

Fast Track Programs

Training for the hottest jobs in Central Texas

Continuing Education Fast Track programs are designed for those seeking a new career in a short period of time. Industry certifications can be earned in 12 months or fewer, and can lead to jobs in some of the fastest growing industries in the region.

50% tuition discount now extended for these in-demand programs:

Business

- Accounting & Bookkeeping
- Administrative Assistant
- Project Manager
- Translation & Interpreting

Design, Manufacturing, Construction & Applied Technologies

- Certified CAD Drafter
- Certified Production Technician
- Heavy Equipment Operator
- HVAC
- Plumbing
- Welding

Education

- Paraeducator
- Teacher Certification

Information Technology

- Cisco Certified Network Associate
- CompTIA Security+
- Information Security
- PC Technician
- Web Developer

Health Sciences

- Certified Nurse Aide
- Dental Assistant
- Medical Assistant
- Medical Billing & Coding
- Medical Office Support
- Ophthalmic Assistant
- Patient Care Technician
- Phlebotomy Technician
- Veterinary Assistant

Other rapid employment programs include:

- Software Developer Bootcamp
- Truck Driving
- Utility Lineworker

Free Course Available:

- Strategies for Today's Jobs

ACC Career Services offers a free, 4-week course called Strategies for Today's Jobs. You'll learn to find job openings, write a successful resume, and land interviews in this digital era. Learn more at austincc.edu/strategies.

*See course details on pg. 11

Continuing Education

Austin Community College District's Continuing Education Division brings college and community resources together to promote educational choice in the following areas:

Workforce Development — over 100 certificate programs in healthcare, IT, high-tech, trades, business and education.

Lifelong Learning— personal and professional enrichment programs.

Corporate Training — employee training in customized topics delivered around a schedule that fits your company.

Continuing Education helps to fulfill the job, career and personal aspirations of students.

Community Partnerships

Our goal is simple: to help people in our community achieve the success they desire. ACC works with a variety of non-profit organizations to develop training opportunities for individuals who need assistance in obtaining basic job skills. Our partners are compassionate, caring, and share our vision of providing quality training that will prepare you for a new and bright future.

Current partnerships include: Capital IDEA, Goodwill, Texas Workforce Commission – Vocational Rehabilitation, Youthworks, Workforce Solutions Capital Area, Workforce Solutions Rural Capital Area, and others.

Continuing Education programs are registered with and/or approved by:

Academy of General Dentistry (AGD)	Project Management Institute
American Heart Association (AHA)	Society for Human Resource Management (SHRM)
American Institute of Architects	State Board for Educator Certification
American Medical Technologists	Sun Microsystems
American Society for Quality (ASQ)	Texas Board of Nurse Examiners
Association of Contingency Planners	Texas Board of Nursing Facility Administrators
Building Owners and Managers Association (BOMA)	Texas Commission on Alcoholism and Drug Abuse
CISCO	Texas Commission on Environmental Quality
CompTIA	Texas Department of Health Board of Massage
Dental Assisting National Board	Texas Department of State Health Services (DSHS)
Information Systems Security Association (ISSA)	Texas Department of Human Services
Insurance Institute of America	Texas Education Agency
International Foundation of Employee Benefit Plans	Texas Notary Public Association
International Somatic Movement Education and Therapy Association (ISMETA)	Texas Nurses Association
Microsoft	Texas Real Estate Commission
National Academies of Emergency Dispatch (NAED)	Texas State Board of Public Accountancy
National Certification Council for Activity Professionals	Texas State Board of Social Work Examiners
National Executive Housekeepers Association (NEHA)	Texas State Florist Association
National Fire Prevention Association	Transportation Professionals of Central Texas
National Joint Apprenticeship and Training Committee	TX Certification Board of Alcohol and Drug Abuse Counselors
Oracle	U.S. Department of Labor–Bureau of Apprenticeship Training

For registration assistance call 512-223-7542.

Austin Community College (USPS 021-507) (Volume 50, Number 3, March 16-31 Continuing Education Schedule Summer 2023) Austin Community College is published by the staff of Austin Community College, 5930 Middle Fiskville Rd., Austin, TX 78752-4390. Periodical Postage Paid at Austin, Texas, and additional locations. POSTMASTER: Send address changes to Austin Community College, 5930 Middle Fiskville Rd., Austin, TX 78752-4390.

Continuing Education Registration Information

CE Fall 2023 registration begins May 15, 2023.

Holidays/College Closed:

September 4 • Labor Day

November 10 • Veterans Day

November 23-26 • Thanksgiving Holiday

December 22-January 2 • Winter Break

Register early to ensure your class will not be filled or canceled. Your registration can make the difference. Register online at continue.austincc.edu or austincc.edu/onlineservices

Payment is due at the time of registration.

For registration assistance call 512-223-7542.

Tuition and fees subject to change without notice.

The scheduled time, room and instructor reflects our intent at the time of publication.

Continuing Education office locations and hours



Highland Campus

Building 2000, Room 2230
6101 Highland Campus Dr,
Austin, TX 78752

Monday–Thursday
8:00 a.m.–5:30 p.m.

Friday
8:00 a.m.–5:00 p.m.

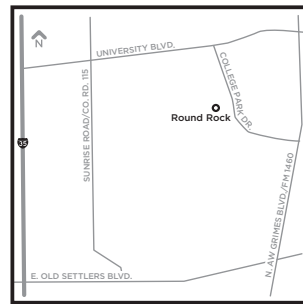


Northridge Campus

Building 4000, Room 4130
11928 Stonehollow Dr.
Austin, TX 78758

Monday–Thursday
8:00 a.m.–5:30 p.m.

Friday
8:00 a.m.–5:00 p.m.



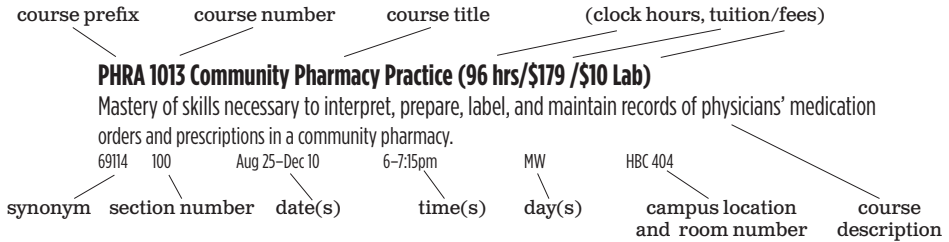
Round Rock Campus

Building 2000, Room 2110.00
4400 College Park Dr.
Round Rock, TX 78665

Friday
8:00 a.m.–5:00 p.m.

Cashier Office hours at Highland and Northridge campuses are Monday through Thursday, 8:00 a.m. to 5:30 p.m., Friday, 8:00 a.m. to 5:00 p.m., Round Rock Campus Friday, 8:00 a.m. to 5:00 p.m. only.

Key to Using this Schedule



ACC Student information

ACC bookstores

Required textbooks for CE courses held at Highland Business Center can be purchased at the Highland Bookstore. Required textbooks for courses held at other ACC campuses will be available for purchase at that campus bookstore.

Highland.....	Bldg. 4000, Rm 1431.....	512-731-8921
Northridge.....	Bldg. 4000, Rm 4130.....	512-834-9366
Riverside.....	Bldg. G, lower level.....	512-385-5727
Round Rock.....	Bldg. 2000, Rm 2102.....	512-310-1761

Support for students with disabilities

Students with disabilities should request accommodations through the Student Accessibility Services at least two weeks before the start of the class.

Cypress.....	512-223-2014
Eastview.....	512-223-5266
Elgin.....	512-223-9482
Hays.....	512-410-1864
Highland.....	512-223-7343
Northridge.....	512-223-4726
Rio Grande.....	512-223-1864
Riverside.....	512-223-6524
Round Rock.....	512-223-0048
San Gabriel.....	512-223-2544
South Austin.....	512-223-9163

Feel free to use the relay option and provider of your choice to call any of our numbers not noted as being voice and/or TTY compatible.

CE Student information

All ACC Continuing Education students are expected to abide by ACC's Policies and Procedures. Go to austincc.edu/current/needtoknow for more information on all student policies and procedures, including health and safety and emergency instructions.

Student injury process

ACC has implemented a \$1 fee per course for Student Accident Insurance. Additional premium charges vary, depending on the nature of the course. Students must report injuries to their instructor or campus police and submit a claim form. For the most updated information on the proper procedure go to austincc.edu/ehs/ insurance. NOTE: Failure to follow proper procedures may result in your claim being denied. All fees are subject to change.

Student insurance fee

All ACC students must pay a Student Accident Insurance fee per course. This fee is not refundable.

Non-smoking policy

The Austin Community College District is committed to maintaining a safe, healthy, and productive teaching and learning environment, and seeks to support and promote good health practices for employees and students. The College District prohibits the use, distribution, and/or sale of smoke-producing tobacco and related products and devices by any person on all premises owned, rented, leased, or supervised by the College District, including all College District facilities, buildings, and grounds. Board Policy C-10. Safe and Healthy Teaching and Learning Environment

Parking regulations

Continuing Education students are required to purchase a parking permit. Parking permits may be purchased online for a fee of \$15.00 and are effective until the end of the academic year. A permit entitles students to park in appropriately designated areas at each ACC campus or facility. Parking in the Rio Grande Parking Garage will require an ACC picture ID card in addition to a parking permit. Student parking spaces are designated. Parking violators may be issued a citation by the campus police. The College reserves the right to tow unauthorized vehicles from such spaces without notice and at the expense of the violator. For more information regarding parking regulations for ACC campuses go to austincc.edu/police/services/ParkingRegs.

Returned payments

A \$25 fee will be charged and a hold will be placed on accounts with returned checks. For full details see Payment/Refund Policy section in this schedule.

ACC Campuses

CYP	Cypress Creek 1555 Cypress Creek Rd. Cedar Park 78613	HBC	Highland Business Center 5930 Middle Fiskville Rd. Austin, TX 78752	RRC	Round Rock 4400 College Park Dr. Round Rock TX 78665
EGN	Elgin 1501 West US Hwy 290 Elgin, TX 78621	HLC	Highland 6101 Highland Campus Dr. Austin, TX 78752	RVS	Riverside 1020 Grove Blvd. Austin, TX 78741
EVC	Eastview 3401 Webberville Rd. Austin, TX 78702	NRG	Northridge 11928 Stonehollow Dr. Austin, TX 78758	SGC	San Gabriel 640 Mel Mathis Blvd. Leander, TX 78641
HYS	Hays 1200 Kohlers Crossing Kyle, TX 78640	RGC	Rio Grande 1212 Rio Grande St. Austin, TX 78701	SAC	South Austin 1820 W. Stassney Ln. Austin, TX 78745

Other Locations

AOA	Aikido of Austin 5555 North Lamar - C116 Austin, TX 78761	KSC	Krieg Softball Complex 515 S Pleasant Valley Rd Austin, TX 78741	DIL	Distance Learning (Online)
HIL	Highland Lanes 8909 Burnet Rd. Austin, TX 78757	PHN	Premier High School- North Austin 13801 Burnet Rd Ste 300 Austin, TX 78727	OTL	Other Training Locations
JGS	John Gupton Stadium 200 Gupton Way Dr. Cedar Park, TX 78613	THH	Texas Humane Heroes 10930 Crystal Falls Parkway Leander, TX 78641	PIC	Practicum, Internship, Clinical
KFP	Katherine Fleischer Pool 2106 Klattenhoff Dr. Austin, TX 78728	SDB	Student Driver Backing Range 3030 Harris Hill Rd San Marcos, TX 78666		

Day Abbreviations

M	Monday	Th	Thursday	U	Sunday
T	Tuesday	F	Friday	TBA	to be arranged
W	Wednesday	S	Saturday	ONLINE	online course

Please check room numbers upon arrival. The location of your class may change.

Accreditation

The Austin Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Austin Community College District.

Continuing Education Units (CEUs) are transcribed upon successful completion of all requirements, competencies and learning outcomes for approved workforce education courses. As prescribed by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), one CEU is equal to 10 contact hours of participation in an organized continuing education or extension experience. The CEU is a means of recording and accounting for continuing education activities and meeting the mandatory certification requirements of certain professional organizations.

Business Assessment Center

The Business Assessment Center (BACT) located in room 2221 of the Highland Campus, and room 2223 Bldg 2000 of the Round Rock campus provides the Austin Community with High Stakes licensing and certification exams for testing companies all over the United States, including GED Testing Service. Fees subject to change without notice.

The center provides the following:

- CLEP Testing Center
- Proctoring Services/Invigilation Services
- Texas Educator Certification Program (TEC) TExES
- TExES Testing
- Pearson Vue Authorized Testing Center
- Dantes Subject Standardized Tests (DSST) Exam Center
- IELTS Exam
- TCEQ
- PROV
- Miller Analogies Test
- Castle Worldwide Assessments
- TEAS V Exam
- Kryterion
- ISO-Quality Testing
- ...and many others

The Center has a number of other exams. Check the web at austinc.edu/bact. If you need to contact the GED Testing Center call 512-223-7395.

Discrimination Prohibited

Employment at the college and access to its programs or activities shall not be limited on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability. ACC will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act, as amended. Inquiries regarding ACC's compliance with ADA with regard to accommodations for students with disabilities can be directed to the ADA Coordinator.

Inquiries regarding ACC compliance with laws to protect against discrimination on the basis of race, color or national origin can be directed to the Title VI Coordinator. Inquires regarding ACC compliance with laws to protect against discrimination on the basis of sex or gender can be directed to the District Title IX Coordinator.

Charlene Buckley
Highland Business Center
5930 Middle Fiskville Road, Austin, TX 78752
Direct Phone: 512-223-7964
Email: charlene.buckley@austincc.edu; or compliance@austincc.edu

Corporate Training Solutions

Maintaining a talented and productive workforce in a growing local economy requires a commitment to employee development. ACC meets the training needs of your business by partnering with you to tailor a custom learning curriculum that can be delivered on-site to your employees. Our programs are current, convenient, and highly effective.

Technical Skills

Corporate Training delivers technical learning solutions across all major industry clusters within Central Texas. Each of these courses is custom built to incorporate not only the standard technical competencies required by industry, but also the unique needs of your business.

Workplace Competencies

Having a mastery of core skills is necessary to establish a solid foundation for any labor force. Each one of the courses in the Workplace Competencies curriculum is designed to develop critical professional skills and grow your employees' business acumen.

Personal Effectiveness

The efficiency of your labor force is driven by the individual effectiveness of each employee. This curriculum addresses issues that can derail the most educated workforce by focusing on development of personal skills that help to shape employees into complete and well-rounded professionals.

Global Learning

The modern work world is no longer limited by geographical or cultural boundaries. The Global Learning program is where cultural exposure and technical skill development meet to create learning opportunities that will extend and enhance your professional development.

Program Listings

Business	10	Design, Manufacturing, Construction & Applied Technologies	24
Accounting	10	HVAC	24
Administrative Assistant	10	Plumbing	24
Business General	11	Truck Driving	24
Human Resources	11	Education	26
Intellectual Developmental Differences Education - STEPS . 11		Instructional Aides/Paraeducator	26
International Business	12	Teacher Certification	26
Leadership & Management	13	Instructional Aides/Paraeducator	26
Marketing	13	Teacher Certification	26
Project Management	14	Teaching & Learning General	27
Small Business	15	Translation and Interpreting	28
Speech Communication	16	Science, Engineering & Math.	29
Technical Communications	16	CAD Training - Online	29
Computer Science & Information Technology	17	Certified CAD Drafter	29
Amazon Web Services	17	Quality Certification	30
Cisco Certification	17	Nonprofit	31
Computer Applications - Online - Excel, Word, PowerPoint, InDesign, Computer Skills - Basic to Advanced	18	Health Sciences.	33
Data Analytics	20	Certified Nurse Aide	33
Information Security	21	Clinical Acute Care Skills	34
Linux/UNIX	21	Dental Assistant	34
Microsoft Certifications	21	First Aid & Lifesaving	35
PC Technician/CompTIA	21	Massage Therapy	35
Python Development	22	Medical Assistant	36
Salesforce	22	Medical Billing & Coding	37
VMware	22	Medical Office Support	38
Web Development	22	Nurse Re-Entry	38
		Nursing Continuing Education	39
		Ophthalmic Assistant	39
		Phlebotomy Technician	39
		Somatic Movement	39
		Sterile Processing	40
		Veterinary Clinical Assistant	40

Lifelong Learning 42

Acting: THE ACTOR’S SCHOOL 42

Agriculture, Sustainable 44

Arts and Crafts 45

English for Speakers of Other Languages 46

Fashion Design 49

Floral Design 50

Horticulture and Landscape Design 50

Institute of Language and Culture 50

Music 50

Photography 51

Recreation and Sports 52

Sewing 52

Writing and Fine Arts Academy 52

Business

Assessment Center 54

CLEP Testing Center 54

Services/
 Invigilation Services 54

Texas Educator Certification Program (TEC) TExES 54

TExES Testing 54

Pearson Vue Authorized
 Testing Center 55

Dantes Subject Standardized Tests (DSST) Exam Center . . . 55

IELTS Exam* 55

TCEQ 55

PROV 55

Miller Analogies Test 55

Castle Worldwide Assessments 55

TEAS V Exam 55

Kryterion 55

ISO–Quality Testing 55

Other Exams 55

Business

Accounting

continue.austincc.edu/accounting

Successful graduates may be certified by passing the Certified Bookkeeper Exam administered by the American Institute of Professional Bookkeepers (AIPB). Visit aipb.org for more information.

ACNT 1003 Accounting/Bookkeeping Series (76 hrs/\$494.00 / \$1.00 Accident Insurance)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, and analyzing the information reflected. Required textbook: Accounting e-book is available through Blackboard at aconline.austincc.edu. Suggested prerequisites: familiarity with the PC, or Fundamentals of PC Use course.

72291	110	Sep 5-Nov 9			ONLINE
72214	150	Sep 9-Oct 14	8am-5pm	S	ONLINE
		Oct 21-Dec 9	9am-1pm	S	ONLINE
72225	151	Sep 11-Nov 13	6-10pm	MW	ONLINE
72251	152	Sep 19-Nov 21	9:30am-1:30pm	TTh	HLC 2420
72362	111	Oct 2-Dec 6	6-10pm	MW	ONLINE
72371	100	Oct 9-Dec 13	5:45-9:45pm	MW	HLC 2420
72376	112	Oct 16-Dec 20	9am-1pm	MW	ONLINE

THE SERIES INCLUDES THE FOLLOWING CLASSES:

ACNT 1002 Accounting (48 hrs/\$334.00 / \$1.00 Accident Insurance)

Focus on fundamental accounting concepts and their application in transaction analysis. Prepare financial statements for businesses, proprietorships, partnerships, and corporations. Covers the use of special journals, accounting for cash, receivables, payables, long-life assets, inventories, and payroll. Includes basic financial statement analysis techniques and various tax forms required by state and federal agencies. Required textbook (included): Accounting e-book available through Blackboard. Suggested prerequisites: familiarity with the PC or Fundamentals of PC Use course.

72218	150	Sep 9-Oct 14	8am-5pm	S	ONLINE
72226	151	Sep 11-Oct 18	6-10pm	MW	ONLINE
72254	152	Sep 19-Oct 26	9:30am-1:30pm	TTh	HLC 2420

ACNT 1010 Computerized Accounting (QuickBooks) (28 hrs/\$239.00 / \$1.00 Accident Insurance)

An introduction to the accounting cycle in a computerized environment. QuickBooks course includes setting up a new company and chart of accounts; recording transactions with customers, vendors and employees; managing lists; generating and customizing reports; changing forms, and creating letters. Also includes budgeting, tracking Texas use tax, handling credit card income and expenses, exporting/importing files, working with payroll, and troubleshooting. Suggested prerequisites: familiarity with the PC, and ACNT 1002 Accounting course, or working knowledge of accounting.

72221	150	Oct 21-Dec 9	9am-1pm	S	ONLINE
72229	151	Oct 23-Nov 13	6-10pm	MW	ONLINE
72256	152	Oct 31-Nov 21	9:30am-1:30pm	TTh	HLC 2420

Administrative Assistant

continue.austincc.edu/assistant

May Qualify for Financial Aid - Contact (512) 223-4636

POFT 1070 Administrative Assistant (140 hrs/\$722.00 / \$1.00 Accident Insurance)

Study of current office procedures, duties, and responsibilities applicable to an office environment. The series includes instruction in word processing, spreadsheets, databases, presentation software, internet searching, as well as data entry, practical business applications, business math and business communications. Required textbook: Contemporary Business Mathematics for Colleges, 17e; James E. Deitz; James L. Southam ISBN:9781305506701, e-book or ISBN 978-1305506688, paperback.

72304	110	Sep 11-Oct 27	9am-1pm	MTWThF	ONLINE
72321	111	Sep 11-Oct 27	5:30-9:30pm	MTWThF	ONLINE
72407	112	Oct 23-Dec 14	5:30-9:30pm	MTWThF	ONLINE

ITSW 1010 Introduction to Presentation Graphics Software: PowerPoint (64 hrs/\$255.00 / \$1.00 Accident Insurance)

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. This course covers the required skill sets on the Microsoft Office Specialist (MOS) specialist level exam.

Required textbook (e-book) is available through Blackboard at aconline.austincc.edu.

Suggested prerequisites: POFT 1070 Administrative Assistant
72303 110 Sep 11-Nov 3 ONLINE

POFI 1004 Computer Fundamentals: MS Windows/ Outlook (16 hrs/\$85.00 / \$1.00 Accident Insurance)

Computer applications specific to business-related software. Emphasizes the concurrent development of office skills and computer knowledge. This skill development specifically includes MS Windows and Outlook. This course covers the required skill sets on the Microsoft Office Specialist (MOS) specialist-level exam for Outlook. Formerly known as POFI 1204 Computer Fundamentals: MS Windows/Outlook. Required textbook (e-book) is available through Blackboard at aconline.austincc.edu.

Suggested prerequisites: POFT 1070 Administrative Assistant
72302 110 Sep 11-Nov 3 ONLINE

POFT 1001 Business English (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Access to business communications web site and on-line study guide helps students develop their English skills with additional emphasis on spelling and vocabulary. Required textbook (e-book) is available through Blackboard at aconline.austincc.edu.

Suggested prerequisites: POFT 1070 Administrative Assistant
72300 110 Sep 11-Nov 3 ONLINE

POFT 1009 Administrative Office Procedures I (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. Required textbook (e-book) is available through Blackboard at aconline.austincc.edu.

Suggested prerequisites: POFT 1070 Administrative Assistant.
72299 110 Sep 11-Nov 3 ONLINE

Business General**AARX 3002 Strategies for Today's Jobs (16 hrs)**

Strategies for Today's Jobs offers personalized job coaching and guidance for a successful job search to increase your chance of getting hired. Classes are designed for participants with a wide range of backgrounds and goals, from new job seekers to those with extensive career histories. The course offering includes guidance through all stages of the job search--from finding a job to negotiating a salary--and participants will gain access to JobScan, YouScience, BigInterview, and Handshake. This course is open to students, staff, alumni, and community members. There is no tuition associated with this course.

71695	100	Aug 22-Sep 14	2-4pm	TTh	HLC	TBA
71696	101	Sep 18-Oct 11	6-8pm	MW	ONLINE	
71697	102	Sep 19-Oct 12	2-4pm	TTh	HLC	TBA
71698	103	Oct 17-Nov 9	5:30-7:30pm	TTh	ONLINE	

AARX 3003 Strategies for Today's Jobs - TXIT Apprenticeship Program (16 hrs)

This course is a requirement for all students accepted into the TXIT Apprenticeship program as pre-apprenticeship preparation and includes specialized strategies for internship, apprenticeship, and general IT job applications. Prerequisite: Students must first be accepted into the TXIT Apprenticeship Program to enroll.

Visit sites.austincc.edu/cs/apprenticeships for more information.

71699	100	Aug 22-Sep 14	4-6pm	TTh	ONLINE	
71700	101	Oct 16-Nov 8	4-6pm	MW	ONLINE	

Human Resources

continue.austincc.edu/hr

HRPO 1000 Essentials of Human Resource (16 hrs/\$645.00 / \$1.00 Accident Insurance)

This program provides participants with a complete overview of human resources roles and responsibilities. Participants learn techniques for effectively handling daily HR and people management challenges. This course covers real-life HR issues and current, vital topics including: employment law; selecting qualified employees; compensation; orientation and training; and the performance management process.

72372	110	Oct 10-Oct 13	8am-12pm	TWThF	ONLINE	
-------	-----	---------------	----------	-------	--------	--

HRPO 2030 Human Resources Certification Test Prep (40 hrs/\$1,719.00 / \$1.00 Accident Insurance)

Major concepts, theories, and their applications to prepare for the SHRM-CP/SCP Certification Exam. Suggested prerequisites: four years in an exempt level HR position: (HR Generalist, HR Business Partner, HR Manager, HR Director); or six years in an exempt level Specialist position: (Training & Development Specialist, Benefits Specialist, Recruiting Specialist, Employee Relations Specialist); or seven years in a non-exempt HR position (HR Assistant, HR Coordinator).

72294	110	Sep 6-Dec 6	6-9:10pm	W	ONLINE	
-------	-----	-------------	----------	---	--------	--

Intellectual Developmental Differences Education - STEPS

STEPS = Skills, Training and Education for Personal Success

STEPS is a program for adults with intellectual and developmental disabilities, who are interested in gaining skills to enter the workforce or continue to develop their education. STEPS provides a wealth of support to help adults achieve their individualized goals. Working together with agencies and schools, we provide comprehensive support throughout this two-year program, leading toward increased independence and employability. STEPS offers many levels of support, choices, and plans for students. Students must complete an application and intake before being admitted into STEPS.

Visit austincc.wix.com/acsteps for information on how to apply.

BUSG 1091 STEPS Financial Planning (96 hrs/\$895.00 / \$1.00 Accident Insurance)

This course is designed specifically for adults 18+ with intellectual and developmental disabilities. Students develop entry-level and intermediate skills for the workforce. Includes professionalism, interpersonal skills, communication, workplace civility, and employability skills. Application, assessment and interview required prior to admittance. Contact Christine Price at (512) 223-7856 or via email to cprice12@austincc.edu for additional information.

71768	101	Aug 21-Dec 11	1-4pm	MT	NRG	4155
-------	-----	---------------	-------	----	-----	------

BUSG 1091 STEPS Professionalism in the Workplace (96 hrs/\$895.00 / \$1.00 Accident Insurance)

Students with mild to moderate intellectual and developmental disabilities will benefit from the course. The course will focus on appropriate social behavior at school or work. Students will practice appropriate workplace behavior, learn about building healthy friendships and how to handle conflict. This course is geared toward supporting students with intellectual and developmental disabilities. Contact Christine Price at (512) 223-7856 or via email to cprice12@austincc.edu for additional information.

71765	100	Aug 23-Dec 13	9:30am-12:30pm	WTh	NRG	4155
-------	-----	---------------	----------------	-----	-----	------

DEVR 8001 STEPS Academics Skills (96 hrs/\$895.00 / \$1.00 Accident Insurance)

Students are taught in a layered curriculum to enhance reading, writing and mathematics. Instruction is planned to build vocational and independent living skills in reading, writing and mathematics. Lesson plans are personalized to each student's skills and goals. This course is geared toward supporting students with intellectual and developmental disabilities. Contact Christine Price at (512) 223-7856 or via email to cprice12@austincc.edu for additional information.

71769	101	Aug 21-Dec 11	1-4pm	MT	ONLINE	
71766	100	Aug 23-Dec 13	1-4pm	WTh	NRG	4155

ITSC 1001 Introduction to Computers: Computer Fundamentals (96 hrs/\$895.00 / \$1.00 Accident Insurance)

The use of specialized software and use of adaptive hardware is included in this class. Vocational technology use includes keyboard use, data entry, and transcription accuracy. System and application software skills appropriate for each student are selected during the admissions interview. This course is geared toward supporting students with intellectual and developmental disabilities. Contact Christine Price at (512) 223-7856 or via email to cprice12@austincc.edu for additional information.

71767	100	Aug 21-Dec 11	9:30am-12:30pm	MT	NRG	4155
71773	102	Aug 21-Dec 11	9:30am-12:30pm	MT	RRC	2109.00
71772	101	Aug 23-Dec 13	9:30am-12:30pm	WTh	ONLINE	

MRKG 1091 STEPS Principles of Retailing (96 hrs/\$895.00 / \$1.00 Accident Insurance)

The course is designed to develop skills to get and keep a job. Students develop customer service skills, money management, how to create displays and point of sale. Vocational skills in a variety of job specific activities are addressed as individuals develop specific areas of interest. Opportunities for transfer into other Continuing Education classes are also explored. This course is geared toward supporting students with intellectual and developmental disabilities. Contact Christine Price at (512) 223-7856 or via email to cprice12@austinctc.edu for additional information.

71762 100 Aug 21-Dec 11 12:30-3:30pm MT NRG 4265

POFT 1000 Career Exploration/Planning (96 hrs/\$895.00 / \$1.00 Accident Insurance)

Students will learn to use community resources to analyze personal career interests, values, skills and aptitudes, surveying and researching jobs with related educational requirements. Students will explore a variety of career options plus use the steps in the decision-making process to develop their own career plan. Students will volunteer in many career or job choices. This course is geared toward supporting students with intellectual and developmental disabilities. Contact Christine Price at (512) 223-7856 or via email to cprice12@austinctc.edu for additional information.

71764 100 Aug 23-Dec 13 1-4pm WTh NRG 4265

POFT 1001 STEPS Business English (96 hrs/\$895.00 / \$1.00 Accident Insurance)

This course is designed to introduce students to the different forms of writing styles within business and the importance of planning, writing, revising, and editing business messages. Students seeking this course should be able to demonstrate fundamental computer skills and working knowledge of all Microsoft 2013 applications, and demonstrate knowledge of basic parts of speech and punctuation. This course is geared toward supporting students with intellectual and developmental disabilities. Contact Christine Price at (512) 223-7856 or via email to cprice12@austinctc.edu for additional information.

71779 102 Aug 21-Dec 11 1-4pm MT SGC 1100.06

71770 100 Aug 23-Dec 13 1-4pm WTh ONLINE

71775 101 Aug 23-Dec 13 9:30am-12:30pm WTh RRC 2109.00

POFT 1009 STEPS Administrative Procedures (96 hrs/\$895.00 / \$1.00 Accident Insurance)

This course is designed specifically for adults 18+ with intellectual and developmental disabilities. Students explore office procedures including appointment scheduling, records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the office. Application, assessment and interview required prior to registration. Contact Christine Price at (512) 223-7856 or via email to cprice12@austinctc.edu for additional information.

71777 101 Aug 21-Dec 11 9:30am-12:30pm MT SGC 1100.06

71763 100 Aug 23-Dec 13 9:30am-12:30pm WTh NRG 4265

POFT 1021 Business Math (96 hrs/\$895.00 / \$1.00 Accident Insurance)

This course is designed to build math skills for life and work. Students explore business math in a supportive environment. Students will learn basic accounting skills, functional academics as well as retail mathematics. This course is geared toward supporting students with intellectual and developmental disabilities. Contact Christine Price at (512) 223-7856 or via email to cprice12@austinctc.edu for additional information.

