specialist	AAS
BUSINESS DEPARTMENT	Sign Language Interpreter	AAS
	Enhanced Trilingual Interpreter	Cert
	Enhanced Interpreting	Cert
	Administrative Design Management	Level I Cert
	Banking	Level I, MS Cert
	Banking & Financial Services	AAS
	Budgeting in the Public Sector	Level I Cert
	Business Management	AAS, Level I Cert
	Financial Analysis	Level I Cert
	Financial Management	AAS, Level I Cert
Financial Services Industry	Level I, MS Cert	

DEPARTMENT	PROGRAM	AWARD
	Human Resources Management	AAS, Level I Cert
	International Business	AAS, Level I Cert
	Labor Studies	Level I Cert
	Leadership in Public Service	Level I Cert
	Marketing Management	AAS, Level I Cert
	Mortgage Banking	AAS, MS Cert, Level I Cert
	Nonlawyer Advocacy	AAS
	Operations Management	Level I Cert
	Paralegal Studies	AAS
	Public Administration	AAS
	Real Estate Management	AAS, Level I Cert
	Small Business Management	Level I Cert
CHILD DEVELOPMENT	Child Care Administration	Level I Cert
	Child Development	AAS, Level I Cert
	Child Development Associate	Level I Cert
	Infant & Toddler Care	Level I Cert
	Teacher Assistant	AAS, Level I Cert
COMPUTER INFORMATION SYSTEMS	Computer Database Specialist	AAS, Level I Cert
	Computer Desktop Support Technician	Level I Cert
	Computer Network Administration	AAS
	Computer Programming	AAS, Level I Cert
	Computer Security Administration	AAS, Enhanced Skills
ENGINEERING TECHNOLOGIES	AutoCAD Certificate	MS Cert
	Basic DC/AC Certificate	MS Cert
	Basic Electronics Certificate	MS Cert
	Basic Semiconductor Certificate	MS Cert
	Computer-Aided Drafting & Design	AAS, Level I Cert, Enhanced Skills
	Construction Technician	MS Cert
	Digital Fundamentals Certificate	Local Cert
	Disaster Response Management	MS Cert
	Disaster Response Technician	MS Cert
	Electronics	AAS, Level I Cert
	Engineering Drafting Technician	MS Cert, Level I Cert
	Engineering Technician	Level I Cert
	Engineering Technology	AAS
	Facility Management	Local
	Geographic Information Systems	AAS, Level I Cert
	Industrial Electronics	Level I Cert
	Occupational Safety & Health	AAS, Level I Cert
	Occupational Safety & Health Technician	MS Cert
	Surveying Engineering	Level I Cert
	Surveying Technician I & II	MS Cert
GRAPHIC ARTS	Interactive Graphics Option	AAS
	Print Graphics Option	AAS
	Sequential Graphics Option	AAS
MENTAL HEALTH TECHNOLOGY	Drug & Alcohol Counseling	AAS, Level I Cert

DEPARTMENT	PROGRAM	AWARD	
MORTUARY SCIENCE	Substance Abuse Counseling	Level I Cert	
	Funeral Director	Level I Cert	
	Mortuary Science	AAS	
NURSING	Nursing (Career Mobility-LVN to RN)	AAS	
	Nursing (Generic Program)	AAS	
PROTECTIVE SERVICES	Basic Firefighter	Level I Cert	
	Chemical Dependency Counseling	AAS	
	Criminal Justice-Correctional Science Option	AAS	
	Criminal Justice-Forensics Option	AAS, Level I Cert	
	Criminal Justice-Law Enforcement Option	AAS, Level I Cert	
	Emergency Management	AAS	
	Emergency Medical Services	AAS	
	EMT-Basic	Level I Cert	
	EMT-Paramedic	Level I Cert	
	Fire and Arson Investigation Option	AAS, Level I Cert	
	Fire Inspector	Level I Cert	
	Fire Science	AAS	
	RADIO-TV-FILM	Radio-Television-Broadcasting	AAS
	SOCIOLOGY	Gerontological Services	AAS, Level I Cert

<p>AAS = Associate in Applied Science Degree (60 - 72 Semester Credit Hours) Level I Certificate = 15 - 42 Semester Credit Hours Level II Certificate = 43 - 59 Semester Credit Hours</p>	<p>Local Certificates = Less than 14 Semester Credit Hours MS = Marketable Skills Certificate = 9 - 14 Semester Credit Hours Enhanced Skills Certificate = 6 - 15 Semester Credit Hours in Addition to AAS Degree Requirements</p>
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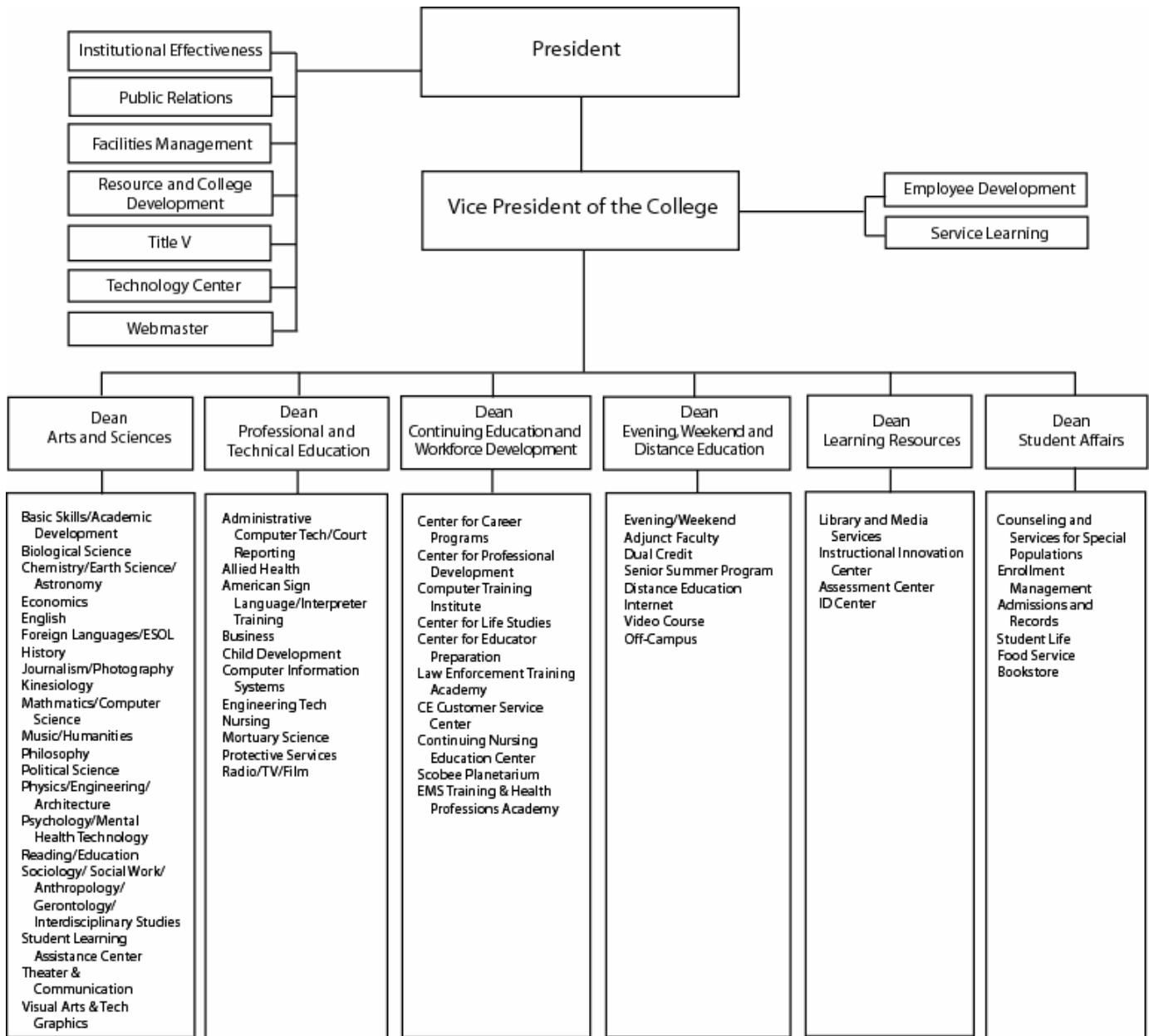
## ACCREDITATION & AFFILIATIONS

San Antonio College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The Mortuary Science Program is accredited by the American Board of Funeral Service Education (ABFSE). The Dental Assisting Program is accredited by the American Dental Association Commission on Dental Accreditation. The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Department of Nursing is accredited by the National League for Nursing Accrediting Commission.

