

# 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

### **Information Technology**

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

### **Health Sciences**

- Certified Nurse Aide
- Dental Assistant
- Massage Therapy
- 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](http://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)	Oracle
American Academy of Professional Coders (AAPC)	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
	U.S. Department of Labor–Bureau of Apprenticeship Training

**For registration assistance call 512-223-7542.**

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# Continuing Education Registration Information

CE Spring 2024 registration begins October 16, 2023.

## Holidays/College Closed:

January 1-2, 2024 • College Closed

January 15, 2024 • MLK Jr. Day

March 11-17, 2024 • Spring Break

May 27, 2024 • Memorial Day

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

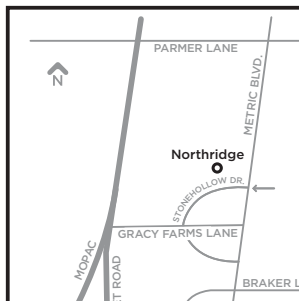


### Highland Campus

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

Monday, Wednesday, Friday  
8:00 a.m.–5:00 p.m.

Tuesday and Thursday  
8:00 a.m.–5:30 p.m.

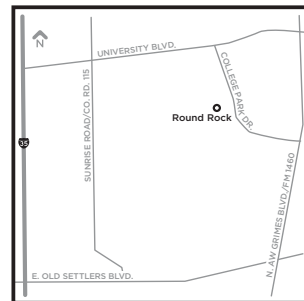


### Northridge Campus

Building 3000, Room 3102  
11928 Stonehollow Dr.  
Austin, TX 78758

Monday, Wednesday, Friday  
8:00 a.m.–5:00 p.m.

Tuesday and Thursday  
8:00 a.m.–5:30 p.m.

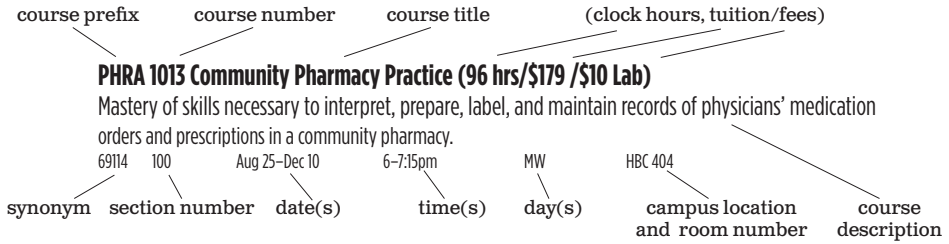


### Round Rock Campus

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

Friday  
8:00 a.m.–5:00 p.m.

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

## Other Locations

AOA	<b>Aikido of Austin</b> 5555 North Lamar - C116 Austin, TX 78761	THH	<b>Texas Humane Heroes</b> 10930 Crystal Falls Parkway Leander, TX 78641	TSD	<b>Texas School for the Deaf</b> 1102 South Congress Ave Austin, TX 78704
JGS	<b>John Gupton Stadium</b> 200 Gupton Way Dr. Cedar Park, TX 78613	RDS	<b>Rodriguez Elementary School</b> 4400 Franklin Park Dr Austin, TX 78744	DIL	<b>Distance Learning (Online)</b>
KFP	<b>Katherine Fleischer Pool</b> 2106 Klattenhoff Dr. Austin, TX 78728	SBR	<b>Smithville Backing Range</b> 911 SE Martin Luther King Blvd Smithville, TX 78957	OTL	<b>Other Training Locations</b>
KSC	<b>Krieg Softball Complex</b> 515 S Pleasant Valley Rd Austin, TX 78741	SDB	<b>Student Driver Backing Range</b> 3030 Harris Hill Rd San Marcos, TX 78666	PIC	<b>Practicum, Internship, Clinical</b>

## 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](http://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.

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Administrative Assistant .....	10	HVAC .....	25
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# Business

## Accounting

[continue.austincc.edu/accounting](http://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](http://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](http://aconline.austincc.edu). Suggested prerequisites: familiarity with the PC, or Fundamentals of PC Use course.

82224	251	Jan 22-Apr 1	6-10pm	MW	ONLINE
82095	253	Jan 27-Mar 2	8am-5pm	S	ONLINE
		Mar 23-May 4	9am-1pm	S	ONLINE
82106	255	Jan 29-Apr 8	9:30am-1:30pm	MW	HLC 2420
82598	254	Jan 29-Apr 19			ONLINE
82321	256	Mar 18-May 20	5:45-9:45pm	MW	HLC 2420

### 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.

82226	251	Jan 22-Feb 28	6-10pm	MW	ONLINE
82097	253	Jan 27-Mar 2	8am-5pm	S	ONLINE
82113	255	Jan 29-Mar 6	9:30am-1:30pm	MW	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.

82228	251	Mar 4-Apr 1	6-10pm	MW	ONLINE
82098	253	Mar 23-May 4	9am-1pm	S	ONLINE
82116	255	Mar 18-Apr 8	9:30am-1:30pm	MW	HLC 2420

## Administrative Assistant

[continue.austincc.edu/assistant](http://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.

82166	250	Jan 16-Mar 4	5:30-9:30pm	MTWThF	ONLINE
82340	251	Mar 25-May 10	5:30-9:30pm	MTWThF	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](http://aconline.austincc.edu).

Suggested prerequisites: POFT 1070 Administrative Assistant.

82167	210	Jan 16-Mar 8			ONLINE
82346	211	Mar 25-May 17			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](http://aconline.austincc.edu).

Suggested prerequisites: POFT 1070 Administrative Assistant

82168	210	Jan 16-Mar 8			ONLINE
82347	211	Mar 25-May 17			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](http://aconline.austincc.edu).

Suggested prerequisites: POFT 1070 Administrative Assistant

82169	210	Jan 16-Mar 8			ONLINE
82348	211	Mar 25-May 17			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 [acconline.austincc.edu](http://acconline.austincc.edu).

Suggested prerequisites: POFT 1070 Administrative Assistant

82170 210 Jan 16-Mar 8 ONLINE

82349 211 Mar 25-May 17 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.

82538 200 Jan 9-Feb 1 2-4pm TTh HLC TBA

82540 201 Feb 12-Mar 6 5-7pm MW HLC TBA

82543 202 Mar 26-Apr 18 2-4pm TTh ONLINE

**AARX 3003 The Tech Job Search (16 hrs)**

This course provides job search preparation and strategies for students seeking employment in IT-related fields and industries. This free learning experience teaches specialized strategies to prepare job seekers for internships, apprenticeships, and entry-level or advanced technical positions. Students gain access to one-on-one job search support and will utilize leading-edge technologies including YouScience, Handshake, JobScan, BigInterview, and ChatGPT to create, optimize, and prepare materials for a successful job search.

82539 200 Jan 9-Feb 1 5-7pm TTh ONLINE

82541 201 Feb 13-Mar 7 5-7pm TTh ONLINE

82542 202 Mar 25-Apr 17 5-7pm MW ONLINE

**Human Resources**

[continue.austincc.edu/hr](http://continue.austincc.edu/hr)

**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).

82235 210 Jan 31-May 1 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](http://austincc.wix.com/acsteps) for information on how to apply.

**BMGT 1091 STEPS Introduction Business Ethics (96 hrs/\$895.00 / \$1.00 Accident Insurance)**

Discussion of ethical issues, the development of moral frame work of reference and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

81930 200 Jan 16-May 13 1-4pm MT NRG 3136

81937 201 Jan 17-May 9 1-4pm WTh ONLINE

**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](mailto:cprice12@austincc.edu) for additional information.

81929 200 Jan 16-May 13 9:30am-12:30pm MT NRG 3136

81940 202 Jan 16-May 13 1-4pm MT ONLINE

81946 204 Jan 16-May 13 1-4pm MT SGC TBA

**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](mailto:cprice12@austincc.edu) for additional information.

81945 203 Jan 16-May 13 9:30am-12:30pm MT SGC TBA

81931 201 Jan 17-May 9 9:30am-12:30pm WTh NRG 3136

**DEV R 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](mailto:cprice12@austincc.edu) for additional information.

81926 200 Jan 16-May 13 1-4pm MT NRG 3133

81933 201 Jan 16-May 13 9:30am-12:30pm MT RRC 2109.00

81944 202 Jan 17-May 9 1-4pm 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](mailto:cprice12@austinctc.edu) for additional information.

81938 200 Jan 16-May 13 9:30am-12:30pm MT ONLINE

**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](mailto:cprice12@austinctc.edu) for additional information.

81947 200 Jan 17-May 9 9:30am-12:30pm WTh ONLINE

**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](mailto:cprice12@austinctc.edu) for additional information.

81932 200 Jan 17-May 9 1-4pm WTh NRG 3136

**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](mailto:cprice12@austinctc.edu) for additional information.

81934 201 Jan 16-May 13 1-4pm MT RRC 2109.00

81927 200 Jan 17-May 9 9:30am-12:30pm WTh NRG 3133

81939 202 Jan 17-May 9 9:30am-12:30pm WTh ONLINE

**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](mailto:cprice12@austinctc.edu) for additional information.

81928 200 Jan 17-May 9 1-4pm WTh NRG 3133

81935 201 Jan 17-May 9 9:30am-12:30pm 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](mailto:cprice12@austinctc.edu) for additional information.

81925 200 Jan 16-May 13 9:30am-12:30pm MT NRG 3133

## International Business

### [continue.austinctc.edu/international](http://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.

83124 202 Jan 16-May 12 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.

83123 202 Jan 16-May 12 ONLINE

83125 201 Jan 16-May 12 ONLINE

83129 205 Feb 12-May 12 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.

83127 202 Jan 16-May 12 6-8:40pm M ONLINE

**IBUS 2041 Intercultural Management (48 hrs/\$249.00 / \$1.00 Accident Insurance)**

Cross-cultural comparisons of management and communications processes. Emphasizes cultural geographic distinctions and antecedents that affect individual, group, and organizational behavior. May include sociocultural demographics, economics, technology, political-legal issues, negotiations, and processes of decision making in the international cultural environment. Integrated with college credit IBUS 2341.

83128 201 Jan 16-May 12 ONLINE

## Leadership & Management

[continue.austincc.edu/management](https://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.

82121	250	Jan 9-Feb 8	5:30-9:30pm	TTh	ONLINE
82133	251	Mar 19-Apr 18	5:30-9:30pm	TTh	ONLINE
82141	252	Apr 23-May 23	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.

82122	250	Jan 9-Jan 11	5:30-9:30pm	TTh	ONLINE
82134	251	Mar 19-Mar 21	5:30-9:30pm	TTh	ONLINE
82142	252	Apr 23-Apr 25	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.

82126	250	Jan 16-Jan 18	5:30-9:30pm	TTh	ONLINE
82135	251	Mar 26-Mar 28	5:30-9:30pm	TTh	ONLINE
82143	252	Apr 30-May 2	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.

82139	250	Jan 23-Jan 25	5:30-9:30pm	TTh	ONLINE
82136	251	Apr 2-Apr 4	5:30-9:30pm	TTh	ONLINE
82144	252	May 7-May 9	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.

82140	250	Jan 30-Feb 1	5:30-9:30pm	TTh	ONLINE
82137	251	Apr 9-Apr 11	5:30-9:30pm	TTh	ONLINE
82145	252	May 14-May 16	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.

82132	250	Feb 6-Feb 8	5:30-9:30pm	TTh	ONLINE
82138	251	Apr 16-Apr 18	5:30-9:30pm	TTh	ONLINE
82146	252	May 21-May 23	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.

83130	202	Jan 16-May 12			ONLINE
83131	201	Jan 16-May 12			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.

83132	201	Feb 12-May 12			ONLINE
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## Marketing

[continue.austincc.edu/marketing](https://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.

82057 201 Jan 16-May 12 ONLINE

82057 - Course instruction is online. Tests may also be taken online. Some tests may require proctoring. Students can access online proctoring on their own computer. Online courses eliminate geography as a factor. For MANDATORY orientation and section information, contact the instructor the first day of class. For MANDATORY orientation and section information, contact the instructor the first day of class. For more information see [austincc.edu/firstday](https://austincc.edu/firstday). For more information contact Imran Khan, email: [imran.khan@austincc.edu](mailto:imran.khan@austincc.edu). This section includes a fee to cover the costs of required digital materials and/or an electronic textbook, provided at a discounted rate from the ACC Bookstore. IMPORTANT! The digital materials fee will be added to your tuition and fees when you register. You may choose to opt out of this fee and receive a refund if you wish to purchase the course materials separately. Opt-out requests must be received prior to the official reporting date for a full refund. For more information see [austincc.edu/firstday](https://austincc.edu/firstday)

82058 212 Jan 16-May 12 ONLINE

82058 - Course instruction is online. Tests may also be taken online. Some tests may require proctoring. Students can access online proctoring on their own computer. Online courses eliminate geography as a factor. For MANDATORY orientation and section information, contact the instructor the first day of class. For MANDATORY orientation and section information, contact the instructor the first day of class. For more information contact Courtney Ahrenholtz, 512.223.2069, email: [courtney.ahrenholtz@austincc.edu](mailto:courtney.ahrenholtz@austincc.edu), website: <https://sites.google.com/a/austincc.edu/courtneyahrenholtz/> This section includes a fee to cover the costs of required digital materials and/or an electronic textbook, provided at a discounted rate from the ACC Bookstore. IMPORTANT! The digital materials fee will be added to your tuition and fees when you register. You may choose to opt out of this fee and receive a refund if you wish to purchase the course materials separately. Opt-out requests must be received prior to the official reporting date for a full refund. For more information see [austincc.edu/firstday](https://austincc.edu/firstday)

82048 202 Jan 17-May 8 10:30am-11:50am MW CYP TBA

82048 - This section includes a fee to cover the costs of required digital materials and/or an electronic textbook, provided at a discounted rate from the ACC Bookstore. IMPORTANT! The digital materials fee will be added to your tuition and fees when you register. You may choose to opt out of this fee and receive a refund if you wish to purchase the course materials separately. Opt-out requests must be received prior to the official reporting date for a full refund. For more information see [austincc.edu/firstday](https://austincc.edu/firstday). For more information contact Courtney Ahrenholtz, 512.223.2069, email: [courtney.ahrenholtz@austincc.edu](mailto:courtney.ahrenholtz@austincc.edu), website: <https://sites.google.com/a/austincc.edu/courtneyahrenholtz/>

82065 203 Feb 12-May 12 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.

82059 201 Jan 16-May 12 ONLINE

82059 - Course instruction is online. Tests may also be taken online. Some tests may require proctoring. Students can access online proctoring on their own computer. Online courses eliminate geography as a factor. For MANDATORY orientation and section information, contact the instructor the first day of class. For MANDATORY orientation and section information, contact the instructor the first day of class. For more information contact Courtney Ahrenholtz, 512.223.2069, email: [courtney.ahrenholtz@austincc.edu](mailto:courtney.ahrenholtz@austincc.edu), website: <https://sites.google.com/a/austincc.edu/courtneyahrenholtz/> This section includes a fee to cover the costs of required digital materials and/or an electronic textbook, provided at a discounted rate from the ACC Bookstore. IMPORTANT! The digital materials fee will be added to your tuition and fees when you register. You may choose to opt out of this fee and receive a refund if you wish to purchase the course materials separately. Opt-out requests must be received prior to the official reporting date for a full refund. For more information see [austincc.edu/firstday](https://austincc.edu/firstday)

### **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.

82060 201 Jan 16-May 12 ONLINE

82060 - Course instruction is online. Tests may also be taken online. Some tests may require proctoring. Students can access online proctoring on their own computer. Online courses eliminate geography as a factor. For MANDATORY orientation and section information, contact the instructor the first day of class. For MANDATORY orientation and section information, contact the instructor the first day of class. For more information see [austincc.edu/firstday](https://austincc.edu/firstday). For more information contact Imran Khan, email: [imran.khan@austincc.edu](mailto:imran.khan@austincc.edu). This section includes a fee to cover the costs of required digital materials and/or an electronic textbook, provided at a discounted rate from the ACC Bookstore. IMPORTANT! The digital materials fee will be added to your tuition and fees when you register. You may choose to opt out of this fee and receive a refund if you wish to purchase the course materials separately. Opt-out requests must be received prior to the official reporting date for a full refund. For more information see [austincc.edu/firstday](https://austincc.edu/firstday)

82067 202 Jan 16-May 9 12:50-2:20pm TTh SAC 1205

82067 - Restricted to ECHS/PTech students currently attending Akins ECHS. Open to all other students starting (November 27th, 2023). Early College High School or Dual Credit Program students needing assistance with advising & completion, placement or registration must contact the College and High Schools Relations office. 76867 - This section includes a fee to cover the costs of required digital materials and/or an electronic textbook, provided at a discounted rate from the ACC Bookstore. IMPORTANT! The digital materials fee will be added to your tuition and fees when you register. You may choose to opt out of this fee and receive a refund if you wish to purchase the course materials separately. Opt-out requests must be received prior to the official reporting date for a full refund. For more information see [austincc.edu/firstday](https://austincc.edu/firstday). For more information contact Imran Khan, email: [imran.khan@austincc.edu](mailto:imran.khan@austincc.edu).

**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.

82061 201 Jan 16-May 12 ONLINE

**Project Management**

**\*\*May Qualify for Financial Aid - Contact (512) 223-4636 or cegrant@austincc.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 & models, tips & tricks, and tools & techniques 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.

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 fully or partially online through Blackboard using WebEx or Zoom. For details, visit [austincc.edu/projectmanagement](http://austincc.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, both onsite and online. 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 experiential 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.

81907	200	Jan 8-Jan 11	6-9pm	MTWTh	HLC	TBA
81908	201	Feb 8-Feb 9	9am-4pm	ThF	RRC	3207.00
81909	202	Mar 21-Mar 22	9am-4pm	ThF	HLC	TBA
81910	203	Apr 15-Apr 18	6-9pm	MTWTh	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 management style or 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), or a HYBRID of these, 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](http://pmi.org) for PMP® and CAPM®, and [CompTIA.org](http://CompTIA.org) for Project+ for further details on professional certification.

81911	200	Jan 16-Mar 7	6-9pm	TTh	HLC	TBA
81913	210	Feb 12-Apr 7			ONLINE	
81912	201	Mar 18-May 8	6-9pm	MW	RRC	1221.00
81914	211	May 6-Jun 30			ONLINE	

**BMGT 1040 PMP/CAPM Exam Prep (36 hrs)**

This four-day, 36-hour, Saturday format course is a PMBOK Guide-oriented exam prep course taught by Hari Thummalappalli, 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.

**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.

82231 250 Jan 30-Mar 7 5:45-9:15pm TTh ONLINE

**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.

82232 250 Jan 30-Feb 22 5:45-9pm TTh ONLINE

Lab Jan 30-Feb 22 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.

82301 250 Feb 27-Feb 29 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.

82299 250 Mar 5-Mar 7 5:45-9:15pm TTh ONLINE

**BUSX 3004 Learn to Buy and Sell on eBay (24 hrs/\$185.00 / \$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.

82209 210 Jan 17-Mar 8 ONLINE

82275 211 Feb 14-Apr 5 ONLINE

82381 212 Apr 17-Jun 7 ONLINE

82406 213 May 15-Jul 5 ONLINE

**BUSX 3006 Starting a Consulting Practice (24 hrs/\$185.00 / \$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.

82210 210 Jan 17-Mar 8 ONLINE

82276 211 Feb 14-Apr 5 ONLINE

82382 212 Apr 17-Jun 7 ONLINE

82407 213 May 15-Jul 5 ONLINE



## Speech Communication

### BMGT 1007 Team Building: Teamwork and Small Group Communication (48 hrs/\$255.00 / \$1.00 Accident Insurance)

Small Group Communication applies theories and techniques of group communication to the practices of group processes and interaction. This course examines small group theories and principles as they relate to group structure, interactions, and process improvement for the purpose of building and sustaining teams in organizations. Topics of study include team dynamics, trust and collaboration, climate, conflict resolution, norms, leadership, and the role of the individual in the team.

83322 202 Feb 12-May 6 5:30-7:05pm M ONLINE

### 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.

83319 230 Jan 16-May 9 1:30-2:50pm TTh HLC 2209

83318 222 Jan 20-May 11 9am-11:40am S ONLINE

### 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.

83320 205 Jan 16-May 12 ONLINE

83321 217 Feb 13-May 9 12-1:40pm TTh ONLINE

## Technical Communications

### [continue.austincc.edu/communications](https://continue.austincc.edu/communications)

To earn a certificate in Technical Communications, contact Rise Lara at [ladori.lara@austincc.edu](mailto: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.