71865 100 Aug 23-Dec 13 1-4pm WTh RRC 2109.00

POFT 2012 STEPS Workplace Communication (96 hrs/\$895.00 / \$1.00 Accident Insurance)

This course is designed to introduce students to the process of communication and how it is used to effectively send messages in the workplace. Students will increase comprehension of written and verbal information. Students selecting this course should be able to demonstrate the fundamental computer skills and working knowledge of all Microsoft 2013 applications, have the verbal and social skills to present a short speech and demonstrate knowledge of basic parts of speech and punctuation. This course is geared towards supporting students with intellectual and developmental disabilities. Contact Christine Price at (512) 223-7856 or via email to cprice12@austinctc.edu for additional information.

71761 100 Aug 21-Dec 11 9am-12pm MT NRG 4265

71771 101 Aug 21-Dec 11 9:30am-12:30pm MT CYP 2102.2

71774 102 Aug 21-Dec 11 1-4pm MT RRC 2109.00

International Business

continue.austinctc.edu/international

IBUS 1001 Principles of Exports (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Export management processes and procedures. Includes governmental controls and compliance, licensing of products, documentation, commercial invoices, and traffic procedures. Emphasizes human and public relations, management of personnel, finance, and accounting procedures. Integrated with credit IBUS-1301.

72619 102 Aug 21-Dec 10 ONLINE

72626 104 Oct 16-Dec 10 ONLINE

IBUS 1005 Introduction to International Business and Trade (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Learn the techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. Required textbook is available at RGC bookstore (512) 474-2607. Integrated with credit IBUS-1305.

72622 101 Aug 21-Dec 10 ONLINE

72623 103 Aug 21-Dec 10 ONLINE

72625 104 Aug 21-Oct 15 ONLINE

72627 102 Oct 16-Dec 10 ONLINE

IBUS 1041 Global Supply Chain Management (48 hrs/\$255.00 / \$1.00 Accident Insurance)

International purchasing or sourcing. Includes the advantages and the barriers of purchasing internationally, global sourcing, procurement technology, and purchasing processes. Emphasizes issues of contract administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics. Integrated with credit IBUS-1341.

72624 102 Aug 21-Dec 10 ONLINE

Leadership & Management

continue.austincc.edu/management

BMGT 1070 Leadership and Management Series (40 hrs/\$396.00 / \$1.00 Accident Insurance)

Become a more effective leader, manager, or supervisor through practical, skill-based learning in the Leadership and Management Series. Grounded in practical aspects of daily management, the curriculum develops knowledge and skills useful to a position of influence. See full course descriptions below.

72258	150	Sep 5-Oct 5	5:30-9:30pm	TTh	ONLINE
72272	151	Oct 17-Nov 16	5:30-9:30pm	TTh	ONLINE

THE SERIES INCLUDES THE FOLLOWING CLASSES:

BMGT 1012 Fundamentals of Management (8 hrs/\$99.00 / \$1.00 Accident Insurance)

Management functions, theories, and decision-making processes including planning, organizing, leading, staffing, and controlling. Understand how individual and organizational behavior impacts the achievement of business goals. Discover a tactical versus strategic approach to address challenges, and learn concrete skills to improve your ability to lead teams and achieve business goals.

72259	150	Sep 5-Sep 7	5:30-9:30pm	TTh	ONLINE
72273	151	Oct 17-Oct 19	5:30-9:30pm	TTh	ONLINE

BMGT 1028 Negotiation Techniques (8 hrs/\$99.00 / \$1.00 Accident Insurance)

Negotiating transactions. Includes preparation for negotiation, styles of negotiating, strategies for adversarial negotiations, and negotiation etiquette. Learn the strategies and tactics needed to influence others and reach long-lasting, profitable agreements. This interactive course teaches successful negotiation skills through role play and case studies from real life, giving the knowledge and experience to handle difficult conversations and communicate with people from different cultures.

72261	150	Sep 12-Sep 14	5:30-9:30pm	TTh	ONLINE
72275	151	Oct 24-Oct 26	5:30-9:30pm	TTh	ONLINE

BMGT 1020 Leadership Skills for Supervisors/Managers (8 hrs/\$99.00 / \$1.00 Accident Insurance)

Concepts and skills of leadership in the work setting. Introduces leadership and motivational theories and leadership styles. Includes evaluation of leadership performance. Explore how leaders use power and influence to achieve organizational commitment and effectiveness. Discuss topics of organizational culture, business ethics, and effective goal setting and planning. Identify case studies about the global economy and current events for developing personal leadership skills.

72263	150	Sep 19-Sep 21	5:30-9:30pm	TTh	ONLINE
72277	151	Oct 31-Nov 2	5:30-9:30pm	TTh	ONLINE

BMGT 2073 Managing Change in the Workplace and Environment (8 hrs/\$99.00 / \$1.00 Accident Insurance)

Learn valuable insights on how to foster goodwill and commitment during times of transition to create and maintain a high-performance organization. Discover how to design and manage change more effectively, gain an awareness of principles used to address people's readiness and capability for change, and learn how to prepare people for change.

72264	150	Sep 26-Sep 28	5:30-9:30pm	TTh	ONLINE
72283	151	Nov 7-Nov 9	5:30-9:30pm	TTh	ONLINE

BMGT 1022 Workplace Communications (8 hrs/\$99.00 / \$1.00 Accident Insurance)

Communication skills as applicable to individuals or groups in the workplace. Includes skills in listening, writing, and verbal/non-verbal communication. Gain the skills needed to communicate effectively

in a complex business environment. Learn how to be flexible so you can communicate both upstream and downstream, as well as with vendors, clients, stakeholders, and other partner organizations from a variety of business cultures. Apply new skills right away in your current or future position.

70970	151	Sep 5-Sep 7	5:30-9:30pm	TTh	ONLINE
72265	150	Oct 3-Oct 5	5:30-9:30pm	TTh	ONLINE
72284	152	Nov 14-Nov 16	5:30-9:30pm	TTh	ONLINE

Logistics & Supply Chain Management

LMGT 1019 Introduction to Business Logistics (48 hrs/\$255.00 / \$1.00 Accident Insurance)

A systems approach to managing activities associated with traffic, transportation, inventory management, warehousing, packaging, order processing, and materials handling. This is course one of a foundation two-level track that will help our participants understand and master the core competencies of material handling and its relevance in the entire supply chain/logistics function. Integrated with credit LMGT-1319.

72629	103	Aug 21-Dec 10			ONLINE
72630	101	Oct 16-Dec 10			ONLINE

LMGT 1023 Domestic and International Transportation Management (48 hrs/\$255.00 / \$1.00 Accident Insurance)

An overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States as well as on global distribution systems. Topics include carrier responsibilities and services, freight classifications, rates, tariffs, and public policy and regulations. Also includes logistical geography and the development of skills to solve logistical transportation problems and issues. Integrated with credit LMGT-1323.

72631	102	Aug 21-Dec 6	4:30-5:50pm	MW	ONLINE
-------	-----	--------------	-------------	----	--------

Marketing

continue.austincc.edu/marketing

MRKG 1011 Principles of Marketing (48 hrs/\$855.00 / \$1.00 Accident Insurance)

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

72826	101	Aug 21-Dec 10			ONLINE
72828	103	Aug 21-Dec 10			ONLINE
72847	104	Aug 22-Dec 7	10:30am-11:50am	TTh	RRC 3207.00
72848	105	Aug 22-Dec 7	12:50-2:20pm	TTh	SAC 1303
72827	102	Sep 18-Dec 10			ONLINE

MRKG 1013 Public Relations (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Exploration of theories, techniques, and processes of public relations including means of influencing methods of building good will, analysis of media, obtaining publicity, and implementation of public relations programs.

72836	101	Aug 21-Dec 10			ONLINE
-------	-----	---------------	--	--	--------

MRKG 2033 Principles of Selling (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Overview of the selling process. Identification of the elements of the communication process between buyers and sellers and examination of the legal and ethical issues of organizations which affect salespeople.

72838	101	Aug 21-Dec 10			ONLINE
-------	-----	---------------	--	--	--------

MRKG 2048 Marketing Research and Strategies (48 hrs/\$855.00 / \$1.00 Accident Insurance)

Designed to enhance student understanding of the marketing, environment and the dynamic interrelationships of the functions of marketing price, channels of distribution, promotion, and product responsibility. Provides a simulated marketing environment for experience in marketing decision-making and provides practical experiences in analyzing market cases for the students.

72837 101 Aug 21-Dec 10 ONLINE

Project Management

****May Qualify for Financial Aid - Contact (512) 223-4636 or cegrant@austinctc.edu****

Most projects do not fail because of poor technology or staff; they fail because of poor management practices. With the disciplined project management approach, you will have a knowledge base of proven methods to ensure that your projects are on time, on budget, and meet the customer's needs. Our project management education program allows you to start your journey to a career and professional certification as a project manager at an appropriate entry point based on your prior project experience. The RECOMMENDED (but not required) sequence of courses toward PMI PMP® or CAPM® professional certifications (to be completed in order below) is:

- BEGINNER: BMGT 1021 Introduction to Managing Projects for the Entry-level, focusing on the basics of initiating and planning;
- INTERMEDIATE: BMGT 1009 Applied Project Management for Intermediates, focusing on practicing content and rounding out your foundational knowledge toward exam preparation; and
- ADVANCED: BMGT 1040 PMP/CAPM Exam Prep refresher for Advanced professionals about to sit for a current certification exam.

For certification pursuit, choosing an entry point commensurate with your experience and goals is the most successful and cost effective approach to achieving professional certification in project management, based on the current Project Management Institute's Guide to the Project Management Body of Knowledge (PMBOK® Guide) and accompanying Practice Guides. If hands-on technical training in a scheduling software tool is also desired, we can recommend low cost options for various life cycle methodologies for you.

Other supplementary courses focus on related supporting areas of project management, such as Agile or Healthcare methodologies. Required books are purchased separately for most courses. Instructors supply only additional study materials through Blackboard, ACC's online courseware environment. Some courses can be completed online through Blackboard. For details, visit austinctc.edu/projectmanagement.

BMGT 1021 Introduction to Managing Projects (12 hrs/\$149.50 / \$1.00 Accident Insurance)

This introductory level short course in project management introduces students with little-to-no formal project management training to the professional project management framework applied to run projects in their work environment. The emphasis is on introducing the framework terminology, and basic tools and techniques for starting and running simple projects through in-class exercises and examples using a custom workbook with step-by-step guidance (included with the course fee - no other textbooks required). Little to no prior experience with managing projects is expected, so it is an excellent introduction to the subject for team leaders and participants who need to get started quickly and expect to pursue professional certification later. Students will leave the course with a model project, which can serve as a template for initiating and planning real-world

projects in their environments. This course can be taught in 4 separate evening meetings, or in a 2-day morning/afternoon format. It is not a prerequisite for, but can serve as an introductory step to ACC's professional certification program consisting of the deeper and wider team-based 48-hour BMGT 1009 Applied Project Management foundations course, followed by the BMGT 1040 PMP/CAPM Exam Prep course to prepare students for PMI, CompTIA, and other professional certification exams.

71708	100	Aug 24-Aug 25	9am-4pm	ThF	HLC	TBA
71711	101	Sep 18-Sep 21	6-9pm	MTWTh	HLC	TBA
71712	102	Oct 19-Oct 20	9am-4pm	ThF	HLC	TBA
71713	103	Nov 16-Nov 17	9am-4pm	ThF	NRG	TBA
71714	104	Dec 14-Dec 15	9am-4pm	ThF	HLC	TBA

BMGT 1009 Applied Project Management (48 hrs/\$499.00 / \$1.00 Accident Insurance)

Project Management is a "team sport". This eight-week intermediate level certificate course, taught by Bob Futrell and a team of PMP certified instructors, is a process-oriented, practical, foundational project management course emphasizing both knowledge and skill, for any life cycle project, predictive or adaptive (Agile). It builds on the current applicable editions of the Project Management Institute's Guide to the Project Management Body of Knowledge (PMBOK® Guide). With examples and team-based case exercises for both INITIATING and PLANNING a case project, plus EXECUTING and MONITORING & CONTROLLING a simulated project to CLOSURE, considerable out of class coordination with teammates is needed to provide a solid framework and context for managing projects in team environments, and preparing the student for professional certifications in project management. This course provides an excellent foundation for students who already have some exposure to managing projects in any industry, or who would like to manage projects but may not have enough documentable work experience hours yet, or who are seeking to pass professional certification exams, but lack expertise and skill in all the knowledge areas covered in the current PMBOK® Guides. It helps prepare students to earn and maintain the Project Management Professional (PMP®) and Certified Associate of Project Management (CAPM®) certifications from the Project Management Institute (PMI®), and the Project+ certification from CompTIA, which is based on PMI's PMBOK® Guides. This course uses generalized examples and background from various industries to explore how to tailor and apply the general concepts of project management in practice, in both traditional predictive and Agile adaptive environments, and may be offered as instructor-led synchronously for ONSITE, and in the SCHEDULED ONLINE format (with scheduled day/time ONLINE class meeting sections), and in the FLEXIBLE ONLINE format (using pre-recorded presentations with only optional mutually-scheduled day/time ONLINE class meeting sections for Q&A with the instructor i.e. there are no pre-determined day/time requirements), all supported by Blackboard, ACC's ONLINE courseware environment. All sections and formats use the same materials, presentations, case exercises, quizzes and assignments. Suggested prerequisite: an introductory project management course (like BMGT 1021 Introduction to Managing Projects), or at least 12 months of awareness working around (not necessarily leading or working on) projects in an organization to understand the terms and context of project examples used. The follow-on course BMGT 1040 PMP®/CAPM® Exam Prep is strongly recommended prior to sitting for the certification exams. Students should see the specific professional certification examination requirements at pmi.org for PMP® and CAPM®, and CompTIA.org for Project+ for further details on professional certification.

71717	100	Sep 27-Nov 20	6-9pm	MW	RRC	1123.00
71718	110	Oct 23-Dec 17			ONLINE	

71718 - This special section is an instructor-led, mostly asynchronous FLEXIBLE ONLINE course, with the same content and recorded topical lectures as IN-PERSON and regularly SCHEDULED ONLINE course sections have. The FLEXIBLE ONLINE format is designed for travelers who cannot meet LIVE or onsite IN-PERSON on a regular M-W or Tu-Th schedule. It will have at least one optional LIVE synchronous (specific time/day) session for each unit of the course for interactive instructor Q&A, scheduled by a consensus of students and instructor each week. Considerable out of class coordination WITH TEAMMATES is needed to provide a solid framework and context for managing projects in team environments.

BMGT 1040 PMP/CAPM Exam Prep (36 hrs/\$599.50 / \$1.00 Accident Insurance)

This four-day, 36-hour, Saturday format course is a PMBOK Guide-oriented exam prep course taught by Hari Thummalapalli, emphasizing PMBOK Guide, 6th edition knowledge only as captured in the book 'Process Groups, a Practice Guide' by PMI, structured around the 10 knowledge areas of the PMBOK Guide, and focused on what is necessary to pass the most recent PMP and CAPM exams - both concepts and exam tips. The course steps through the core concepts that are tested on the exams by quickly reviewing each concept and at the same time addressing what the student needs to know from an exam perspective. The format throughout the course is: lecture style to explain the key concepts needed for the exam, interactive Q&A to ensure everyone understood the concepts, exam perspective for each concept, short 5-10 minute quizzes, practice test questions for each knowledge area, and a final full-length four-hour practice test. The course will start off with an overview of the PMP and CAPM exams, including how to apply, eligibility criteria, and scheduling the actual test. The class will then focus on definitions and formulas in addition to addressing all the processes and knowledge areas covered on the exam. Considerable practice and preparation outside of the class is necessary to successfully pass the PMP and CAPM exams. This course is strictly PMP and CAPM examination preparation. If you are looking for a course to learn Project Management, review our introductory and intermediate course offerings. Students that do not meet the experience criteria for taking the PMP exam are encouraged to prepare for the CAPM exam instead. This course focuses on the fundamental concepts from an exam perspective that are tested on both exams. Students should see pmi.org for the PMP and CAPM examination requirements. Textbooks: PMP Exam Prep (Updated), 11th Edition by Rita Mulcahy. Suggested prerequisite: none, but it will be very beneficial to have completed BMGT 1009 Applied Project Management, a process-oriented PM course, or equivalent. Otherwise, students will have to put in additional study time to make up for lack of prior Project Management training. Students who are uncertain about their preparedness for the PMP/CAPM Exam Prep course can schedule a brief (15-20 minute) call with the course instructor before deciding. At least 12 months experience working on a project is very helpful to keep up with this fast-paced course. Students should visit pmi.org for the PMI examination requirements.

71719 100 Oct 7-Oct 28 8am-6pm S HLC TBA

Small Business

BUSG 1008 Small Business Management Series (40 hrs/\$395.00 / \$1.00 Accident Insurance)

A study of the concepts and skills necessary for starting and operating a small business including planning, organizing, staffing, managing, financing, marketing, and accounting functions.

72285 150 Sep 12-Oct 19 5:45-9:15pm TTh ONLINE

THE SERIES INCLUDES THE FOLLOWING CLASSES:

BUSG 1025 Business Plan Preparation (26 hrs/\$315.00 / \$1.00 Accident Insurance)

Step-by-step instruction in how to develop a business plan for a small business start-up or expansion that can be submitted to a financial institution or used for implementation. Emphasis on importance of the plan, components, format, and considerations.

72286 150 Sep 12-Oct 5 5:45-9pm TTh ONLINE

BUSG 1027 Funding a Small Business (7 hrs/\$80.00 / \$1.00 Accident Insurance)

Instruction in determining financial needs and owner needs for financial assistance. Identify sources of funds and debt financing; and explain the borrowing process. This course will present different options for funding a small business. Options reviewed will include SBA loans, venture capital, angel funds and others. The course will also review requirements for owner's investment.

72287 150 Oct 10-Oct 12 5:45-9:15pm TTh ONLINE

BUSG 1026 Legal Considerations in Small Business Start-Up (7 hrs/\$80.00 / \$1.00 Accident Insurance)

Legal aspect of small business start-ups. A study of choosing the right attorney, organizing the business structure, and creating the right entity to match the intended business goal, naming the business, contracting (includes commercial transactions, sale/purchase/employment agreements, and leases), learning about employees versus independent contractors, obtaining permits, and paying taxes. Includes implications of the Texas Deceptive Practices Act to small business as well as ADA and federal employment laws.

72288 150 Oct 17-Oct 19 5:45-9:15pm TTh ONLINE

BUSX 3004 Learn to Buy and Sell on eBay (24 hrs/\$175.00 / \$1.00 Accident Insurance)

Online auctions match buyers with sellers in a global marketplace for almost any item. If you've ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. You'll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You'll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you're a buyer, you'll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.

72356 110 Sep 13-Nov 3 ONLINE

72396 111 Oct 18-Dec 8 ONLINE

72434 112 Nov 15-Jan 5 ONLINE

72462 113 Dec 13-Feb 2 ONLINE

BUSX 3006 Starting a Consulting Practice (24 hrs/\$175.00 / \$1.00 Accident Insurance)

Do you have training or knowledge that could be useful to others? Have you ever considered becoming a consultant? This course is designed to help those who wish to set up a consulting practice get started. Topics will include skills assessments, pricing policies, contracting, marketing, and more.

72357 110 Sep 13-Nov 3 ONLINE

72397 111 Oct 18-Dec 8 ONLINE

72435 112 Nov 15-Jan 5 ONLINE

72463 113 Dec 13-Feb 2 ONLINE

Speech Communication

COMG 1009 Public Speaking (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Public Speaking is the application of communication theory and practice within the public speaking context. Emphasis is placed on speaking publicly without stress, audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques in order to develop students' speaking abilities, as well as the ability to effectively evaluate oral presentations. Additional emphasis placed on the use of verbal and non-verbal skills to make points clear and effective.

72805	104	Aug 21-Dec 6	12-1:20pm	MW	ONLINE
72804	115	Aug 22-Dec 7	1:30-2:50pm	TTh	HLC 2105

COMG 1040 Business and Professional Communication (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Business and Professional Communication is the study and application of sending and receiving communication messages within the business and professional context. This course explores oral communication competencies in dyads, interviews, groups/teams, and presentations. Special emphasis is given to using technologically mediated formats in the workplace.

72807	109	Aug 21-Dec 6	1:30-2:50pm	MW	ONLINE
72806	105	Aug 22-Dec 7	3-4:20pm	TTh	RRC 2322.00

Technical Communications

continue.austincc.edu/communications

To earn a certificate in Technical Communications, contact Rise Lara at ladori.lara@austincc.edu.

ETWR 1002 Introduction to Technical Writing (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Identify the elements of technical writing; state the purpose of a technical document; research information; prepare outlines; construct technical documents using graphical elements; and generate reports and/or work-related documents. Integrated with credit ENGL-2311.

72791	106	Aug 21-Dec 6	2-3:30pm	MW	HLC 1233
72792	119	Aug 21-Dec 10			ONLINE
72793	121	Aug 21-Dec 10			ONLINE
72796	101	Aug 21-Dec 10	10am-11:30am	T	ONLINE
72797	103	Aug 21-Dec 10	1-2:30pm	W	ONLINE
72794	118	Sep 18-Dec 10			ONLINE
72795	120	Sep 18-Dec 10			ONLINE

ETWR 1071 Social Media Tools I: Design and Implementation (64 hrs/\$340.00 / \$1.00 Accident Insurance)

Learn how to promote organizations, products, and services using social media tools such as blogs, Facebook and Twitter. Adhering to the rules of online etiquette, learn how to build a community and curate its contributed information so information reliably provides online support for products or services. Put what you learn into practice by using these tools to accomplish one or both of these goals, ideally for a nonprofit. Integrated with credit ETWR-1471.

72799	107	Sep 18-Dec 10			ONLINE
-------	-----	---------------	--	--	--------

ETWR 1076 Grant Proposals and Business Plans (48 hrs/\$255.00 / \$1.00 Accident Insurance)

A study of two important forms of the proposal: the grant proposal and the new-business plan (also known as business prospectus). Students learn how to find grants, analyze their requirements, and then write a successful grant proposal. Students also plan a business startup, including funding and marketing research, and then write a business plan promoting the startup to potential investors. Integrated with credit ETWR-1376.

72798	102	Oct 16-Dec 10			ONLINE
-------	-----	---------------	--	--	--------

ETWR 2073 XHTML and CSS for Information Specialists (64 hrs/\$340.00 / \$1.00 Accident Insurance)

Workshop-style course in which students study the concept of hypertext, learn structuring principles and navigation tools common in online information, create web pages using XHTML and CSS, get an introduction to web page development tools such as Dreamweaver; and overview documentation trends such as structured authoring, single-sourcing, and XML. Integrated with credit ETWR-2473.

72802	101	Sep 18-Dec 10			ONLINE
-------	-----	---------------	--	--	--------

ETWR 2077 Multimedia for Technical Communications Management (64 hrs/\$340.00 / \$1.00 Accident Insurance)

Learn to create audio-visual tutorials for technical products employing the principles of instructional design, user experience, and usability as a foundation to learn and employ audio-video applications like TechSmith, Camtasia and Adobe Captivate. This course was designed to be repeated multiple times if content varies. Combined with credit ETWR-2470. Qualifies for student health insurance.

72801	101	Aug 21-Dec 10			ONLINE
-------	-----	---------------	--	--	--------

ETWR 2078 XML and DITA for Structured Authoring for Information Specialists (64 hrs/\$340.00 / \$1.00 Accident Insurance)

Introduces XML, DITA, and related technologies focusing on their application in business, government, and technical communications. In addition to an overview of the raw materials needed to create and transform XML (DTDs, schemas, XSL and CSS stylesheets), the course introduces students to industry-standard solutions such as DocBook, DITA and the related tools, both commercial and open source. Students learn to create and validate XML documents and to transform them into a variety of output formats (HTML, CHM, PDF, RTF, MIF). Students also learn the origins and evolution of SGML and XML and how to evaluate the appropriateness of an XML-based solution for various situations they might encounter as professionals.

72803	101	Sep 18-Dec 10			ONLINE
-------	-----	---------------	--	--	--------

POFT 1007 Editing Government, Business and Technical Information (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Instruction in proofreading and editing skills necessary to assure accuracy in business documents as well as technical documents. Designed to give students a working understanding of the role of the technical editor as collaborator and decision maker in the entire publication process. Topics include online editing, revising, hypertext, graphics, visual design, and project estimating. Integrated with credit ETWR-2379.

72800	102	Aug 21-Dec 10			ONLINE
-------	-----	---------------	--	--	--------

Computer Science & Information Technology

Amazon Web Services

INEW 1079 AWS Solutions Architect-Associate (64 hrs/\$1,495.00 / \$1.00 Accident Insurance)

Targeted for information systems or engineering students seeking cloud computing expertise, Cloud Computing Architecture is an AWS Academy provided curriculum designed to help students develop technical expertise in cloud computing using the AWS framework, including web monitoring and analytical tools to improve and report site functionality. Students are prepared for the AWS Solutions Architect - Associate certification exam. The curriculum is taught through e-learning, instructor-led classes, hands-on labs, online knowledge assessments, and project work. The student kit includes course manuals, access to labs, and a practice exam. Suggested prerequisite: AWS cloud computing architecture requires a strong conceptual foundation in multiple computing, software development, and IT concepts and skills as identified in the syllabus.

71720 100 Sep 12-Nov 2 6-10pm TTh ONLINE

Apple SWIFT

ITSE 1091 Programming Fundamentals I: Apple Swift I (64 hrs/\$340.00 / \$1.00 Accident Insurance)

Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. This course is included in the Field of Study Curriculum for Computer Science.

71863 101 Aug 22-Dec 7 9am-10:45am TTh HLC 1130.01

71864 102 Aug 22-Dec 7 12-1:50pm TTh HLC 1130.01

ITSE 1092 Programming Fundamentals II: Apple Swift II (64 hrs/\$340.00 / \$1.00 Accident Insurance)

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. Apple/Swift will be the platform used for software development. Suggested prerequisite: ITSE 1091 Programming Fundamentals I: Apple Swift I

71746 101 Aug 21-Dec 10 ONLINE

Cisco Certification

May Qualify for Financial Aid - Contact (512) 223-4636 or cegrant@ austincc.edu

The Cisco Networking Academy Program teaches students to design, build, troubleshoot and maintain computer networks that provide real world solutions. Training combines instructor-led, onsite and online learning with hands-on laboratory exercises where students

apply what they learn in class to configure and troubleshoot actual networking equipment. These courses prepare students for Cisco Career Certifications.

All courses are taught by Cisco certified professionals, using official Cisco training materials.

Note: Successful completion of the curriculum requires students to pass the three end-of-course online examinations and to complete the Hands-on Skills Assessments. Students cannot take the next course in the series without passing the previous course. Per Cisco requirements, there are no exceptions to this policy.

Please check the website for section offerings at <https://continue.austincc.edu/cisco>

Computer Applications - Excel, Word, PowerPoint, InDesign, Illustrator, Computer Skills - Basic to Advanced

continue.austincc.edu/computer

Fees are subject to change without notice. USB drive recommended for all classes.

ITSC 1006 Fundamentals of PC Use (24 hrs/\$249.00 / \$1.00 Accident Insurance)

Introduction to operating systems, file creation/deletion, data entry and manipulation, automatic file execution, configuration, and directory commands. Perfect for new users who want to gain confidence and a firm foundation in using personal computers. Topics include using the keyboard and mouse; working in the Windows environment, and learning basic troubleshooting. Suggested prerequisites: none.

72295 100 Sep 9-Sep 30 9am-4pm S HLC 2225

72400 101 Oct 21-Nov 11 9am-4pm S HLC 2225

ITSW 1022 Excel Introduction (12 hrs/\$165.00 / \$1.00 Accident Insurance)

Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. Using Microsoft Excel, create formulas and functions, gain skills to build, manage, save, retrieve, format, and print worksheets and charts. Students have to have Excel installed on their computer and internet access. Suggested prerequisites: familiarity with PC.

72293 110 Sep 5-Sep 14 6-9pm TTh ONLINE

72378 111 Oct 17-Oct 26 6-9pm TTh ONLINE

72444 112 Dec 12-Dec 21 6-9pm TTh ONLINE

ITSW 1046 Excel Intermediate (12 hrs/\$165.00 / \$1.00 Accident Insurance)

Instruction in moving and copying, cell contents; sorting mathematical, statistical, and financial functions; date and time arithmetic, report generation; and built-in graphics support. Includes macros, database functions, and linking spreadsheets. Suggested prerequisites: Excel Introduction or equivalent experience.

72360	110	Sep 19-Sep 28	6-9pm	TTh	ONLINE
72414	111	Oct 31-Nov 9	6-9pm	TTh	ONLINE

ITSW 2049 Excel Advanced (12 hrs/\$165.00 / \$1.00 Accident Insurance)

Advanced concepts in electronic spreadsheets. Topics address macro programming features, database functions, merging/linking spreadsheets, data file transfer, and Boolean functions. Also includes using templates, importing data, and designing macros. Suggested prerequisites: Excel Intermediate or equivalent experience.

72364	110	Oct 3-Oct 12	6-9pm	TTh	ONLINE
72443	111	Nov 28-Dec 7	6-9pm	TTh	ONLINE

ITNW 1077 Photoshop (16 hrs/\$165.00 / \$1.00 Accident Insurance)

This introductory course covers the basics of digital imaging, and fundamental image editing skills including resizing images, color correction, retouching, and montaging images. You'll learn techniques for non-destructive editing, animation, use Photoshop to mock up a web page design, and how to optimize web graphics. Suggested prerequisite: Familiarity with computers.

72309	110	Sep 11-Oct 22			ONLINE
72403	111	Oct 23-Dec 17			ONLINE

IMED 1070 Adobe Illustrator (16 hrs/\$165.00 / \$1.00 Accident Insurance)

Illustrator is the industry-standard illustration software for creating logos, package design, posters, and virtually every kind of 2-D illustration (and even some 3-D). Learn to leverage the third pillar of the Adobe Creative Suite, integrating it into your Photoshop and InDesign workflow. In this class you will learn the ins and outs of vector illustration, including basic shape rendering, complex shading, and many other powerful features that make Illustrator the most versatile publishing software on the market. Suggested prerequisites: Fundamentals of PC Use or equivalent experience.

72311	110	Sep 11-Oct 22			ONLINE
72404	111	Oct 23-Dec 17			ONLINE

IMED 1071 Adobe InDesign (16 hrs/\$165.00 / \$1.00 Accident Insurance)

Adobe InDesign is the industry-standard page layout program. In this class you'll use InDesign to produce a variety of single-page and multi-page documents. You'll learn to set and format type, work with paragraph styles, import images from Illustrator and Photoshop, define and apply color, apply graphic effects, create PDFs, and package files for printing. Suggested prerequisites: Fundamentals of PC Use or equivalent experience.

72312	110	Sep 11-Oct 22			ONLINE
72405	111	Oct 23-Dec 17			ONLINE

Computer Applications - Online - Excel, Word, PowerPoint, InDesign, Computer Skills - Basic to Advanced

Fees are subject to change without notice.

Update your skills, discover a new talent, or chart a career path at your own pace at your own convenience with instructor-led online courses. Each course runs for six weeks and consists of 12 lessons. The lessons are supplemented by interactive quizzes, assignments, tutorial, and an online discussion area. All materials will be made available to

you over the World Wide Web. Requirements for all courses: internet access, email, Web browser. To start the following classes, and for requirements, demonstrations, and additional information, visit ed2go.com/austinctc.