The college is also an active member of the American Association of Community Colleges, the Community College Consortium, Association of Texas Colleges and Universities, the National League for Nursing, the Southern Association of Junior Colleges, the Texas Community College Teachers Association, the Texas Public Community and Junior College Association, Texas Educational Theatre Association and the Texas Association of Music Schools.

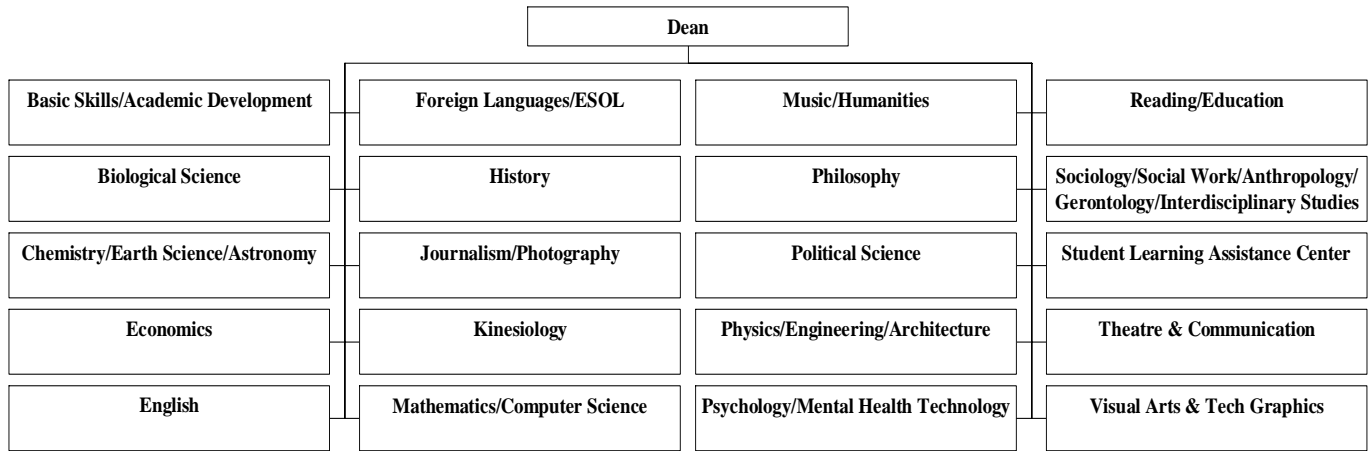
# SAN ANTONIO COLLEGE

## ORGANIZATIONAL CHART

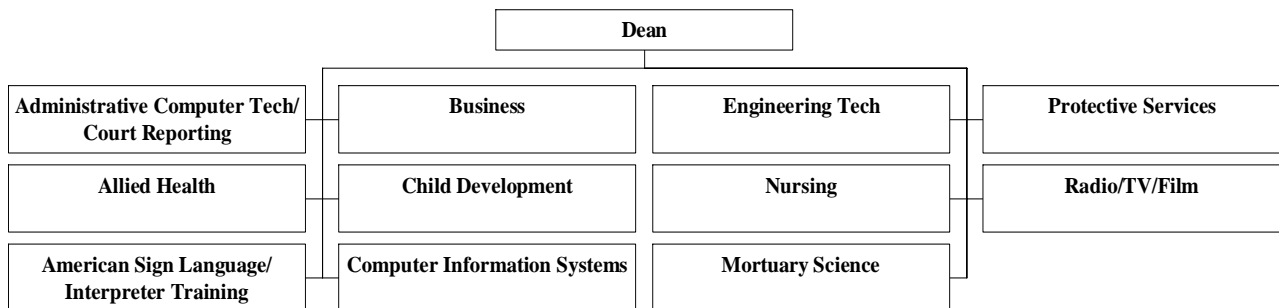


# SAN ANTONIO COLLEGE

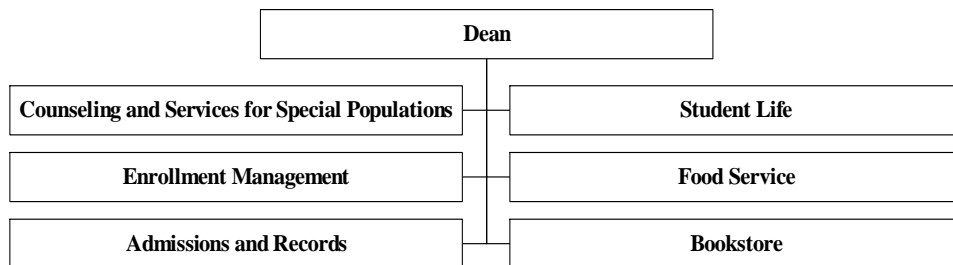
## ARTS AND SCIENCES



## PROFESSIONAL AND TECHNICAL EDUCATION



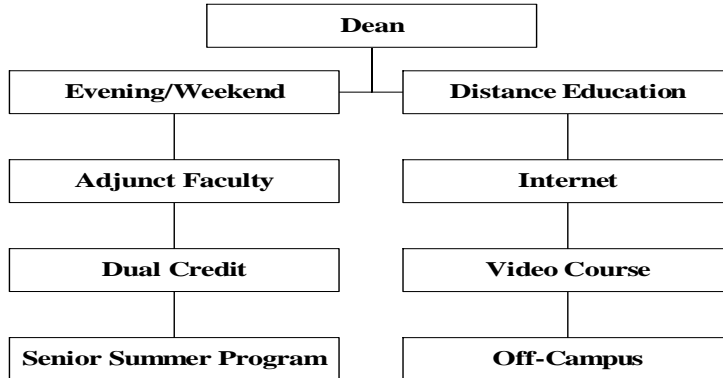
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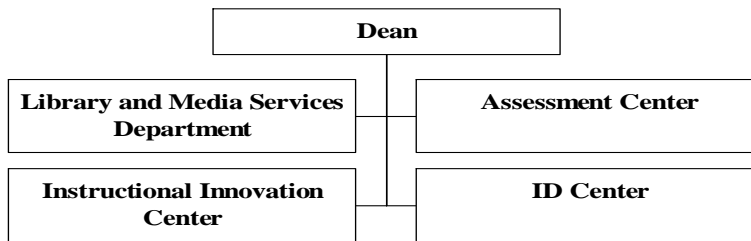


# SAN ANTONIO COLLEGE

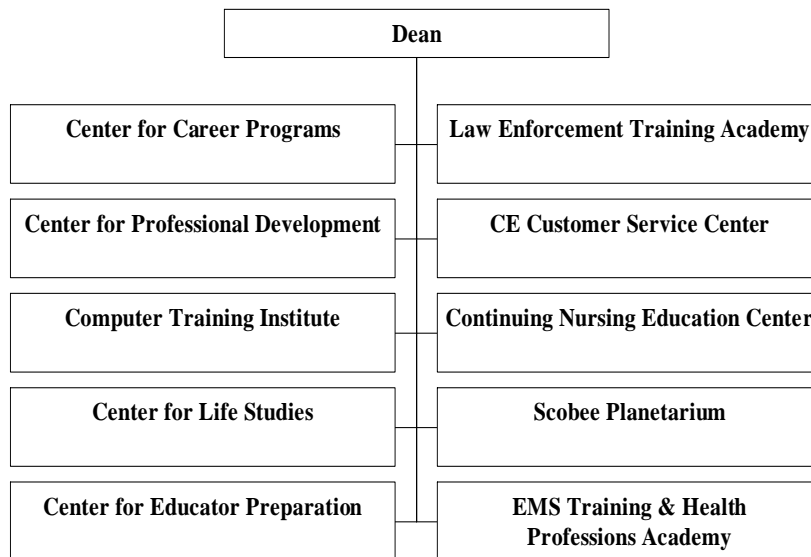
## EVENING, WEEKEND & DISTANCE EDUCATION



## LEARNING RESOURCES



## CONTINUING EDUCATION TRAINING NETWORK



## DIVISIONS

### ARTS AND SCIENCES

The **Division of Arts and Sciences** at San Antonio College offers a comprehensive Liberal Arts curriculum designed to satisfy the requirements of the first two years of a baccalaureate degree. The core curriculum provides a foundation of knowledge designed to cultivate critical thinking, build communication skills, promote understanding of our diverse community by providing students with real-world applications to classroom instruction that will enable them to make a difference in society. Learning becomes the real reward of doing.

San Antonio College students benefit from a challenging curricula and student-centered environment fostered by over two-hundred and fifty full-time, credentialed faculty in the Division of Arts and Sciences. There are eighteen Associate in Arts and three Associate in Sciences degrees available across the disciplines as well as three certificate programs specifically offered in Mexican-American Studies, or International Studies or Interdisciplinary Studies by the Division of Arts and Sciences.