83323 204 Jan 16-May 12 ONLINE

83325 210 Jan 16-May 12 6-7:30pm T CYP 2223  
Jan 16-May 12 ONLINE

83327 244 Jan 16-May 9 1-2:30pm TTh HLC 1233

83326 237 Jan 18-May 9 10am-11:30am Th ONLINE

83324 239 Feb 12-May 12 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.

83328 207 Feb 12-May 12 ONLINE

### ETWR 2079 Web Based Content Management Systems (64 hrs/\$224.00 / \$1.00 Accident Insurance)

Practice developing information collaboratively in a wiki application in a controlled, organized fashion. Individually, each student will learn how to install and set up a wiki (such as MediaWiki, which drives Wikipedia); handle basic administrative tasks for the wiki; learn how to create and format wiki pages; link to other wiki pages; comment or even edit others' wiki pages; use the discussion feature to discuss pages with others; and use the history and watch features to document and monitor changes to wiki pages. Although MediaWiki may be the featured wiki application, this course can be changed to feature or include other applications such as Drupal or Joomla, depending on students' preferences. This course features a group information-development project.

83330 201 Feb 12-May 12 ONLINE

## Travel

### TRVM 1000 Intro to Travel and Tourism (48 hrs/\$699.00 / \$1.00 Accident Insurance)

An overview of the travel and tourism industry. Emphasis on travel careers and the impact on society.

82240 210 Feb 12-May 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.

81904 200 Feb 13-Apr 11 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.

81920 203 Jan 17-May 8 9am-10:45am MW 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

81921 202 Jan 16-May 9 12-1:50pm TTh HLC 1130.01

## Cisco Certification

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

**ITCC 1044 CCNav7: Switching, Routing, and Wireless Essentials (SRWE) (96 hrs/\$747.50 / \$1.00 Accident Insurance)**

Describes the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Provides an in-depth understanding of how routers and switches operate and are implemented in the LAN environment. Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN. Suggested prerequisite: Introduction to Networks course or equivalent level of knowledge. The instructor will provide information on required books the first day of class.

81922 200 Apr 2-Jun 20 5:30-9:30pm TTh ONLINE

**ITCC 2020 CCNav7: Enterprise Networking, Security, and Automation (ENSA) (112 hrs/\$930.50 / \$1.00 Accident Insurance)**

Describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasizes network security concepts and introduces network virtualization and automation. This course covers quality of service (QoS) mechanisms used for secure remote access. It also introduces software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Suggested prerequisite: Introduction to Networks and Switching, Routing, and Wireless Essentials courses or an equivalent level of knowledge.

81923 200 Feb 26-Jun 10 5:30-9:30pm MW ONLINE

83143 201 Apr 11-Jul 18 5:30-9:30pm TTh ONLINE

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

[continue.austinctc.edu/computer](http://continue.austinctc.edu/computer)

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

**IMED 1070 Adobe Illustrator (16 hrs/\$199.00 / \$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.

82288 210 Feb 26-Mar 31 ONLINE

**IMED 1071 Adobe InDesign (16 hrs/\$199.00 / \$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.

82350 211 Apr 1-May 5 ONLINE

**ITNW 1077 Photoshop (16 hrs/\$199.00 / \$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.

82221 210 Jan 22-Feb 25 ONLINE

82315 211 Mar 18-May 26 ONLINE

**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.

82279 200 Feb 17-Mar 9 9am-4pm S NRG 3222

82354 201 Apr 6-Apr 27 9am-4pm S NRG 3222

**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.

82164 211 Jan 16-Jan 25 6-9pm TTh ONLINE

82229 200 Jan 27-Feb 3 9am-4pm S NRG 3222

82298 212 Feb 27-Mar 7 6-9pm TTh ONLINE

82338 201 Mar 23-Mar 30 9am-4pm S NRG 3222

82387 213 Apr 23-May 2 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.

82230 210 Jan 30-Feb 8 6-9pm TTh ONLINE

82238 200 Feb 10-Feb 17 9am-4pm S NRG 3222

82333 211 Mar 19-Mar 28 6-9pm TTh ONLINE

82355 201 Apr 6-Apr 13 9am-4pm S NRG 3222

82388 212 May 7-May 16 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.

82242 210 Feb 13-Feb 22 6-9pm TTh ONLINE

82287 200 Feb 24-Mar 2 9am-4pm S NRG 3222

82362 211 Apr 9-Apr 18 6-9pm TTh ONLINE

82385 201 Apr 20-Apr 27 9am-4pm S NRG 3222

82410 212 May 21-May 30 6-9pm TTh 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/austincc](http://ed2go.com/austincc).

**ITSX 3045 Windows 11 (24 hrs/\$185.00 / \$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.

82189 210 Jan 17-Mar 8 ONLINE

82258 211 Feb 14-Apr 5 ONLINE

82365 212 Apr 17-Jun 7 ONLINE

82390 213 May 15-Jul 5 ONLINE

**CPMX 3000 Introduction to PC Troubleshooting (24 hrs/\$185.00 / \$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.

82190 210 Jan 17-Mar 8 ONLINE

82259 211 Feb 14-Apr 5 ONLINE

82366 212 Apr 17-Jun 7 ONLINE

82391 213 May 15-Jul 5 ONLINE

**CPMX 3001 Introduction to PC Security (24 hrs/\$185.00 / \$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.

82191	210	Jan 17-Mar 8	ONLINE
82260	211	Feb 14-Apr 5	ONLINE
82367	212	Apr 17-Jun 7	ONLINE
82392	213	May 15-Jul 5	ONLINE

**ITNW 5028 Introduction to Networking (24 hrs/\$185.00 / \$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.

82192	210	Jan 17-Mar 8	ONLINE
82262	211	Feb 14-Apr 5	ONLINE
82368	212	Apr 17-Jun 7	ONLINE
82393	213	May 15-Jul 5	ONLINE

**ITNW 5029 Wireless Networking (24 hrs/\$185.00 / \$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.

82194	210	Jan 17-Mar 8	ONLINE
82263	211	Feb 14-Apr 5	ONLINE
82369	212	Apr 17-Jun 7	ONLINE
82394	213	May 15-Jul 5	ONLINE

**POFX 3024 Word 2019 Introduction (24 hrs/\$185.00 / \$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.

82195	210	Jan 17-Mar 8	ONLINE
82264	211	Feb 14-Apr 5	ONLINE
82370	212	Apr 17-Jun 7	ONLINE
82395	213	May 15-Jul 5	ONLINE

**POFX 3042 Word 2019 Intermediate (24 hrs/\$185.00 / \$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.

82196	210	Jan 17-Mar 8	ONLINE
82265	211	Feb 14-Apr 5	ONLINE
82371	212	Apr 17-Jun 7	ONLINE
82396	213	May 15-Jul 5	ONLINE

**ITSX 3012 Excel 2019 Introduction (24 hrs/\$185.00 / \$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.

82197	210	Jan 17-Mar 8	ONLINE
82266	211	Feb 14-Apr 5	ONLINE
82372	212	Apr 17-Jun 7	ONLINE
82397	213	May 15-Jul 5	ONLINE

**ITSX 3046 Excel 2019 Intermediate (24 hrs/\$185.00 / \$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.

82198	210	Jan 17-Mar 8	ONLINE
82267	211	Feb 14-Apr 5	ONLINE
82373	212	Apr 17-Jun 7	ONLINE
82398	213	May 15-Jul 5	ONLINE

**ITSX 3049 Excel 2019 Advanced (24 hrs/\$185.00 / \$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.

82199	210	Jan 17-Mar 8	ONLINE
82268	211	Feb 14-Apr 5	ONLINE
82374	212	Apr 17-Jun 7	ONLINE
82399	213	May 15-Jul 5	ONLINE

**ITSX 3053 Access 2019 Introduction (24 hrs/\$185.00 / \$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.

82203	210	Jan 17-Mar 8	ONLINE
82269	211	Feb 14-Apr 5	ONLINE
82375	212	Apr 17-Jun 7	ONLINE
82400	213	May 15-Jul 5	ONLINE

**ITSX 3055 Access 2019 Intermediate (24 hrs/\$185.00 / \$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.

82204	210	Jan 17-Mar 8	ONLINE
82270	211	Feb 14-Apr 5	ONLINE
82376	212	Apr 17-Jun 7	ONLINE
82401	213	May 15-Jul 5	ONLINE

**ITSX 3037 PowerPoint 2019 Introduction (24 hrs/\$185.00 / \$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.

82205	210	Jan 17-Mar 8	ONLINE
82271	211	Feb 14-Apr 5	ONLINE
82377	212	Apr 17-Jun 7	ONLINE
82402	213	May 15-Jul 5	ONLINE

**ITNW 3026 Outlook 2019 Introduction (24 hrs/\$185.00 / \$1.00 Accident Insurance)**

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

82206	210	Jan 17-Mar 8	ONLINE
82272	211	Feb 14-Apr 5	ONLINE
82378	212	Apr 17-Jun 7	ONLINE
82403	213	May 15-Jul 5	ONLINE

**ITNX 3000 Achieving Top Search Engine Positions (24 hrs/\$185.00 / \$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.

82207	210	Jan 17-Mar 8	ONLINE
82273	211	Feb 14-Apr 5	ONLINE
82379	212	Apr 17-Jun 7	ONLINE
82404	213	May 15-Jul 5	ONLINE

**ITNX 3008 Introduction to InDesign CC (24 hrs/\$185.00 / \$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.

82208	210	Jan 17-Mar 8	ONLINE
82274	211	Feb 14-Apr 5	ONLINE
82380	212	Apr 17-Jun 7	ONLINE
82405	213	May 15-Jul 5	ONLINE

**ITSX 3068 Getting Started with Google Workspace (24 hrs/\$185.00 / \$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.

82188	210	Jan 17-Mar 8	ONLINE
82257	211	Feb 14-Apr 5	ONLINE
82364	212	Apr 17-Jun 7	ONLINE
82389	213	May 15-Jul 5	ONLINE

**ITSX 3070 Blockchain Fundamentals (24 hrs/\$185.00 / \$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.

82211	210	Jan 17-Mar 8	ONLINE
82277	211	Feb 14-Apr 5	ONLINE
82383	212	Apr 17-Jun 7	ONLINE
82408	213	May 15-Jul 5	ONLINE

**ITSX 3083 Intro to Artificial Intelligence (24 hrs/\$185.00 / \$1.00 Accident Insurance)**

This course will introduce students to various forms of artificial intelligence (AI) and how we interact with AI as consumers in applications like chatbots and recommendation engines. Students will see how AI provides analytics in business and consider industries that may be transformed or even disrupted by AI implementations. Includes review of neural networks, machine learning, AI applications such as natural language processing, forecasting, and robotics as well as the AI development process and some of the ethical factors in AI deployment.

82212	210	Jan 17-Mar 8	ONLINE
82278	211	Feb 14-Apr 5	ONLINE
82384	212	Apr 17-Jun 7	ONLINE
82409	213	May 15-Jul 5	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.

82157 210 Jan 8-Feb 21 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: BOOK21ZJL8.

82290 210 Feb 26-Apr 10 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.

82363 210 Apr 15-May 24 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 1074 CISSP Certification Preparation (56 hrs/\$447.00 / \$1.00 Accident Insurance)**

Accelerate your cybersecurity career with the CISSP certification! Certified Information Systems Security Professional (CISSP) is globally recognized for information technology security professionals. Austin Community College (ACC) cybersecurity instructors with over 20 years' experience each provide CISSP exam focused training along with real world practical labs to simulate security functions in your new career. You will learn the vocabulary and knowledge required to pass the exam and use realistic lab exercises to prepare for your first information security career role. Help overcome the multi-million person shortage of trained information security professionals and put yourself on track to earn an average CISSP annual salary over \$100,000 ([isc2.org/Certifications/CISSP-Salary](https://isc2.org/Certifications/CISSP-Salary)).

81915 200 Jan 22-Mar 6 6-10pm MW ONLINE

### **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](https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting). This class may be migrated to Blackboard Collaborate.

81903 200 Jan 31-Mar 4 6-10pm 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.

81916 200 Jan 29-Mar 6 7-9pm MW ONLINE

### **ITNW 1009 Introduction to Microsoft Azure Fundamentals (64 hrs/\$1,495.00 / \$1.00 Accident Insurance)**

This course provides a fundamental understanding and introduction to cloud computing concepts from a business and technical perspective, including cloud concepts, services, architecture, system integration, connectivity, data center migration, administration, security, compliance and technical support and how they operate in Microsoft Azure. The course prepares students for the Microsoft Azure Fundamentals certification exam (AZ-900) by exploring Azure services, security, privacy, compliance, and trust, as well as Azure pricing and support. By the end of the course, students will have a foundational grasp of Azure Cloud and be prepared to dive deeper into more specific Azure services. The course is taught through e-learning via instructor-led zoom sessions and course instructions, quizzes and exams delivered through blackboard. The hands-on lab modules will be delivered through Microsoft Learn platform. No prerequisites. A book is required.

81924 200 Jan 16-Mar 7 6-10pm TTh ONLINE

## PC Technician/CompTIA

[continue.austinctc.edu/pctech](https://continue.austinctc.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 materials.

### **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.

82156	210	Jan 8-Feb 5	1:15-5:15pm	MTWThF	ONLINE
82184	200	Jan 16-Mar 28	5:45-9:45pm	TTh	RRC 2122.00
82223	211	Jan 22-Feb 16	9am-1pm	MTWThF	ONLINE
82236	201	Feb 5-Mar 4	9am-1pm	MTWThF	RRC 2122.00
82295	202	Feb 26-Mar 29	9am-1pm	MTWThF	NRG 3222

**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.

82158	212	Jan 13-Feb 17	8am-5pm	S	ONLINE
82237	210	Feb 8-Feb 23	1:15-5:15pm	MTWThF	ONLINE
82243	213	Feb 13-Mar 28	5:45-9:45pm	TTh	ONLINE
82241	211	Feb 20-Mar 7	9am-1pm	MTWThF	ONLINE
82320	202	Mar 18-Apr 2	9am-1pm	MTWThF	RRC 2122.00
82351	204	Apr 1-Apr 16	9am-1pm	MTWThF	NRG 3222
82353	205	Apr 2-May 9	5:45-9:45pm	TTh	RRC 2122.00

**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.

82286	212	Feb 24-May 4	8am-5pm	S	ONLINE
82297	210	Feb 26-Mar 27	1:15-5:15pm	MTWThF	ONLINE
82300	211	Mar 18-Apr 10	9am-1pm	MTWThF	ONLINE
82352	213	Apr 2-May 30	5:45-9:45pm	TTh	ONLINE
82361	204	Apr 8-May 1	9am-1pm	MTWThF	RRC 2122.00
82386	205	Apr 22-May 15	9am-1pm	MTWThF	NRG 3222

**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. 82222 210 Jan 22-May 24 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.

81919	200	Mar 25-May 1	7-9pm	MW	ONLINE
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**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. 81917 200 Jan 22-Feb 14 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. 81918 200 Feb 27-Apr 3 6-9pm TWTh 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.

81902 200 Feb 17-Apr 6 8am-5pm S ONLINE

## Web Development

[continue.austincc.edu/webmaster](http://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.

82152 210 Jan 8-Feb 2 ONLINE

82281 211 Feb 19-Mar 15 ONLINE

82357 212 Apr 8-May 3 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.

82153 210 Jan 8-Feb 2 ONLINE

82282 211 Feb 19-Mar 15 ONLINE

82358 212 Apr 8-May 3 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.

82154 210 Jan 8-Feb 2 ONLINE

82283 211 Feb 19-Mar 15 ONLINE

82359 212 Apr 8-May 3 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.

82150 210 Jan 8-Feb 2 ONLINE

82280 211 Feb 19-Mar 15 ONLINE

82356 212 Apr 8-May 3 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.

82155 210 Jan 8-Feb 2 ONLINE

82284 211 Feb 19-Mar 15 ONLINE

82360 212 Apr 8-May 3 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.

82163 210 Jan 16-Mar 3 ONLINE

82319 211 Mar 18-May 26 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.

82160 210 Jan 16-Mar 3 ONLINE

82317 211 Mar 18-May 26 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.

82159 210 Jan 16-May 26 ONLINE



# Design, Manufacturing, Construction & Applied Technologies

## Certified Production Technician

### QCTC 1003 Quality and Maintenance (80 hrs/\$429.00 / \$1.00 Accident Insurance)

Quality control principles and applications. Describe the benefits and applications of quality control; apply quality control tools and techniques; demonstrate planning and organization of quality control systems; and analyze the cost of poor quality in industry.

83111 200 Feb 13-Apr 2 5:30-8:30pm MTWTh ONLINE

### QCTC 1046 Safety and Quality (80 hrs/\$429.00 / \$1.00 Accident Insurance)

A study of testing and inspection systems including pertinent specifications, inspection tools, gauges, instruments, and mechanisms used in illustrating the need for maintaining quality to established standards.

83110 200 Jan 15-Feb 12 5:30-8:30pm MTWTh ONLINE

## 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!

### CNBT 1001 Introduction to Construction Industry (36 hrs/\$241.00 / \$1.00 Accident Insurance)

Introduction to the Construction Industry Covering construction industry basics, students will study topics including OSHA 10 training requirements, construction math, hand and power tools, materials handling and construction drawings.

82588 200 Feb 1-Feb 24 9am-12:30pm S NRG 3112

Lab Feb 1-Feb 24 6-9:30pm TTh NRG 3112

82625 201 Mar 18-Apr 10 6-9:30pm MWF NRG 3112

### HART 1001 Basic Electricity for HVAC (84 hrs/\$563.00 / \$1.00 Accident Insurance)

The HVAC program in Continuing Education at ACC 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 re cycling 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.

82626 200 Apr 12-Jun 7 6-9:30pm MWF NRG TBA

### HART 1007 Refrigeration Principles (64 hrs/\$429.00 / \$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. 1) Basic Electricity for HVAC - Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. 2) 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. 3) 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. Once all 3 courses and Internship have been completed, a Certificate will be awarded to the student.

82680 200 Feb 3-Mar 23 9am-12:30pm S NRG 3131

Lab Feb 3-Mar 23 6-9:30pm TTh NRG 3131

**HART 1056 EPA Recovery Certification Preparation (32 hrs/\$222.00 / \$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.

78485 200 Feb 9-Mar 1 6-9:30pm MWF NRG 3131

**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.

82681 201 Mar 26-Apr 16 9am-12:30pm S NRG 3131  
Lab Mar 26-Apr 16 6-9:30pm MWF NRG 3131  
83250 202 Mar 26-Apr 16 6-9:30pm TTh NRG 4142  
Lab Mar 26-Apr 16 9am-12:30pm S 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@austinctc.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.

82845 201 Jan 31-Apr 5 6-9:30pm MWF NRG 4150  
82589 200 Apr 30-Jun 27 6-9:30pm TTh NRG 3112  
Lab Apr 30-Jun 27 9am-12:30pm S NRG 3112

**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.

82590 200 Feb 27-Apr 27 9am-12:30pm S NRG 3112  
Lab Feb 27-Apr 27 6-9:30pm TTh NRG 3112

**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.austinctc.edu/trucking](http://continue.austinctc.edu/trucking)

**CVOP 1013 Truck Driving Training I (80 hrs/\$2,024.00 / \$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 \$4,950. 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.