ITSX 3045 Windows 11 (24 hrs/\$175.00 / \$1.00 Accident Insurance)

In this course, you will learn to use Windows 11, a powerful new operating system, including customizing your desktop, managing files and folders, and navigating the web with the latest Microsoft Edge browser.

72326	110	Sep 13-Nov 3			ONLINE
72380	111	Oct 18-Dec 8			ONLINE
72418	112	Nov 15-Jan 5			ONLINE
72446	113	Dec 13-Feb 2			ONLINE

CPMX 3000 Introduction to PC Troubleshooting (24 hrs/\$175.00 / \$1.00 Accident Insurance)

Covers typical hardware and operating system problems encountered by technicians and teaches troubleshooting techniques to decipher basic and more advanced problems. The course also shows how to maintain and optimize a Windows PC.

72327	110	Sep 13-Nov 3			ONLINE
72381	111	Oct 18-Dec 8			ONLINE
72419	112	Nov 15-Jan 5			ONLINE
72447	113	Dec 13-Feb 2			ONLINE

CPMX 3001 Introduction to PC Security (24 hrs/\$175.00 / \$1.00 Accident Insurance)

Learn why you are at risk and what you can do to protect your personal and business data from the outside world. This course will bring you up to speed on the fundamentals of PC and network security. You will understand and explore the vulnerability of operating systems, software, and networks; you will find out why, where and how viruses, worms, and blended threats are created; you will learn a safe way to handle files and data across the internet through a virtual private network. Suggested prerequisite: A familiarity with general computing terminology, an understanding of any operating system you are using (Mac, Windows, or Linux) and an ability to locate programs and change settings.

72328	110	Sep 13-Nov 3			ONLINE
72382	111	Oct 18-Dec 8			ONLINE
72420	112	Nov 15-Jan 5			ONLINE
72448	113	Dec 13-Feb 2			ONLINE

ITNW 5028 Introduction to Networking (24 hrs/\$175.00 / \$1.00 Accident Insurance)

Learn the fundamentals of computer networking in terms you can easily understand; learn why networks have become so important, how software and hardware makes networking possible, and how networks function.

72334	110	Sep 13-Nov 3			ONLINE
72383	111	Oct 18-Dec 8			ONLINE
72421	112	Nov 15-Jan 5			ONLINE
72449	113	Dec 13-Feb 2			ONLINE

ITNW 5029 Wireless Networking (24 hrs/\$175.00 / \$1.00 Accident Insurance)

Wireless networking is a hot topic. Learn how wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself. Prerequisite: ITNW 5028 Introduction to Networking or equivalent experience.

72336	110	Sep 13-Nov 3			ONLINE
72384	111	Oct 18-Dec 8			ONLINE
72422	112	Nov 15-Jan 5			ONLINE
72450	113	Dec 13-Feb 2			ONLINE

POFX 3024 Word 2019 Introduction (24 hrs/\$175.00 / \$1.00 Accident Insurance)

This course will introduce you to the 2019 version of Microsoft Word, available through the Office 365 online platform. You will learn the basics of Word 2019 needed to write and edit text and to create, format, and organize documents. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job. Software requirements: Windows 10 or later operating systems. Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible. Microsoft Word, a subscription to Office 365, or Microsoft Office Home and Student 2019.

72337	110	Sep 13-Nov 3	ONLINE
72385	111	Oct 18-Dec 8	ONLINE
72423	112	Nov 15-Jan 5	ONLINE
72451	113	Dec 13-Feb 2	ONLINE

POFX 3042 Word 2019 Intermediate (24 hrs/\$175.00 / \$1.00 Accident Insurance)

Create professional-quality documents efficiently and effectively. This online course will teach you how to use Microsoft Word 2019, the widely-used word processing software by Microsoft Office/Office 365. Through hands-on lessons and modules, you will learn how to use a number of shortcuts and time-saving techniques to create complex documents, create and organize tables, manipulate graphics, and merge spreadsheets. Software requirements: Windows 10 or later operating systems. Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible. Microsoft Word, a subscription to Office 365, or Microsoft Office Home and Student 2019. Suggested prerequisite: Word 2019 Introduction or basic familiarity with Microsoft Word's word processing and editing.

72338	110	Sep 13-Nov 3	ONLINE
72386	111	Oct 18-Dec 8	ONLINE
72424	112	Nov 15-Jan 5	ONLINE
72452	113	Dec 13-Feb 2	ONLINE

ITSX 3012 Excel 2019 Introduction (24 hrs/\$175.00 / \$1.00 Accident Insurance)

This course will introduce you to the program's basic functions and uses. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons. Software requirements: PC: Windows 10 or later operating systems. Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible. Microsoft Excel, a subscription to Office 365, or Microsoft Office Home and Student 2019.

72340	110	Sep 13-Nov 3	ONLINE
72387	111	Oct 18-Dec 8	ONLINE
72425	112	Nov 15-Jan 5	ONLINE
72453	113	Dec 13-Feb 2	ONLINE

ITSX 3046 Excel 2019 Intermediate (24 hrs/\$175.00 / \$1.00 Accident Insurance)

You will learn how to harness the power of Excel's data analysis tools and AutoFilter commands and how to create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX, and MATCH, and other intermediate functions to your professional skill set. In addition, you will learn to create macros that let you manipulate data with the push of a button. You'll also discover how to use Goal Seek and Solver and apply them to real-world problems. Software requirements: PC: Windows 10 or later operating systems. Browser: The latest version of Google Chrome

or Mozilla Firefox are preferred. Microsoft Edge is also compatible. Microsoft Excel, a subscription to Office 365, or Microsoft Office Home and Student 2019. Suggested prerequisite: Excel Introduction or basic understanding of Microsoft Excel uses and functions.

72341	110	Sep 13-Nov 3	ONLINE
72388	111	Oct 18-Dec 8	ONLINE
72426	112	Nov 15-Jan 5	ONLINE
72454	113	Dec 13-Feb 2	ONLINE

ITSX 3049 Excel 2019 Advanced (24 hrs/\$175.00 / \$1.00 Accident Insurance)

This course will help you master many features in Microsoft Excel 2019/Office 365 that most users don't know exist. You will learn the secret to using formula-based conditional formatting as a creative solution to common issues. You will also learn how to leverage Excel's Power Query tool to import and transform data from about any data source. By the time you finish this course, you will have mastered Microsoft Excel 2019/Office 365 and will be able to better serve your company's data management needs. Software requirements: PC: Windows 10 or later operating systems. Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible. Microsoft Excel, a subscription to Office 365, or Microsoft Office Home and Student 2019. Suggested prerequisite: Excel 2019 Intermediate or understanding of Microsoft Excel use and functions.

72344	110	Sep 13-Nov 3	ONLINE
72389	111	Oct 18-Dec 8	ONLINE
72427	112	Nov 15-Jan 5	ONLINE
72455	113	Dec 13-Feb 2	ONLINE

ITSX 3053 Access 2019 Introduction (24 hrs/\$175.00 / \$1.00 Accident Insurance)

Every industry can benefit from the use of Microsoft Access to organize, store, and document their essential information. This course will teach you one of the most useful skills for both job seekers and those looking for promotion. Learning Access informs and enhances your current skill set, allowing you to take a stronger role in database management. Software requirements: PC: Windows 10 or later operating systems. Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible. Microsoft Access 2019, or a subscription to Office 365.

72346	110	Sep 13-Nov 3	ONLINE
72390	111	Oct 18-Dec 8	ONLINE
72428	112	Nov 15-Jan 5	ONLINE
72456	113	Dec 13-Feb 2	ONLINE

ITSX 3055 Access 2019 Intermediate (24 hrs/\$175.00 / \$1.00 Accident Insurance)

This course will teach you advanced techniques in this powerful database program, including importing Excel spreadsheets as tables, creating query calculations to crunch numbers, and using Visual Basic to automate common tasks. From building reports to using conditional formatting, this course will teach you how to best present your data with Access 2019. Software requirements: PC: Windows 10 or later operating systems. Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible. Microsoft Access 2019, or a subscription to Office 365. Suggested prerequisite: A basic understanding of Microsoft Access objects and their use or completion of Access Introduction.

72348	110	Sep 13-Nov 3	ONLINE
72391	111	Oct 18-Dec 8	ONLINE
72429	112	Nov 15-Jan 5	ONLINE
72457	113	Dec 13-Feb 2	ONLINE

ITSX 3037 PowerPoint 2019 Introduction (24 hrs/\$175.00 / \$1.00 Accident Insurance)

You will learn how to catch your audience's attention with PowerPoint's visual features like photo album. This course is perfect for beginners looking to learn how to use the latest PowerPoint software. You will have the opportunity to create a custom presentation with content specific to your needs. By completion, you will be able to create captivating presentations and contribute to your company's business processes. Software requirements: Windows 10 operating systems. PowerPoint 2019 is not compatible with earlier Windows versions. Browser: the latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible. Microsoft PowerPoint, a subscription to Office 365, or Microsoft Office Home and Student 2019.

72350	110	Sep 13-Nov 3	ONLINE
72392	111	Oct 18-Dec 8	ONLINE
72430	112	Nov 15-Jan 5	ONLINE
72458	113	Dec 13-Feb 2	ONLINE

ITNW 3026 Outlook 2019 Introduction (24 hrs/\$175.00 / \$1.00 Accident Insurance)

Manage emails, meetings, and to-do lists. Use Microsoft Outlook 2019 functions and you increase your efficiency and productivity.

72352	110	Sep 13-Nov 3	ONLINE
72393	111	Oct 18-Dec 8	ONLINE
72431	112	Nov 15-Jan 5	ONLINE
72459	113	Dec 13-Feb 2	ONLINE

ITNX 3000 Achieving Top Search Engine Positions (24 hrs/\$175.00 / \$1.00 Accident Insurance)

With nearly 90% of web traffic coming from search engines, the most important thing you can do to increase your web site's traffic is to increase your search engine ranking. Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines. Prerequisite: Completion of the Introduction to WWW Authoring and XHTML course or equivalent HTML experience.

72354	110	Sep 13-Nov 3	ONLINE
72394	111	Oct 18-Dec 8	ONLINE
72432	112	Nov 15-Jan 5	ONLINE
72460	113	Dec 13-Feb 2	ONLINE

ITNX 3008 Introduction to InDesign CC (24 hrs/\$175.00 / \$1.00 Accident Insurance)

Learn how to use Adobe InDesign CC software to create professional-quality letterhead, brochures, forms, e-books, business materials and more.

72355	110	Sep 13-Nov 3	ONLINE
72395	111	Oct 18-Dec 8	ONLINE
72433	112	Nov 15-Jan 5	ONLINE
72461	113	Dec 13-Feb 2	ONLINE

ITSX 3068 Getting Started with Google Workspace (24 hrs/\$175.00 / \$1.00 Accident Insurance)

Get started with Google Workspace by learning the basics of nine key Google apps: Gmail, Docs, Sheets, Slides, Drive, Contacts, Calendar, Meet, and Chat.

72324	110	Sep 13-Nov 3	ONLINE
72379	111	Oct 18-Dec 8	ONLINE
72417	112	Nov 15-Jan 5	ONLINE
72445	113	Dec 13-Feb 2	ONLINE

ITSX 3070 Blockchain Fundamentals (24 hrs/\$175.00 / \$1.00 Accident Insurance)

This course provides a foundation in a practical knowledge of blockchain. Beginning with an understanding of blockchain technology and its intended purpose, the course progresses into blockchain architecture. You will review the enterprise implementation

and practical use of blockchain, such as in banking, healthcare and government applications. Throughout the course, you will also learn how blockchain evolved from its beginnings with cryptocurrencies and the role it plays in the trading, distribution, and other transactions that occur with cryptocurrency.

72358	110	Sep 13-Nov 3	ONLINE
72398	111	Oct 18-Dec 8	ONLINE
72436	112	Nov 15-Jan 5	ONLINE
72464	113	Dec 13-Feb 2	ONLINE

Data Analytics

ITNW 2073 Analytics With Excel (48 hrs/\$699.00 / \$1.00 Accident Insurance)

Analyze data using Excel, an essential foundation for the interdisciplinary field of Data Analytics. Analyzing data through knowledge of mean, median, mode, average, sum, macros, and pivot tables, while solidifying predictions to influence business data is the building blocks to this course. Suggested prerequisites: Excel Intermediate or equivalent knowledge. Required material: Microsoft Excel 2013 or higher.

72290	110	Aug 28-Oct 9	5:45-9:45pm	MW	ONLINE
-------	-----	--------------	-------------	----	--------

ITNW 2074 Data Analytics (48 hrs/\$749.00 / \$1.00 Accident Insurance)

This course introduces the student to the scope and application of data analysis. It covers data manipulation, data visualization, predictive analytics, and decision analytics tools. Learn how to review data and present it in an understandable format to facilitate making business decisions. Suggested prerequisites: Analytics with Excel or equivalent knowledge. Required textbook: Data Analytics Made Accessible: 2020 edition (Kindle Edition) by Maheshwari, Anil. ASIN: B00K2I2JL8.

72375	110	Oct 11-Nov 20	5:30-9:30pm	MW	ONLINE
-------	-----	---------------	-------------	----	--------

ITNW 2075 SQL Database Essentials (48 hrs/\$749.00 / \$1.00 Accident Insurance)

Learn to use SQL quickly and effectively. You will learn to read and write complex queries to a database using some of the most in-demand skills PostgreSQL and PgAdmin. These skills are also applicable to any other major SQL database, such as MySQL, Microsoft SQL Server, Amazon Redshift, Oracle, and many more. Suggested prerequisites: middle school math. Required software: MySQL; link to free download will be provided by the instructor. Required textbook: Sql Cookbook (Cookbooks (O'Reilly)), Anthony Molinaro, ISBN 978-0596009762.

72322	110	Sep 11-Oct 18			ONLINE
-------	-----	---------------	--	--	--------

ITSE 2009 Database Programming with SQL and Python (96 hrs/\$1,199.00 / \$1.00 Accident Insurance)

Database development using database programming techniques emphasizing database structures, modeling, and database access. Learn to use Python with SQL quickly and effectively. Analyze data and communicate results to support inform data-driven decisions. Introduction to the analysis and utilization of data requirements and organization into normalized tables, exploration of different data types, expressions, and data manipulation. Course includes hands-on assignments and a final project. Suggested Prerequisites: ITNW 2075 SQL Database Essentials or equivalent knowledge and experience. Required books: SQL and Python Programming - 2 Books in 1, Bryan Johnson. ISBN-10: 1694724921, ISBN-13: 978-1694724922. SQL and Python Programming: 3 Manuscripts in 1 Book: SQL Programming and Coding + SQL Coding for Beginners + Python Coding. A Beginners Crash Course Guide to Learn Python and SQL Programming, Michelle Learn and Tony Coding. ISBN-10: 1801571317, ISBN-13: 978-1801571319

72408	110	Oct 23-Jan 17			ONLINE
-------	-----	---------------	--	--	--------

Information Security

May Qualify for Financial Aid - Contact (512) 223-4636

Protecting information assets has become an increasingly critical aspect for Information Technology. In the past, technology alone was considered the “magic bullet” for securing information infrastructure. Now, most organizations realize that experienced personnel, armed with the best qualifications, are necessary to protect information assets.

ITSY 1076 Security + (40 hrs/\$297.50 / \$1.00 Accident Insurance)

CompTIA Security+ Exam 601 provides a basic overview of security concepts/techniques/technologies, risk analysis/management, disaster recovery, security plans, and incident recovery, and gives a firm foundation for more advanced security certifications/roles. Course material is targeted toward an Information Technology (IT) professional who has networking and administrative skills in TCP/IP networks and familiarity with a networkable operating system (such as NetWare, UNIX/Linux, or Microsoft). This course enables students to begin or further a career in Cybersecurity by acquiring a foundational knowledge of security topics; prepare for the CompTIA Security+ Certification examination; or use Security+ as the foundation for advanced security certifications or career roles. The primary textbook is CompTIA Security+ Study Guide: Exam SY0-601 8th Edition by Mike Chapple and David Seidl (ISBN-13: 978-1119736257). Suggested prerequisites: one to three years IT experience, CompTIA A+ or Network+ certifications, or equivalent knowledge. This is an ONLINE course requiring a stable internet connection, and a current browser (e.g., Chrome, Internet Explorer, Firefox, Microsoft Edge, etc.). Audio is provided via computer or telephone line (a dial-in phone number will be available as an alternate audio connection). A computer camera option is preferred. A Zoom test meeting to ensure compatibility is available at support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting. This class may be migrated to Blackboard Collaborate. 71748 100 Sep 14-Oct 17 6-10pm TTh ONLINE

Linux/UNIX

Linux/UNIX Course tuition for the Linux+ includes LPIC-1 certification preparation as well as Linux+ certification preparation. The required books for the Linux+ course are not included with the tuition. The books for these courses are purchased separately from the HLC Campus bookstore, 512-474-2607. The cost of the certification exams are NOT included in the tuition for Linux classes.

CPMT 1075 Linux+ (56 hrs/\$1,162.00 / \$1.00 Accident Insurance)

This course covers the latest Linux distributions, virtualization, containerization and storage technologies. Comprehensive coverage also addresses key job-related networking and security services, including FTP, NFS, Samba, Apache, DNS, DHCP, NTP, Squid, Postfix, SSH, VNC, Spice, RDP, GPG, PostgreSQL and iptables/firewall. Hands-on projects give you practice using both modern Linux distributions (Fedora 28 and Ubuntu Server 18.04) and industry's legacy Linux distributions.

The CompTIA® Linux+™ Powered by LPI (Exams LX0-103 and LX0-104) course, developed to cover CompTIA Powered by LPI exams and Linux Professional Institute LPIC-1 (101-500 and 102-500) exams which provides the fundamental skills and concepts that you will use on the job in any type of Linux career.

Suggested prerequisite: Students should have basic computer skills courses which covers the most common usages of a computer, including a majority or all of the following: understanding the basic notions of computer manipulation; managing computer files, finding information and communicating using computers. Some Linux experience is helpful but not necessary. 71747 100 Sep 25-Nov 8 9am-1pm MW ONLINE

Microsoft Certifications

May Qualify for Financial Aid - Contact 512-223-4636

ITMT 1073 Querying Microsoft SQL Server (48 hrs/\$1,300.00 / \$1.00 Accident Insurance)

This course provides students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server. This course is the foundation for all SQL Server-related disciplines; namely, Database Administration, Database Development, and Business Intelligence. This course helps people prepare for exam 70-761. Prerequisite: General computer knowledge. 71743 100 Sep 13-Oct 23 7-9pm MW ONLINE

PC Technician/CompTIA

continue.austincc.edu/pctech

May Qualify for Financial Aid - Contact 512-223-4636

Course tuition for the CompTIA vendor-neutral IT certification courses does not include required textbooks. Books are purchased separately from the HLC Campus bookstore, 512-474-2607. Each class requires a book. Instructor supplies only additional study

CPMT 2045 A+ Essentials (80 hrs/\$386.70 / \$1.00 Accident Insurance)

A+ Certification is a CompTIA-sponsored testing program that certifies the competency of entry-level (6 months experience) computer service technicians. Major computer hardware and software vendors, distributors, resellers and publications back the program. A+ certification signifies that the certified individual possesses the knowledge and skills essential for a successful entry-level (6 months experience) computer service technician, as defined by experts from companies across the industry. The A+ Training course at Austin Community College is a 128-hour Two Part program including lecture, labs, and exam preparation. The course will prepare students for the CompTIA A+ Essentials certification examination. Prerequisite: A desire to learn. Required textbook: Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs, Seventh Edition (Exams 220-1101 & 220-1102) 6th Edition, ISBN-13: 9781264712748, ISBN 10: 126471274X. 72289 110 Aug 28-Sep 25 1:15-5:15pm MTWThF ONLINE

72292 111 Sep 5-Oct 2 9am-1pm MTWThF ONLINE

72298 112 Sep 9-Nov 18 8am-5pm S ONLINE

72359 100 Sep 18-Oct 13 9am-1pm MTWThF NRG 4265

72416 113 Nov 6-Dec 13 5:45-9:45pm MW ONLINE

Jan 8-Feb 7 5:45-9:45pm MW ONLINE

72437 114 Nov 20-Dec 19 9am-1pm MTWThF ONLINE

CPMT 1072 A+ Practical Application (48 hrs/\$231.52 / \$1.00 Accident Insurance)

A+ Certification is a CompTIA-sponsored testing program that certifies the competency of entry-level (6 months experience) computer service technicians. Major computer hardware and software vendors, distributors, resellers and publications back the program. A+ certification signifies that the certified individual possesses the knowledge and skills essential for a successful entry-level (6 months experience) computer service technician, as defined by experts from companies across the industry. The A+ Training course at Austin Community College is a 128-hour Two Part program including lecture,

labs, and exam preparation. The course will prepare students for the CompTIA A+ Practical Applications certification examination. Suggested prerequisites: CPMT 2045 A+ Essentials or equivalent experience. Required textbook: Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs, Seventh Edition (Exams 220-1101 & 220-1102) 6th Edition, ISBN-13: 9781264712748, ISBN 10: 126471274X.

72361	110	Sep 28-Oct 13	1:15-5:15pm	MTWThF	ONLINE
72365	111	Oct 5-Oct 20	9am-1pm	MTWThF	ONLINE
72399	100	Oct 18-Nov 2	9am-1pm	MTWThF	NRG TBA

CPMT 1073 Network+ (72 hrs/\$347.48 / \$1.00 Accident Insurance)

Prepares students for the Network+ Certification examination. A beginning course in computer networks with focus in networking fundamentals, terminology, hardware, software, and network architecture. A study of local/wide area networking concepts and networking installations and operations. Suggested prerequisite: CPMT 1072 A+ Essentials and CPMT 2045 A+ Practical Applications or A+ certification or equivalent knowledge. Required textbook: CompTIA Network Guide to Managing and Troubleshooting Networks Sixth Edition (Exam N10-008) 6th Edition, Michael Meyers, ISBN-13: 978-1264269037.

66063	116	Aug 28-Oct 30	5:45-9:45pm	MW	ONLINE
66027	102	Sep 26-Nov 28	5:45-9:45pm	TTh	RRC 2122.00
72377	110	Oct 16-Nov 8	1:15-5:15pm	MTWThF	ONLINE
72406	111	Oct 23-Nov 16	9am-1pm	MTWThF	ONLINE
72415	100	Nov 6-Dec 5	9am-1pm	MTWThF	NRG TBA

CPMT 1079 Google IT Support Certificate (151 hrs/\$99.00 / \$1.00 Accident Insurance)

This program, developed by Google, prepares students for an entry-level role in IT support such as in-person or remote help desk work in a small business or at a global company like Google. Through a mix of video lectures, quizzes, and hands-on labs and widgets, the program will introduce you to troubleshooting, customer service, networking, operating systems, system administration and security. You will be responsible for working through the online course materials at your own pace. This curriculum maps to CompTIA's A+ certification exams.

72313	110	Sep 11-Dec 7			ONLINE
-------	-----	--------------	--	--	--------

Python Development

ITSE 2072 Python Data Analysis (48 hrs/\$1,150.00 / \$1.00 Accident Insurance)

This course is meant for everyone who wants to use Python for analyzing data and/or data science, whether they are veteran Python users, experienced programmers, statisticians, or looking to take basic python skills to the next level. The course will cover topics covering the whole analysis pipeline, including reading data, visualization, data manipulation, modeling, and machine learning. Suggested prerequisite is basic Python knowledge or ITSE 2079 Introduction to Python.

71744	100	Nov 2-Dec 14	7-9pm	TTh	ONLINE
-------	-----	--------------	-------	-----	--------

Salesforce

ITSW 1005 Salesforce Fundamentals for Business Administration (24 hrs/\$399.00 / \$1.00 Accident Insurance)

Explores the CRM application from a user's perspective including Core CRM Navigation, User Interface, E-mail Client, and the Sales Management module. Salesforce is the world's #1 Customer Relationship Management (CRM) platform. A CRM system gives sales, customer service, business development, recruiting, marketing, or any other line of business, a better way to manage the external interactions and relationships that drive success. This course is designed for: New administrators who are responsible for the setup,

configuration, and maintenance of the Salesforce org; and other groups that would benefit from this course, including sales reps, sales operations, service agents, and IT managers. Suggested prerequisite: General computer knowledge including navigating a web browser.

71721	100	Sep 11-Oct 4	6-9pm	MW	ONLINE
-------	-----	--------------	-------	----	--------

ITSW 1077 Salesforce Administration Essentials for New Admins (42 hrs/\$1,000.00 / \$1.00 Accident Insurance)

Salesforce is the world's #1 Customer Relationship Management (CRM) platform. Administration Essentials for New Admins is a comprehensive, hands-on course that will ensure your success with Salesforce. It's a must for new administrators and is recommended as preparation for the Salesforce Certified Administrator exam. The course is designed for new system administrator's responsible for the setup, configuration, and maintenance of their organization's Salesforce applications and other groups that would benefit from deepening their knowledge of Salesforce, including power users, sales operations, and IT managers. Suggested prerequisite: ITSW 1005 Salesforce Fundamentals for Business Administration or both the Business Administration and Security Specialist Superbadges obtained via trailhead.salesforce.com.

71723	100	Oct 16-Nov 21	6-9pm	MTW	ONLINE
-------	-----	---------------	-------	-----	--------

VMware

INEW 2073 VMware vSphere Install, Configure, Manage v7 (56 hrs/\$2,275.00 / \$1.00 Accident Insurance)

This course focuses on installing, configuring, managing, and troubleshooting VMware vSphere. It combines the content of the VMware vSphere 6: Install, Configure, Manage course with advanced tasks and skills for configuring a highly available and scalable virtual infrastructure. Upon completing this course, students can take the examinations to qualify as a VMware Certified Professional. VMware Certifications allow IT professionals to demonstrate VMware software technical expertise to employers and customers, validate their IT skills and experience in virtual infrastructure, gain an edge in the IT job market and improve earning potential. Suggested prerequisite: System administration experience on Microsoft Windows or Linux operating systems. Experience with networks and/or storage networks a plus.

71728	100	Sep 16-Oct 28	8am-5pm	S	ONLINE
-------	-----	---------------	---------	---	--------

Web Development

continue.austincc.edu/webmaster

ITNW 1059 Introduction to WWW Authoring, HTML, and CSS (24 hrs/\$149.50 / \$1.00 Accident Insurance)

This course will focus on the use of the World Wide Web (WWW) and the creation of a home page. Web browsers, Hypertext Markup Language (HTML), and Cascading Style Sheets (CSS) are discussed. Students get hands-on experience building simple web pages with hypertext links, graphics, and CSS. Includes an overview of techniques that enhance and facilitate page creation. Suggested prerequisites: familiarity with computers and browsing the internet.

72367	110	Oct 9-Oct 27			ONLINE
72410	111	Oct 30-Nov 20			ONLINE
72439	112	Nov 27-Dec 22			ONLINE

IMED 1040 Intermediate WWW Authoring, HTML, and CSS (24 hrs/\$149.50 / \$1.00 Accident Insurance)

Publishing, design, and layout techniques for websites. Introduces HTML tables and forms. Demonstrates CSS styling of tables and forms. Introduces CSS page layout and interactive menu creation techniques. Hands-on experience in building web pages using techniques covered

in class. Suggested prerequisite: Introduction to World Wide Web Authoring, HTML and CSS, similar course, or equivalent experience.

72368	110	Oct 9-Oct 27	ONLINE
72411	111	Oct 30-Nov 20	ONLINE
72440	112	Nov 27-Dec 22	ONLINE

ITNW 1072 Advanced WWW, HTML, and CSS (24 hrs/\$149.50 / \$1.00 Accident Insurance)

Third part of a three-part series, the course introduces HTML5 and CSS3 advanced features. Learn how to code more interactive Web pages using HTML5 APIs for canvas drawing, drag and drop and media display. Create advanced pages using CSS3 style sheets. Suggested prerequisite: Intermediate WWW Authoring, HTML, and CSS or equivalent experience.

72369	110	Oct 9-Oct 27	ONLINE
72412	111	Oct 30-Nov 20	ONLINE
72441	112	Nov 27-Dec 22	ONLINE

ITSE 1003 Introduction to Programming Languages Online (24 hrs/\$149.50 / \$1.00 Accident Insurance)

Basic programming concepts and techniques. Topics include familiarization with and utilization of computer systems; developing logic; preparing top-down design of problems; and creating programs. Students will learn how to construct basic algorithms and write computer programs using basic types, loops, and conditionals. Students will practice the skill of programming in every class.

Suggested prerequisites: End-user familiarity with computers, the internet, Microsoft Windows.

72366	110	Oct 9-Oct 27	ONLINE
72409	111	Oct 30-Nov 20	ONLINE
72438	112	Nov 27-Dec 22	ONLINE

ITSE 1055 JavaScript (24 hrs/\$149.50 / \$1.00 Accident Insurance)

Introduction to scripting languages including the use of basic data types, control structures, regular expressions, input/output, and textual analysis. Covers basic JavaScript scripting features: code placement, events and event handlers, methods, functions and parameters, attributes, JavaScript objects, and underlying it all, the document object model. Work with variables, operators, if/then/else control structures, loops, and arrays. Suggested prerequisites: Introduction to Programming Languages or prior programming experience; good knowledge of HTML coding or completion of Intermediate World Wide Web Authoring, HTML, and CSS.

72370	110	Oct 9-Oct 27	ONLINE
72413	111	Oct 30-Nov 20	ONLINE
72442	112	Nov 27-Dec 22	ONLINE

ITNW 1078 UX Design (24 hrs/\$149.50 / \$1.00 Accident Insurance)

This course introduces User Experience Design to web developers. It covers basic design principles, the User-Centered Design process, fundamentals of Interface Design, and optimization methods for web graphics. Suggested prerequisite: ITNW 1059 Introduction to WWW Authoring, HTML, and CSS or equivalent experience, and ITNW 1077 Photoshop or equivalent experience or experience in a comparable image editing software such as Affinity Photo or Pixelmator.

72308	110	Sep 11-Oct 22	ONLINE
72402	111	Oct 23-Dec 17	ONLINE

ITNW 2072 Interaction Design (24 hrs/\$149.50 / \$1.00 Accident Insurance)

Learn to build interactive web elements using CSS transitions and JavaScript. This class provides hands-on experience triggering, timing, and animating the user interface. You'll learn the basics of CSS transitions and common jQuery functions to build standards-based interactive web interfaces. Suggested prerequisite: ITNW 1059 Introduction to WWW Authoring, HTML, and CSS or equivalent

experience.

72307	110	Sep 11-Oct 22	ONLINE
72401	111	Oct 23-Dec 17	ONLINE

ITNW 2070 Capstone Portfolio (24 hrs/\$86.00 / \$1.00 Accident Insurance)

Final course in the CE ACC Web Development Program. Develop a website that demonstrates the range of skills and abilities acquired during the program. Students will design and develop a website for an existing organization, under supervision of one ACC Web Development Program faculty members acting as a mentor. Students will seek out an organization in need of a web presence (or overhaul of an existing website), and work with that client to determine functional requirements, aesthetics, and content. The mentor broadly defines the requirements for this final, "capstone" project, approves the client selection for the projects, assigns milestones, and is available for advice (both technical and in dealing with clients) during regular progress reviews. After the mentor approves the project, they submit the completed project to the Capstone Review Committee for final approval and determination of credit. No classroom meetings; one-on-one with a mentor. Required Prerequisites: Completion of all other requirements for an ACC Web Development Certificate.