Academic accords such as 2+2s, Articulation Agreements, and Memorandums of Understanding (MOUs) afford students the opportunity to complete the first two years of a baccalaureate degree which are available in diverse fields of study from an array of domestic and foreign four-year institutions. Retention is a priority and facilitated through remedial opportunities and mandatory scholastic intervention facilitated through experienced counselors and advisers dedicated to helping students achieve. In addition, various student and faculty administrative services are provided through the Office of the Dean of Arts and Sciences.

### PROFESSIONAL AND TECHNICAL EDUCATION

The Professional and Technical Education Division offers degrees and certificates for the purposes of job or career entry; career development and change; industry/business start-up and development; transfer to four-year degree programs; and technical services to industry. All of the degrees/certificates are linked with the employing community through active advisory committees, cooperative or part-time work experience, direct placement, and career development activities, as well as the sharing of work-site laboratories and equipment.

Designed to teach specific professional/technical skills, the Associate in Applied Science (AAS) Degree is awarded to students who successfully complete an approved two-year technical curriculum of integrated general education and specialty courses with at least 15 semester hours of general education. Each degree consists of 60 – 72 semester hours of courses. The requirements for each major in the AAS degree are clearly shown in the curriculum offerings listed in the *San Antonio College Bulletin*. The AAS Degree may transfer all or in part to senior colleges and universities.

Numerous certificates are associated with the degrees. A Level I certificate consists of 15 to 42 semester hours of prescribed coursework. A Level II certificate consists of 43 to 59 semester hours of prescribed course work. Both certificates require at least 25% of the required semester hours be completed at San Antonio College. Course work from these two certificates can be applied toward an AAS degree.

A Local Certificate consists of 6 to 14 semester hours of prescribed course work representing achievement of identifiable skill proficiency. A Marketable Skills Certificate consists of 9 to 14 semester hours of prescribed course work making a student eligible for immediate employment or adds to the student's marketability to employers. Both certificates require at least 50% of the hours be completed at San Antonio College.

An Enhanced Skills Certificate is associated with an AAS degree program. The associated AAS must be a prerequisite for this certificate. The Enhanced Skills Certificate is well-focused, clearly related to the program, and provides skills beyond career entry. It consists of 6 to 15 semester hours and may extend an AAS award to an overall total that shall not exceed 87 semester hours. Students may obtain an AAS without enhanced certificates; however, an AAS is required to obtain an Enhanced Skills Certificate.

For a complete listing of the Associate in Applied Science Degrees and related certificates, please see "Certificates and Degree Programs for Professional and Technical Education" in the College Profile section of this book.

## TECH PREP

San Antonio College is engaged in major technical and professional career preparation by providing continuity of learning and quality educational opportunities for all students. The Tech Prep/Associate Degree program is a significant component of this concept providing educational and career preparation in technical fields to high school students who will be the workforce of the future.

As a member of the Alamo Region Tech Prep Consortium, San Antonio College works with area high schools to provide a way for students to start a college technical major in high school and complete the program of study at the college resulting in an Associate of Applied Science degree. The high school curriculum includes rigorous academics and a coherent sequence of technical courses in the major. College and high school faculty collaborate jointly to develop competency-based, industry validated programs of study to insure graduates of the Tech Prep/Associate Degree program have the knowledge and skills to obtain employment in a high skill/high wage job. At no additional cost, students may earn college credit for high school courses that are articulated with the equivalent college courses.

San Antonio College currently offers the following Tech Prep programs of study: Child Development, Computer-Aided Drafting and Design, Criminal Justice, Dental Assisting, and Electronics. In addition, a Memorandum of Understanding between the U.S. Navy and San Antonio College allows high school students to earn articulated college credit towards an Associate degree in Nuclear Electronics and Communications Radar Electronics through the Navy. New Tech Prep programs of study are continually being developed. Visit [www.alamotechprep.org](http://www.alamotechprep.org) to view a current list of Tech Prep programs of study or contact Alamo Region Tech Prep Consortium at 210-587-4435.

## CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

Continuing Education and Workforce Development provides nontraditional educational opportunities to meet the needs of students and employers in the San Antonio area. Professional and Technical short courses are offered for business, industry, political science and professional groups; seminars and workshops are developed to complement and supplement in-house training and staff development programs. These non-traditional courses are developed in collaboration with college faculty and community experts. Other-than-credit courses and activities are offered on campus and throughout the community with dates and times arranged for the convenience of the students. Continuing Education assists departments and divisions by serving as an outreach mechanism for channeling interested students into appropriate credit programs within the college.

Certification programs are offered for managers, secretaries, law enforcement officers, private security guards, emergency medical technicians, pharmacy technicians, real estate agents, insurance agents, executive housekeepers, pest control applicators, payroll professionals and health care personnel. Community service programs include conversational languages, personal development and life skills courses, summer courses for children and planetarium programs for the general public. Parallel and integrated programs include classes in General Education Development (GED) and English as a Second Language skill.

## EVENING, WEEKEND AND DISTANCE EDUCATION

Evening course offerings include regular academic courses leading to college degrees and certificate programs, developmental education courses, and other courses planned to be of community service and vocational interest to adults. Courses are offered if there is sufficient demand. Late afternoon, evening, weekend and distance education classes (off-campus courses and videocourse/Internet/interactive courses) are scheduled for the convenience of students. Dual Credit courses are also offered to students from 12 school districts; and, a "Senior Summer Program" is scheduled specifically for graduating seniors for several of the "Educational Partnership" schools.

## DISTANCE EDUCATION & SAC ONLINE

**The Distance Education Center** at San Antonio College provides innovative instructional delivery methods affording students access to college through flexible scheduling available through SAC Online ([www.accd.edu/sac/online](http://www.accd.edu/sac/online)). Within the framework of the college mission and goals, Distance Education works with all academic departments, the local business community, and the cities of Seguin, New Braunfels and Kerrville to develop educational responses to newly identified needs. The Distance Education Center also works with all Texas community colleges and serves as a provider of instruction through the Virtual College of Texas.

Traditional courses, as well as video courses (courses broadcast by television or available in video format) and Internet courses, are available to students in and out of Bexar County. These innovative instructional delivery methods are used to respond to the non-traditional educational needs within our community. Distance Education offers courses at area high schools, military bases, the new Central Texas Technology Center, Citicorp, and the cities of Seguin, New Braunfels and Kerrville. Internet courses and online degrees are available to local students, out-of-state and out-of-country students.

Distant learners can access the following online student services: online registration, online counseling, online tutoring, online library services, and an online self-evaluation to determine if Internet instruction is appropriate for them, 24/7 technical support, and other student support services are also available.

**The Internet Skills Center**, funded by the Department of Education is also available to all SAC students to facilitate Internet learning. All San Antonio College students (in San Antonio and out-of-state) can access three instructional modules, at no cost to obtain skills in: 1) basic computer skills; 2) web-based research skills; and 3) Internet course readiness skills to successfully complete Internet courses (now available online through SAC Online at [www.accd.edu/sac/distance](http://www.accd.edu/sac/distance)). The Internet Skills Center at San Antonio College is the only center of its kind in San Antonio.

## LEARNING RESOURCES

### LIBRARY AND MEDIA SERVICES

Library and Media Services, located in the Moody Learning Center, is a vital, technologically advanced center of learning and exploration for students, staff, faculty and the community. Supplementing the book, microfilm and government document collection of approximately 200,000 titles are 3,500 current periodical subscriptions and more than 7,000 videotapes, computer files, and sound recordings.

Informational resources owned by the Department, as well as by the other ACCD college libraries, are listed in the online catalog. The catalog is accessible from the LMS homepage (<http://www.accd.edu/sac/lrc/>), as are additional resources; these include the World Wide Web and numerous databases and indexes, many of which provide the full text to magazine, journal and newspaper articles. LMS provides the use of more than fifty public computer stations where users may access these resources. SAC students, staff, and faculty may also access all web-based databases and indexes off campus through the LMS's proxy server.

Also available through the LMS homepage are electronic forms that allow users to request Interlibrary Loan Materials and seek reference assistance through the "Ask a Librarian" service. Remote access to the catalog, web-based databases and indexes, Interlibrary Loan, and on-line reference assistance enhances learning opportunities for all Library users, and is vital for Distance Education students.

