



**2024 SUMMER COURSES**

**HIGHLAND CAMPUS**

**Registration Office Hours: Mon.-Thurs. • 8:00 a.m.-5:30 p.m., Fri. • 8:00 a.m.-5:00 p.m.**

**NORTHRIDGE CAMPUS**

**Registration Office Hours: Mon.-Thurs. • 8:00 a.m.-5:30 p.m., Fri. • 8:00 a.m.-5:00 p.m.**

**ROUND ROCK CAMPUS**

**Registration Office Hours: Friday • 8:00 a.m.-5:00 p.m.**

**Cashier Office Locations: Highland Campus, Northridge Campus, and Round Rock Campus**

**ACC MAIN CAMPUSES**

**Cypress Creek Campus**  
 1555 Cypress Creek Road  
 Cedar Park, Texas 78613  
 512-223-2000

**Eastview Campus**  
 3401 Webberville Road  
 Austin, Texas 78702  
 512-223-5100

**Elgin Campus**  
 1501 West US Highway 290  
 Elgin, Texas 78621  
 512-223-9400

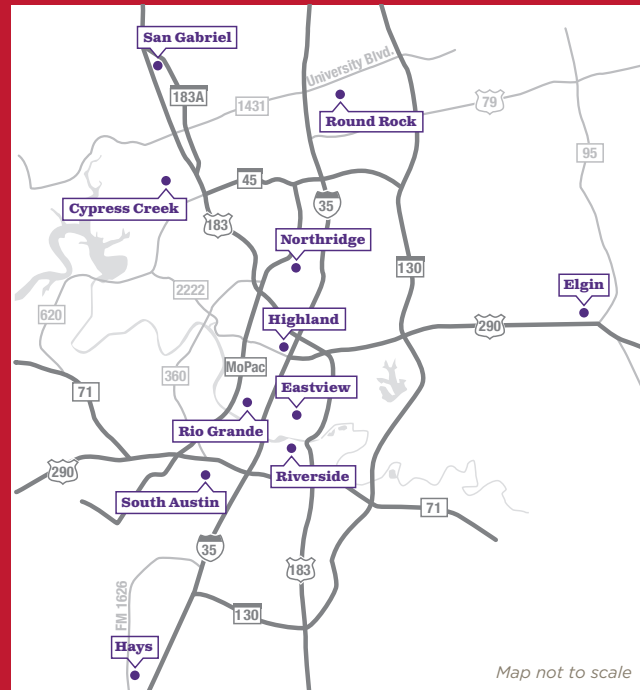
**Hays Campus**  
 1200 Kohlers Crossing  
 Kyle, Texas 78640  
 512-262-6500

**Highland Business Center**  
 5930 Middle Fiskville Road  
 Austin, Texas 78752  
 512-223-7000

**Highland Campus**  
 6101 Highland Campus Drive  
 Austin, Texas 78752  
 512-223-7300  
*Visit Continuing Education  
 in Building 2000, Room 2230*

**Northridge Campus**  
 11928 Stonehollow Drive  
 Austin, Texas 78758  
 512-223-4000  
*Visit Continuing Education  
 in Building 3000, Room 3102*

**Rio Grande Campus**  
 1212 Rio Grande Street  
 Austin, Texas 78701  
 512-223-3000



Map not to scale

**Riverside Campus**  
 1020 Grove Boulevard  
 Austin, Texas 78741  
 512-223-6000

**Round Rock Campus**  
 4400 College Park Drive  
 Round Rock, Texas 78665  
 512-223-0000  
*Visit Continuing Education  
 in Building 2000, Room 2110*

**San Gabriel Campus**  
 449 San Gabriel Campus Drive  
 Leander, Texas 786415  
 512-223-2500

**South Austin Campus**  
 1820 W. Stassney Lane  
 Austin, Texas 78745  
 512-223-9100

**Learning Never Stops. Neither Should You.**



**REGISTRATION NOW OPEN!**

**512-223-7542**

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

**Please Note: Course format and availability is subject to change.  
 Call or visit us online for the most up-to-date information.**

# ACC Continuing Education Registration Form • 512-223-7542 • continue.austincc.edu

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number/ID \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ E-mail address \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Home/Cell Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Name of course	Start Date	Course Prefix	Course Number	Synonym Number	Section Number	Campus	Tuition	Lab Fees	Other Fees
IT Project Management	02/23	BMG	1023	58020	201	HBC	\$ 995		
<b>Total Payment Due</b>									

**Sample** →  
 Room numbers may change and will be posted the first day of class.

**Gender:**  Female  Male

The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.

**1. Are you Hispanic or Latino?**  Hispanic or Latino  Not Hispanic or Latino  
 Please select the racial category or categories with which you most closely identify.

**2. With which racial category do you most closely identify?**

Black or African American  Asian  American Indian or Alaskan Native  Native Hawaiian or Other Pacific Islander  White

The following statement concerning student records maintained by Austin Community College is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the most previous educational institution attended. Any student objecting to the release of all or any portion of such information must notify the Office of Admissions in writing and the restriction will remain in effect until revoked by the student.

Austin Community College's Annual Security Report is available. This report includes statistics from the previous three years concerning reported crime that occurred on campus, public property adjacent to and accessible from campus, and in certain non-campus buildings/property owned or controlled by ACC. The report includes institutional policies concerning campus security and other safety information. For direct access to the current Annual Security Report go to [www.austincc.edu/asr](http://www.austincc.edu/asr). To obtain a hard copy email [CleryComplianceOfficer@austincc.edu](mailto:CleryComplianceOfficer@austincc.edu).

ACC Parking Permits are required for all classes at ACC campuses - available at the Cashier's Office on any campus.  
 All ACC students must pay a \$1 Student Accident Insurance fee per course. This fee is not refundable.

No receipt will be mailed, please call if you need confirmation of your class registration. Please note that Insurance Fees are nonrefundable after first class day.

Students with disabilities that need accommodations should contact ACC's Continuing Education Student Accessibility Services at 512-223-4726 or SAS-noncredit@austincc.edu or visit [austincc.edu/sas](http://austincc.edu/sas) for more information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Payment is due at the time of registration. Please make payment with cash, check, or credit card at any ACC Campus Cashier office by 4 p.m. on the following business day to avoid being dropped from class. We currently accept Visa, MasterCard, American Express or Discover. Mail-in payments will be accepted with completed registration form by check or money order only. Mail to: Austin Community College, Continuing Education, 11928 Stonet hollow Drive, Rm. 3102, Austin, TX 78758

# 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
- Somatic Movement Education
- 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)

American Academy of Professional Coders (AAPC)

American Heart Association (AHA)

American Institute of Architects

American Medical Technologists

American Society for Quality (ASQ)

Association of Contingency Planners

Building Owners and Managers

Association (BOMA)

CISCO

CompTIA

Dental Assisting National Board

Information Systems Security Association (ISSA)

Insurance Institute of America

International Foundation of Employee Benefit Plans

International Somatic Movement Education and Therapy  
Association (ISMETA)

Microsoft

National Academies of Emergency Dispatch (NAED)

National Certification Council for Activity Professionals

National Executive Housekeepers Association (NEHA)

National Fire Prevention Association

National Joint Apprenticeship and Training Committee

Oracle

Project Management Institute

Society for Human Resource Management (SHRM)

State Board for Educator Certification

Sun Microsystems

Texas Board of Nurse Examiners

Texas Board of Nursing Facility Administrators

Texas Commission on Alcoholism and Drug Abuse

Texas Commission on Environmental Quality

Texas Department of Health Board of Massage

Texas Department of State Health Services (DSHS)

Texas Department of Human Services

Texas Education Agency

Texas Notary Public Association

Texas Nurses Association

Texas State Board of Public Accountancy

Texas State Board of Social Work Examiners

Texas State Florist Association

Transportation Professionals of Central Texas

TX Certification Board of Alcohol and Drug Abuse Counselors

U.S. Department of Labor—Bureau of Apprenticeship Training

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

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# Continuing Education Registration Information

CE Summer 2024 registration begins April 1, 2024.

## Holidays/College Closed:

May 27, 2024 • Memorial Day

June 19, 2024 • Juneteenth

July 4, 2024 • Independence 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](https://continue.austincc.edu) or [austincc.edu/onlineservices](https://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

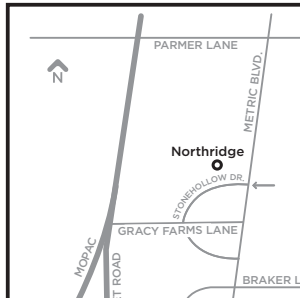


### Highland Campus

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.

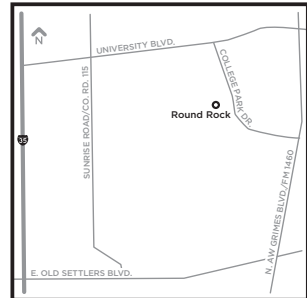


### Northridge Campus

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.

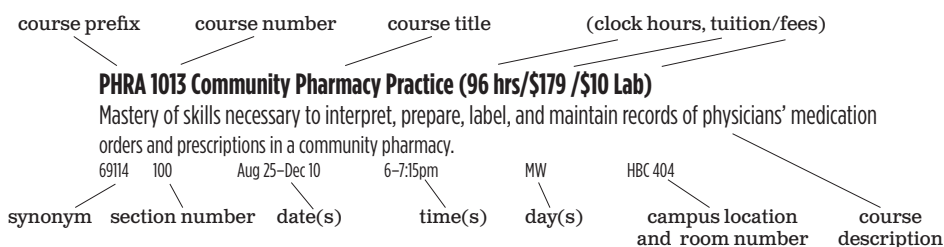


### Round Rock Campus

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	SDB	<b>Student Driver Backing Range</b> 3030 Harris Hill Rd San Marcos, TX 78666	PIC	<b>Practicum, Internship, Clinical</b>
JGS	<b>John Gupton Stadium</b> 200 Gupton Way Dr. Cedar Park, TX 78613	TSD	<b>Texas School for the Deaf</b> 1102 South Congress Ave Austin, TX 78704		
KSC	<b>Krieg Softball Complex</b> 515 S Pleasant Valley Rd Austin, TX 78741	DIL	<b>Distance Learning (Online)</b>		
		OTL	<b>Other Training Locations</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 [austincc.edu/bact](http://austincc.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. Inquiries 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](mailto:charlene.buckley@austincc.edu); or [compliance@austincc.edu](mailto:compliance@austincc.edu)

## Corporate Training Solutions

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

### Technical Skills

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

### Workplace Competencies

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

### Personal Effectiveness

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

### Global Learning

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

# Program Listings

## **Business . . . . . 10**

Accounting . . . . .	10
Administrative Assistant . . . . .	10
Human Resources . . . . .	11
Intellectual Developmental Differences Education - STEPS . . . . .	11
International Business . . . . .	12
Leadership & Management . . . . .	12
Logistics & Supply Chain Management . . . . .	13
Marketing . . . . .	13
Project Management . . . . .	13
Small Business . . . . .	15
Speech Communication . . . . .	15
Technical Communications . . . . .	16

## **Computer Science & Information Technology . . . . . 17**

Amazon Web Services . . . . .	17
Apple SWIFT . . . . .	17
Cisco Certification . . . . .	17
Computer Applications - Excel, Word, PowerPoint, InDesign, Illustrator, Computer Skills - Basic to Advanced . . . . .	17
Computer Applications - Online - Excel, Word, PowerPoint, InDesign, Computer Skills - Basic to Advanced . . . . .	18
Data Analytics . . . . .	21
Information Security . . . . .	21
Java Programming . . . . .	21
Microsoft Certifications . . . . .	21
PC Technician/CompTIA . . . . .	22
Python Development . . . . .	22
Salesforce . . . . .	23
Software Developer Bootcamp . . . . .	23
VMware . . . . .	23
Web Development . . . . .	23

## **Design, Manufacturing, Construction & Applied Technologies . . . . . 25**

HVAC . . . . .	25
Truck Driving . . . . .	25

## **Education . . . . . 27**

Instructional Aides/Paraeducator . . . . .	27
Teacher Certification . . . . .	27
Translation and Interpreting . . . . .	28

## **Manufacturing Technology . . . . . 29**

Certified Production Technician . . . . .	29
---	----

## **Public & Social Services . . . . . 30**

Public & Social Services . . . . .	30
------------------------------------	----

## **Science, Engineering & Math . . . . . 31**

CAD Training - Online . . . . .	31
Certified CAD Drafter . . . . .	32
Quality Certification . . . . .	32