72306	110	Sep 11-Dec 17	ONLINE
-------	-----	---------------	--------

Design, Manufacturing, Construction & Applied Technologies

HVAC

The HVAC program consist of four courses, which must be completed in the following order:

1. CNBT-1001 Introduction to the Construction Industry
2. HART-1001 Basic Electricity for HVAC
3. HART-1007 Refrigeration Principles
4. HART-1056 EPA Recovery Certification

Complete the "HVAC Training Interest Form" and a program coordinator will contact you directly to answer any questions you may have and provide registration assistance. Then get ready to enter the rapidly growing HVAC field and begin your promising new career!

HART 1056 EPA Recovery Certification Preparation (32 hrs/\$215.00 / \$1.00 Accident Insurance)

The HVAC program has been specially designed to deliver the skills you need in a short period of time so you can enter this high growth occupation quickly. Our hands-on program includes the following courses. The courses must be taken in the order listed below. This program is 216 total hours. Basic Electricity for HVAC - Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Refrigeration Principles - This is an introductory course to the HVAC industry. The course will give an introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety. EPA Recovery Certification Preparation - This certification training class focuses on recovery, recycle, and reclaim of HVAC refrigerant. Instruction includes a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of HVAC and refrigeration systems. During the last day of this class, students will challenge the EPA Universal Examination.

65670 100 Sep 29-Oct 20 6-9:30pm MWF NRG 4142

Plumbing

The Plumbing program consist of 3 courses, which must be completed in the following order:

1. CNBT-1001 Introduction to the Construction Industry
2. PFPB-1013 Introduction to the Plumbing Trade
3. PFPB-2009 Residential Construction Plumbing I

Complete the "Plumbing Training Interest Form" and a program coordinator will contact you directly to answer any questions you may have and provide registration assistance. Then get ready to enter the rapidly growing Plumbing field and begin your promising new career! Contact our program coordinator, Luis M Castillo at CETrades@Austincc.edu or 512-223-7525 with any questions.

PFPB 2009 Residential Construction Plumbing I (90 hrs/\$607.00 / \$1.00 Accident Insurance)

Skill development in the procedures and techniques employed by a plumber in the rough-in and top-out stages of a new home or the remodeling of an older home. End-of-Course Outcomes: Rough-in drain, waste, and vent pipes; install domestic water lines; install gas lines; and set control valves.

72851 100 Nov 7-Jan 20 6-9:30pm TTh NRG 4112
Nov 7-Jan 20 9am-12:30pm S NRG 4112

PFPB 1013 Introduction to the Plumbing Trade (82 hrs/\$552.00 / \$1.00 Accident Insurance)

Material selection, mathematical calculations applicable to the plumbing trade, hand and power tools, and safety practices.

72850 100 Sep 12-Nov 4 6-9:30pm TTh NRG 4112
Sep 12-Nov 4 9am-12:30pm S NRG 4112

Truck Driving

Do you have the DRIVE to start a new career?

ACC's Continuing Education Commercial Vehicle Operator Training Program offers courses in commercial truck driving (CDL-A). The certified five-week program includes a combination of in-classroom and behind-the-wheel training. New classes start almost every month.

We offer:

- Low cost
- Extensive behind-the-wheel experience
- Recruiting representatives from several companies who visit with students and offer pre-hire applications

For more information visit continue.austincc.edu/trucking

CVOP 1013 Truck Driving Training I (80 hrs/\$1,799.00 / \$1.00 Accident Insurance)

Truck Driving I and II Course Description: An introduction into the regulations governing the trucking industry and the qualifications for entry into the field. The purpose of this course is to certify and permit the students. During this course the students will be trained for their Class A licensing, as well as familiarizing themselves with the Department of Transportation rules and regulations. Students must be 21 years of age and have high school equivalency (HSE) or high school diploma. The student must pass the Department of Transportation examination, including but not limited to urinalysis drug screening and Breath Alcohol test. This course is a hands-on class. Additional fees for drug screening, MV report, physical, and CDL total \$160.00. Total program cost is \$4,500. General truck driving with hands-on skill development and instruction coordinated with the Department

of Transportation. Prerequisite: Students must contact the truck driving Admission Representative by calling 512-223-7115 to complete the application process BEFORE they are allowed to register. After completing the application process (\$160.00), students must register for both CVOP 1013 and 1040 at the same time.

71623	101	Aug 28-Aug 31	7am-5:30pm	MTWTh	HYS	01314.00
		Sep 5-Sep 8	7am-5:30pm	TWThF	SDB	SDB
71640	108	Sep 16-Sep 23	7:30am-6pm	S	HLC	TBA
		Sep 17-Sep 24	12-6pm	U	HLC	TBA
		Sep 30-Oct 8	7am-5:30pm	SU	SDB	SDB
71634	102	Sep 25-Sep 28	7am-5:30pm	MTWTh	NRG	4103
		Oct 2-Oct 5	7am-5:30pm	MTWTh	JGS	PRK1
71625	103	Oct 2-Oct 5	7am-5:30pm	MTWTh	HYS	01314.00
		Oct 9-Oct 12	7am-5:30pm	MTWTh	SDB	SDB
71636	104	Oct 30-Nov 2	7am-5:30pm	MTWTh	NRG	4103
		Nov 6-Nov 9	7am-5:30pm	MTWTh	JGS	PRK1
71627	105	Nov 6-Nov 9	7am-5:30pm	MTWTh	HYS	01314.00
		Nov 13-Nov 16	7am-5:30pm	MTWTh	SDB	SDB
71642	109	Nov 25-Dec 2	7:30am-6pm	S	HLC	TBA
		Nov 26-Dec 3	12-6pm	U	HLC	TBA
		Dec 9-Dec 17	7am-5:30pm	SU	SDB	SDB
71638	106	Dec 4-Dec 7	7am-5:30pm	MTWTh	NRG	4103
		Dec 11-Dec 14	7am-5:30pm	MTWTh	JGS	PRK1
71629	107	Dec 11-Dec 14	7am-5:30pm	MTWTh	HYS	01314.00
		Dec 15	7am-5:30pm	F	SDB	SDB
		Dec 18-Dec 20	7am-5:30pm	MTW	SDB	SDB

CVOP 1040 Truck Driving Training II (120 hrs/\$2,699.00 / \$1.00 Accident Insurance)

A continuation of Professional Truck Driver I. General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. The student will demonstrate the safe operation and compliance with the law in various maneuvers of a commercial vehicle in different traffic situations, operate a tractor-trailer combination, and maneuver the vehicle safely frontward and backward around various obstacles. Prerequisite: Must meet Department of Transportation requirements.

71633	100	Sep 5-Sep 8	7am-5:30pm	TWThF	JGS	PRK1
		Sep 11-Sep 20	7am-5:30pm	MTWTh	JGS	PRK1
		Sep 21	7am-5:30pm	Th	NRG	4103
71624	101	Sep 11-Sep 27	7am-5:30pm	MTWTh	SDB	SDB
		Sep 28	7am-5:30pm	Th	HYS	01314.00
71635	102	Oct 9-Oct 25	7am-5:30pm	MTWTh	JGS	PRK1
		Oct 26	7am-5:30pm	Th	NRG	4103
71641	108	Oct 14-Nov 20	7am-5:30pm	SU	SDB	SDB
71626	103	Oct 16-Nov 1	7am-5:30pm	MTWTh	SDB	SDB
		Nov 2	7am-5:30pm	Th	HYS	01314.00
71637	104	Nov 13-Nov 22	7am-5:30pm	MTWThF	JGS	PRK1
		Nov 27-Nov 29	7am-5:30pm	MTW	JGS	PRK1
		Nov 30	7am-5:30pm	Th	NRG	4103
71628	105	Nov 17	7am-5:30pm	F	SDB	SDB
		Nov 20-Nov 22	7am-5:30pm	MTW	SDB	SDB
		Nov 27-Dec 6	7am-5:30pm	MTWTh	SDB	SDB
		Dec 7	7am-5:30pm	Th	HYS	01132.04
71639	106	Dec 15-Jan 10	7am-5:30pm	MTWThF	JGS	PRK1
		Jan 11	7am-5:30pm	Th	NRG	4103
71630	107	Dec 21	7am-5:30pm	Th	SDB	SDB
		Jan 3-Jan 5	7am-5:30pm	WThF	SDB	SDB
		Jan 8-Jan 11	7am-5:30pm	MTWTh	SDB	SDB
		Jan 16-Jan 18	7am-5:30pm	TWTh	SDB	SDB
		Jan 19	7am-5:30pm	F	HYS	01132.04

Education

Instructional Aides/Paraeducator

An Educational Aide/Paraeducator Statement of Completion is issued to participants who meet the requirements and training. According to law, there are now two options for completion.

Option I

An Educational Aide/Paraprofessional Statement of Completion under ESSA Guidelines is issued to participants who meet Every Students Succeeds Act (ESSA, 2015) requirements. School districts may hire only educational aides/paraprofessionals for Title One, Part A schools or educational aides who have at least part of their salary paid for by Title I, Part A on a Targeted Assistance campus who have earned a high school diploma/high school equivalency (HSE), PLUS meet the following requirements:

- (A) Completed at least 48 semester credit hours of study at an institution of higher education/trade school;
- (B) Obtained an associate's (or higher) degree; or
- (C) Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment
 - (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or
 - (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

ESSA CLARIFICATION- The receipt of a secondary school diploma (or its recognized equivalent) shall be necessary but not sufficient to satisfy the requirements of item C listed above.

Proof of completion of college hours must be provided by official transcript(s). Students must be able to independently complete all requirements. If there is a question about participant readiness, contact the office of Teaching and Learning at 512 223-7526.

Option II

Many opportunities exist in school districts for educational aides/paraprofessionals in schools that are NOT Title I schools. To be eligible for the Educational Aide/Paraprofessional Statement of Professional Development, the participant must meet the following requirements:

- (A) A high school diploma or high school equivalency (HSE)
- (B) Speak fluent English
- (C) Read English at a post-high school level
- (D) Write English at a post-high school level
- (E) Perform mathematics at a post-high school level

If you answered no to having a high school diploma or a high school equivalency (HSE), you are not eligible to take this class since State law requires it. If you answered no to the other questions, you may struggle throughout the class and there is a chance you will not be eligible to earn credit for completion.

Proof of a high school diploma or high school equivalency (HSE) must be provided prior to enrolling.

If you question your English skills, contact the ESOL testing center at austincc.edu/students/testing-services/esol-assessment or call a campus Advising Center.

Students must be able to independently complete all requirements. If there is a question about participant readiness, contact the office of Teaching and Learning at (512) 223-7526.

EDTC 1094 Paraeducator Institute (21 hrs/\$125.00 / \$1.00 Accident Insurance)

Provides general preparation for instructional aides by the Every Student Succeeds Act (ESSA). Day 1 covers Working Together Successfully; Day 2 covers Learning Styles and Instructional Process; and Day 3 covers Reading, Writing, and Math. Assessments are performance-based and take place throughout the course. Successful participants may earn a Paraeducator Statement of Completion for employment. Sack Lunch requested. STUDENTS MUST ATTEND ALL THREE DAYS, must meet qualifications, complete class independently, and pass all the requirements. Students who are not "highly qualified" will earn a Professional Development Statement of Completion.

71790	100	Sep 16-Sep 30	8:30am-4:30pm	S	ONLINE
71792	102	Oct 14-Oct 28	8:30am-4:30pm	S	ONLINE
71794	104	Nov 4-Nov 18	8:30am-4:30pm	S	ONLINE

EDTC 1094 Special Education Paraeducator (7 hrs/\$70.00 / \$1.00 Accident Insurance)

This class is recommended for educational aides/paraprofessionals to become familiar working with special education students. This course covers Special Education topics such as IDEA, FAPE, IEP, physically impaired students, crisis intervention and LRE. Assessments are performance-based and take place throughout the course. Sack lunch requested.

71791	101	Oct 7	8:30am-4:30pm	S	ONLINE
71793	103	Nov 4	8:30am-4:30pm	S	ONLINE
71815	105	Dec 2	8:30am-4:30pm	S	ONLINE

Teacher Certification

continue.austincc.edu/teacher

If you have a passion for working with children and believe that the value of helping them reach their learning potential carries rewards that are immeasurable, then the ACC Teacher Certification Program is for you. Approved and accredited by the State Board of Education, our program will guide you through a well-defined pathway toward certification. Certification can be achieved in 12-16 months, including a paid internship or non-paid clinical teaching experience. All candidates will be eligible for certification in their chosen content area plus ESL and Special Education. Currently offered certifications include:

- American Sign Language (EC-12)
- Chemistry (7-12)
- Core Subjects (EC-6)
- Core Subjects (4-8)
- English (4-8)
- English Language Arts Reading/Social Studies (4-8)
- Life Science (7-12)
- Physical Science (6-12)
- Physics/Math (7-12)
- Mathematics (4-8)
- Mathematics (7-12)
- Mathematics/Science (4-8)
- Science (4-8)
- Science (7-12)
- Social Studies (4-8)
- Special Education (EC-12), which requires EC-6, 4-8 or a HS content area
- Technology Applications (EC-12)

- Bilingual Supplemental (which attaches to EC-6, 4-8 or a 7-12 content area)
- ESL Supplemental (which attaches to EC-6, 4-8 or a 7-12 content area)
- Special Education Supplemental (which attaches to EC-6, 4-8 or a 7-12 content area)

A bachelor's degree with a GPA of 2.5 overall or in the last 60 hours is required. Candidates must have 12 semester credit hours in their content area with the exception of math and science which require 15 semester credit hours. The Pre-Admission Content Test (PACT) will be required if the applicant's GPA is below 2.5 or if the required content hours are not reflected on the official transcript. Applications are accepted for Summer, Fall and Spring Semester admissions. If you are already a certified teacher, sessions are available for Continuing Professional Development (CPE) required to renew your teaching credentials.

EDTC 1050 Capstone (56 hrs/\$270.00 / \$1.00 Accident Insurance)

The capstone is designed to pull all aspects of the program classwork together into one portfolio and final micro teach. In addition, the course will address Mental Health First Aide, resume construction, interviewing, school district structure, and parent conferencing.

71831 100 Aug 23-Dec 6 6-9:30pm W NRG TBA

EDTC 1075 Teaching English As a Second Language And Bilingual Learners (56 hrs/\$270.00 / \$1.00 Accident Insurance)

This course is designed to prepare teachers to instruct learners whose primary language is other than English. The course emphasizes language concepts and best instructional practices for facilitating English language proficiency. Instructional techniques for both literacy and oral language development focus on social and academic language skills. In addition, the course prepares the candidates for managing the ESL program, ESL classroom, working with families, and drawing upon community resources.

71821 100 Aug 24-Dec 7 6-9:30pm Th NRG TBA

71823 101 Aug 24-Dec 7 6-9:30pm Th SAC TBA

EDTC 1076 Introduction to Special Populations (56 hrs/\$270.00 / \$1.00 Accident Insurance)

This special populations course is designed to provide an overview of the special education process while focusing on various types of learners with special needs, including children with disabilities, gifted learners, and children at risk such as homeless and migrant children. Topics include: legal requirements and laws, topics on public laws relating to individuals with disabilities, categories of exceptionality, identification and intervention, collaboration, identification and assessment of children, inclusion, and planning, delivering, and documenting educational services. The readings and activities are chosen with the intent to prepare you both for the Special Education Supplemental TExES Exam as well as your first year as a special education and/or classroom educator.

71838 100 Aug 22-Dec 5 6-9:30pm T NRG TBA

71839 101 Aug 22-Dec 5 6-9:30pm T SAC TBA

EDTC 1077 Science of Teaching Reading - Secondary (56 hrs/\$270.00 / \$1.00 Accident Insurance)

This course focuses on the science of teaching reading and integrating reading instruction into specific content area instruction. Strategies are provided to incorporate phonemic awareness, phonics, vocabulary development, comprehension, and fluency into daily content area instruction. Identification and strategies for addressing dyslexia are also covered.

71829 100 Aug 21-Dec 4 6-9:30pm M HLC TBA

EDTC 2071 Designing and Presenting Instruction (56 hrs/\$370.00 / \$1.00 Accident Insurance)

This course prepares the teacher candidate to identify and use resources available for planning, and designing interactive TEKS-based lessons with an emphasis on specific content methodology. In addition, the course addresses assessment of the child's learning and communicating of the child's progress to parents. Each candidate will plan and teach three micro teaches which will be critiqued.

71818 100 Aug 21-Dec 4 6-9:30pm M SAC TBA

71820 101 Aug 21-Dec 4 6-9:30pm M NRG TBA

EDTC 2073 Educational Technology Foundations (56 hrs/\$270.00 / \$1.00 Accident Insurance)

This course focuses on ISTE standards for teachers and students as well as the Texas standards for teachers. Candidates will explore various programs which can be incorporated into their classroom instruction and management and utilized for assessment. Candidates will develop their own classroom website, create blogs, and design lessons which incorporate technology.

71826 100 Aug 22-Dec 5 6-9:30pm T ONLINE

EDTC 2076 Science of Teaching Reading - Elementary (56 hrs/\$270.00 / \$1.00 Accident Insurance)

This course will focus on the Science of Teaching Reading including phonemic awareness, phonics, vocabulary development, comprehension, and fluency. Candidates will develop instruction and assessment skills and learn differentiation and support strategies for striving readers. The course is required for candidates who must pass the TEA Science of Teaching Reading assessment for licensure.

71827 100 Aug 21-Dec 4 6-9:30pm M HLC TBA

EDTC 5052 Fall Internship (620 hrs/\$1,500.00 / \$1.00 Accident Insurance)

Fee for supervisors and mentors to support interns during their first year of teaching in public schools. Interns are advised, appraised, and mentored throughout the Fall semester. Fall Internship-Support for those hired as 1st year teachers. 30 hrs. Professional Development/Conferences Full Fall Semester.

71836 100 Aug 21-Dec 8 8am-4pm MTWThF NRG TBA

71837 101 Aug 21-Dec 8 8am-4pm MTWThF NRG TBA

EDTX 3006 Clinical Teaching (56 hrs/\$1,500.00 / \$1.00 Accident Insurance)

Seventy days of student teaching with an experienced cooperating teacher. Fee covers the cost of the field supervisor.

71834 100 Aug 21-Dec 8 8am-4pm MTWThF NRG TBA

Teaching & Learning General

EDTC 1078 Teaching to the Brain (15 hrs/\$25.00 / \$1.00 Accident Insurance)

How much do you know about learning? In this course, participants will examine innovative teaching strategies supported by research and evidence-based practices within the psychology and neuroscience of learning. Tools for improving students' learning, whether in a face-to-face or distance education course, will be presented. Topics covered include the neuroscience of learning, how memory works, metacognition strategies that promote students' reflection and persistence, and innovative techniques to foster a growth mindset. Participants will reflect on and share ideas with colleagues for implementing the strategies presented.

71840 100 Sep 11-Oct 13 ONLINE

EDTC 1079 Building a Community of Learners (15 hrs/\$25.00 / \$1.00 Accident Insurance)

Learn to design a community of learners in the classroom, whether teaching face-to-face or a distance education course. In this course, participants will examine approaches for constructing an inclusive, welcoming learning community for all students. Topics covered include setting the tone of the learning environment to foster interaction, communication, and inclusion; universal course design; culturally responsive teaching; applying an equity lens to examine power imbalances and conflicts in the learning environment. Participants will reflect on and share strategies with colleagues for creating inclusive classrooms.

71841 100 Oct 16-Nov 17

ONLINE

Translation and Interpreting

FRNL 1071 Basic Translation Skills (30 hrs/\$148.00 / \$1.00 Accident Insurance)

This course presents an introduction to written translation for individuals fluent in English and Spanish. Topics will include guided translation practice in basic medical, legal, and social service topics. Prerequisite: Introduction to Translation and Interpreting and passing a language fluency test.

71816 100 Sep 12-Nov 14 5:30-8:30pm T ONLINE

FRNL 1076 Court Interpreting Skills - Part I (30 hrs/\$148.00 / \$1.00 Accident Insurance)

Court Interpreting is a two-part course presenting interpreting skills for individuals who are fluent in English and Spanish and students must take the courses in order. This course focuses on simultaneous and consecutive interpreting and sight translation in court settings. It will include roles, responsibilities, and ethics of the court interpreter, protocol and procedures for effectively working with judges, attorneys, and respondents to avoid conflicts of interest, and legal terminology. Information about licensing and certification for court interpreters will also be provided. Prerequisites: Introduction to Translation and Interpreting and passing a language fluency test.

71817 100 Sep 13-Nov 15 5:30-8:30pm W ONLINE

Science, Engineering & Math

CAD Training - Online

DFTG 1014 AutoCAD Complete Guide Online (40 hrs/\$295.00 / \$1.00 Accident Insurance)

AutoCAD 2D Drafting and Annotation The Complete Guide is designed to give you a solid understanding of AutoCAD features and capabilities. This course covers Starting with Sketching, Layers, Dimension Styles, Dynamic Blocks and A360. Autodesk AutoCAD is a powerful CAD software helping professionals create 2D drawings faster and with more precision. Its simplified 2D drafting allows teams to work more efficiently by sharing drawings across connected desktop, cloud, and mobile solutions.

This course is a self-guided online course. Students have 60 days to complete the curriculum, but may work at their own pace throughout the course. Lessons are presented in written format, video format and have a hands-on assignment at the end of each learning module.

71872	110	Sep 1-Oct 31	ONLINE
71873	111	Oct 1-Nov 30	ONLINE
71874	112	Nov 1-Dec 31	ONLINE

DFTX 3007 Civil 3D Complete Guide: Self-Paced Online (80 hrs/\$295.00 / \$1.00 Accident Insurance)

The Civil 3D 2011 Fundamentals course is designed for Civil Engineers and Surveyors who want to take advantage of AutoCAD Civil 3D's interactive, dynamic design functionality. AutoCAD Civil 3D permits the rapid development of alternatives through its model-based design tools. You will learn techniques enabling you to organize project data, work with points, create and analyze surfaces, model road corridors, create parcel layouts, perform grading and volume calculation tasks, and lay out pipe networks. Duration: 32 hours. Prerequisites: Prior experience with AutoCAD or AutoCAD-based products (such as Autodesk Land Desktop) is a prerequisite for this course.

71884	110	Sep 1-Oct 31	ONLINE
71885	111	Oct 1-Nov 30	ONLINE
71886	112	Nov 1-Dec 31	ONLINE

DFTX 3015 Revit Architecture Complete Guide: Self-Paced Online (80 hrs/\$295.00 / \$1.00 Accident Insurance)

Revit Architecture is a powerful Building Information Modeling (BIM) program that works the way Architects think. From Preliminary Design through Design Development and into Construction Documents, the program streamlines the design process with a central 3D model. Changes made in one view update across all views and on the printable sheets. Since building projects themselves tend to be extremely complex, Revit Architecture necessarily a complex program. The objective of the Revit Architecture 2011 Fundamentals course is to enable students to create full 3D architectural project models and set them up in working drawings. You begin by learning about the user interface and the Revit commands for design development followed by those available for construction documentation. Duration: 32 hours. Prerequisites:

An understanding of architectural terminology is an asset.

71875	110	Sep 1-Oct 31	ONLINE
71876	111	Oct 1-Nov 30	ONLINE
71877	112	Nov 1-Dec 31	ONLINE

DFTX 3020 Inventor Complete Guide: Self-Paced Online (80 hrs/\$295.00 / \$1.00 Accident Insurance)

Autodesk Inventor The Complete Guide is designed to give you a solid understanding of Inventor, its features, and capabilities; from the basics through to the most advanced and complex topics. This course covers Sketching, Adding Part Features, Creating the Drawing, Presentations, and Weldments. Autodesk Inventor is a 3D parametric modeling system, offering professional-grade 3D mechanical design, documentation, and product simulation tools. With Inventor, you can create 3D digital prototypes and then use them to create drawings, visualizations, and simulations.

71881	110	Sep 1-Oct 31	ONLINE
71882	111	Oct 1-Nov 30	ONLINE
71883	112	Nov 1-Dec 31	ONLINE

Certified CAD Drafter

May Qualify for Financial Aid - Contact (512) 223-4636

Upon the completion of Basic CAD (DFTG 1009) and Intermediate CAD (DFTG 2019), students will be prepared for entry-level employment as a CAD drafter. Students will learn basic drafting techniques and will become proficient in the use of computer aided drafting software. In addition to drafting projects, students will assemble a portfolio of work they have completed, which can be presented to potential employers. No prior drafting experience is needed to begin the program, but students will need to have basic computer skills.

Online classes: Contact Ashleigh Congdon-Fuller afuller@austincc.edu after registration.

ON DEMAND classes: Before registration students must contact Ashleigh Congdon-Fuller afuller@austincc.edu.

DFTG 1009 Certified CAD Drafter Level I (80 hrs/\$497.50 / \$1.00 Accident Insurance)

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

71845	100	Aug 28	8am-12:15pm	M	HLC 1508
		Aug 29-Sep 20	8am-12:15pm	TW	HLC 1508
		Lab Aug 31-Sep 22	8am-12:15pm	MThF	ONLINE
71846	101	Sep 11	6-10pm	M	HLC TBA
		Sep 12-Oct 11	6-10pm	TW	HLC TBA
		Lab Sep 14-Oct 12	6-10pm	MTh	ONLINE
71847	102	Oct 23	8am-12:15pm	M	HLC 1508
		Oct 24-Nov 15	8am-12:15pm	TW	HLC 1508
		Lab Oct 26-Nov 17	8am-12:15pm	MThF	ONLINE

DFTG 2019 Certified CAD Drafter Level II (80 hrs/\$497.50 / \$1.00 Accident Insurance)

A continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, construction of three dimensional drawings, interfacing 2D and 3D environments and extracting data.

71866	100	Sep 25	8am-12pm	M	HLC 1508
		Sep 26-Oct 18	8am-12pm	TW	HLC 1508
	Lab	Sep 28-Oct 20	8am-12pm	MThF	ONLINE
71867	101	Oct 16	6-10pm	M	HLC TBA
		Oct 17-Nov 15	6-10pm	TW	HLC TBA
	Lab	Oct 19-Nov 16	6-10pm	MTh	ONLINE
71869	102	Nov 20	8am-12pm	M	HLC 1508
		Nov 21-Dec 19	8am-12pm	TW	HLC 1508
	Lab	Nov 23-Dec 15	8am-12pm	MThF	ONLINE

Quality Certification

May Qualify for Financial Aid - Contact (512) 223-4636

Upon the completion of Basic CAD (DFTG 1009) and Intermediate CAD (DFTG 2019), students will be prepared for entry-level employment as a CAD drafter. Students will learn basic drafting techniques and will become proficient in the use of computer aided drafting software. In addition to drafting projects, students will assemble a portfolio of work they have completed, which can be presented to potential employers. No prior drafting experience is needed to begin the program, but students will need to have basic computer skills.

Online classes: Contact Ashleigh Congdon-Fuller afuller@austincc.edu after registration.

ON DEMAND classes: Before registration students must contact Ashleigh Congdon-Fuller afuller@austincc.edu.

QCTC 1000 Certified Six Sigma Blackbelt (60 hrs/\$430.00 / \$1.00 Accident Insurance)

This course prepares students for the American Society for Quality (ASQ) "Six Sigma Black Belt" certification exam. The course is a refresher study of the ASQ Certified Six Sigma Black Belt Body of Knowledge. Topics include enterprise-wide deployment, business process management, project management, Six Sigma improvement methodology and tools (Define, Measure, Analyze, Improve, and Control phases), lean enterprise principles, and Design for Six Sigma. The student will focus on the theory and application of these topics by studying the course materials and taking and reviewing sample exams containing questions similar to those on the actual CSSBB exam. Note that this course does not include the ASQ certification exam. See the ASQ website for prerequisites and application information for the Black Belt certification exam: asq.org/cert/six-sigma-black-belt.

71716	110	Sep 11-Dec 15			ONLINE
-------	-----	---------------	--	--	--------

QCTC 1005 Certified Six Sigma Green Belt (48 hrs/\$353.00 / \$1.00 Accident Insurance)

This course prepares students for the American Society for Quality (ASQ) "Six Sigma Green Belt" certification exam. This course is a refresher study of the ASQ Certified Six Sigma Green Belt Body of Knowledge. It may also be used to prepare for the IASSC Green Belt certification exam, since ASQ and IASSC use a very similar body of knowledge. Topics include business process management, quality management techniques, project management, DMAIC methodology, statistical applications and methods, design of experiments, lean enterprise principles, and Design for Six Sigma. The student will focus on the methodology and application of these Green Belt skills by studying the assigned materials and taking sample exams containing questions similar to those on the actual CSSGB exam. These sample exams and their answers will be reviewed as part of preparation for the certification exam. Note that this course does not include the ASQ certification exam. Please see the ASQ website for prerequisites and application information for the Green Belt certification exam: <https://asq.org/cert/six-sigma-green-belt>

71715	110	Sep 11-Dec 15			ONLINE
-------	-----	---------------	--	--	--------

Nonprofit

Nonprofit Leadership & Management:

About the Certificate in Nonprofit Leadership & Management (CNLM) Program: The CNLM program provides 18 full days of instruction over 9 months - September through May - totaling more than 150 hours of contact time. Designed for both professional staff and volunteers who are already engaged in, or aspire to leadership within the Nonprofit Sector of Texas, CNLM affords a disciplined view of self, of the organizations in which you operate, and the overall environment of the Texas Nonprofit Sector.

Program Overview:

Many nonprofit practitioners and volunteer leaders come to their work through passion more than by way of an education that has taught them how to lead and manage effectively in order to manifest that passion. Built on a strong competency model, the CNLM program offers one of the most comprehensive nonprofit professional development opportunities in Texas. Its serious course of study - requiring the commitment and investment of its participants - provides the learning and experience needed to thrive as a committed, competent and effective leader and manager within the nonprofit community. CNLM program coordinators and faculty are passionate expert practitioners who help participants (who come from across the State of Texas) to build their personal effectiveness and then to strengthen the organizations they serve.

Application Process:

You must complete an application PRIOR to enrolling. Download applications at nonprofitaustin.org/cnlm.

Grant Writing:

The Grant Writing Certificate Program provides an intensive opportunity to acquire the knowledge and practice the skills necessary to succeed in today's competitive grant writing environment. The class is led by an accomplished grant writer with an easygoing style who packs each day with a vast amount of content and expertise. In addition, you'll receive an extensive package of materials to use both during the week and for future grant writing projects.

The Grant Writing Certificate Program is a hands-on workshop, not just a series of lectures. Class size is intentionally small in order to provide personalized attention while you build a real, usable work product.

This certificate program is composed of four sessions held over five days for a total of 30 contact hours (3.0 CEUs):

- Introduction to Grant Writing (6 hours)
- Hands-on Grant-Writing Workshop (12 hours)
- Grant Research: Targeting Funds for Nonprofits Online (6 hours)
- Coordinating Grant Writing with Development (6 hours)

Volunteer Management:

This course will benefit anyone in the nonprofit, association, and governmental sector who seeks to learn how to build a successful volunteer program. Participants will discover the latest volunteer management trends, learn key steps in the volunteer management process and develop skills and techniques that are useful to any organizational leader. All sessions have been recognized by the Council for Certification in Volunteer Administration and will cover the Council's Core Competencies for Managers of Volunteer Resources. The Certificate in Volunteer Management is four full days of learning from and with nationally recognized volunteer management experts. This is not a CVA (Certified in Volunteer Administration) credentialing course.