LMS is equipped with two state-of-the-art electronic classrooms where librarians teach students search strategies and techniques for finding relevant information using print materials, the online catalog and databases, and the World Wide Web. The Audiovisual Center supports classroom instruction and campus activities through its equipment circulation, graphic and photographic services, and AV repair. The Student Multimedia Lab provides students with a facility for class-related design and production needs. The Educational Multimedia Center provides a contemporary studio, classroom video recordings, teleconferencing services, an editing station, and the means to broadcast video courses directly to students' homes.

Through individual and group instruction, Librarians strive to reduce "library anxiety," increase student opportunities for academic success, and ensure that each student becomes an independent and life-long library learner.

## LEARNING RESOURCES

1998-1999 TO 2002-2003

CATEGORY/SERVICE	98-99	99-00	00-01	01-02	02-03
Collections – All items	254,160	200,985	176,419	139,665	278,269
Materials Processed (#)	6,279	13,904	12,781	25,621	21,655
<b>LIBRARY ATTENDANCE</b>					
User Headcount for 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Floors Only	1,122,051	157,093	345,366	361,437	411,007
<b>LIBRARY INSTRUCTION</b>					
Group Instruction Sessions	575	604	557	668	609
Students Taught in GIS Sessions	11,906	13,178	11,415	14,248	13,795
Reference Questions	38,310	31,840	---	21,993	24,176
Directional Questions	22,112	14,816	---	14,000	14,248
<b>BOOK COLLECTION</b>					
Book Circulation	157,202	1,595,326	19,897	40,020	33,626
In-Library Use of Books	366,820	484,042	57,759	43,425	34,806
Interlibrary Loans	6,396	4,654	1,186	4,022	3,970
<b>PERIODICALS COLLECTION</b>					
Periodical Circulation	34,747	35,568	89,246	163,978	167,800
<b>AUDIOVISUAL COLLECTION</b>					
AV Equipment Circulation	7,304	7,444	7,431	11,733	26,495
In-Library/ACCD Use of AV materials & Equipment	14,574	20,265	1,483	5,414	30,092
<b>INSTRUCTIONAL TELEVISION</b>					
Studio, Campus & Remote Shoots (# Hours)	497	380	296	267	195.5
Telecourse Playback (# Hours)	2,049	2,446	1,973	2,388	2,165
Editing/Dubbing Sessions (# Hours)	663	2,362	523	2,136	2,216
Teleconference Program (# Hours)	106	75	70	67	69

## INSTRUCTIONAL TECHNOLOGIES

The **Department of Instructional Technologies** was established to coordinate instructional technology initiatives at San Antonio College. The Department coordinates San Antonio College instructional technology activities with other organizations in the Alamo Community College District, Virtual College of Texas, and other institutions of higher education to provide an official location to centralize information related to campus instructional technologies, faculty and staff training for all academic and administrative units, Internet course development, and videoconferencing. The Department of Instructional Technologies serves the college in the following areas:

### INSTRUCTIONAL TECHNOLOGY & INNOVATION CENTER

The **Instructional Technology & Innovation Center**, established in 1995 as the Instructional Innovation Center under a Title III Grant, continues to provide training and assistance for faculty and staff using state-of-the-art equipment and software.

### TECHNOLOGY TRAINING PROGRAM

The **Technology Training Program** is provided free of charge for the faculty, staff, and administration of San Antonio College and the Alamo Community College District. Training is offered through monthly scheduled classes published on the departmental Web site at <http://www.accd.edu/sac/iic/training/>. Individuals outside the Alamo Community College District may attend training by paying a \$25 fee for each class. For a complete list of classes and to register, please call 210-733-2188.

### INTERNET COURSE CERTIFICATION PROGRAM

The Internet Course Certification Program was developed to ensure skill attainment of faculty developing Internet courses, a consistent high quality of course materials, and ADA compliance. Faculty or staff completing all requirements may be awarded a certificate verifying their ability to develop, teach, or administer Internet-based courses. There are three levels of Internet Course Certificates:

#### **Level I – Internet Course Administrator’s Certificate:**

To assist chairpersons and administrators in the evaluation of future Internet course development and the selection of Internet course instructors. May supervise but may not teach or develop Internet courses.

#### **Level II – Internet Course Instructor Certification:**

Individuals completing this training may teach existing Internet courses but may not develop Internet courses. Requirements include attending an eighteen hour course of study and modifying an existing Internet course to include personal information. This modified Internet course is reviewed to assure that it conforms to the guidelines for Internet courses found at <http://www.accd.edu/SAC/english/mgarcia/inet/criteria.htm>

#### **Level III – Internet Course Developer’s Certification:**

Individuals completing all requirements may develop new Internet courses or teach existing Internet courses. Requirements include attending a twenty-four hour course of study and developing Web pages that represent all components of an Internet course. Certification will be awarded on completion of the training and final review of the Internet course materials. Criteria for Internet course development may be found at <http://www.accd.edu/SAC/english/mgarcia/inet/criteria.htm>.

The Internet Course Developer’s Certification entitles the recipient to 2.4 CEUs (Continuing Education Units) awarded by the San Antonio College Continuing Education Department.

### WEB DEVELOPER’S CERTIFICATION PROGRAM

These certifications were designed to provide training for individuals who must design Web pages for themselves or their department but do not plan to teach on the Internet. There are currently two levels of certification for Web Developers at which are described at <http://www.accd.edu/SAC/iic/Web-Cert/default.htm>.

### **Level I – Web Developer’s Certification**

Training for this certification is comprised of fourteen hours of basic Web development and site management. Individuals must develop a Web site, which incorporates all elements of the training. Certification will be awarded on completion of the training and final review of the Web site.

### **Level II – Web Developer’s Certification**

A prerequisite for this certification is the completion of Level I Web Developer Certification plus eighteen hours of more advanced Web development training and the individual must incorporate all elements of the additional training into their Web site for certification. Certification will be awarded upon final review of the Web site.

## **VIDEOCONFERENCING CENTER**

The **Videoconferencing Center** provides equipment and facilities for the transmission of courses or meetings to distant locations. Videoconferencing, often referred to as two-way interactive television, enables two or more groups, separated by great distances, to see and speak with one another as if in the same room. Technical support for the videoconferencing equipment is provided by the Technology Center.

### **Videoconferencing Training and Scheduling**

Training is provided to faculty or staff on skills needed to teach by way of two-way, interactive, videoconferencing. When using this medium, students and the instructor at the local site are able to see, hear, and speak with students at the distant sites. The instructor or speaker is able to transmit presentations, images of hard copy documents, and motion video to the students at both locations. The Videoconferencing Center may be scheduled by instructors from any Alamo Community College District department free of charge or may be scheduled, as time allows, by individuals outside the College District by paying a usage and technical support fee. Scheduling of the Videoconferencing Center rooms is coordinated through Instructional Technologies at 210-733-2189.

## **STUDENT LEARNING ASSISTANCE CENTER**

The Student Learning Assistance Center (SLAC) supplements classroom instruction by offering learning strategies that enhance the success potential of traditional students in the college environment. The goal of the SLAC is to enable the Alamo Community College District college students to be independent and resourceful learners by providing learning strategies appropriate to non-traditional students and students with diverse learning styles. SLAC develops independent learners by teaching students how to learn rather than merely giving them quick answers. The learning strategies offered through the SLAC include: Tutoring Services, Computer Services, and Study Skill Services.

## **STUDENT AFFAIRS**

The **Student Affairs Division** is committed to the success of each student attending San Antonio College. Working collaboratively with students, faculty and staff, the division provides comprehensive services and programs that support and enhance the learning environment.

The **Office of Admissions and Records** maintains the official academic records for San Antonio College. This office assists all students within the educational community with the application process, residency determination, course registration, academic grade transcription and certification of graduation. Students are able to apply for admissions, register for classes and receive information concerning their academic record and graduation in person or via the Internet. In addition to assisting students with record keeping needs, this office is the reporting official with the Texas Higher Education Board for San Antonio College.

The **Department of Counseling and Services for Special Populations** is comprised of many service units with diverse functions; all are directed toward serving the needs and supporting the successes of our every-expanding student population. The main counseling center provides individual counseling for both education and personal guidance. Additional units assist in career planning, preparation for transfer and job placement while other units address the specific needs of veterans, international students, women and non-traditional students. The Office of Student Development administers the delivery of important orientation information to all new students and provides essential, extended support to students in academic difficulty.

The **Office of Enrollment Management** collaborates with the Office of Admissions and Records, Assessment, and the Counseling and Services for Special Populations Department to provide on-site testing opportunities and develop and implement recruitment and community outreach initiatives that are consistent with the College vision and strategic goals.