## **Health Sciences . . . . . 33**

Chemical Dependency . . . . .	33
First Aid & Lifesaving . . . . .	34
Massage Therapy . . . . .	34
Medical Assistant . . . . .	35
Medical Billing & Coding . . . . .	36
Medical Office Support . . . . .	36
Nurse Re-Entry . . . . .	37
Nursing Continuing Education . . . . .	38
Ophthalmic Assistant . . . . .	38
Pharmacy Technician CPE . . . . .	38
Phlebotomy Technician . . . . .	40
Somatic Movement . . . . .	40
Sterile Processing . . . . .	40
Veterinary Clinical Assistant . . . . .	40

**Lifelong Learning . . . . . 42**

Acting: The Actor’s School . . . . . 42

Agriculture, Sustainable . . . . . 44

Assessment Test Preparation . . . . . 44

Dance Classes . . . . . 44

English for Speakers of Other Languages . . . . . 45

Fashion Design . . . . . 47

Floral Design . . . . . 48

Horticulture and Landscape Design . . . . . 48

Institute of Language and Culture . . . . . 48

Jewelry . . . . . 50

Music . . . . . 51

Photography . . . . . 51

Recreation and Sports . . . . . 52

Sewing . . . . . 54

Writing and Fine Arts Academy . . . . . 55

**Business Assessment Center . . . . . 56**

CLEP Testing Center . . . . . 56

Services/  
   Invigilation Services . . . . . 56

Texas Educator Certification Program (TEC) TExES . . . . . 56

TExES Testing . . . . . 56

Pearson Vue Authorized  
   Testing Center . . . . . 57

Dantes Subject Standardized Tests (DSST) Exam Center . . . 57

IELTS Exam\* . . . . . 57

TCEQ . . . . . 57

PROV . . . . . 57

Miller Analogies Test . . . . . 57

Castle Worldwide Assessments . . . . . 57

TEAS V Exam . . . . . 57

Kryterion . . . . . 57

ISO–Quality Testing . . . . . 57

Other Exams . . . . . 57

Important Information About Bacterial Meningitis . . . . . 58

Payment Options . . . . . 59

Refund Policy . . . . . 59

Class Length in Weeks . . . . . 59

Last day for 70% Refund . . . . . 59

Last Day for 25% Refund . . . . . 59

Frequently Asked Questions . . . . . 60

How and when can I register? . . . . . 60

How do I register? . . . . . 60

How can I pay for my classes? . . . . . 60

What if my class is canceled? . . . . . 60

What if I move or change my phone number? . . . . . 60

Will I receive confirmation? . . . . . 60

What is the tuition/fees refund policy? . . . . . 60

What is the parking permit refund policy? . . . . . 60

What is the transfer policy? . . . . . 60

What is an integrated course? . . . . . 60

Do I need an ACC student ID card? . . . . . 60

# 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 (84 hrs/\$685.00 / \$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.

94267 350	May 28-Aug 8	9:30am-1:30pm	TTh	HLC 2420
94300 310	May 28-Aug 8	6-10pm	TTh	ONLINE
94270 351	Jun 1-July 13	8am-5pm	S	ONLINE
	July 20-Aug 31	9am-1pm	S	ONLINE
94369 312	Jun 10-Aug 23	ONLINE		

### THE SERIES INCLUDES THE FOLLOWING CLASSES:

#### ACNT 1025 Principles of Accounting (56 hrs/\$518.00 / \$1.00 Accident Insurance)

94268 350	May 28-Jul 16	9:30am-1:30pm	TTh	HLC 2420
94271 351	Jun 1-Jul 13	8am-5pm	S	ONLINE

#### 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.

94269 350	Jul 18-Aug 8	9:30am-1:30pm	TTh	HLC 2420
94272 351	Jul 20-Aug 31	9am-1pm	S	ONLINE

## Administrative Assistant

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

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

POFT 1070 Administrative Assistant (160 hrs/\$846.00 / \$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.

94362 310	Jun 6-Aug 2	8:30am-12:30pm	MTWThF	ONLINE
94363 311	Jun 6-Aug 2	5:45-9:45pm	MTWThF	ONLINE

#### POFT 1009 Administrative Office Procedures I (48 hrs/\$255.00 plus books and materials / \$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.

94364 310	Jun 6-Jul 26	ONLINE
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#### POFT 1001 Business English (48 hrs/\$255.00 plus books and materials / \$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

94365 310	Jun 6-Jul 26	ONLINE
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#### POFI 1004 Computer Fundamentals: MS Windows/ Outlook (16 hrs/\$85.00 plus books and materials / \$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

94366 310	Jun 6-Jul 26	ONLINE
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#### ITSW 1010 Introduction to Presentation Graphics Software: PowerPoint (64 hrs/\$255.00 plus books and materials / \$1.00 Accident Insurance)

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

Required textbook (e-book) is available through Blackboard at [aconline.austincc.edu](http://aconline.austincc.edu).

Suggested prerequisites: POFT 1070 Administrative Assistant

94367 310	Jun 6-Jul 26	ONLINE
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## Human Resources

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

### HRPO 1000 Essentials of Human Resource (16 hrs/\$709.00 / \$1.00 Accident Insurance)

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

94359	310	Jun 4-Jun 7	8am-12pm	TWThF	ONLINE
94580	311	Aug 13-Aug 16	8am-12pm	TWThF	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](https://austincc.wix.com/acsteps) for information on how to apply.

### BUSG 1091 Community Based Transit (12 hrs/\$180.00 / \$1.00 Accident Insurance)

Facilitating the use of public transportation enhances opportunities for independent living and competitive, community-based employment for individuals with intellectual and developmental disabilities (IDD). Learning to independently use public transportation increases access to autonomous activities, such as opportunities to work and to attend post-secondary education programs on large college campuses. Students will be taught to read Bus Maps/Routes, use GPS-based applications, and access public transportation (Bus, Light Rail, walking, etc.).

94083	302	Jun 27-Jul 11	9:30am-12:30pm	ThF	NRG 3133
94084	303	Jul 18-Jul 26	9:30am-12:30pm	ThF	RRC 2109.00

### 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.

94076	300	May 28-Aug 5	9am-12:20pm	MTW	RRC 2109.00
94079	301	May 28-Aug 5	12:30-3:50pm	MTW	ONLINE

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

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

94070	301	May 28-Aug 5	9am-12:20pm	MTW	ONLINE
94064	300	May 30-Aug 8	9am-1:45pm	ThF	NRG 3136

### DITA 1032 Interpersonal Skills (16 hrs/\$220.00 / \$1.00 Accident Insurance)

This course contains adaptive lessons designed to teach individuals with intellectual and developmental disabilities skills in Inclusive and Accessible Healthy Relationship and Safer Sexuality Curriculum for Young Adults with Intellectual and Developmental Disabilities. The class is individualized to meet a student's needs and goals.

94077	300	May 31-Aug 9	11am-12:30pm	F	ONLINE
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### ITSC 1001 Introduction to Computers: Computer Fundamentals (96 hrs/\$895.00 / \$1.00 Accident Insurance)

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

94074	300	May 28-Aug 5	9am-12:20pm	MTW	NRG 3133
94127	301	May 28-Aug 5	12:30-3:50pm	MTW	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@austincc.edu](mailto:cprice12@austincc.edu) for additional information.

94073	300	May 28-Aug 5	12:30-3:50pm	MTW	NRG 3133
94075	301	May 28-Aug 5	12:30-3:50pm	MTW	RRC 2109.00

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

94078	300	May 28-Aug 5	9am-12:20pm	MTW	ONLINE
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**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.

94071 300 May 28-Aug 5 12:30-3:50pm MTW NRG 3136

**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.

94072 301 May 28-Aug 5 9am-12:20pm MTW NRG 3136

94067 300 May 30-Aug 8 9am-1:45pm ThF ONLINE

**PSYT 1035 Stress Management (12 hrs/\$180.00 / \$1.00 Accident Insurance)**

An introduction to stress defusing interventions. Topics include types of stress, the effects of stress on the body (mind, body) and different stress management strategies. Students will identify stressors in their environment, interventions that they may be interested in using, and tips for remembering to use their stress techniques.

94081 300 Jun 27-Jul 11 9:30am-12:30pm ThF ONLINE

94082 301 Jul 18-Jul 26 9:30am-12:30pm ThF ONLINE

**VNSG 1016 Nutrition (16 hrs/\$220.00 / \$1.00 Accident Insurance)**

Introduction to nutrients and the role of good food in growth and development, as well as, in the maintenance of health. Students will begin to learn the difference between food that makes you feel better and food that can make you feel worse, how to choose better options, and what to look for when looking at food labels.

94080 300 May 30-Jun 21 9:30am-11:30am ThF ONLINE

## International Business

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

**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.

93951 302 May 28-Aug 4 ONLINE

93953 301 Jul 1-Aug 4 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.

93952 301 May 28-Aug 4

ONLINE

## Leadership & Management

[continue.austinctc.edu/management](http://continue.austinctc.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.

94273 350 Jun 4-Jul 9 5:30-9:30pm TTh ONLINE

94283 351 Jul 23-Aug 22 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.

94274 350 Jun 4-Jun 6 5:30-9:30pm TTh ONLINE

94284 351 Jul 23-Jul 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.

94275 350 Jun 11-Jun 13 5:30-9:30pm TTh ONLINE

94285 351 Jul 30-Aug 1 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.

94276 350 Jun 18-Jun 20 5:30-9:30pm TTh ONLINE

94286 351 Aug 6-Aug 8 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.

94277 350 Jun 25-Jun 27 5:30-9:30pm TTh ONLINE  
94287 351 Aug 13-Aug 15 5:45-9:45pm 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.

94278 350 Jul 2-Jul 9 5:30-9:30pm T ONLINE  
94289 351 Aug 20-Aug 22 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.

93954 301 May 28-Aug 4 ONLINE

**Marketing**

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

**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.

93939 301 May 28-Aug 4 ONLINE

**MRKG 1011 Principles of Marketing (48 hrs/\$255.00 / \$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.

93940 302 May 28-Aug 4 ONLINE  
93943 301 May 28-Jun 30 ONLINE  
93944 309 Jul 1-Aug 4 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.

93941 301 May 28-Aug 4 ONLINE

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

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

93942 303 May 28-Aug 4 ONLINE

**Project Management**

**\*\*May Qualify for Financial Aid - Contact (512) 223-4636 or [cegrant@austincc.edu](mailto: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 path to certification, and the basics of teamwork and organization, plus initiating and planning a new project;

**INTERMEDIATE:** BMGT 1009 Applied Project Management for Intermediates, focusing on practicing team formation, project plan content and execution challenges, case studies, and rounding out your foundational knowledge toward exam preparation with practical applications and examples; 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 management approaches and 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](https://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 and terminology, teamwork and organization concepts, and basic tools and techniques for starting and running simple projects through in-class examples using a custom workbook (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 new team leaders and participants who need to get started quickly and expect to pursue professional certification later. Students will leave the course with an understanding of professional level project management, and 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 (in one week), 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.

**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 approach project, predictive (waterfall) 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 (small and large) 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 (waterfall) and adaptive (Agile) environments, and may be offered as instructor-led courses synchronously for ONSITE delivery, 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 a team-oriented organization to understand the terms and context of project examples used. The follow-on course BMGT 1040 PMP®/CAPM® Exam Prep is strongly recommended prior to sitting for the certification exams. Students should see the specific professional certification examination requirements at pmi.org for PMP® and CAPM®, and CompTIA.org for Project+ for further details on professional certification.

94129	300	Jun 3-Jul 17	6-9pm	MW	RRC TBA
		Jun 24-Jul 31	6-9pm	MW	ONLINE
94130	301	Jul 29-Sep 22			ONLINE

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

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

95617	300	Jun 22-Jun29	8am-6pm	S	HLC TBA
		Jul 6-Jul 13	8am-6pm	S	ONLINE



## 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.

94279 350 Jun 3-Jul 10 5:30-9:15pm MW ONLINE

#### **THE SERIES INCLUDES THE FOLLOWING CLASSES:**

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

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

94280 350 Jun 3-Jun 26 ONLINE  
Jun 3-Jun 24 5:45-9pm M 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.

94282 350 Jul 1-Jul 3 5:30-9:15pm MW 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.

94281 350 Jul 8-Jul 10 5:30-9:15pm MW ONLINE

### **BMGT 2006 How to Talk to AI: Specialized Training in General Business and Leadership (7 hrs/\$97.00 / \$1.00 Accident Insurance)**

Intensive training in the specific concepts and skills related to general business/leadership functions. Industries have been using different types of Artificial Intelligence (AI) for years. This course will focus on Prompting- how to talk to the GenAI tools. It is a transferable skill across all the different AI technologies and it does not require technical backgrounds or coding. This course surveys relevant use cases for prompting, examines case studies and best practices, and explores the legal, ethical, and compliance frameworks emerging in the AI ecosystem. No technical background required.

