



AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

*Professionally Relevant.
Personally Enriching.*



CONTINUING EDUCATION COURSES
SPRING 2014

continue.austincc.edu



Featured this semester

Launch your career in the growing Austin apartment industry!

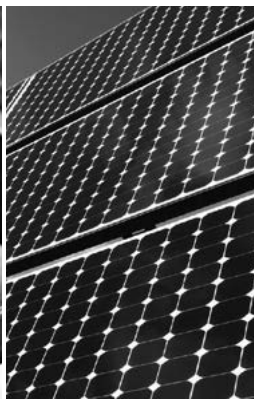
New! Sustainable Agricultural Entrepreneurship

Plant the seeds toward your career goals with ACC's Sustainable Agriculture Entrepreneurship program. Offered through ACC Continuing Education, the noncredit program will equip students with the tools they need to develop a profitable business in this growing industry. Whether you're new to farming or have an established farm, you can learn what it takes to grow sustainable crops and successfully bring them to market. Classes are taught at ACC's Elgin Campus, 1501 W. US Hwy 290.

Get a **new career** fast with one of our **fast track programs** or one of over 50 industry certifications!

New! LEED Green Associate Exam Preparation

Prepare for the Leadership in Energy and Environmental Design (LEED) Green Associate (GA) exam with guided instruction in this course. The class covers topics such as the components of the LEED rating systems, the intent and associated concepts of each credit category, and successful LEED strategies in order to prepare for the GA examination. The course also includes a guided tour of the LEED-Silver Certified ACC Round Rock Campus. Included in the course are over \$700 of free materials, like the *LEED Core Concepts and Strategies* publication, *LEED Green Associate Study Guide*, *LEED 101: Green Building Basics* and *LEED, LEED 201: Core Concepts and Strategies*, the Green Building Certification Institute (GBCI) GA Testing Fee, and a US Green Building Council (USGBC) Central Texas Balcones Chapter 1-year membership.



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New! PMI-ACP and PMI-RMP Exam Prep

The PMI-ACP Exam Prep class prepares students for the PMI Agile Certified Practitioner (PMI-ACP) Exam. This course focuses on the fundamental concepts tested on the exam from an exam perspective. The PMI-RMP Exam Prep class prepares students for the PMI Risk Management Professional (PMI-RMP) Exam. This course is also very helpful for practicing Project Managers who are interested in learning basic to advanced Project Risk Management techniques to apply on their projects.

For more information call (512) 223.7662.

Building Maintenance Skills Certification

Learn what it takes to become a certified maintenance technician in the multi-family and apartment housing industry. ACC and the National Apartment Association Education Institute (NAAEI) offer training to help students earn the Certificate for Apartment Maintenance Technicians (CAMT). The course covers interior, exterior, electrical, HVAC, plumbing, appliance maintenance, and the Fair Housing Act.

For more information call (512) 223.7525.

Cisco Certified Network Associate Security

(CCNA Security)

Get the knowledge and hands-on skills required to secure networks with the Cisco Certified Network Associate Security course. Curriculum emphasizes core security technologies, installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies that Cisco uses in its security structure.

For more information send an email to maria.coleman@austincc.edu.

CE Registration Office at the ACC Round Rock Campus!

Live in or near Round Rock? Conveniently register for all your Continuing Education classes at the ACC Round Rock Campus. Visit the registration desk in Building 2000, Room 2110.

Hours: Monday–Thursday, 9 a.m.–6 p.m., and Friday 8 a.m.–5 p.m.

For more information call (512) 223.0124.



Our Mission

Provide accessible and customer-driven training programs that connect learners to job training, professional development, corporate training, and personal enrichment.

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

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

For Highland Business Center registration assistance call (512) 223.7542; for Round Rock Campus (512) 223.0124.

Accreditation

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.

Discrimination prohibited

Employment at the college and access to its programs or activities shall not be limited on basis of race, color, creed, national origin, religion, age, gender, 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, or requests for accommodations for persons with disabilities can be directed to:

EEO/ADA/Affirmative Action Coordinator
5930 Middle Fiskville Rd.
Austin, TX 78752-4390

(512) 223.7572 (voice), 711 (Relay Texas)

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Continuing Education Registration Information

Registration dates

General registration starts at 8 a.m., November 4, 2013

ESOL registration starts at 7:30 a.m. on December 10 for returning students, and, on December 11 for new students

Offices will be closed on January 20, and March 10-16, April 20, and May 26

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

To register by mail complete the registration form at the end of this schedule and mail it along with your check or a money order to:

Austin Community College
Continuing Education
5930 Middle Fiskville Rd.
Austin, TX 78752

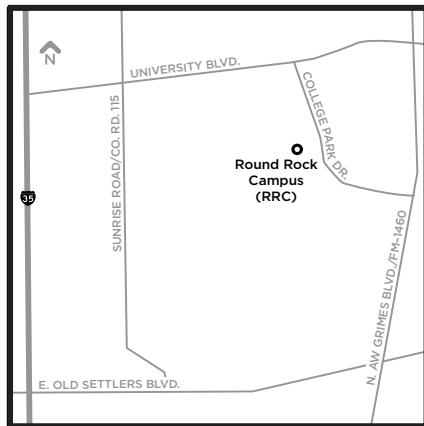
For registration information call (512) 223.7542
For Round Rock registration call (512) 223.0124
continue.austincc.edu

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

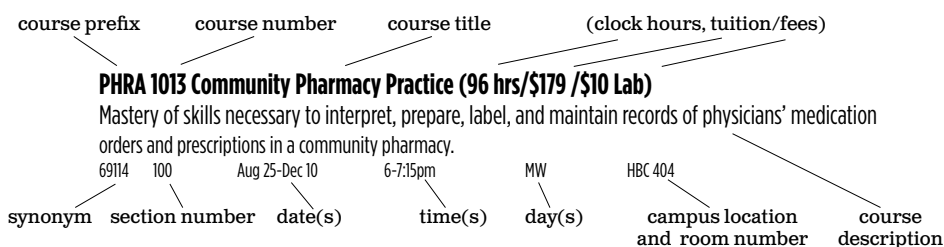


Highland Business Center
5930 Middle Fiskville Rd.
Austin, TX 78752
Monday – Thursday, 8 a.m. to 6 p.m.
Friday, 8 a.m. to 5 p.m.
Saturday and Sunday – Closed



Round Rock Campus
Building 2000 – 2110.00
4400 College Park Dr.
Round Rock, TX 78665
Monday – Thursday, 9 a.m. to 6 p.m.
Friday, 8 a.m. to 5 p.m.
Saturday and Sunday – Closed

Key to Using this Schedule



Student information

ACC bookstores

Rio Grande CE Books
512 476.1921, 824 W. 12th Street
(west of Rio Grande Campus)

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

Cypress Creek	(512) 335.8363, on-campus, Bldg. 2001
Eastview	(512) 927.1619, on-campus, Bldg. 8000
Northridge	(512) 834.9366, on-campus, Bldg. 4000
Pinnacle	(512) 288.2303, on-campus, Room 108
Riverside	(512) 385.5727, on-campus, Bldg. G
Round Rock	(512) 310.1761, Bldg. 2000, Room 2102
South Austin	(512) 445.7437, on-campus

Support for students with disabilities

Students with disabilities should request accommodations through the Office for Students with Disabilities at least two weeks before the start of the class.

HBC	(512) 223.6007
Cypress	(512) 223.2036
Elgin	(512) 223.9717
Eastview	(512) 223.5113
Northridge	(512) 223.4750
Pinnacle	(512) 223.8143
Rio Grande	(512) 223.3075
Riverside	(512) 223.6007
Round Rock	(512) 223.0047
South Austin	(512) 223.9163

All numbers in 512 area code. 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.

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 austinctc.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.

ACC student information

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

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 are available at the Cashier's Office on any campus 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 austinctc.edu/police/services/ParkingRegs.

Returned payments

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

ACC Campuses

CYP Cypress Creek 1555 Cypress Creek Rd. Cedar Park 78613	HYS Hays 1200 Kohlers Crossing Kyle, TX 78640	RGC Rio Grande 1212 Rio Grande St. Austin, TX 78701
EGN ACC Elgin Campus 1501 West US Hwy 290 Elgin, TX 78621	HBC Highland Business Center 5930 Middle Fiskville Rd Austin, TX 78752	RRC Round Rock Campus 4400 College Park Drive Round Rock TX 78665
EVC Eastview Campus 3401 Webberville Rd Austin, TX 78702	NRG Northridge 11928 Stonehollow Dr. Austin, TX 78758	RVS Riverside 1020 Grove Blvd. Austin, TX 78741
	PIN Pinnacle 7748 Hwy 290 West Austin, TX 78736	SAC South Austin Campus 1820 W. Stassney Lane Austin, TX 78745

Other Locations

ASD Austin Self Defense 12671 Ridgeline Blvd., Ste. C-105 Cedar Park, TX 78613 (512) 918.9999	GAV Gryphon Aviation 2049 Airport Dr. San Marcos, TX 78666	STA State Theatre School of Acting 719 Congress Ave. Austin, TX 78701 512.692.0517
DIL Distance Learning	OTL Other Training Locations	THH Texas Humane Heroes 10930 Crystal Falls Parkway Leander, TX 78641
DES Decola & Eusebi Studio 701 Tillery St, Ste A-11 Austin, TX 78702 512.389.2266	PIC Practicum, Internship, or Clinical	TRC Texas Rowing Center 1541 West Cesar Chavez Austin, TX 78703
ESO Estrella Oaks 4011 Williams Dr Georgetown, TX 78628	PIF Pioneer Farms 10621 Pioneer Farms Dr. Austin, TX 78754 (512) 837.1215	
	RTC Raindrop Turkish Cultural Center 12400 Amherst Dr., Suite 108 Austin, TX 78727	

Day Abbreviations

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

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

Course Listings

(512) 223.7542 • continue.austincc.edu

3D Design Camp	25	Anatomy and Physiology for Medical Assistants	51
A+ Essentials	38	Anatomy and Physiology for Medical Assistants	53
A+ Practical Application	38, 39	Animal CPR and First Aid	46
Access 2010 Intermediate	30	Apple Mac Integration in Help Desk Support for Operating Systems	31
Access 2010 Introduction	30	Apple OS X Hardware and Software	31
Access Advanced	28	Apple OS X Support Essentials and Computer Fundamentals	31
Access Intermediate	28	Aseptic Techniques and Skills	54
Access Introduction	28	ASP.NET: Part 2	43
Accessories, Accessories!	67	ASP.NET: Part 3	43
Accounting I	12	ASP.NET: Part I	43
Accounting II	12	Audio Engineering I	13
Accounting/Bookkeeping Series	12	AutoCAD Advanced	27
Achieving Top Search Engine Positions	30	AutoCAD Complete Guide Online	26
Acting for Film	62	AutoCAD Essentials	27
Acting for Film and Stage	63	AutoLISP	25
Acting II	63	Backyard Chickens	60
Acting With Body and Voice	63	Beginners French I	69
Activity Directing I	45	Beginners French II	69
Activity Director	45	Biotechnology	47
Addicted Family Intervention	49	Biotechnology II	47
Administering Windows Server 2012	36	Blacksmithing	60
Administration of Medications	52, 53	Broker Responsibilities	17
Administrative Assistant Series	13	Building Analyst Professional	13
Administrative Procedures	52, 53	Business Negotiation and Strategic Decision Making	15
Adobe Illustrator	29	Business Plan Preparation	13
Adobe InDesign	29	Business Practices and Professional Ethics	49
Adult Driver Education Course (online)	64	Business Tax Forms	12
Advertising for Small Business	13, 16	CAD Camp	25
AJAX	42	CAD Drafter, Level I	24
Alcohol and Other Drug Addictions	49	CAD Drafter, Level II	24
American English Pronunciation: Advanced	66	CAD Manager Essentials	25
American Heart Association CPR/First Aid	48		
Anatomy and Physiology for Massage	50		

Candlemaking.....	61	CPR Skills Testing.....	47
Canine Massage for Health and Healing.....	46	Creativity of Acting for Film and Stage.....	62
Capstone Portfolio.....	43	Creativity Ongoing Class.....	63
Capstone Project-Horticulture and Landscape.....	68	Criminal Justice.....	45
Cardiac Catheterization I.....	48	Crochet Basics.....	61
Cardiac Drug Update.....	55	Crossfit.....	74
Cardiovascular Life Support (ACLS).....	46	CSS 3.....	41
Chamber Ensemble.....	72	Cuff Bracelet Making Plus a Free Pair of Earrings.....	71
Cisco CCNA Security.....	33	Current Surgical Cardiac Procedures.....	55
Cisco CCNA Series.....	32	Customer Relationships: Prospecting, Networking, and Sales.....	16
Civil 3D Complete Guide: Self-Paced Online.....	26	Customizing AutoCAD.....	25
Civil 3D Design Series.....	27	Defensive Driving Course (online).....	64
Alignments & Profiles		Dental Office Management and Procedures for Dental Assistant.....	48
Corridors		Designing for the Home.....	67
Grading and Quantities		Dialect Training for Film & Stage.....	63
Parcels		Digital Photography.....	73
Pipe Networks		Disaster Planning for Small Business and Non-Profit.....	14
Point Data		Do It Yourself Weddings.....	67
Project Management		Drawing I.....	60
Sections & Quantities		Dreamweaver 1: Introduction.....	41
Styles & Settings		Dreamweaver 2: Web Authoring.....	41
Civil 3D Essentials.....	27	Dreamweaver Quick Start.....	31, 43
Classical Guitar: Beginning.....	71	Dutch Oven Cooking.....	62
Clinical - Cardiovascular Technology/ Technologist II.....	48	E-Commerce.....	42
Clinical - Nursing Assistant/Aide.....	56	Electrocardiography-Introduction.....	54
Clinical Laboratory Science for Medical Assistants.....	52, 53	Enhancing Math Skills.....	22
Clinical- Licensed Practical/Vocational Nursing Training- Preceptorship.....	57	Essentials of Medical Terminology.....	51, 53
Clinical- Nursing Assistant/Aide ESL.....	56	Ethics in Criminal Justice.....	45
Clinical: Registered Nursing Update.....	57	Event Planning.....	66
Coding and Classification Systems: Coding I.....	53	Excel 2010 Advanced.....	30
Coding Certification Exam Review.....	53	Excel 2010 Intermediate.....	30
College Choir.....	72	Excel 2010 Introduction.....	30
Commercial/ Multi Engine Pilot Flight Training.....	16	Excel Advanced.....	28
Commercial/ Multi Engine Pilot Ground.....	16	Excel Intermediate.....	28
Community Resources in Corrections.....	45	Excel Introduction.....	28
Computer Aided Design and Manufacture for Jewelry.....	14	Exploration 1-Network Fundamentals.....	32
Configuring Windows Server 2012 Services.....	36	Exploration 2-Routing Protocols.....	32
Correctional Systems and Practices.....	45	Exploration 3-LAN Switching.....	33
Correspondence for Government and Business Employees.....	19	Exploration 3-LAN Switching.....	33
Counseling Alcohol and Other Drug Addictions.....	49	Exploration 4-Wide Area Networking.....	33
Counseling Theories.....	49	Fiber Optics Specialist/Testing.....	33
CPR For Health Care Professionals.....	47		
CPR Instructor/Renewal Course.....	47		
CPR Recertification.....	47		