81830 211 Jan 16-Jan 19 7:30am-6:30pm TWThF SBR TBA  
Jan 22-Jan 25 7:30am-6:30pm MTWTh SBR TBA  
81712 201 Jan 22-Jan 25 7am-5:30pm MTWTh HYS 01132.04  
Jan 29-Feb 1 7am-5:30pm MTWTh SDB SDB  
81740 200 Jan 22-Jan 25 7am-5:30pm MTWTh NRG 3131  
Jan 29-Feb 1 7am-5:30pm MTWTh JGS PRK1  
81715 203 Feb 19-Feb 22 7am-5:30pm MTWTh HYS 01132.04  
Feb 26-Feb 29 7am-5:30pm MTWTh SDB SDB  
81746 202 Feb 19-Feb 22 7am-5:30pm MTWTh NRG 3131  
Feb 26-Feb 29 7am-5:30pm MTWTh JGS PRK1  
81785 210 Feb 24-Mar 2 7:30am-6pm S HLC 1305

		Feb 25-Mar 3	12pm-6pm	U	HLC 1305
		Mar 9-Mar 24	7am-5:30pm	SU	SDB SDB
81833	212	Feb 26-Mar 7	7:30am-6:30pm	MTWTh	SBR TBA
81718	205	Mar 25-Mar 28	7am-5:30pm	MTWTh	HYS 01132.04
		Apr 1-Apr 4	7am-5:30pm	MTWTh	SDB SDB
81748	204	Mar 25-Mar 28	7am-5:30pm	MTWTh	NRG 3131
		Apr 1-Apr 4	7am-5:30pm	MTWTh	JGS PRK1
81838	213	Apr 8-Apr 18	7:30am-6:30pm	MTWTh	SBR TBA
81760	206	Apr 22-Apr 25	7am-5:30pm	MTWTh	NRG 4249
		Apr 29-May 2	7am-5:30pm	MTWTh	JGS PRK1
83802	209	Apr 22-Apr 25	7am-5:30pm	MTWTh	HYS TBA
		Apr 29-May 2	7am-5:30pm	MTWTh	SDB SDB
81823	215	Apr 28-May 4	7:30am-6pm	S	HLC 1305
		Apr 27-May 5	12pm-6pm	U	HLC 1305
		May 11-May 19	7am-5:30pm	SU	SDB SDB
81844	214	May 13-May 23	7:30am-6:30pm	MTWTh	SBR TBA
81722	207	May 20-May 23	7am-5:30pm	MTWTh	HYS 01314.00
		May 28-May 31	7am-5:30pm	TWThF	SDB SDB
83803	208	May 20-May 23	7am-5:30pm	MTWTh	NRG TBA
		May 28-May 31	7am-5:30pm	TWThF	JGS PRK1

**CVOP 1040 Truck Driving Training II (80 hrs/\$2,924.00 / \$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 forward and backward around various obstacles. Prerequisite: Must meet Department of Transportation requirements.

71643	209	Jan 13-Feb 18	7am-5:30pm	SU	SDB SDB
81714	201	Feb 5-Feb 15	7am-5:30pm	MTWTh	SDB SDB
81745	200	Feb 5-Feb 15	7am-5:30pm	MTWTh	JGS PRK1
81808	210	Feb 24-Mar 24	7am-5:30pm	SU	SDB SDB
81717	203	Mar 4-Mar 21	7am-5:30pm	MTWTh	SDB SDB
81747	202	Mar 4-Mar 21	7am-5:30pm	MTWTh	JGS PRK1
81835	212	Mar 18-Mar 28	7:30am-6:30pm	MTWTh	SBR TBA
81720	205	Apr 8-Apr 18	7am-5:30pm	MTWTh	SDB SDB
81759	204	Apr 8-Apr 18	7am-5:30pm	MTWTh	JGS PRK1
81841	213	Apr 22-May 2	7:30am-6:30pm	MTWTh	SBR TBA
81761	206	May 6-May 16	7am-5:30pm	MTWTh	JGS PRK1
83806	219	May 6-May 16	7am-5:30pm	MTWTh	SDB SDB
81828	215	May 25-Jun 16	7am-5:30pm	SU	SDB SDB

# 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](http://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.

81992	200	Jan 20-Feb 3	8:30am-4:30pm	S	ONLINE
82002	202	Feb 17-Mar 2	8:30am-4:30pm	S	ONLINE
82005	204	Mar 23-Apr 6	8:30am-4:30pm	S	ONLINE
82007	206	Apr 20-May 4	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.

81999	201	Feb 10	8:30am-4:30pm	S	ONLINE
82004	203	Mar 9	8:30am-4:30pm	S	ONLINE
82006	205	Apr 13	8:30am-4:30pm	S	ONLINE
82008	207	May 11	8:30am-4:30pm	S	ONLINE

## Principal Program

### EDAC 2071 The Principal as Manager of Human Capital (56 hrs/\$1,000.00 / \$1.00 Accident Insurance)

82743	200	Jan 16-May 7	6-9pm	T	HLC 1100
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### EDAC 2074 The Principal as Strategic Planner Capital (56 hrs/\$1,000.00 / \$1.00 Accident Insurance)

82744	200	Jan 18-May 9	6-9pm	Th	HLC 1100
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## Teacher Certification

[continue.austincc.edu/teacher](http://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 (28 hrs/\$125.00 / \$1.00 Accident Insurance)**

The capstone is designed to pull all aspects of the program coursework 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.  
 82030 200 Feb 8-Apr 18 12:30-4pm Th RDS TBA

**EDTC 1050 Capstone (56 hrs/\$250.00 / \$1.00 Accident Insurance)**

The capstone is designed to pull all aspects of the program coursework 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.  
 82034 201 Jan 18-May 9 6-9:30pm Th HLC TBA

**EDTC 1073 Engaging Students for Learning (15 hrs/\$25.00 / \$1.00 Accident Insurance)**

Find out how to engage students to become more active learners, whether in a face-to-face or distance education course. This course examines evidence-based teaching practices that engage students and deepen student's understanding of course material. Topics covered include the impact of adult learning on curricular design, using active learning strategies in the classroom, collaborative learning approaches, and interactive lectures. Participants will reflect on and share with colleagues' suggestions for creating small changes in their teaching practices to increase students' learning.

82047 210 Jan 29-Feb 23 ONLINE

**EDTC 1074 Assessing Students' Learning (15 hrs/\$25.00 / \$1.00 Accident Insurance)**

Examine evidence-based practices in assessment to enhance student learning in face-to-face and distance learning courses. This course provides an overview of assessments and evaluation methods that enable robust and fair results about student performance. Topics covered include providing meaningful feedback, designing equitable assessments, tools to assess learning and using course outcome data to improve teaching practices.

82049 210 Mar 18-Apr 12 ONLINE

**EDTC 1075 Teaching English As a Second Language And Bilingual Learners (56 hrs/\$290.00 / \$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.

82037 200 Jan 18-May 9 6-9:30pm Th NRG 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.

82018 200 Jan 22-May 13 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.

82038 200 Jan 22-May 6 6-9:30pm M NRG TBA  
 82041 201 Jan 22-May 6 6-9:30pm M SAC 1304

**EDTC 2072 Using Data, Assessment, and Feedback to Drive Instruction (56 hrs/\$270.00 / \$1.00 Accident Insurance)**

Teacher candidates will identify various data tools and how to utilize them to plan for student instruction and experience how the use of data affects student learning and instruction.

82009 200 Jan 16-May 7 6-9:30pm T SAC 1304  
 82014 201 Jan 16-May 7 6-9:30pm T NRG TBA  
 82029 202 Feb 8-May 30 8:30am-12pm Th RDS 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.

82016 200 Jan 16-May 7 6-9:30pm T ONLINE

**EDTC 2076 Science of Teaching Reading – Elementary (56 hrs/\$310.00 / \$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.

82042 200 Jan 22-May 6 6-9:30pm M HLC TBA

**EDTC 2077 Creating the Learning Environment (56 hrs/\$250.00 / \$1.00 Accident Insurance)**

This course focuses on the critical skills of successfully managing the classroom. Topics covered are the use of data and defining instruction, restorative justice, social and emotional learning, positive behavior intervention, and classroom organization.

82020 200 Jan 17-May 8 6-9:30pm W NRG TBA

82022 201 Jan 17-May 8 6-9:30pm W SAC 1304

**EDTC 5054 Spring Internship (640 hrs/\$750.00 / \$1.00 Accident Insurance)**

Interns are advised, appraised, and mentored throughout the spring semester. Fee covers the costs of mentor and supervisor support for spring clinical teacher. Internship (cont.)-Support, Professional Development/ Conference 25 hrs. Full Spring Semester

82027 200 Jan 16-May 10 TBA TBA NRG TBA

82028 201 Jan 16-May 10 TBA TBA NRG TBA

**EDTX 3006 Clinical Teaching (560 hrs/\$750.00 / \$1.00 Accident Insurance)**

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

82025 200 Jan 16-Apr 26 TBA TBA NRG TBA

**EDTX 3057 Transition Teaching Experience (520 hrs/\$1,000.00 / \$1.00 Accident Insurance)**

82603 200 Jan 15-May 10 8am-4pm MWF RDS TBA

**FRNL 1077 Court Interpreting Skills – Part 2 (30 hrs/\$147.50 / \$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. The course “Court Interpreting: Part 1” is a prerequisite for this course.

82046 200 Jan 24-Apr 3 5:30-8:30pm W ONLINE

## Translation and Interpreting

The Translation and Interpreting program is a collaborative effort with the Austin Area Translators and Interpreters Association. It consists of seven courses and an ACC certificate is given upon successful completion of the courses. The classes are for English to Spanish and Spanish to English written translation and oral interpreting. The program is available to students who are fluent in English and Spanish.

**FRNL 1073 Advanced Translation Skills (30 hrs/\$147.50 / \$1.00 Accident Insurance)**

This course is the third in a series presenting translation skills for individuals who are fluent in English and a foreign language. Topics will include guided translation practice in a specialty such as medical, legal, and other technical topics. Prerequisite: Intermediate Translations Skills.

82045 200 Jan 23-Apr 2 5:30-8:30pm T 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.

81855	210	Feb 1-Mar 30	ONLINE
81860	211	Mar 1-Apr 30	ONLINE
81861	212	Apr 1-May 30	ONLINE
81863	213	May 1-Jun 30	ONLINE

### DFTG 1022 Bluebeam Fundamentals (40 hrs/\$295.00 / \$1.00 Accident Insurance)

81876	210	Feb 1-Mar 30	ONLINE
81877	211	Mar 1-Apr 30	ONLINE
81878	212	Apr 1-May 30	ONLINE
81879	213	May 1-Jun 30	ONLINE

### DFTX 3005 Solidworks Fundamentals (40 hrs/\$295.00 / \$1.00 Accident Insurance)

81892	210	Feb 1-Mar 30	ONLINE
81893	211	Mar 1-Apr 30	ONLINE
81895	212	Apr 1-May 30	ONLINE
81896	213	May 1-Jun 30	ONLINE

### DFTX 3006 Sketch Up Fundamentals (40 hrs/\$295.00 / \$1.00 Accident Insurance)

81885	210	Feb 1-Mar 30	ONLINE
81886	211	Mar 1-Apr 30	ONLINE
81890	212	Apr 1-May 30	ONLINE
81891	213	May 1-Jun 30	ONLINE

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

The Civil 3D 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.

81872	210	Feb 1-Mar 30	ONLINE
81873	211	Mar 1-Apr 30	ONLINE
81874	212	Apr 1-May 30	ONLINE
81875	213	May 1-Jun 30	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.

81864	210	Feb 1-Mar 30	ONLINE
81865	211	Mar 1-Apr 30	ONLINE
81866	212	Apr 1-May 30	ONLINE
81867	213	May 1-Jun 30	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.

81868	210	Feb 1-Mar 30	ONLINE
81869	211	Mar 1-Apr 30	ONLINE
81870	212	Apr 1-May 30	ONLINE
81871	213	May 1-Jun 30	ONLINE

### DFTX 3035 Microstation Fundamentals (40 hrs/\$295.00 / \$1.00 Accident Insurance)

81881	210	Feb 1-Mar 30	ONLINE
81882	211	Mar 1-Apr 30	ONLINE
81883	212	Apr 1-May 30	ONLINE
81884	213	May 1-Jun 30	ONLINE

## Certified CAD Drafter

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

Upon the completion of Basic CAD (DTFG 1009) and Intermediate CAD (DTFG 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 Fuller [afuller@austinctc.edu](mailto:afuller@austinctc.edu) after registration.

ON DEMAND classes: Before registration students must contact Ashleigh Fuller [afuller@austinctc.edu](mailto:afuller@austinctc.edu).

### DTFG 1009 Certified CAD Drafter Level I (80 hrs/\$995.00 / \$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.

81846	200	Jan 12-Feb 9	8am-12pm	F	HLC 1508
		Jan 12-Feb 9	8am-12pm	TW	HLC 1508
		Jan 12-Feb 9	8am-12pm	MThF	ONLINE
81847	201	Feb 5-Mar 7	6-10pm	TW	HLC 1508
		Feb 5-Mar 7	6-10pm	M	HLC 1508
		Feb 5-Mar 7	6-10pm	MTh	ONLINE
81848	202	Mar 18-Apr 12	8am-12pm	M	HLC 1508
		Mar 18-Apr 12	8am-12pm	TW	HLC 1508
		Mar 18-Apr 12	8am-12pm	MThF	ONLINE

### DTFG 2019 Certified CAD Drafter Level II (80 hrs/\$995.00 / \$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.

81849	200	Feb 12-Mar 8	8am-12pm	TW	HLC 1508
		Feb 12-Mar 8	8am-12pm	M	HLC 1508
		Feb 12-Mar 8	8am-12pm	MThF	ONLINE
81850	201	Mar 18-Apr 22	6-10pm	M	HLC 1508
		Mar 18-Apr 22	6-10pm	TW	HLC 1508
		Mar 18-Apr 22	6-10pm	MTh	ONLINE
81851	202	Apr 15-May 10	8am-12pm	M	HLC 1508
		Apr 15-May 10	8am-12pm	TW	HLC 1508
		Apr 15-May 10	8am-12pm	MThF	ONLINE

## Machinist Apprenticeship Program

### MCHN 1002 Print Reading for Machining Trades (52 hrs/\$995.00 / \$1.00 Accident Insurance)

A study of blueprints for machining trades with emphasis on machine drawings.

81897	200	Jan 23-Mar 5	8am-12pm	TTh	HLC 1502
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### MCHN 2031 Operation of CNC Turning Centers (54 hrs/\$995.00 / \$1.00 Accident Insurance)

CNC operations with an emphasis on turning centers.

81899	200	May 7-Jun 20	8am-12pm	TTh	HLC 1502
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### MCHN 2034 Operation of CNC Machining Centers (54 hrs/\$995.00 / \$1.00 Accident Insurance)

CNC operations with an emphasis on machining centers.

81898	200	Mar 19-May 2	8am-12pm	TTh	HLC 1502
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### MCHN 2086 MAP Internship/Apprenticeship (200 hrs/\$10.00 / \$0.00 Accident Insurance)

81900	200	Jan 23-Jun 20	8am-12pm	TTh	HLC TBA
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## Quality Certification

These classes prepare participants for the American Society for Quality certification examinations. ASQ certifications are given for designated specialties and provide recipients with global recognition for professional expertise and the mastery of a prescribed body of knowledge for each specific certification. ASQ courseware materials are purchased directly from the Quality Council of Indiana website, [www.qualitycouncil.com](http://www.qualitycouncil.com). Information about prerequisites, how to apply for the examination and further details about the examination, the bodies of knowledge, and other aspects of these certifications can be found at the ASQ site: [prdweb.asq.org/certification/control/index](http://prdweb.asq.org/certification/control/index).

### 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](http://asq.org/cert/six-sigma-black-belt).

81905	210	Feb 12-May 3			ONLINE
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### 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. See the ASQ website for prerequisites and application information for the Green Belt certification exam: [asq.org/cert/six-sigma-green-belt](http://asq.org/cert/six-sigma-green-belt).

81906	210	Feb 12-May 3			ONLINE
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# Public & Social Services

## Public & Social Services

### CJLE 1011 Basic Firearms: Pistol Fundamentals (16 hrs/\$339.00 / \$1.00 Accident Insurance)

This is a 16 hour course consisting of an online introduction, classroom lecture, and range training. Skills covered will include: firearm and range safety protocols, pistol nomenclature, loading and unloading, grip, stance, trigger manipulation, and firearms storage and cleaning. By completion of the course students will have a basic understanding of the fundamentals of marksmanship and be able to safely and proficiently handle a pistol with confidence. No prerequisite required. Pistol and ammunition are provided. This class consists of 4 hours online training, 4 hours classroom and 8 hours of range.

79447	200	Mar 18-Mar 28	5:30-9:30pm	MTWTh	ONLINE
		Mar 26	5:30-9:30pm	T	HYS 2116
		Mar 27-Mar 28	5:30-8:30pm	WTh	HYS 3117

# 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/](http://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/](http://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/](http://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/](http://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/](http://continue.austincc.edu/hpi/notice/).

**NURA 1001 Nurse Aide for Health Care Organizations (78 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.

81597	200	Jan 16-Feb 6	10am-4pm	MTWTh	RVS 7003
	Lab	Jan 16-Feb 6	10am-4pm	MTWTh	RVS 7004
81602	201	Jan 22-Feb 19	9am-3pm	MTW	HLC 2234
	Lab	Jan 22-Feb 19	9am-3pm	MTW	HLC 2233
81604	202	Mar 18-Apr 15	4-10pm	MWF	RRC 2123.00
81606	203	Mar 18-Apr 8	10am-4pm	MTWTh	RVS 7003
	Lab	Mar 18-Apr 8	10am-4pm	MTWTh	RVS 7003

**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.

81599	200	Feb 7-Feb 20	10am-4pm	MTWTh	RVS 7004
	Lab	Feb 7-Feb 20	10am-4pm	MTWTh	RVS 7003
81603	201	Feb 20-Mar 6	9am-3pm	MTW	HLC 2233
	Lab	Feb 20-Mar 6	9am-3pm	MTW	HLC 2234
81609	203	Apr 9-Apr 22	10am-4pm	MTWTh	RVS 7003
	Lab	Apr 9-Apr 22	10am-4pm	MTWTh	RVS 7004
81605	202	Apr 17-May 3	4-10pm	MWF	RRC 2123.00

**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.

81592	200	Jan 23-Jan 25	9am-5pm	TTh	HLC 2234
	Lab	Jan 23-Jan 25	9am-5pm	TTh	HLC 2233
81593	201	Feb 20-Feb 22	9am-5pm	TTh	HLC 2234
	Lab	Feb 20-Feb 22	9am-5pm	TTh	HLC 2233
81594	202	Mar 19-Mar 21	9am-5pm	TTh	HLC 2234
	Lab	Mar 19-Mar 21	9am-5pm	TTh	HLC 2233
81595	203	Apr 23-Apr 25	9am-5pm	TTh	HLC 2234
	Lab	Apr 23-Apr 25	9am-5pm	TTh	HLC 2233
81596	204	May 21-May 23	9am-5pm	TTh	HLC 2234
	Lab	May 21-May 23	9am-5pm	TTh	HLC 2233

**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.

**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

81636	200	Feb 3	9am-5pm	S	HLC 2236
81637	201	Apr 20	9am-5pm	S	HLC 2236

**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.

81622	205	Feb 2-Feb 9	8am-5pm	F	EVC 9123
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**EMSG 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.

81628	200	Jan 29	10am-3pm	M	HLC	2236
81629	201	Feb 12	10am-3pm	M	HLC	2236
81630	202	Feb 26	10am-3pm	M	HLC	2236
81631	203	Mar 25	10am-3pm	M	HLC	2236
81632	204	Apr 8	10am-3pm	M	HLC	2236
81633	205	Apr 22	10am-3pm	M	HLC	2236
81634	206	May 6	10am-3pm	M	HLC	2236
81635	207	May 20	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 and completed program application are required.

82546	200	Mar 22-May 10	9am-1pm	F	NRG	3218
	Lab	Mar 22-May 10	9am-11am	F	NRG	3218
82547	201	Apr 22-May 16	5:30-9:30pm	MTh	NRG	3218
	Lab	Apr 22-May 16	5:30-7:30pm	Th	NRG	3218

**MSSG 1007 Business Practices and Professional Ethics (50 hrs/\$455.00 / \$1.00 Accident Insurance)**

The study of physical and financial office practices and marketing. Includes ethical practices for massage therapists as established by law or regulatory agency. Meets the minimum 45-contact-hour requirement for licensure for Massage. Students learn scope of practice, ethical standards, policies and regulations that affect a massage business. Topics include establishing self-care strategies and successful therapeutic relationships; forming professional alliances; attracting particular markets using sales, marketing and retention strategies; and how to apply financial, administrative and insurance processes to the massage profession. Students will create business plan outlines for massage practices. Prerequisite: Completed program application.

82548	200	Mar 6-Apr 22	9am-1pm	MW	NRG	3220
	Lab	Mar 6-Apr 22	9am-1pm	Th	NRG	3220
	Lab	Mar 6-Apr 22	9am-11am	M	NRG	3220

**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. Visit [austinc.edu/hipaa/training/health\\_science\\_hipaa.php](http://austinc.edu/hipaa/training/health_science_hipaa.php).