94360 310 Jun 4-Jun 6 5:30-9pm 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.

94484 310 Jun 12-Aug 2 ONLINE

94561 311 Jul 17-Sep 6 ONLINE

94642 312 Aug 14-Oct 4 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.

94486 310 Jun 12-Aug 2 ONLINE

94562 311 Jul 17-Sep 6 ONLINE

94643 312 Aug 14-Oct 4 ONLINE

## Speech Communication

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

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

95630 315 May 28-Jun 30 ONLINE

95631 302 May 28-Jun 27 6-10pm TTh ONLINE

95633 310 May 28-Aug 1 5:40-7:40pm TTh RRC 1221.00

95634 307 May 28-Aug 4 ONLINE

95632 313 Jul 1-Aug 4 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.

95635 303 May 28-Aug 4 ONLINE

95637 306 May 29-Jul 31 5:40-7:40pm MW HLC 2101

## Technical Communications

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

95620	320	May 28-Aug 4	5:30-7:45pm	T	EVC 9317
		May 28-Aug 4			ONLINE
95621	302	May 28-Aug 4			ONLINE
95623	310	May 28-Aug 4	11:20am-1:20pm	T	ONLINE
		May 28-Aug 4			ONLINE
95624	301	May 28-Jun 30			ONLINE
95625	313	Jul 1-Aug 4			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.

95628	302	May 28-Aug 4			ONLINE
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### **ETWR 1076 Grant Proposals and Business Plans (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

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

95626	301	May 28-Aug 4			ONLINE
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### **ETWR 2078 XML and DITA for Structured Authoring for Information Specialists (64 hrs/\$340.00 / \$1.00 Accident Insurance)**

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

95629	301	May 28-Aug 4			ONLINE
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# 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.

94136 300 Jun 6-Aug 1 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.

94179 302 Jul 1-Aug 4 6-9pm MW HLC 1130.01

## Cisco Certification

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

The Cisco Networking Academy Program teaches students to design, build, troubleshoot and maintain computer networks that provide real world solutions. Training combines instructor-led, onsite and online learning with hands-on laboratory exercises where students apply what they learn in class to configure and troubleshoot actual networking equipment. These courses prepare students for Cisco Career Certifications.

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

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

### **ITCC 1014 CCNA R&S: Introduction to Networks (112 hrs/\$930.50 / \$1.00 Accident Insurance)**

This course covers networking architecture, structure, security, and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum. These components facilitate the connection of users, devices, applications, and data through the internet and across modern computer networks. Suggested prerequisite: A good level of understanding of computing and operating systems.

94178 300 Jun 26-Oct 2 5:30-9:30pm MW 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.

94182 300 Jul 16-Oct 17 5:30-9:30pm TTh ONLINE

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

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

94353 310 Jun 3-Jul 28 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.

94358 310 Jun 3-Jul 28 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.

94352 310 Jun 3-Jul 28 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.

94344	300	Jun 1-Jun 22	9am-4pm	S	NRG 3222
94508	301	Jun 29-Jul 20	9am-4pm	S	NRG 3222
94566	303	Jul 27-Aug 17	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.

94371	300	Jun 11-Jun 20	6-9pm	TTh	NRG 3222
94518	301	Jun 29-Jul 6	9am-4pm	S	NRG 3136

**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.

94538	300	Jul 9-Jul 18	6-9pm	TTh	NRG 3222
94541	301	Jul 13-Jul 20	9am-4pm	S	NRG 3136

**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.

94567	301	Jul 27-Aug 3	9am-4pm	S	NRG 3136
94571	300	Jul 30-Aug 8	6-9pm	TTh	NRG 3222

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

Fees are subject to change without notice.

Update your skills, discover a new talent, or chart a career path at your own pace at your own convenience with instructor-led online courses. Each course runs for six weeks and consists of 12 lessons. The lessons are supplemented by interactive quizzes, assignments, tutorial, and an online discussion area. All materials will be made available to you over the World Wide Web. Requirements for all courses: internet access, email, Web browser. **To start the following classes, and for requirements, demonstrations, and additional information, visit [ed2go.com/austinctc](http://ed2go.com/austinctc).**

**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.

94373	310	Jun 12-Aug 2	ONLINE
94545	311	Jul 17-Sep 6	ONLINE
94582	312	Aug 14-Oct 4	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.

94384	310	Jun 12-Aug 2	ONLINE
94546	311	Jul 17-Sep 6	ONLINE
94583	312	Aug 14-Oct 4	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.

94385	310	Jun 12-Aug 2	ONLINE
94547	311	Jul 17-Sep 6	ONLINE
94584	312	Aug 14-Oct 4	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.

94455	310	Jun 12-Aug 2	ONLINE
94548	311	Jul 17-Sep 6	ONLINE
94585	312	Aug 14-Oct 4	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.

94456	310	Jun 12-Aug 2	ONLINE
94549	311	Jul 17-Sep 6	ONLINE
94630	312	Aug 14-Oct 4	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.

94457	310	Jun 12-Aug 2	ONLINE
94550	311	Jul 17-Sep 6	ONLINE
94631	312	Aug 14-Oct 4	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.

94460	310	Jun 12-Aug 2	ONLINE
94551	311	Jul 17-Sep 6	ONLINE
94632	312	Aug 14-Oct 4	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.

94461	310	Jun 12-Aug 2	ONLINE
94552	311	Jul 17-Sep 6	ONLINE
94633	312	Aug 14-Oct 4	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.

94462	310	Jun 12-Aug 2	ONLINE
94553	311	Jul 17-Sep 6	ONLINE
94634	312	Aug 14-Oct 4	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.

94463	310	Jun 12-Aug 2	ONLINE
94554	311	Jul 17-Sep 6	ONLINE
94635	312	Aug 14-Oct 4	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.

94464	310	Jun 12-Aug 2	ONLINE
94555	311	Jul 17-Sep 6	ONLINE
94636	312	Aug 14-Oct 4	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.

94465	310	Jun 12-Aug 2	ONLINE
94556	311	Jul 17-Sep 6	ONLINE
94637	312	Aug 14-Oct 4	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.

94474	310	Jun 12-Aug 2	ONLINE
94557	311	Jul 17-Sep 6	ONLINE
94638	312	Aug 14-Oct 4	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.

94476	310	Jun 12-Aug 2	ONLINE
94558	311	Jul 17-Sep 6	ONLINE
94639	312	Aug 14-Oct 4	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.

94482	310	Jun 12-Aug 2	ONLINE
94559	311	Jul 17-Sep 6	ONLINE
94640	312	Aug 14-Oct 4	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.

94483	310	Jun 12-Aug 2	ONLINE
94560	311	Jul 17-Sep 6	ONLINE
94641	312	Aug 14-Oct 4	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.

94372	310	Jun 12-Aug 2	ONLINE
94544	311	Jul 17-Sep 6	ONLINE
94581	312	Aug 14-Oct 4	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.

94495	310	Jun 12-Aug 2	ONLINE
94563	311	Jul 17-Sep 6	ONLINE
94644	312	Aug 14-Oct 4	ONLINE

**ITSX 3083 Introduction 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.

94496	310	Jun 12-Aug 2	ONLINE
94564	311	Jul 17-Sep 6	ONLINE
94645	312	Aug 14-Oct 4	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.

94343 310 May 29-Jul 10 5:45-9:45pm MW ONLINE  
94568 311 Jul 29-Sep 4 5:45-9:45pm MW ONLINE  
94568 – No class on 9/2/24; make up class on Tues 9/3/24

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

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

94543 310 Jul 15-Aug 21 5:30-9:30pm MW ONLINE

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

Database development using database programming techniques emphasizing database structures, modeling, and database access. Learn to use Python with SQL quickly and effectively. Analyze data and communicate results to support inform data-driven decisions. Introduction to the analysis and utilization of data requirements and organization into normalized tables, exploration of different data types, expressions, and data manipulation. Course includes hands-on assignments and a final project. Suggested Prerequisites: ITNW 2075 SQL Database Essentials or equivalent knowledge and experience.

94299 310 May 28-Aug 15 ONLINE

## Information Security

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

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

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

CompTIA Security+ Exam 601 provides a basic overview of security concepts/techniques/technologies, risk analysis/management, disaster recovery, security plans, and incident recovery, and gives a firm foundation for more advanced security certifications/roles. Course material is targeted toward an Information Technology (IT) professional who has networking and administrative skills in TCP/IP networks and familiarity with a networkable operating system (such as NetWare, UNIX/Linux, or Microsoft). This course enables students to begin or further a career in Cybersecurity by acquiring a foundational knowledge of security topics; prepare for the CompTIA Security+ Certification examination; or use Security+ as the foundation for advanced security certifications or career roles. There is a primary textbook which will be required. Suggested prerequisites: one to three years IT experience, CompTIA A+ or Network+ certifications, or equivalent knowledge. This is an ONLINE course requiring a stable internet connection, and a current browser (e.g., Chrome, Internet

Explorer, Firefox, Microsoft Edge, etc.). Audio is provided via computer or telephone line (a dial-in phone number will be available as an alternate audio connection). A computer camera option is preferred. A Zoom test meeting to ensure compatibility is available at support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting. This class may be migrated to Blackboard Collaborate.

94134 300 Jun 12-Jul 17 6-10pm MW ONLINE

## Java Programming

[continue.austincc.edu/java](https://continue.austincc.edu/java)

### ITSE 1072 Introduction to Java Programming (40 hrs/\$830.00 / \$1.00 Accident Insurance)

Java is still one of the most popular computer programming languages

today. Java developers are still in demand. In this course, you will learn the basic concepts of the Java programming language, design object-oriented applications with Java, and create Java programs using hands-on and engaging activities. Suggested Course Prerequisites: General computing knowledge and a desire to learn programming with Java.

94181 300 Jun 4-Jul 23 6-9pm TTh 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.

94166 300 May 29-Jul 10 7-9pm MW ONLINE

## PC Technician/CompTIA

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

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

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

94298	310	May 28-Jun 25	1:15-5:15pm	MTWThF	ONLINE
94345	311	Jun 1-Aug 3	8am-5pm	S	ONLINE
94347	312	Jun 3-Jul 1	9am-1pm	MTWThF	ONLINE
94361	313	Jun 4-Aug 13	5:45-9:45pm	TTh	ONLINE
94368	300	Jun 10-Jul 9	9am-1pm	MTWThF	NRG 3222
94370	301	Jun 10-Jul 26	5:30-9:30pm	MWF	NRG 3222
94577	302	Aug 6-Oct 10	5:45-9:45pm	TTh	RRR 2122.00

### 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.

94501	310	Jun 26-Jul 12	1:15-5:15pm	MTWThF	ONLINE
94536	312	Jul 2-Jul 19	9am-1pm	MTWThF	ONLINE
94539	300	Jul 11-Jul 26	9am-1pm	MTWThF	NRG 3222
94570	301	Jul 29-Aug 23	5:30-9:30pm	MWF	NRG 3222
94578	311	Aug 10-Sep 14	8am-5pm	S	ONLINE

### 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.

82411	300	May 28-Jul 30	5:45-9:45pm	TTh	RRR 2122.00
94542	310	Jul 15-Aug 7	1:15-5:15pm	MTWThF	ONLINE
94565	312	Jul 23-Aug 16	9am-1pm	MTWThF	ONLINE
94579	301	Aug 12-Sep 6	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. 94346 310 Jun 3-Aug 23 ONLINE

## Python Development

### ITSE 2079 Introduction to Python (40 hrs/\$830.00 / \$1.00 Accident Insurance)

People gravitate to technology to solve problems. Python is a programming language that lets you work quickly to solve these problems. If you are interested in learning Python, this is the class for you. We will emphasize learning the basics of programming using Python, so you can leverage the reference book to solve real-world issues on your own upon course completion. Suggested prerequisite: General computing knowledge and a desire to learn programming with Python.

94171	300	Jun 4-Jul 23	6-9pm	TTh	ONLINE
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### 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.

94177	300	Jul 15-Aug 21	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.

94169	300	May 28-Jun 20	6-9pm	TTh	ONLINE
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## Software Developer Bootcamp

### **ITSX 3036 Software Developer Bootcamp (240 hrs/\$8,600.00 / \$1.00 Accident Insurance)**

This intensive program will prepare you for a job as a Web Developer. It will teach you how to design, develop, test and deploy front-end, back-end, database and services in the cloud using highly sought after technologies today. You will immerse in HTML, CSS, JavaScript, JQuery, ReactJS, Linux, Git, AWS etc. You will learn how to design and build backend systems including SQL database schemas, RESTful APIs and services. You will learn how to work in a multi-developer team, using tools like Git, Github and Atlassian Jira. Suggested prerequisite is basic computer knowledge. Prior programming language is not required, but would help you navigate the bootcamp materials and projects.