Fiber Optics Technician	33	Analysis Services	
Fiber Optics Technician/ Outside Plant	34	Integration Services	
Film Acting for the Professional Actor	63	Reporting Services	
Financial Statement Analysis	12	Import Customs Regulations	15
Finding the Right Career	23	Improvisation 101	63
Fine Art Photography	73	InDesign CS5	30
Flash 1: Introduction	41	Information Systems Security Professional (CISSP)	34
Flash Quick Start	31, 43	Installing and Configuring Windows Server 2012	36
Floral Design Series	67	Instructor's Course: Teaching Sterile Compounding and Aseptic Technique	58
Floral Design I: Floral Design		Instrument Pilot Flight Training	16
Floral Design II: Holiday Design		Instrument Pilot Ground School	16
Floral Design III: Specialty Designs and Occasions		Insurance Coding	53
Floral Design IV: Business Principle and Sympathy Design		Integrated Pest Management	68
Floral Design V: Wedding		Intensive Grammar for Speakers of Other Languages	66
Food Systems	60	Intercultural Management	15
Funding a Small Business	13	Interface Design and Usability	41
German I	69	Interior Design Building Systems	70
German II	69	Intermediate Arc Welding	21
Getting to Know Linux	35	Intermediate Film	62
Glass and Bead Mosaics	61	Intermediate Interpreting Skills	20
Global Business Simulation	14	Intermediate Photography	73
GMAT Online Test Prep	62	Intermediate QuickBooks	12
Grammar/Style for the Technical Writer	19	Intermediate Translation Skills	20
Grant Proposals and Business Plans	19	Intermediate WWW Authoring, HTML, and CSS	40
Graphics for Business, Government and Technical Information	19	International Business and Trade	14
GRE Online Test Prep	61	International Business Law	14
GRE Test Prep	61	Internship in Massage Therapy	50
Green Garden Management	68	Internship: Massage Therapy/Therapeutic Massage	51
Green Interior Design Healthy/Homes	71	Interpersonal Communication Skills	73
Ground Instructor Training	16	Introduction for PCTs/CAs in the Acute Care Setting	54
Guitar: Beginning	72	Inventor Complete Guide: Self-Paced Online	26
Guitar: Intermediate	71	Inventor Essentials	26
Haganah - Israeli Self Defense	74	Irrigation Technician	71
Hand-Tool Woodworking	67	Issues in Sustainable Agriculture	60
History of Interior Design	70	IT Project Management	39
How to Respond to Children's Feelings	23	Italian I	69
HTML 5	41	Italian II	69
Human Disease/Pathophysiology	51, 53	Italian III	69
Human Relations and Patient Education for Medical Assistants	51, 53	IV Therapy	54
Hydrotherapy/Therapeutic Modalities	49	Japanese	70
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Implementing and Maintaining Microsoft SQL Server 2008	37	Java Programming 3 - Certification Prep	34

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JAVA Programming: Part II.....	34, 42	Medical Spanish I.....	70
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Jazz Ensemble.....	72	Modern Interior Design.....	71
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Keyboarding.....	28	Mosaic Mirrors.....	61
Keyboarding, Computer and Word Processing Skills for Kids.....	31, 43	Music Theory for the Guitarist.....	72
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Leadership Skills for Supervisors/Managers.....	15	Nurse Aide for Health Care Organizations.....	56
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Legal Considerations in Small Business Start-Up.....	14	Ophthalmic Techniques.....	58
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PC Use	28	Reading and Vocabulary 2	65
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Photoshop 2: Web Design	41	Responsive Web Design and Cross- Browser Compatibility	41
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PMP®/CAPM® Exam Prep	39	Rigid-Heddle Weaving	61
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Check for course updates
year-round on the web
at **continue.austincc.edu**

Business & Industry Institute

(512) 223.7542 • continue.austincc.edu/bii

Accounting/Bookkeeping Series

www.austincc.edu/acnt_ce

Prepares for Certified Bookkeeper Exam administered by the American Institute of Professional Bookkeepers (AIPB) www.aipb.org.

Register for the series and save 20%! contact mnouzovs@austincc.edu or (512) 223.7588 for more information.

ACNT 1003 Accounting/Bookkeeping Series (76 hrs/\$877 / \$1 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 in them. Required book: Accounting, Peter J. Eisen, Sixth edition, ISBN 978-1-4380-0138-8. Prerequisites: Familiarity with the PC or Fundamentals of PC Use course.

66083	200	Jan 13-Apr 18		ONLINE	
66087	201	Jan 14-Mar 27	8:30am-12:30pm	TTh	HBC
66124	202	Jan 27-Apr 9	5:45-9:45pm	MW	RRC 2109.00
66190	203	Mar 17-May 21	6-10pm	MW	HBC

THE SERIES INCLUDES THE FOLLOWING CLASSES:

ACNT 1002 Accounting I (24 hrs/\$295 / \$1 Accident Insurance)

Focus on fundamental accounting concepts and their application in transaction analysis and financial statement preparation including analysis of financial statements for proprietorships, partnerships, and corporations. Required book: Accounting, Peter J. Eisen, Sixth edition, ISBN 978-1-4380-0138-8.

Prerequisites: None.

66088	201	Jan 14-Jan 30	8:30am-12:30pm	TTh	HBC 410
66125	202	Jan 27-Feb 12	5:45-9:45pm	MW	RRC 2109.00
66191	203	Mar 17-Apr 2	6-10pm	MW	HBC 410

ACNT 4006 Accounting II (16 hrs/\$195 / \$1 Accident Insurance)

Covers the use of special journals, accounting for cash, receivables, payables, long-life assets, inventories, and payroll. A review of financial statements for partnership and corporation is included.

Required book: Accounting, Peter J. Eisen, Sixth edition, ISBN 978-1-4380-0138-8. Prerequisites: Accounting I or equivalent experience.

66139	201	Feb 4-Feb 13	8:30am-12:30pm	TTh	HBC 410
66152	202	Feb 17-Feb 26	5:45-9:45pm	MW	RRC 2109.00
66241	203	Apr 7-Apr 16	6-10pm	MW	HBC 410

ACNT 4007 Financial Statement Analysis (4 hrs/\$69 / \$1 Accident Insurance)

An introduction to basic financial statement analysis techniques, including: horizontal and vertical analysis; trend percentages such

as current ratio, acid test ratio, turnover ratios, return on assets, etc.; and cost behavior analysis including distribution margin, breakeven points and margin of safety. Prerequisite: Accounting II or equivalent knowledge.

66153	201	Feb 18	8:30am-12:30pm	T	HBC 218
66177	202	Mar 3	5:45-9:45pm	M	RRC 2109.00
66256	203	Apr 21	6-10pm	M	HBC 218

ACNT 4008 Business Tax Forms (4 hrs/\$69 / \$1 Accident Insurance)

An introduction to various tax forms required by state and federal agencies, including: 940, 941, W-2, W-4, W-3, 1099's, 1096, Texas Workforce Commission quarterly return, Texas Franchise Tax Return, federal income returns (1040, Schedule C, 1065, 1120), Texas Sales Tax Returns, and county property tax forms. Prerequisites: None.

66156	201	Feb 20	8:30am-12:30pm	Th	HBC 218
66179	202	Mar 5	5:45-9:45pm	W	RRC 2109.00
66259	203	Apr 23	6-10pm	W	HBC 218

ITSW 3046 Introduction to QuickBooks (16 hrs/\$269 / \$1 Accident Insurance)

An introductory course of the QuickBooks Pro accounting software, including setting up a new company and chart of accounts; recording transactions with customers, vendors and employees; managing lists; running reports and customizing them; changing forms and generating letters. Prerequisite: Familiarity with the PC.

66164	201	Feb 25-Mar 6	8:30am-12:30pm	TTh	HBC 218
66192	202	Mar 17-Mar 26	5:45-9:45pm	MW	RRC 2109.00
66261	203	Apr 28-May 7	6-10pm	MW	HBC 218

ITSW 3049 Intermediate QuickBooks (12 hrs/\$199 / \$1 Accident Insurance)

A course on the QuickBooks accounting software, including budgeting, tracking Texas use tax, handling credit card income and expenses, exporting/importing files, working with payroll, and troubleshooting problems. Prerequisite: ITSW 3046-Introduction to QuickBooks or working knowledge of the QuickBooks software.

66193	201	Mar 18-Mar 27	8:30am-12:30pm	TTh	HBC 218
66227	202	Mar 31-Apr 9	5:45-8:45pm	MW	RRC 2109.00
66279	203	May 12-May 21	6-9pm	MW	HBC 218

ITSW 3014 QuickBooks Certified User Review (16 hrs/\$269 / \$1 Accident Insurance)

Intensive practical exercises designed to provide students with the opportunity to master a user skill level and program knowledge sufficient to successfully complete the "Certified User" examination. Prerequisites: Successful completion of Introduction to QuickBooks and Intermediate QuickBooks courses or equivalent knowledge and experience.

66248	201	Apr 14-Apr 23	5:45-9:45pm	MW	RRC 2109.00
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Administrative Assistant

www.austincc.edu/admin_ce

May Qualify for Financial Aid - Contact (512) 223.7872

POFT 1070 Administrative Assistant Series (140 hrs/\$1444 / \$1 Accident Insurance)

Study of current office procedures, duties, and responsibilities applicable to an office environment. The series includes instruction in word processing, spreadsheet, databases, presentation software, Internet searching, as well as data entry, practical business applications, business math and business communications. Required book: E-Z Business Math, Calvin Goozner, Thomas P. Walsh, ISBN-10: 0764142593, ISBN-13: 978-0764142598. USB drive recommended.

66086 201 Jan 13-Mar 3 1-5pm MTWThF HBC 301.9
66220 202 Mar 24-May 9 9am-1pm MTWThF HBC 301.9

Audio Engineering

MUSC 1027 Audio Engineering I (50 hrs/\$895 / \$1 Accident Insurance)

Overview of the recording studio. Includes basic studio electronics and acoustic principles, waveform properties, microphone concepts, and placement techniques. Basic studio set up and signal flow, console theory, signal processing concepts, multi-track principles and operation, and an overview of mixing and editing. The course also covers digital console and recording operation techniques; as well as basic recording studio procedures.

66569 201 Jan 21-Feb 20 5-10pm TTh HBC 217

Building Construction Technology

HART 1053 Residential Energy Auditor (40 hrs/\$1495 / \$1 Accident Insurance)

Residential Energy Auditor training is designed for individuals interested in working as a residential building systems energy efficiency rater. The course includes a review of the subsystems of building construction science and the equipment used to test the operational efficiency of the building. The equipment includes the proper operation and data recording of the building envelop, duct blaster, blower door, data recording/ report writing, and FLIR infrared photography.

66549 201 Jan 27-Feb 7 9am-1pm MTWThF RVS TBA

HARX 3008 Building Analyst Professional (40 hrs/\$1745 / \$1 Accident Insurance)

Building Analyst training helps students go beyond a traditional energy audit to perform comprehensive, whole-home assessments, identify problems at the root cause, and prescribe solutions based on building science. The "professional" designated classes include the exam.

66568 201 Mar 24-Mar 28 8am-6pm MTWThF HBCTBA

Administrative Assistant

In several weeks, you'll go from basic keyboarding, data entry, and communication, to word processing, spreadsheets and databases, and creating professional presentations!

Visit continue.austincc.edu/admin_ce or call (512) 223-7588.

Business Development General

BUSG 1023 Small Business Series (71 hrs/\$739 / \$1 Accident Insurance)

Encourage the creation of new business ventures that will be less likely to fail. Includes entrepreneurial characteristics, managerial skills, evaluation of a business idea, planning your business, resources, business definition, marketing, and creating new jobs. Required book: Accounting, Peter J. Eisen, Fifth Edition, ISBN 0-7641-3547-7.

66115 201 Jan 21-Apr 3 6-10pm TTh HBC

THE SERIES INCLUDES THE FOLLOWING CLASSES:

BUSG 1025 Business Plan Preparation (7 hrs/\$80 / \$1 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.

66116 201 Jan 21-Jan 23 6-9:30pm TTh HBC 411

ACNX 3005 Small Business Accounting and Financing (16 hrs/\$195 / \$1 Accident Insurance)

Learn the basics including the essentials of double-entry accounting, financial statements, recording of business transactions, and adjusting and closing entries. Required book: Accounting, Peter J. Eisen, Sixth edition, ISBN 978-1-4380-0138-8.

66127 201 Jan 28-Feb 6 6-10pm TTh HBC 411

ITSW 3046 Introduction to QuickBooks (16 hrs/\$269 / \$1 Accident Insurance)

An introductory course to the QuickBooks Pro accounting software, including setting up a new company and chart of accounts; recording transactions with customers, vendors and employees; managing lists; running reports and customizing them; and changing forms and generating letters. Prerequisite: Familiarity with the PC. Recommended: Small Business Accounting and Financing course or working knowledge of accounting.

66147 204 Feb 11-Feb 20 6-10pm TTh HBC 218

BUSX 3005 Funding a Small Business (7 hrs/\$80 / \$1 Accident Insurance)

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.