82549	200	Jan 19-Mar 1	9am-1pm	F	NRG	3218
	Lab	Jan 19-Mar 1	1-2pm	F	NRG	3219

**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.

82550	200	Jan 16-May 9	9am-1pm	TTh	NRG	3218
	Lab	Jan 16-May 9	9am-10am	Th	NRG	3218

**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.

82551	200	Jan 17-Apr 1	9am-1pm	MW	NRG	3218
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**MSSG 2011 Massage Therapy Fundamentals II (100 hrs/\$945.00 / \$1.00 Accident Insurance)**

A continuation of Massage Therapy Fundamentals I. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care. Completes the requirements for Massage Techniques for licensure. Prerequisite: MSSG 1011/1411: Massage Therapy Fundamentals I Instruction in the theory and the skills necessary to perform the Clinical Massage Therapy to a varying population using a variety of clinical skills to meet TDLR requirements for licensure as a Massage Therapist Prerequisite: MSSG-1011, MSSG-1013.

82552	200	Jan 16-Apr 16	9am-1pm	TTh	NRG 3220
82553	201	Jan 18-Apr 18	5:30-9:30pm	MTh	NRG 3218

**MSSG 2013 Kinesiology for Massage (55 hrs/\$655.00 / \$1.00 Accident Insurance)**

Applied study of human kinesiology. Muscle movements and dysfunctions will be discussed and palpated. Includes theory and practice of functional muscle testing. Meets the minimum 50-contact-hour requirement for licensure for Massage. Prerequisite: MSSG 1013: Anatomy & Physiology.

82554	200	Jan 17-Mar 4	9am-1pm	MW	NRG 3220
		Lab Jan 17-Mar 4	9am-12pm	M	NRG 3220
82555	201	Feb 14-May 20	5:30-9:30pm	W	NRG 3220
		Lab Feb 14-May 20	5:30-8:30pm	M	NRG 3220

**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.

82556	200	Apr 3-May 13	9am-1pm	MW	NRG 3218
		Lab Apr 3-May 13	9am-10am	M	NRG 3218

**MSSG 2086 Internship- Massage Therapy/Therapeutic Massage (50 hrs/\$300.00 / \$1.00 Accident Insurance)**

Enables students to synthesize knowledge, apply skills in a clinical setting, and develop experience managing workflow. In this capstone course, students integrate skills, knowledge and abilities acquired in all massage technique courses as they perform massage at an on campus practicum site. Students will be under the direct supervision is provided by a licensed massage therapy instructor on the staff at Austin Community College Locations. Meets the minimum 50-contact-hour requirement for licensure for Massage. Text for this class is the Student Internship Handbook provided in class. Online HIPAA required. Visit [www.austincc.edu/hipaa/training/health\\_science\\_hipaa.php](http://www.austincc.edu/hipaa/training/health_science_hipaa.php). Prerequisites: MSSG-1011, MSSG-1005, MSSG-1007, MSSG-1009, MSSG-1013 MSSG-2011, MSSG-2013, and MSSG-2014.

82557	200	Jan 19-May 17	9am-6:30pm	MTWThF	NRG 3220
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**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 held at a clinical site, 8am-5pm M-F

**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.

81971	210	Mar 6-Mar 22	1-4pm	MTWThF	ONLINE
		Lab Mar 6-Mar 22	9am-12pm	MTWThF	ONLINE
81976	211	Apr 24-May 16	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.

81967	210	Feb 23-Mar 5	9am-12pm	MTWThF	ONLINE
		Lab Feb 23-Mar 5	1-4pm	MTWThF	ONLINE
81969	211	Apr 2-Apr 23	6-9pm	MTWThF	ONLINE

**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.

81965	211	Jan 8-Jan 23	6-9pm	MTWThF	ONLINE
81963	210	Jan 16-Jan 23	9am-12pm	MTWThF	ONLINE
		Lab Jan 16-Jan 23	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.

83225	210	Feb 8-Feb 22	9am-12pm	MTWThF	ONLINE
		Lab Feb 8-Feb 22	1-4pm	MTWThF	ONLINE
83227	211	Feb 23-Apr 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.

83220	210	Jan 24-Feb 7	1-4pm	MTWThF	ONLINE
		Lab Jan 24-Feb 7	9am-12pm	MTWThF	ONLINE
83222	211	Jan 24-Feb 22	6-9pm	MTWThF	ONLINE

**MDCA 1017 Procedures in a Clinical Setting (112 hrs/\$583.00 / \$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.

81981	201	Jan 29-Feb 22	1-4pm	MTWThF	HLC	2239
	Lab	Jan 29-Feb 22	9am-12pm	MTWThF	HLC	2239
81979	200	Apr 12-May 8	1-4pm	MTWThF	ONLINE	
	Lab	Apr 12-May 8	9am-12pm	MTWThF	ONLINE	

**MDCA 1021 Administrative Procedures (76 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.

82089	201	Jan 8-Jan 26	9am-12pm	MTWThF	ONLINE	
	Lab	Jan 8-Jan 26	1-4pm	MTWThF	ONLINE	
		Jan 16	11am-4pm	T	HLC	2239
		Jan 23	11am-4pm	T	HLC	2239
82084	200	Mar 25-Apr 11	9am-12pm	MTWThF	ONLINE	
		Apr 2	11am-4pm	T	HLC	2239
		Apr 9	11am-4pm	T	HLC	2239
83126	203	May 16-Jun 24	6-9pm	MTWThF	ONLINE	
		May 22	4-9pm	W	HLC	2239
		May 29	4-9pm	W	HLC	2239

**MDCA 1064 Practicum: Medical Assistant (160 hrs/\$434.35 / \$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.

82088	201	Jan 16-Apr 19	8am-5pm	MTWThF	PIC	TBA
82091	202	Mar 29-May 31	8am-5pm	MTWThF	PIC	TBA
82087	200	May 22-Jul 31	8am-5pm	MTWThF	PIC	TBA

**MDCA 1076 Administration of Medications (32 hrs/\$252.00 / \$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).

82086	201	Feb 23-Mar 1	1-4pm	MTWThF	HLC	2239
	Lab	Feb 23-Mar 1	9am-12pm	MTWThF	HLC	2239
82085	200	May 9-May 16	9am-12pm	MTWThF	HLC	2239
	Lab	May 9-May 16	1-4pm	MTWThF	HLC	2239

**MLAB 1001 Introduction to Clinical Laboratory Science for Medical Assistants (80 hrs/\$583.46 / \$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.

81996	202	Feb 2-Mar 18	6-9pm	MTWThF	HLC	2240
81982	201	Mar 4-Mar 28	1-4pm	MTWThF	HLC	2239
	Lab	Mar 4-Mar 28	9am-12pm	MTWThF	HLC	2239
81980	200	May 17-Jun 6	1-4pm	MTWThF	HLC	2239
	Lab	May 17-Jun 6	9am-12pm	MTWThF	HLC	2239

**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/\$388.25 / \$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.

81983	210	Jan 8-Jan 18	9am-12pm	MTWThF	ONLINE	
	Lab	Jan 8-Jan 18	1-4pm	MTWThF	ONLINE	
81985	212	Jan 8-Jan 30	6-9pm	MTWThF	ONLINE	
81984	211	Mar 25-Apr 3	1-4pm	MTWThF	ONLINE	
	Lab	Mar 25-Apr 3	9am-12pm	MTWThF	ONLINE	

**HITT 1041 Coding and Classification Systems (48 hrs/\$388.25 / \$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.

81986	210	Jan 19-Jan 30	1-4pm	MTWThF	ONLINE	
	Lab	Jan 19-Jan 30	9am-12pm	MTWThF	ONLINE	
81988	212	Jan 31-Feb 21	6-9pm	MTWThF	ONLINE	
81987	211	Apr 4-Apr 15	9am-12pm	MTWThF	ONLINE	
	Lab	Apr 4-Apr 15	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.

81974	220	Mar 6-Mar 22	1-4pm	MTWThF	ONLINE	
	Lab	Mar 6-Mar 22	9am-12pm	MTWThF	ONLINE	
81978	221	Apr 24-May 16	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.

81968	220	Feb 23-Mar 5	1-4pm	MTWThF	ONLINE	
	Lab	Feb 23-Mar 5	9am-12pm	MTWThF	ONLINE	
81970	221	Apr 2-Apr 23	6-9pm	MTWThF	ONLINE	

**HITT 2040 Advanced Medical Insurance Billing (48 hrs/\$388.25 / \$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.

81989	210	Jan 31-Feb 9	9am-12pm	MTWThF	ONLINE
	Lab	Jan 31-Feb 9	1-4pm	MTWThF	ONLINE
81991	212	Feb 22-Mar 21	6-9pm	MTWThF	ONLINE
81990	211	Apr 16-Apr 25	1-4pm	MTWThF	ONLINE
	Lab	Apr 16-Apr 25	9am-12pm	MTWThF	ONLINE

**HITT 2045 Coding Certification Exam Review (64 hrs/\$389.25 / \$1.00 Accident Insurance)**

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

81993	210	Feb 12-Feb 26	1-4pm	MTWThF	ONLINE
	Lab	Feb 12-Feb 26	9am-12pm	MTWThF	ONLINE
81995	212	Mar 22-Apr 22	6-9pm	MTWThF	ONLINE
81994	211	Apr 26-May 10	1-4pm	MTWThF	ONLINE
	Lab	Apr 26-May 10	9am-12pm	MTWThF	ONLINE

**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.

81966	221	Jan 8-Jan 23	6-9pm	MTWThF	ONLINE
81964	220	Jan 16-Jan 23	9am-12pm	MTWThF	ONLINE
	Lab	Jan 16-Jan 23	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.

83226	220	Feb 8-Feb 22	9am-12pm	MTWThF	ONLINE
	Lab	Feb 8-Feb 22	1-4pm	MTWThF	ONLINE
83228	221	Feb 23-Apr 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.

83221	220	Jan 24-Feb 7	1-4pm	MTWThF	ONLINE
	Lab	Jan 24-Feb 7	9am-12pm	MTWThF	ONLINE
83224	221	Jan 24-Feb 22	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.

81997	212	Feb 5-Feb 19	6-9pm	MTWThF	ONLINE
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**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.

82001	210	Feb 27-Mar 1	6-9pm	TWThF	ONLINE
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**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.

82094	202	Mar 4-Apr 16	4-9pm	MTWThF	ONLINE
		Mar 5	4-9pm	T	HLC 2239
		Mar 19	4-9pm	T	HLC 2239
		Mar 26	6-9pm	T	HLC 2239

**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.

82000	210	Feb 22-Feb 27	6-9pm	MTWThF	ONLINE
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**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.

82003	210	Apr 17-May 8	6-9pm	MTWThF	ONLINE
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**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.

81998	210	Feb 20-Feb 22	6-9pm	TWTh	ONLINE
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## 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.

83381 210 Feb 12-May 12 ONLINE

83384 211 Feb 12-May 12 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.

83386 210 Feb 12-May 12 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.

83580 200 TBA TBA 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.

79446 210 Jan 16-Mar 10 ONLINE

**Pharmacy Technician CPE**

You cannot register for the following classes online. You must petition.

Registration in these courses require an approved petition, by the PHRA department chair. Submit the petition located at [continue.austincc.edu/pharmacpe](http://continue.austincc.edu/pharmacpe) For cost, prerequisites, dates, and to ask questions, fill out the online petition.

**PHRA 1091 Sterile Compounding & Aseptic Technique (SCAT) (40 hrs/\$549.00 / \$1.00 Accident Insurance)**

This course combines a two-day live workshop and process validations, along with pre-course reading, and significant online/distance learning (DIL) coursework, followed by three, proctored, written examinations, to train pharmacists and pharmacy technicians in sterile compounding and aseptic technique (SCAT). All course activities are designed to be completed within a two-month time-frame; however, motivated students may be able to move through the online coursework and written testing more quickly. The two-day, hands-on workshop is held in our state-of-the-art training facility in Austin, Texas. All other coursework is completed online using our Blackboard Learning Management System. This course requires significant preparatory work to be ready for the rigorous live workshop. The live workshop will be comprised of a brief review of USP<797>; standards and basic aseptic technique principles, followed by a series of process validation procedures which include: aseptic garbing and hand washing, hood cleaning, large and small volume parenteral preparation, ampule preparation, etc. The total estimated time required to complete this course is 40 hours (live workshop combined with home-study); may be spread out over a period of from 2-weeks up to one- semester, depending on course section. This course is designed to train pharmacists and pharmacy technicians in basic sterile compounding and aseptic technique principles based on current USP<797> standards. CPE activity completers will receive a frame-able certificate of completion and upload of ACPE credit of 4.0 CEUs (40 hours) into CPE monitor. This is a Practice-Based activity. NOTE: this course meets the requirements for accredited training defined by the Texas State Board of Pharmacy in TAC 291.133. Prerequisites: Certified (PTCB) pharmacy technician and/or registered pharmacy technician; or registered pharmacist or pharmacy intern; or be enrolled in or have completed an ASHP/ACPE-Accredited Pharmacy Technician Program or ACPE Accredited College of Pharmacy, or have a minimum of six months of pharmacy experience. Preferred: ≥ two years of pharmacy experience and ≥ 6 months of direct sterile compounding experience. Note: Departmental approval is required via completion of the online petition. PHRA 1091 is a hybrid course with a laboratory (face-to-face) and an online (DIL) component. MANDATORY Online orientation and coursework will be found in Blackboard at [aconline.austincc.edu](http://aconline.austincc.edu). There will be two MANDATORY Labs at EVC Room Number 9213 from 8:00 a.m. - 7:00 p.m., only on the noted dates for each section below. For questions, contact the instructor listed. There is significant preparatory coursework that must be completed prior to the live meeting date. This course is restricted to qualified CE students that are petitioned into the class.

82558 200 Jan 26-Apr 26 ONLINE

Lab Jan 26-Jan 27 8am-7pm FS EVC 9213

82559 201 Feb 9-May 10 ONLINE

Lab Feb 9-Feb 10 8am-7pm FS EVC 9213

82560 202 Feb 23-May 24

Lab Feb 23-Feb 24 8am-7pm FS EVC 9213

82561 203 Mar 29-Jun 28 ONLINE

Lab Mar 29-Mar 30 8am-7pm FS EVC 9213

82562 204 Apr 12-Jul 12 ONLINE

Lab Apr 12-Apr 13 8am-7pm FS EVC 9213

82563 205 Apr 26-Jul 26 ONLINE

Lab Apr 26-Apr 27 8am-7pm FS EVC 9213



**PHRA 2076 Teaching Sterile Compounding and Aseptic Technique: Instructor's Course (48 hrs/\$549.00 / \$1.00 Accident Insurance)**

This course is an overview of applicable regulatory standards and best practices related to aseptic technique in the education, training, and management of personnel in the sterile compounding environment. The course will provide an update of USP<797>; and related standards, as well as the policies and procedures for conducting ACPE accredited continuing education. This train-the-trainer course will educate and train pharmacists and technicians in requirements related to the sterile compounding environment, personnel training and conduct, environmental and personnel competency testing, regulatory compliance, and documentation. This course will provide the framework necessary for the learner to teach sterile compounding and aseptic technique (SCA) to pharmacists and technicians in a variety of practice settings, using the Austin Community College ACPE Accredited SCAT course, PHRA 1091. This course combines process validations (conducted via video), along with significant online/distance learning (DIL) coursework, and proctored, written examinations. The total estimated time required to complete this course is 48 clock hours (process validations combined with home-study). Course is generally completed over a 4-week period; however, the course must be completed within 6 months from the date of registration. CPE activity completers will receive a frame-able certificate of completion and upload of ACPE credit of (48 hours, 4.8 CEUs) into CPE monitor. This is a Practice-Based Activity. Prerequisites: Certified (PTCB) pharmacy technician and/or registered pharmacy technician (technicians practicing in states that do not require certification or registration will be considered on a case-by-case basis); or registered pharmacist or pharmacy intern. Completion of ACPE accredited IV certificate comprised of ≥ 40 hours (4.0 CEUs) for technicians or ≥ 20 hours (2.0 CEUs) for pharmacists, of which ≥ 50% of coursework consisted of direct sterile compounding experience. Preferred: Completion of ACC's Sterile Compounding and Aseptic Technique (SCAT) course, PHRA 1091; ≥ two years of pharmacy experience and ≥ 1 year of direct sterile compounding experience. When submitting your online petition, you must scan and upload your resume or CV, proof of certification or registration, and evidence of IV certificate, to be evaluated as evidence that you meet the prerequisites Note: This course may be converted to college credit. Course is restricted to registered, licensed, and/or certified pharmacists and technicians. Course is restricted to CE-only students who are petitioned into the course.

82564	210	Jan 16-May 12	ONLINE
82565	211	Feb 12-May 12	ONLINE
82566	212	Mar 18-May 12	ONLINE

**PHRA 1071 Basic Extemporaneous Compounding (non-Sterile) (48 hrs/\$220.00 / \$1.00 Accident Insurance)**

This course combines a two-day, live workshop, along with online activities designed to train pharmacists and pharmacy technicians in basic, non-sterile, extemporaneous compounding procedures. Hands-on training includes: capsule preparation, ointments, creams, trochees, suppositories, use of mortar and pestle, digital scale, graduated cylinders, hotplate, ointment mill, and other compounding equipment. The total estimated time required to complete this course is 48 hours (live workshop combined with home-study); may be spread out over a period of from 2-weeks up to one-semester, depending on course section. CPE activity completers will receive a frame-able certificate of completion, ACPE statement of credit, and upload of ACPE credit of 4.8 CEUs (48.0 hours) into CPE monitor. This is a Practice-Based activity. This is a non-sterile compounding certification course. Prerequisites: Must be a certified (PTCB) Pharmacy Technician; or registered Pharmacist/ registered pharmacy technician; or have completed an ASHP/ACPE Accredited Pharmacy Technician Training Program; or have a minimum of six

month of pharmacy experience. This course may be converted to college credit. Integrated with credit PHRA-2271.

82568	201	Feb 12-May 12	ONLINE
	Lab	May 3-May 4	9am-6pm FS EVC 9223

**PHRA 2072 Chemotherapy Compounding (64 hrs/\$305.00 / \$1.00 Accident Insurance)**

This course combines a two-day live workshop, along with pre-course reading, and significant online/distance learning (DIL) coursework, and a proctored, written examination, to train pharmacists and pharmacy technicians in USP<800> regulations and chemotherapy sterile compounding procedures. All course activities are designed to be completed within a 12-week semester. The two-day, hands-on workshop is held in our state-of-the-art training facility in Austin, Texas. All other coursework is completed online using our Blackboard Learning Management System. Hands-on training includes: chemotherapy calculations, chemo LVP, and SVP prep, etc. as well as use of biological safety cabinet, barrier isolator, and other chemotherapy compounding equipment. The total estimated time required to complete this course is 64 hours (live workshop combined with home-study); may be spread out over a period of from 2-weeks up to one-semester, depending on course section. CPE activity completers will receive a frame-able certificate of completion, ACPE statement of credit, and upload of ACPE credit of 6.4 CEUs (64 hours) into CPE monitor. This is a Practice-Based activity. This is a Chemotherapy Certification Course. Prerequisites: Certified (PTCB) pharmacy technician and/or registered pharmacy technician (technicians practicing in states that do not require certification or registration will be considered on a case-by-case basis); or registered pharmacist or pharmacy intern with ≥ 1 year of pharmacy experience and ≥ 6 months of direct sterile compounding experience. Completion of ASHP/ACPE accredited or ACPE accredited IV certificate comprised of ≥ 40 hours (4.0 CEUs) for technicians or ≥ 20 hours (2.0 CEUs) for pharmacists, of which ≥ 50% of coursework was comprised of direct sterile compounding experience. Preferred: Completion of ACC's Sterile Compounding and Aseptic Technique (SCAT) course PHRA 1091; ≥ two years of pharmacy experience and ≥ 1 year of direct sterile compounding experience. When submitting your online petition, you must scan and upload your resume or CV, proof of certification or registration, and evidence of IV certificate, to be evaluated as evidence that you meet the prerequisites. Note: This course may be converted to college credit. Integrated with credit PHRA-2372.