95705	300	Jun 3-Aug 29	9am-1pm	MTWTh	ONLINE
		Jun 8-Aug 31	9am-1pm	S	HLC TBA

## 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.

94135	300	Jun 1-Jul 13	8am-5pm	S	ONLINE
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## 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.

94529	310	Jul 1-Jul 26	ONLINE
94573	311	Aug 5-Aug 30	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.

94532	310	Jul 1-Jul 26	ONLINE
94574	311	Aug 5-Aug 30	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.

94534	310	Jul 1-Jul 26	ONLINE
94575	311	Aug 5-Aug 30	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.

94526	310	Jul 1-Jul 26	ONLINE
94572	311	Aug 5-Aug 30	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.

94535	310	Jul 1-Jul 26	ONLINE
94576	311	Aug 5-Aug 30	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.

94351 310 Jun 3-Jul 28

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.

94350 310 Jun 3-Jul 28

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.

94348 310 Jun 3-Jul 28

# Design, Manufacturing, Construction & Applied Technologies

## HVAC

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

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

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

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

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

93172 300 Jul 5-Jul 26 6-9:30pm MWF NRG 3120

## Truck Driving

Do you have the DRIVE to start a new career?

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

We offer:

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

For more information visit [continue.austincc.edu/trucking](http://continue.austincc.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 \$4,500. General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. Prerequisite: Students must contact the truck driving Admission Representative by calling 512-223-7115 to complete the application process BEFORE they are allowed to register. After completing the application process (\$160.00), students must register for both CVOP 1013 and 1040 at the same time.

94019	301	Jun 17-Jun 27	7am-5:30pm	MTWThF	HYS	01314.00
		Jun 24-Jun 27	7am-5:30pm	MTWTh	SDB	SDB
94025	300	Jun 17-Jun 21	7am-5:30pm	MTThF	NRG	3131
		Jun 24-Jun 27	7am-5:30pm	MTWTh	JGS	PRK1
94044	306	Jun 22-Jun 29	7:30am-6pm	S	HLC	TBA
		Jun 23-June 30	12-6pm	U	HLC	TBA
		Jul 6-Jul 14	7am-6:30pm	SU	SDB	SDB
94021	303	Jul 15-Jul 18	7am-5:30pm	MTWTh	HYS	01314.00
		Jul 22-Jul 25	7am-5:30pm	MTWTh	SDB	SDB
94027	302	Jul 15-Jul 18	7am-5:30pm	MTWTh	NRG	3131
		Jul 22-Jul 25	7am-5:30pm	MTWTh	JGS	PRK1
94023	305	Aug 12-Aug 15	7am-5:30pm	MTWTh	HYS	01314.00
		Aug 19-Aug 22	7am-5:30pm	MTWTh	SDB	SDB
94029	304	Aug 12-Aug 15	7am-5:30pm	MTWTh	NRG	3131
		Aug 19-Aug 22	7am-5:30pm	MTWTh	JGS	PRK1
94053	309	Aug 17-Aug 24	7:30am-6pm	S	HLC	TBA
		Aug 18-Aug 25	12-6pm	U	HLC	TBA
		Aug 31-Sep 8	7am-6:30pm	SU	SDB	SDB

**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 frontward and backward around various obstacles. Prerequisite: Must meet Department of Transportation requirements.

81723	307	Jun 3-Jun 13	7am-5:30pm	MTWTh	SDB	SDB
83804	308	Jun 3-Jun 13	7am-5:30pm	MTWTh	JGS	PRK1
94020	301	Jul 1-Jul 11	7am-5:30pm	MTWTh	SDB	SDB
94026	300	Jul 1-Jul 11	7am-5:30pm	MTWTh	JGS	PRK1
94047	306	Jul 20-Aug 11	7am-5:30pm	SU	SDB	SDB
94022	303	Jul 29-Aug 8	7am-5:30pm	MTWTh	SDB	SDB
94028	302	Jul 29-Aug 8	7am-5:30pm	MTWTh	JGS	PRK1

# 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.

94651 300 Jun 15-Jun 29 8:30am-4:30pm S ONLINE

94653 302 Jul 13-Jul 27 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.

94652 301 Jun 29 8:30am-4:30pm S ONLINE

94654 303 Aug 3 8:30am-4:30pm S ONLINE

## 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 (56 hrs/\$250.00 / \$1.00 Accident Insurance)**

The capstone is designed to pull all aspects of the program classroom 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.

94691 300 May 29-Jul 24 6-9:30pm MW HLC TBA

**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.

94698 300 May 29-Jul 24 6-9:30pm MW HLC TBA

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

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

94695 300 May 28-Jul 25 6-9:30pm TTh NRG 3140

94696 301 May 28-Jul 25 6-9:30pm TTh SAC 1317

**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.

94680 300 May 29-Jul 24 6-9:30pm MW NRG 3140

94681 301 May 29-Jul 24 6-9:30pm MW SAC 1301

**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.

94679 300 May 29-Jul 24 6-9:30pm MW HLC TBA

**EDTC 2074 Content and Instructional Methods (28 hrs/\$125.00 / \$1.00 Accident Insurance)**

94684 300 Jun 6-Aug 1 6-9:30pm Th 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.

94693 300 May 28-Jul 25 6-9:30pm TTh NRG 4147

94694 301 May 28-Jul 25 6-9:30pm TTh SAC 1318

## 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 1070 Introduction to Translating & Interpreting (30 hrs/\$296.00 / \$1.00 Accident Insurance)**

This course is an introduction to the professions of translation and interpreting. It is intended for individuals who are fluent in a foreign language and interested in putting their language skills to work. It offers an overview of the translation and interpreting professions and defines the knowledge, skills, and credentials necessary to work successfully as a translator or interpreter. Students also gain an awareness of the general problems involved in translating and interpreting.

94657 300 Jun 3-Aug 5 5:30-8:30pm M ONLINE

94660 301 Jun 4-Aug 6 5:30-8:30pm T ONLINE

94663 302 Jun 5-Aug 14 5:30-8:30pm W ONLINE

94666 303 Jun 6-Aug 15 5:30-8:30pm Th ONLINE

**FRNX 3005 Assessment for Translating and Interpreting (3 hrs/\$35.00 / \$1.00 Accident Insurance)**

Assessment test of language fluency for students entering the Translating and Interpreting field. Successfully passing this test is a prerequisite for enrollment into FRNL 1071 and FRNL 1074.

94758 300 Aug 12 5:30-8:30pm M ONLINE

94759 301 Aug 13 5:30-8:30pm T ONLINE

94760 302 Aug 14 5:30-8:30pm W ONLINE

94762 303 Aug 15 5:30-8:30pm Th ONLINE

# Manufacturing Technology

## Certified Production Technician

The Certified Production Technician Program (CPT) consists of two courses. It is recommended that the courses should be taken in the following order:

1. QCTC-1046 Production and Safety
2. QCTC-1003 Quality and Maintenance

### 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.

92650	300	Jun 3-Jul 18	2-5pm	F	DIL	1540.30
	Lab	Jun 3-Jul 18	2-5pm	MTTh	ONLINE	
	Lab	Jun 3-Jul 18			ONLINE	

# Public & Social Services

## Public & Social Services

### **CJLE 1011 Basic Firearms: Pistol Fundamentals (16 hrs/\$399.00 / \$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.

94099 300	Jul 2	5:30-9:30pm	T	ONLINE
	Jul 9	5:30-9:30pm	T	HYS 2116
	Jul 10-Jul 11	5:30-9:30pm	WTh	HYS 3117



# 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.

94209	310	Jun 1-Jul 30	ONLINE
94210	311	Jul 1-Aug 30	ONLINE
94211	312	Aug 1-Sep 30	ONLINE

### DFTG 1022 Basic Bluepring Reading: Bluebeam Fundamentals: Self-Paced Online (40 hrs/\$295.00 / \$1.00 Accident Insurance)

94239	310	Jun 1-Jul 30	ONLINE
94240	311	Jul 1-Aug 30	ONLINE
94241	312	Aug 1-Sep 30	ONLINE

### DFTG 1040 Intro to CAD Systems: Fusion 360 Fundamentals: Self Paced Online (80 hrs/\$295.00 / \$1.00 Accident Insurance)

94230	310	Jun 1-Jul 30	ONLINE
94237	311	Jul 1-Aug 30	ONLINE
94238	312	Aug 1-Sep 30	ONLINE

### DFTG 2049 CAD Management: Principles of BIM Management: Self Paced Online (80 hrs/\$295.00 / \$1.00 Accident Insurance)

94256	310	Jun 1-Jul 30	ONLINE
94257	311	Jul 1-Aug 30	ONLINE
94258	312	Aug 1-Sep 30	ONLINE

### DFTX 3005 Solidworks Fundamentals: Self-Paced Online (40 hrs/\$295.00 / \$1.00 Accident Insurance)

94253	310	Jun 1-Jul 30	ONLINE
94254	311	Jul 1-Aug 30	ONLINE
94255	312	Aug 1-Sep 30	ONLINE

### DFTX 3006 Sketch Up Fundamentals: Self-Paced Online (40 hrs/\$295.00 / \$1.00 Accident Insurance)

94249	310	Jun 1-Jul 30	ONLINE
94251	311	Jul 1-Aug 30	ONLINE
94252	312	Aug 1-Sep 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.

94227	310	Jun 1-Jul 30	ONLINE
94228	311	Jul 1-Aug 30	ONLINE
94229	312	Aug 1-Sep 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.

94219	310	Jun 1-Jul 30	ONLINE
94220	311	Jul 1-Aug 30	ONLINE
94221	312	Aug 1-Sep 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.

94222	310	Jun 1-Jul 30	ONLINE
94223	311	Jul 1-Aug 30	ONLINE
94224	312	Aug 1-Sep 30	ONLINE

### DFTX 3035 Microstation Fundamentals: Self-Paced Online (40 hrs/\$295.00 / \$1.00 Accident Insurance)

94242	310	Jun 1-Jul 30	ONLINE
94243	311	Jul 1-Aug 30	ONLINE
94244	312	Aug 1-Sep 30	ONLINE

## Certified CAD Drafter

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

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

Online classes: Contact Ashleigh Fuller [afuller@austincc.edu](mailto:afuller@austincc.edu) after registration.

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

### DFTG 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.

94205	300	May 28-Jun 25	8am-12pm	TW	HLC 1508
	Lab	May 30-Jun 24	8am-12pm	MThF	ONLINE
94206	301	May 28-Jul 2	6-10pm	TW	HLC 1508
	Lab	May 30-Jul 1	6-10pm	MTh	ONLINE

### DFTG 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.

94207	300	Jul 9-Jul 31	8am-12pm	TW	HLC 1508
	Lab	Jul 8-Aug 2	8am-12pm	MThF	ONLINE
94208	301	Jul 9-Aug 7	6-10pm	TW	HLC 1508
	Lab	Jul 8-Aug 8	6-10pm	MTh	ONLINE

## 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).  
94175 310 May 28-Aug 4 ONLINE

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

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

94173 310 May 28-Aug 4 ONLINE

# Health Sciences

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

Approved courses are designated as follows:

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

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

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

Applications Submitted to Health Professions Institute (HLC) :

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

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

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

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

## Chemical Dependency

The courses below satisfy part of the 270 hours (series of 6 Pre-Service courses) of required classroom coursework in preparation for certification as an LCDC. 135 of these hours must be A&D. (R) = Related course, (A&D) = Specific chemical dependency course. The Internships qualify for the required 300 hour supervised internship, and may be taken once the 270 hours of classroom work has been completed. Austin Community College is a provider approved by the TCBADAC Standards Committee, Provider No. 0975-93. (These courses are also approved for CE for LCDC, Nurses, Social Workers, and LPC's). For more details about courses offered, contact 512-223-3207. For further information on state LCDC requirements, please contact the Texas Department of State Health Services (DSHS) at 800-832-9623 or 512-834-6628.

**DAAC 1019 Substance-Related and Addictive Disorders (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

An overview of causes and consequences of substance related and addictive disorders, the major drug classifications and the counselor's code of ethics. Integrated with college credit DAAC-1319.

94094 301 May 28-Jun 30

ONLINE

**PSYT 1013 Psychology of Personal Adjustment (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

Development of personal, social, and work adjustment skills. Exploration will include open communication, assertiveness, self-disclosure, and building relationships with group members in a way that enhances trust and mutual concern. Knowledge gained in class is designed to transfer to actual working situations. Integrated with credit PSYT-1313. Qualifies for student health insurance.