66166 201 Feb 25-Feb 27 6-9:30pm TTh HBC 411

BUSG 3074 Principles of Marketing (3 hrs/\$40 / \$1 Accident Insurance)

Find out what it takes to build a strong brand and a loyal customer base. Uncover the process of marketing, from product development and business planning through pricing, advertising, and promotions. Learn to evaluate your current strategy, accurately define your product and find your audience, and track your progress for future improvements.

66178 201 Mar 4 6-9pm T HBC 411

BUSG 3075 Advertising for Small Business (3 hrs/\$40 / \$1 Accident Insurance)

A good advertising campaign includes evaluating your needs, setting goals, finding your audience, and communicating the right message in the right way. This class covers the basics of ad planning and budgeting, media and market coverage, advertising terminology, communication theory and effective copywriting.

66180 201 Mar 6 6-9:30pm Th HBC 411

BUSG 1026 Legal Considerations in Small Business Start-Up (7 hrs/\$80 / \$1 Accident Insurance)

Legal aspects of small business start-ups. A study of choosing the right attorney, organizing the business structure, naming the business, contracting, obtaining permits, and paying taxes.

66195 201 Mar 18-Mar 20 6-9:30pm TTh HBC 411

BUSG 3005 Small Business Workshop (12 hrs/\$140 / \$1 Accident Insurance)

This course is the perfect opportunity to explore taking a small business idea from concept to reality. Class will include working out the details of a business idea using in-depth peer discussion and evaluation of the business and marketing plan, sales and presentation skills, operational budgets, and financial projections. Students will work both individually as well as in groups and will have the opportunity to work one on one with successful local entrepreneurs.

Prerequisite: Student must have a business concept and initial business and marketing plan or be willing to do the extra work to create them in time for class participation.

66223 201 Mar 25-Apr 3 6-9pm TTh HBC 218

BUSX 3004 Learn to Buy and Sell on eBay (24 hrs/\$165 / \$1 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. Please go to www.ed2go.com/austinctc for orientation.

66107 201 Jan 15-Feb 26 ONLINE

66213 202 Mar 19-Apr 30 ONLINE

BUSX 3006 Starting a Consulting Practice (24 hrs/\$165 / \$1 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. Please go to www.ed2go.com/austinctc for orientation.

66108 201 Jan 15-Feb 26 ONLINE

66214 202 Mar 19-Apr 30 ONLINE

HMSY 1025 Disaster Planning for Small Business and Non-Profit (16 hrs/\$195 / \$1 Accident Insurance)

A study of emergency management and preparedness. Includes unique world event issues, strategies for community readiness, information on disasters, disaster kit preparation, and terrorism issues. Also covers evacuation procedures, travel, and coping with special needs. Whether it's because 1 in 4 businesses don't reopen after a disaster, you need a COOP (Continuity of Operations Plan) for your government bid package or you want to improve your chances of getting financing, this course will take you step by step through the process of creating a disaster plan for your business. During this fast paced course, participants should expect to have 4 hours of homework between sessions.

66689 201 Feb 3-Feb 24 5:45-9:45pm M HBC TBA

CAD Jewelry**HRGY 1071 Introduction to Computer Aided Design and Manufacture for Jewelry (96 hrs/\$1095 / \$1 Accident Insurance)**

An introduction to the use of computer aided design software for jewelry to create solid models and tangible objects via STL file export to a computer numerical control prototyping system. Emphasis is placed on drawing set-up; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers; coordinate systems; as well as input and output devices.

66539 201 Jan 13-May 12 1:30-4:30pm MW RVS 200

International Business Institute**IBUS 1005 Introduction to International Business and Trade (48 hrs/\$249 / \$1 Accident Insurance)**

Basic issues such as theories of international business, exchange rates, managing diversity and the impact of social values and cultural differences, economic variables in international decision-making, corporate-government relations, asset management, marketing and production in the international company are introduced. Integrated with college credit course IBUS 1305. Required textbook available at RGC Bookstore (512) 474.2607.

66592 202 Jan 14-May 8 12-1:20pm TTh RGC A257

66596 205 Feb 10-May 11 ONLINE

66596 - Internet access & Student ACCmail account required. M.

Mohamed, 223.0176, email mmohamed@austinctc.edu - For the Student ACCmail account, go to <http://www.austinctc.edu/accmail/> for account information, FAQs, and to sign in. Complete the MANDATORY Online orientation at <http://www.austinctc.edu/mmohamed/> during the 1st week of class.

IBUS 2032 Global Business Simulation (48 hrs/\$249 / \$1 Accident Insurance)

United States and international business practice and theory. Includes researching foreign business cultures and importing and exporting products. Emphasizes participation in all business decisions related to running a simulated company such as those in the International Business Practice Firm network model. Covers designing new products, developing marketing plans, and evaluating financial success. The simulated company will operate within a network of other student-run "simulated companies" and will transact business with students in the United States and other countries. Integrated with college credit IBUS 2332.

66593 201 Jan 13-May 5 6-8:50pm M HBC 215

IBUS 2035 International Business Law (48 hrs/\$249 / \$1 Accident Insurance)

A course in law as it applies to international business transactions in the global economy. Contract for international sale of goods, international licensing, foreign distribution, foreign direct investment and joint direct investment and joint ventures along with Foreign Corrupt Practices Act and the Choice of International operations. Integrated with college credit IBUS 2335.

66594 201 Jan 15-May 7 6-8:40pm W NRG 4203

IBUS 2041 Intercultural Management (48 hrs/\$249 / \$1 Accident Insurance)

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

66597 201 Feb 10-May 11 ONLINE
 66597- Internet access & Student ACCmail account required. For the Student ACCmail account, go to <http://www.austincc.edu/acmail/> for account information, FAQs, and to sign in. B. Loudon, (512) 223.0179, email wlouden@austincc.edu - Complete the MANDATORY Online orientation at www.austincc.edu/wlouden/ during the 1st week of class.

IBUS 2045 Import Customs Regulations (48 hrs/\$249 / \$1 Accident Insurance)

A study of the duties and responsibilities of the licensed customs broker or customhouse broker. Topics include processes for customs clearance including appraisal, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, and liquidation computerized systems, laws and regulations. Integrated with college credit course IBUS 2345.

66595 201 Jan 14-May 6 6-8:40pm T HBC 215

Management Courses

BUSX 3017 Leadership and Management Series (40 hrs/\$396 / \$1 Accident Insurance)

Become a more effective leader, manager, or supervisor through practical, skill-based learning in the Leadership and Management Series. Grounded in the practical aspects of day-to-day management, the curriculum develops knowledge and skills useful to a position of influence, whether that be new, seasoned, or aspiring managers and leaders.

66111 201 Jan 18-Apr 19 9am-1pm S HBC 220

THE SERIES INCLUDES THE FOLLOWING CLASSES:

BMG 1012 Fundamentals of Management (8 hrs/\$99 / \$1 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.

66112 201 Jan 18-Jan 25 9am-1pm S HBC 220

BUSX 3018 Business Negotiation and Strategic Decision Making (8 hrs/\$99 / \$1 Accident Insurance)

Learn the strategies and tactics needed to influence others and reach long-lasting, profitable agreements. This interactive course teaches you successful negotiation skills through role play and case studies from real life, giving you the knowledge and experience to handle difficult conversations and communicate with people from different cultures.

66142 201 Feb 8-Feb 15 9am-1pm S HBC 220

BMG 1020 Leadership Skills for Supervisors/Managers (8 hrs/\$99 / \$1 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.

66168 201 Mar 1-Mar 8 9am-1pm S HBC 220

BUSX 3019 Managing Change in the Workplace and Environment (8 hrs/\$99 / \$1 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.

66218 201 Mar 22-Mar 29 9am-1pm S HBC 220

BUSX 3010 Organizational Communication Strategies for Managers (8 hrs/\$99 / \$1 Accident Insurance)

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 into your current or future position.

66245 201 Apr 12-Apr 19 9am-1pm S HBC 220

Fast Track to New Careers

The Continuing Education Division at ACC specializes in short-term career training programs designed for those who are eager to begin work for the first time or the experienced worker wishing to upgrade their skills or change careers.

Many programs can be completed in a matter of weeks:

- Accounting/Bookkeeping Series
- Activity Director
- Administrative Assistant
- Certified CAD Drafter Program
- LPIC-1 Series
- MCTS: SQL Server 2008 Business Intelligence Series
- MCCTS & MCITP Windows 7 Series
- Medication Aide
- Nurse Aide
- PC Technician Series
- Small Business Series

Please reference the index to find your program of interest!

Marketing Series

Register for the series and save 19%!

MRKG 1091 Marketing for the Small Business Series (12 hrs/\$129 / \$1 Accident Insurance)

Four classes which examines realistic, practical strategies to promote your enterprise and gain visibility. The series demystifies the process of marketing, from product development and business planning through advertising and customer relationships. Learn to evaluate your current strategy, accurately define your product, find your audience, and track your progress for future improvements.

66249 201 Apr 15-Apr 24 6-9pm TTh HBC 220

THE SERIES INCLUDES THE FOLLOWING CLASSES:

BUSG 3074 Principles of Marketing (3 hrs/\$40 / \$1 Accident Insurance)

Find out what it takes to build a strong brand and a loyal customer base. Uncover the process of marketing, from product development and business planning through pricing, advertising, and promotions. Learn to evaluate your current strategy, accurately define your product and find your audience, and track your progress for future improvements.

66250 201 Apr 15 6-9pm T HBC 220

BUSG 3075 Advertising for Small Business (3 hrs/\$40 / \$1 Accident Insurance)

A good advertising campaign includes evaluating your needs, setting goals, finding your audience, and communicating the right message in the right way. This class covers the basics of ad planning and budgeting, media and market coverage, advertising terminology, communication theory and effective copywriting.

66251 202 Apr 17 6-9pm Th HBC 220

MRKX 3002 Market Research for Small Business (3 hrs/\$40 / \$1 Accident Insurance)

Even the smallest businesses can conduct market research, track progress, and use data to set and reach goals. Topics include qualitative and quantitative research methods, demographics, inexpensive tools and resources, questionnaire design and tabulating results, tracking advertising effectiveness, contact management, and database setup.

66258 201 Apr 22 6-9pm T HBC 220

BUSG 3076 Customer Relationships: Prospecting, Networking, and Sales (3 hrs/\$40 / \$1 Accident Insurance)

Review of the sales cycle for your product and market, basic sales techniques, and new developments in customer relationship management. Class will discuss buyer viewpoints, customer service, and tips for phone sales, networking, and creating a profile and prospect pipeline.

66260 201 Apr 24 6-9pm Th HBC 220

Professional Flight Training

AIRX 3015 Private Pilot Flight Training (36 hrs/\$8000 / \$1 Accident Insurance)

Flight training to prepare the student for the completion of the Federal Aviation Administration private pilot certificate, including dual and solo flight in the areas of maneuvers and cross-country navigation.

66552 201 Jan 18-Mar 29 8am-12pm S GAV TBA

AIRX 3017 Private Pilot Ground Training (40 hrs/\$300 / \$1 Accident Insurance)

Basic ground school for the Federal Aviation Administration Private Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for private pilot certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, and Federal Aviation Administration.

66553 201 Jan 21-Apr 22 5-9pm T GAV TBA

AIRX 3037 Commercial/ Multi Engine Pilot Ground (48 hrs/\$300 / \$1 Accident Insurance)

A study of advanced aviation topics that can be used for Federal Aviation Administration certification at the commercial pilot level. Includes preparation for the Federal Aviation Administration Commercial Airplane written test.

66696 201 Jan 14-Mar 6 2-5pm TTh GAV TBA

AIRX 3039 Commercial/ Multi Engine Pilot Flight Training (120 hrs/\$25000 / \$1 Accident Insurance)

Flight instruction necessary to qualify for the Federal Aviation Administration Commercial Pilot Certificate. Instruction includes both dual and solo flight training to prepare the student for mastery of all commercial pilot maneuvers.

66556 201 Jan 25-May 10 8am-5pm S GAV TBA

AIRX 3051 Instrument Pilot Ground School (48 hrs/\$300 / \$1 Accident Insurance)

A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of navigation systems and instruments, charts used for instrument flight, and Federal Aviation Administration regulations. Qualifies as part of a program leading to Federal Aviation Administration certification.

66554 201 Feb 10-Apr 16 6-9pm MW GAV TBA

AIRX 4049 Ground Instructor Training (48 hrs/\$300 / \$1 Accident Insurance)

Skill development in the fundamentals of teaching and learning in an aviation-oriented environment. Introduction to the techniques of instruction and analysis of flight maneuvers. Topics include flight instructor responsibilities and Federal Aviation Regulations relating to the instructor rating.

66557 201 Mar 18-May 8 10am-1pm TTh GAV TBA

AIRX 4050 Instrument Pilot Flight Training (80 hrs/\$15000 / \$1 Accident Insurance)

Preparation for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument flight procedures.

66558 201 Jan 18-May 10 1-6pm S GAV TBA

Real Estate: Continuing Education

www.austincc.edu/rele

Each of the following courses can be used towards meeting the Texas Real Estate Commission (TREC) requirements for professional continuing education hours for existing Real Estate Salespersons and Individual Brokers www.trec.state.tx.us/licenses. For information about classes to earn a sales or broker license, contact Margie Shelnett at (512) 223.2199 or visit www.austincc.edu/rele.

RELE 2003 Real Estate Mandatory Continuing Education (16 hrs/\$95 / \$1 Accident Insurance)

Austin Community College's (Provider # 0022) approved course # 15-06-121-8936 is designed to meet the 15-hour Mandatory Continuing Education requirement by the Texas Real Estate Commission (TREC) and is approved by the Commission for the purpose. This course includes the new 3-hour legal update and the new 3-hour ethics, plus the additional 9 hours of elective topics including legal, finance, and environmental issues. Required textbook: "Keeping Current with Texas Real Estate". Call the ACC Rio Grande Bookstore, 824 W.12th Street at (512) 476.1921 for availability. Students must attend 100% of the class and have a current edition of the required text in class in order to receive credit for this course. No refunds or transfers will be allowed if these requirements are not met. Please Note: TREC requires the completion data 24 hours before the expiration date of your license. Prerequisites: Current Texas Real Estate Broker License or Texas Real Estate Sales License.