82569	201	Feb 12-May 12	ONLINE
	Lab	Apr 5-Apr 6	8am-7pm FS EVC 9213

**PHRA 2074 Pediatric Preparations (64 hrs/\$305.00 / \$1.00 Accident Insurance)**

This course combines a two-day live workshop, along with pre-course reading, and significant online/distance learning (DIL) coursework, and a proctored, written examination, to train pharmacists and pharmacy technicians in sterile compounding related to pediatric preparations. All course activities are designed to be completed within a 12-week semester. The two-day, hands-on workshop is held in our state-of-the-art training facility in Austin, Texas. All other coursework is completed online using our Blackboard Learning Management System. Hands-on training includes: pediatric calculations, pediatric LVP, EEC, and syringe preparations, other neonatal and/or pediatric CSPs. The total estimated time required to complete this course is 64 hours (live workshop combined with home-study); may be spread out over a period of from 2-weeks up to one-semester, depending on course section. CPE activity completers will receive a frame-able certificate of completion, ACPE statement of credit, and upload of ACPE credit of 6.4 CEUs (64 hours) into CPE monitor. This is a Practice-Based Activity. Prerequisites: Certified (PTCB) pharmacy technician and/or registered pharmacy technician (technicians practicing in states

that do not require certification or registration will be considered on a case-by-case basis); or registered pharmacist or pharmacy intern with  $\geq 1$  year of pharmacy experience and  $\geq 6$  months of direct sterile compounding experience. Completion of ASHP/ACPE accredited or ACPE accredited IV certificate comprised of  $\geq 40$  hours (4.0 CEUs) for technicians or  $\geq 20$  hours (2.0 CEUs) for pharmacists, of which  $\geq 50\%$  of coursework was comprised of direct sterile compounding experience. Preferred: Completion of ACC's Sterile Compounding and Aseptic Technique (SCAT) course " PHRA 1091;  $\geq$  two years of pharmacy experience and  $\geq 1$  year of direct sterile compounding experience. When submitting your online petition, you must scan and upload your resume or CV, proof of certification or registration, and evidence of IV certificate to be evaluated as evidence that you meet the prerequisites. Note: This course may be converted to college credit. Integrated with credit PHRA-2374.

82570 201 Feb 12-May 12  
 Lab Mar 1-Mar 2 8am-7pm FS EVC 9213

**PHRA 2075 Vaccine Storage, Preparation, and Administration (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

This course is designed to prepare pharmacy personnel to handle, store, and administer various vaccinations to adult, adolescent, and pediatric patients. Incorporates Centers for Disease Control (CDC) and relevant best practice standards for immunization education and training. Prepares pharmacists and technicians with the resources, knowledge, and skills necessary to provide safe and effective immunization services. This course combines a two-day live workshop, along with pre-course reading, and significant online/distance learning (DIL) coursework, and a proctored, written examination(s), to train pharmacists and pharmacy technicians in vaccine storage, preparation, and administration. All course activities are designed to be completed within a 12-week semester. The two-day, hands-on workshop is held in our state-of-the-art training facility in Austin, Texas. All other coursework is completed online using our Blackboard Learning Management System. Hands-on training includes: draw techniques, reconstitution of power/dehydrated vaccine, intramuscular and subcutaneous vaccine administration, etc. The total estimated time required to complete this course is 48 hours (live workshop combined with home-study). CPE activity completers will receive a frame-able certificate of completion and upload of ACPE credit of 4.8 CEUs (48 hours) into CPE monitor. This is a Practice-Based Activity. Prerequisites: State Board of Pharmacy registration or licensure (pharmacists, students, technicians), and/or certified pharmacy technician; and  $\geq 1$  year of pharmacy experience. Must have current CPR/BLS from an American Heart Association provider. Preferred: Completion of ACC's Sterile Compounding and Aseptic Technique (SCAT) course, PHRA 1091. When submitting your online petition, you must scan and upload your resume or CV, registration or licensure, CPR/BLS Certification, and evidence of IV certificate (if applicable) to be evaluated as evidence that you meet the prerequisites. Note: This course may be converted to college credit. Integrated with credit PHRA-2275.

82567 201 Feb 12-May 12 ONLINE  
 Lab Apr 19-Apr 20 8am-7pm FS EVC 9313

## 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.  
 81623 202 Jan 17-Mar 8 8:30am-10:10am WF CYP 1142  
 Lab Jan 17-Mar 8 10:25am-1:45pm WF CYP 1142  
 81624 201 Jan 17-Mar 8 8:30am-10:10am WF EVC 8107  
 Lab Jan 17-Mar 8 10:25am-1:45pm WF EVC 8107

**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.  
 81625 200 Mar 18-May 12 EVC HOSP

## 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.  
 81626 210 Jan 23-Mar 21 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.  
 81627 200 Mar 24-Apr 12 5am-5pm MTWThF PIC TBA

## 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](http://continue.austinctc.edu/veterinary) for more information about the program and the application process and [austinctc.edu/apply/](http://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.

82454	200	Jan 16-May 12	4:30-6pm	W	RVS 7002
	Lab	Jan 16-May 12	1-3pm	W	RVS TRNG
	Lab	Jan 16-May 12			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.

82458	200	Jan 16-May 12			ONLINE
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**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.

82456	200	Jan 16-May 12	7:30-8:30pm	W	RVS 7002
	Lab	Jan 16-May 12			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.

82455	201	Jan 16-May 12	6-7:30pm	W	RVS 7002
	Lab	Jan 16-May 12			ONLINE

**VTHT 1041 Veterinary Anesthesia and Surgical Assistance (80 hrs/\$415.00 / \$1.00 Accident Insurance)**

In-depth application of surgical, obstetrical, and anesthesia techniques including identification and use of instruments and equipment. Prerequisites: VTHT 1001-Introduction to Veterinary Technology, VTHT 1013-Veterinary Anatomy and Physiology, VTHT 1009-Veterinary Nutrition, VTHT 1049-Veterinary Pharmacology, or instructor approval.

82461	200	Jan 16-May 12	12:30-3:30pm	Th	RVS 7002
	Lab	Jan 16-May 12			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.

82457	200	Jan 16-May 12	8:30-9:30pm	W	RVS 7002
	Lab	Jan 16-May 12			ONLINE

**VTHT 2001 Canine and Feline Clinical Management (64 hrs/\$332.00 / \$1.00 Accident Insurance)**

Survey feeding, common management practices, and care of canines and felines in a clinical setting. Review of common diseases of canines and felines encountered in the practice of veterinary medicine.

Prerequisites: VTHT 1001-Introduction to Veterinary Technology, VTHT 1013-Veterinary Anatomy and Physiology, VTHT 1009-Veterinary Nutrition, VTHT 1049-Veterinary Pharmacology, or instructor approval.

82460	200	Jan 16-May 12	10am-12pm	Th	RVS 7005
	Lab	Jan 16-May 12	10am-12pm	Th	RVS 7002
	Lab	Jan 16-May 12			ONLINE

**VTHT 2023 Veterinary Clinical Pathology I (48 hrs/\$249.00 / \$1.00 Accident Insurance)**

In-depth study of hematology and blood chemistries with emphasis on lab procedures. Prerequisites: VTHT 1001-Introduction to Veterinary Technology, VTHT 1013-Veterinary Anatomy and Physiology, VTHT 1009-Veterinary Nutrition, VTHT 1049-Veterinary Pharmacology, or instructor approval.

82459	200	Jan 16-May 12	8am-10am	Th	RVS 7002
	Lab	Jan 16-May 12	8am-10am	Th	RVS 7005
	Lab	Jan 16-May 12			ONLINE

# Lifelong Learning

## Acting: The Actor's School

The Actor's School offers programs for the actor and non-actor alike. Our mission is to provide training to prepare students interested in a professional acting career. We also serve those who are curious about acting and simply want to explore. We create a safe environment in which to have fun, play and grow.

Our classes range from developing acting skills in beginning classes to advanced acting techniques. In addition, The Actor's School offers specialized classes in voice/speech training, improvisation, singing for the beginner to advanced musical theatre performer, Shakespeare, and audition techniques for both film and stage. Our instructors are respected and working professionals in their respective fields.

Classes are held both virtually and face-to-face. Our instructors are all professionals in their field, as well as educators. Email [theactorschool@austinc.edu](mailto:theactorschool@austinc.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.

To find out what classes are currently being offered, as well as registration information, please visit <https://theactorsschool.org/>

### DRAM 3010 Acting on Camera I (18 hrs/\$230.00 / \$1.00 Accident Insurance)

This is an intermediate class focusing on acting for the camera. It is required that you have had at least a basic acting class before joining - such as Acting Fundamentals or equivalent. The emphasis is on camera technique as well as developing a naturalistic acting style through connection, honesty, vulnerability, and following intuitive impulses. The students' work will be explored through exercises and scene study from film and television scripts. Some videotaping and playback will be used for critique.

81725	200	Jan 25-Feb 29	6:30-9:30pm	Th	HLC	2410.00
81726	201	Apr 7-May 12	12-3pm	U	HLC	2410.00
81733	202	Jan 29-Mar 4	6:30-9:30pm	M	SAC	1303

### 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.

81739	201	Jan 22-Feb 26	6:30-9pm	M	SAC	1303
81743	204	Mar 27-May 1	6:30-9pm	W	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.

81738	200	Jan 10-Feb 21	6:30-9:30pm	W	NRG	3132
81741	202	Feb 2-Mar 8	11am-2pm	F	HLC	2410.00
81742	203	Mar 19-Apr 23	6:30-9:30pm	T	HLC	2410

### 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.

81744	200	Feb 28-Apr 10	6:30-9:30pm	W	HLC	2410.00
81749	201	Mar 22-May 3	11am-2pm	F	HLC	2410.00

### DRAX 3003 Acting on Camera II (18 hrs/\$230.00 / \$1.00 Accident Insurance)

This class is for students with professional experience and/or previous film acting training. Tony Sears focuses on achieving an honest and vulnerable performance for the camera. The emphasis is on energy and making choices that highlight the actor's power to tell a story. Students will explore the work through scene study from film and television scripts with some videotaping and playback for evaluation. Suggested prerequisite: Two or more beginning acting classes, Acting Explorations, or other previous acting training/experience. Materials needed: internet connection & audio/video capability with computer or tablet; updated (free) Zoom account.

81750	200	Mar 21-Apr 25	6:30-9:30pm	Th	HLC	2410.00
81751	201	Apr 28-Jun 9	12-3pm	U	HLC	2410.00

### DRAX 3038 Foundations of Singing (18 hrs/\$230.00 / \$1.00 Accident Insurance)

This course provides an introduction to vocal technique for the beginning to advanced-beginning singer. Students will have the opportunity to sing both individually and as part of a group. This class is ideal for anyone who desires to gain a foundational knowledge of singing, including stage and film actors. Students are encouraged to focus on the musical styles that most interest them, with support from the instructor in identifying specific song choices. By the end of the course, participants will have become better acquainted with the unique qualities of their individual voices. No prior singing experience necessary.

81752	200	Mar 20-May 1	6:30-9:30pm	W	NRG	3132
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**DRAX 3039 Teen Acting for Film (15 hrs/\$175.00 / \$1.00 Accident Insurance)**

This teen class focuses on acting for the camera. We'll work on developing a naturalistic acting style through connection, listening and responding, vulnerability, and following impulses. Students' work will be explored through improvisation and imagination exercises, as well as scene study using film and television scripts. We'll practice making choices that work for the camera. Ages 13-17. Under the age of 13 requires instructor approval.

81753 200 Mar 23-Apr 27 1-3:30pm S HLC 2410.00

**DRAX 3046 Self Taping Your Auditions (15 hrs/\$195.00 / \$1.00 Accident Insurance)**

self-taping, building a home set-up, and some basic editing skills. The second half of the class will address the unique acting challenges of self-taped auditions, and how to make blocking and behavior choices that look good within the confines of the camera and stand out to casting directors. Students will be required to film weekly tapes at home and send them in for review in class. For actors with previous training/experience. Students will need to bring the phone/tablet/camera that they will be using to film, as well as a laptop/phone for editing.

81754 200 Mar 18-Apr 22 6:30-9pm M HLC 2410.00

**DRAX 3060 Teen Acting for Film and Stage (15 hrs/\$175.00 / \$1.00 Accident Insurance)**

This class focuses on acting for both the camera and the stage. Students will learn how to develop characters and create relationships explored through improvisation, imagination work, and monologue/scene study. There will be some videotaping and playback with instructor feedback. Ages 13-17. Under the age of 13 requires instructor approval. There will be a virtual showcase of the students' work the last class for friends and parents.

Class max size is 8. Online Platform: Zoom. Materials needed: internet connection & audio/video capability with computer or tablet.

81756 200 Jan 20-Feb 24 1-3:30pm S HLC 2410.00

**DRAX 3063 Private Coaching for Singers (21 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. Coaching is available for adults from beginner through professional levels, and to advanced high school students.

81774	200	Jan 9-Jan 23	10am-6pm	T	HLC	2410.00
81776	201	Jan 10-Jan 24	10am-6pm	W	HLC	2410.00
81777	202	Jan 11-Jan 25	10am-6pm	Th	HLC	2410.00
81778	203	Jan 30-Feb 13	10am-6pm	T	HLC	2410.00
81779	204	Jan 31-Feb 14	10am-6pm	W	HLC	2410.00
81780	205	Feb 1-Feb 15	10am-6pm	Th	HLC	2410.00
81781	206	Feb 20-Mar 5	10am-6pm	T	HLC	2410.00
81782	207	Feb 21-Mar 6	10am-6pm	W	NRG	3132
81783	208	Feb 22-Mar 7	10am-6pm	Th	HLC	2410.00
81784	209	Mar 19-Apr 2	10am-6pm	T	HLC	2410.00
81786	210	Mar 20-Apr 3	10am-6pm	W	NRG	3132
81787	211	Mar 21-Apr 4	10am-6pm	Th	HLC	2410.00
81788	212	Apr 9-Apr 23	10am-6pm	T	HLC	2410.00
81789	213	Apr 10-Apr 24	10am-6pm	W	NRG	3132
81790	214	Apr 11-Apr 25	10am-6pm	Th	HLC	2410.00
81791	215	May 7-May 21	10am-6pm	T	HLC	2410.00
81792	216	May 8-May 22	10am-6pm	W	NRG	3132
81793	217	May 9-May 23	10am-6pm	Th	HLC	2410.00

**DRAX 3064 Training the Speaking Voice (18 hrs/\$230.00 / \$1.00 Accident Insurance)**

This class is intended for anyone desiring to increase the power and impact of their 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.

81757 200 Jan 10-Feb 21 6:30-9:30pm W HLC 2410.00

**DRAX 3065 Accents for Film & Stage (15 hrs/\$195.00 / \$1.00 Accident Insurance)**

This course introduces two important accents used for stage, film, television, and video games. In the Fall the offering is American Southern and Australian. Through Knight-Thompson Speechwork, a new standard-bearing approach to speech, students will acquire the skills to convincingly perform these accents. Areas of focus include developing the oral posture, learning how to create the unique pronunciations, and analyzing the "music" (rhythm, tempo, and intonation) of the accent. Studies include native speakers of these accents, and dialogue from stage and screen scripts will be utilized to apply the work. This course is for actors with and without speech training and for people who simply would enjoy learning two interesting accents.

81758 200 Apr 30-Jun 4 6:30-9pm T HLC 2410.00

**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.

81762 210 Jan 9-Feb 13 6-8:30pm T ONLINE

81763 211 Feb 28-Apr 10 6-8:30pm W 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.

81764 200 Apr 29-Jun 10 6:30-9pm M HLC 2410.00

**DRAX 3084 Advanced Scene Study (18 hrs/\$230.00 / \$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!

81766 201 Apr 27-Jun 1 11am-2pm S NRG 3132

**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!

81765 200 Jan 20-Mar 30 11am-2pm S NRG 3132

**DRAX 3086 Audition Monologue Workout (15 hrs/\$195.00 / \$1.00 Accident Insurance)**

Auditioning is an essential (and occasionally dreaded) skill that each actor must master. In this class, we will find the FUN in entering a casting room, reframing auditioning into an opportunity to do the thing we love. This class will increase confidence and hone dynamic monologue techniques for stage auditions. Recorded auditions for theatre will be covered briefly. (To focus on film & TV, register for Self-Taping Your Auditions). Skills covered include character study, choosing clear and high-stakes objectives, entrances/exits, and how to be fully present in the room. Register early! Once the class makes students will receive guidance on finding monologues. Students will bring a 1-minute to 90-second monologue of their choice to the first meeting.

81767 200 May 2-Jun 6 6:30-9:30pm Th HLC 2410

**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.

81768 200 May 4-Jun 1 10:30am-1pm S SAC TBA

**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.

81769 200 Feb 24-Apr 6 10am-12:30pm S HLC 2410.00

**DRAX 4000 Movement Fluency for Actors (12 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.

81794 200 Mar 19-Apr 23 7-9pm T HLC TBA

**DRAX 4001 Teen Audition Monologue Workout (15 hrs/\$175.00 / \$1.00 Accident Insurance)**

Auditioning is an essential (and occasionally dreaded) skill that each actor must master. In this class, we will find the FUN in entering a casting room, reframing auditioning into an opportunity to do the thing we love. This class will increase confidence and hone dynamic monologue techniques for stage auditions. Recorded auditions for theatre will be covered briefly. Skills covered include character study, choosing clear and high-stakes objectives, entrances/exits, and how to be fully present in the room. Register early! Once the class makes students will receive guidance on finding monologues. Students will bring a 1-minute to 90-second monologue of their choice to the first meeting.

81770 200 May 4-Jun 8 1-3:30pm S 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.

81795 200 Jan 23-Feb 27 6:30-8:30pm T HLC 2410.00

**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

81771 200 Jan 22-Feb 26 6:30-9pm M HLC 2410.00

81772 201 Mar 18-Apr 22 6:30-9pm M NRG 3132

**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.

81773 210 Apr 24-May 29 6-8:30pm W 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 [lifelonglearning@AustinCC.edu](mailto:lifelonglearning@AustinCC.edu) or (512) 223-7529.

Visit the program page for the most up to date course schedules and information <https://continue.austincc.edu/agriculture>.

**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.

82800 202 Jan 16-May 12 ONLINE

**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.

82801 201 Jan 16-May 12 ONLINE  
Lab Jan 16-May 12 2:30-4:20pm 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.

82802 201 Jan 16-May 9 5-5:30pm TTh EGN 3110  
Lab Jan 16-May 9 5:30-7:30pm TTh 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.

82803 201 Jan 16-May 9 2:30-4:20pm TTh EGN 2115

**Arts and Crafts**

These courses in arts and crafts allow the community to explore their creativity in a fun and interactive low-pressure environment.

Courses range from beginning watercolor painting, ceramics, glass mosaics, and stained glass to Japanese fine arts (Haiku, calligraphy and Taiko Drumming).

Please check the program area for more information on course offerings. Course availability may vary by semester.

<https://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.

Please check our program area for more information on course offerings. Course availability may vary by semester.

<https://continue.austincc.edu/lifelong-learning>

**BSKX 3063 TOEFL Preparation Course (45 hrs/\$450.00 / \$1.00 Accident Insurance)**

This course familiarizes students with the structure of the TOEFL iBT and reviews strategies and skills for taking the exam, including reading, writing, listening and speaking. Students should be high intermediate or advanced in their English ability. If you have any questions, please contact [lifelonglearning@AustinCC.edu](mailto:lifelonglearning@AustinCC.edu)

81804 210 Feb 27-May 2 7-9:30pm TTh ONLINE

**NEW! Culinary Arts**

These courses offer an opportunity to expand your culinary skills in a fun and relaxing environment. Courses include cultural cuisine from around the world to traditional American fare. This area will also feature farm to table meals. Some courses may be short two-day workshops while others offer a full semester culinary adventure.

Please check the program area for more information on course offerings. Course availability may vary by semester.

<https://continue.austincc.edu/lifelong-learning>

## Dance Classes

Explore and expand your interest in dance. You will find our studio-based classes at ACC's state of the art facilities at the Highland Campus.

We also offer a variety of classes at other ACC campuses. All of our community courses can be converted to credit.

For questions regarding dance classes, please contact Catherine Solaas - csolaas@austinctc.edu or 512-223-7198.

Please check the program area for more information on course offerings. Course availability may vary by semester.