94095 301 May 28-Aug 4 ONLINE

**PSYT 2039 Counseling Theories (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

An examination of major theories of various treatment modalities. Topics include reality therapy, psychodynamics, grief therapy, person-centered therapy, rational emotive therapy, and cognitive behavioral approaches. (R) Integrated with college credit PSYT 2339. (LCDC, SW)

94096 301 May 28-Aug 4 ONLINE

**PSYT 2045 Principles of Behavior Management and Modification (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

A study of the theories and principles of behavior management, cognitive theories and techniques. Emphasis will be on their applications including managing self-behavior. In-depth study will be in operant conditioning techniques. Integrated with credit PSYT-2345.

94097 301 May 28-Aug 4 ONLINE

**SCWK 2001 Assessment & Case Management (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for screening, assessment, and case management to determine the need for prevention, intervention, and/or referral. Combined with credit SCWK-2301.

94098 301 May 28-Aug 4 ONLINE  
Lab May 28-Aug 4 3-4:20pm TTh ONLINE

## First Aid & Lifesaving

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

**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.

94705 301 Jun 21-Jun 28 8am-5pm F EVC 9125

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

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

94706 300	Jun 1	10am-3pm	S	HLC 2236
94707 301	Jun 10	10am-3pm	M	HLC 2236
94708 302	Jun 22	10am-3pm	S	HLC 2236
94709 303	Jun 24	10am-3pm	M	HLC 2236
94710 304	Jul 6	10am-3pm	S	HLC 2236
94711 305	Jul 8	10am-3pm	M	HLC 2236
94712 306	Jul 20	10am-3pm	S	HLC 2236
94713 307	Jul 22	10am-3pm	M	HLC 2236
94715 308	Aug 3	10am-3pm	S	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 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.

94050 300	Jul 22-Aug 29	9am-1pm	MW	NRG 3220
Lab	Aug 29	9am-11am	Th	NRG 3220

**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.

94048 300 May 28-Aug 22 9am-1pm TTh NRG 3220

**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.

94049 300 May 29-Jul 17 9am-1pm MW NRG 3220

**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.

94051 300 May 31-Aug 30 10am-5:30pm MTWThF NRG 3220

**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.

94174 310 Jul 25-Aug 5 9am-12pm MTWThF ONLINE

Lab Jul 25-Aug 5 1-4pm 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.

94170 310 Jul 15-Jul 24 9am-12pm MTWThF ONLINE

Lab Jul 15-Jul 24 1-4pm MTWThF ONLINE

94192 311 Jul 26-Aug 16 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.

94161 310 Jun 3-Jun 10 9am-12p MTWThF ONLINE

Lab Jun 3-Jun 10 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.

94190 311 Jun 25-Jul 25 6-9pm MTWThF ONLINE

94167 310 Jun 27-Jul 12 9am-12pm MTWThF ONLINE

Lab Jun 27-Jul 12 1-4pm 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.

94163 310 Jun 11-Jun 26 9am-12pm MTWThF ONLINE

Lab Jun 11-Jun 26 1-4pm 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.

94187 300 Jun 25-Aug 16 6-9pm MTWThF HLC 2239

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

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

94183 300 Aug 6-Aug 23 9am-12pm MTWThF HLC 2239  
 Lab Aug 6-Aug 23 1-4pm MTWThF 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.

94203 300 Jun 10-Aug 10 8am-5pm MTWThF PIC TBA

## 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.

94188 310 Aug 6-Aug 15 9am-12pm MTWThF ONLINE  
 Lab Aug 6-Aug 15 1-4pm 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.

94200 311 Jun 11-Jul 3 6-9pm MTWThF ONLINE  
 94189 310 Aug 16-Aug 27 9am-12pm MTWThF ONLINE  
 Lab Aug 16-Aug 27 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.

94176 320 Jul 25-Aug 5 9am-12pm MTWThF ONLINE  
 Lab Jul 25-Aug 5 1-4pm 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.

94172 320 Jul 15-Jul 24 9am-12pm MTWThF ONLINE  
 Lab Jul 15-Jul 24 1-4pm MTWThF ONLINE  
 94193 321 Jul 26-Aug 16 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.

94201 310 Jul 5-Jul 29 6-9pm 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.

94202 310 Jul 30-Aug 28 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.

94162 320 Jun 3-Jun 10 9am-12pm MTWThF ONLINE  
 Lab Jun 3-Jun 10 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.

94191 321 Jun 25-Jul 25 6-9pm MTWThF ONLINE  
 94168 320 Jun 27-Jul 12 9am-12pm MTWThF ONLINE  
 Lab Jun 27-Jul 12 1-4pm 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.

94164 320 Jun 11-Jun 26 9am-12pm MTWThF ONLINE  
 Lab Jun 11-Jun 26 1-4pm 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.

94194 311 Jun 10-Jun 17 9am-12pm MTWThF ONLINE  
 Lab Jun 10-Jun 17 1-4pm MTWThF ONLINE

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

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

94197 310 Jun 26-Jun 27 9am-12pm WTh ONLINE  
 Lab Jun 26-Jun 27 1-4pm WTh ONLINE

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

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

94198	301	Jun 28-Jul 18	9am-12pm	MTWThF	ONLINE
		Jun 28-Jul 18	1-4pm	MTWThF	ONLINE
		July 9-10	10am-4pm	TW	HLC 2240
		Jul 16	10am-4pm	T	HLC 2240

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

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

94196	310	Jun 24-Jun 25	9am-12pm	MT	ONLINE
		Lab Jun 24-Jun 25	1-4pm	MT	ONLINE

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

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

94199	310	Jul 19-Jul 30	9am-12pm	MTWThF	ONLINE
		Lab Jul 19-Jul 30	1-4pm	MTWThF	ONLINE

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

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

94195	310	Jun 20-Jun 21	9am-12pm	ThF	ONLINE
		Lab Jun 20-Jun 21	1-4pm	ThF	ONLINE

**Nurse Re-Entry**

The following courses are for nurses who have carried a Nursing License in any state, which is no longer current due to delinquency or inactive status. In order to be able to reinstate or renew licensure the BON require that the nurse completes a REFRESHER COURSE 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/\$800.00 / \$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 . 80 hours of Clinical Practice under the supervision of a Qualified Nurse.

94111	310	May 28-Aug 4			ONLINE
94113	311	May 28-Aug 4			ONLINE

**RNSG 2022 Nursing Skills Review (16 hrs/\$350.00 / \$1.00 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.

94115	300	Jun 22-Jun 29	8:30am-4:30pm	S	EVC TBA
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**VNSG 2033 LVN Refresher Theory (128 hrs/\$800.00 / \$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.

94114	310	May 28-Aug 4			ONLINE
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## 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.

94100 310 May 28-Jul 16

ONLINE

## Ophthalmic Assistant

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

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

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

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

Summer Prerequisites:

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

Fall Semester Courses:

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

Spring Semester Courses:

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

### OPTS 2041 Ophthalmic Techniques (64 hrs/\$592.00 / \$1.00 Accident Insurance)

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

94716 310 May 28-Jul 30

ONLINE

### OPTS 2045 Advanced Ophthalmic Techniques (128 hrs/\$1,180.00 / \$1.00 Accident Insurance)

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

94717 310 May 29-Aug 28

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 [acconline.austincc.edu](http://acconline.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.

94102 300 May 31-Aug 30 \*\*

ONLINE

May 31-Jun 1 8am-7pm

FS

EVC 9213



94103	301	Jun 12-Oct 11			ONLINE
		Jun 12-Jul 13	8am-7pm	FS	EVC 9213
94104	302	Jul 3-Nov 1			ONLINE
		Jul 3-Aug 3	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.

94105	310	May 28-Aug 4			ONLINE
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**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, troches, 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.

94106	301	May 28-Aug 4			ONLINE
		Jul 19-Jul 20	9am-6pm	FS	EVC 9223

94106-Lecture component will be taught online. MANDATORY on-campus/in-person labs only on the following dates: July 19 and July 20, 2024. Students will be provided specific instructions by the course instructor. Course materials and instructions will be found in Blackboard at [aconline.austincc.edu](http://aconline.austincc.edu). For questions, contact instructor, Lindsay Carlson at [Lindsay.carlson@austincc.edu](mailto:Lindsay.carlson@austincc.edu).

**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.

94107	301	May 28-Aug 4			ONLINE
		Lab Jul 26-Jul 27	8am-7pm	FS	EVC 9213

94107- is a hybrid course with a laboratory (face-to-face) and an online (asynchronous DIL) component. MANDATORY labs only on the following dates: July 26 and July 27, 2024. For questions, contact instructor Shannon Bui at [shannon.bui@austincc.edu](mailto:shannon.bui@austincc.edu). Lecture component will be taught online. Students will be provided specific instructions by the course instructor. This section is restricted to third semester credit students or CE students that are petitioned into the class.

### **PHRA 2073 Total Parenteral Nutrition (TPN) 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 TPN 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: TPN calculations, TPN base solution and additive preparation, use/cleaning/calibration of an automated TPN compounder, etc. 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-2373.

94108	301	May 28-Aug 4		ONLINE
	Lab	Jun 28-Jun 29	8am-7pm	FS EVC 9313

94108- is a hybrid course with a laboratory (face-to-face) and an online (asynchronous DIL) component. MANDATORY labs only on the following dates: June 28 and June 29, 2024. For questions, contact instructor Shannon Bui at shannon.bui@austinctc.edu. Lecture component will be taught online. Students will be provided specific instructions by the course instructor. This section is restricted to third semester credit students or CE students that are petitioned into the class.

## **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.

94718	301	May 29-Jun 28	8:30am-10:35am	MWF	CYP 1142
	Lab	May 29-Jun 28	10:45am-2:55pm	MWF	CYP 1142
94719	302	May 29-Jun 28	8:30am-10:35am	MWF	EVC 9313
	Lab	May 29-Jun 28	10:45am-2:55pm	MWF	EVC 9313

### **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. 94720 303 Jul 1-Aug 4

## **Somatic Movement**

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

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

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

- SMED-1071 Introduction to Laban Movement Analysis
- SMED-1072 Introduction to Bartenieff Fundamentals
- SMED-1073 Introduction to Dance for Special Populations
- SMED-1074 Advanced Laban Movement
- SMED-1075 Advanced Somatic Movement Education
- SMED-1076 Applied Somatic Movement Education

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

### **SMED 1076 Applied Somatic Movement Education (128 hrs/\$1,550.00 / \$1.00 Accident Insurance)**

Practice assessing fellow students' and/or clients' somatic needs; provide instruction in somatic movement; and, demonstrate entry-level workplace competencies.

94052	300	May 28-Jul 24	8am-12pm	MTWTh	HLC 2551
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## **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.

94721	310	Jul 30-Sep 19		ONLINE
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## **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 1008 Orientation to Veterinary Medicine (8 hrs/\$25.00 / \$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.

94089 310 May 28-Aug 4 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.

94092 300 May 30-Aug 8 1-5pm Th RVS 7002/7005  
Lab May 30-Aug 8 ONLINE

**VTHT 1080 Cooperative Education - Veterinary/ Animal Health Technology/Technician and Veterinary Assistant (150 hrs/\$1.00 / \$1.00 Accident Insurance)**

94093 300 May 28-Aug 8

**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.

94091 300 May 30-Aug 8 10:30am-1pm Th RVS 7002/7005  
Lab May 30-Aug 8 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.

94090 300 May 30-Aug 8 8am-10:30am Th RVS 7002/7005  
Lab May 30-Aug 8 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@austinctc.edu](mailto:theactorschool@austinctc.edu) for more information. We like to hear directly from all students who sign up for our classes, so feel free to contact us even if you don't have any questions.

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

94589	300	Jun 3-Jul 8	6:30-9:30pm	M	HLC	2410.00
94590	301	Jul 18-Aug 22	6:30-9:30pm	Th	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.

94594	302	Jul 8-Aug 12	6:30-9pm	M	NRG	4136
94593	304	Jul 19-Aug 23	11am-1:30pm	F	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.

94595	300	May 29-Jul 10	6:30-9:30pm	W	HLC	2410.00
94591	301	Jun 14-Jul 26	10:30am-1:30pm	F	HLC	2410.00
94591- No class July 5.						
94592	303	Jul 17-Aug 21	6:30-9:30pm	W	HLC	2410.00

### **DRAM 9002 Acting Explorations (21 hrs/\$265.00 / \$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.

94617	300	Jun 8-Jul 27	10am-1pm	S	NRG	3132
94617- No class July 6.						
94616	301	Jul 16-Aug 27	6:30-9:30pm	T	HLC	2410.00

### **DRAX 3060 Teen Acting for Film and Stage (15 hrs/\$165.00 / \$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. This class may be repeated for ongoing study and is appropriate for all levels. Students will always receive new scripts. Limited to 12 students.