66540	201	Feb 3-Feb 12	5-9pm	MW	HBC	221
66541	202	Mar 18-Mar 27	5-9pm	TTh	RRC	2109
66542	203	Apr 14-Apr 18	10am-4pm	MWF	PIN	1013

RELX 3004 Broker Responsibilities (6 hrs/\$85 / \$1 Accident Insurance)

This 6 hour class fulfills TREC requirements for brokers, salespersons, a designated broker of a business entity, or a license holder who is a delegated supervisor of one or more license holders for six month or more during their current license. The class will cover the TREC mandated topics of Authority, Competency, Trainings, Selection, Recruitment, Agency, Organizational Structure, Operational Policies and Procedures, Records Retention and Control, Advertising, Federal Laws Affecting Real Estate Brokerage, and Anatomy of a Complaint.

66543	201	Feb 27	9am-4pm	Th	HBC	220
66544	202	Apr 15-Apr 17	1-4pm	TTh	RRC	2224

Renewable Energy

<http://continue.austincc.edu/choices/energy/>

ACC is currently developing a wide range of programs and courses that focus on the renewable energy field, with a strong emphasis on solar power technologies. Solar electric systems for homes and businesses are becoming more prevalent and viable as new state, local and federal policies encourage their development. Additional renewable energy technologies (i.e. wind, geothermal, etc) will be added as the local industry expands in those areas. For additional information about all of ACC's renewable energy courses visit <http://continue.austincc.edu/choices/energy/> or call (512) 223.7525.

HART 1071 Solar Electric Systems, Entry Level (42 hrs/\$575 / \$25 Lab / \$1 Accident Insurance)

This is an introductory course in the study of solar photovoltaic (PV) cells, modules, and system components. Instruction includes a review of equipment, system design and calculations, safety considerations, and installation procedures. The course prepares entry-level installers for eligibility to take the North American Board of Certified Energy Practitioners (NABCEP) Photovoltaic (PV) Entry Level Exam, recognized by industry as the standard measure of basic knowledge, comprehension and application of key terms and concepts of photovoltaic (solar electric) system operations.

Objectives:

1. Define basic terminology related to solar photovoltaic systems
2. Describe the theory, purpose and operation of photovoltaic system components
3. Identify safety hazards, safety practices, and protective equipment related to photovoltaic system installation and maintenance
4. Perform calculations related to the design, installation and functioning of photovoltaic systems
5. Analyze and troubleshoot system performance

66550	201	Feb 4-Mar 27	6-9pm	TTh	RVS	103
66551	202	Jan 17-Mar 15	6-9pm	WF	CYP	TBA

CNBX 3002 LEED Green Associate Exam Preparation (48 hrs/\$295 / \$1 Accident Insurance)

In-person guided instruction for the Leadership in Energy & Environmental Design (LEED) Green Associate (GA) exam preparation. This class includes on-line and self-study topics. It covers topics such as the components of the LEED rating systems, the intent and associated concepts of each credit category, and successful LEED strategies in order to prepare for the GA examination. The course also includes a guided tour of the LEED-Silver Certified ACC Round Rock Campus. LEED Core Concepts and Strategies Publication, LEED Green Associate Study Guide, LEED 101: Green Building Basics and LEED, LEED 201: Core Concepts and Strategies, Green Building Certification Institute (GBCI) GA Testing Fee, and US Green Building Council (USGBC) Central Texas Balcones Chapter 1 year membership are all included in the course.

66545	201	Jan 4-Jan 25	9am-1pm	MTWThFS	HBC	212
66546	202	Feb 1-Feb 22	9am-1pm	MTWThFS	HBC	212
66547	203	Mar 1-Mar 22	9am-1pm	MTWThFS	HBC	212
66548	204	Mar 29-Apr 19	9am-1pm	MTWThFS	HBC	212

Are "Green Jobs" in your future?

Whether you want to learn how to install solar panels, learn about energy technology, or need to keep up with the latest industry advances, ACC has options! Plug in to Solar Industry Certification preparation courses, Renewable Energy college credit programs, and professional continuing education courses at:

continue.austincc.edu/choices/green

STEPS Program for Students with Disabilities

STEPS = Skills, Training and Education for Personal Success
Formerly the VoCAT Program, ACC's STEPS is a program for adults with intellectual and developmental disabilities 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 supports through their entire two years leading towards increased independence and employ-ability. STEPS offers many levels of support, choices and plans for students. Please go to <http://austinncc.wix.com/acsteps> for information on how to apply.

BMGX 8001 STEPS Vocational Retail Skills (94 hrs/\$864 / \$1 Accident Insurance)

Skills to get and keep a job, including what to do and not to do during your break and mealtime, how to ask for and get help in the workplace and basic occupational skills. Vocational skills in a variety of job specific activities are addressed as individuals develop specific areas of interest. Opportunities for transfer into other Continuing Education classes are also explored. Application and interview required prior to registration. Please contact (512) 223.7515 for more information.

65801	201	Jan 21-May 14	11am-1pm	MTW	HBC	301.8
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COMX 8001 STEPS Career Paths-Workforce Development (90 hrs/\$864 / \$1 Accident Insurance)

For adults with moderate special needs. Students will learn to use community resources, gain job skills through volunteering, developing resumes, job applications, interview skills, and developing appropriate workplace behavior. Students will use previously developed skills to volunteer at a place of their choosing 1 day per week for a minimum of 1 hour. To be admitted, students will have already completed the VoCAT Program or be ready to transition into the workforce.

66528	202	Jan 23-May 16	9am-12pm	ThF	HBC	301.10
65808	201	Jan 22-May 15	1-4pm	WTh	RRC	2109.00

DEVX 8001 STEPS Vocational Academic Skills (93 hrs/\$864 / \$1 Accident Insurance)

Instruction covers skills for two groups of learners. For those individuals at a pre-reading level, or with skills below first grade level, and for those at the first through fourth grade level instruction is designed individually. Instruction is planned to build vocational and independent living skills in reading, writing and mathematics. Application and interview required prior to registration. Please contact (512) 223.7515 for more information.

65803	202	Jan 21-May 19	1-4pm	MT	RRC	2109.00
66529	203	Jan 23-May 16	12-3pm	ThF	HBC	301.8
65802	201	Jan 21-May 19	1-3pm	MTW	HBC	301.8

POFT 8001 STEPS Vocational Technical Skills (94 hrs/\$864 / \$1 Accident Insurance)

Basic computer use for individuals with disabilities. The use of specialized software and use of adaptive hardware is included in this class. Vocational technology use includes keyboard use, data entry, transcription accuracy. System and application software skills appropriate for each student are selected during the admission interview. Application and interview required prior to registration. Please contact (512) 223.7515 for more information.

65800	201	Jan 21-May 19	9am-11am	MTW	HBC	301.8
66530	202	Jan 21-May 13	10am-1pm	MT	RRC	2109.00

POFX 3002 STEPS Social Skills for School and Work (93 hrs/\$864 / \$1 Accident Insurance)

Students with mild to moderate intellectual and developmental disabilities will benefit from this course. The course will focus on appropriate social behaviors at school and work. Students will practice appropriate workplace behaviors, learn about building healthy friendships and how to handle conflict. Students are welcome to repeat this course with new information layered on each semester.

65806	202	Jan 21-May 19	9am-11am	MTW	HBC	301.10
66531	203	Jan 22-May 14	1-4pm	MW	PIN	400
65805	201	Jan 23-May 16	12-3pm	ThF	HBC	301.8

POFX 3003 STEPS Business Mathematics (96 hrs/\$864 / \$1 Accident Insurance)

This course is designed to build skills for life and work. Created especially for students with moderate to mild intellectual developmental disabilities, this course is for students who would like to explore business math in a supportive environment. Students will learn basic accounting skills, functional academics as well as retail mathematics.

65807	201	Jan 21-May 19	11am-1pm	MTW	HBC	301.10
66532	202	Jan 23-May 19	10am-1pm	MW	PIN	400

POFX 8005 STEPS Vocational Clerical Skills (96 hrs/\$864 / \$1 Accident Insurance)

Skills to get and keep a job, including what to do and not to do during your break and mealtime, how to ask for and get help in the workplace and basic occupational skills. Vocational skills in a variety of job specific activities are addressed as individuals develop specific areas of interest. Opportunities for transfer into other Continuing Education classes are also explored. Application and interview required prior to registration. Please contact (512) 223.7515 for more information.

66533	202	Jan 23-May 19	10am-1pm	WTh	RRC	2109.00
65804	201	Jan 23-May 16	9am-12pm	ThF	HBC	301.8

Austin Community College Continuing Education and International Schools

Truck Driver Training

- Get “hands-on” road experience
- Over-the-Road job placement assistance prior to training
- Complete the course in just four weeks
- Funding may be available through DARS, WIA, TAA or VA

Call 1 (888) 569.8530 or
ACC Continuing Education at
(512) 223.7340 to find out more.

Technical Communications

To earn a certificate in Technical Communications, contact David McMurrey at (512) 223.4804 or davidm@austincc.edu.

ETWR 1002 Introduction to Technical Writing (48 hrs/\$249 / \$1 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.

66610 220 Jan 13-May 11 6-7:20pm T RRC 1208.00
66609 207 Jan 18-May 10 9am-11:40am S NRG 4209

ETWR 1071 Social Media Tools I: Design and Implementation (64 hrs/\$332 / \$1 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 that that 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, preferably for a nonprofit. Integrated with college credit ETWR 1471.

66604 201 Jan 13-May 11 ONLINE
66604- Internet access required. J. Brockmann, (512) 223.1790 x26734 - MANDATORY: email jbrockma@austincc.edu during the 1st week of class. Contact the instructor about textbook options.

66605 202 Jan 13-May 11 ONLINE
66605- Internet access required. J. Brockmann, (512) 223.1790 x26734 - MANDATORY: email jbrockma@austincc.edu during the 1st week of class. Contact the instructor about textbook options.

ETWR 1072 Grammar/Style for the Technical Writer (48 hrs/\$249 / \$1 Accident Insurance)

A study of the principles of an effective professional or technical style, stressing clarity, exactness, and readability. Topics include a review of grammar and punctuation, an introduction to copy editing, and editing and revision skills. Integrated with college credit ETWR 1372.

66600 201 Jan 13-May 11 ONLINE
66600- Internet access required. A. Crocker, (512) 223.1790 x26160, email: acrocker@austincc.edu - MANDATORY online orientation via Blackboard during the 1st week of class only. Blackboard is found at <http://aconline.austincc.edu/> Contact the instructor about textbook options.

ETWR 1073 Correspondence for Government and Business Employees (48 hrs/\$249 / \$1 Accident Insurance)

Focuses business correspondence through common media (business letters, memos, e-mail, and reports), across organizational hierarchies (coworkers at lower, same, and higher organizational levels), and based in typical situations (good news, bad news, policy and schedule changes, information requests, reprimands, rationales, denials, justifications, and other tricky business-communication situations). Emphasizes clear, tactful, succinct, direct, well-structured writing that gets the job done. Integrated with college credit ETWR 1373.

66601 202 Jan 13-May 11 ONLINE
66601- Internet access required. T. Mooney, (512) 223.5115.
MANDATORY: email tmooney@austincc.edu during the 1st week of class. Contact the instructor about textbook options.

ETWR 1074 Graphics for Business, Government and Technical Information (48 hrs/\$249 / \$1 Accident Insurance)

Focusing on graphics commonly required of technical writers, this course begins with rhetorical principles relating to graphic design; challenges students to envision graphics for plain text; introduces software such as Photoshop for editing graphics; includes techniques for importing and positioning graphics into desktop publishing software such as FrameMaker and Word; introduces editing existing hardware vector graphics; provides practice creating relatively simple graphics such as geometrical, conceptual, and flowchart-type graphics using applications such as CorelDraw, Illustrator, or AutoCAD; and provides a thorough introduction to scalable vector graphics (SVG). Integrated with college credit ETWR 1374.

66602 201 Jan 13-May 11 ONLINE
66602- Internet access required. A. Crocker, (512) 223.1790 x26160, email: acrocker@austincc.edu - MANDATORY online orientation via Blackboard during the 1st week of class only. Blackboard is found at <http://aconline.austincc.edu> Contact the instructor about textbook options.

ETWR 1076 Grant Proposals and Business Plans (48 hrs/\$249 / \$1 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, do funding and marketing research for it, and then write a business plan promoting the startup to potential investors. Integrated with college credit ETWR 1376.

66598 201 Jan 13-Mar 9 6-8:40pm Th RGC 227
66599 202 Mar 17-May 11 ONLINE

ETWR 1078 Policy Writing for Government and Business Administrators (48 hrs/\$249 / \$1 Accident Insurance)

Study, critique, planning, writing, and revising of administrative rules, guidance documents, inspection reports, and policy-procedure documents commonly developed in government and business agencies; a survey of existing standards and guidelines for the preparation of these documents. Integrated with college credit ETWR 1378.

66603 201 Jan 13-May 11 ONLINE
66603- Internet access required. M. Steinbach, (512) 223.4804 for information. MANDATORY: emailmsteinba@austincc.edu during the 1st week of class. Contact the instructor about textbook options.

ETWR 1079 Technical Communicators-Careers and Professionalism (48 hrs/\$249 / \$1 Accident Insurance)

66612 201 Jan 13-May 11 ONLINE
66612- Internet access required. A. Crocker, (512) 223.1790 x26160, email: acrocker@austincc.edu - MANDATORY online orientation via Blackboard during the 1st week of class only. Blackboard is found at <http://aconline.austincc.edu> Contact the instructor about textbook options.

ETWR 2071 Social Media Tools II: Monitoring and Analysis (64 hrs/\$332/ \$1 Accident Insurance)

Learn how to develop and manage social media strategies based on the social media campaign created in ETWR 1471. Use analytical tools to establish metrics for measuring results of these strategies. Maintain and modify social media venues such as Facebook, Twitter, forums, blogs, youtube.com, LinkedIn and podcasts. Analyze data, identify promoters of, and threats to, organization reputation and brand. Develop policies regarding best practices and ethics for social media strategies. Put what you learn into practice by using reporting and user analysis methods to prove or disprove campaign results, preferably for a nonprofit. Integrated with credit course ETWR 1471. (PRE-REQ is ETWR 1071)

66606 201 Jan 13-May 11

ONLINE

ETWR 2074 Online Helps and Help-Authoring Tools for Technical Writers (48 hrs/\$249 / \$1 Accident Insurance)

Workshop-style course in which students study the evolution and function of online helps; critique existing online helps; learn structuring principles and navigation tools common in online helps; create online helps using several leading online help-authoring tools such as RoboHELP, Flare and AuthorIT; and write their own online helps for a software product. Integrated with college credit ETWR 2374.