The **Office of Student Life** is comprised of several areas all working together to provide a variety of programs and services that enhance the overall college experience. Student Activities provides a wide range of free extracurricular activities such as festivals, novelty acts, karaoke, bands, films and multicultural programs throughout the year. Recreation Sports provides a variety of competitive and noncompetitive sports and recreational activities. The Office of Student Life also sponsors a diverse number of departmental, special interest, religious and honorary student clubs and organizations. As part of the Office of Student Life, the College Health Center offers a number of free services which include: emergency and first aid treatment, over the counter medications, referrals, assistance with student accident/illness insurance and limited health screenings.

**Food Services** are provided through the cafeteria located in the Loftin Student Center. Daily menus provide choices of fast food, prepared meals, snacks and beverages.

The San Antonio College **Bookstore** is operated by an independent commercial firm. The bookstore sells textbooks, instructional supplies, trade books and notions.

## TRANSFER CENTER

In the Transfer Center, students may obtain degree plans, transfer guides for specific majors, and information about local Joint Admissions Agreements. Educational directories, university catalogs and World Wide Web resources are available for student use. Admissions applications and scholarship information are also available. Additionally, the center arranges student appointments for various university admissions representatives. The biannual Transfer Fair provides an opportunity for SAC students to meet with representatives of universities.

### 2+2 DEGREE PLANS, ARTICULATION AGREEMENTS AND JOINT ADMISSION AGREEMENTS: TRANSFERRING TO FOUR-YEAR INSTITUTIONS

San Antonio College operates in full compliance with the guidelines and policies set forth by the Texas Higher Education Coordinating Board. The Texas legislature has mandated that all Texas post-secondary institutions develop a core curriculum in accordance with the guidelines established and approved by the Coordinating Board and that all Texas public four-year institutions must accept the entire core curriculums of any public post-secondary institution as meeting the core curriculum of their institution. San Antonio College's core curriculum will meet the core curriculum of any Texas public university.

However, it benefits the four-year degree-seeking student to consult the Transfer Center concerning 2+2 degree plans or transfer guides, Joint Admission Agreements and Articulation Agreements. Each institution can be unique in discipline requirements and specific in admission requirements. Without a determined degree plan that is compatible with the transfer institution a student may waste time, money and semester hours on courses not applicable to their major field of study. Counselors will clarify policy requirements, academic expectations and institutional characteristics.

**2+2 Degree Plans** are contractual educational terms that will be honored by a particular transfer institution contingent on academic standards, admission requirements and student performance.

**Articulation Agreements** are defined and signed agreements between San Antonio College and various institutions concerning the transfer of students. Each agreement is tailored to the academic criteria of the transfer institution.

**Joint Admission Agreements** are another form of articulation in which students sign an agreement at a designated university, which allows them to actively be a part of the university's community while attending San Antonio College. Upon completing the prescribed degree plan and meeting the articulated requirements, they transfer. Courses are determined by the transfer institution.



## INSTITUTIONAL RESOURCES

### TECHNOLOGY CENTER

The **Technology Center** provides planning, coordination, installation, and maintenance of campus technology and it provides technical support to all academic and administrative units. The Technology Center provides recommendations for purchasing, equipment setup, installation of hardware and software, implementation of off-campus connectivity, and assists other departments with planning. The Technology Center is also in charge of the College Comprehensive Replacement Plan and the College Comprehensive Reallocation Plan. The Technology Center also supervises the training of new and current technical personnel on the San Antonio College Campus.

#### NETWORK SERVICES TEAM

The San Antonio College **Network Services Team** functions as part of the Technology Center to provide centralized network services to the San Antonio College campus as well as numerous offsite users. The Network Services Team provides centralized management of Secure Wireless Network Connectivity, Enterprise-Wide Antivirus Services, Enterprise-Wide Systems Management, and Management of the Centralized Server Core. The Network Services Team also works in conjunction with District Information Systems to manage and support the college network infrastructure as well as manage a college web server and workgroup email server.

#### HELP DESK

The San Antonio College **Help Desk** functions in connection with the Technology Center in order to provide immediate telephone assistance and trouble shooting for faculty, staff, and students. The Help Desk also develops and provides tutorials to assist the Internet Students.

#### DATA MANAGEMENT TEAM

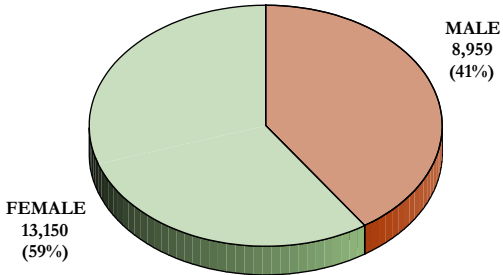
The **Data Management Team**, functioning as part of the Technology Center at San Antonio College, provides custom in-house application development. The Data Management Team recommends and produces new solutions as requested by departments, modifications and support of existing applications, and incorporates information from legacy systems into meaningful and useful information for departmental use. The Data Management Team also provides support for the College Decision Support System (a campus Data Warehouse Project).

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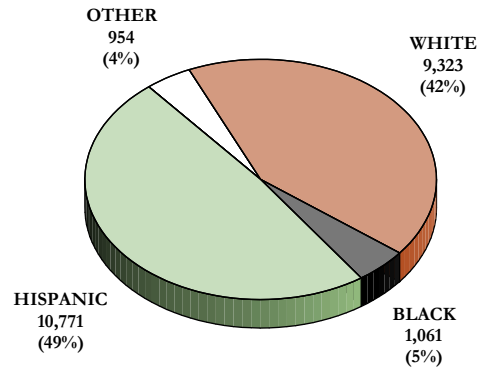
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FALL 2003  
22,109 STUDENTS

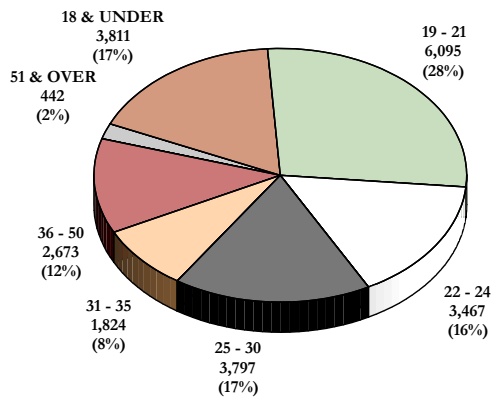
GENDER



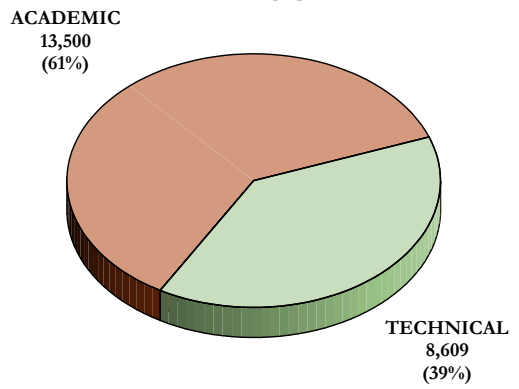
ETHNICITY



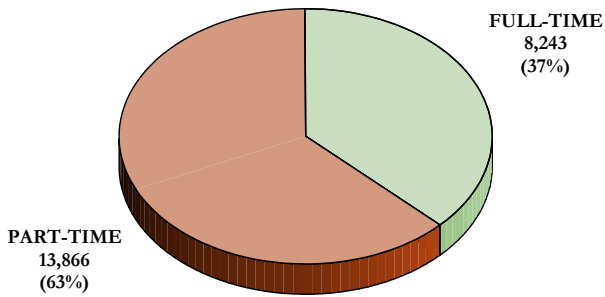
AGE



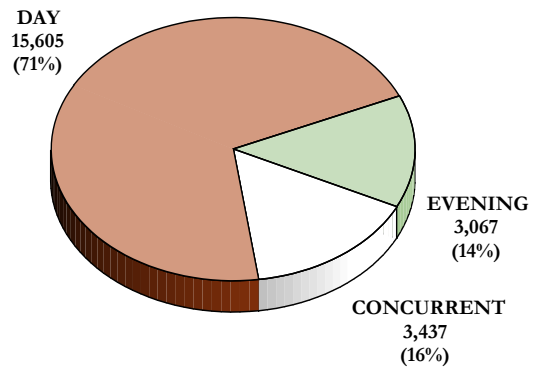
MAJOR



HOURS ENROLLED



DAY VS. EVENING



SOURCE: CBM001; RCA003

## FALL 2003 - TOP TEN

### ACADEMIC MAJORS

MAJORS	NUMBER
1. Liberal Arts	5,333
2. Business Administration – Accounting	1,252
3. Education	1,111
4. Psychology	581
5. Biological Sciences	506
6. Nursing (4-Year Degree)	499
7. Computer Science	336
8. Engineering	315
9. Architecture	313
10. Medicine	305