<https://continue.austinctc.edu/lifelong-learning>

### 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@austinctc.edu.

83080	202	Jan 16-May 9	1:55-2:20pm	TTh	HLC	2550
		Lab Jan 16-May 9	2:20-3:35pm	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@austinctc.edu.

83058	201	Jan 16-May 9	9-9:25am	TTh	HLC	2550
		Lab Jan 16-May 9	9:25-10:15am	TTh	HLC	2550
83059	202	Jan 17-May 8	6-6:25pm	MW	HLC	2550
		Lab Jan 17-May 8	6:25-7:20pm	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@austinctc.edu.

83061	201	Jan 17-May 8	10:40-11:05am	MW	HLC	2550
		Lab Jan 17-May 8	11:05am-12:20pm	MW	HLC	2550
83062	202	Jan 17-May 8	7:30-7:55pm	MW	HLC	2550
		Lab Jan 17-May 8	7:55-9:10pm	MW	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@austinctc.edu.

83065	201	Jan 16-Mar 10			ONLINE	
83066	205	Jan 16-May 9	10:30-11:50am	MW	ONLINE	
83067	206	Jan 16-May 12			ONLINE	
83094	203	Jan 16-May 12			ONLINE	
83095	208	Jan 16-May 9	8:30-9:45am	TTh	RRC	2226.00
83069	204	Feb 12-May 12			ONLINE	
83070	210	Feb 12-May 12	4:30-5:50pm	TTh	HYS	01214.00
		Lab Feb 12-May 12			ONLINE	
83071	207	Feb 12-May 12	12-1:40pm	TTh	ONLINE	
83072	214	Feb 12-May 12			ONLINE	
83073	202	Mar 18-May 12			ONLINE	
83074	209	Mar 18-May 12			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@austinctc.edu.

83064	201	Jan 16-May 9	12-12:25pm	TTh	HLC	2550
		Lab Jan 16-May 9	12:25-1:40pm	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@austinctc.edu. Prerequisite: DANC-1201 or BSKX-6001 Dance Composition-Improvisation.

83076	201	Jan 16-May 9	3:50-4:15pm	TTh	HLC	2550
		Lab Jan 16-May 9	4:15-5:55pm	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. No previous dance experience necessary. Integrated with credit DANC-1305. For questions regarding dance classes, please contact Catherine Solaas csolaas@austinctc.edu.

83087	202	Jan 16-May 9	10:05-11:20am	TTh	RRC	2226.00
		Lab Jan 16-May 9	11:20-11:45am	TTh	RRC	2226.00

83087 - This is a HyFlex section. Students enrolled in this HyFlex section can attend any scheduled class either in-person on the Round Rock Campus or virtually at the days and times listed. Please email csolaas@austinctc.edu with any questions.

83088	203	Jan 16-May 12			ONLINE	
		Lab Jan 16-May 12			ONLINE	
83089	204	Jan 16-May 12			ONLINE	
		Lab Jan 16-May 12			ONLINE	
83086	201	Jan 17-May 8	3pm-4:25pm	MW	HLC	2202



Lab Jan 17-May 8 4:25pm-4:50pm MW HLC 2202  
 83086 - This is a HyFlex section. Students enrolled in this HyFlex section can attend any scheduled class either in-person on the Highland Campus or virtually at the days and times listed. Please email [csolaas@austincc.edu](mailto:csolaas@austincc.edu) with any questions.

83090 205 Feb 12-May 12 ONLINE  
 Lab Feb 12-May 12 ONLINE  
 83091 206 Feb 12-May 12 ONLINE  
 Lab Feb 12-May 12 ONLINE  
 83092 208 Feb 12-May 12 3-4pm TTh HYS 01214.00  
 Lab Feb 12-May 12 4-4:20pm TTh HYS 01214.00  
 Lab Feb 12-May 12 ONLINE

83092 - This is a HyFlex section. Students enrolled in this HyFlex section can attend any scheduled class either in-person on the Hays Campus or virtually at the days and times listed. Please email [csolaas@austincc.edu](mailto:csolaas@austincc.edu) with any questions.

83093 207 Mar 18-May 12 ONLINE  
 Lab Mar 18-May 12 ONLINE

**BSKX 6012 Dance Practicum (64 hrs/\$135.00 / \$1.00 Accident Insurance)**

Practicum in dance related topics with emphasis on practical skills necessary for the field. May be repeated for credit once. Combined with credit DANC-1112. For questions regarding dance classes, please contact Catherine Solaas [csolaas@austincc.edu](mailto:csolaas@austincc.edu).

83414 201 Jan 19-Mar 8 10-11:50am F HLC 2551  
 83414- ACDA Informal Concert Piece Course. Registration is reserved for dance students who successfully audition.

Auditions are October 10, 2023, 7:15pm at the Highland Campus Dance Studio. Arrive 15 minutes early to complete paperwork. In addition to rehearsal times listed here, students must commit to full participation in the 2024 ACDA Conference at UT Austin. For additional info, contact [csolaas@austincc.edu](mailto:csolaas@austincc.edu).

83077 203 Jan 17-Mar 6 12:30-2pm MW HLC 2550

83077- ACDA Student Piece Course. Registration is reserved for dance students who successfully audition.

Auditions are October 10, 2023, 7:15pm at the Highland Campus Dance Studio. Arrive 15 minutes early to complete paperwork. In addition to rehearsal times listed here, students must commit to full participation in the 2024 ACDA Conference at UT Austin. For additional info, contact [csolaas@austincc.edu](mailto:csolaas@austincc.edu).

**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](mailto:csolaas@austincc.edu).

83081 201 Jan 17-May 8 2:15-2:40pm MW HLC 2550  
 Lab Jan 17-May 8 2:40-3:35pm 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](mailto:csolaas@austincc.edu).

83084 202 Jan 17-May 8 8:45-9:15am MW HLC 2550  
 Lab Jan 17-May 8 9:15-10:30am MW HLC 2550

**BSKX 6047 Intermediate Jazz Dance (48 hrs/\$220.00 / \$1.00 Accident Insurance)**

Instruction in the intermediate techniques and concepts associated with jazz dance. Integrated with credit DANC-2247. For questions regarding dance classes, please contact Catherine Solaas [csolaas@austincc.edu](mailto:csolaas@austincc.edu).

83082 201 Jan 16-May 9 10:30-10:55am TTh HLC 2550  
 Lab Jan 16-May 9 10:55-11:45am TTh HLC 2550

**BSKX 6051 Sophomore Dance Performance (64 hrs/\$135.00 / \$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@austincc.edu](mailto:csolaas@austincc.edu).

83085 202 Jan 16-Jun 23 1:55-2:20pm TTh HLC 2550  
 Lab Jan 16-Jun 23 2:20-3:35pm TTh HLC 2550

**BSKX 6089 Academic Cooperative in Dance Production (48 hrs/\$170.00 / \$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. For additional info, contact [csolaas@austincc.edu](mailto:csolaas@austincc.edu). Combined with credit DANC-2289.

83054 201 Mar 18-May 12 TBA TBA HLC DIL  
 Lab Mar 18-May 12 12:30-3:30pm F HLC 2550

**BSKX 8089 Academic Cooperative in Dance (64 hrs/\$255.00 / \$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. Combined with credit DANC-2389.

83056 201 Jan 17-Mar 8 3:45-5:45pm MW HLC 2550  
 Lab Jan 17-Mar 8 12-2pm F HLC 2550

83056- ACDA Faculty Piece Course. Registration is reserved for dance students who successfully audition.

Auditions are October 10, 2023, 7:15pm at the Highland Campus Dance Studio. Arrive 15 minutes early to complete paperwork. In addition to rehearsal times listed here, students must commit to full participation in the 2024 ACDA Conference at UT Austin. For additional info, contact [csolaas@austincc.edu](mailto:csolaas@austincc.edu).

Course delivery method is face to face. Students will meet on campus in the dance studio at the times listed.

## 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 <https://liberalarts.austincc.edu/esol/> or contact at [esol@austincc.edu](mailto:esol@austincc.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 <https://liberalarts.austinctc.edu/esol/>.

Para información en español, favor de llamar a (512) 223-7492.

Follow us on Facebook <https://www.facebook.com/ACCESOLdept/>

Follow us on Instagram: <https://www.instagram.com/esolatacc/>

Follow us on YouTube: <https://www.youtube.com/channel/UCn4eJfpCi51dnHP089o>

**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.

82433	203	Jan 16-May 9	12-1:20pm	TTh	HLC 1304
82431	207	Jan 17-May 8	7:40-9pm	MW	HLC 1305
82726	201	Feb 13-May 9	12-1:40pm	TTh	CYP 1110
82727	202	Feb 13-May 9	8-9:40pm	MW	ONLINE
83409	204	Feb 13-May 9	7-8:40pm	TTh	SAC TBA

**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.

82447	205	Jan 16-May 9	12-1:20pm	TTh	HLC 1305
82729	203	Jan 16-May 9	12-1:20pm	TTh	ONLINE
82448	208	Jan 17-May 8	7:40-9pm	MW	HLC 1230
82449	209	Jan 17-May 8	6-7:20pm	MW	RRC 1208.00
82728	201	Jan 17-May 8	7:40-9pm	MW	ONLINE

**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.

82453	206	Jan 16-May 9	12-1:20pm	TTh	SAC 1319
82730	201	Jan 16-May 9	12:40-2pm	TTh	ONLINE
82733	202	Jan 16-Mar 7	12:30-3pm	TTh	NRG 4103
82450	203	Jan 17-May 8	7-8:20pm	MW	CYP 1110
82451	204	Jan 17-May 8	10am-11:20am	MW	CYP 1110
82452	205	Jan 17-May 8	7:40-9pm	MW	HLC 1304
82731	208	Jan 17-May 8	7:40-9pm	MW	ONLINE

**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.

82735	202	Jan 16-May 9	12-1:20pm	TTh	ONLINE
82739	203	Jan 17-May 8	7:40-9pm	MW	HLC 2403
82740	204	Jan 17-May 8	7:40-9pm	MW	ONLINE
82737	207	Feb 13-May 9	12-1:40pm	TTh	HLC 1230
82738	201	Mar 19-May 9	12:30-3pm	TTh	NRG 4103

**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.

82654	202	Jan 16-May 9	6-7:20pm	TTh	ONLINE
82655	203	Jan 16-May 9	10:30am-11:50am	TTh	HLC 1130

**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.

82757	201	Jan 17-May 8	6-7:20pm	MW	HLC 1230
82760	207	Feb 12-May 8	6-7:40pm	MW	ONLINE
82761	202	Feb 13-May 9	10am-11:40am	TTh	HLC 1305

**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.

82766	203	Jan 16-May 9	10am-11:20am	TTh	HLC 1304
82762	201	Jan 17-May 8	7:40-9pm	MW	RRC 1208.00
82764	205	Jan 17-May 8	6-7:20pm	MW	ONLINE
82765	207	Jan 17-May 8	6-7:20pm	MW	HLC 1304

**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.

82769	202	Jan 16-May 9	10am-11:20am	TTh	ONLINE
82767	201	Jan 17-May 8	6-7:20pm	MW	HLC 1305
82768	205	Jan 17-May 8	6-7:20pm	MW	ONLINE
82771	203	Jan 26-Mar 7	9:30am-12pm	TTh	NRG 4103

**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.

82774	202	Jan 17-May 8	6-7:20pm	MW	HLC 2201
82775	208	Jan 17-May 8	6-7:20pm	MW	ONLINE
82776	203	Feb 13-May 9	10am-11:40am	TTh	HLC 1230
82777	201	Mar 19-May 9	9:30am-12pm	TTh	NRG 4103

**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.

83407	201	Feb 13-May 9	7-8:4pm	TTh	SAC TBA
82778	202	Jan 16-May 9	6-7:20pm	TTh	HLC 1305
82780	204	Feb 12-May 8	10am-11:40am	MW	HLC 1100
82779	203	Feb 13-May 9	6-7:40pm	TTh	ONLINE

**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.

82784	207	Jan 16-May 9	6-7:20pm	TTh	HLC 1304
82785	211	Jan 16-May 9	6-7:20pm	TTh	ONLINE
82781	201	Jan 17-May 8	10am-11:20am	MW	ONLINE
82782	202	Jan 17-May 8	10am-11:20am	MW	HLC 1304
82783	205	Jan 17-May 8	10am-11:20am	MW	RRC 1211.00

**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.

82788	202	Jan 16-May 9	11:40am-1pm	TTh	CYP 1111
82789	203	Jan 16-May 9	6-7:20pm	TTh	HLC 1130
82790	207	Jan 16-May 9	6-7:20pm	TTh	ONLINE
82787	201	Jan 17-Mar 8	12-1:45pm	MWF	NRG 4103
82791	204	Jan 17-May 8	10am-11:20am	MW	ONLINE
82792	205	Jan 17-May 8	10am-11:20am	MW	SAC 1316

**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.

82793	201	Jan 16-May 9	6-7:20pm	TTh	HLC 1230
82794	203	Jan 16-May 9	6-7:20pm	TTh	ONLINE
82795	202	Jan 17-May 8	10am-11:20am	MW	ONLINE
82796	206	Jan 17-May 8	12-1:20pm	MW	HYS 01213.00
82797	205	Feb 12-May 8	10am-11:40am	MW	HLC 1305
82798	204	Mar 18-May 10	12-1:45pm	MWF	NRG 4103

**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.

82657	209	Jan 16-May 9	7:40-9pm	TTh	HLC 2402
82656	205	Jan 17-May 8	12-1:20pm	MW	HLC 1304
82658	203	Feb 13-May 9	10am-11:40am	TTh	CYP 1110
82659	208	Feb 13-May 9	8-9:40pm	TTh	ONLINE

**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.

82707	203	Jan 16-May 9	7:40-9pm	TTh	ONLINE
82708	210	Jan 16-May 9	7:40-9pm	TTh	HLC 1305
82704	201	Jan 17-May 8	12-1:20pm	MW	HLC 2220
82705	204	Jan 17-May 8	12-1:20pm	MW	RRC 1208.00
82706	205	Jan 17-May 8	12-1:20pm	MW	ONLINE

**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.

82709	201	Jan 16-May 9	10am-11:20am	TTh	CYP 1111
82710	204	Jan 16-May 9	7:40-9pm	TTh	ONLINE
82711	208	Jan 16-May 9	7:40-9pm	TTh	HLC 1304
82713	203	Jan 17-May 8	12-1:20pm	MW	ONLINE
82717	207	Jan 17-May 8	12:10-1:30pm	MW	SAC 1320
82718	202	Jan 17-Mar 8	9:30am-11:15am	MWF	NRG 4103

**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.

82719	201	Jan 16-May 9	7:40-9pm	TTh	ONLINE
82720	202	Jan 16-May 9	7:40-9pm	TTh	HLC 1305
82721	204	Jan 17-May 8	10am-11:20am	MW	HYS 01313.00
82723	207	Jan 17-May 8	12-1:20pm	MW	ONLINE
82724	205	Feb 12-May 8	12-1:40pm	MW	HLC 1305
82725	203	Mar 18-May 10	9:30am-11:15am	MWF	NRG 4103

**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](http://continue.austincc.edu/fashion).

**FSDH 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](mailto:victoria.taylor@austincc.edu) or 512.223.7906. Integrated with credit FSHD-1302.

82050	201	Jan 16-May 12			ONLINE
82062	202	Feb 12-May 12			ONLINE

**FSDH 1008 Fashion Trends (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

A study of the effects of eastern and western cultures on the development of fashion. Examination of the relationship of social, psychological, economic, demographic, and lifestyle trends to fashion trends. For questions please contact Victoria Taylor [victoria.taylor@austincc.edu](mailto:victoria.taylor@austincc.edu) or 512.223.7906. Integrated with credit FSHD-1308.

82051	201	Jan 16-May 12			ONLINE
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**FSDH 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.

82052	201	Jan 16-May 12			ONLINE
82063	202	Feb 12-May 12			ONLINE

**FSDH 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](mailto:victoria.taylor@austincc.edu) or 512.223.7906. Integrated with credit FSHD-1322.

83352	201	Jan 16-May 9	4-4:20pm	TTh	HLC 1210.04
	Lab	Jan 16-May 9	4:20pm-5:50pm	TTh	HLC 1210.04
83357	202	Jan 16-May 9	6-6:20pm	TTh	HLC 1210.04
	Lab	Jan 16-May 9	6:20-7:50pm	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.

83371	202	Jan 16-May 9	9am-9:55am	TTh	HLC	1410.40
		Lab Jan 16-May 9	9:55am-11:40am	TTh	HLC	1410.40
83370	201	Jan 17-May 8	6-6:55pm	MW	HLC	1410.40
		Lab Jan 17-May 8	6:55-8:40pm	MW	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.

83372	201	Jan 16-May 9	3-3:55pm	TTh	HLC	1420.15
		Lab Jan 16-May 9	3:55-5:15pm	TTh	HLC	1420.15
83373	202	Jan 16-May 9	6-6:55pm	TTh	HLC	1420.15
		Lab Jan 16-May 9	6:55-8:15pm	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.

83374	201	Jan 16-May 12	12-12:55pm	TTh	HLC	1100
		Jan 16-May 12			ONLINE	
		Lab Jan 16-May 12	12:55-2:40pm	TTh	HLC	1100
		Jan 16-May 12			ONLINE	
83375	202	Jan 16-May 12	6-6:55pm	MW	HLC	1100
		Jan 16-May 12			ONLINE	
		Lab Jan 16-May 12	6:55-8:40pm	MW	HLC	1100
		Lab Jan 16-May 12			ONLINE	

**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.

83399	201	Jan 17-May 8	12-12:55pm	MW	HLC	1410.40
		Lab Jan 17-May 8	12:55pm-2:40pm	MW	HLC	1410.40
83401	202	Jan 17-May 8	3-3:55pm	MW	HLC	1420.15
		Lab Jan 17-May 8	3:55-5:40pm	MW	HLC	1420.15

**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.

83402	201	Jan 17-May 8	9am-9:55am	MW	HLC	1420.15
		Lab Jan 17-May 8	9:55am-11:15am	MW	HLC	1420.15
83404	202	Jan 17-May 8	12-12:55pm	MW	HLC	1420.15
		Lab Jan 17-May 8	12:55-2:15pm	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.

82053 201 Jan 16-May 12 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.

82064 203 Feb 12-May 12 ONLINE

**FSHN 2009 Fashion Image (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

Instruction in the techniques used to analyze the fashion image of individual clients. Emphasis on personal coloring, seasonal color harmonies, appropriate fabric textures, body proportion and silhouette, figure, facial and hair analysis, and wardrobe coordination. Study of fashion image consultant business practices and job qualifications. For questions please contact Eileen Collazo eileen.collazo@austincc.edu or 512.223.2199. Integrated with credit FSHN-2309.

82054 201 Jan 16-May 12 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.

82056 201 Jan 16-May 12 ONLINE

82056 - Course instruction is online. Tests may also be taken online. Some tests may require proctoring. Students can access online proctoring on their own computer. Online courses eliminate geography as a factor. For MANDATORY orientation and section information, contact the instructor the first day of class. For MANDATORY orientation and section information, contact the instructor the first day of class. For more information see austincc.edu/firstday. For more information contact Imran Khan, email: imran.khan@austincc.edu. This section includes a fee to cover the costs of required digital materials and/or an electronic textbook, provided at a discounted rate from the ACC Bookstore. IMPORTANT! The digital materials fee will be added to your tuition and fees when you register. You may choose to opt out of this fee and receive a refund

if you wish to purchase the course materials separately. Opt-out requests must be received prior to the official reporting date for a full refund. For more information see [austinctc.edu/firstday](http://austinctc.edu/firstday)  
 82044 202 Jan 17-May 8 12-1:20pm MW CYP 1126  
 82044 - This section includes a fee to cover the costs of required digital materials and/or an electronic textbook, provided at a discounted rate from the ACC Bookstore. **IMPORTANT!** The digital materials fee will be added to your tuition and fees when you register. You may choose to opt out of this fee and receive a refund if you wish to purchase the course materials separately. Opt-out requests must be received prior to the official reporting date for a full refund. For more information see [austinctc.edu/firstday](http://austinctc.edu/firstday). For more information see [austinctc.edu/firstday](http://austinctc.edu/firstday). For more information contact Imran Khan, email: [imran.khan@austinctc.edu](mailto:imran.khan@austinctc.edu).