66607 202 Jan 13-May 11

ONLINE

66607 - Internet access required. A. Crocker, (512) 223.1790 x26160, email: acrocker@austincc.edu - MANDATORY online orientation via Blackboard during the 1st week of class. Blackboard is found at <http://acconline.austincc.edu/> - Contact the instructor about textbook options and for access to free Adobe RoboHelp.

ETWR 2078 XML and Structured Authoring for Information Specialists (64 hrs/\$332 / \$1 Accident Insurance)

Introduces XML 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. Integrated with college credit ETWR 2478.

66608 202 Jan 13-May 11

ONLINE

66608- Internet access required. V. Morrow, (512) 223.1790 x20018. MANDATORY: email vmorrow@austincc.edu during the 1st week of class. Contact the instructor about textbook options.

Translation & 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 1072 Intermediate Translation Skills (30hrs/\$195/\$1 Accident Insurance)

This course includes translation theory, guided translation practice, introduction to specialties such as technical, computer, and literary translation. Prerequisite: Basic Translation Skills course.

66694 201 Jan 18-Mar 29 9:30am-12:30pm S

HBC 214

FRNL 1075 Intermediate Interpreting Skills (30hrs/\$195/\$1 Accident Insurance)

This course focuses on developing skills to interpret between healthcare providers and their limited-English Proficient patients. Topics include patient interviewing skills, anatomy, physiology, diagnostics, procedures, and diseases of the principle body systems as well as intensive practice of consecutive interpreting skills as used in medical settings. Prerequisite: Basic Interpreting Skills course.

66695 201 Jan 15-Mar 26 5:30-8:30pm W

HBC 214

Adult Education

The ACC Adult Education Department helps people learn English and/or get a GED.

- ESL- English as a Second Language (Clases de inglés)
- GED equivalent to high school diploma

Call 223.5300 for 24-hour information in English and Spanish. Questions? Call us at 223.5123, or llame al 223.4222 en Español.

Transportation Operator

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 one-month programs include 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

If you're interested in signing up for commercial operator training or want more information about our classes, call Shana Shaw at (512) 223.7525 or email shana.shaw@austincc.edu. For an application or appointment, please contact Rick Hidalgo at (512) 223.7340.

CVOP 1013 Truck Driving Training I (100 hrs/\$1750/ \$160 Material / \$1 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, have GED 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 \$3,660. 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) 223.7340 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.

66559	201	Jan 6-Jan 17	7am-5:30pm	MTWThF	HBCTBA
66560	202	Feb 3-Feb 14	7am-5:30pm	MTWThF	HBCTBA
66561	203	Mar 3-Mar 14	7am-5:30pm	MTWThF	HBCTBA
66562	204	Mar 31-Apr 11	7am-5:30pm	MTWThF	HBCTBA
66563	205	Apr 28-May 9	7am-5:30pm	MTWThF	HBCTBA

CVOP 1040 Truck Driving Training II (100 hrs/\$1750 / \$1 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.

66564	201	Jan 20-Jan 31	7am-5:30pm	MTWThF	HBCTBA
66565	202	Feb 17-Feb 28	7am-5:30pm	MTWThF	HBCTBA
66566	203	Mar 17-Mar 28	7am-5:30pm	MTWThF	HBCTBA
66567	204	Apr 14-Apr 25	7am-5:30pm	MTWThF	HBCTBA

Welding

WLDG 1009 Basic Shielded Metal Arc Welding (40 hrs/\$400 / \$30 Lab / \$1 Accident Insurance)

Introduces oxyacetylene and arc welding techniques and safety to individuals with no welding experience.

66577	201	Jan 22-Mar 2	5:30-8:55pm	MW	RVS 3147
66579	202	Jan 25-Mar 1	8am-2:45pm	S	RVS 3147
66581	203	Mar 19-Apr 28	5:30-8:55pm	MW	RVS 3147
66583	204	Mar 22-Apr 26	8am-2:45pm	S	RVS 3147

WLDG 1043 Intermediate Arc Welding (40 hrs/\$450 / \$30 Lab / \$1 Accident Insurance)

Introduces the student to the MIG, TIG, and flux-cored welding processes. Prerequisite: WLDG 1009 or instructor approval. Both WLDG 1009 & 1043 classes are required for equivalent college credit WLDG 1407.

66578	201	Jan 22-Mar 2	5:30-8:55pm	MW	RVS 3147
66580	202	Jan 25-Mar 1	8am-2:45pm	S	RVS 3147
66582	203	Mar 19-Apr 28	5:30-8:55pm	MW	RVS 3147
66584	204	Mar 22-Apr 26	8am-2:45pm	S	RVS 3147

The Continuing Education Teaching and Learning Center for Education offers courses for College and Career Readiness training for students and teachers, Parenting classes, Bridge Program, Compass Test Preparation, Childcare training, Alcohol and Drug Education, Tutors with Vision Certification, ParaEducator training; Teacher Certification, and professional development. As a part of the Austin Community College Student Success Initiative, courses will be added as needed to help local students and parents prepare for the future.

See website for updates or call the Teaching and Learning Center at (512) 223.7542, tlc@austincc.edu, and <http://continue.austincc.edu/tlc>.

Changing careers?

Update your computer skills in our short, hands-on classes:

- Word processing
- Spreadsheets
- Databases

Visit continue.austincc.edu or call (512) 223-7588.

Teaching & Learning Center

(512) 223.7542 • continue.austincc.edu/tlc

Bridge Programs

The Bridge Programs are non-credit short term math, reading and writing skills courses intended to assist recent high school and GED graduates and current ACC students with skill deficiencies in these areas to achieve college readiness to transition successfully into college-level courses. The Program provides intensive academic assistance to help students advance to the next skill level or fulfill the Texas Success Initiative (TSI) requirements. Students must meet with an Advisor or Counselor to determine eligibility PRIOR to enrolling in the course. Students will be required to take an assessment pre-test to determine eligibility (if a current test is not on file) and post-test to determine success rate. For more information call (512) 223.5325.

DEVW 3060 TSI Reading Assessment (placement) Test Workshop (3 hrs/\$10 / \$1 Accident Insurance)

This three hour College Reading review workshop will allow you to refresh your Reading skills before you take the TSI assessment (placement) test. Take as many as needed as often as needed.

66622	201	Jan 31	12-3pm	F	NRG	4103
66623	202	Feb 8	9am-12pm	S	RVS	9111
66624	203	May 2	1-4pm	F	CYP	2221

DEVW 3040 TSI Writing Assessment (placement) Test Workshop (3 hrs/\$10 / \$1 Accident Insurance)

This three hour Writing review workshop will allow you to refresh your Writing skills before you take the TSI assessment (placement) test. Take as many as needed as often as needed.

66631	201	Jan 25	10am-1pm	S	EVC	3202
66620	202	Feb 7	11am-2pm	F	RRC	2226
66621	203	Apr 26	1-4pm	S	SAC	1205

MATX 3002 Enhancing Math Skills (24 hrs/\$21 / \$1 Accident Insurance)

This non-credit course helps students prepare for TSI math testing and advance to the next skill level in mathematics. Required scores: Math TCOM 22-25, 42-45, 65-68; Math T ASSET 32-34, 42-44, 52-55; TSI assessment test score TBD.

66630	201	Mar 24-Apr 30	5-7pm	MW	RGC	026
66619	202	Apr 11-May 3	10am-1pm	FS	EVC	2311

MATX 3010 TSI Math Assessment (placement) Test Workshop (3 hrs/\$11 / \$1 Accident Insurance)

This three hour Math review workshop will allow you to refresh your Math skills before you take the TSI assessment (placement) test. Take as many as needed as often as needed.

66625	201	Jan 24	1-4pm	F	SAC	1202
66626	202	Feb 1	1-4pm	S	NRG	2245
66627	203	Apr 12	1-4pm	S	RVS	9111
66628	204	Apr 25	2-5pm	F	RGC	335
66629	205	May 3	9am-12pm	S	EVC	8107

Child Care Training

Attention preschool teachers and childcare workers: The Austin Community College District offers Continuing Education professional development opportunities that fit in your business schedule. You can sign up for any class within each series or register for an entire workshop series. Workshops are held at the Highland Business Center, 5930 Middle Fiskville Road, Austin, TX 78752. Sign up today or call (512) 223.7542 for more information.

Registration Information

Payment is due at the time of registration. Please make payment with cash, check, or credit card at any of the ACC Campus Cashier offices within 24 hours after registering for courses. We currently accept Visa, MasterCard, American Express or Discover. Payment must be received within 24 hours to avoid being dropped from class.

Online registration: <http://continue.austincc.edu/register/>

Mail-in payments will be accepted with completed registration form in the form of check or money order.

Register in person at the ACC Highland Business Center or Round Rock campuses with payment at Cashier's Office.

Note: Sign-up at least one week before the workshop begins to ensure your CEU certificate of completion is ready on the last day of class. If unable to attend class, you must call a day before first class day at (512) 223.7542 to avoid losing a payment. A "no show, no call" for a series date will receive a "U" for no credit.

Get college credit for your child care workshops. You can turn your noncredit efforts into credit that will count toward a college degree or technical certification. By earning Continuing Education Units (CEUs) with child development workshops gain 4 college credits for either of the following courses: Child Guidance (CDEC 1419) or Curriculum Resources for Early Childhood Programs (CDEC 1413). Here's how:

1. Attend CE child development workshops at ACC and earn 5 CEUs (50 clock hours).
2. Apply to become an ACC student (ONLINE at www.austincc.edu/ apply)
3. Sign up for a Child Care and Development lab course and earn at least a B.
4. Submit your CEU documentation to ACC (CEUs must be awarded within the last three years) and pay a Course Challenge Fee (\$10 per credit).
5. Check your college transcript to make sure the credit is applied.

For more information on CEU-to-college-credit opportunities, call Dr. Linda Welsh at (512) 223.5222.

For more information on CDA (Child Development Associate Credential), call (512) 223.5203.

CDEC 3025 Survival Skills for Dealing with Conflict (4 hrs/\$30 / \$1 Accident Insurance)

Identify the styles of managing conflict and determine your preferred style. Develop tools to recognize and deal with conflict before it escalates. Identify practical tips for handling conflict; learn when conflict needs further intervention.

66574 201 May 3 1-5pm S HBC 411

CDEC 3036 How to Respond to Children's Feelings (4 hrs/\$30 / \$1 Accident Insurance)

An early childhood teacher or director is called upon regularly to respond to the feelings of children. Select ways to best respond to anger, sadness, grief, loneliness, rejection and other common childhood emotions. Learn how to support children and help provide them with opportunities to develop a healthy response to strong emotions.

66573 201 Mar 29 9am-1pm S HBC 411

College & Career Readiness

Courses for students and teachers will focus on skills needed for critical thinking and strategies for learning to prepare students of all ages for adulthood, employment, and college.

EDTX 3012 Finding the Right Career (7 hrs/\$60 / \$1 Accident Insurance)

Measure skills and aptitudes needed for different careers. Determine short and long term goals. Assess your learning style, personality, and communication skills and styles and how to adjust to others' personalities. Research resources and determine how to move forward toward a career.

66575 201 Mar 1 8:30am-4:30pm S HBC 411

EDTX 3013 Marketing Yourself and Interviewing (7 hrs/\$60 / \$1 Accident Insurance)

Identify ways to successfully complete an application and select references. Create resumes and cover letters and perform mock interviews and techniques. Learn how to complete the interview and get the job. Start off right!

66576 201 May 10 8:30am-4:30pm S HBC 411

Instructional Aides

A ParaEducator Certificate is issued for participants with a high school education/GED who successfully complete the rigorous training needed for school district hiring purposes. Due to the "No Child Left Behind" 2002 legislation, school districts may only hire aides for Title One schools who are "highly qualified." This qualification is met by either an Associate's degree or two years of higher education OR a formal local assessment (focus on instructing, reading readiness, writing readiness, and mathematics readiness as appropriate). Participants must be able to independently complete all requirements. If there is a question regarding participant readiness, please consult the Coordinator at (512) 223.7542 before registration. Contact OSD services ahead of class time if needed.

A Professional Development Certificate is available for students wanting professional development only, without "highly qualified" status. If participants need assistance to complete professional development, arrangements must be made for accommodations before the class begins. Contact the Office for Students with Disabilities for forms and information at www.austincc.edu/support/osd/index and contact coordinator before registration. Contact OSD services ahead of class time if needed.

Do you have a high school diploma or a GED? YES NO

If you answered NO, you are **not** eligible to take this class. State Law requires all Para Educators to have at the minimum, their high school diploma or GED.

If you answered YES, please read further to make sure you have met ALL the minimum qualification Technical Standards

- Ability to understand and implement directions.
- Ability to effectively communicate with students, faculty and staff.
- Ability to focus in a high distracting environment through multi-task task completion
- Ability to demonstrate a constructive, outcome-focused approach in a variety of planned and unplanned situations (or settings)

Additionally, can you:

- Speak fluent English? YES NO
- Read English at a post-high school level YES NO
- Write English at a post-high school level? YES NO

If you answered "NO" to any of the above standards, please understand you may struggle throughout the class and there is a chance you will not be eligible to earn the ParaEducator Institute Certificate deeming you "Highly Qualified" to work in the state of Texas as a ParaEducator. You will be issued a Professional Development Certificate in its place.

If there is any question about your English skills, please contact the ESL testing center at the Rio Grande Campus to schedule free ESL testing

- Counselors- 223-3126 Annex 156
- Advisors- 223-3131; Annex 150
- Assessment/Testing Center- (512) 223.3139; Annex 153

EDTC 1094 ParaEducator Institute (21 hrs/\$220 / \$1 Accident Insurance)

Provides general preparation for teacher aides to become "highly qualified" by the "No Child Left Behind" legislation. 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 Certificate for possible employment. Sack Lunch requested. STUDENTS MUST ATTEND ALL THREE DAYS, have a GED/high school diploma, complete class independently, and pass all the requirements to earn a "highly qualified" certificate. Students who are not "highly qualified" will earn a Professional Development Certificate.