**SOURCE: RCA003, 10/28/03**

### VOCATIONAL MAJORS

MAJORS	NUMBER
1. Technical Studies	1,869
2. Pre-Nursing	1,285
3. Nursing (RN)	607
4. Business Management	524
5. Computer Network Administration	273
6. Computer Programming	264
7. Criminal Justice-Law Enforcement	203
8. Child Development	195
9. Mortuary Science	160
10. Fire Science	155

**SOURCE: RCA003, 10/28/03**

### FEEDER HIGH SCHOOLS

HIGH SCHOOL	NUMBER
1. Ronald Reagan High School – North East I.S.D.	328
2. Winston Churchill – North East I.S.D.	233
3. Alamo Heights – Alamo Heights I.S.D.	191
4. James Madison – North East I.S.D.	186
5. Douglas MacArthur – North East I.S.D.	179
6. Robert E. Lee – North East I.S.D.	127
7. Thomas Jefferson High School – San Antonio I.S.D.	97
8. Judson High School – Judson I.S.D.	93
9. Samuel Clemens High School – Schertz-Cibolo-Universal City I.S.D.	89
10. Tom Clark High School – Northside I.S.D.	80

**SOURCE: RFA978, 10/03/03**

## FALL 2003 - TOP TEN

### ZIP CODES OF RESIDENCE

ZIPCODES	NUMBER
1. 78247	967
2. 78228	960
3. 78213	954
4. 78240	897
5. 78216	872
6. 78201	861
7. 78232	720
8. 78233	717
9. 78230	681
10. 78212	667

SOURCE: RFA942, 10/31/03

### COUNTIES OF RESIDENCE

COUNTIES	NUMBER
1. Bexar	20,361
2. Comal	807
3. Guadalupe	797
4. Kerr	149
5. Wilson	135
6. Kendall	98
7. Medina	89
8. Bandera	86
9. Atascosa	62
10. Hays	33

SOURCE: RCA003, 10/28/03

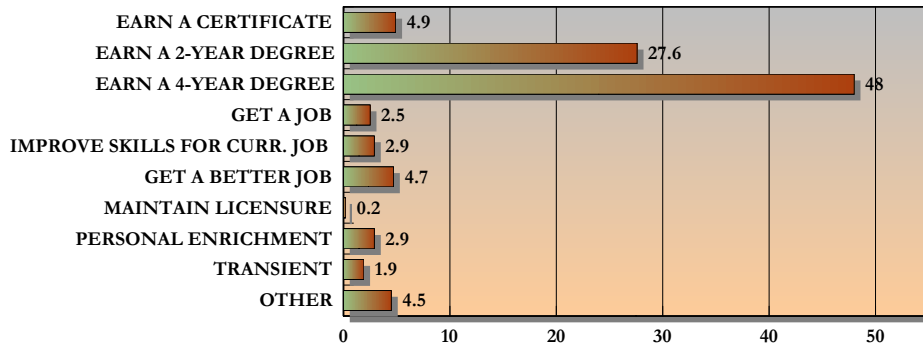
### STATES OF RESIDENCE

STATES	NUMBER
1. Texas	21,909
2. Foreign	246
3. Missouri	83
4. California	79
5. Florida	46
6. New York	35
7. Illinois	29
8/9. Pennsylvania	23
8/9. Virginia	23
10. Michigan	18

SOURCE: RCA003, 10/28/03

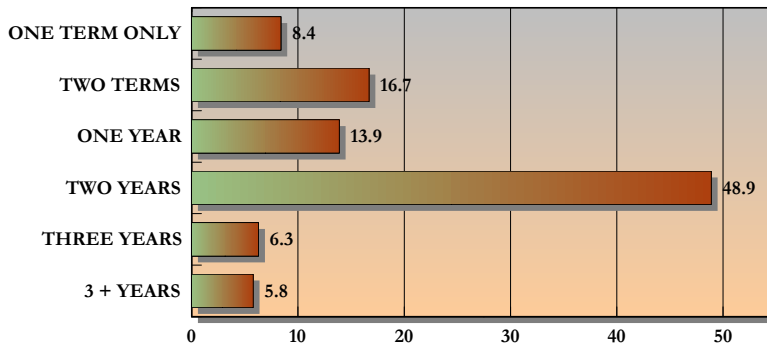
# FALL 2003

## STUDENT OBJECTIVE IN ATTENDING SAN ANTONIO COLLEGE



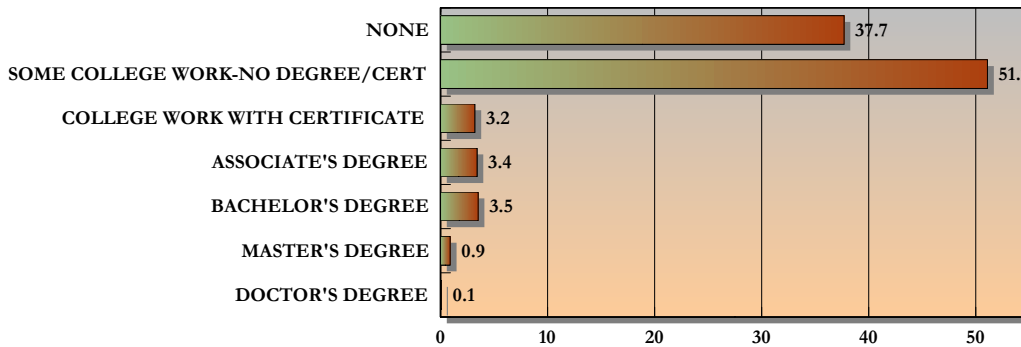
17,229 respondents

## INTENDED DURATION OF ENROLLMENT



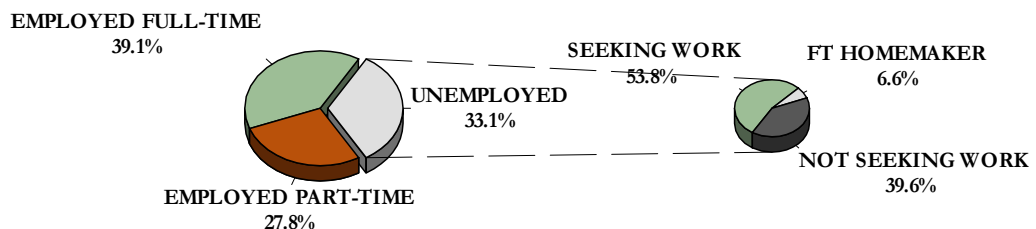
16,416 respondents

## PREVIOUS COLLEGE EXPERIENCE



16,449 respondents

## STUDENT EMPLOYMENT STATUS



16,296 respondents

SOURCE: STUDENT TRACKING SURVEY (AFA020, 10/29/03); 22,932 potential respondents

## FINANCIAL AID AWARDS 2003-2004

CATEGORY	AMOUNT	# AWARDS
Pell Grant	\$19,626,785	8,828
Stafford Loan	9,673,850	3,994
Federal Work Study (State-CWS)	778,246	562
Supplemental Education Opportunity Grant (SEOG)	978,496	1,800
Scholarships	1,052,041	1,968
State Incentive Grant (SSIG)	52,000	70
Other State and Federal Grants	1,339,370	1,368
Texas Public Education Grant (TPEG)	1,079,034	1,564
<b>TOTAL</b>	<b>\$34,579,822</b>	<b>20,154</b>

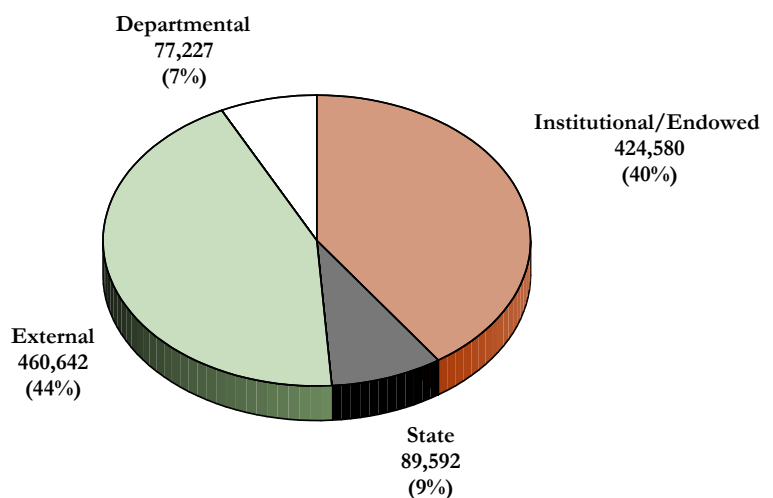
### SCHOLARSHIPS AWARDED 2003-2004

Institutional/Endowed	\$ 424,580
Departmental	77,227
State	89,592
External	460,642

**Total Awarded           \$ 1,052,041**

Total number of scholarships awarded:  
1,968

Scholarships are available from a variety of sources both private and public. Listed below are types of scholarships available through San Antonio College.