Effective Fundraising:

The Certificate in Effective Fundraising (CEF) offers a comprehensive and systematic exploration of the key competencies required to be a self-aware, confident, reflective, ethical fundraising professional with a strong sense of professionalism, commitment and passion for the nonprofit sector.

Ideal participants are individuals who see fundraising as part of their professional and volunteer careers, and who want to interact with and learn from the best in the field. Faculty members are local, regional and national practitioners. Participants have a unique networking opportunity to engage with like-minded colleagues, meet significant forces in the nonprofit arena, and develop a community of practice that will benefit them in their career development.

You are an ideal candidate, if you are

- A professional or volunteer fund raiser who is seeking greater competence (skills, knowledge and experience);
- Looking to make a career change and want a comprehensive and systematic way to learn and acquire the competencies needed to be an ethical and effective fundraiser;
- A graduate of a nonprofit academic program and looking for a pragmatic, experience-based learning opportunity that will help you advance in your career; or,

A fundraising professional seeking further education and credits toward your CFRE.

Nonprofit Financial Management

The Certificate in Nonprofit Financial Management is a comprehensive and systematic learning opportunity, covering the tools, frameworks and concepts necessary for effective nonprofit financial management. It is especially useful for:

- Current financial management staff seeking further education or a refresher;
- Aspiring professionals seeking competence and professional opportunities in this area;
- Program staff seeking understanding of this critical organizational function;
- Individuals looking to make a career change and wanting a comprehensive and systematic way to acquire the competencies needed to be an effective nonprofit financial manager;
- Volunteer leaders seeking greater understanding of the financial management function.

Application Process: You must complete an application PRIOR to enrolling. Download applications at nonprofitaustin.org/cfm.

ETWR 1000 Grant Writing (30 hrs/\$750.00 / \$1.00 Accident Insurance)

The Grant Writing Certificate Program provides an intensive opportunity to acquire the knowledge and practice the skills necessary to succeed in today's competitive grant writing environment. The class is led by an accomplished grant writer with an easygoing style who packs each day with a vast amount of content and expertise. In addition, you'll receive an extensive package of materials to use both during the week and for future grant writing projects.

The Grant Writing Certificate Program is a hands-on workshop, not just

a series of lectures. Class size is intentionally small in order to provide personalized attention while you build a real, usable work product.

This certificate program is composed of four sessions held over five days for a total of 30 contact hours (3.0 CEUs):

- Introduction to Grant Writing (6 hours)
- Hands-on Grant-Writing Workshop (12 hours)
- Grant Research: Targeting Funds for Nonprofits Online (6 hours)
- Coordinating Grant Writing with Development (6 hours)

62680	110	Sep 11-Sep 19	8am-3pm	MTW	ONLINE
62683	120	Dec 4-Dec 12	8am-3pm	MTW	ONLINE

Health Sciences

The HPI staff of healthcare professionals is ready to address your educational needs including healthcare job preparation, continuing education, independent study, on-line courses, or special education events. Advanced courses are offered which train persons certified in a particular field to upgrade their skills and perform in a related field. Many of these courses are approved for Professional Healthcare Continuing Education and may be used to renew a professional license.

Approved courses are designated as follows:

- AMT = American Medical Technologists
- SW = Social Workers, Licensed Professional Counselors (LPC, LMFT)
- TDH = Texas Department of Health (EMS)
- TSRT = Texas Society of Radiologic Technologists
- LNFA = Licensed Nursing Facilities Administrators
- LCDC = Texas Commission on Alcoholism and Drug Abuse
- MSSG = Texas Department of State Health Services
- DENTAL = Academy of General Dentistry

ACC is a recognized Training Center of the American Heart Association. The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course material, do not represent income to the Association.

IMPORTANT-APPLICATION PROCESS The following Health Professions Institute programs require a formal application for admission.

Applications Submitted to Health Professions Institute (HLC) :

- Dental Assisting Program
- Massage Therapy Licensure
- Medical Assistant
- Medical Office Support
- Medical Billing and Coding
- Medication Aide
- Nurse Aide
- Nursing Re-Entry (Preceptorship)
- Ophthalmic Assistant
- Somatic Movement Education Program
- Veterinary Assistant
- Phlebotomy Technician Training Program

Applications Submitted to Health Sciences Department (EVC or RRC):

- Pharmacy Technician
- Phlebotomy Technician
- MRI
- Cardiovascular Technology
- Molecular Diagnostics

These applications are required in order to meet the various requirements mandated by the Texas Department of State Health Services (DSHS), local healthcare facilities, and other regulatory agencies for college healthcare students that enter the patient care setting as part of their program. For a summary of the HPI Application Process visit continue.austincc.edu/hpi/notice/. Each Program Application will list the specific requirements for admission, but in general all include:

- 1) Immunizations-Some vaccinations (Hepatitis B in particular) will take a minimum of 4 months to complete the vaccination process, so prior planning is critical. For a partial listing of locations that offer these immunizations visit continue.austincc.edu/hpi/notice/.
- 2) Criminal Background Check-For program applications submitted to the Health Sciences Department (EVC) and Human Services Department (RGC) only, the student will be instructed when to initiate the background check AFTER they have submitted their program application for admission. For program applications submitted to the Health Professions Institute (HLC), students must initiate the background check process at least 5 days PRIOR to the date on which you submit your program application to HPI (date of background check submission is required on all program application forms). Your acceptance to the program is conditional upon successful completion of the criminal background check. For information on how to obtain your background check and the forms required, visit continue.austincc.edu/hpi/notice/. Background Checks will not be accepted if they were completed more than 3 months before the start date of the program/course.
- 3) Program Specific Requirements-New students may be required to take an assessment test. Each program may have additional application requirements (i.e. meningitis vaccine, proof of current Healthcare Provider CPR, high school diploma or GED, etc.). Additional information and downloadable applications are available at continue.austincc.edu/hpi/notice/. Students may also contact the appropriate Coordinator for each program.

Certified Nurse Aide

****May Qualify for Financial Aid - Contact 512-223-4636****

The Nurse Aide Certification Program meets the mandatory requirements from the Department of Health and Human Services.

This course equips the student with the necessary skills and knowledge to apply to sit for the Nurse Aide Certification Examination to work as a CNA, Certified Nurse Aide, in Texas. The successful candidate will be added to the Texas Nurse Aide Registry and will complete 24 hours of Continuing Education every 2 years to maintain a current license.

For Nurse Aide Certification two classes are required. They are to be taken concurrently. The section number, which is a 3 digit number, following the class code must be the same for both classroom and clinical. The class codes are NURA 1001, 60 hours of Classroom/Lab and NURA 1060, 48 hours of clinical practice, under Instructor supervision, in an approved health facility.

A completed application (requiring proof of vaccinations, criminal background check, etc.) is required prior to registering for this program. Information regarding requirements and application is available at continue.austincc.edu/hpi/notice/.

NURA 1001 Nurse Aide for Health Care Organizations (60 hrs/\$312.00 / \$1.00 Accident Insurance)

Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team. Must register for and complete NURA 1060 prior to applying to take registry exam.

72917	100	Aug 21-Sep 20	4-10pm	MWF	RRC	2123.00
72919	101	Sep 11-Oct 2	10am-4pm	MTWTh	RVS	7003/7004
72921	102	Oct 16-Nov 13	9am-5pm	MTW	HLC	2233/2334
72923	103	Nov 6-Nov 28	10am-4pm	MTWTh	RVS	7003/7004

NURA 1060 Clinical - Nursing Assistant/Aide (48 hrs/\$242.00 / \$1.00 Accident Insurance)

This class consists of 40 hours of clinical skills practice in a facility and 8hrs of prep time for the State Examination. The prep time will be done in the Skills Lab. The times/days of clinical hours will be discussed at the beginning of the class. The clinical times will be planned according to the availability of the facility and the clinical instructors schedule. This skills training provides the opportunity to practice skills learned in the classroom and skills lab, on the residents of an approved facility, and also provides an opportunity to meet with the Human Resources Department at the facility, to discuss job placement when State Certified.

After successful completion of NURA 1001 and NURA 1060 the student will be eligible to apply for the State Examination. On passing the exam the student will receive Certification as a Nurse Aide in the State of Texas.

Information will be given in class on how to facilitate the process of applying to test.

The State test is given in 2 parts, Written and Skills. Combined the cost is \$104.50. If a student requires special accommodation to test, this information must be discussed with the class Instructor at the beginning of the first class.

An original Social Security Card or ITIN (Individual Taxpayer Identification Number) and a Picture ID must be shown to the Examiner on test day prior to approval to test.

IT IS NECESSARY TO HAVE YOUR NAME SPELLED EXACTLY THE SAME ON THESE 2 DOCUMENTS.

72918	100	Sep 20-Oct 9	4-10pm	MWF	RRC	2123.00
72920	101	Oct 2-Oct 16	10am-4pm	MTWTh	RVS	7003/7004
72922	102	Nov 13-Nov 29	9am-5pm	MTW	HLC	2233/2334
72924	103	Nov 28-Dec 12	10am-4pm	MTWTh	RVS	7003/7004

Clinical Acute Care Skills

The following courses are for healthcare providers currently employed in the acute health care setting. (PCT, CA, CNA, RN, LVN, EMT, MED ASST). These courses offer the currently employed individuals the opportunity to acquire or enhance specific skills. For further information email course coordinator at 512-223-7271.

NUPC 1078 Basic Phlebotomy Skills (16 hrs/\$272.00 / \$1.00 Accident Insurance)

Skills in the safe collection, labeling and handling of blood specimens obtained from the adult, adolescent and infant by the Patient Care Technician for the purpose of clinical laboratory analysis. Includes aseptic collection methods for skin puncture, vacutainer and butterfly.

72913	100	Sep 19-Sep 21	9am-5pm	TTh	HLC	2233/2334
72914	101	Oct 17-Oct 19	9am-5pm	TTh	HLC	2233/2334

72915	102	Nov 14-Nov 16	9am-5pm	TTh	HLC	2233/2334
72916	103	Dec 12-Dec 14	9am-5pm	TTh	HLC	2233/2334

Dental Assistant

****May Qualify for Financial Aid - Contact (512) 223-4636****

Completed application (requiring proof of vaccinations, etc.) required prior to registering for this program/course. Applications are available at continue.austinctc.edu/hpi under course listing Dental Assisting Application. For additional information, you may contact the program coordinator at (512) 223-7090.

The courses listed in this section are part of the Dental Assisting Certificate Program. This program includes the following courses, and must be taken in order of listing:

Semester I:

- DNTA 1011 Dental Science
- DNTA 1013 Introduction to Emergency Management

Semester II:

- DNTA 1015 Chairside Assisting
- DNTA 1005 Dental Radiology
- DNTA 1060 Clinical - Dental Assistant

Semester III:

- DNTA 1052 Office Management & Procedures
- DNTA 1064 Practicum Dental Assistant

Completion of this program prepares the student for entry-level practice as a chairside Dental Assistant in a dental practice, and includes preparation for the Texas State Board of Dental Examiners certification in radiology. Registration for any of these courses requires admission to the Dental Assisting Program. Once the application is approved, registration is still required in order to get a seat in first semester courses; it is recommended that students register as early as possible on the first day of summer semester registration as classes fill quickly.

DNTA 1005 Dental Radiology I (64 hrs/\$546.50 / \$1.00 Accident Insurance)

The history of radiology theory will be presented including physics, radiation protection, operation of radiographic equipment, darkroom procedures, and exposure techniques. The student will state the theory and principles of radiographic techniques, physics, and radiation health and safety; and exhibit competency in exposing, processing, and mounting intraoral radiographs. Only current students of the Dental Assisting Program can register for this course.

71730	100	Aug 21-Nov 6	10am-4pm	M	HLC	2236/2338
-------	-----	--------------	----------	---	-----	-----------

DNTA 1015 Chairside Assisting (64 hrs/\$476.50 / \$1.00 Accident Insurance)

A study of pre-clinical chairside assisting procedures, instrumentation, OSHA and other regulatory agencies' standards.

71732	100	Aug 22-Oct 31	10am-4pm	T	HLC	2236/2338
-------	-----	---------------	----------	---	-----	-----------

DNTA 1052 Dental Office Management and Procedures For Dental Assistant (hrs TBA/\$75.00 / \$1.00 Accident Insurance)

A course introducing patient reception, personal relations, telephone techniques, dental record keeping, supply and inventory control, appointment scheduling, resume preparation, interviewing skills, newsletter generation, recall, and computerization in the dental office. The student will use computers to process dental information and interpret and practice learned dental office management skills. Current admission to the Dental Assisting Program is required for registration.

71786	110	Aug 27-Sep 2				ONLINE
-------	-----	--------------	--	--	--	--------

DNTA 1060 Clinical - Dental Assistant (48 hrs/\$357.50 / \$1.00 Accident Insurance)

Basic non-paid work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (instructor), generally in a clinical setting. Current admission to the Dental Assisting Program is required for registration.

71731 100 Aug 25-Nov 17 10am-2pm F HLC 2236/2338

DNTA 1064 Practicum - Dental Assistant (112 hrs/\$150.00 / \$1.00 Accident Insurance)

Work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. Current admission to the Dental Assisting Program is required for registration. Prerequisite: Admission to the Dental Assisting Program. Contact (512) 223-7090 for more information.

71785 110 Sep 5-Dec 8 7am-6pm MTWThF ONLINE

First Aid & Lifesaving

ACC is a recognized Training Center of the American Heart Association. The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course material, do not represent income to the Association.

CPR Renewal Online

This is an alternative to attending the full CPR-Basic Life Support Recertification course. Register, pay, complete your study, and take your written exam online at the American Heart Association (AHA). Online renewal course can be found at: onlinetrainingplace.com. When you complete the AHA online course, you will receive a completion certificate from AHA. To obtain your AHA CPR (BLS) Renewal card, you must still register and attend one of ACC's EMSX 3080 CPR Skills Testing courses listed below, where you will be checked off on your skills, and receive your AHA BLS Provider card. Students must bring their AHA online certificate of completion with them to the Skills Test Course or be turned away.

EMSP 1026 Heartsaver (CPR,FA,AED) (8 hrs/\$122.00 / \$1.00 Accident Insurance)

Heartsaver First Aid CPR AED is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. This course satisfies OSHA standard 29 CFR 1910.151

71722 100 Sep 23 9am-5pm S HLC 2236

71729 103 Sep 30 9am-5pm S HLC 2236

71724 101 Oct 21 9am-5pm S HLC 2236

71725 102 Nov 18 9am-5pm S HLC 2236

EMSP 1047 Pediatric Advanced Life Support (PALS) (16 hrs/\$220.00 / \$1.00 Accident Insurance)

A course in the management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies. Meets the American Heart Association requirements for PALS provider course.

Participants who successfully complete the course receive an AHA PALS Provider card. Course materials will be mailed to registered participants a minimum of one week prior to course. Registration deadline is one week prior to the first class day. Lunch is not provided. Approved for 16 nursing and TDH-P contact hours. Prerequisite: Knowledge and skills associated with basic CPR. For additional information contact - 512-223-7090. Integrated with credit EMSP-1147.

EMSP 2035 Advanced Cardiovascular Life Support (ACLS) (16 hrs/\$220.00 / \$1.00 Accident Insurance)

Skills development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties. Meets the American Heart Association requirements for ACLS provider course. Participants who successfully complete the course receive an AHA ACLS Provider card. Course materials will be mailed to registered participants a minimum of one week prior to course. Registration deadline is one week prior to the first class day. Lunch is not provided. Approved for 16 nursing and TDH-P contact hours. Prerequisite: Knowledge and skills associated with basic CPR. For additional information contact - 512-223-7090. Integrated with credit EMSP-2135.

71702 101 Sep 15-Sep 22 8am-5pm F EVC 9213

EMSX 3000 CPR for Health Care Professionals (5 hrs/\$70.00 / \$1.00 Accident Insurance)

Instruction in lifesaving skills of respiratory (choking and near drowning) and cardiac emergencies involving adults, children, and infants. Must meet requirements of certifying agency. Meets American Heart Association standards and requirements for all healthcare programs.

71704 100 Sep 11 10am-3pm M HLC 2236

71705 101 Sep 25 10am-3pm M HLC 2236

71706 102 Oct 9 10am-3pm M HLC 2236

71707 103 Oct 23 10am-3pm M HLC 2236

71709 104 Nov 6 10am-3pm M HLC 2236

71710 105 Dec 4 10am-3pm M HLC 2236

Massage Therapy

****May Qualify for Financial Aid - Contact (512) 223-4636****

Designed for individuals who wish to become licensed to practice Massage Therapy in the state of Texas. For admission to the Massage Therapy program, each student must meet the following requirements:

- Be at least 18 years of age
- Hold a high school diploma or GED
- Have no criminal record
- Be in good general health

Passing score on appropriate assessment and/or department approval required. All students must contact (512) 223-7583 before registering.

The following nine courses make up the required curriculum for the basic certificate and licensure in Massage Therapy.

- MSSG 1013 Anatomy & Physiology for Massage
- MSSG 2014 Pathology for Massage
- MSSG 2013 Kinesiology for Massage
- MSSG 1005 Hydrotherapy/Therapeutic Modalities
- MSSG 1007 Business Practices & Professional Ethics
- MSSG 1009 Health & Hygiene in Massage
- MSSG 1011 Massage Therapy Fundamentals I
- MSSG 2011 Massage Therapy Fundamentals II
- MSSG 2086 Massage Therapy Internship

MSSG 1005 Hydrotherapy/Therapeutic Modalities Therapy Hydrotherapy (30 hrs/\$340.00 / \$1.00 Accident Insurance)

The use of accepted hydrotherapy and holistic modalities of external application of temperature for its reflexive effect. Meets the minimum 20-contact-hour requirement for licensure for Massage. Students receive hands-on training in skills and knowledge needed to perform techniques and SPA skills with the use of varying thermal applications. Students are introduced to aromatherapy, reflexology, paraffin, body wrap treatments and hydro/cryotherapy. Each student performs hands-on applications and select spa techniques in lab. Online HIPAA training Required and Completed program application.

72904 100 Oct 13-Dec 15 9am-1pm F NRG 4261

MSSG 1009 Health and Hygiene (30 hrs/\$280.00 / \$1.00 Accident Insurance)

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

Online HIPAA Required. austincc.edu/hipaa/training/health_science_hipaa.php.

72903 100 Aug 25-Oct 6 9am-1pm F NRG 4261

Lab Aug 25-Oct 6 1-2pm F NRG 4261

72908 101 Aug 26-Oct 14 9am-1pm S NRG 4261

Lab Aug 26-Oct 14 1-2pm S NRG 4261

MSSG 1011 Massage Fundamentals I (125 hrs/\$1,125.00 / \$1.00 Accident Insurance)

Introduction to the theory and application of skills necessary to perform Swedish massage to meet the first minimum 125-contact-hour requirement for licensure. Online HIPAA Required. The classical Swedish massage technique, incorporating effleurage, petrissage, friction, vibration, tapotement, and joint movements are presented. Students develop a full-body routine specifically designed to increase range of motion, reduce stiffness, and stretch connective tissues in order to help their clients achieve a greater sense of relaxation. As well as an understanding of the history of complementary healthcare. The superior Swedish massage skills you develop enable you to advance to our next level of study. Prerequisite: Online HIPAA training, and completed program application.

72906 101 Aug 21-Dec 14 5:30-9:30pm MTh NRG 4261

72901 100 Aug 22-Dec 12 9am-1pm TTh NRG 4261

MSSG 1013 Anatomy & Physiology for Massage (80 hrs/\$715.00 / \$1.00 Accident Insurance)

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

72902 100 Aug 21-Oct 30 9am-1pm MW NRG 4261

72907 101 Aug 23-Feb 7 5:30-9:30pm W NRG 4261

MSSG 2014 Pathology for Massage (45 hrs/\$410.00 / \$1.00 Accident Insurance)

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

72905 100 Nov 1-Dec 13 9am-1pm MW NRG 4261

Medical Assistant

An application to the program must be completed, submitted, and approved before students can begin taking classes. Review the Medical Assistant webpage, print the application, work through checklist, and schedule an orientation meeting. Coordinator: (512) 223-7055.

Medical Assisting is an allied health profession whose members function as part of a health care delivery team in a clinic, school or physician's office, working under the direct supervision of a physician. Medical Assistants are trained to do both front and back office duties. Clinical duties may include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patient for procedures, assisting physician with examinations and treatments, collection and processing specimens, performing selected diagnostic tests and preparing and administering medications as directed by the physician. Typical tasks may also include maintenance of medical records, billing, bookkeeping, patient scheduling, and completion of insurance forms.

- Essentials of Medical Terminology
- Anatomy & Physiology for Medical Assisting
- Human Disease/Pathophysiology
- Administrative Procedures (Includes Human Relations/CPR/First Aid)
- Legal & Ethical Aspects of Health Information
- Pharmacology
- Procedures in a Clinical Setting (Includes EKG)
- Above listed are required for skills lab classes plus completion of immunizations, CPR, First Aid and background check.
- Administration of Medications
- Introduction to Clinical Lab Science

Completion of all classes, all immunizations, background check, CPR, First Aid, EKG, and drug screen are required to participate in the Practicum.

- Practicum: Medical Assistant

HITT 1049 Pharmacology (48 hrs/\$328.00 / \$1.00 Accident Insurance)

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

72608 111 Sep 13-Oct 4 1-4pm MTWThF ONLINE

72661 113 Nov 29-Dec 20 6-9pm MTWThF ONLINE

HITT 1053 Legal and Ethical Aspects of Health Information (48 hrs/\$328.00 / \$1.00 Accident Insurance)

Concepts of confidentiality, ethics, healthcare legislation, and regulations relating to the maintenance and use of health information. This class is suitable for all health care majors.

72607 111 Sep 13-Oct 4 9am-12pm MTWThF ONLINE

72659 113 Nov 2-Nov 28 6-9pm MTWThF ONLINE

MDCA 1002 Human Disease/Pathophysiology (64 hrs/\$316.00 / \$1.00 Accident Insurance)

A study of anatomy and physiology with emphasis on human pathophysiology, including: etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

72606 313 Aug 11-Sep 12 1-4pm MTWThF ONLINE

72658 111 Oct 3-Nov 1 6-9pm MTWThF ONLINE

MDCA 1009 Anatomy and Physiology for Medical Assistants (64 hrs/\$404.00 / \$1.00 Accident Insurance)

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

72605 313 Aug 11-Sep 12 9am-12pm MTWThF ONLINE

72655 111 Aug 31-Oct 2 6-9pm MTWThF ONLINE

MDCA 1017 Procedures in a Clinical Setting (112 hrs/\$584.00 / \$1.00 Accident Insurance)

(Electrocardiography - Intro is included in this class). Emphasis is on patient-centered assessment, examination, intervention, and treatment as directed by physician, including: vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office.

65888	100	Aug 22-Sep 18	9am-12pm	MTWThF	HLC	2239
		Aug 22-Sep 18	1-4pm	MTWThF	HLC	2239
72638	101	Oct 25-Nov 20	9am-12pm	MTWThF	HLC	2239
		Oct 25-Nov 20	1-4pm	MTWThF	HLC	2239
72663	102	Nov 9-Jan 17	6-9pm	MTWThF	HLC	2240

MDCA 1021 Administrative Procedures (80 hrs/\$480.00 / \$1.00 Accident Insurance)

(Human Relations/Patient Education, CPR, and First Aid are included). Medical office procedures including appointment scheduling, records creation and maintenance, phone, finances, coding, billing, collecting, third party reimbursement, and computer usage. Students will demonstrate accurate and efficient scheduling of patient appointments; create, document, and maintain patient medical records; correlate accurate coding, billing, collecting, and filing of procedures; perform financial processes; and use the computer for basic office functions.

72662	101	Oct 3-Nov 8	6-9pm	MTWThF	ONLINE	
		Oct 11	4-9pm	W	HLC	2240
		Oct 13	4-9pm	F	HLC	2240
72637	100	Oct 5-Oct 24	9am-12pm	MTWThF	ONLINE	
		Oct 5-Oct 24	1-4pm	MTWThF	ONLINE	
		Oct 18	8am-1pm	W	HLC	2240
		Oct 20	1-6pm	F	HLC	2240

MDCA 1064 Practicum: Medical Assistant (160 hrs/\$302.52 / \$1.00 Accident Insurance)

Pre-requisites: All program classes completed with a passing grade of "C" or above, immunizations, CPR, First Aid uploaded, background and drug screen obtained through Castlebranch. One hundred, sixty hours in a physician's office or clinic, integrating knowledge and skills into a workplace environment. Coordinator overview/preceptor supervision.

72636	102	Sep 22-Dec 22	8am-5pm	MTWThF	PIC	TBA
72635	101	Oct 17-Jan 17	8am-5pm	MTWThF	PIC	TBA

MDCA 1076 Administration of Medications (32 hrs/\$147.54 / \$1.00 Accident Insurance)

Principles and procedures of administration of medications as required of the medical assistant in the physician's office or outpatient clinic with focus on administration of drugs by standard routes including the correct dosage calculations, infection control procedures, and medico-legal responsibilities. (All immunizations, CPR, First Aid, must be up-to-date and background check obtained through Castlebranch prior to enrolling in this class).

72632	100	Sep 19-Sep 26	9am-12pm	MTWThF	HLC	2240
		Sep 19-Sep 26	1-4pm	MTWThF	HLC	2240
72639	101	Nov 21-Nov 30	9am-12pm	MTWThF	HLC	2239
		Nov 21-Nov 30	1-4pm	MTWThF	HLC	2239

MLAB 1001 Introduction to Clinical Laboratory Science for Medical Assistants (80 hrs/\$479.00 / \$1.00 Accident Insurance)

An introduction to clinical laboratory science, which includes: quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, accreditation, certification, professionalism, and ethics.

72633	100	Sep 27-Oct 16	9am-12pm	MTWThF	HLC	2240
-------	-----	---------------	----------	--------	-----	------

		Sep 27-Oct 16	1-4pm	MTWThF	HLC	2240
72640	101	Dec 1-Dec 20	9am-12pm	MTWThF	HLC	2240
		Dec 1-Dec 20	1-4pm	MTWThF	HLC	2240

Medical Billing & Coding

An application to the program must be completed, submitted, and approved before students may begin the program. Review the Medical Billing and Coding webpage, print the application, work through the checklist, and schedule an orientation meeting. Coordinator (512) 223-7055.

HITT 1013 Insurance Coding (48 hrs/\$216.00 / \$1.00 Accident Insurance)

An overview of skills and knowledge in ICD and CPT coding of insurance forms and guidelines; complete insurance forms for submission.

72645	110	Oct 5-Oct 16	9am-12pm	MTWThF	ONLINE	
		Lab Oct 5-Oct 16	1-4pm	MTWThF	ONLINE	

HITT 1041 Coding and Classification Systems (48 hrs/\$307.00 / \$1.00 Accident Insurance)

Application of basic coding rules, principles, guidelines, and conventions. Health Information Coding Specialists apply ICD-9-CM, ICD10-CM and CPT-4 codes used in the reporting and billing of medical services and procedures. Most specialists will be employed in hospitals, but job growth will be faster in offices and clinics of physicians, nursing homes and home health agencies. Prerequisite: HITT 1013.

72646	110	Oct 17-Oct 26	9am-12pm	MTWThF	ONLINE	
		Lab Oct 17-Oct 26	1-4pm	MTWThF	ONLINE	

HITT 1049 Pharmacology (48 hrs/\$328.00 / \$1.00 Accident Insurance)

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

72603	110	Sep 13-Oct 4	1-4pm	MTWThF	ONLINE	
72653	112	Nov 29-Dec 20	6-9pm	MTWThF	ONLINE	

HITT 1053 Legal and Ethical Aspects of Health Information (48 hrs/\$328.00 / \$1.00 Accident Insurance)

Concepts of confidentiality, ethics, healthcare legislation, and regulations relating to the maintenance and use of health information. This class is suitable for all health care majors.

72602	110	Sep 13-Oct 4	9am-12pm	MTWThF	ONLINE	
72652	112	Nov 2-Nov 28	6-9pm	MTWThF	ONLINE	

HITT 2040 Advanced Medical Insurance Billing (48 hrs/\$306.00 / \$1.00 Accident Insurance)

Advanced skills course teaching students to complete HCFA 1500, UB 92, Medicaid, Medicare, Tricare, CHAMPVA, and Worker Compensation insurance forms. Includes Introduction to Code Diagnoses using ICD 9 and ICD 10 text. Prerequisite: HITT 1041.

72647	110	Oct 27-Nov 7	9am-12pm	MTWThF	ONLINE	
		Lab Oct 27-Nov 7	1-4pm	MTWThF	ONLINE	

HITT 2045 Coding Certification Exam Review (48 hrs/\$409.00 / \$1.00 Accident Insurance)

Review of coding competencies and skills in preparation for a coding certification exam. Prior approval required.

72648	110	Nov 8-Nov 22	9am-12pm	MTWThF	ONLINE	
		Lab Nov 8-Nov 22	1-4pm	MTWThF	ONLINE	

MDCA 1002 Human Disease/Pathophysiology (64 hrs/\$316.00 / \$1.00 Accident Insurance)

A study of anatomy and physiology with emphasis on human pathophysiology, including: etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

72651 110 Oct 3-Nov 1 6-9pm MTWThF ONLINE

MDCA 1009 Anatomy and Physiology for Medical Assistants (64 hrs/\$404.00 / \$1.00 Accident Insurance)

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

72650 110 Aug 31-Oct 2 6-9pm MTWThF ONLINE

Medical Office Support

HPRS 1006 Essentials of Medical Terminology (32 hrs/\$252.00 / \$1.00 Accident Insurance)

A study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

72664 110 Sep 18-Oct 2 ONLINE

ITSW 1022 Excel Introduction (10 hrs/\$61.00 / \$1.00 Accident Insurance)

Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. Using Microsoft Excel, create formulas and functions, gain skills to build, manage, save, retrieve, format, and print worksheets and charts. Prerequisites: Familiarity with PC.

72671 113 Oct 12-Oct 17 6-9pm MTWThF ONLINE

MDCA 1021 Administrative Procedures (80 hrs/\$480.00 / \$1.00 Accident Insurance)

Medical office procedures including appointment scheduling, records creation and maintenance, phone, finances, coding, billing, collecting, third party reimbursement, and computer usage. Students will demonstrate accurate and efficient scheduling of patient appointments; create, document, and maintain patient medical records; correlate accurate coding, billing, collecting, and filing of procedures; perform financial processes; and use the computer for basic office functions.

72672 102 Oct 18-Nov 27 6-9pm MTWThF ONLINE
Oct 23 4-9pm M HLC 2240
Oct 30 4-9pm M HLC 2240
Nov 1 4-9pm W HLC 2240

POFI 1024 Word Introduction (10 hrs/\$61.00 / \$1.00 Accident Insurance)

Introduction to word processing terminology, editing functions, formatting, and special text options. Create, edit, and print documents such as letters or reports using Microsoft Word. The course covers text, paragraph, and page formatting, spell checking, copying, pasting, and printing. Prerequisites: Familiarity with the PC.

72668 110 Oct 6-Oct 11 6-9pm MTWThF ONLINE

POFM 1017 Internship- Medical Administrative Support (48 hrs/\$242.00 / \$1.00 Accident Insurance)

To prepare for employment as a medical office support personnel, insurance clerk or receptionist, students are placed in doctors' offices and health care centers for internships. Students will demonstrate/perform the duties of a medical office support personnel including appointment scheduling, records creation and maintenance, phone, finances, coding, billing, collecting, third party reimbursement, and computer usage. Students will demonstrate accurate and efficient scheduling of patient appointments; create, document, and maintain patient medical records; correlate accurate coding, billing, collecting,

and filing of procedures; perform financial processes; and use the computer for basic office functions.