66570 201 Feb 1-Feb 15 8:30am-4:30pm S HBC 411

EDTC 1094 Special Education ParaEducator Institute (7 hrs/\$60 / \$1 Accident Insurance)

This class is recommended for instructional aide professional development by preparing for special education teacher aides to become "highly qualified" and for all ParaEducators to prepare for the classroom. This course covers Special Education topics such as IDEA, FAPE, physically impaired students, crisis intervention, and LRE. Assessments are performance-based and take place throughout the course. Sack lunch requested.

66571 202 Feb 22 8:30am-4:30pm S HBC 301

Professional Development Courses

EDTC 2000 Writing in Color with Character (7 hrs/\$30 / \$1 Accident Insurance)

Students must learn how to write for specific needs, purposes and audiences. One of the most difficult challenges for students, particularly middle school and high school, is the literary analysis. Students will learn an established and successful process for planning, executing, and editing literary analysis writing that will assist with writing needs through college. This course is recommended for teachers, parents, and specialists who can help all students to write more clearly, think more critically, and read at a more complex level. Prerequisite: Completion of "To Kill A Mockingbird" novel.

66572 201 Apr 5 9am-5pm S HBC 411

High Technology Institute

(512) 223.7542 • continue.austincc.edu/hti

CAD Learning Center

www.austincc.edu/cad/

PREMIER AUTHORIZED AUTOCAD TRAINING CENTER Austin Community College has been designated a Premier Autodesk Training Center (ATC) by Autodesk, the developer of AutoCAD software. ATCs constitute a world-wide network of institutions officially recognized by Autodesk as sites for AutoCAD training. Each site must meet Autodesk's stringent criteria for curriculum, facilities and faculty. Since 1989, we have trained thousands of students, many from out of state, and some from as far away as South America and Africa. ACC is one of about 100 ATCs worldwide to earn Autodesk's Premier ATC designation. At the completion of certain 16, 24, 32 or 40-hour courses, students receive a certificate from Autodesk. Students receive a certificate from ACC at the completion of every ATC course.

CREDIT

Each course carries Continuing Education Units (CEUs), nationally recognized units of measurement for professional development and training. ACC is a registered provider of the American Institute of Architects Continuing Education System and members of the AIA qualify for AIA/CES learning units which may be applied toward licensure requirements.

For more information regarding course content call (512) 223.4900 or visit our webpage at: www.austincc.edu/cad/ or send email to learncad@austincc.edu. All classes are taught at the Northridge Campus (Room 3202 and 3225). Please call or write for an appointment if you would like to tour our facility. We will furnish hotel information and directions to students traveling to Austin from outside the area. Send your correspondence to:

Austin Community College District
Austin CAD Campus
11928 Stonehollow Drive
Austin, Texas 78758
E-mail us at: learncad@austincc.edu
or call us at (512) 223.4900

For AutoCAD CONTRACT TRAINING AND CUSTOM COURSES Call (512) 223.4900 for more information.

TO ENROLL Call (512) 223.7542 Or e-mail us at: learncad@austincc.edu.

Online classes: Please contact Ashleigh Fuller afuller@austincc.edu or Sam Gideon sgideon@austincc.edu after registration.

On Demand classes: Before registration students must contact Ashleigh Fuller afuller@austincc.edu.

Certified CAD Drafter Program

May Qualify for Financial Aid - Contact (512) 223.7872

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: Please contact Ashleigh Fuller afuller@austincc.edu or Sam Gideon sgideon@austincc.edu after registration.

On Demand classes: Before registration students must contact Ashleigh Fuller afuller@austincc.edu.

DFTG 1009 Certified CAD Drafter, Level I (80 hrs/\$995 / \$1 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.

65809	201	Jan 10-Feb 7	8am-12pm	MTWThF	NRG	3202
65810	202	Feb 3-Mar 6	6-10pm	MTWTh	NRG	3202
65811	203	Mar 17-Apr 11	8am-12pm	MTWThF	NRG	3202

DFTG 2019 Certified CAD Drafter, Level II (80 hrs/\$995 / \$1 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.

65812	201	Feb 10-Mar 7	8am-12pm	MTWThF	NRG	3202
65813	202	Mar 17-Apr 17	6-10pm	MTWTh	NRG	3202
65814	203	Apr 14-May 9	8am-12pm	MTWThF	NRG	3202

Check for course updates
year-round on the web
at continue.austincc.edu

Certified CAD Manager Program

This 120-hour, four-course sequence equips students to become involved in CAD management. In the first course (16 hours), students are introduced to basic CAD management concepts. The second course (24 hours) covers customization techniques, including scripting and menu interfaces. The third course (40 hours) is a discussion of programming in AutoLISP using Visual LISP. The fourth course (40 hours) is a discussion of programming in Visual Basic for Applications (VBA). Students who satisfactorily complete the two programming courses can apply for college credit for DFTG 2436.

Online classes: Please contact Ashleigh Fuller afuller@austinctc.edu or Sam Gideon sgideon@austinctc.edu after registration.

On Demand classes: Before registration students must contact Ashleigh Fuller afuller@austinctc.edu.

DFTG 2011 Customizing AutoCAD (32 hrs/\$395 / \$1 Accident Insurance)

This course is designed to meet the needs of experienced AutoCAD users who want greater understanding of the customizable features of AutoCAD. Learn how to create script files and slide shows; how to customize the ribbon toolbars and pull-down menus; create and manage workspaces; how to program mouse buttons and accelerator keys; and how to write basic AutoLisp functions. Prerequisite: Basic computer skills required. AutoCAD Advanced or equivalent.

65849 201 Jan 1-May 26 ON DEMAND

DFTX 3002 CAD Manager Essentials (80 hrs/\$895 / \$1 Accident Insurance)

This 16-hour course introduces students to concepts of CAD management, including skills and responsibilities involved in managing a CAD installation. Topics include discussions of system topology, network licensing, installation optimization, customization, standardization techniques, and file library management.

65846 201 Jan 1-May 26 ON DEMAND

DFTG 5025 AutoLISP (40 hrs/\$550 / \$1 Accident Insurance)

This course provides instruction on programming concepts using AutoLISP. Learn about data types, variables, expressions, evaluation, program files, functions, getting user input, list manipulation, looping, branching, data type conversion, entity database access, and file handling using AutoLISP. Discussions include the Visual LISP Interactive Development Environment, with special emphasis on the troubleshooting and debugging features available in Visual LISP. Prerequisite: Basic computer skills required. Customizing AutoCAD or equivalent.

65848 201 Jan 1-May 26 ON DEMAND

DFTX 3000 VB.NET Programming (40 hrs/\$550 / \$1 Accident Insurance)

This 40-hour course introduces students to the Visual Basic for Applications (VBA) programming language for AutoCAD. Students are introduced to components of the development interface, VBA project files, creating simple user forms, object-oriented programming concepts, methods for creating and modifying AutoCAD objects, and writing event handlers.

65847 201 Jan 1-May 26 ON DEMAND

DFTG 1070 CAD Camp (16 hrs/\$255 / \$1 Accident Insurance)

This course provides a brief and fun, informal hands-on introduction to computer drafting and AutoCAD for individuals who are exploring careers in Computer-Aided-Design (CAD) or considering purchasing a CAD system. Prerequisite: Basic computer skills required.

65815 201 Jan 2-Jan 3 8:30am-5:30pm ThF NRG 3225

65816	202	Jan 21-Jan 30	6-10pm	TTh	NRG	3225
65817	203	Feb 27-Feb 28	8:30am-5:30pm	ThF	NRG	3225
65818	204	Mar 17-Mar 26	6-10pm	MW	NRG	3225
65819	205	Apr 3-Apr 4	8:30am-5:30pm	ThF	NRG	3225

DFTX 3012 3D Design Camp (16 hrs/\$255 / \$1 Accident Insurance)

This is a fun hands-on course that introduces students to a variety of 3D CAD software programs. It is designed for students who want to learn which 3D CAD program would be the best fit for their needs. Students are introduced to Autodesk programs including AutoCAD, Revit, Inventor and Civil 3D. Once exposed to the different software options, students can then transition into the Essentials course to learn more about the software that suits their needs. Prerequisite: Basic Computer Skills.

65830 201 Feb 13-Feb 14 8:30am-5:30pm ThF NRG 3225

DFTG 1000 Revit Architecture Essentials (40 hrs/\$895 / \$1 Accident Insurance)

This course will introduce you to the revolutionary parametric capabilities of Autodesk Revit. As a true parametric 3D digital building modeler, Revit uses intelligent building components such as floors, walls, doors, windows, stairways, etc..., rather than simple objects like lines, circles and arcs that represent building components, as in traditional CAD systems. Each component is linked through a high performance change propagation engine, allowing a single change in any model view to be propagated throughout all views, both parametrically and bi-directionally. Students will learn to use the software as an architectural design tool, then instruct the program to produce floor plans, elevations, schedules, and rendered views automatically on plotted sheets. This course will cover an overview of Revit concepts, user interface, project set-up, designing with digital building components, producing drawing sheets, and detailing and documenting the project. Prerequisite: Basic computer skills required. Experience in the design and/or drafting of commercial and residential buildings is helpful.

65832	201	Jan 13-Jan 17	8:30am-5:30pm	MTWThF	NRG	3225
65833	202	Feb 4-Mar 6	6-10pm	TTh	NRG	3225
65834	203	Feb 17-Feb 21	8:30am-5:30pm	MTWThF	NRG	3225
65835	204	Mar 17-Mar 21	8:30am-5:30pm	MTWThF	NRG	3225
65836	205	Mar 18-Apr 17	6-10pm	TTh	NRG	3225
65837	206	Apr 14-Apr 18	8:30am-5:30pm	MTWThF	NRG	3225
65838	207	May 12-May 16	8:30am-5:30pm	MTWThF	NRG	3225

DFTG 2009 Revit MEP Essentials (40 hrs/\$895 / \$1 Accident Insurance)

In this 40-hour course, students will learn how to design Mechanical, Electrical and Plumbing (MEP) systems for a Revit Architecture 3D Building Information Model (BIM). Students will create an analytical model for conducting a building performance analysis, define and calculate heating and cooling loads based on spaces and zones within the model, then create HVAC systems, generate HVAC layouts, and create and modify components and ductwork. Students will plan and create plumbing and piping systems, fire protection systems as well as electrical circuits and wiring, all in 3D. We will test the performance of the systems to catch any potential problems such as interferences, inefficient operation or unbalanced electrical loads. Documentation skills students will learn include how to manage the visibility of the elements in the specific views to effortlessly produce plans, elevations, sections, details, callouts and schedules, and assign them to documentation sheets. Because Revit is a change propagation engine, any revision to the model will immediately and automatically show in all views, sheets, and schedules. Prerequisites: Familiarity with Revit Architecture would be very helpful, but not required.

65839 201 Mar 24-Mar 28 8:30am-5:30pm MTWThF NRG 3225

DFTX 3014 Revit Architecture Advanced (24 hrs/\$500 / \$1 Accident Insurance)

This course is a continuation of the Revit Essentials course, expanding on basic skills and exploring new and advanced tools for modeling and documenting your Building Information Model (BIM). Specific topics include: creating room and area designs, advanced wall topic such as stacked walls, curtain walls, and vertically compound walls, creation of custom content with the family editor, site and topography skills, rendering topics that include custom lighting and walkthroughs, linking Revit architectural models for structural and MEP (mechanical, electrical, and plumbing) disciplines, phasing and design options, and project collaboration tools such as worksets checked out from a central model to accommodate large design teams. Prerequisite: Basic computer skills required. Basic Revit skills such as those covered in Revit Essentials course strongly suggested. Experience in the design and/or drafting of commercial and residential buildings is helpful.

65841	201	Feb 24-Feb 26	8:30am-5:30pm	MTW	NRG	3225
65843	203	Apr 21-Apr 23	8:30am-5:30pm	MTW	NRG	3225
65842	202	Apr 22-May 8	6-10pm	TTh	NRG	3225

DFTX 3006 Sketch-Up Essentials (16 hrs/\$395 / \$1 Accident Insurance)

This 16-hour course introduces students to Google SketchUp. In this course, students are introduced to the 2D and 3D Sketchup workspaces. Students learn to build basic 3D models, add details, materials, shadows and realistic effects. By the end of the course, students will be able to model, render, add text and call outs and print their projects. Prerequisite: Basic computer skills.

65878	201	Jan 1-May 26				ON DEMAND
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DFTG 5032 Inventor Essentials (40 hrs/\$895 / \$1 Accident Insurance)

This 40-hour hands-on course on Autodesk Inventor covers solids, parts and assemblies, editing of 3D models, creation of part drawings and plotting of part drawings. This course offers a comprehensive solution to those seeking to enhance their 3D design projects by incorporating Inventor's 3D parametric feature based and adaptive technologies. It brings the designer up the learning curve from the basic 3D parametric technology to assembly modeling and finally to part drawings. Prerequisite: Basic computer skills required. Experience in the design and drafting of machine parts and assemblies is helpful.

65844	201	Jan 27-Jan 31	8:30am-5:30pm	MTWThF	NRG	3225
65845	202	Apr 28-May 2	8:30am-5:30pm	MTWThF	NRG	3225

DFTG 5041 Solidworks (40 hrs/\$895 / \$1 Accident Insurance)

In this 40-hour course, students will learn how to create parts, assemblies, and detail drawings in Solidworks. This course is intended for beginning level users and will cover the basics of Solidworks.

65877	201	Jan 1-May 26				ON DEMAND
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Online**DFTX 3015 Revit Architecture Complete Guide: Self-Paced Online (80 hrs/\$850 / \$1 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.

65853	201	Jan 1-May 26				ONLINE
65854	202	Feb 1-Apr 30				ONLINE
65855	203	Mar 1-May 31				ONLINE

DFTX 3020 Inventor Complete Guide: Self-Paced Online (80 hrs/\$850 / \$1 Accident Insurance)

Autodesk Inventor 2011 Fundamentals introduces the concepts and techniques of 3D modeling with Autodesk Inventor. As an introductory course, it does not assume prior knowledge of any 3D modeling or CAD software. Students do need to be experienced with the Windows operating system. Also, some background with drafting of 3D parts (such as orthographic projections, sections, and exploded views) is recommended.