**Endowed scholarships-** awarded by ACCD. Contributions made to ACCD scholarship foundation by private donors. Applications available at Student Financial Services.

**Institutional scholarships-** awarded by Student Financial Services. Applications available at Student Financial Services Office.

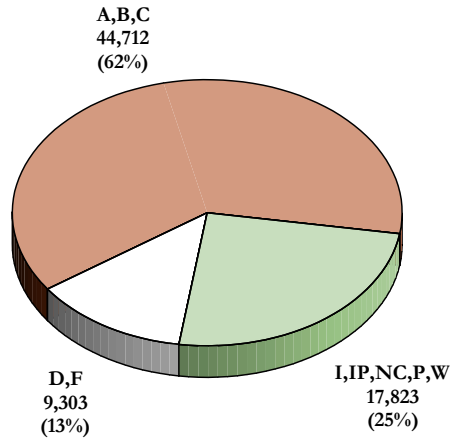
**Departmental scholarships-** awarded by departments. Private gifts donated to departments from various organizations. Awards usually based on major, GPA, community work. For additional information/applications, contact departments.

**State scholarships-** Early High School Graduates, Good Neighbor, and Professional Nursing available through the Texas Higher Education Coordinating Board. Awarded by Student Financial Services.

**External scholarships-** awarded by a variety of off-campus businesses/organizations for students attending San Antonio College.

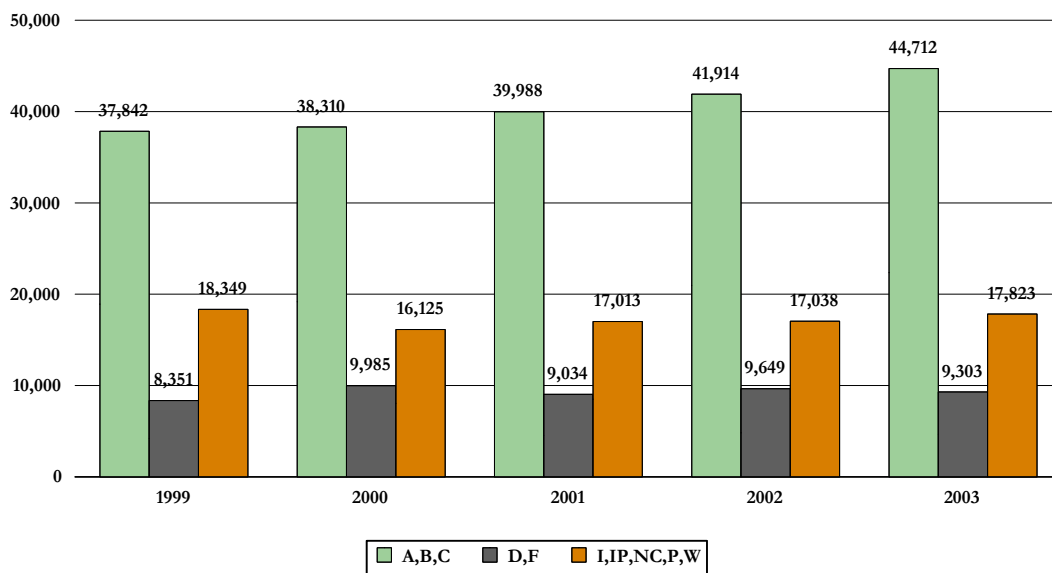
SOURCE: Student Financial Aid Office

## GRADE DISTRIBUTION – FALL 2003



## GRADE DISTRIBUTION TRENDS – FALL 1999-2003

	A	B	C	Productive Rate	D	F	Completion Rate	I	IP	NC	P	W	Total
<b>1999</b>	13,608 21.1%	14,263 22.1%	9,971 15.5%	37,842 58.6%	3,337 5.2%	5,014 7.8%	46,193 71.6%	913 1.4%	292 0.5%	206 0.3%	0 0.0%	16,938 26.2%	64,542 100.0%
<b>2000</b>	14,155 22.0%	13,964 21.7%	10,191 15.8%	38,310 59.5%	3,329 5.2%	6,656 10.3%	48,295 75.0%	0 0.0%	249 0.4%	3 0.0%	20 0.0%	15,853 24.6%	64,420 100.0%
<b>2001</b>	14,483 21.9%	14,842 22.5%	10,663 16.1%	39,988 60.5%	3,339 5.1%	5,695 8.6%	49,022 74.2%	1,127 1.7%	272 0.4%	16 0.0%	10 0.0%	15,588 23.6%	66,035 100.0%
<b>2002</b>	15,224 22.2%	15,653 22.8%	11,037 16.1%	41,914 61.1%	3,587 5.2%	6,062 8.8%	51,563 75.2%	1,076 1.6%	259 0.4%	4 0.0%	9 0.0%	15,690 22.9%	68,601 100.0%
<b>2003</b>	16,881 23.5%	16,381 22.8%	11,450 16.0%	44,712 62.3%	3,471 4.8%	5,832 8.1%	54,015 75.2%	0 0.0%	245 0.3%	92 0.1%	57 0.1%	17,429 24.3%	71,838 100.0%



SOURCE: RFA696, 5/11/04



## FALL TO FALL RETENTION BY ETHNICITY 1997-1998 TO 2002-2003

	97-98 %	98-99 %	99-00 %	00-01 %	02-03 %
<b>% of SAC students who reenrolled at San Antonio College the next Fall (Non-graduates)</b>					
Anglo	39.1	40.4	39.5	40.2	40.2
Black	36.8	42.3	39.1	42.6	41.4
Hispanic	43.1	44.9	44.3	45.5	44.3
Asian	43.8	47.5	49.0	43.2	40.6
Native American/Alaskan	38.6	44.3	40.6	31.5	40.2
Non-Resident Alien	50.1	50.6	52.4	43.2	46.1
<b>Total</b>	<b>41.3</b>	<b>43.1</b>	<b>42.4</b>	<b>43.1</b>	<b>42.4</b>
<b>Texas</b>	<b>38.8</b>	<b>41.7</b>	<b>41.2</b>	<b>41.9</b>	<b>42.3</b>
<b>% of SAC students not found in any state college the next Fall (Non-graduates)</b>					
Anglo	45.0	44.7	44.6	42.5	42.0
Black	51.9	47.3	49.7	46.6	48.0
Hispanic	46.5	44.7	45.4	43.7	44.2
Asian	38.6	38.0	36.1	41.3	39.8
Native American/Alaskan	44.6	38.6	46.4	54.8	41.4
Non-Resident Alien	37.4	34.5	38.0	45.8	47.2
<b>Total</b>	<b>45.8</b>	<b>44.5</b>	<b>44.9</b>	<b>43.3</b>	<b>43.4</b>
<b>Texas</b>	<b>46.9</b>	<b>43.9</b>	<b>44.2</b>	<b>42.8</b>	<b>42.2</b>

SOURCE: Texas Higher Education Coordinating Board Student Migration Report; transfer to private or out-of-state institutions not considered

## RETENTION OF FIRST-TIME FULL-TIME\* FRESHMEN BY ETHNICITY FALL 2002

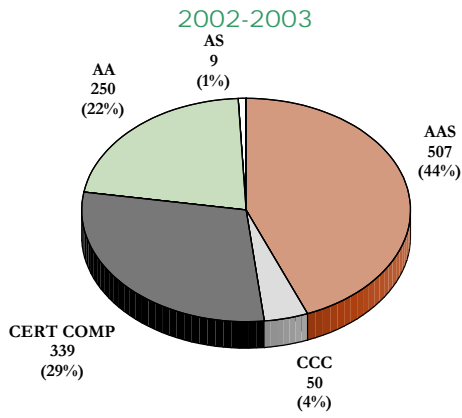
	WHITE	BLACK	HISPANIC	ASIAN	NATIVE AM/ ALASKAN	INTERNATIONAL	TOTAL
<b><u>San Antonio College</u></b>							
Enrolled Fall 2001	679	64	1,038	39	13	46	1,879
Retained After One Year	388	31	595	27	7	24	1,072
Percent Retained	57.1%	48.4%	57.3%	69.2%	53.8%	52.2%	57.1%
<b><u>Total – Texas</u></b>							
Enrolled Fall 2001	28,075	5,758	15,130	1,340	224	1,600	52,607
Retained After One Year	14,522	2,581	8,781	856	98	779	27,866
Percent Retained	51.7%	44.8%	58.0%	63.9%	43.8%	48.7%	53.0%

SOURCE: Texas Higher Education Coordinating Board – 2003 Statistical Report

\* A student who is enrolled in 12 or more semester credit hours at a community college or 8 or more semester credit hours at a technical college.