## Floral Design

Decorate your life with Flowers! Austin Community College offers a number of Floral Design classes. Classes range from short one day enrichment courses to a full Floral Design Series. Please see full listing of classes below.

### Floral Design Series

Whether you want to arrange flowers for your own personal enjoyment or plan to start a business, our Floral Design Series is for you. Our Floral Design Series includes five basic floral design classes (listed below). All classes may not be offered every semester.

Floral Design I: Principles of Floral Design

Floral Design II: Holiday Design

Floral Design III: Specialty Designs and Occasions

Floral Design IV: Business Principles and Sympathy Design

Floral Design V: Wedding Design

Floral displays are created by students and underwritten by student fees. No state funds are used to purchase flowers or supplies for the floral design classes.

For inquiries regarding the program, contact [lifelonglearning@austinctc.edu](mailto:lifelonglearning@austinctc.edu) or (512) 223-7529.

Visit the program page for the most up to date course schedules and information <https://continue.austinctc.edu/floral>

### **FMKT 1071 Floral Design I: Principles (33 hrs/\$440.00 / \$1.00 Accident Insurance)**

Whether you like to arrange flowers at home, or are interested in becoming a professional floral designer, this course will give you an introduction to the art of Floral Design. Students will learn tools, mechanics, elements, and principles of design, as well as cut flower identification, care, and handling. Students will make basic floral arrangements, which they will be able to take home.

81805 200 Jan 17-Feb 21 9:30am-12:30pm MW HBC 110

### **FMKT 1072 Floral Design II: Holidays (33 hrs/\$440.00 / \$1.00 Accident Insurance)**

Students in this course will learn designs appropriate for various holidays, including Valentine's Day and Christmas. Designs learned can be modified for everyday occasions.

81811 200 Jan 30-Mar 5 9:30am-12:30pm TTh HBC 110

### **FMKT 1073 Floral Design III: Specialty and Occasions (33 hrs/\$440.00 / \$1.00 Accident Insurance)**

Students in this course will learn designs appropriate for various special occasions, including birthdays, Homecoming, new baby, and more. Designs learned can be modified for everyday occasions. Students will also have the opportunity to learn other design styles including Contemporary, Ikebana, European and Tropical. Floral Design Principles is recommended but not required as a prerequisite.

81812 200 Feb 26-Apr 8 9:30am-12:30pm MW HBC 110

### **FMKT 1074 Floral Design IV: Business Principles and Sympathy (hrs TBA/\$440.00 / \$1.00 Accident Insurance)**

Students in this course will learn sympathy designs such as casket sprays and easel pieces. This class also covers the business of floristry.  
 81813 200 Mar 7-Apr 18 TBA TBA HBC TBA

### **FMKT 1075 Floral Design V: Weddings (33 hrs/\$440.00 / \$1.00 Accident Insurance)**

Students in this course will learn designs appropriate for weddings, including bouquets, corsages, boutonnieres, and ceremony and reception decorations. Floral Design Principles is suggested as a prerequisite.

81814 200 Apr 15-May 20 9:30am-12:30pm MW HBC 110

## 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.

Available Horticulture and Landscape Certificates:

- Landscape Designer
- Horticulture Technician
- Green Gardener

Green Gardener

These courses are a great start if you are looking to learn more about plants or how to overcome the challenges of the Central Texas gardening environment. Come discover the benefits of landscaping with Native Texas Plants and learn to create your own green acres and more.

For more information about the program, please visit our webpage: [continue.austinctc.edu/landscape](http://continue.austinctc.edu/landscape)

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

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.

### **AGME 1070 Green Garden Management (24 hrs/\$300.00 / \$1.00 Accident Insurance)**

This course educates the student, whether amateur or professional, on how to bridge the gap between the practices and conditions in natural and cultivated landscapes by applying least-toxic and effective maintenance practices for sustainable landscapes. By broadening the scope of the seven principles of xeriscape to incorporate biological pest management practices, minimization of the use of chemical fertilizers and additives, and landscaping techniques that promote environmental conservation, the student is enriched by this all-encompassing concept of Green Garden Management.

81825 210 Jan 16-Mar 5 6-9pm T ONLINE

### **HALT 1051 Landscape Business Operations (32 hrs/\$375.00 / \$1.00 Accident Insurance)**

A survey of the landscape business and its operations. Topics include: organization; business plans; start-up, cost estimation and equipment needs; specifications and contracts; personnel and materials management; marketing; best practices; and other issues pertaining to the landscape business.

81826 210 Mar 19-May 2 12-2pm S RVS HI  
 Lab Mar 19-May 2 6-8pm TTh ONLINE

**HALT 1071 Landscape Design (30 hrs/\$375.00 / \$1.00 Accident Insurance)**

This course will examine and apply the landscape design process. Topics will include design principles and elements, site inventory and analysis, design programming, client relationship, conceptual design, form study, master plan and planting plans. Recommended prerequisite: HALT 1072 Introduction to Landscape Graphics.

81829 210 Feb 13-Mar 7 6-9pm TTh ONLINE  
Feb 13-Mar 7 12-3pm S RVS HI

**HALT 1072 Introduction to Landscape Graphics (28 hrs/\$350.00 / \$1.00 Accident Insurance)**

Introduction to the manual graphic techniques of Landscape Design. This is a hand drafting course. Drafting techniques and freehand sketching will be covered including plan, elevation/section, perspective drawing, scale, landscape symbols, and rendering techniques.

81832 210 Jan 16-Feb 6 6-9pm TTh ONLINE  
Jan 16-Feb 6 12-3:30pm S RVS HI

**HALT 1073 History of Landscape Architectural Design (24 hrs/\$300.00 / \$1.00 Accident Insurance)**

This course is an introduction to the theories and principals that have shaped landscape architecture design throughout history. The course will cover the history of landscape architecture from ancient times to the 21st century.

81834 210 Jan 22-Mar 18 6-9pm M ONLINE

**Institute of Language and Culture**

Learn to speak languages from around the world! ACC Lifelong Learning features a variety of classes to help you get started on the journey of language study.

This area includes both opportunities to take classes for leisure or academic rigor.

Please check the program area for more information on course offerings. Course availability may vary by semester.

<https://continue.austincc.edu/lifelong-learning>

**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

82178 202 Jan 17-May 8 1-2:50pm MW HLC 1130

**ARAX 4012 Arabic II (64 hrs/\$340.00 / \$1.00 Accident Insurance)**

Continuation of ARAB 1411 / ARAX 4011 with more advanced conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. This course fosters deeper understanding of Arabic-speaking people through cultural comparison and development of written and spoken communication. Combined with credit ARAB-1412. For questions, please contact instructor Fahim Idais - fidais@austincc.edu.

Prerequisite: Students must have completed/passed ARAB 1411 / ARAX 4011 to enroll in ARAB 1412 / ARAX-4012.

82292 201 Jan 16-May 9 6-7:50pm TTh HLC 2219

**BSKX 3007 Urdu Hindi I- Basic Oral Communication (20 hrs/\$155.00 / \$1.00 Accident Insurance)**

This is an introductory Urdu Hindi language conversation course to teach oral communication with Urdu Hindi speakers. It creates and develops basic Urdu Hindi language speaking skills by practice of listening, emitting, understanding and using easy Urdu Hindi words and short sentences. This course provides a decent range of Urdu Hindi vocabulary and simple sentences for everyday life. Awareness of relevant culture and its manners, as a part of this course, make it more interesting. At the end of this course students will be equipped to communicate comfortably with Urdu Hindi speakers at basic level.

81803 200 Mar 9-May 18 3-5pm S RRC 1208.00

**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.

82293 201 Jan 17-May 8 7-8:50pm MW ONLINE

**CHIX 4012 Chinese II (64 hrs/\$340.00 / \$1.00 Accident Insurance)**

Continuation of CHIN 1411 with more advanced conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. This course fosters deeper understanding of Chinese-speaking people through cultural comparison and development of written and spoken communication. Prerequisite: Students must have completed a first semester college Chinese course of at least four semester hours with a grade of C or better, or have equivalent credit by examination.

82296 201 Jan 16-May 9 5:30-7:20pm TTh ONLINE

**FREX 3011 French I (64 hrs/\$340.00 / \$1.00 Accident Insurance)**

Study of fundamentals of French: conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. This course fosters understanding of French-speaking people through cultural comparison and development of written and spoken communication. Combined with credit FREN-1411.

82419 201 Jan 16-May 12 ONLINE

82420 202 Jan 16-May 12 ONLINE

82422 208 Jan 16-May 9 1-2:50pm TTh ONLINE

**FREX 3012 French II (64 hrs/\$340.00 / \$1.00 Accident Insurance)**

82421 202 Jan 16-May 12 ONLINE

82423 203 Jan 16-May 9 3:30-5:20pm TTh ONLINE

**FRNL 9050 Conversational Italian I (21 hrs/\$155.00 / \$1.00 Accident Insurance)**

Taught by a native speaker, experience a new language and culture for travel and personal enrichment. Learn to communicate with basic conversations. This course will help students develop better listening to real conversations, practice in speaking, and focus on correct pronunciation. Course for beginners. No prerequisite. Instructor: Patrizia Casciana email: pcascian@austincc.edu.

81815 210 Jan 22-Apr 8 5-6pm M ONLINE

**FRNL 9051 Conversational Italian II (21 hrs/\$155.00 / \$1.00 Accident Insurance)**

Taught by a native speaker, students in this class will expand on what they have learned in Conversational Italian I. This course will help students develop better listening to real conversations, practice in speaking, and focus on correct pronunciation. Prerequisite: Conversational Italian I. Instructor: Patrizia Casciana email: pcascian@austincc.edu.

81819 210 Jan 24-Apr 10 5-6pm W ONLINE

**FRNX 3000 Conversational Italian III (21 hrs/\$155.00 / \$1.00 Accident Insurance)**

Taught by a native speaker, students in this class will expand on what they have learned in Conversational Italian II. This course will help students develop better listening to real conversations, practice in speaking, and focus on correct pronunciation. Prerequisite: Conversational Italian II. Instructor: Patrizia Casciana email: pcascian@austinctt.edu.

81820	210	Jan 23-Apr 9	5-6pm	T	ONLINE
81821	200	Jan 25-Apr 11	5-6pm	Th	HLC TBA
	Lab	Jan 25-Apr 11	5-7pm	Th	HLC TBA

**GERX 4011 German I (64 hrs/\$340.00 / \$1.00 Accident Insurance)**

Study of fundamentals of German: conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. This course fosters understanding of German-speaking people through cultural comparison and development of written and spoken communication.

82305	201	Jan 16-May 12			ONLINE
82306	203	Jan 16-May 9	4-5:50pm	TTh	ONLINE

**GERX 4012 German II (64 hrs/\$340.00 / \$1.00 Accident Insurance)**

Continuation of GERM 1411 with more advanced conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. This course fosters deeper understanding of German-speaking people through cultural comparison and development of written and spoken communication. Students must have completed a first semester college German course of at least four semester hours with a grade of C or better, or have equivalent credit by examination.

82307	202	Jan 16-May 12			ONLINE
82308	201	Jan 16-May 12	6-7:50pm	W	ONLINE

**KORX 4012 Korean II (64 hrs/\$340.00 / \$1.00 Accident Insurance)**

82309	201	Jan 16-May 9	3-4:50pm	TTh	ONLINE
82310	202	Jan 17-May 8	11am-12:50pm	MW	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 Mignaneli - michael.mignaneli@austinctt.edu.

82311	201	Jan 16-May 9	3-4:50pm	TTh	ONLINE
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**LATX 4012 Latin II (64 hrs/\$340.00 / \$1.00 Accident Insurance)**

Continuation of LATI-1411/ LATX-4011 with more advanced grammar, vocabulary building, reading comprehension, and culture. Prerequisite: Students must have completed/passed LATI-1411 / LATX-4011 to enroll in LATI-1412/ LATX-4012.

82312	201	Jan 17-May 8	5-6:50pm	MW	ONLINE
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**LATX 5012 Latin IV (48 hrs/\$340.00 / \$1.00 Accident Insurance)**

Continuation of LATI-2311/LATX-5011 Latin III. Combined with credit LATI-2312.

82313	201	Jan 17-May 8	3:30-4:50pm	MW	ONLINE
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**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.

82314	201	Jan 16-May 12			ONLINE
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**RUSX 4012 Russian II (64 hrs/\$340.00 / \$1.00 Accident Insurance)**

Continuation of RUSS-1411 / TUSX-4011 with more advanced conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. This course fosters deeper understanding of Russian-speaking people through cultural comparison and development of written and spoken communication. Prerequisite: Students must have completed/passed RUSS-1411 / RUSX-4011 to enroll in RUSS-1412 / RUSX-4012.

82316	201	Jan 16-May 9	1:30-3:20pm	TTh	RGC 1108.00
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**RUSX 5012 Russian IV (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

82318	201	Jan 16-May 12			ONLINE
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**SPNL 9001 Conversational Spanish I (21 hrs/\$155.00 / \$1.00 Accident Insurance)**

An introduction to the study of the Spanish language with instruction structured to promote the development of speaking and listening skills for direct application within business and personal settings. Offered within a relaxed and enjoyable environment, and conducted in English and Spanish, the instruction focuses on the development of vocabulary, pronunciation skills, basic sentence patterns, and overview of Latin Culture.

81839	210	Jan 22-Mar 4	6-9pm	M	ONLINE
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**SPNL 9002 Conversational Spanish II (21 hrs/\$155.00 / \$1.00 Accident Insurance)**

This course is a continuation of Spanish I designed to increase your conversational skills in the Spanish Language. Emphasis on improving pronunciation and vocabulary range through participation and dialogue to affect business and personal communication needs.

81840	210	Mar 18-Apr 29	6-9pm	M	ONLINE
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**SPNL 9003 Conversational Spanish III (21 hrs/\$155.00 / \$1.00 Accident Insurance)**

A short conversational course for intermediate to advanced student, to assist them in conducting conversations in Spanish, as well as understanding articles written in Spanish. This course includes reviews of some basic grammar in order to expand on more advanced concepts, and it introduces new advanced grammar topics.

81842	210	Jan 24-Mar 6	6-9pm	W	ONLINE
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**SPNL 9005 Conversational Spanish IV (21 hrs/\$155.00 / \$1.00 Accident Insurance)**

A short conversational course for intermediate to advanced student, to assist them in conducting conversations in Spanish, as well as understanding articles written in Spanish. This course continues to introduce new advanced grammar topics in order for the student to master conversation skills.

81843	210	Mar 20-May 1	6-9pm	W	ONLINE
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## Jewelry

Whether you are just starting in the craft of jewelry-making or want to expand your knowledge, the techniques offered in these courses include something for everyone.

Please check the program area for more information on course offerings. Course availability may vary by semester.

<https://continue.austinctt.edu/lifelong-learning>



## Music

This area offers opportunities to develop your musical skills and knowledge. Many courses in this area are combined with academic credit and require a minimum level of proficiency on their instrument in order to participate in the course. Be sure to review the course listing and check for additional requirements.

Please check the program area for more information on course offerings. Course availability may vary by semester.

<https://continue.austincc.edu/lifelong-learning>

### MUEX 3003 Guitar I (8 hrs/\$100.00 / \$1.00 Accident Insurance)

This class is an introduction to guitar fundamentals. Topics will include: major chords, strumming technique and basic music theory.

This is a good opportunity to explore the guitar in a friendly, low stress environment. A guitar and pick are required; acoustic or classical guitars preferred but electric guitars are acceptable.

81836 200 Feb 5-Feb 26 6-8pm M NRG TBA

### MUEX 3004 Guitar II (8 hrs/\$100.00 / \$1.00 Accident Insurance)

This class is a continuation of Guitar I. Topics will include: minor chords, strumming technique and basic music theory. This is a good opportunity to explore the guitar in a friendly, low stress environment. A guitar and pick are required; acoustic or classical guitars preferred but electric guitars are acceptable.

81837 200 Mar 25-Apr 15 6-8pm M NRG TBA

### 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 MUEN-1121.

83452 202 Jan 16-May 7 6:25pm-9:45pm T HLC 1445

83451 201 Jan 18-May 9 6:25pm-9:45pm 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.

83460 202 Jan 29-May 8 4:30pm-6:25pm MW HLC 1445

### 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.

83461 201 Jan 30-May 9 1:05pm-3pm TTh HLC 1445

### MUEX 3031 Chamber Ensemble (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 literature for small ensembles. Combined with college credit MUEN-1131.

83462 202 Jan 31-May 8 6:25pm-10pm W HLC 1445

### 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.

83455 202 Jan 16-May 9 1:05pm-2:45pm TTh HLC 1553

83454 201 Jan 17-May 8 6:25pm-9:45pm 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.

83456 201 Jan 22-May 6 6:25pm-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.

83463 201 Jan 30-May 7 6:25pm-10pm T HLC 1449

### 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.

83458 201 Jan 22-May 6 6:25pm-10pm M HLC 1449

### MUEX 3043 College Choir (64 hrs/\$135.00 / \$1.00 Accident Insurance)

A choral ensemble that is open to any student. Will give several public performances each semester. Repertoire varies according to emphasis. Combined with credit MUEN-1143.

83464 201 Jan 29-May 6 6:25pm-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.

83465 201 Jan 30-May 9 1-2:50pm MW HLC 1449

## Photography

This area offers opportunities to learn about photography. Whether you are a beginner or just want to brush up on your skills, we offer both opportunities to increase competency through courses combined with academic credit or in a fun relaxed environment. All courses require a camera. Be sure to review the course listing and check for requirements.

Please check the program area for more information on course offerings. Course availability may vary by semester.

<https://continue.austincc.edu/lifelong-learning>

### 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 Department of Professional Photography workforce program.

82412 201 Jan 17-May 8 1:15-2:10pm MW HLC 1150

Lab Jan 17-May 8 2:10-4pm MW HLC 1150

82413 202 Jan 17-May 8 7:25-9:15pm MW ONLINE

**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 Department of Professional Photography workforce program.

82416	203	Jan 16-May 9	9am-9:55am	TTh	HLC	1141
	Lab	Jan 16-May 9	9:55am-11:45am	TTh	HLC	1141
82417	204	Jan 16-May 9	1:15-2:10pm	TTh	HLC	1141
	Lab	Jan 16-May 9	2:10-4pm	TTh	HLC	1141
82414	201	Jan 17-May 8	9am-9:55am	MW	HLC	1141
	Lab	Jan 17-May 8	9:55am-11:45am	MW	HLC	1141
82415	202	Jan 17-May 8	1:15-2:10pm	MW	HLC	1141
	Lab	Jan 17-May 8	2:10-4pm	MW	HLC	1141

**Recreation and Sports**

The KINX courses are integrated with college credit physical activity classes in the Kinesiology Department.

For questions regarding KINX courses, contact Roy Ramos at roy@austincc.edu or visit the website at austincc.edu/academic-and-career-programs/areas-of-study/education/health-and-kinesiology.

The FITT courses are integrated with the college credit classes in the Exercise Science program. These courses allow open seats for the general public to enroll as a Continuing Education student.

For questions about the FITT courses, contact Pam Soto at psoto@austincc.edu or visit the departmental website at <https://education.austincc.edu/exercise/>

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.

Please check the program area for more information on course offerings. Course availability may vary by semester.

<https://continue.austincc.edu/lifelong-learning>

**KINX 3003 Aqua Fitness (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

A water aerobics class incorporating a warm up, cardiorespiratory conditioning, a muscle strengthening segment and a cool down. The buoyancy of the water lessens the stress and impact of exercise on the joints while providing resistance, which tones and conditions the muscles and cardiovascular system. Some fundamental swimming skills are incorporated into the class but no swimming experience is necessary. Combined with credit KINE-1103.

83444	201	Mar 18-May 12	8-9:30pm	MW	KFP POOL
	Lab	Mar 18-May 12			ONLINE

**KINX 3001 Cardio Conditioning (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

This course includes a variety of exercises focusing on increasing cardio-respiratory endurance as well as improving muscular strength, muscular endurance, flexibility and body composition. Movements set to music may include interval and circuit training, high and/or low impact movements, body sculpting, slide, cardio-dance, step aerobics and boot-camp style training. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1101.