94597	300	Jun 2-Jul 14	2-4:30pm	U	HLC	2410.00
94597- No Class June 16.						

### **DRAX-3062 Page to Performance (8 hrs/\$110.00/ \$1.00 Accident Insurance)**

Led by Craig Nigh, this workshop is a must for film and television actors, particularly for auditions! Craig offers a step by step process for examining scripts quickly and thoroughly. Having a clear perception of the writer's intentions will help inform the choices an actor makes and gives ultimate creative freedom inside the context of the story. The class also focuses on connection (with another actor or reader), and basic camera technique. Scenes are filmed for playback and critique. Limited to 12 students.

95618	300	Aug 2-Aug 9	11am-3pm	F	HLC	2410.00
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**DRAX 3063 Private Coaching for Singers (12 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.

94601	303	Jun 7-Jun 21	2-6pm	F	HLC	2410.00
94605	307	Jun 28-Jul 12	2-6pm	F	HLC	2410.00
94609	311	Aug 9-Aug 23	2-6pm	F	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.

94599	301	May 29-Jun 12	10am-6pm	W	HLC	2410.00
94598	300	Jun 4-Jun 18	10am-6pm	T	HLC	2410.00
94600	302	Jun 6-Jun 20	10am-6pm	Th	HLC	2410.00
94602	304	Jun 25-Jul 9	10am-6pm	T	HLC	2410.00
94603	305	Jun 26-Jul 10	10am-6pm	W	HLC	2410.00
94604	306	Jun 24-Jul 8	10am-6pm	M	HLC	2410.00
94606	308	Aug 6-Aug 20	10am-6pm	T	HLC	2410.00
94607	309	Aug 7-Aug 21	10am-6pm	W	HLC	2410.00
94608	310	Aug 8-Aug 22	10am-6pm	Th	HLC	2410.00

**DRAX 3064 Training the Speaking Voice (15 hrs/\$190.00 / \$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.

94610	300	May 28-Jun 25	6:30-9:30pm	T	HLC	TBA
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**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.

94611	310	Jul 10-Aug 14	6-8:30pm	W	ONLINE	
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**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.

94612	300	Jul 13-Aug 10	10:30am-1pm	S	HLC	2410.00
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**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.

94613	300	Jul 28-Sep 8	2-4:30pm	U	HLC	2410.00
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**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.

94614	300	May 30-Jul 11	7-9pm	Th	HLC	2410.00
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**DRAX 4023 Acting Shakespeare (15 hrs/\$195.00 / \$1.00 Accident Insurance)**

This class is for the actor interested in unveiling the mysteries of Shakespeare's verse by understanding the meter, poetic forms and rhetoric Shakespeare so deftly employed. Using monologues and scene work, the students will have an opportunity to shape their character's intentions, passions and thoughts through understanding the structure of the verse line. This class is for beginning to advanced acting students who may be new to Shakespeare. If you have a monologue you'd like to work on, bring to the first class, otherwise I will help you find one. Monologues: 1-2 minutes in length. students.

94618	300	Jul 15-Aug 12	6:30-9:30pm	M	HLC	2410.00
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**DRAX 4040 Advanced Musical Theatre Intensive (9 hrs/\$150.00/ \$1.00 Accident Insurance)**

In this workshop-style class for experienced musical theatre performers, participants receive individualized song coaching in a masterclass setting. Each performer comes to the intensive prepared with three contrasting audition cuts to perform and gains feedback from both peers and the instructor. Each participant will also receive two recommendations for additional material to add to their audition repertoire.

95619	300	May 29-Jun 12	6:30-9:30pm	W	HLC	1421
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### **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

94615 300 Jul 18-Aug 22 6:30-9pm Th HLC 2410.00

## **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@austinctc.edu](mailto:lifelonglearning@austinctc.edu) or (512) 223-7529.

**AGCR 1093 Integrated Pest Management (48 hrs/\$305.00 / \$1.00 Accident Insurance)**

An introduction to Integrated Pest Management (IPM): Concepts, principles, development and application of IPM. Examine insect life cycles, entomology, and ecological interactions of insects and plants. IPM constitutes a series of pest control tactics and strategies toward more sustainable agriculture, natural resources, and urban and rural health and well-being. Combined with credit AGCR-1393.

94374	301	May 28-Jul 21			ONLINE
		May 28-Jul 21	9:15am-12pm	W	EGN 2115
		May 28-Jul 21	9:15am-12pm	W	EGN 2115
		May 28-Jul 21	9:15am-12pm	W	EGN 2115
		May 28-Jul 21	9:15am-12pm	W	EGN 2115

## **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.

**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@austinctc.edu](mailto:lifelonglearning@austinctc.edu).

94878 310 Jun 4-Aug 6 7-9:30pm TTh ONLINE

## **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](mailto:csolaas@austinctc.edu) or 512-223-7198.

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

94435	301	May 28-Jun 27	3:30-4pm	MTWTh	HLC 2550
		Lab May 28-Jun 27	4-6:30pm	MTWTh	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](mailto:csolaas@austinctc.edu).

94434	301	May 29-Jul 19	11:45am-12:30pm	MWF	HLC 2550
		Lab May 29-Jul 19	12:30-1:40pm	MWF	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](mailto:csolaas@austinctc.edu).

94438	301	Jul 1-Aug 1	9am-9:35am	MTWTh	HLC 2550
		Lab Jul 1-Aug 1	9:35am-11:40am	MTWTh	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](mailto:csolaas@austinctc.edu).

94442	301	May 28-Jun 30			ONLINE
94443	303	May 28-Jun 30			ONLINE
94447	305	Jul 1-Aug 4			ONLINE
94448	307	Jul 1-Aug 4			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](mailto:csolaas@austinctc.edu).

94436	301	May 28-Jun 27	8:50am-9:30am	MTWTh	HLC 2550
		Lab May 28-Jun 27	9:30am-11:40am	MTWTh	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@austincc.edu.

94440 302	May 28-Jun 30		ONLINE
94441 303	May 28-Jun 30		ONLINE
94444 304	Jul 1-Aug 4		ONLINE

**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. Prerequisites: BSKX-5041 or DANC-1241 or instructor approval. Integrated with credit DANC-2241. For questions regarding dance classes, please contact Catherine Solaas csolaas@austincc.edu.

94432 302	May 29-Jul 26	1:45-2:20pm	MWF	HLC	2550
	Lab May 29-Jul 26	2:20-3:25pm	MWF	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. Prerequisites: BSKX-5047 or DANC-1247 or instructor approval. Integrated with credit DANC-2247. For questions regarding dance classes, please contact Catherine Solaas csolaas@austincc.edu.

94433 301	May 28-Jul 25	12-12:45pm	TTh	HLC	2550
	Lab May 28-Jul 25	12:45-2:15pm	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.

94437 301	May 28-Jun 27	3:30-4pm	MTWTh	HLC	2550
	Lab May 28-Jun 27	4-6:30pm	MTWTh	HLC	2550

**English for Speakers of Other Languages**

Continuing Education ESOL offers four levels of English classes for speakers of other languages in four different skill areas: writing, grammar, reading and vocabulary, and oral communication. Students who want to enroll in ESOL classes must take the ESOL Assessment Test. For information regarding this test or about ESOL classes, please visit <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.austincc.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>

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.

94468 303	May 28-Aug 1	6:30-8:40pm	TTh	CYP	1109
94469 302	May 28-Aug 1	12-2:10pm	TTh	HLC	TBA
94470 301	May 29-Jul 31	6:30-8:45pm	MW	SAC	1205

**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.

94473 303	May 28-Aug 1	12-2:10pm	TTh	HLC	TBA
94506 301	May 28-Aug 1	8:30am-10:40am	TTh	ONLINE	
94475 305	May 29-Jul 31	6:30-8:45pm	MW	RRC	1208.00
94477 304	May 29-Jul 31	6:30-8:45pm	MW	HLC	TBA
94507 302	May 29-Jul 31	6:30-8:45pm	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.

94479 302	May 28-Aug 1	12-2:10pm	TTh	HLC	TBA
94509 301	May 28-Aug 1	8:30am-10:40am	TTh	ONLINE	
94478 305	May 29-Jul 31	6:30-8:45pm	MW	HLC	2103
94510 306	May 29-Jul 31	6:30-8:45pm	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.

94512 301	May 28-Aug 1	8:30am-10:40am	TTh	ONLINE	
94511 303	May 29-Jul 31	6:30-8:45pm	MW	ONLINE	

**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. Integrated with credit ESOL-0311.

94480 303 May 28-Aug 1 9:30am-11:40am TTh HLC TBA

94481 301 May 28-Aug 1 6:30-8:40pm TTh SAC 1320

**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.

94485 302 May 28-Aug 1 9:30am-11:40am TTh HLC 1304

94513 304 May 28-Aug 1 6:30-8:40pm TTh ONLINE

94514 301 May 28-Aug 1 11am-1:10pm TTh ONLINE

**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.

94487 302 May 28-Aug 1 6:30-8:40pm TTh HLC 2414

94516 303 May 28-Aug 1 11am-1:10pm TTh ONLINE

**COMX 4014 Reading and Vocabulary 4 (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

This is a course to not only improve reading proficiency but also increase the appreciation of reading. It teaches language through reading and vocabulary. It is for students who need either to improve or review basic reading and vocabulary skills in English. Word attack skills, phonics, and syllabication are some of the skills that are introduced during the course. In addition, students will distinguish between topics, main ideas, supporting details and develop critical thinking skills in analyses of academic and literary works. Integrated with credit ESOL-0314.

94517 301 May 28-Aug 1 6:30-8:40pm TTh ONLINE

94519 303 May 28-Aug 1 11am-1:10pm TTh ONLINE

**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.

94491 302 May 28-Aug 1 6:30-8:40pm TTh CYP 1108

94748 303 May 28-Aug 1 6:30-8:40pm TTh ONLINE

94492 301 May 29-Jul 31 12-2:15pm MW HLC 2201

**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.

94521 301 May 28-Aug 1 6:30-8:40pm TTh ONLINE

94493 302 May 29-Jul 31 9:30am-11:45am MW HLC 1304

**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.

94494 302 May 28-Aug 1 6:30-8:40pm TTh HLC TBA

94522 301 May 28-Aug 1 6:30-8:40pm TTh ONLINE

94523 304 May 29-Jul 31 11am-1:15pm MW ONLINE



**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.

94524	303	May 28-Aug 1	6:30-8:40pm	TTh	HLC TBA
95764	302	May 29-Jul 31	12-2:15pm	MW	HLC TBA

**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.

94499	303	May 28-Aug 1	6:30-8:40pm	TTh	SAC 1205
94497	301	May 29-Jul 31	6:30-8:45pm	MW	CYP 2205
94498	302	May 29-Jul 31	9:30-11:45am	MW	DIL 2201
94750	304	May 29-Jul 31	6:30-8:45pm	MW	DLS DIL

**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.

94502	304	May 28-Aug 1	6:30-8:40pm	TTh	RRC 1211.00
94500	303	May 29-Jul 31	12-2:15pm	MW	HLC 1304
94505	301	May 29-Jul 31	8:30am-10:45am	MW	RRC 1208.00
94527	302	May 29-Jul 31	6:30-8:45pm	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.

94503	302	May 29-Jul 31	6:30-8:45pm	MW	HLC TBA
94528	301	May 29-Jul 31	8:30am-10:45am	MW	ONLINE
94530	305	May 29-Jul 31	6:30-8:45pm	MW	ONLINE

**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.

94531	301	May 29-Jul 31	6:30-8:45pm	MW	HLC TBA
95766	303	May 29-Jul 31	9:30 am-11:45am	MW	HLC TBA

**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).

**FSHD 1022 Fashion Sketching (64 hrs/\$305.00 / \$1.00 Accident Insurance)**

Fundamentals of quick sketching to communicate design ideas. Instruction in drawing the male and female fashion figure. Emphasis on simple methods for making quick sketches to illustrate style information. For questions please contact Victoria Taylor [victoria.taylor@austincc.edu](mailto:victoria.taylor@austincc.edu) or 512.223.7906. Integrated with credit FSHD-1322.

94247	301	May 29-Jul 31	4-5:20pm	MW	HLC 1210.04
	Lab	May 29-Jul 31	5:20-7:20pm	MW	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](mailto:victoria.taylor@austincc.edu) or 512.223.7906. Integrated with credit FSHD-1324.