72675 110 Nov 28-Dec 19 6-9pm MTWThF ONLINE

POFT 1010 Introduction to Keyboarding (8 hrs/\$59.00 / \$1.00 Accident Insurance)

Skill development in keyboarding. Topics include the home keys, alphabetic keys, symbol keys, body positions, and various keyboarding techniques. Emphasis is placed on learning touch-typing. Prerequisites: None.

72666 110 Oct 3-Oct 5 6-9pm MTWThF ONLINE

Nurse Re-Entry

The following courses are for nurses needing to update their current skills and knowledge. These courses do not provide continuing nursing education credit (CNE) since they are a review of basic nursing knowledge. For more information contact program coordinator wpickard@austincc.edu; For information online continue.austincc.edu/nursing

RNSG 1006 Re-Entry Nursing Update (128 hrs/\$730.00 / \$1.00 Accident Insurance)

Online Course meets the specification of the Texas Board of Nursing (BON) for Didactic Content of a nurse refresher course. Designed for (1) the nurse who is applying to the BON for reinstatement of licensure or (2) the currently licensed nurse who has been away from the clinical setting for a period of 4 years or more, or (3) the nurse who is licensed in another state and applying for Texas licensure. Nurses are referred to the BON for complete information concerning licensure. Content of the online course covers review of the Texas Nurse Practice Act, BON Rules and position statements, scope of practice, patient safety, the nursing process, pharmacology review, medication administration, documentation, quality assurance and legal implications for nursing practice. The course is scheduled over the entire semester with weekly assignments. There are no prerequisites for the online course. Nurses seeking to reinstate their license are required by the BON to complete a Clinical Preceptorship with a qualified nurse preceptor. 80 hours of Clinical Practice under the supervision of a Qualified Nurse.

73081 110 Sep 18-Dec 10 ONLINE

73082 111 Sep 18-Dec 10 ONLINE

VNSG 2033 LVN Refresher Theory (128 hrs/\$730.00 / \$1.00 Accident Insurance)

Online Course meets the specification of the Texas Board of Nursing (BON) for Didactic Content of a nurse refresher course. Designed for (1) the vocational nurse who is applying to the BON for reinstatement of licensure or (2) the currently licensed vocational nurse who has been away from the clinical setting for a period of time, or (3) the vocational/practical nurse who is licensed in another state and applying for Texas licensure. Vocational Nurses are referred to the BON for complete information concerning licensure. Content of the online course covers review of the Texas Nurse Practice Act, BON rules and position statements, scope of practice, patient safety, problem solving in healthcare, pharmacology review, medication administration, documentation, quality assurance and legal implications for vocational nursing practice. The course is scheduled over the semester time frame with weekly assignments. There are no prerequisites for the online course. Vocational Nurses seeking to reinstate their license are required by the BON to complete 80 hours of Clinical Practice under the supervision of a Qualified Nurse.

73083 Sep 18-Dec 10 ONLINE

RNSG 2022 Nursing Skills Review (16 hrs/ \$350 / \$1 Accident Insurance)

Nursing skills performance and assessment in a structured simulation laboratory setting. Designed specifically for the nurse who has been out of active practice for 4 years or more and is seeking renewal of licensure with the Texas Board of Nursing. Required prior to registering for RNSG 1060 or VNSG 1060. Open only to nurses who hold a current or expired license to practice in the United States or with permission of the coordinator.

TBA

Nursing Continuing Education

The following course offerings are for both RNs and LVNs. Courses include skills for the practicing nurse, current clinical practice issues, and “refresher” topics for nurses re-entering the clinical workplace or expanding their skills.

HPRS 1070 Pharmacology Dosage Calculations (16 hrs/\$40.00 / \$1.00 Accident Insurance)

An online course offering complete understanding of using 2 different measuring systems in medical practice to determine converting one system to the other, dosages in multiple dosage forms, dosages based on weight and routes of administration. The course will include workforce applicable calculations of flow rates for intravenous administration. This course will allow practicing health care professionals a review and also an avenue of students to receive credit for dosage calculations when taking a 3 credit hour pharmacology course at another institution. NOTE: Mandatory final exam schedule last day in testing center.

71297 110 Aug 21-Oct 15 ONLINE

Ophthalmic Assistant

****May Qualify for Financial Aid - Contact (512) 223-4636****

Ophthalmic Assistant is an allied health profession whose practitioners function as members of the health care team in an Ophthalmology office, Optometry office, Optician or Optical office setting. No previous experience is required to enter this training course but good math and reading skills are needed as well as a desire to assist patients with eyesight problems of varying degrees from vision checks to surgical emergencies. A high degree of attention to detail is necessary. You will also be meeting the general public so a professional and compassionate personality will prove helpful.

As an assistant, you will test and measure eye function to assist with the diagnosis and treatment of eye disease. Assistants may also fit and dispense contact lenses and eyeglasses. You may be required to concentrate in the management of the medical office. Your duties may include appointment scheduling, third party management, payroll, purchasing, billing/collections, accounts payable, patient recall, etc.

An application to the program must be completed and submitted to the coordinator. The application requires students to complete required vaccinations, a criminal background check, show English proficiency when English is not the primary language by testing scores, and college readiness by testing or proof of previous college attendance. Not JCAHPO certified.

Summer Prerequisites:

- EMSX 3000 CPR
- EMSP 1026 National Safety First Aid
- HPRS 1006 Essentials of Medical Terminology

Fall Semester Courses:

- OPTS 1011 The Visual System
- OPTS 1019 Vision Care Office Procedures
- OPTS 2041 Ophthalmic Techniques

Spring Semester Courses:

- OPTS 2050 Ophthalmic Surgical Techniques
- OPTS 2045 Advanced Ophthalmic Techniques

OPTS 2041 Ophthalmic Techniques (64 hrs/\$738.00 / \$1.00 Accident Insurance)

Presentation of information and practical training in the techniques necessary to properly assist the eye practitioner. Topics include visual acuity assessments and performance of various preliminary diagnostic tests.

71726 110 Aug 21-Sep 25 ONLINE

OPTS 2045 Advanced Ophthalmic Techniques (128 hrs/\$1,495.00 / \$1.00 Accident Insurance)

Continuation of Ophthalmic Techniques. Introduction to principles and techniques of various diagnostic evaluations. Topics include refractometry and retinoscopy, ophthalmic photography, applanation tonometry, and advanced clinical assessments. An overview of standardized tools prevalent in the field will be covered.

71727 110 Oct 2-Nov 29 ONLINE

Phlebotomy Technician

PLAB 1023 Phlebotomy (96 hrs/\$305.00 / \$1.00 Accident Insurance)

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Combined with college credit PLAB-1323.

71733 101 Aug 23-Oct 13 8:30am-10:10am WF EVC 8105

Lab Aug 23-Oct 13 10:20am-1:40pm WF EVC 8105

71734 102 Aug 23-Oct 13 8:30am-10:10am WF RRC 3337.00

Lab Aug 23-Oct 13 10:20am-1:40pm WF RRC 3337.00

PLAB 1066 Practicum (or Field Experience) - Phlebotomy/ Phlebotomist (112 hrs/\$145.00 / \$1.00 Accident Insurance)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Combined with college credit PLAB-1166.

71735 101 Oct 16-Dec 10

Somatic Movement

****May Qualify for Financial Aid - Contact (512) 223-4636****

This program is a one-year, 560 contact hour curriculum that includes experiential, practical, and theoretical approaches to promoting body-mind integration, movement re-education, and hands-on physical and neuromuscular re-patterning.

The following six courses make up the required curriculum for program completion and students may be eligible to become a Registered Somatic Movement Educator through ISMETA.

- MED-1071 Introduction to Laban Movement Analysis

- SMED-1072 Introduction to Bartenieff Fundamentals
- SMED-1073 Introduction to Dance for Special Populations
- SMED-1074 Advanced Laban Movement
- SMED-1075 Advanced Somatic Movement Education
- SMED-1076 Applied Somatic Movement Education

Passing score on appropriate assessment and/or department approval required. All students must contact (512) 223-7583 before registering.

SMED 1071 Introduction to Laban Movement Analysis (96 hrs/\$1,125.00 / \$1.00 Accident Insurance)

Introduction to Laban Movement Analysis is a LABAN/Bartenieff Institute of Movement Studies endorsed introductory course. After successful completion of this course, students will receive a certification through LIMS. Introduction to the major themes of Laban Movement Analysis, through theoretical and experiential hands-on work. This course will be taught in person. Instructor email is ellen.bartel@austinctc.edu. For questions regarding this program, contact Katherine Brady at katherine.brady@austinctc.edu.
72909 100 Aug 22-Dec 12 9am-12pm TTh HLC 2551

SMED 1072 Introduction to Bartenieff Fundamentals (96 hrs/\$1,125.00 / \$1.00 Accident Insurance)

Introduction to Bartenieff Fundamentals is a LABAN/Bartenieff Institute of Movement Studies endorsed introductory course. Introduction to Bartenieff Fundamentals is an entry into the field of somatic movement education. Including experiential and theoretical approaches to promoting ease of movement and insightful body awareness. This course will be taught in person. Instructor email is ellen.bartel@austinctc.edu. For questions regarding this program, contact Katherine Brady at katherine.brady@austinctc.edu.
72910 100 Aug 26-Dec 16 9am-4pm S HLC 2551

Sterile Processing

SRGT 1040 Sterile Processing (48 hrs/\$450.00 / \$1.00 Accident Insurance)

Introduction of the basic principles and practices of sterile technique, sterilization, preparation, and use of surgical instruments, supplies and equipment; ethical/legal implications.
71736 110 Sep 5-Oct 26 ONLINE

SRGT 1060 Sterile Processing- Clinical (120 hrs/\$475.00 / \$1.00 Accident Insurance)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
71737 100 Oct 30-Nov 17

Veterinary Clinical Assistant

****May Qualify for Financial Aid - Contact 512-223-4636****

The Veterinary Clinical Assistant Program consists of eight semester-length courses and a practicum for a total of 504 contact hours. Training will focus on skills required of a clinical, back-office and front-office assistant with lab and practicum experiences in a variety

of clinical settings. An application and orientation to the program must be completed before students can begin taking classes. Please visit continue.austinctc.edu/veterinary for more information about the program and the application process and austinctc.edu/apply/immunizations to see if you will be required to have a meningitis vaccination.

The Veterinary Clinical Assistant program includes:

- VTHT 1008 Orientation to Veterinary Medicine
- VTHT 1001 Introduction to Veterinary Technology
- VTHT 1013 Veterinary Anatomy & Physiology
- VTHT 1009 Veterinary Nutrition
- VTHT 1049 Veterinary Pharmacology
- VTHT 2023 Clinical Pathology I
- VTHT 1041 Anesthesia & Surgical Assistance
- VTHT 2001 Canine & Feline Clinical Management
- VTHT 1066 Practicum

VTHT 1001 Introduction to Veterinary Technology (64 hrs/\$457.50 / \$1.00 Accident Insurance)

Practical and didactic survey of the profession of veterinary technology with emphasis on basic techniques, handling and care of domestic animals, and ethical and professional requirements. Class requires participation in lecture and clinical classes. Contact coordinator at 512-223-7583 for information and dates/times of the required orientation. Prerequisite: Prior to registration for this course, applicants are required to complete an online orientation and meet with the program coordinator.

71738	100	Aug 23-Dec 13	4:30-6pm	W	RVS 7002
	Lab	Aug 23-Dec 13	1-3pm	W	THH TRNG
	Lab	Aug 23-Dec 13			ONLINE

VTHT 1008 Orientation to Veterinary Medicine (8 hrs/\$37.50 / \$1.00 Accident Insurance)

Survey of veterinary medicine, including veterinary-related careers, safety in the Veterinary workplace, the human-companion animal bond, animal restraint, client relations, and basic medical terminology. This online course is a pre-or co-requisite to entering the Veterinary Clinical Assistant program. The student program application process must be completed in full before students may register for Semester II courses.

71742 110 Aug 21-Dec 10 ONLINE

VTHT 1009 Veterinary Nutrition (32 hrs/\$134.50 / \$1.00 Accident Insurance)

Fundamentals of energy and non-energy producing nutrients and their sources and functions. Integration of concepts including digestion, absorption, and metabolism with application to normal and therapeutic nutritional needs. Prerequisite: Prior to registration for this course, applicants are required to complete an online orientation and meet with the program coordinator.

71740	100	Aug 23-Dec 13	7:30-8:30pm	W	RVS 7002
	Lab	Aug 23-Dec 13			ONLINE

VTHT 1013 Veterinary Anatomy and Physiology (64 hrs/\$247.50 / \$1.00 Accident Insurance)

Gross anatomy of domestic animals including physiological explanations of how each organ system functions. Veterinary terminology will also be included, with an introduction to word parts, directional terminology, and analysis of common veterinary terms. Prerequisite: Prior to registration for this course, applicants are required to complete an online orientation and meet with the program coordinator. Computer and internet access required for online quizzes and testing.

71739	100	Aug 23-Dec 13	6-7:30pm	W	RVS 7002
	Lab	Aug 23-Dec 13			ONLINE

VTHT 1049 Veterinary Pharmacology (32 hrs/\$134.50 / \$1.00 Accident Insurance)

Fundamentals of pharmacology including recognition, calculation, labeling, packaging, and administration of common veterinary drugs, biologics, and therapeutic agents. Discussion of normal and abnormal responses to these agents. Prerequisite: Prior to registration for this course, applicants are required to complete an online orientation and meet with the program coordinator.

71741	100	Aug 23-Dec 13	8:30-9:30pm	W	RVS 7002
	Lab	Aug 23-Dec 13			ONLINE

Lifelong Learning

Acting: THE ACTOR'S SCHOOL

Classes will be held both virtually and face-to-face. Our instructors are all professionals in their field, as well as educators. Email theactorsschool@austinctc.edu for more information. We like to hear directly from all students who sign up for our classes, so feel free to contact us even if you don't have any questions. Our website is theactorsschool.org.

DRAM 3034 Acting Fundamentals (15 hrs/\$195.00 / \$1.00 Accident Insurance)

A playful approach conducive to the beginner, this class allows any individual an opportunity to experience living in the imaginary world of a character and a story while expanding their own self-expression and emotional life. Students will learn how to investigate a script as well as explore their own intuition through games, exercises, and scenes from film and stage. The class is designed to be taken more than once, as it is different in meaningful ways each time — ever-changing with the instructor, fellow students, and the material chosen for the class. In addition, while we are a professional training school, our beginning courses are for anyone who is curious about acting, seeking to expand their creativity, wanting a new challenge, or just to have fun.

71964	101	Sep 16-Oct 21	10am-12:30pm	S	SAC 1303
71981	104	Oct 28-Dec 9	2-4:30pm	S	HLC 2410.00
71986	106	Nov 6-Dec 11	11am-1:30pm	M	SAC 1303

DRAM 3034 Acting Fundamentals (18 hrs/\$230.00 / \$1.00 Accident Insurance)

A playful approach conducive to the beginner, this class allows any individual an opportunity to experience living in the imaginary world of a character and a story while expanding their own self-expression and emotional life. Students will learn how to investigate a script as well as explore their own intuition through games, exercises, and scenes from film and stage. The class is designed to be taken more than once, as it is different in meaningful ways each time — ever-changing with the instructor, fellow students, and the material chosen for the class. In addition, while we are a professional training school, our beginning courses are for anyone who is curious about acting, seeking to expand their creativity, wanting a new challenge, or just to have fun.

71962	100	Sep 8-Oct 13	11am-2pm	F	HLC 2410.00
71973	102	Sep 26-Oct 31	6:30-9:30pm	T	HLC 2410.00
71976	103	Oct 23-Nov 27	6:30-9:30pm	M	NRG 4136
71985	105	Nov 1-Dec 13	6:30-9:30pm	W	NRG 4136

DRAM 9002 Acting Explorations (18 hrs/\$230.00 / \$1.00 Accident Insurance)

This course is for those who have had previous acting training, such as Acting Fundamentals. Using scenes (and monologues), the focus will be on strengthening text analysis and following inner impulses to create a powerful need to speak. The work in class will enliven the imagination and increase emotional availability and vulnerability for the actor. This class can be taken more than once, as it is different each time with new students, and new scenes to explore.

71988	101	Oct 26-Dec 7	6:30-9:30pm	Th	NRG 4136
71987	100	Sep 7-Oct 12	11am-2pm	Th	NRG 4136

DRAX 3038 Foundations of Singing (18 hrs/\$230/\$1.00 Accident Insurance)

This course is for those who have had previous acting training, such as Acting Fundamentals. Using scenes or monologues, the focus will be on strengthening text analysis and following inner impulses to create a powerful need to speak. The work in class will enliven the imagination and increase emotional availability and vulnerability of the actor. This class can be taken more than once, as it is different each time with new students and new scenes to explore. Limited to 12 students

73106	Sep 5-Oct 10	6:30-9:30pm	T	HLC 2410
-------	--------------	-------------	---	----------

DRAX 3046 Self Taping Your Auditions (12 hrs/\$170.00 / \$1.00 Accident Insurance)

This course covers the technical how-to of self-taping: setting up the proper space, framing, lighting and sound, slating, editing, labeling and uploading. Students will also learn how to make blocking and behavior choices that work within the confines of the camera frame to create auditions that look good and stand out. Students should have previous on-camera experience and will receive individual coaching specific to each audition. Students will need one device to shoot their scene and a separate device to read with another actor over facetime/skype/zoom, etc. Limited to 8 students. Materials needed: internet connection & audio/video capability with computer or tablet; updated (free) Zoom account.

71989	100	Sep 17-Oct 22	3-5pm	U	HLC 2410.00
-------	-----	---------------	-------	---	-------------

DRAX 3063 Private Coaching for Singers (48 hrs/\$540.00 / \$1.00 Accident Insurance)

Private coaching sessions with Adam Roberts are offered in musical theatre and contemporary vocal styles such as pop, folk, rock, etc. Coaching packages are tailored to each student's unique goals and may include work toward preparing upcoming auditions, building a rep book, bolstering technique, expanding range, and strengthening a variety of performance skills. Coachings are available for adults from beginning through professional levels, and to advanced high school students.

72007	100	Sep 5-Oct 10	10am-6pm	T	HLC 2410.00
72008	101	Sep 6-Oct 11	10am-6pm	W	NRG 4136
72009	102	Sep 7-Oct 12	10am-6pm	Th	HLC 2410.00

DRAX 3063 Private Coaching for Singers (24 hrs/\$270.00 / \$1.00 Accident Insurance)

Private coaching sessions with Adam Roberts are offered in musical theatre and contemporary vocal styles such as pop, folk, rock, etc. Coaching packages are tailored to each student's unique goals and may include work toward preparing upcoming auditions, building a rep book, bolstering technique, expanding range, and strengthening a variety of performance skills. Coachings are available for adults from beginning through professional levels, and to advanced high school students.

72010	103	Oct 31-Nov 14	10am-6pm	T	HLC 2410.00
72011	104	Nov 1-Nov 15	10am-6pm	W	NRG 4136
72012	105	Nov 2-Nov 16	10am-6pm	Th	HLC 2410.00
72013	106	Nov 28-Dec 12	10am-6pm	T	HLC 2410.00
72014	107	Nov 29-Dec 13	10am-6pm	W	NRG 4136
72015	108	Nov 30-Dec 14	10am-6pm	Th	HLC 2410.00

DRAX 3064 Training the Speaking Voice (18 hrs/\$220.00 / \$1.00 Accident Insurance)

This class is intended for anyone desiring to increase the power and impact of his or her speaking voice. Training in healthy vocal production is an essential part of speaking intentionally in any situation, from the stage or screen to the classroom or boardroom. In this course, you'll learn a variety of techniques for preparing and utilizing your natural voice to speak confidently in a variety of environments. The first few classes will focus on active exercises designed to healthily engage the various aspects of vocal production, while the final sessions will practically apply what you've learned to scenes, speeches, interpersonal communication, or presentations.

Limited to 10 students.

71990 100 Sep 6-Oct 11 6:30-9:30pm W NRG 4136

DRAX 3065 Accents for Film & Stage (15 hrs/\$190.00 / \$1.00 Accident Insurance)

This course introduces two important accents (used) for stage, film, television, and video games. The Summer offers Brooklynese (New York) and Irish. Instructor Mj Vandivier, practicing certified Lessac teacher, encourages actors to not only speak well but also have the ability to step into a variety of accents whenever they are asked to do so. The Lessac approach to dialects is one of the easiest to understand, yet most comprehensive methods to learn. The need for accessing different accents continues to grow for voice over actors with games and apps as well as for film and the stage. Online Platform: Zoom. Materials needed: internet connection & audio/video capability with a computer or tablet. Best to have a recording device such as your phone, as well as a computer or tablet. Limited to 8 students.

71991 110 Oct 30-Dec 4 6-8:30pm M ONLINE

DRAX 3068 Intro to Voiceover (15 hrs/\$190.00 / \$1.00 Accident Insurance)

This course is for actors and curious individuals wanting to learn more about the world of voiceover. We will cover acting for voiceover, home studio setup, mic technique, and recording and editing. Through analyzing, performing, and critiquing voiceover copy, we will focus on commercial and narration. Limited to 8 students. Materials needed: internet connection & audio/video capability with computer or tablet; updated (free) Zoom account.

71993 110 Aug 29-Oct 3 6-8:30pm T ONLINE

71994 111 Sep 11-Oct 16 6-8:30pm M ONLINE

DRAX 3081 Improvisation II (15 hrs/\$195.00 / \$1.00 Accident Insurance)

This class expands on the basic principles of improv by going deep into the nuts and bolts of scene work. The class will cover the most common categories of improv scenes and explore the many different approaches to playing them. (There's never just one right answer!) Other topics include the practical challenge of creating fully realized characters on the fly and the productive tension between absurd circumstances and emotionally grounded performance. Important note: this class is also a lot of fun! This class is for students who have successfully completed Improvisation I for the Actor. Students who have taken introductory improv classes elsewhere may be eligible to take this class at the instructor's discretion.

71996 100 Oct 30-Dec 4 6:30-9pm M HLC 2410.00

DRAX 3084 Advanced Scene Study (30 hrs/\$365.00 / \$1.00 Accident Insurance)

This ten-week course is available only with instructor approval. Participants are expected to have had Acting Explorations, Ongoing Scene Study or other comparable training. Advanced Scene Study is the best opportunity for actors to flex their acting muscles and refine their craft on a consistent basis weekly workout with a community of peers. Actors will test their performance abilities in a safe and playful environment, using realistic scenes both comedic and dramatic. Expand your comfort zone, dive into character and gain more confidence in your art and your craft!

71997 100 Sep 9-Nov 18 10am-1pm S NRG 4136

DRAX 3087 Tools of the Trade (12.5 hrs/\$160.00 / \$1.00 Accident Insurance)

This class is designed for actors with prior training who are beginning their professional acting journey, seeking representation, or interested in learning about the business of acting. Students will learn what makes a professional headshot, how to build and format a resume, and how to cut together a quality demo reel. Students will create personal websites, as well as profiles on the major casting websites. We'll end by discussing the logistics of getting an agent and sustaining an acting career in the Austin market.

72000 100 Oct 20-Dec 1 11am-1:30pm F HLC 2410.00

DRAX 3088 The Commercial Audition (15 hrs/\$195.00 / \$1.00 Accident Insurance)

This class is for actors who are new to commercial and industrial acting. Students will learn how to approach various types of commercial auditions, including MOS (without sound), improv (solo and group), personality-based, and spokesperson auditions. We'll cover how to slate, camera & teleprompter techniques, clothing and styling tips, and strategies for successful callbacks. We'll end the class with a brief overview of business logistics, including headshots, casting websites, agencies, and casting directors in the Austin market.

72003 100 Oct 28-Dec 9 10:30am-1pm S HLC 2410.00

DRAX 4000 Movement Fluency for Actors (16 hrs/\$190.00 / \$1.00 Accident Insurance)

Are you aware of how you use your body - how you stand, walk, and use your limbs for any activity? The actor's body is his/hers/their instrument. You must learn to play it well! This class will enhance your best physical attributes, improve your physical awareness, and unleash your physical potential. You will experience and practice an array of mobility concepts while acquiring tools and information about effective performance physicality. You will also explore your own body's mobility and expressive abilities. This is a physically active, experiential class to introduce you to Movement Analysis, and Body Language techniques. All actors will benefit from this class. A must for actor training. Bring a short monologue to work with, (1 minute to 90 seconds long) and a yoga mat for comfort.

72016 100 Sep 6-Oct 25 7-9pm W HLC 2410.00

DRAX 4013 Uproot Fears/Unleash Stage Presence (12 hrs/\$155.00 / \$1.00 Accident Insurance)

This class is appropriate for anyone who has to present or perform in front of others, regardless of profession. If you've experienced recurring stage fright or performance anxiety, you know it can hold you back in work and life. Have people offered, "Just picture everyone in the audience naked" or "take deep breaths and don't lock your knees" or other wildly unhelpful suggestions? If you're ready to actually do something about your stage fright in a supportive environment with others facing similar experiences, this course is for you. In a group workshop setting across 5 weeks, you can find your calm, assertive center, enabling you to be more fully present on any stage - so that the story you want to communicate can be all it's meant to be.

72017	100	Sep 11-Oct 23	11am-1pm	M	HLC	2410.00
72018	101	Oct 28-Dec 9	10:30am-12:30pm	S	SAC	TBA

DRAX 4042 Improvisation I (15 hrs/\$195.00 / \$1.00 Accident Insurance)

Improv is an indispensable asset for the actor, a great tool for development and self-discovery, and maybe most important FUN! In this class, we will explore the fundamental improv skills of paying close attention and reacting honestly, the essential ingredients of compelling scene work. It's not about thinking fast or being funny! This class is open to everyone, from actors who want to upgrade their technical toolkit to people with no performance experience who want to try something a little challenging (but FUN!) in a super-supportive environment

72004	100	Sep 11-Oct 16	6:30-9pm	M	HLC	2410.00
72005	101	Oct 26-Dec 7	6:30-9pm	M	HLC	2410.00

DRAX 4053 Introduction to Voiceover II (15 hrs/\$190.00 / \$1.00 Accident Insurance)

Must have taken Cliff's Intro to VO to be eligible for this class. The class builds on the techniques and industry knowledge established in Intro to Voiceover. This class is designed for the individual who would like to take their interest in VO beyond the classroom and into the industry. We will continue to analyze, perform, and critique commercial and audiobook copy. In addition, we will begin working on the growing field of e-learning narration. Limited to 8 students. Materials needed: internet connection & audio/video capability with computer or tablet; updated (free) Zoom account.

72006	110	Oct 24-Nov 28	6-8:30pm	T	ONLINE	
-------	-----	---------------	----------	---	--------	--

Agriculture, Sustainable

ACC's Sustainable Agriculture Program offers courses that focus on ecological farming, quality of life and farm profitability. Our courses are designed to provide training to anyone interested in pursuing a career in sustainable agriculture

For students not yet ready to embark upon farming as a career path, these courses will further their understanding of ecological land management and sustainable agriculture, and may clarify what role they can contribute as future land stewards, plant breeders, agricultural engineers, garden educators or policy advocates. For inquiries regarding the program, contact Ellen Beaman at ellen.beaman@austinctc.edu or (512) 223-9466.

AGCR 1071 Introduction to Sustainable Agriculture (48 hrs/\$305.00 / \$1.00 Accident Insurance)

The goal of this class is to understand the origins, major concepts, and current issues of sustainability in local and global agriculture. The economic, environmental and social aspects of sustainability in agroecosystems will be addressed. Students evaluate the environmental impact of conventional agriculture and the solutions that sustainable agriculture provides. Students will also examine

the economic and social issues in agriculture and different pathways to increase profitability and social equity for the farmer. This course includes case studies and field trips to connect principles of sustainable agriculture to local farming systems. Combined with credit AGCR-1371.

72860	101	Aug 21-Dec 10			ONLINE	
		Aug 22	12-2pm	T	EGN	2115
		Sep 19	12-2pm	T	EGN	2115
		Oct 17	12-2pm	T	EGN	2115
		Nov 28	12-2pm	T	EGN	2115

AGCR 1093 Integrated Pest Management (48 hrs/\$305.00 / \$1.00 Accident Insurance)

An introduction to Integrated Pest Management (IPM): Concepts, principles, development and application of IPM. Examine insect life cycles, entomology, and ecological interactions of insects and plants. IPM constitutes a series of pest control tactics and strategies toward more sustainable agriculture, natural resources, and urban and rural health and well-being. Combined with credit AGCR-1393.

72861	101	Aug 21-Dec 10			ONLINE	
		Aug 23	9am-11am	W	EGN	2115
		Sep 20	9am-11am	W	EGN	2115
		Oct 18	9am-11am	W	EGN	2115
		Nov 15	9am-11am	W	EGN	2115

AGCR 2013 Soil and Water Conservation Management (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Study of physical and chemical soil deterioration and loss, water conservation, and principles for protection and maintenance of these resources. Topics include plant/water relationships, water conservation methods, basic terrace engineering principles, sediment loss, basic grazing and forage management and land use plans. Combined with credit AGCR-2313.

72862	101	Aug 21-Dec 10			ONLINE	
		Aug 30	9am-11am	W	EGN	2115
		Sep 27	9am-11am	W	EGN	2115
		Oct 25	9am-11am	W	EGN	2115
		Nov 29	9am-11am	W	EGN	2115

AGCR 2018 Soil Science (80 hrs/\$340.00 / \$1.00 Accident Insurance)

Introduction to the physical, chemical, and biological properties of soils. Topics include the relationship between crops and soils, conservation of soil and water resources, and the economic use of fertilizer. Combined with credit AGCR-2418.

72870	101	Aug 21-Dec 10			ONLINE	
		Lab Aug 21-Dec 10	1:30-3:20pm	W	EGN	2115

AGME 1015 Farm and Ranch Shop Skills I (80 hrs/\$305.00 / \$1.00 Accident Insurance)

Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing, and concrete. Combined with credit AGME-1315.

72872	101	Aug 21-Dec 6	12-12:30pm	MW	EGN	3110
		Lab Aug 21-Dec 6	12:30-2:30pm	MW	EGN	3110

HALT 2021 Small Scale Farming (64 hrs/\$340.00 / \$1.00 Accident Insurance)

This course will be an experiential introduction to small-scale farming techniques. Using the campus farm as our lab, we will address sustainable management practices of specialty crops, including crop planning, field preparation, greenhouse management, cultivation, irrigation, harvest and post-harvest handling. Course time will include field trips and independent projects. Students should be prepared to work on the farm in all weather conditions and should expect to get dirty, laugh, and have fun outside as we build our campus farm.

72873	101	Aug 21-Dec 6	9:30am-11:20am	MW	EGN	2115
-------	-----	--------------	----------------	----	-----	------

Arts and Crafts

Arts and Crafts courses are designed for our community members interested in exploring their creative side in a fun and relaxed environment. Courses are offered by working artists in the Austin and Central Texas areas who are interested in sharing their passion with the community.

Visit the Arts and Crafts webpage for the most up to date course offerings and schedules: continue.austincc.edu/lifelong-learning.