83147	201	Jan 16-May 12			ONLINE
	Lab	Jan 16-May 12			ONLINE
83151	208	Mar 18-May 12	10am-11:10am	TTh	NRG 2102
	Lab	Mar 18-May 12			ONLINE
83165	207	Jan 16-Mar 10	10am-11:30am	TTh	NRG 2102
	Lab	Jan 16-Mar 10			ONLINE
83149	204	Jan 17-May 8	5:15pm-5:40pm	MW	RVS 1169
	Lab	Jan 17-May 8	5:40pm-6:30pm	MW	RVS 1169
83163	203	Feb 13-May 9	12pm-12:25pm	TTh	RVS 1169
	Lab	Feb 13-May 9	12:25pm-1:30pm	TTh	RVS 1169
83166	206	Mar 18-May 12			ONLINE
	Lab	Mar 18-May 12			ONLINE

**KINX 3007 Conditioning-Stretching/Flexibility (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

A physical-conditioning course that emphasizes correct techniques for improving flexibility with individual and partner stretches from athletics, dance and yoga. May include Pilates mat work and balance ball exercises. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu.

83200	201	Jan 16-May 12			ONLINE
	Lab	Jan 16-May 12			ONLINE
83201	202	Jan 16-Mar 10	12pm-3pm	F	NRG 2102
	Lab	Jan 16-Mar 10			ONLINE
83203	203	Feb 12-May 12			ONLINE
	Lab	Feb 12-May 12			ONLINE
83205	204	Mar 18-May 12	12pm-3pm	F	NRG 2102
	Lab	Mar 18-May 12			ONLINE

**KINX 3008 Conditioning-Walk/Jog (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

A physical conditioning course that emphasizes cardiovascular fitness through your choice of walking, jogging, or a combination of both. Students will not be required to run. Correct techniques in striding and form will be introduced in addition to discussion of the benefits of aerobic exercise, nutrition, weight management, and associated topics. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1108.

83217	203	Jan 16-May 12			ONLINE
	Lab	Jan 16-May 12			ONLINE
83216	201	Jan 17-May 8	6pm-6:30pm	MW	NRG 2103
	Lab	Jan 17-May 8	6:30pm-7:20pm	MW	NRG 2103
83218	202	Feb 12-May 12			ONLINE
	Lab	Feb 12-May 12			ONLINE
83219	204	Mar 18-May 12			ONLINE
	Lab	Mar 18-May 12			ONLINE

**KINX 3014 Dance-Mid-East (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Traditional and modern techniques of Middle Eastern dancing emphasizing fluidity of movement. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1114.

83168	202	Feb 12-May 12	12:30pm-2:30pm	S	RVS 1169
	Lab	Feb 12-May 12			ONLINE

**KINX 3027 Martial Arts Aikido (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Aikido is a no punch, no kick art of self-defense. Using Aikido's throwing and pinning arts properly, an attack can be neutralized without inflicting serious injury. At its higher levels, it is an effective discipline for the development, integration and utilization of all human powers-physical, mental and spiritual. Aikido I covers history, philosophy and basic techniques. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1127.

83176	206	Jan 16-May 9	1:15pm-1:45pm	TTh	AOA C116
		Lab Jan 16-May 9	1:45pm-2:35pm	TTh	AOA C116
83178	202	Feb 12-May 12	6pm-7:30pm	TTh	NRG 2102
		Lab Feb 12-May 12			ONLINE

**KINX 4013 Martial Arts Aikido II (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

This course is a further clarification of the basic techniques and their applied variations. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-2113.

83179	203	Jan 16-May 9	3pm-3:30pm	TTh	AOA C116
		Lab Jan 16-May 9	3:30pm-4:20pm	TTh	AOA C116

**KINX 3028 Martial Arts Conditioning (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

A comprehensive physical conditioning course, which includes calisthenics, plyometrics with medicine balls and strength and speed drills. Prepares and/or supplements conditioning for all forms of martial arts. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1127.

83181	201	Jan 16-May 12	1pm-2:30pm	U	AOA C116
		Lab Jan 16-May 12			ONLINE
83183	203	Jan 17-May 8	3pm-3:30pm	MW	RVS 1169
		Lab Jan 17-May 8	3:30pm-4:25pm	MW	RVS 1169

**KINX 3031 Martial Arts Tai Chi (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Fundamentals of a Chinese martial art form emphasizing health and self-defense (non-contact). It involves slow movements that resemble various animals in motion. It may be considered moving meditation. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1128.

83185	202	Feb 12-May 12	6pm-7:30pm	MW	NRG 2102
		Lab Feb 12-May 12			ONLINE

**KINX 4015 Martial Arts Tai Chi II (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

This course is designed for students who have completed Tai Chi I. The continuation and progression includes moving meditation and the remainder of the 108 movements that comprise the form. Emphasis will be placed on deepening one's own practice by focusing on the inner vertical; learning within each movement. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-2115.

83186	202	Feb 12-May 12	6pm-7:30pm	MW	NRG 2102
		Lab Feb 12-May 12			ONLINE

**KINX 3032 Martial Arts Weaponry (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

A wide variety of martial arts weapons skills will be covered beginning with the short and long sticks. Conditioning drills will be included. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1132.

83189	203	Jan 16-May 12	1pm-2:30pm	U	AOA C116
		Lab Jan 16-May 12			ONLINE
83192	202	Feb 12-May 12	6pm-7:30pm	TTh	NRG 2102
		Lab Feb 12-May 12			ONLINE

**KINX 3038 Self Defense (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Safety principles and skills which will enable students to avoid and/or minimize violence will be taught. Information on acculturated and lifestyle factors, which influence "victim profile" will be covered. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1138.

83194	203	Jan 16-Mar 10	3pm-6pm	S	NRG 2102
		Lab Jan 16-Mar 10			ONLINE
83196	204	Mar 18-May 12	3pm-6pm	S	NRG 2102
		Lab Mar 18-May 12			ONLINE

**KINX 3019 Flag Football (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Conditioning drills, passing, receiving, running, kicking, offensive and defensive plays will be covered. Combined with credit KINE-1119.

83170	201	Feb 12-May 12	9:30am-11:35am	F	KSC TBA
		Lab Feb 12-May 12			ONLINE

**KINX 3021 Gymnastics I (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Beginning to intermediate individual skill performance in tumbling and trampoline. Emphasis on strength, flexibility, balance and coordination. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1121.

83171	201	Feb 12-May 12	1pm-2:20pm	MW	NRG 2102
		Lab Feb 12-May 12			ONLINE

**KINX 3005 Basketball (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Instruction for all levels of skill in the fundamentals of basketball. Emphasis upon the development and improvement of total fitness, skill and general knowledge about basketball for leisure time use. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1105.

83144	201	Feb 12-May 12			ONLINE
		Lab Feb 12-May 12	10:30am-11:50am	TTh	RGC ARC4

**KINX 3006 Bowling (48 hrs/\$210.00 / \$1.00 Accident Insurance)**

Fundamentals of bowling skills, strategies and scoring. For beginning and intermediate skill levels. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1106.

83145	201	Feb 12-May 12	2pm-4pm	F	NRG 2108
		Lab Feb 12-May 12			ONLINE

**KINX 3040 Softball I (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Throwing, catching and batting skills as well as team practice will be emphasized. Strategies and skills for each position will be covered. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1140.

83197	201	Mar 18-May 12	11:35am-2:35pm	F	KSC TBA
		Lab Mar 18-May 12			ONLINE

**KINX 3041 Swimming I (48 hrs/\$200.00 / \$1.00 Accident Insurance)**

Beginning swimming skills are taught including the American crawl, backstroke, breaststroke and sidestroke. Correct breathing skills are emphasized. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1141.

83207	202	Feb 13-May 9	8pm-8:35pm	TTh	KFP POOL
		Lab Feb 13-May 9	8:35pm-9:50pm	TTh	KFP POOL

**KINX 3042 Tennis I (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

The fundamentals of tennis strokes, forehand, backhand, serve and volley as well as game scoring, positioning and etiquette for beginning player with emphasis for lifetime activity. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1142.

83211	202	Feb 12-May 12	9pm-10pm	TTh	TSD TCRT
		Lab Feb 12-May 12			ONLINE

**KINX 4020 Tennis II (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Continuation and progression from beginning tennis. Students with mastery of fundamental strokes will learn through play and instruction in the more advanced strategies and skills. Emphasis on development of total fitness and more advanced play for leisure use. For questions please call Roy Ramos 512.223.6024 or roy@austinctt.edu. Integrated with credit KINE-2120.

83212	201	Feb 12-May 12	9pm-10pm	TTh	TSD TCRT
		Lab Feb 12-May 12			ONLINE

**KINX 3044 Volleyball (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

An introductory course to the fundamentals of volleyball including passing, serving, setting, and spiking. Students will learn rules and court strategy for playing the game. Emphasis on total fitness and recreational skills for leisure. For questions please call Roy Ramos 512.223.6024 or roy@austinctt.edu. Integrated with credit KINE-1144.

83215	201	Jan 20-May 11	10:20am-11:10am	S	RGC ARC1
		Lab Jan 20-May 11	11:10am-1pm	S	RGC ARC1

**KINX 3045 Weight Training I (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

This course is designed to help students identify and understand the benefits of weight training and how weight training affects the body. They will also be able to design and develop a balanced weight training program to meet their individual needs. For questions please call Roy Ramos 512.223.6024 or roy@austinctt.edu. Integrated with credit KINE-1145.

83146	212	Jan 16-May 12	9am-11am	S	NRG 2108
		Lab Jan 16-May 12			ONLINE
83148	213	Jan 16-May 12	9am-10:10am	MW	NRG 2108
		Lab Jan 16-May 12			ONLINE
83150	214	Jan 16-May 12	6:30pm-8:30pm	F	NRG 2108
		Lab Jan 16-May 12			ONLINE
83152	201	Jan 16-May 12	10:30am-11:40am	TTh	RVS 1160
		Lab Jan 16-May 12			ONLINE
83154	205	Jan 16-May 12	10:25am-11:40am	MW	RVS 1160
		Lab Jan 16-May 12			ONLINE
83135	211	Jan 17-May 8	7:40pm-8:10pm	MW	NRG 2108
		Lab Jan 17-May 8	8:10pm-9pm	MW	NRG 2108
83164	215	Feb 12-May 12	5:30pm-7pm	TTh	NRG 2108
		Lab Feb 12-May 12			ONLINE
83167	217	Feb 12-May 12	7:05pm-8:30pm	TTh	NRG 2108
		Lab Feb 12-May 12			ONLINE
83169	218	Feb 12-May 12	12pm-1:10pm	TTh	NRG 2108
		Lab Feb 12-May 12			ONLINE
83172	207	Feb 12-May 12	12pm-1pm	TTh	RVS 1160
		Lab Feb 12-May 12			ONLINE
83198	204	Feb 12-May 12			ONLINE
		Lab Feb 12-May 12			ONLINE
83199	216	Feb 12-May 12			ONLINE
		Lab Feb 12-May 12			ONLINE
83208	206	Mar 18-May 12			ONLINE
		Lab Mar 18-May 12			ONLINE

**KINX 4022 Weight Training II (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Intermediate and advanced level training routines for complete muscular development. For questions please call Roy Ramos 512.223.6024 or roy@austinctt.edu. Integrated with credit KINE-2122.

83156	209	Jan 16-May 12	9am-11am	S	NRG 2108
		Lab Jan 16-May 12			ONLINE
83157	210	Jan 16-May 12	9am-10:10am	MW	NRG 2108
		Lab Jan 16-May 12			ONLINE
83160	211	Jan 16-May 12	6:30pm-8:30pm	F	NRG 2108
		Lab Jan 16-May 12			ONLINE
83140	208	Jan 17-May 8	7:40pm-8:10pm	MW	NRG 2108
		Lab Jan 17-May 8	8:10pm-9pm	MW	NRG 2108
83143	205	Jan 17-May 8	12pm-12:30pm	MW	RVS 1160
		Lab Jan 17-May 8	12:30pm-1:25pm	MW	RVS 1160
83187	212	Feb 12-May 12	5:30pm-7pm	TTh	NRG 2108
		Lab Feb 12-May 12			ONLINE
83188	214	Feb 12-May 12	7:05pm-8:30pm	TTh	NRG 2108
		Lab Feb 12-May 12			ONLINE
83190	215	Feb 12-May 12	12pm-1:10pm	TTh	NRG 2108
		Lab Feb 12-May 12			ONLINE
83206	213	Feb 12-May 12			ONLINE
		Lab Feb 12-May 12			ONLINE
83213	202	Mar 18-May 12			ONLINE
		Lab Mar 18-May 12			ONLINE

**KINX 3046 Yoga I (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Introduction to yoga including traditional yoga postures emphasizing flexibility, breathing and relaxation techniques as well as careful attention to alignment in classical yoga poses. Props will be utilized depending upon the instructor. For questions please call Roy Ramos 512.223.6024 or roy@austinctt.edu. Integrated with credit KINE-1146.

83155	203	Jan 16-May 12	9:30am-11am	F	CYP 1102
		Lab Jan 16-May 12			ONLINE
83195	207	Jan 16-May 12			ONLINE
		Lab Jan 16-May 12			ONLINE
83177	209	Feb 12-May 12	4:45pm-5:45pm	MW	NRG 2102
		Lab Feb 12-May 12			ONLINE
83180	206	Feb 12-May 12	9:30am-11:30am	F	RGC ARC1
		Lab Feb 12-May 12			ONLINE
83182	202	Feb 12-May 12	9am-10:20am	TTh	RVS 1169
		Lab Feb 12-May 12			ONLINE
83184	211	Feb 12-May 12	10am-12pm	S	RVS 1169
		Lab Feb 12-May 12			ONLINE
83202	204	Feb 12-May 12			ONLINE
		Lab Feb 12-May 12			ONLINE
83204	208	Feb 12-May 12			ONLINE
		Lab Feb 12-May 12			ONLINE
83210	201	Mar 18-May 12			ONLINE
		Lab Mar 18-May 12			ONLINE
83300	210	Mar 18-May 12	4:40pm-6:10pm	TTh	NRG 2103
		Lab Mar 18-May 12			ONLINE

**KINX 4023 Yoga II (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Continuation and progression from beginning Yoga to include advanced traditional Yoga postures emphasizing flexibility, breathing and relaxation techniques. For questions please call Roy Ramos 512.223.6024 or roy@austinctt.edu. Integrated with credit KINE-2123.

83193	201	Feb 12-May 12	9:30am-11:30am	F	RGC ARC4
		Lab Feb 12-May 12			ONLINE

**KINX 3047 Martial Arts-Karate I (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Japanese-American Martial Art form stressing physical fitness and self-defense. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1147.

83173	203	Jan 16-Mar 10	3pm-6pm	S	NRG 2102
	Lab	Jan 16-Mar 10			ONLINE
83175	204	Mar 18-May 12	3pm-6pm	S	NRG 2102
	Lab	Mar 18-May 12			ONLINE

**KINX 5001 Aerobics II (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

A well-structured course in which the student will achieve coordination and strength through a cardiovascular workout. This achievement will come from combining high and low impact movement performed at a level suitable to the individual. The course includes an easy understanding of anatomy and physiology as well as nutrition and diet control. Combined with credit KINE-2101.

83161	201	Jan 16-Mar 10	10am-11:30am	TTh	NRG 2102
	Lab	Jan 16-Mar 10			ONLINE
83159	203	Mar 18-May 12	10am-11:30am	TTh	NRG 2102
	Lab	Mar 18-May 12			ONLINE
83162	202	Mar 18-May 12			ONLINE
	Lab	Mar 18-May 12			ONLINE

The following courses are integrated with the Exercise Science program. These courses are designed to offer instruction for individuals interested in entering the workforce as a fitness professional and can be used in pursuit of the Fitness Specialist and Personal Fitness Trainer certificates or assist in preparing for national certification as a Personal Fitness Trainer. For more information please contact Pam Soto at psoto@austincc.edu or visit the departmental website: <https://education.austincc.edu/exercise/>

**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.

83392	201	Jan 16-May 12	6pm-8:30pm	T	RVS 1169
	Lab	Jan 16-May 12			ONLINE

**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.

83393	201	Jan 16-Mar 10			ONLINE
83394	202	Mar 18-May 12			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.

83397	201	Jan 16-May 12			ONLINE
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**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. Integrated with college credit FITT 2331.

83391	201	Jan 16-May 7	2pm-3:40pm	T	RVS 1114
	Lab	Jan 16-May 7	4pm-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.

83395	201	Jan 16-Mar 10			ONLINE
83396	202	Mar 18-May 12			ONLINE

**Sewing**

Learn to sew or improve your sewing skills. Our courses facilitate the development of 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.

Please check the program area for more information on course offerings. Course availability may vary by semester. <https://continue.austincc.edu/lifelong-learning>

**FSHN 1070 Sewing Fundamentals I (24 hrs/\$215.00 / \$1.00 Accident Insurance)**

Sewing fundamental emphasizes the development of basic sewing skills used to create apparel. This course focuses on patterns, fabric selection, basic construction techniques, pressing skills, and timesaving technologies and techniques. Learn how to use your sewing machine. Small projects will be discussed in class. Students must bring sewing machine, tape measure, scissors, and pins.

81822	210	Jan 18-Mar 7	6-9pm	Th	ONLINE
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**FSHN 1071 Sewing Fundamentals II (24 hrs/\$215.00 / \$1.00 Accident Insurance)**

This course focuses on pattern, fabric selection, garment industry technique, pressing skills, time saving technologies and techniques. Projects will be discussed in class. Students must bring sewing machine, tape measure, scissor and pins.

81824	210	Jan 23-Mar 19	6-9pm	T	ONLINE
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## Writing and Fine Arts Academy

The following courses are integrated with College Credit classes in Creative Writing. These classes offer the content, rigor, and workshop experience that is standard within a Creative Writing classroom

Please check the program area for more information on course offerings. Course availability may vary by semester.

<https://continue.austinctc.edu/lifelong-learning>

We offer a range of genre studies. Read carefully to make sure you choose the appropriate genre designation.

### **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.

82334	201	Jan 16-May 12			ONLINE
82335	202	Jan 16-May 12			ONLINE
82337	204	Jan 16-May 12			ONLINE
82339	205	Jan 16-May 12			ONLINE
82336	203	Jan 29-May 12			ONLINE

### **ENGX 4007 Beginning Creative Writing (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

Instruction in literary writing: prose, poetry, screenwriting and drama. Integrated with credit ENGL-2307.

82322	201	Jan 16-May 7	6-8:30pm	T	SAC 1320
82330	213	Feb 12-May 6	5:30-8:50pm	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.

82324	204	Jan 16-May 12			ONLINE
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### **ENGX 4007 Poetry/Prose (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

Instruction in literary writing: focus on poetry and prose. Integrated with credit ENGL-2307.

82326	207	Jan 17-May 8	1:30-2:50pm	MW	HLC 2208
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### **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.

82327	208	Jan 16-May 12			ONLINE
82329	212	Jan 16-May 12			ONLINE
82325	205	Feb 12-May 12			ONLINE

### **ENGX 4007 Prose Memoir (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

Introduction to the study and analysis of the structure and different styles of memoir. Possible markets for creative writing will be discussed.

82323	203	Jan 16-May 12			ONLINE
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### **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.

82328	209	Jan 16-May 12			ONLINE
82332	217	Jan 17-May 8	6:30-9pm	W	HLC 1130



# 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](http://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](http://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](http://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](http://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](http://texas.ets.org)

E-mail: [texas-excet\\_inquiries@ets.org](mailto:texas-excet_inquiries@ets.org)



### **Cancellation/Rescheduling**

- Online at [texas.ets.org](https://texas.ets.org)
- Telephone 800-902-5922

Note: Fees and policies are specified at [texas.ets.org](https://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](https://pearsonvue.com). Test Programs delivered through Pearson VUE Center can be viewed at [pearsonvue.com/programs](https://pearsonvue.com/programs)

### **GED® Exam**

Test-takers can register online, at [www.ged.com](https://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](https://tex.ged.com) or email [ged@tea.texas.gov](mailto: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](https://austincc.edu/bact). A list of DSST exams can be found at [getcollegecredit.com](https://getcollegecredit.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](https://ieltsregistration.org). For more information call 512-223-0161.

To apply, go to [ielts.org](https://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](https://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](https://kryteriononline.com).

## **ISO-Quality Testing**

Scheduling is the responsibility of the examinee and is done through [isoqualitytesting.com](https://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](https://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](http://austincc.edu/meningitis), or [continue.austincc.edu](http://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](http://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 [austinctc.edu/registration](http://austinctc.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.austinctc.edu/schedule](http://continue.austinctc.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.