94245	301	May 28-Aug 1	11am-12:20pm	TTh	NRG TBA
	Lab	May 28-Aug 1	12:20-3:25pm	TTh	NRG TBA

**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](mailto:victoria.taylor@austincc.edu) or 512.223.7906. Integrated with credit FSHD-1328.

94246	301	May 28-Aug 1	4:30-5:50pm	TTh	NRG TBA
	Lab	May 28-Aug 1	6-8pm	TTh	NRG TBA

**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.

94248	301	May 29-Jul 17	12-1:50pm	MW	HLC 1420.15
	Lab	May 29-Jul 17	1:50-5:40pm	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.

94250	301	May 28-Jul 18	10am-11:50am	TTh	HLC 1420.15
	Lab	May 28-Jul 18	11:50am-2:30pm	TTh	HLC 1420.15

## 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 more information about the program, please visit our webpage: [continue.austincc.edu/floral](http://continue.austincc.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.

94879 300 May 28-Jul 3 9:30am-12:30pm TW 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.

94880 300 Jun 3-Jul 10 9:30am-12:30pm MW HBC 110

### 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.

94881 300 Jul 15-Aug 19 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

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.austincc.edu/landscape](http://continue.austincc.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.

### 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.

94876 310	Jun 25-Jul 23	6-9pm	TTh	ONLINE
	Jun 29	12-3pm	S	RVS H1
	Jul 13	12-3pm	S	RVS H1

### 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.

94877 310	May 28-Jun 20	6-9pm	TTh	ONLINE
	Jun 1	12-4pm	S	RVS H1

## 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.

### 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](mailto:fidais@austincc.edu)

94320 302	May 28-Jun 30	6-8pm	MW	HLC 2216
	May 28-Jun 30			ONLINE

94320- This section includes required class meetings on Mondays and Wednesdays 6:00 PM-8:00 PM. Students must be able to attend in-person classes. Other work will be asynchronous. Students will need a computer, laptop, or tablet, reliable internet access. Contact the instructor at [fidais@austincc.edu](mailto:fidais@austincc.edu) for more information. More information is available on the class Blackboard page. The department strongly encourages students to register for ARAB-1412 / ARAX-4012 (Arabic II) to maintain the momentum and save a seat.

**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.

94322 301 Jul 1-Aug 4 6-8pm MW TBA TBA  
Jul 1-Aug 4 ONLINE

94322- This section includes required class meetings on Mondays and Wednesdays 6:00 PM-8:00 PM. Students must be able to attend in-person classes. Other work will be asynchronous. Students will need a computer, laptop, or tablet, reliable internet access. Contact the instructor at fidais@austincc.edu for more information. More information is available on the class Blackboard page.

**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.

94323 302 May 28-Aug 1 5:30-8pm TTh 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.

94324 301 May 29-Jul 31 5:30-8pm MW 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.

94326 303 May 28-Aug 4 ONLINE

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

Continuation of FREX-3011 with more advanced conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. This course fosters deeper understanding of French-speaking people through cultural comparison and development of written and spoken communication. Combined with credit FREN-1412.

94327 302 Jul 1-Aug 4 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.

94883 310 May 28-Jun 18 11am-2pm TTh ONLINE

**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.

94328 302 May 28-Aug 4 ONLINE

94329 301 May 28-Jun 27 10am-11:50am MTWTh 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.

94330 301 Jul 1-Aug 1 10am-11:50am MTWTh ONLINE

**KORX 4011 Korean I (64 hrs/\$340.00 / \$1.00 Accident Insurance)**

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

94331 301 May 28-Jun 27 ONLINE

May 28-Jun 27 6-8:20pm MTWTh ONLINE

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

Continuation of KORX-4011 with more advanced conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. This course fosters deeper understanding of Korean-speaking people through cultural comparison and development of written and spoken communication. Combined with credit KORE-1412.

94332 301 Jul 1-Aug 4 ONLINE

Jul 1-Aug 4 6-8:20pm MTWTh ONLINE

**LATX 4011 Latin I (64 hrs/\$340.00 / \$1.00 Accident Insurance)**

Study of fundamentals of Latin grammar, vocabulary building, reading comprehension, and culture. Combined with credit LATI-1411. For questions, please contact instructor Michael Mignanelli - michael.mignanelli@austincc.edu.

94333 301 May 28-Jun 27 2:45-5:30pm MTWTh ONLINE

**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.

94334 301 Jul 1-Aug 1 2:45-5:30pm MTWTh ONLINE

**PORX 3000 Conversational Portuguese I (21 hrs/\$155.00 / \$1.00 Accident Insurance)**

Introduces Portuguese through rhythm of the language by exploring vocabulary and phonemic (sound) awareness. Students are invited to learn about some aspects of Brazilian culture, for instance, music, fashion, culinary and dance. Participants will be engaged in activities, such as skits and playing games that help develop basic conversation skills.

94873 300 Jun 11-Jul 30 6-7:30pm TTh NRG 3118

**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.

94335 301 May 28-Aug 4 ONLINE

**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.

94336 302 May 28-Aug 4 ONLINE

**SLNX 3007 Conversational American Sign Language I (15 hrs/\$145.00 / \$1.00 Accident Insurance)**

Conversational ASL provides the basic signing vocabulary. It includes alphabetical, numbers and basic grammatical markers. This type of conversation includes greetings and questions to create a relationship with Deaf person, Deaf co-worker, Deaf customers and many others. This course includes hand-on conversation activities.

95106 310 May 28-Jun 27 6-7:30pm TTh ONLINE

**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.

94884	310	Jun 10-Jul 22	6-9pm	M	ONLINE
94885	311	Jun 11-Jul 23	6-9pm	T	ONLINE
94886	312	Jun 12-Jul 31	9am-12pm	W	ONLINE
94887	313	Jun 12-Jul 31	1-4pm	W	ONLINE

**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.

94888 310 Jun 13-Aug 1 6-9pm Th ONLINE

**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.

**HGRY 1070 Jewelry As Your Side Hustle (12 hrs/\$389.00 / \$1.00 Accident Insurance)**

Global markets are opening to artisans so learning new skills could be lucrative. Want to set up a jewelry business or just learn new ideas? Start with this course which will build your knowledge from the beginning. You'll get plenty of 1 on 1 time. Learn: pricing, websites, selling, photographing, online selling plus a new jewelry technique each night. This will include: mold making, resins, epoxy clays, using photos in jewelry, making bead caps, combining techniques and much more! You'll have new pieces to wear each class. Supplies galore will be available so you can express your own style. Wear clothes for creating + bring a snack + your readers. Plan on meeting new friends. All supplies, a free book & materials provided by the instructor. Take both versions of the class to double your skills.

94889 300 Jun 4-Jun 13 6-9pm TTh NRG TBA

**HGRY 1072 Wow! Beautiful Jewelry (12 hrs/\$389.00 / \$1.00 Accident Insurance)**

Five evening classes will take you from beginner to a pro-level so people will say "WOW, how did you make that?" Concentrating on the endless ways epoxy clays, resins, crystals, beads, and molds can be used in creating clever and interesting jewelry. You'll create many pieces using all new techniques that will reflect your taste and style. It's so much fun! Bring your readers and a snack.

94890 300 Jul 15-Jul 24 6-9pm MW NRG TBA

**JLRY 1001 Jewelry Techniques I (96 hrs/\$390.00 / \$1.00 Accident Insurance)**

Introduction to the fundamentals of jewelry fabrication and repair. Emphasis on prevailing industry standards. Combined with credit JLRY-1401.

94723	301	May 29-Jul 24	10am-11:50am	MW	HLC 2405.05
	Lab	May 29-Jul 24	11:50am-2:45pm	MW	HLC 2405.05

**JLRY 1002 Jewelry Techniques II (96 hrs/\$390.00 / \$1.00 Accident Insurance)**

Continue the development of jewelry fabrication skills to include precision layout, sawing, and filing; complex assembly tasks; and finishing to professional standards. Prerequisite: JLRY-1001. Combined with credit JLRY-1402.

94724	301	May 29-Jul 24	10am-11:50am	MW	HLC 2405.15
	Lab	May 29-Jul 24	11:50am-2:45pm	MW	HLC 2405.15

**JLRY 1009 Casting I (96 hrs/\$390.00 / \$1.00 Accident Insurance)**

Introduction to casting models from wax and/or resin using both centrifugal and vacuum processes. Corequisite: JLRY-1001 (can be taken previously or concurrently). Combined with credit JLRY-1409.

94727	302	May 28-Jul 25	10am-11:50am	TTh	HLC 2405.25
	Lab	May 28-Jul 25	11:50am-2:45pm	TTh	HLC 2405.25
94725	301	May 29-Jul 24	5-7:15pm	MW	HLC 2405.25
	Lab	May 29-Jul 24	7:15-9:45pm	MW	HLC 2405.25

**JLRY 1041 Stone Setting I (96 hrs/\$390.00 / \$1.00 Accident Insurance)**

Introduction to stone setting with an emphasis on precision placement, secure mounting, and prevention of stone damage through proper use of tools. Corequisite: JLRY-1001 (can be taken previously or concurrently). Combined with credit JLRY-1441.

94729	301	May 28-Jul 25	10am-11:50am	TTh	HLC 2405.15
	Lab	May 28-Jul 25	11:50am-2:45pm	TTh	HLC 2405.15

**JLRY 1048 Jewelry Repair/Fabrication I (96 hrs/\$390.00 / \$1.00 Accident Insurance)**

Learn to fabricate, modify and repair jewelry with emphasis on forming and assembly. Prerequisite: JLRY-1001. Combined with credit JLRY-1448.

94730	301	May 28-Jul 25	10am-11:50am	TTh	HLC	2405.05
	Lab	May 28-Jul 25	11:50am-2:45pm	TTh	HLC	2405.05

**JLRY 1075 Introduction to Metal Engraving (96 hrs/\$390.00 / \$1.00 Accident Insurance)**

Learn the techniques of metal engraving by hand, including tools, equipment, terminology, layout, and the materials used. Create monograms, letters, and other designs and engrave them on various surfaces. Combined with credit JLRY-1475.

94731	301	May 28-Jul 25	10am-11:50am	TTh	HLC	2405.20
	Lab	May 28-Jul 25	11:50am-2:45pm	TTh	HLC	2405.20

**JLRY 1076 Wax Modeling for Jewelry (96 hrs/\$390.00 / \$1.00 Accident Insurance)**

Students will learn wax modeling skills to sculpt wax models for casting jewelry objects, using both subtractive (carving) methods and additive (build-up) methods. Students will create wax models to meet the specific design criteria of assigned and student-created projects. Prerequisite: JLRY-1001. Combined with credit JLRY-1476.

94732	301	May 29-Jul 24	10am-11:50am	MW	HLC	2405.25
	Lab	May 29-Jul 24	11:50am-2:45pm	MW	HLC	2405.25

**JLRY 2033 Casting II (96 hrs/\$390.00 / \$1.00 Accident Insurance)**

A continuation of Casting I to refine and expand casting skills.

Prerequisite: JLRY-1009. Combined with credit JLRY-2433.

94728	302	May 28-Jul 25	10am-11:50am	TTh	HLC	2405.25
	Lab	May 28-Jul 25	11:50am-2:45pm	TTh	HLC	2405.25
94726	301	May 29-Jul 24	5-7:15pm	MW	HLC	2405.25
	Lab	May 29-Jul 24	7:15-9:45pm	MW	HLC	2405.25

**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.

94870	300	Jun 3-Jun 24	6-8pm	M	NRG	3118
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**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.

94872	300	Jul 8-Jul 29	6-8pm	M	NRG	3118
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**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.

94337	301	May 28-Aug 1	7-9:40pm	TTh	HLC	1445
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**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.

94338	301	May 29-Jul 31	6:20-9pm	MW	HLC	1449
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**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.

94339	301	Jun 3-Jul 29	6:25-10pm	M	HLC	1445
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**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.

**BSKX 4071 iPhone Photography (12 hrs/\$150.00 / \$1.00 Accident Insurance)**

Please update both the short and long course titles as indicated. Thank you. New Course Description: The modern technology quality and adaptability of the new smart phone is often as good as a digital camera. This course will cover the basics of making a photograph using your iPhone. Participants will use settings, editing, and storage on a newer iPhone to create great photographs. Additionally, this course will explore intentionality and audience when taking photos.

94874	300	Jun 12-Jul 17	6-8pm	W	RVS	TBA
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**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.