Assessment Test Preparation

Austin Community College Continuing Education is pleased to offer test preparation services. Whether it is a graduate school exam such as the GRE, LSAT, GMAT or an English-language test, such as the TOEFL, we have a preparation course that will help you gain the skills you need to perform at your best.

For the most up to date course offerings and schedules, visit the Assessment Test Preparation site: continue.austincc.edu/lifelong-learning.

Dance Classes

You will find our studio-based classes in state of the art facilities on Highland Campus. We also offer lecture-based courses at various campuses. All of our community courses can be converted to credit.

For questions regarding dance classes, please contact Catherine Solaas csolaas@austincc.edu or 512-223-7198.

Note: Online class login information can be found in Blackboard a few days prior to the class start date. An active ACC Email and eID are required to login.

BSKX 5022 Freshman Dance Performance (64 hrs/\$135.00 / \$1.00 Accident Insurance)

Instruction in dance performance through experiential projects at the freshman level. Students will rehearse and perform dance works choreographed by dance faculty and/or guest artists. Integrated with credit DANC-1151. For questions regarding dance classes, please contact Catherine Solaas csolaas@austincc.edu.

72696	102	Aug 22-Dec 7	12-12:25pm	TTh	HLC 2550
	Lab	Aug 22-Dec 7	12:25-1:50pm	TTh	HLC 2550

BSKX 5041 Beginning Ballet (48 hrs/\$220.00 / \$1.00 Accident Insurance)

Instruction in the fundamental techniques and concepts associated with ballet. This is a ballet technique class. Integrated with credit DANC-1241. For questions regarding dance classes, please contact Catherine Solaas csolaas@austincc.edu.

72700	101	Aug 22-Dec 7	9am-9:25am	TTh	HLC 2550
	Lab	Aug 22-Dec 7	9:25am-10:20am	TTh	HLC 2550

BSKX 6041 Intermediate Ballet (48 hrs/\$220.00 / \$1.00 Accident Insurance)

Instruction in the intermediate techniques and concepts associated with ballet. This is a ballet technique class. Integrated with credit DANC-2241. For questions regarding dance classes, please contact Catherine Solaas csolaas@austincc.edu.

72713	101	Aug 21-Dec 6	2-2:25pm	MW	HLC 2550
	Lab	Aug 21-Dec 6	2:25-3:20pm	MW	HLC 2550

BSKX 5045 Beginning Modern Dance (64 hrs/\$220.00 / \$1.00 Accident Insurance)

Instruction in the fundamental techniques and concepts associated with the concert form of modern dance. This is a modern dance technique class. Integrated with credit DANC-1245. For questions regarding dance classes, please contact Catherine Solaas csolaas@austincc.edu.

73117	101	Aug 21-Dec 6	7:30-7:50pm	MW	HLC 2550
	Lab	Aug 21-Dec 6	7:55-9:15pm	MW	HLC 2550
72706	102	Aug 21-Dec 6	11am-11:25am	MW	HLC 2550
	Lab	Aug 21-Dec 6	11:25am-12:45pm	MW	HLC 2550

BSKX 6045 Intermediate Modern Dance (64 hrs/\$220.00 / \$1.00 Accident Insurance)

Instruction in the intermediate techniques and concepts associated with the concert form of modern dance. Integrated with credit DANC-2245. For questions regarding dance classes, please contact Catherine Solaas csolaas@austincc.edu.

72714	101	Aug 21-Dec 6	9am-9:30am	MW	HLC 2550
	Lab	Aug 21-Dec 6	9:30am-10:50am	MW	HLC 2550

BSKX 5047 Beginning Jazz Dance (48 hrs/\$220.00 / \$1.00 Accident Insurance)

Instruction in the fundamental techniques and concepts associated with jazz dance. Integrated with credit DANC-1247. For questions regarding dance classes, please contact Catherine Solaas csolaas@austincc.edu.

72707	101	Aug 22-Dec 7	10:30am-10:55am	TTh	HLC 2550
	Lab	Aug 22-Dec 7	10:55am-11:50am	TTh	HLC 2550

BSKX 5084 Dance Appreciation (48 hrs/\$255.00 / \$1.00 Accident Insurance)

A general survey of dance forms designed to create an appreciation of the vocabulary, techniques and purposes of the creative process. This course includes critical interpretation and evaluations of choreographic works and dance forms within cultural and historical contexts. When converted to credit, this course fulfills the Texas Core Curriculum requirement for Creative Arts. Integrated with credit DANC-2303. For questions regarding dance classes, please contact Catherine Solaas csolaas@austincc.edu.

72724	105	Aug 21-Dec 10			ONLINE
73121	109	Aug 21-Dec 10			ONLINE
72725	101	Aug 21-Oct 15			ONLINE
72732	103	Aug 21-Dec 6	10:30am-11:50am	MW	ONLINE
72719	106	Aug 22-Dec 7	8:30am-9:50am	TTh	RRC 2226.00
72733	119	Aug 22-Dec 7	12-1:20pm	TTh	ONLINE
73119	108	Aug 22-Dec 7	4:30-5:50pm	TTh	HYS 01319.00
72726	107	Oct 16 -Dec 10			ONLINE
72727	104	Sep 18-Dec 10			ONLINE
72728	112	Sep 18-Dec 10			ONLINE
72729	102	Oct 16-Dec 10			ONLINE

BSKX 6001 Dance Composition - Improvisation (64 hrs/\$220.00 / \$1.00 Accident Insurance)

This introductory course in improvisation will investigate spontaneous problem solving as a means of generating movement for dance composition. Students will be called upon to explore and respond to various forms of stimuli in a safe and supportive learning environment within solo and group work. Integrated with credit DANC-1201. For questions regarding dance classes, please contact Catherine Solaas csolaas@austincc.edu.

72698	101	Aug 22-Dec 7	2-2:25pm	TTh	HLC 2550
	Lab	Aug 22-Dec 7	2:25-3:50pm	TTh	HLC 2550

BSKX 6002 Dance Composition – Choreography (80 hrs/\$305.00 / \$1.00 Accident Insurance)

This course is an examination of the principles of movement generation, phrasing, choreographic structure and motif manipulation. Integration of choreographic principles will foster the growth of personal artistic style. Integrated with credit DANC-1301. For questions regarding dance classes, please contact Catherine Solaas csolaas@austinctt.edu. Prerequisite: DANC-1201 or BSKX-6001 Dance Comp-Improvisation.

72716	101	Sept 19-Dec 7	4-4:40pm	TTh	HLC	2550
		Lab Sep 19-Dec 7	4:40-7pm	TTh	HLC	2550

BSKX 6005 World Dance (64 hrs/\$305.00 / \$1.00 Accident Insurance)

A survey of dances from different cultures, their histories, and their influences on contemporary dance and society. Cultural origins, significance, motivations and techniques will be explored experientially. Classes meet two days/week in the classroom plus one day/week in the dance studio. No previous dance experience necessary. Integrated with credit DANC-1305. For questions regarding dance classes, please contact Catherine Solaas csolaas@austinctt.edu.

72709	101	Aug 21-Dec 6	4-5:20pm	MW	HLC	2550
		Lab Aug 21-Dec 6	5:20-5:50pm	MW	HLC	2550
72711	109	Aug 21-Dec 10	3-4pm	TTh	HYS	01319.00
		Lab Aug 21-Dec 10	4-4:20pm	TTh	HYS	01319.00
		Lab Aug 21-Dec 10			ONLINE	
72718	110	Aug 21-Dec 10	10:05am-11:20am	TTh	RRC	2226.00
		Lab Aug 21-Dec 10	11:20am-11:50am	TTh	RRC	2226.00
		Lab Aug 21-Dec 10			ONLINE	
72721	103	Aug 21-Dec 10			ONLINE	
72723	104	Aug 21-Dec 10			ONLINE	
73065	107	Sep 18-Dec 10			ONLINE	

BSKX 6051 Sophomore Dance Performance (48 hrs/\$170.00 / \$1.00 Accident Insurance)

Instruction in dance performance through experiential projects at the sophomore level. Students will rehearse and perform dance works choreographed by dance faculty and/or guest artists. Integrated with credit DANC-2151. For questions regarding dance classes, please contact Catherine Solaas csolaas@austinctt.edu.

72734	101	Aug 21-Oct 15			ONLINE	
		Lab Aug 21-Oct 15	12:30-3:30pm	F	ONLINE	

BSKX 6089 Academic Cooperative in Dance Production (64 hrs/\$135.00 / \$1.00 Accident Insurance)

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of dance. ACDA Conference participation and audition required. For additional info, contact csolaas@austinctt.edu. Combined with credit DANC-2289.

73139	101	Oct 16-Dec 10			ONLINE	
		Lab Oct 16-Dec 10	12:30-3:30pm	F	HLC	2550

English for Speakers of Other Languages

Continuing Education ESOL offers four levels of English classes for speakers of other languages in four different skill areas: writing, grammar, reading and vocabulary, and oral communication. Students who want to enroll in ESOL classes must take the ESOL Assessment Test. For information regarding this test or about ESOL classes, please visit austinctt.edu/esol, email esol@austinctt.edu or call the ESOL Department at (512) 223-7451.

We offer both in-person and online classes. Please check the schedule below to see which campuses are offering in-person classes. For our online classes, students attend virtual class meetings in real time.

Online students will need a computer, laptop, or tablet, reliable internet access, and a microphone and camera. Online classes may require students to take proctored exams. Contact the instructor for more information.

Our classes are co-listed with Academic credit. For more information on how to enroll through credit, please go to our ESOL enrollment instructions link at austinctt.edu/esol/.

Para informacion en espanol, favor de llamar a (512) 223-7492.

Follow us on Facebook

Follow us on Instagram

Follow us on YouTube

COMX 3092 Business Communications for Non-Native Speakers (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Business Communications for Non-Native Speakers is a communications course for non-native speakers of English. The course occurs in a simulated office setting in which students become fellow employees of a small business specializing in consulting. Using a “hands-on” approach, students work through various business procedures, such as conducting meetings and taking minutes, creating press releases, writing white papers, and showcasing new products. This course presents business grammar and vocabulary to non-native speakers and requires students to apply this knowledge to reading, writing, and speaking the language of business English. Combined with credit ESOL-0392.

73142	102	Sep 19-Dec 7	7-8:45pm	TTh	ONLINE	
-------	-----	--------------	----------	-----	--------	--

COMX 4001 Oral Communication 1 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Designed for ESOL students at the high beginning level, this course emphasizes speaking and listening to everyday American English. There is a strong focus on understanding conversation and using correct pronunciation, including vowel and consonant sounds as well as stress and intonation. Repeatable for up to six hours of credit. Integrated with credit ESOL-0301.

72045	101	Aug 21-Dec 6	7:40-9pm	MW	HLC	1305
72950	103	Aug 21-Dec 6	6-7:20pm	MW	RRC	1208.00
73028	104	Aug 21-Dec 6	7:40-9pm	MW	ONLINE	
73011	105	Sep 19-Dec 7	12-1:45pm	TTh	HLC	1304

COMX 4002 Oral Communication 2 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Designed for low-intermediate level ESOL students, this course emphasizes speaking and listening to American English. It emphasizes the development of better listening skills by listening to real-life conversations and short academic talks. Students practice speaking through paired and small group activities. There is a continued focus on correct pronunciation with the goal of helping reduce accents that interfere with communication. This course may be repeated for up to 6 hours of credit. Integrated with credit ESOL-0302.

72049	102	Aug 21-Dec 6	7:40-9pm	MW	ONLINE	
72051	104	Aug 21-Dec 6	7:40-9pm	MW	HLC	1304
73029	103	Aug 22-Dec 7	12-1:20pm	TTh	ONLINE	
72047	101	Sep 18-Dec 6	7-8:40pm	MW	CYP	2113
73012	106	Sep 18-Dec 6	9am-10:40am	MW	CYP	1107
72053	105	Sep 19-Dec 7	12-1:45pm	TTh	SAC	TBA

COMX 4003 Oral Communication 3 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Designed for high-intermediate level ESOL students, this course emphasizes speaking and listening to formal American English used in college and work settings. There will be practice on academic listening and note-taking skills as well as exposure to real-life formal talks and college lectures. Class activities include group discussions on academic and professional subject matter, listening to lectures and taking notes on academic topics and giving informative presentations demonstrating appropriate elements of presentation delivery, such as eye contact, body language, voice control, and visual aid. There is continued focus on correct pronunciation. This course may be repeated for up to 6 hours of credit. Integrated with credit ESOL-0303.

72055	101	Aug 21-Dec 6	7-8:40pm	MW	HLC 1233
73030	107	Aug 21-Dec 6	7:40-9pm	MW	ONLINE
73007	102	Aug 22-Oct 12	9:30am-12pm	TTh	NRG 4249
73031	110	Aug 22-Dec 7	12-1:20pm	TTh	ONLINE L
73014	103	Sep 18-Dec 6	7-8:40pm	MW	HYS 01303.00
72057	105	Sep 19-Dec 7	12-1:45pm	TTh	SGC TBA

COMX 4004 Oral Communication 4 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Designed for advanced ESOL students, this course emphasizes speaking and listening to formal American English used in college and work settings. There will be continued practice on academic listening and note-taking skills as well as exposure to real-life formal talks and college lectures. Class activities include leading and participating in group discussions, listening to lectures and taking notes, giving presentations and speeches and participating in debates. This course may be repeated for up to 6 hours of credit. Integrated with credit ESOL-0304.

73032	105	Aug 21-Dec 6	7:40-9pm	MW	ONLINE
72951	103	Aug 22-Dec 7	12-1:20pm	TTh	HLC 1305
73033	109	Aug 22-Dec 7	12-1:20pm	TTh	ONLINE
73024	101	Oct 17-Dec 7	9:30am-12:10pm	TTh	NRG 4249

COMX 4009 Advanced American Pronunciation (48 hrs/\$255.00 / \$1.00 Accident Insurance)

This course practices the ways in which spoken English differs from written with emphasis on the strategies English speakers use to make their message very clear for listeners. Time is spent learning how English sounds that tend to challenge non-native speakers are produced, and how native speakers produce the characteristic rhythm and intonation patterns of the language. To register for Advanced American Pronunciation (COMX 4009) you must have a passing grade of C or higher in Oral Communication 2 (COMX 4002) or placement into Oral Communication 3 (COMX 4003) or higher on the ESOL assessment test.

73034	101	Aug 22-Dec 7	6-7:20pm	TTh	ONLINE
73015	102	Sep 19-Dec 7	10am-11:45am	TTh	HLC 1230

COMX 4011 Reading and Vocabulary 1 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

This is a high beginning course designed to not only improve reading proficiency but also increase the appreciation of reading. It teaches language through reading and vocabulary. It is for students who need either to improve or review basic reading and vocabulary skills in English. Word attack skills, phonics, and syllabication are some of the skills that are introduced during the course. In addition, students will learn how to distinguish between a topic, main idea and supporting details as they expand their word recognition and active production of vocabulary. Skimming and scanning, pronoun reference, main ideas and their relationships to supporting ideas will be part of textual analysis. Students will also work with the content of reading passages through discussion and writing exercises that focus on meaning. The

objective is to help students prepare for future academic coursework. Combined with credit ESOL-0311.

72952	108	Aug 21-Dec 6	6-7:20pm	MW	HLC 1130
73035	103	Aug 21-Dec 6	7:40-9:00pm	MW	RR 1211
72064	102	Sep 19-Dec 7	10am-11:45am	TTh	HLC 1304

COMX 4012 Reading and Vocabulary 2 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

This is an intermediate reading course designed to not only improve reading proficiency but also increase the appreciation of reading. It teaches language through reading and vocabulary. It is for students who need either to improve or review basic reading and vocabulary skills in English. Word attack skills, phonics, and syllabication are some of the skills that are introduced during the course. Students will continue to read level-appropriate academic texts, distinguishing between topics, main ideas, and supporting details. Word attack skills, phonics, syllabication, development of specific skills for increasing speed and extracting information from texts, accuracy in reading comprehension through discussion and writing exercises that focus on meaning. The objective is to help students prepare for future academic coursework. Integrated with credit ESOL-0312.

72060	102	Aug 21-Dec 6	6-7:20pm	MW	HLC 1305
73038	105	Aug 21-Dec 6	6-7:20pm	MW	ONLINE
73037	101	Aug 22-Dec 7	10am-11:20am	TTh	ONLINE
72062	103	Sep 19-Dec 7	10am-11:45am	TTh	SAC TBA

COMX 4013 Reading and Vocabulary 3 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Reading and Vocabulary 3 is the third in a sequence of four ESOL reading courses, builds on skills introduced in the previous reading courses and continues to emphasize building comprehension skills. Students develop more analytical skills for reading college textbooks and novels. Also included are the study of vocabulary in context, pronoun referents, skimming, scanning, and paraphrasing. The course introduces the idea of annotation and includes summary-response writing. Integrated with credit ESOL-0313.

72953	103	Aug 21-Dec 6	6-7:20pm	MW	HLC 1304
73039	101	Aug 21-Dec 6	6-7:20pm	MW	ONLINE
73008	102	Aug 22-Oct 12	12:30-3pm	TTh	NRG 4249
73040	106	Aug 22-Dec 7	10am-11:20am	TTh	ONLINE

COMX 4014 Reading and Vocabulary 4 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

This is a course to not only improve reading proficiency but also increase the appreciation of reading. It teaches language through reading and vocabulary. It is for students who need either to improve or review basic reading and vocabulary skills in English. Word attack skills, phonics, and syllabication are some of the skills that are introduced during the course. In addition, students will distinguish between topics, main ideas, supporting details and develop critical thinking skills in analyses of academic and literary works. Integrated with credit ESOL-0314.

73044	104	Aug 21-Dec 6	6-7:20pm	MW	ONLINE
72990	101	Aug 22-Dec 7	10am-11:20am	TTh	HLC 1305
73045	107	Aug 22-Dec 7	10am-11:20am	TTh	ONLINE L
73025	102	Oct 17-Dec 7	12:30-3:10pm	TTh	NRG 4249

COMX 4071 Writing 1 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

In this course, students will learn to use standard English grammar in writing paragraphs and compositions. Students work on developing effective simple and compound sentences and using them in their writing. Students are exposed to the modes of argument, process, comparison contrast and classification. This is the first course in a series designed to prepare ESOL student to handle the writing tasks they will encounter in college-credit level courses and the workplace. Integrated with credit ESOL-0371. To register for Writing 1 (COMX 4071)

you must also be co-enrolled in Grammar 1 (COMX 4095) this semester or have a passing grade of C or higher in Grammar 1 (COMX 4095) or placement into Grammar 2 (COMX 4097) or higher on the ESOL assessment test.

72992	102	Aug 21-Dec 6	10am-11:20am	MW	RRC 1211.00
72125	101	Aug 22-Dec 7	6-7:20pm	TTh	ONLINE
72991	106	Aug 22-Dec 7	6-7:20pm	TTh	HLC TBA
73016	107	Sep 18-Dec 6	10am-11:40am	MW	HLC 1130

COMX 4072 Writing 2 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

In this course, students will learn to use standard English grammar in writing paragraphs and compositions. Students work on developing effective simple, compound and complex sentences and using them in their writing. Students are exposed to the modes of argument, process, comparison contrast and classification. This is the first course in a series designed to prepare ESOL student to handle the writing tasks they will encounter in college-credit level courses and the workplace. Students will also complete lab projects enforcing these concepts. Integrated with credit ESOL-0372. To register for Writing 2 (COMX 4072) you must (1) have a passing grade of C or higher in Writing 1 (COMX 4071) or placement into Writing 2 (COMX 4072) on the ESOL assessment test and (2) be co-enrolled in Grammar 2 (COMX 4096) this semester or have a passing grade of C or higher in Grammar 2 (COMX 4096) or placement into Grammar 3 (COMX 4097) or higher on the ESOL assessment test.

73046	102	Aug 21-Dec 6	10am-11:20am	MW	ONLINE
72997	103	Aug 22-Dec 7	6-7:20pm	TTh	HLC 1304
73048	110	Aug 22-Dec 7	6-7:20pm	TTh	ONLINE
73018	104	Sep 18-Dec 6	10am-11:40am	MW	SAC TBA
73017	101	Sep 19-Dec 7	11am-12:45pm	TTh	CYP 1107

COMX 4073 Writing 3 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

In this course, students will learn to use standard English grammar in writing developed academic compositions. Students work on developing effective sentences and using them in their writing. Students are exposed to the modes of classification, cause/effect, process analysis, and argument. This course is designed to further prepare ESOL student to handle the writing tasks they will encounter in college-credit level courses and the workplace. Integrated with credit ESOL-0373. To register for Writing 3 (COMX 4073) you must have (1) a passing grade of C or higher in Writing 2 (COMX 4072) or placement into Writing 3 (COMX 4073) on the ESOL assessment test and (2) a passing grade of C or higher in Grammar 2 (COMX 4096) or placement into Grammar 3 (COMX 4097) or higher on the ESOL assessment test.

73009	104	Aug 21-Oct 13	9:30am-11:15am	MWF	NRG 4249
72999	102	Aug 22-Dec 7	6-7:20pm	TTh	HLC 1305
73049	101	Aug 22-Dec 7	10am-11:20am	TTh	ONLINE L
73050	110	Aug 22-Dec 7	6-7:20pm	TTh	ONLINE L
72332	105	Sep 18-Dec 6	12-1:40pm	MW	HYS 01303.00

COMX 4074 Writing 4 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

In this course, students will learn to use standard English grammar in writing developed academic compositions. Students work on developing more sophisticated sentences and using them in their writing. Students are exposed to the modes of comparison/contrast, argument/persuasion, academic research and documentation, and cause/effect. This course is designed to further prepare ESOL student to handle the writing tasks they will encounter in college-credit level courses and the workplace. Integrated with credit ESOL-0374. To

register for Writing 4 (COMX 4074) you must have (1) a passing grade of C or higher in Writing 3 (COMX 4073) or placement into Writing 4 (COMX 4074) on the ESOL assessment test and (2) a passing grade of C or higher in Grammar 3 (COMX 4097) or placement into Grammar 4 (COMX 4098) or higher on the ESOL assessment test.

73001	102	Aug 21-Dec 6	10am-11:20am	MW	HLC 1304
73052	106	Aug 21-Dec 6	10am-11:20am	MW	ONLINE
73051	104	Aug 22-Dec 7	6-7:20pm	TTh	ONLINE
73026	101	Oct 16-Dec 8	9:30am-11:20am	MWF	NRG 4249

COMX 4095 Grammar 1 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Grammar 1 emphasizes understanding and correct usage of the first five verb tenses, simple questions and information questions, modal verbs, parts of speech and articles. Integrated with credit ESOL-0395. To register for Business Communication (COMX 4092) you must have (1) a passing grade of C or higher in Writing 2 (COMX 4072) or placement into Writing 3 (COMX 4073) on the ESOL assessment test, (2) a passing grade of C or higher in Reading and Vocabulary 2 (COMX 4012) or placement into Reading and Vocabulary 3 (COMX 4013) or higher on the ESOL assessment test, and (3) a passing grade of C or higher in Oral Communication 2 (COMX 4002) or placement into Oral Communication 3 (COMX 4003) on the ESOL assessment test.

73003	104	Aug 21-Dec 6	12-1:20pm	MW	RRC 1211.00
73053	107	Aug 21-Dec 6	12-1:20pm	MW	ONLINE
73002	109	Aug 22-Dec 7	7:40-9pm	TTh	HLC 2103
73054	108	Aug 22-Dec 7	7:40-9pm	TTh	ONLINE
73019	106	Sep 18-Dec 6	12-1:40pm	MW	HLC 1304

COMX 4096 Grammar 2 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

In this course, students will review basic verb tenses, proceed to intermediate structures, emphasizing communicative use in academic and non-academic contexts. Integrated with credit ESOL-0396.

73055	108	Aug 21-Dec 6	12-1:20pm	MW	ONLINE
73004	103	Aug 22-Dec 7	7:40-9pm	TTh	HLC 1305
73056	109	Aug 22-Dec 7	7:40-9pm	TTh	ONLINE
73021	110	Sep 18-Dec 6	12-1:40pm	MW	SAC TBA
73020	107	Sep 19-Dec 7	9am-10:45am	TTh	CYP 1107

COMX 4097 Grammar 3 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

In this course, students will review basic verb tenses, proceed to intermediate structures, emphasizing communicative use in academic and non-academic contexts. Students will also complete lab projects enforcing these forms and concepts. Integrated with credit ESOL-0397.

73010	102	Aug 21-Oct 13	12-1:45pm	MWF	NRG 4249
73057	101	Aug 21-Dec 6	12-1:20pm	MW	ONLINE
73005	104	Aug 22-Dec 7	7:40-9pm	TTh	HLC 1304
73058	108	Aug 22-Dec 7	7:40-9pm	TTh	ONLINE
72330	103	Sep 18-Dec 6	10am-11:40am	MW	HYS 01209.00
73023	107	Sep 19-Dec 7	10am-11:45am	TTh	SGC TBA

COMX 4098 Grammar 4 (48 hrs/\$255.00 / \$1.00 Accident Insurance)

In this course, students will review basic and intermediate verb tenses, and proceed to advanced structures, emphasizing communicative use in academic and non-academic contexts. Integrated with credit ESOL-0398.

72121	104	Aug 21-Dec 6	12-1:20pm	MW	ONLINE
73006	102	Aug 21-Dec 6	12-1:20pm	MW	HLC 1130
73059	101	Aug 22-Dec 7	7:40-9pm	TTh	ONLINE
73027	103	Oct 16-Dec 8	12-1:50pm	MWF	NRG 4249

Fashion Design

Austin Community College's Continuing Education department is excited to bring the world of fashion to our classrooms with our upcoming Fashion Design Certificate Program. For more information, visit continue.austincc.edu/fashion.

BMGT 1047 Retail Buying (48 hrs/\$255.00 / \$1.00 Accident Insurance)

A detailed study of the organizational structure of retail buying, the internal and external sources of buying information, the fundamentals of effective purchasing, and the buyer's role in planning. For questions please contact Eileen Collazo eileen.collazo@AustinCC.edu or 512.223.2199. Integrated with credit BMGT-1347.

72829 101 Aug 21-Dec 10 ONLINE

FSHD 1002 Introduction to Fashion (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Survey of the world of fashion businesses. Introduction to the creation and merchandising of fashion through the study of fashion vocabulary, the fashion process, fashion publications, and career opportunities. This is an online class. Students will access course through Blackboard after registering for course. For questions please contact Victoria Taylor victoria.taylor@AustinCC.edu or 512.223.7906. Integrated with credit FSHD-1302.

72830 101 Aug 21-Dec 10 ONLINE

72831 102 Sep 18-Dec 10 ONLINE

FSHD 1011 Fashion History (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Survey of the evolution of fashion change, traced through garment development from ancient times to present day. A study of customs and silhouettes of each historical period and their modern day adaptations. Combined with credit FSHD-1311.

72832 101 Aug 21-Dec 10 ONLINE

72833 102 Sep 18-Dec 10 ONLINE

FSHD 1022 Fashion Sketching (64 hrs/\$305.00 / \$1.00 Accident Insurance)

Fundamentals of quick sketching to communicate design ideas. Instruction in drawing the male and female fashion figure. Emphasis on simple methods for making quick sketches to illustrate style information. For questions please contact Victoria Taylor victoria.taylor@AustinCC.edu or 512.223.7906. Integrated with credit FSHD-1322.

72812 101 Aug 22-Dec 7 3-4:20pm TTh HLC 1210.04

Lab Aug 22-Dec 7 4:20-4:50pm TTh HLC 1210.04

FSHD 1024 Ready to Wear Construction (96 hrs/\$305.00 / \$1.00 Accident Insurance)

Fundamentals of mass production of apparel, focusing on the operation of industrial sewing and pressing equipment. Survey of materials selection and construction techniques used at all price levels of mass produced apparel. Introduction to industry seam allowances. Identification of differences between ready-to wear and couture construction. For questions please contact Victoria Taylor victoria.taylor@AustinCC.edu or 512.223.7906. Integrated with credit FSHD-1324.

72813 101 Aug 21-Dec 6 3-3:55pm MW HLC 1410.40

Lab Aug 21-Dec 6 3:55-5:40pm MW HLC 1410.40

72814 102 Aug 26-Dec 9 10am-11:55am S HLC 1410.40

Lab Aug 26-Dec 9 11:55am-3:45pm S HLC 1410.40

FSHD 1028 Flat Pattern Design I (80 hrs/\$305.00 / \$1.00 Accident Insurance)

An introduction to the creative design of clothing through the flat pattern method. General principles of pattern making using the basic five-piece dress sloper. A study of dart manipulation, slashing and spreading the pattern and contouring sew lines. For questions please contact Victoria Taylor victoria.taylor@AustinCC.edu or 512.223.7906. Integrated with credit FSHD-1328.

72815 101 Aug 22-Dec 7 9am-9:55am TTh HLC 1420.15

Lab Aug 22-Dec 7 9:55am-11:10am TTh HLC 1420.15

72816 102 Aug 22-Dec 7 6-6:55pm TTh HLC 1420.15

Lab Aug 22-Dec 7 6:55-8:10pm TTh HLC 1420.15

FSHD 1046 Fashion Illustration Media (96 hrs/\$305.00 / \$1.00 Accident Insurance)

Fashion Illustration Media provides students with skill development in fashion technical drawing with emphasis on fashion details and applications. This class provides instruction in illustrating a wide variety of clothing in various media with an emphasis on computer-aided techniques. The class will accommodate all levels of skill from beginner to advance illustrators to help them achieve a professional level of fashion technical drawing for their portfolio. Combined with credit FSHD-1346.

72817 101 Aug 22-Dec 7 12-12:55pm TTh HLC 1100

Lab Aug 22-Dec 7 12:55-2:40pm TTh HLC 1100

FSHD 1051 Design Construction Techniques (96 hrs/\$305.00 / \$1.00 Accident Insurance)

A continuation of Ready-To-Wear Construction with emphasis on design details. Instruction in basic manipulation of a commercial pattern to create individual design details, dressmaking and fully lined unstructured garments in intermediate level fabrics. Combined with credit FSHD-1351.

72818 101 Aug 21-Dec 6 6-6:55pm MW HLC 1410.40

Lab Aug 21-Dec 6 6:55-8:40pm MW HLC 1410.40

FSHD 2006 Draping (80 hrs/\$305.00 / \$1.00 Accident Insurance)

A study of three-dimensional fashion design conceptualizing by draping in muslin or fashion fabric directly on the dress form. Skill development in observing grain of fabric, identifying drapable fabrics and creating designs suitable for draping. Presentation of major fashion designers and draping techniques. Combined with credit FSHD-2306.

72819 101 Aug 21-Dec 6 9am-9:55am MW HLC 1420.15

Lab Aug 21-Dec 6 9:55am-11:10am MW HLC 1420.15

FSHN 1001 Textiles (48 hrs/\$255.00 / \$1.00 Accident Insurance)

A general study of textiles with emphasis on factors that affect the hand, appearance, and performance in clothing use. Examination of the properties of natural and man-made fibers, how yarn is formed, methods of production, and the properties of a variety of fabrics. Application of textiles used in the apparel industry. For questions please contact Eileen Collazo eileen.collazo@AustinCC.edu or 512.223.2199. Integrated with credit FSHN-1301.

72820 101 Aug 21-Dec 10 ONLINE

FSHN 2001 Fashion Promotion (48 hrs/\$255.00 / \$1.00 Accident Insurance)

A survey of fashion direction, publicity, and fashion event coordination. Emphasis on fashion show production from idea to runway including theme development, stage/set design, choreography, music coordination, lighting, line-up, model fittings, rehearsal, and press kit development. For questions please contact Eileen Collazo eileen.collazo@austincc.edu or 512.223.2199. Integrated with credit FSHN-2301.