The structure of the course follows the typical stages of using Inventor to create and edit parts, add them to assemblies, and generate drawings. Not all aspects of Inventor can be addressed within the time limits of an introductory course. Advanced techniques and features are covered in Inventor 2011 Intermediate.

Like its predecessor from Autodesk, Mechanical Desktop, Inventor is a parametric, feature-based solid modeling program. Unlike Mechanical Desktop, however, it is not based on AutoCAD. Students coming to Inventor from the AutoCAD/MDT environment discover that this means changing some long-standing habits, like working at the Command Line. On the other hand, they should find that many of the new tools in Inventor are intuitive. Students familiar with Mechanical Desktop also find extensive similarities with concepts and techniques in Inventor.

Duration: 40 hours

Prerequisites:

None are required.

65856	201	Jan 1-May 26				ONLINE
65857	202	Feb 1-Apr 30				ONLINE
65858	203	Mar 1-May 31				ONLINE

DFTX 3007 Civil 3D Complete Guide: Self-Paced Online (80 hrs/\$850 / \$1 Accident Insurance)

The Civil 3D 2011 Fundamentals course is designed for Civil Engineers and Surveyors who want to take advantage of AutoCAD Civil 3D's interactive, dynamic design functionality. AutoCAD Civil 3D permits the rapid development of alternatives through its model-based design tools. You will learn techniques enabling you to organize project data, work with points, create and analyze surfaces, model road corridors, create parcel layouts, perform grading and volume calculation tasks, and lay out pipe networks.

Duration: 32 hours

Prerequisites:

Prior experience with AutoCAD or AutoCAD-based products (such as Autodesk Land Desktop) is a prerequisite for this course.

65862	201	Jan 1-May 26				ONLINE
65863	202	Feb 1-Apr 30				ONLINE
65864	203	Mar 1-May 31				ONLINE

DFTG 1014 AutoCAD Complete Guide Online (40 hrs/\$850 / \$1 Accident Insurance)

The objective of AutoCAD 2010 Fundamentals is to enable students to create a basic 2D drawing in AutoCAD. Even at this fundamental level, AutoCAD is one of the most sophisticated computer applications you are likely to encounter. Therefore, learning to use it is not a trivial undertaking. To make the process easier and provide flexibility for students, the course is divided into two parts.

Part 1 covers the indispensable core topics for working with AutoCAD. The teaching strategy is to start with a few basic tools that enable the student to create and edit a simple drawing. They then continue to develop those tools, as well as being introduced to more advanced tools throughout the course. Not every command or option is covered, because the intent is to show the most essential tools and concepts. Part 2 continues with more sophisticated techniques that extend the student's mastery of the program. For example, here the course goes beyond the basic skill of inserting a block to learn how to create blocks, and beyond the basic skill of using a template to understand the process of setting up a template.

Duration:

Part 1: 24 Hours

Part 2: 16 Hours

Prerequisites:

- A working knowledge of basic design/drafting procedures and terminology
- A working knowledge of Windows

65850	201	Jan 1-May 26	ONLINE
65851	203	Feb 1-Apr 30	ONLINE
65852	202	Mar 1-May 31	ONLINE

DFTG 2004 Civil 3D Essentials (24 hrs/\$595 / \$1 Accident Insurance)

65831	201	Jan 1-May 26	ON DEMAND
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DFTX 3022 Civil 3D Design Series: Point Data (6 hrs/\$180 / \$1 Accident Insurance)

65865	201	Jan 1-May 26	ON DEMAND
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DFTX 3023 Civil 3D Design Series (8 hrs/\$295 / \$1 Accident Insurance)

This 8 hour course is structured for professionals who are ready to go beyond the essentials, with a focus on specific Civil 3D features. Learn intermediate and advanced level techniques, workflows, and style customizations for a specific feature, to help you to leverage Civil 3D in a production environment. Students are asked to bring "live" data from the office in order to work with it in Civil 3D. Topics of concentration are determined by the students, Choose a topic from a list of features: styles customization, point data, surfaces, parcels, alignments, profiles, corridors, grading, sections, quantities, pipe networks, plan production & data management. Students are encouraged to contact the instructor for coordinating the selected topic. Pre-requisite: Civil 3D Essentials/Fundamentals, or equivalent professional experience.

65866	201	Jan 1-May 26	ON DEMAND
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DFTX 3024 Civil 3D Design Series: Parcels (8 hrs/\$240 / \$1 Accident Insurance)

65867	201	Jan 1-May 26	ON DEMAND
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DFTX 3025 Civil 3D Design Series: Alignments & Profiles (12 hrs/\$360 / \$1 Accident Insurance)

65868	201	Jan 1-May 26	ON DEMAND
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DFTX 3026 Civil 3D Design Series: Corridors (16 hrs/\$480 / \$1 Accident Insurance)

65869	201	Jan 1-May 26	ON DEMAND
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DFTX 3027 Civil 3D Design Series: Grading and Quantities (8 hrs/\$240 / \$1 Accident Insurance)

65870	201	Jan 1-May 26	ON DEMAND
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DFTX 3028 Civil 3D Design Series: Pipe Networks (8 hrs/\$240 / \$1 Accident Insurance)

65871	201	Jan 1-May 26	ON DEMAND
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DFTX 3029 Civil 3D Design Series: Sections & Quantities (8 hrs/\$240 / \$1 Accident Insurance)

65872	201	Jan 1-May 26	ON DEMAND
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DFTX 3030 Civil 3D Design Series: Visualization (8 hrs/\$240 / \$1 Accident Insurance)

65873	201	Jan 1-May 26	ON DEMAND
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DFTX 3031 Civil 3D Design Series: Using Geospatial Data (6 hrs/\$180 / \$1 Accident Insurance)

65874	201	Jan 1-May 26	ON DEMAND
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DFTX 3032 Civil 3D Design Series: Styles & Settings (8 hrs/\$240 / \$1 Accident Insurance)

65875	201	Jan 1-May 26	ON DEMAND
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DFTX 3033 Civil 3D Design Series: Project Management (8 hrs/\$240 / \$1 Accident Insurance)

65876	201	Jan 1-May 26	ON DEMAND
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DFTG 1071 AutoCAD Essentials (40 hrs/\$895 / \$1 Accident Insurance)

Students learn to create and edit 2D drawings using the latest release of AutoCAD. This comprehensive and highly structured course will cover: techniques for viewing and creating accurate drawings, editing existing drawings, management of object properties, creating and inserting blocks, applying dimensions, annotations, and hatch patterns, as well as plotting techniques and methods for creating drawing templates. Emphasis is on the specifics of the tools in the software along with the necessary concepts and techniques that will allow the user to be productive, regardless of their drafting discipline. Prerequisite: Basic computer skills required. Previous drafting experience or CAD.

65820	201	Jan 6-Jan 10	8:30am-5:30pm	MTWThF	NRG	3225
65821	202	Feb 3-Feb 7	8:30am-5:30pm	MTWThF	NRG	3225
65822	203	Feb 3-Mar 5	6-10pm	MW	NRG	3225
65823	204	Mar 3-Mar 7	8:30am-5:30pm	MTWThF	NRG	3225
65824	205	Mar 31-Apr 30	6-10pm	MW	NRG	3225
65825	206	Apr 7-Apr 11	8:30am-5:30pm	MTWThF	NRG	3225
65826	207	May 5-May 9	8:30am-5:30pm	MTWThF	NRG	3225

DFTG 1072 AutoCAD Advanced (24 hrs/\$500 / \$1 Accident Insurance)

This course is designed for the drafter, designer, engineer, or AutoCAD user who has taken the Essentials course. This hands-on training concentrates on intermediate to advanced AutoCAD concepts and commands designed to increase productivity. Subjects covered include: productivity techniques, advanced object types, creating, using and extracting block attribute information, external references, collaboration tools, drawing standards, and menu customization, as well as an introduction to 3D modeling. Prerequisite: Basic computer skills required. AutoCAD Essentials or proficiency with commands and techniques covered in the Essentials course.

65827	201	Jan 21-Jan 23	8:30am-5:30pm	TWTh	NRG	3225
65828	202	Feb 10-Feb 12	8:30am-5:30pm	MTW	NRG	3225
65829	203	Mar 31-Apr 2	8:30am-5:30pm	MTW	NRG	3225

Computer Applications

www.austinctc.edu/comp_ce

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

ITSC 1006 Fundamentals of PC Use (24 hrs/\$199 / \$1 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. Prerequisites: None.

66089	201	Jan 14-Feb 6	6-9pm	TTh	HBC	218
66141	202	Feb 8-Mar 1	9am-4pm	S	HBC	218
66243	203	Apr 8-May 1	6-9pm	TTh	HBC	218

POFT 1010 Introduction to Keyboarding (9 hrs/\$129 / \$1 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.

66121	201	Jan 25-Feb 1	9am-1:30pm	S	HBC	218
66188	202	Mar 17-Mar 20	6-9pm	MWTh	HBC	212

POFI 1024 Word Introduction (12 hrs/\$155 / \$1 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.

66110	201	Jan 17-Jan 24	9am-4pm	F	RRC	2109.00
66186	202	Mar 17-Mar 19	9am-4pm	MW	HBC	218
66217	203	Mar 22-Mar 29	9am-4pm	S	HBC	218
66247	204	Apr 14-Apr 23	6-9pm	MW	HBC	301.9

POFI 1042 Word Intermediate (12 hrs/\$155 / \$1 Accident Insurance)

Word processing production techniques. Includes search and replace functions, headers and footers, mail merge, file functions, and printer setup. Enhance your word processing skills by expanding your knowledge of formatting techniques, table creation, file management, inserting graphics, and merging documents. Prerequisites: Word Introduction or equivalent experience.

66128	201	Jan 31-Feb 7	9am-4pm	F	RRC	2109.00
66219	202	Mar 24-Mar 26	9am-4pm	MW	HBC	218
66239	203	Apr 5-Apr 12	9am-4pm	S	HBC	218
66262	204	Apr 28-May 7	6-9pm	MW	HBC	301.9

POFI 2037 Word Advanced (12 hrs/\$155 / \$1 Accident Insurance)

Advanced instruction in document preparation, editing, and formatting. Emphasizes special problems encountered in business and industry. Instruction in multiple document editing, footnotes, endnotes, table of contents and index generation, forms, user defined macro procedures, tables, templates, and file import and export from other programs. Prerequisites: Word Intermediate or equivalent experience.

66148	201	Feb 14-Feb 21	9am-4pm	F	RRC	2109.00
66225	202	Mar 31-Apr 2	9am-4pm	MW	HBC	218
66280	203	May 12-May 21	6-9pm	MW	HBC	301.9

ITSW 1022 Excel Introduction (12 hrs/\$155 / \$1 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.

66122	201	Jan 27-Jan 29	9am-4pm	MW	HBC	218
66151	202	Feb 17-Feb 26	6-9pm	MW	HBC	218
66252	203	Apr 18-Apr 25	9am-4pm	F	RRC	2109.00
66254	204	Apr 19-Apr 26	9am-4pm	S	HBC	218

ITSW 1046 Excel Intermediate (12 hrs/\$155 / \$1 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. Prerequisites: Excel Introduction or equivalent experience.

66136	201	Feb 3-Feb 5	9am-4pm	MW	HBC	218
66187	202	Mar 17-Mar 26	6-9pm	MW	HBC	218
66263	203	May 2-May 9	9am-4pm	F	RRC	2109.00
66264	204	May 3-May 10	9am-4pm	S	HBC	218

ITSW 2049 Excel Advanced (12 hrs/\$155 / \$1 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. Prerequisites: Excel Intermediate or equivalent experience.

66145	201	Feb 10-Feb 12	9am-4pm	MW	HBC	218
66226	202	Mar 31-Apr 9	6-9pm	MW	HBC	218
66281	203	May 16-May 23	9am-4pm	F	RRC	2109.00

ITSW 1053 Access Introduction (12 hrs/\$155 / \$1 Accident Insurance)

An introduction to database concepts including: Program parameters, data dictionary, optional field characteristics, calculations, constant default values, data entry form design, database organization, and report generation. Learn how to design and complete a working database system using Microsoft Access. Covers basics of tables, queries, forms, and reports. Prerequisites: Familiarity with the PC.

66123	201	Jan 27-Feb 5	6-9pm	MW	HBC	218
66150	202	Feb 17-Feb 19	9am-4pm	MW	HBC	218
66167	202	Feb 28-Mar 7	9am-4pm	F	RRC	2109.00

ITSW 1055 Access Intermediate (12 hrs/\$155 / \$1 Accident Insurance)

Instruction in data validation, and manipulation, browsing through records, records selection and query, indexing, and sorting. Topics include modifying tables, creating queries, and linking files. Prerequisites: Access Introduction or equivalent experience.

66146	201	Feb 10-Feb 19	6-9pm	MW	HBC	301.9
66158	202	Feb 24-Feb 26	9am-4pm	MW	HBC	218
66216	203	Mar 21-Mar 28	9am-4pm	F	RRC	2109.00

ITSW 2047 Access Advanced (12 hrs/\$155 / \$1 Accident Insurance)

Advanced concepts of relational database management, hierarchical models, network models, relational models, table merging, relational capabilities, report generation, security features, data file transfer, graphics support, and macro commands. Generate reports, implement security features, automate database management tasks. Prerequisites: Access Intermediate or equivalent experience.

66163	201	Feb 24-Mar 5	6-9pm	MW	HBC	301.9
66176	202	Mar 3-Mar 5	9am-4pm	MW	HBC	218
66238	203	Apr 4-Apr 11	9am-4pm	F	RRC	2109.00

ITSW 1037 PowerPoint Introduction (12 hrs/\$155 / \$1 Accident Insurance)

Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software. Learn how to create a business presentation using Microsoft PowerPoint. Includes creating an initial outline, slides, formatting and proofing text, utilizing objects, animation, printing a presentation, and creating and running a slide show. Prerequisites: Familiarity with PC.