94317	302	May 29-Jul 18	1-2:35pm	MWTh	ONLINE	
	Lab	May 29-Jul 18	2:35-4:30pm	MWTh	HLC	1150

**PHTX 3013 Introduction to Digital Photography (16 hrs/\$20.00 / \$1.00 Accident Insurance)**

We will cover basic camera operation and controls: shutter speed, aperture, ISO etc. And, we will familiarize ourselves with the technical and aesthetic process of making photographs: composition, context, obvious and subtle themes and subject. We will learn how to make a simple and dynamic photographs. There will be several in class projects and critique to learn from each other. A point-and shoot camera will work, a camera with manual controls will give the best opportunity for learning how to get the desired results.

94875	300	Jun 15-Aug 3	10am-12pm	S	HLC	TBA
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**PHTX 3025 The Business of Photography (12 hrs/\$150.00 / \$1.00 Accident Insurance)**

Have you wanted to start a photography business but are a little intimidated with all the details? This course will cover portfolio development, web design, forming a Sole Proprietorship or LLC, copyright, marketing, finding your target demographic, workflow, and many other topics. We will provide rich material and clear direction to help you feel more prepared and confident. Simply stated, "How do I make money, making pictures.?"

95111 300 Jun 16-Jul 21 1-3pm U HLC TBA

## 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@austinctc.edu or visit the website at austinctc.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@austinctc.edu or visit the departmental website at <https://education.austinctc.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.

**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. The following course is integrated with the Exercise Science program. This course is 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. More information is available at the departmental website: <https://education.austinctc.edu/exercise/>

94234 301 May 28-Aug 4 ONLINE

**FITT 2031 Group Exercise Instruction (64 hrs/\$305.00 / \$1.00 Accident Insurance)**

A study of guided and sequential experiences for developing aerobic based group exercise leadership skills. Opportunities provided for students to practice these skills under a professional mentor in a group setting. Integrated with college credit FITT 2331. The following course is integrated with the Exercise Science program. This course is 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. More information is available at the departmental website: <https://education.austinctc.edu/exercise/>

94233 301 May 28-Aug 4 ONLINE  
Lab May 28-Aug 4 6:35-9:15pm 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. The following course is integrated with the Exercise Science program. This course is 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. More information is available at the departmental website: <https://education.austinctc.edu/exercise/>

**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@austinctc.edu. Integrated with credit KINE-1101.

94259 303	May 28-Aug 4				ONLINE
Lab	May 28-Aug 4	12-1:15pm	TTh		RVS 1169
94260 304	May 28-Aug 4				ONLINE
Lab	May 28-Aug 4	5:15-6:30pm	MW		RVS 1169
94408 301	May 28-Jun 30				ONLINE
Lab	May 28-Jun 30	10am-11:15am	MTWTh		NRG 2102
94415 302	Jul 1-Aug 4				ONLINE
Lab	Jul 1-Aug 4	10am-11:15am	MTWTh		NRG 2102

**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@austinctc.edu. Integrated with credit KINE-1105.

94261 301	May 28-Aug 4				ONLINE
Lab	May 28-Aug 4	12-1:15pm	TTh		RGC ARCS

**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@austinctc.edu.

94262 302	May 28-Aug 4				ONLINE
Lab	May 28-Aug 4	9:30am-11:30am	S		NRG 2102
94263 301	May 28-Aug 4				ONLINE
Lab	May 28-Aug 4	10am-11:15am	TTh		RVS 1169

**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.

94264	301	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	7-8:15pm MW	NRG 2103
94265	302	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	8:30am-9:45am TTh	NRG 2103

**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.

94266	301	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	11:45am-2:15pm S	NRG 2102

**KINX 3016 Social Dance (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

A survey of popular and traditional social and ballroom dances including the Waltz, Fox Trot, Polka, Swing, Cha-Cha, Tango, Latin Rhythms, Country Western, and other current dances. Emphasis on partnering techniques and variations of each dance. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1116.

95038	301	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	6:30-8:30pm W	CYP 1102

**KINX 3018 Fencing I (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

Beginning fencing techniques and strategies of proper footwork and bladework. The beginning fencer will also learn the methodology of bouting along with a brief history of fencing. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu. Integrated with credit KINE-1118.

94387	301	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	6-8:30pm F	NRG 2102

**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.

94388	301	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	9:30am-11:35am F	KSC TBA

**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.

94389	301	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	1:15-2:30pm MW	AOA C106
94390	302	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	6-7:15pm TTh	NRG 2102

**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.

94391	301	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	6-7:15pm MW	NRG 2102

**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.

94392	302	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	6-7:15pm TTh	NRG 2102

**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.

94393	301	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	2:30-5pm S	NRG 2102

**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.

94394	301	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	8-9:15pm TTh	TSD TCRT

**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@austincc.edu. Integrated with credit KINE-1145.

94395	301	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	5:30-6:45pm MW	NRG 2108
94396	302	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	5:30-6:45pm TTh	NRG 2108
94397	306	May 28-Aug 4		ONLINE
	Lab	May 28-Aug 4	12-1:15pm MW	RVS 1160
94409	303	May 28-Jun 30		ONLINE
	Lab	May 28-Jun 30	12-1:15pm MTWTh	NRG 2108
94410	304	May 28-Jun 30		ONLINE
	Lab	May 28-Jun 30	9am-10:15am MTWTh	RVS 1160
95041	307	May 28-Aug 4		ONLINE
94416	305	Jul 1-Aug 4		ONLINE
	Lab	Jul 1-Aug 4	12-1:15pm MTWTh	NRG 2108

**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@austincc.edu. Integrated with credit KINE-1146.

94398	301	May 28-Aug 4			ONLINE
	Lab	May 28-Aug 4	12-2:30pm	F	NRG 2102
94399	302	May 28-Aug 4			ONLINE
	Lab	May 28-Aug 4	5:15-6:30pm	TTh	RVS 1169
94419	304	May 28-Aug 4			ONLINE
94421	303	Jul 1-Aug 4			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.

94400	301	May 28-Aug 4			ONLINE
	Lab	May 28-Aug 4	2:30-5pm	S	NRG 2102

**KINX 4008 Dance Mid-East II (48 hrs/\$135.00 / \$1.00 Accident Insurance)**

More intricate movements and choreography of Middle Eastern dancing will be covered. Traditional and modern techniques will be offered. Combined with credit KINE-2108. For questions please call Roy Ramos 512.223.6024 or roy@austincc.edu.

94401	301	May 28-Aug 4	11:45am-2:15pm	S	NRG 2102
	Lab	May 28-Aug 4			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.

94402	301	May 28-Aug 4			ONLINE
	Lab	May 28-Aug 4	1:15-2:30pm	TTh	AOA C106

**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.

94403	301	May 28-Aug 4			ONLINE
	Lab	May 28-Aug 4	6-7:15pm	MW	NRG 2102

**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@austincc.edu. Integrated with credit KINE-2120.

94404	301	May 28-Aug 4			ONLINE
	Lab	May 28-Aug 4	8-9:15pm	TTh	TSD TCRT

**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@austincc.edu. Integrated with credit KINE-2122.

94405	301	May 28-Aug 4			ONLINE
	Lab	May 28-Aug 4	5:30-6:45pm	MW	NRG 2108
94406	302	May 28-Aug 4			ONLINE
	Lab	May 28-Aug 4	5:30-6:45pm	TTh	NRG 2108
94407	305	May 28-Aug 4			ONLINE
	Lab	May 28-Aug 4	12-1:15pm	MW	RVS 1160
94413	303	May 28-Jun 30			ONLINE
	Lab	May 28-Jun 30	12-1:15pm	MTWTh	NRG 2108
94414	304	May 28-Jun 30			ONLINE
	Lab	May 28-Jun 30	9am-10:15am	MTWTh	RVS 1160
94418	306	Jul 1-Aug 4			ONLINE
	Lab	Jul 1-Aug 4	12-1:15pm	MTWTh	NRG 2108

**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.

94412	301	May 28-Jun 30			ONLINE
	Lab	May 28-Jun 30	10am-11:15am	MTWTh	NRG 2102
94417	302	Jul 1-Aug 4			ONLINE
	Lab	Jul 1-Aug 4	10am-11:15am	MTWTh	NRG 2102

**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.

**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.

94865	310	Jun 13-Aug 8	6-9pm	Th	ONLINE
95104	311	Jun 18-Aug 6	10am-1pm	T	ONLINE



## 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

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

For more information, contact the Creative Writing Department

### **ENGX 3041 Forms of Literature for Creative Writers (48 hrs/\$255.00 / \$1.00 Accident Insurance)**

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Integrated with credit ENGL-2341.

94380 301 May 28-Jul 28 ONLINE

94380- Prerequisite: English 1301. The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Other forms might include mythic and religious writing, autobiographies and memoirs, and polemics. Readings vary. Instructors are free to choose their own emphasis.

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

Introduction to the study and analysis of the structure of different styles and movements of theater and how it differs from film and other genres. Possible markets for creative writing will be discussed.

94378 303 Jul 1-Aug 4 ONLINE

94378- Introduction to Playwriting. Prerequisite: English 1301.

Playwriting will guide you to create theater works for the stage and to see, think, question, feel, and respond to the many dimensions of dramatic writing. No previous creative writing experience is required. The class asks you to activate and trust your creative impulses, while offering you tools to help you create plays that express your stories, passions, experiments, obsessions, through your own awesome, unique voice(s). And we will do all of this through an inclusive, anti-racist approach to working, listening, making things, and learning together. Course instruction is online and eliminates geography as a factor.

### **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.

94376 301 May 28-Jul 28 ONLINE

94376- Introduction to Writing Poetry and Prose. Prerequisite: ENGL 1301. Course instruction is online. Online courses eliminate geography as a factor

94379 304 Jul 1-Aug 4 ONLINE

94379- Introduction to Writing Poetry. Prerequisite: ENGL 1301 Course instruction is online. Online courses eliminate geography as a factor.

### **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.

94377 305 May 28-Jul 28 ONLINE

94377- Prose--Concentration Fiction. Prerequisite: ENGL 1301. Internet access required. Course instruction is online. Online courses eliminate geography as a factor.

### **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.

94375 306 May 28-Aug 4 ONLINE

94375- Screenwriting Concentration. Prerequisite ENGL 1301. Internet access required.

# 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
- Rash or purple patches on skin
- Light sensitivity
- Lethargy
- Severe headache
- Vomiting
- Nausea
- Seizures
- Confusion and sleepiness
- Stiff neck

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)
- Permanent brain damage
- Kidney failure
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Convulsions
- Learning disability
- Hearing loss, blindness
- Gangrene
- Coma

## 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 [austincc.edu/registration](http://austincc.edu/registration), in person at the Highland Campus, Northridge Campus, or Round Rock Campus; or by mail using the registration form at the back of this schedule.

### How can I pay for my classes?

Payments must be made at the time of registration. See Payment Options on page 85 or call 512-223-7542 for more information.

### What if my class is canceled?

At times, Continuing Education courses may be canceled. In the event of a cancellation, each registered student will be contacted at the phone number(s) currently on file for the student. Whenever possible, the decision to cancel a course will take place a minimum of 48 hours prior to the start of the course. Students may go online at [continue.austincc.edu/schedule](http://continue.austincc.edu/schedule) at any time to check on the status of a course.

### What if I move or change my phone number?

It is the student's responsibility to update any changes to their contact information (i.e. phone numbers, address). Student information is not automatically updated when a new course registration is received. To make changes to your student record, request a Student Data Change Form from Registration at 512-223-7542.

### Will I receive confirmation?

If you register through Online Services, you will receive an automated email confirmation and you can access your schedule through Online Services. If you register in person, a copy of your schedule will be given to you.

### What is the tuition/fees refund policy?

See Refund Policy. NOTE: Refund process may take up to 6 weeks.

### What is the parking permit refund policy?

Students who purchased a parking permit may request a refund for the following reasons: Their classes were canceled, they withdrew from classes before the start date, or they inadvertently purchased a permit. To receive a refund, students must submit a parking permit fee refund request form to any ACC Cashier Office. Include the parking permit when the refund is requested.

### What is the transfer policy?

Students may transfer to another class the business day before the class starts for a full transfer or you will be responsible to pay the difference based on the Refund Policy. To cancel a class, please see the Refund Policy.

### What is an integrated course?

An integrated course is a college-credit course in which CE students can enroll on a space-available basis without registering through college credit. Normal CE registration procedures apply. These courses can be converted to college credit later under prescribed conditions. Call the registration desk at 512-223-7542 for further information. All integrated courses are designated as such in the course descriptions, for example: Integrated with college credit ETWR 2374.

### Do I need an ACC student ID card?

All Continuing Education students are eligible for IDs. Students registered in integrated classes can get a photo ID only. You can pick them up on any of the main campuses during the first week of classes. Student ID cards are required for ACC Library Services and at the Rio Grande parking garage.