72834 101 Aug 21-Dec 10 ONLINE

FSHN 2020 Visual Merchandising (64 hrs/\$305.00 / \$1.00 Accident Insurance)

Skill development in the creation of showroom or retail store window/interior displays that sell merchandise. Study of the basic techniques of store planning, mannequin dressing, alternate form design, and display space conceptualization and implementation. Combined with credit FSHN-2320.

72835 101 Aug 21-Dec 10 ONLINE
Lab Aug 21-Dec 10 ONLINE

MRKG 1002 Principles of Retailing (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

72824 102 Aug 21-Dec 10 ONLINE
72825 103 Aug 22-Dec 7 10:30am-11:50am TTh SAC 1315

Floral Design

Decorate your life with Flowers! Austin Community College offers a number of floral design classes. Whether you want to arrange flowers for your own personal enjoyment or plan to start a business, our Floral Design series is for you. For more information on available floral design courses and schedules, visit continue.austincc.edu/floral.
Removed redundant sentence.

Horticulture and Landscape Design

The Landscape and Horticulture program is founded on the principles and practices of responsible and professional stewardship of the land and native resources. We instill this ideal in our students by exposing them to the planning, design, creation and maintenance of environmentally sustainable landscapes.

For more information about the program, visit our webpage: continue.austincc.edu/landscape, or contact Ellen Beaman at ellen.beaman@austincc.edu or (512) 223-9466.

Institute of Language and Culture

Learn to speak languages from around the world! ACC's Continuing Education features a variety of language classes to help you get started on the journey of language study.

PLEASE NOTE: These are non-credit continuing education classes. Please view course description and course syllabus to determine your level as we do not provide assessment testing.

Note: Class log-in information can be found in Blackboard a few days prior to the class start date. An active ACC Email and eID are required to login.

ARAX 4011 Arabic I (64 hrs/\$340.00 / \$1.00 Accident Insurance)

Study of fundamentals of Arabic: conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. This course fosters understanding of Arabic-speaking people through cultural comparison and development of written and spoken communication. Combined with credit ARAB-1411. For questions, please contact instructor Fahim Idais - fidais@austincc.edu

72857 101 Aug 22-Dec 7 6-7:50pm TTh HLC TBA

CHIX 4011 Chinese I (64 hrs/\$340.00 / \$1.00 Accident Insurance)

Study of fundamentals of Mandarin Chinese: conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. This course fosters understanding of Chinese-speaking people through cultural comparison and development of written and spoken communication. Combined with credit CHIN-1411.

72855 101 Aug 21-Dec 6 7-8:50pm MW ONLINE
72856 103 Aug 22-Dec 7 5:30-7:20pm TTh ONLINE

KORX 4011 Korean I (64 hrs/\$340.00 / \$1.00 Accident Insurance)

72859 102 Aug 21-Dec 6 11am-12:05pm MW ONLINE
72858 101 Aug 22-Dec 7 3-4:50pm TTh ONLINE

LATX 4011 Latin I (64 hrs/\$340.00 / \$1.00 Accident Insurance)

Study of fundamentals of Latin grammar, vocabulary building, reading comprehension, and culture. Combined with credit LATI-1411. For questions, please contact instructor Michael Mignanelli - michael.mignanelli@austincc.edu.

72854 101 Aug 21-Dec 6 5-6:50pm MW ONLINE

RUSX 4011 Russian I (64 hrs/\$340.00 / \$1.00 Accident Insurance)

Study of fundamentals of Russian: conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. This course fosters understanding of Russian-speaking people through cultural comparison and development of written and spoken communication. Combined with credit RUSS-1411.

72853 102 Aug 21-Dec 10 ONLINE

Music

Some of the following music courses are integrated with college credit classes and have a limited number of seats for the general public to enroll as a Continuing Education student. The Music courses that are integrated with college offer the content, rigor, and workshop experience that is standard within a college credit classroom. Students must have a minimum level of proficiency on their instrument in order to participate in the course. All courses require that students use their Austin Community College email address and regularly access the Blackboard site for instruction.

For questions regarding the music courses, please contact Terra Garcia, terra.garcia@austincc.edu

For classes taught online, Class log-in information can be found in Blackboard a few days prior to the class start date.

An active ACC Email and eID are required to log in to Blackboard. All students taking music classes must log into Blackboard, even if they are taking classes face-to-face.

MUEX 3022 Jazz Ensemble (64 hrs/\$135.00 / \$1.00 Accident Insurance)

Provides training in the specific techniques necessary for jazz ensemble performance. Emphasizes both ensemble and solo playing. Repertoire varies according to emphasis. Combined with credit MEUN-1121.

72865 102 Aug 22-Dec 5 6:25-10pm T HLC 1445
72863 101 Aug 24-Dec 7 6:25-10pm Th HLC 1445

MUEX 3024 Percussion Ensemble (64 hrs/\$135.00 / \$1.00 Accident Insurance)

Provides training in the specific techniques necessary for ensemble performance. Emphasizes both ensemble and solo playing. Repertoire varies according to emphasis. Combined with credit MUEN-1124.

72866	102	Aug 21-Dec 6	4:30-6pm	MW	HLC 1445
72864	101	Aug 22-Dec 5	6:25-9:50pm	T	HLC 1449

MUEX 3026 Wind Ensemble (64 hrs/\$135.00 / \$1.00 Accident Insurance)

This class is designed for full or part-time students who desire to improve their performance levels on band instruments, observe rehearsal methods and techniques, and learn band organizational strategies. Combined with credit MUEN-1126.

72867	101	Aug 22-Dec 7	1-2:40pm	TTh	HLC 1445
-------	-----	--------------	----------	-----	----------

MUEX 3031 Chamber Ensemble (64 hrs/\$135.00 / \$1.00 Accident Insurance)

An instrument performance group that is open to any student who can qualify by audition. Emphasis on performance of literature for small ensembles. Combined with college credit MUEN-1131.

72868	101	Aug 23-Dec 6	6:30-10pm	W	HLC 1421
-------	-----	--------------	-----------	---	----------

MUEX 3032 Guitar Ensemble (64 hrs/\$135.00 / \$1.00 Accident Insurance)

Provides training in the specific techniques necessary for ensemble performance. Emphasizes both ensemble and solo playing. Repertoire varies according to emphasis. Three hours of rehearsal required per week. Integrated with credit MUEN-1132.

72869	101	Aug 23-Dec 6	6:25-10pm	W	HLC 1449
-------	-----	--------------	-----------	---	----------

MUEX 3033 Brass Ensemble (64 hrs/\$135.00 / \$1.00 Accident Insurance)

A brass performance group that is open to any student who can qualify by audition. Emphasis on performance of literature for small ensembles. Combined with college credit MUEN-1133.

72871	101	Aug 21-Dec 4	6:25-10pm	M	HLC 1420
-------	-----	--------------	-----------	---	----------

MUEX 3034 String Ensemble (64 hrs/\$135.00 / \$1.00 Accident Insurance)

A string ensemble group that is open to any student who can qualify by audition. Emphasis is on performance of literature for small ensembles. Three hours of rehearsal required per week. Combined with credit MUEN-1134.

72874	101	Aug 22-Dec 5	6:25-10pm	T	HLC 2560
-------	-----	--------------	-----------	---	----------

MUEX 3036 Woodwind Ensemble Clarinet Choir (64 hrs/\$135.00 / \$1.00 Accident Insurance)

Provides training in the specific techniques necessary for ensemble performance. Emphasizes both ensemble and solo playing. Repertoire varies according to emphasis. Combined with credit MUEN-1136.

72876	101	Aug 22-Dec 5	6:25-10pm	T	HLC 1421
-------	-----	--------------	-----------	---	----------

MUEX 3037 Jazz Combo (64 hrs/\$135.00 / \$1.00 Accident Insurance)

An instrumental performance group that is open to any student who can qualify by audition. Emphasis on performance of jazz music for small ensembles. Combined with credit MUEN-1137.

72879	101	Aug 21-Dec 4	6:25-10pm	M	HLC 1445
-------	-----	--------------	-----------	---	----------

MUEX 3043 College Choir (64 hrs/\$135.00 / \$1.00 Accident Insurance)

A choral ensemble that is open to any student who can qualify by audition. Will give several public performances each semester. Repertoire varies according to emphasis. Combined with credit MUEN-1143.

72881	101	Aug 21-Dec 4	6:25-10pm	M	HLC 1449
-------	-----	--------------	-----------	---	----------

MUEX 3051 Chamber Singers (64 hrs/\$135.00 / \$1.00 Accident Insurance)

A vocal performance group that is open to any student who can qualify by audition. Emphasis on performance of literature for small ensembles. Combined with credit MUEN-1151.

72883	101	Aug 22-Dec 7	1:05-2:50pm	TTh	HLC 1449
-------	-----	--------------	-------------	-----	----------

Photography

Most of these photography courses are for personal enrichment. They generally have fewer contact hours than semester-long classes and are geared towards the student who wants to learn more about photography, but doesn't want the rigors of a college-level class. In addition, there are some photography courses listed below that are integrated with College Credit classes in Professional Photography and have a limited number of seats for the general public to enroll as a Continuing Education student. These classes offer the content, rigor, and experience of workforce instruction that prepares students for advanced classes in photography. Successful completion of these courses satisfy the prerequisites, and gain college credits toward the award plans in Professional Photography. If the course is integrated with a Professional Photography course, it will be noted on the schedule.

Note:

Class information and syllabus can be found in Blackboard one week prior to class. An active ACC Email and eID are required to login.

PHTC 1000 Photo Digital Imaging I (96 hrs/\$305.00 / \$1.00 Accident Insurance)

This course is a comprehensive introduction to Adobe Photoshop with practical applications of digital imaging and preparing photographic artwork for print and digital media. Throughout the course, students will establish proficiency with the Adobe Photoshop interface and tools, and will gain an understanding of file formats, color management, image resolution, and pixel depth for differing output needs. Digital Imaging I is combined with PHTC 1300, and is a pathway into the The.DPP's Professional Photography workforce program.

72773	104	Aug 21-Dec 6	1:15-2:10pm	MW	HLC 1135
	Lab	Aug 21-Dec 6	2:10-4pm	MW	HLC 1135
72774	105	Aug 22-Dec 7	1:15-2:10pm	TTh	HLC 1150
	Lab	Aug 22-Dec 7	2:10-4pm	TTh	HLC 1150

PHTC 1011 Fundamentals of Photography (96 hrs/\$305.00 / \$1.00 Accident Insurance)

This is a college credit class, but allows Continuing Education students to enroll for non-credit. This course is a comprehensive introduction to the fundamental concepts and techniques of photographic equipment, lighting, and composing photographic media. Students will learn about the digital photography workflow from capture to print. Along with establishing foundational skills, students will also engage with ideas of image composition and the language of photography in contemporary media and visual literacy. Fundamentals of Photography is combined with PHTC 1311, and is a pathway into the The.DPP's Professional Photography workforce program.

72768	102	Aug 21-Dec 6	9am-9:50am	MW	HLC 1141
	Lab	Aug 21-Dec 6	9:50am-11:45am	MW	HLC 1141
72769	107	Aug 21-Dec 6	1:15-2:10pm	MW	HLC 1141
	Lab	Aug 21-Dec 6	2:10-4pm	MW	HLC 1141
72770	108	Aug 22-Dec 7	9am-9:50am	TTh	HLC 1141
	Lab	Aug 22-Dec 7	9:50am-11:45am	TTh	HLC 1141
72771	109	Aug 22-Dec 7	1:15-2:10pm	TTh	HLC 1141
	Lab	Aug 22-Dec 7	2:01-4pm	TTh	HLC 1141

Recreation and Sports

These courses are integrated with college credit physical activity classes in the Kinesiology Department. These courses open seats for the general public to enroll as a Continuing Education student. For questions, contact Roy Ramos at roy@austincc.edu or visit our website at austincc.edu/academic-and-career-programs/areas-of-study/education/health-and-kinesiology.

Note: Class log-in information can be found in Blackboard a few days prior to the class start date. An active ACC Email and eID are required to login.

FITT 1001 Fitness and Exercise Testing (96 hrs/\$390.00 / \$1.00 Accident Insurance)

A study of the techniques for conducting physical fitness assessments including tests of cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity. Topics include an introduction to electrocardiography and equipment use and maintenance. Emphasis on safety guidelines and precautions. Integrated with college credit FITT 1401.

72776	102	Aug 21-Dec 10		ONLINE
	Lab	Aug 21-Dec 10	12:30-3pm	W RVS 1169
72775	101	Aug 24-Dec 7	1-3:30pm	Th RVS 1114
	Lab	Aug 24-Dec 7	3:40-6:10pm	Th RVS 1169

FITT 2001 Lifestyle Change for Wellness (48 hrs/\$255.00 / \$1.00 Accident Insurance)

A study of the components of weight control, smoking cessation, stress management, and other current trends. Topics include techniques in behavior modification, motivation, teaching, and counseling. Integrated with college credit FITT 2301.

72780	101	Aug 21-Oct 15		ONLINE
72779	102	Oct 16-Dec 10		ONLINE

FITT 2013 Exercise Science (48 hrs/\$5.00 / \$1.00 Accident Insurance)

A survey of scientific principles, methodologies, and research as applied to exercise and physical fitness. Emphasis on physiological responses and adaptations to exercise. Topics include basic elements of kinesiology, biomechanics, motor learning, and the physical fitness industry. Integrated with college credit FITT 2313.

72783	101	Aug 21-Dec 10		ONLINE
-------	-----	---------------	--	--------

FITT 2031 Group Exercise Instruction (64 hrs/\$305.00 / \$1.00 Accident Insurance)

A study of guided and sequential experiences for developing aerobic based group exercise leadership skills. Opportunities provided for students to practice these skills under a professional mentor in a group setting.

72778	102	Aug 21-Dec 10		ONLINE
	Lab	Aug 21-Dec 10	10:30am-11:50am	W RVS 1169
72777	101	Aug 22-Dec 5	2-3:40pm	T RVS 1114
	Lab	Aug 22-Dec 5	4-5:40pm	T RVS 1169

FITT 2033 Fitness Industry Operations and Technology (48 hrs/\$255.00 / \$1.00 Accident Insurance)

A survey of the practical aspects of the physical fitness industry. Emphasis on equipment cost analysis, program marketing, legal issues, policy formation, budgetary planning, computer software applications, and current industry trends. Integrated with college credit FITT 2333.

72782	101	Aug 21-Oct 15		ONLINE
72781	102	Oct 16-Dec 10		ONLINE

Sewing

Want to learn how to sew or improve your sewing skills? Our courses facilitate development basic sewing skills to create apparel as well as enhance and expand on the skills you currently have. These classes are for personal enrichment and will help you build sewing skills in a fun and relaxed environment.

Visit the Sewing website for current course offerings and schedules: continue.austincc.edu/lifelong-learning

Writing and Fine Arts Academy

The following courses are integrated with College Credit classes in Creative Writing and have a limited number of seats for the general public to enroll as a Continuing Education student. These classes offer the content, rigor, and workshop experience that is standard within a Creative Writing classroom. All courses require that students use their Austin Community College email address and regularly access the Blackboard site for instruction.

We offer a range of genre studies read carefully to make sure you choose the appropriate genre designation.

ENGX 4007 - Beginning Creative Writing

Instruction in literary writing: prose, poetry, screenwriting and drama. Topics and readings vary. All courses offer an opportunity for student work to be peer workshopped. Possible markets for creative writing to be discussed. Courses are integrated with college credit ENG 2307.

ENGX 3041- Forms of Literature

Study of one or more literary genres, including, but not limited to, poetry, fiction, drama, film. Other forms may include literary nonfiction, mythic or religious writing, autobiography and memoirs and polemics. Students study and write the forms. All courses offer an opportunity for student work to be peer workshopped. Reading vary. Instructors are free to choose their own emphasis. Courses are integrated with college credit ENGL 2341.

For more information, contact the Creative Writing Department

ENGX 3041 Forms of Literature for Creative Writers (48 hrs/\$255.00 / \$1.00 Accident Insurance)

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Integrated with credit ENGL-2341.

72893	102	Aug 21-Dec 10		ONLINE
72894	105	Aug 21-Dec 10		ONLINE
72888	101	Aug 22-Dec 7	4-5:20pm	TTh HLC 2101
72895	103	Sep 5-Dec 10		ONLINE
72898	104	Oct 16-Dec 10		ONLINE

ENGX 4007 Beginning Creative Writing (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Instruction in literary writing: prose. Integrated with credit ENGL-2307.

72897	109	Sep 18-Dec 10		ONLINE
-------	-----	---------------	--	--------

ENGX 4007 Playwriting (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Introduction to the study and analysis of the structure of different styles and movements of theater and how it differs from film and other genres. Possible markets for creative writing will be discussed.

72900	108	Sep 18-Dec 4	6-9:20pm	M ONLINE
-------	-----	--------------	----------	----------

ENGX 4007 Poetry (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Introduction to the study and analysis of the structure and different styles of poetry. Possible markets for creative writing will be discussed.

72889 101 Aug 21-Dec 10 ONLINE

ENGX 4007 Prose (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Instruction in literary writing; prose. Possible markets for creative writing to be discussed. Integrated with credit ENGL-2307.

72896 107 Sep 18-Dec 10 ONLINE

ENGX 4007 Prose Fiction (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Introduction to the study and analysis of the structure and different styles of short fiction. Instructor may bring in novella or novel, but the focus is on short fiction. Possible markets for creative writing will be discussed.

72890 103 Aug 21-Dec 10 ONLINE

72891 110 Aug 21-Dec 10 ONLINE

ENGX 4007 Screenwriting (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Introduction to the study and analysis of the process of writing for film by examining story concept, theme, characterization, structure, and script formatting, and by creating synopses and treatments. Possible markets for creative writing will be discussed.

72892 114 Aug 21-Dec 10 ONLINE

72885 120 Aug 22-Dec 5 6-8:40pm T HLC 2218

ENGX 4007 Writing Children's Literature (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Introduction to the study and analysis of literary writing, with focus on writing for children. Topics include studying classic children's books, writing various genres from picture books to chapter books, and understanding the children's book industry.

72886 115 Aug 22-Dec 5 6-8:40pm T SAC 1301

Business Assessment Center

512-223-7395

The Business Assessment Center (BACT) located in room 2221 of the Highland Campus, and room 2223 Bldg 2000 of the Round Rock campus provides the Austin community with High Stakes licensing and certification exams for testing companies all over the United States, including GED Testing Service. Fees subject to change without notice.

The center provides the following:

CLEP Testing Center

austinctc.edu/bact

- Composition and Literature
- Foreign Languages
- History and Social Science
- Science and Mathematics
- Business

For exam descriptions go to:
collegeboard.com/student/testing/clep/exams.html

The CLEP exam is administered by appointment only. Call 512-223-7395 for further information. Students must know which CLEP they need to take before making this appointment. Students need to check with the college or university they are taking the CLEP for, to ensure they meet that college's policy on acceptance of credit for CLEP exams. If you are an ACC student you can check with an advisor or review the ACC catalog.

A \$35 non-refundable fee must be prepaid to the Business Assessment Center in order to schedule a CLEP Exam. If you reschedule or miss your appointment, you will be charged the non-refundable fee again. The CLEP fee of \$80 must be paid through clep.collegeboard.org. You will receive a voucher number from the College Board when you pay the \$80. You must bring your voucher in on the day of your test. There is an additional \$10 fee for College Composition Modular. All fees are non-refundable and due prior to testing.

Students must have a current government-issued photo ID (driver's license, passport, or state ID card).

Go to collegeboard.com/student/testing/clep/scores to obtain information about an official score report. That information can also be obtained at (800) 257.9558. Official score reports cannot be obtained through the Business Assessment Center. If you are taking college modular for any college except ACC the fee will be \$45.00.

If a student fails to pass the CLEP with the scores required for ACC then there is a six (6) month waiting period before a student can take the exam over.

Services/ Invigilation Services

Exams for U.S. and Foreign Colleges, Universities and Businesses are administered by computer or paper-pencil depending on the college, university, or business delivery method. The cost of the exam is \$30 for the first hour and \$10 for each additional hour. Call 512-223-7395 to schedule an appointment.

Same day scheduling will be accepted, however there will be an additional charge of \$15.

Texas Educator Certification Program (TEC) TExES

Exam Description

Multiple-choice items. Test may include one or more questions that do not count toward the total score. It is not possible to identify which of the questions do not count, so examinees should complete all test questions to the best of their ability. Review is allowed at any time during the exam. The examinee may review all items in sequence or those marked for review.

NOTE: You are not allowed to bring your cell phone into the building while you are taking the TExES exam.

Identification

The examinee must present one form of primary ID. Primary IDs must contain a recent, recognizable photograph and the examinee's signature. The name listed on the ID must match the name on the student's registration. Candidates testing outside of the country of citizenship must have a passport.

- Passport
- State ID
- Military ID
- Driver's License
- National ID

Original documents are required; copies are not acceptable. Expired documents are not acceptable.

TExES Testing

Registration

Registration is completed through ETS, not this testing center.

Phone: 800-902-5922

TTY: 609-771-7714

Web Address: texas.ets.org

E-mail: texas-excet_inquiries@ets.org

Cancellation/Rescheduling

- Online at texas.ets.org
- Telephone 800-902-5922

Note: Fees and policies are specified at texas.ets.org

Retests:

The examinee must wait 90 days before taking the computer-administered version of the test again.

Pearson Vue Authorized Testing Center

Registration information can be obtained at pearsonvue.com. Test Programs delivered through Pearson VUE Center can be viewed at pearsonvue.com/programs

GED® Exam

Test-takers can register online, at www.ged.com or through the Pearson Vue call center at 1-877-EXAM-GED (392-6433).

GED Examinees must present a valid government issued driver's license, state ID, military ID or passport with a Texas address on it.

For copies of your GED certificate, GED transcript, and or GED verification visit tex.ged.com or email ged@tea.texas.gov.

The Business Assessment Center does not supply copies of GED certificates, GED transcripts or verify GED completion.

Dantes Subject Standardized Tests (DSST) Exam Center

The DSST Exams are administered to students by appointment Monday through Friday. Students needing to take the DSST exam should call 512-223-7395 for scheduling information or visit austincc.edu/bact. A list of DSST exams can be found at getcollegetcredit.com.

IELTS Exam*

The International English Language Testing System was developed by Cambridge University. It provides an assessment of whether a test taker is ready to study or train in the medium of English. It is administered once a month and the schedule can be viewed at ieltsregistration.org. For more information call 512-223-0161.

To apply, go to ielts.org, select "USA" by location to search for test date, and select "Austin."

*Payment for some exams must be made in advance. No refund applies if student fails to show or cancels.

TCEQ

The Texas Commission on Environmental Quality (TCEQ) certifies candidates in fields related to groundwater, landscape irrigation, wastewater, and surface water. Candidates must obtain authorization to test from TCEQ and pay the \$50.00 test fee in advance. Candidates should schedule at least one business day in advance.

Test appointments are available Monday through Friday between 10:30 a.m. and 1:00 p.m.

PROV

The PROV exams are a path to professional certification in skilled trades such as general engineering, general building contractor, business and law, masonry contractor, and excavating contractor as required by government agencies or businesses.

Appointments are scheduled through the testing company and not through ACC. Appointments are available Monday through Friday between 10:30 a.m. and 2:00 p.m. Candidates should contact PROV at 866-720-7768, extension 103, to schedule an appointment and to get test fees. Test fees vary depending on the test.

Miller Analogies Test

As a reasonably priced test, administered in 60 minutes, the MAT represents an excellent option for candidates applying to any of the hundreds of graduate programs that accept MAT scores for admission. The MAT is a high-level mental ability test requiring the solution of problems stated as analogies. Performance on the MAT is designed to reflect candidates' analytical thinking.

ACC offers the MAT at the Business Assessment Center, Room 2221 at HLC campus, between 9 am and 3 pm by appointment. Appointments must be made at least one business day in advance.

Castle Worldwide Assessments

Tests delivered through Castle Worldwide can be viewed at castleworldwide.com.

TEAS V Exam

Examinees for the Test of Essential Academic Skills (TEAS V)– formerly known as HOBET V must come in person and pay in advance to schedule testing appointments. Examinees are required to make a non-refundable payment of \$35 prior to making an appointment and an additional credit card payment of \$45 the day of the test. Staff will schedule the examinee based on the next available test date.

Kryterion

Tests delivered through Kryterion can be viewed at kryteriononline.com.

ISO-Quality Testing

Scheduling is the responsibility of the examinee and is done through isoqualitytesting.com. Examinees must present appropriate identification based on testing agency specifications.

Other Exams

The following exams are administered on scheduled dates established by the agency responsible for the program. Candidates must contact the individual agency to register for the following:

- Chartered Market Technician Program Exam (CMT)
- Law School Admission Test (LSAT)
- Certified Health Education Exam (CHES)

The Center has a number of other exams. Check the web at austincc.edu/bact.

If you need to contact the GED Testing Center call 512-223-7395.

Important Information About Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is an inflammation of the membranes that surround the brain and spinal cord. It is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100–125 on college campuses, leading to 5–15 deaths among college students every year. Treatment is available, but those who survive may develop severe health problems or disabilities.

WHAT ARE THE SYMPTOMS?

- High fever
- Lethargy
- Nausea
- Stiff neck
- Rash or purple patches on skin
- Severe headache
- Seizures
- Light sensitivity
- Vomiting
- Confusion and sleepiness

There may be a rash of tiny, red–purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk – when these symptoms appear, seek immediate medical attention.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

HOW IS THE DISEASE TRANSMITTED?

- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

- Death (in 8 to 24 hours from perfectly well to dead)
- Learning disability
- Permanent brain damage
- Hearing loss, blindness
- Kidney failure
- Gangrene
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Coma
- Convulsions

CAN THE DISEASE BE TREATED?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
 - Those living in close quarters
 - College students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis)
- Vaccinations take 7–10 days to become effective, with protection lasting 3–5 years.
- The cost of vaccine varies, so check with your healthcare provider.
- Vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days.
- Contact web sites:
dshs.state.tx.us • thecb.state.tx.us • cdc.gov/ncidod/dbmd/diseaseinfo • acha.org • musa.org
- Vaccination is available through your local physician.

HOW CAN I GET MORE INFORMATION?

Contact your own healthcare provider. Contact your local or regional Texas Department of State Health Services.

ACC Continuing Education Health/Shots Infoline: 512–223–7123.

Please call for more information.

Meningitis immunization information can be found at austincc.edu/meningitis, or continue.austincc.edu

Payment Options

- Payments must be made at the time of registration. We accept cash, checks, money orders and credit cards (American Express, Visa, Master Card, and Discover). Payments can be made online through Online Services or in person at a campus Cashier Office.
- Online payments by check (ACH payments) require TWO business days for final verification and processing by your bank. The bank may reject the transaction if you do not have sufficient funds available or if you entered incorrect account information. Check your bank account balance to verify that your payment was processed successfully and also check “Current Activity” on your ACC student account to be sure the payment was not reversed. You will be charged additional fees if the payment is rejected by your bank.
- Payments by mail must be in the form of check or money order. Payment from a company or state agency is also accepted – call 512-223-7542 for more information. Receipts will not be faxed or mailed back on mail-in payments. Please contact the Cashier Office at 512-223-7561 for receipt information. Please note: if you have a past due balance, a hold (which prevents registration) will be placed on your account. Call 512-223-7542, if you are unable to register online or in person. For information on financing courses, go to austincc.edu/ce/costs.

Refund Policy

The ACC Continuing Education refund policy is 100% prior to the weekday before the first class day, or 100% if class is canceled by ACC. After classes begin, see the table below. The number of days listed refers to business days, not class meeting days. Classes that are ONE day long must be dropped before the class starts for any type of refund to occur. The Student Accident Insurance fee (\$1) is not refundable.

Class Length in Weeks	Last day for 70% Refund	Last Day for 25% Refund
2 or fewer	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or more	15	20

Insurance fees are non-refundable after class start date.

Refund Processing

- ✓ ACC mails refund checks to the address on file at the college. Check with Continuing Education registration staff to verify current and accurate information before the refund process is started.
- ✓ Credit card refunds will appear on your monthly statement as soon as possible after the official reporting date. You are responsible for interest charged to the credit card account while the refund is processed. (May take up to six weeks.)
- ✓ ACC charges a \$25 processing fee for any refunds that are reissued.

For information that will help in filling out your registration form see the last page.

Returned Payments

- ✓ \$25 fee will be charged and a hold will be placed on accounts with any of the following:
- ✓ Checks returned stop pay or account closed and credit card chargebacks: You will be dropped from all classes and be liable for the returned check fee and any non-refundable fees.
- ✓ Checks returned unpaid (NSF) must be replaced by cash or a money order. Otherwise, returned checks will be referred to a collection agency, which may assess further charges.

Frequently Asked Questions

How and when can I register?

Registrations are processed on a first-come, first-served basis. You may register until the first day of class if space is available. Due to the minimum number of students necessary for classes to be held, we encourage you to sign up at least one week before the class starts. Enrollments after the start date of the class are not eligible for a full refund.

How do I register?

There are several convenient methods. You may register online by credit card at austincc.edu/registration, in person at the Highland Campus, Northridge Campus, or Round Rock Campus; or by mail using the registration form at the back of this schedule.

How can I pay for my classes?

Payments must be made at the time of registration. See Payment Options on page 85 or call 512-223-7542 for more information.

What if my class is canceled?

At times, Continuing Education courses may be canceled. In the event of a cancellation, each registered student will be contacted at the phone number(s) currently on file for the student. Whenever possible, the decision to cancel a course will take place a minimum of 48 hours prior to the start of the course. Students may go online at continue.austincc.edu/schedule at any time to check on the status of a course.

What if I move or change my phone number?

It is the student's responsibility to update any changes to their contact information (i.e. phone numbers, address). Student information is not automatically updated when a new course registration is received. To make changes to your student record, request a Student Data Change Form from Registration at 512-223-7542.

Will I receive confirmation?

If you register through Online Services, you will receive an automated email confirmation and you can access your schedule through Online Services. If you register in person, a copy of your schedule will be given to you.

What is the tuition/fees refund policy?

See Refund Policy. NOTE: Refund process may take up to 6 weeks.

What is the parking permit refund policy?

Students who purchased a parking permit may request a refund for the following reasons: Their classes were canceled, they withdrew from classes before the start date, or they inadvertently purchased a permit. To receive a refund, students must submit a parking permit fee refund request form to any ACC Cashier Office. Include the parking permit when the refund is requested.

What is the transfer policy?

Students may transfer to another class the business day before the class starts for a full transfer or you will be responsible to pay the difference based on the Refund Policy. To cancel a class, please see the Refund Policy.

What is an integrated course?

An integrated course is a college-credit course in which CE students can enroll on a space-available basis without registering through college credit. Normal CE registration procedures apply. These courses can be converted to college credit later under prescribed conditions. Call the registration desk at 512-223-7542 for further information. All integrated courses are designated as such in the course descriptions, for example: Integrated with college credit ETWR 2374.

Do I need an ACC student ID card?

All Continuing Education students are eligible for IDs. Students registered in integrated classes can get a photo ID only. You can pick them up on any of the main campuses during the first week of classes. Student ID cards are required for ACC Library Services and at the Rio Grande parking garage.