## SUMMARY DEGREE DATA

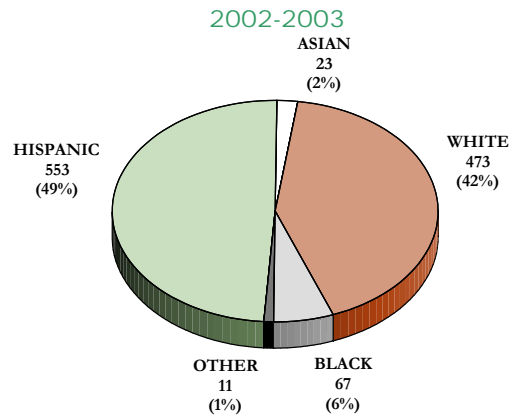
GRADUATES BY CERTIFICATES & DEGREES AWARDED



TOTAL DEGREES: 1,155\*

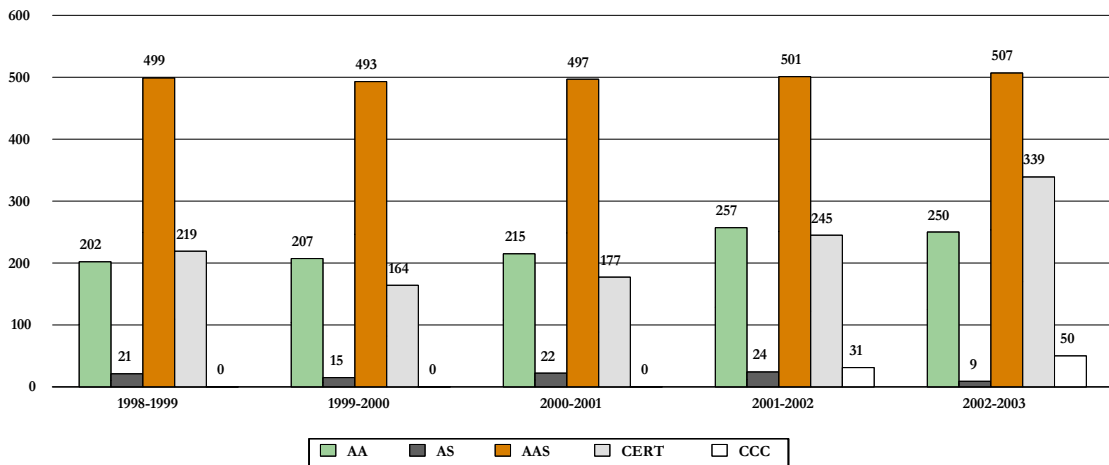
\* Also included are *progress measures* of students who have completed the core curriculum (CCC) and/or approved fields of study.

GRADUATES BY ETHNICITY

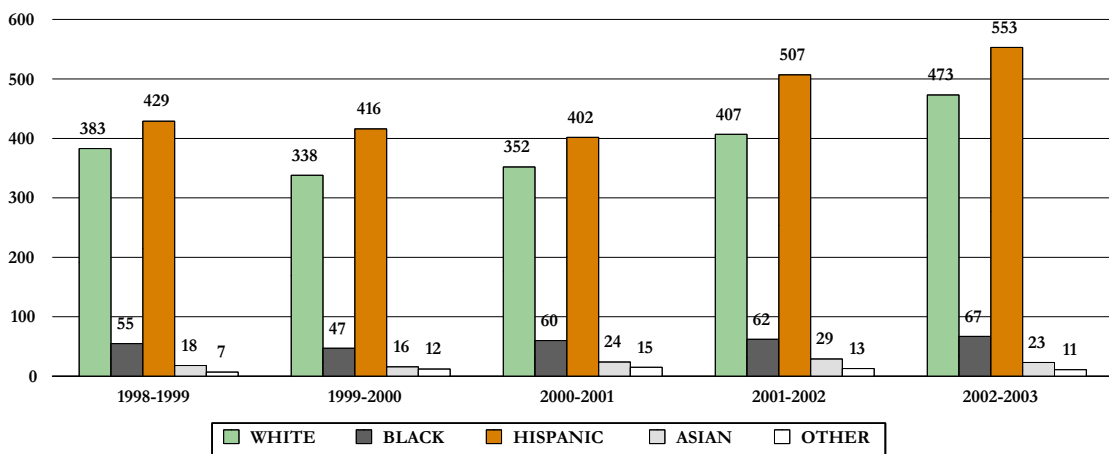


TOTAL GRADUATES: 1,127

CERTIFICATES & DEGREES AWARDED 1998-1999 TO 2002-2003



GRADUATES BY ETHNICITY 1998-1999 TO 2002-2003



SOURCE: CBM009, 12/05/03

## STUDENT RETENTION BY DECLARED MAJOR 2002-2003

Source: AFA999, 12/18/03

Major Code	Major Title	Initial Fall Enrollment	Initial Fall Completion	Within Semester Completion Initial Fall	Percentage of Fall Completers Enrolled in Spring	Spring Enrollment	Spring Completion	Within Semester Completion Spring	Initial Fall Who Completed Spring Semester	Grad	Cert
1500	ACCOUNTING TECHNOLOGY	46	40	86%	69%	28	26	92%	56%	1	1
1512	ACCOUNTING TECHNICIAN	114	103	90%	72%	75	68	90%	59%	4	1
1548	ADDICTION STUDIES	5	4	79%	75%	3	3	100%	59%	1	0
1535	ADMINISTRATIVE ASSISTANT	33	31	93%	83%	26	26	100%	78%	2	6
1670	ADMINISTRATIVE SYSTEMS TECHNICIAN	32	30	93%	66%	20	16	79%	50%	0	2
1701	ADV. MASTERY CHILD CARE ADMIN. OPTION	1	1	100%	100%	1	0	0%	0%	0	0
1685	ADVANCED ELECTRONICS TECHNOLOGY	3	3	100%	33%	1	1	100%	33%	0	0
1590	ADVERTISING ART	7	5	71%	100%	5	4	79%	57%	0	0
1040	AGRICULTURE	6	5	83%	39%	2	2	100%	33%	0	0
1056	AMERICAN SIGN LANGUAGE	30	26	86%	84%	22	20	90%	66%	0	0
1045	ANTHROPOLOGY	25	22	87%	86%	19	18	94%	71%	0	1
1001	ARCHITECTURE	307	289	94%	76%	220	189	85%	61%	1	0
1002	ART	277	255	92%	77%	198	181	91%	65%	3	0
1822	AUTOCAD	3	3	100%	66%	2	2	100%	66%	0	0
1503	BANKING	18	18	100%	83%	15	13	86%	72%	4	4
1549	BANKING & FINANCIAL SERVICES	37	35	94%	77%	27	25	92%	67%	6	4
1611	BASIC FIREFIGHTER	82	76	92%	44%	34	32	94%	39%	0	4
1003	BIOLOGICAL SCIENCES	521	470	90%	67%	318	287	90%	55%	8	0
1867	BUDGETING - PUBLIC SECTOR	1	1	100%	100%	1	1	100%	100%	0	1
1004	BUSINESS ADMIN-ACCOUNTING	1548	1398	90%	67%	948	842	88%	54%	47	13
1841	BUSINESS COMMUNICATIONS	1	1	100%	100%	1	1	100%	100%	0	0
1544	BUSINESS MANAGEMENT	238	211	88%	69%	146	130	89%	54%	9	4
1005	CHEMISTRY	67	63	94%	61%	39	34	87%	50%	1	0
1621	CHILD CARE ADMINISTRATION	41	36	87%	88%	32	28	87%	68%	0	4
1682	CHILD DEVELOPMENT	309	293	94%	80%	237	220	92%	71%	29	46
1717	CHILD DEVELOPMENT ASSOCIATE (CDA)	1	1	100%	0%	0	0	0%	0%	0	0
1644	CHILD DEVELOPMENT ASSOCIATE TRAINING	62	59	95%	66%	39	39	100%	62%	0	36
1564	CHILD DEVELOPMENT-SPECIAL NEEDS	2	1	50%	100%	1	0	0%	0%	0	0





















































