66165	201	Feb 25-Mar 6	6-9pm	TTh	HBC	218
66240	202	Apr 7-Apr 9	9am-4pm	MW	HBC	218

ITSW 2036 PowerPoint Intermediate (12 hrs/\$155 / \$1 Accident Insurance)

Techniques for developing and modifying multimedia presentations and creating interactive slide shows. Enhance your PowerPoint skills and techniques by using slide masters, Clip Art Gallery, tables and charts; publish to the Web, and customize the PowerPoint software. Prerequisites: PowerPoint Introduction or equivalent experience.

66189	201	Mar 17-Mar 26	6-9pm	MW	HBC	301.9
66246	202	Apr 14-Apr 16	9am-4pm	MW	HBC	218

ITSX 3010 Adobe InDesign (16 hrs/\$275 / \$1 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. Prerequisites: Fundamentals of PC Use or equivalent experience.

66117	201	Jan 22-Jan 30	1-5pm	WTh	HBC	212
66278	202	May 6-May 15	5:30-9:30pm	TTh	HBC	212

ITSX 3011 Adobe Illustrator (16 hrs/\$275 / \$1 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 Swiss Army Knife of publishing software. Prerequisites: Fundamentals of PC Use or equivalent experience.

66118	201	Jan 22-Jan 30	5:30-9:30pm	WTh	HBC	212
66277	202	May 6-May 15	1-5pm	TTh	HBC	212

Online Computer Courses

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, e-mail, Web browser. Please visit www.ed2go.com/austincc for requirements, demonstrations, and additional information.

ITSX 3013 Introduction to Windows 7 (24 hrs/\$165 / \$1 Accident Insurance)

Start with the basics: the computer terms and skills, explore some Windows 7 features, and learn about some handy gadgets you can put on your computer desktop for work or play. Find out how to type and edit text so you can easily create emails or documents, learn how

to save and organize your work so it's always a snap to find your files. In addition, you'll discover how to save and organize photos, search the Web, use flash drives, CDs, and DVDs, and how to protect your system against viruses and other threats.

66090	201	Jan 15-Feb 26	ONLINE
66196	202	Mar 19-Apr 30	ONLINE

CPMX 3000 Introduction to PC Troubleshooting (24 hrs/\$165 / \$1 Accident Insurance)

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

66091	201	Jan 15-Feb 26	ONLINE
66197	202	Mar 19-Apr 30	ONLINE

CPMX 3001 Introduction to PC Security (24 hrs/\$165 / \$1 Accident Insurance)

Learn why you're at risk and what you can do to protect your PC. You'll learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks. Prerequisite: A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and change settings (or completion of Introduction to Windows XP).

66092	201	Jan 15-Feb 26	ONLINE
66198	202	Mar 19-Apr 30	ONLINE

ITNW 5028 Introduction to Networking (24 hrs/\$165 / \$1 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.

66093	201	Jan 15-Feb 26	ONLINE
66199	202	Mar 19-Apr 30	ONLINE

ITNW 5029 Wireless Networking (24 hrs/\$165 / \$1 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.

66094	201	Jan 15-Feb 26	ONLINE
66200	202	Mar 19-Apr 30	ONLINE

POFX 3024 Word 2010 Introduction (24 hrs/\$165 / \$1 Accident Insurance)

Learn to use the word processor. In this hands-on workshop, you will learn how to add, move, through, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the size or appearance of text, change margins and tab settings, automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus; save, retrieve, copy, organize, and print your documents.

66095	201	Jan 15-Feb 26	ONLINE
66201	202	Mar 19-Apr 30	ONLINE

POFX 3042 Word 2010 Intermediate (24 hrs/\$165 / \$1 Accident Insurance)

Students will learn how to make the most of Microsoft Word 2010's more advanced features, including shortcuts, templates, indexing, and table of contents creation. In addition, they'll discover how to use Word as a simple desktop publishing program to create signs, flyers, menus, brochures, and even newsletters.

66096	201	Jan 15-Feb 26	ONLINE
66202	202	Mar 19-Apr 30	ONLINE

ITSX 3012 Excel 2010 Introduction (24 hrs/\$165 / \$1 Accident Insurance)

Learn how to set up fully formatted worksheets quickly and efficiently, how to write mathematical formulas and use the function wizard to calculate statistics, loan payments, future value, and more. Includes sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, and automating tasks with macros and buttons.

66097 201 Jan 15-Feb 26 ONLINE
66203 202 Mar 19-Apr 30 ONLINE

ITSX 3046 Excel 2010 Intermediate (24 hrs/\$165 / \$1 Accident Insurance)

Learn how to work faster and more productively. Discover how the Pivot Table and AutoFilter can help you rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to get Excel 2003 to perform complex math, make decisions, and look up values in a table.

66098 201 Jan 15-Feb 26 ONLINE
66204 202 Mar 19-Apr 30 ONLINE

ITSX 3049 Excel 2010 Advanced (24 hrs/\$165 / \$1 Accident Insurance)

Master the advanced features and functions of Microsoft Excel 2010, including data analysis tools, database techniques, and advanced methods for using PivotTables.

66099 201 Jan 15-Feb 26 ONLINE
66205 202 Mar 19-Apr 30 ONLINE

ITSX 3053 Access 2010 Introduction (24 hrs/\$165 / \$1 Accident Insurance)

Learn to build, edit, and maintain a database in Access 2010, using tables, reports, forms, and queries to give you fast access to all your important information.

66100 201 Jan 15-Feb 26 ONLINE
66206 202 Mar 19-Apr 30 ONLINE

ITSX 3055 Access 2010 Intermediate (24 hrs/\$165 / \$1 Accident Insurance)

Build an entire database project from scratch. Learn how to create a new database by importing information from Excel spreadsheets. Using action queries, build forms and reports. Covers optimizing databases and exploring Visual Basic.

66101 201 Jan 15-Feb 26 ONLINE
66207 202 Mar 19-Apr 30 ONLINE

ITSX 3037 PowerPoint 2010 Introduction (24 hrs/\$165 / \$1 Accident Insurance)

Learn how to create multimedia presentations for just about any audience. Create and display slides filled with formatted text, video, audio, animation, special effects, charts, outlines, video clips, images, and links to the Web. Work with task panes and the clip organizer, use the Design Gallery Live and Template Gallery Web sites; save your presentations in HTML so they can be shared with others over the Web. Also, learn how to use some of the features exclusive to PowerPoint 2003, including the PowerPoint Viewer, the Package-for-CD feature, and the Reference task pane.

66102 201 Jan 15-Feb 26 ONLINE
66208 202 Mar 19-Apr 30 ONLINE

ITNW 3012 Outlook 2010 Introduction (24 hrs/\$165 / \$1 Accident Insurance)

An introduction to using the many features of this software package including the contact manager, electronic mail, calendar, tasks, journal, and note. Prerequisite: Fundamentals of PC Use or equivalent experience.

66103 201 Jan 15-Feb 26 ONLINE
66209 202 Mar 19-Apr 30 ONLINE

ITNX 3007 Introduction to InDesign CS5 (24 hrs/\$165 / \$1 Accident Insurance)

This course will teach students that they don't have to be artists or designers to use Adobe InDesign to create professional quality letterhead, business cards, brochures, PDF files that play movies, and more.

66106 201 Jan 15-Feb 26 ONLINE
66212 202 Mar 19-Apr 30 ONLINE

ITSX 3009 Introduction to Ruby Programming (24 hrs/\$165 / \$1 Accident Insurance)

Learn how to create an interactive Web blog that allows visitors to register and post articles and comments. You'll see how the popular Ruby on Rails framework environment creates much of the code for you, and how to use the Ruby programming language to modify the code to customize your Web site. The blog we'll create also uses the popular MySQL database server to store the blog data that appears on the site, and it provides a search feature to allow visitors to easily search past blog entries. Requirements: A Ruby on Rails software development environment is required for this course. The first lesson walks through installing the InstantRails software package, which provides a complete Ruby on Rails development environment, including the Apache Web server and MySQL database server, for the Windows platform. InstantRails can be downloaded from instantrails.rubyforge.org. You must have a Windows NT, Windows 2000, Windows XP, or Windows Vista workstation or server to install the InstantRails software. Please note that InstantRails does not work on Windows 95, Windows 98, nor Windows Me. Prior HTML coding experience is helpful, but not required; Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.

66104 201 Jan 15-Feb 26 ONLINE
66210 202 Mar 19-Apr 30 ONLINE

ITNX 3000 Achieving Top Search Engine Positions (24 hrs/\$165 / \$1 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.

66105 201 Jan 15-Feb 26 ONLINE
66211 202 Mar 19-Apr 30 ONLINE

POFX 4000 Introduction to Microsoft Word 2011 for Mac (24 hrs/\$165 / \$1 Accident Insurance)

Learn to use Word 2011, the version designed for Apple's popular Macintosh computers. Covers the program's user interface, transferring documents between Word 2011 for Mac and any version of Microsoft Word running on Windows, and sharing documents. Learn how to create and format documents, edit and format text, add pictures, and customize Word.

66215 202 Mar 19-Apr 30 ONLINE

Learn how to create attractive websites in hands-on graphics, multimedia, web authoring, and programming courses.

Call (512) 223-7588 or visit continue.austincc.edu/webcert

Get ready for Summer!

Summer ACC Youth Programs

For more information visit www.austincc.edu/webcert/kids and www.austincc.edu/comp_ce/kids.

In the following classes, students will learn how to build simple web pages and publish them on the Web in the first class. Then, they will learn how to make their pages fun, how to include professional looking images and make pages interactive.

ITSX 3006 Keyboarding, Computer and Word Processing Skills for Kids (20 hrs/\$125 / \$1 Accident Insurance)

Hands-on training for kids who have no or little computer experience. This course will help them to gain confidence and firm foundation in using computers. Topics include basic keyboarding skills, basic file management and navigation in Windows environment; programs such as Notepad, WordPad, Paint, and Calculator as well as basics of accessing and navigating on the Internet and fundamentals of Internet safety. Course covers creating, editing, and printing text documents such as flyers and invitations, school papers, letters, essays. The course includes spell checking, copying and pasting, formatting text, and inserting pictures. Prerequisites: Approval of the coordinator required.

66649 301 Jun 9-Jun 13 9am-1pm MTWThF HBC 212
66655 302 Aug 4-Aug 8 9am-1pm MTWThF HBC 212

Prerequisites for all following courses: Students must be familiar with the keyboard and mouse, able to type, and follow instructions or take ITSX 3006. All students and a parent/guardian must schedule an appointment with the coordinator for program orientation at least 2 weeks before the first day of the class. Call (512) 223.7588.

ITNW 3001 Introduction to Web Pages (9 hrs/\$99 / \$1 Accident Insurance)

Students will create and design their own web pages. In this hands-on course, students will build simple pages with hypertext links and graphics. The course includes instructions on protecting personal information when publishing on the Web.

66650 301 Jun 16-Jun 19 9am-12pm MTW HBC 212

ITNW 3002 Dreamweaver Quick Start (9 hrs/\$99 / \$1 Accident Insurance)

Dreamweaver is an editing and site creation tool used to manage entire web sites. Students will learn how to create web sites using the top web publishing software. Prerequisite: Introduction to Web Pages course or equivalent experience.

66651 301 Jun 23-Jun 25 9am-12pm MTW HBC 212

ITNW 3003 Photoshop Quick Start (9 hrs/\$99 / \$1 Accident Insurance)

This hands-on class will introduce students to Adobe Photoshop – the tool most professional designers use for creating cool web graphics. They will learn how to improve bad photos, realistically remove people and objects from photos, optimize web graphics for fast downloads, make a web photo gallery, and create animations.

66652 301 Jul 7-Jul 9 9am-12pm MTW HBC 212

ITNW 3004 Flash Quick Start (9 hrs/\$99 / \$1 Accident Insurance)

Macromedia Flash marks the end of the static web page! Students will learn how to create online animation and use interactivity to build dynamic web pages and applications including a slide show, an MP3 jukebox, and a video player.

66653 301 Jul 14-Jul 16 9am-12pm MTW HBC 212

ITNW 3005 Web Design Workshop (9 hrs/\$99 / \$1 Accident Insurance)

In this hands-on workshop learn how to design attractive interactive websites using Dreamweaver, Photoshop and Flash; and how to publish and maintain websites. Prerequisite: Introduction to Web Pages, Dreamweaver QuickStart, Photoshop QuickStart, Flash QuickStart courses or equivalent experience.

66654 301 Jul 21-Jul 23 9am-12pm MTW HBC 212

Technical Certification Programs

www.austincc.edu/techcert

Vendor Certification classes provide instruction on topics as provided by the vendor at the time of schedule development. Course content may change to meet vendor certification requirements as they are announced and updated. Students can expect to engage in a considerable amount of independent study.

Apple

ITSC 1008 Apple Mac Integration in Help Desk Support for Operating Systems (8 hrs/\$165 / \$1 Accident Insurance)

This course is designed for individuals bringing a Mac computer into a small business environment that is predominantly Windows-based. Windows Servers are most likely the server being used as fundamental operating system customer support. The course is also for users replacing a Windows computer with a Mac, and for reference by system administrators supporting the Windows and Apple users. The course will cover topics such as: Configuration of Macs to work with Active Directory, and how to take advantage of network services, file sharing, printing, instant messaging, emailing, calendars and contacts; security at the user, local network, and remote networking levels; data management, both migrating your data from a Windows computer as well as backing up your important data; Windows programs to run directly on your Mac; provide total compatibility and interoperability with colleagues using Windows.

Prerequisites: Basic knowledge of Microsoft and Apple operating systems. Access to the latest Apple operating system for labs.

66003 201 Apr 19-Apr 26 1-3pm S ONLINE

ITSC 1010 Apple OS X Introduction to Hardware and Software (16 hrs/\$335 / \$1 Accident Insurance)

Apple OS X Fundamentals teaches you the fundamentals of working with the OS X operating system as well as how to use many of the applications that come with a Mac. Overview of personal computer systems. Includes introduction to computer hardware, software, and the everyday use of computers. This introductory course assumes no previous Mac experience and teaches skills to get students up and running quickly, no matter what you want to do with your Mac.

Prerequisites: This introductory course assumes no previous computer experience. Access to the latest Apple operating system for labs. Required Textbooks: Easy OS X Mountain Lion, Kate Binder, Que, ISBN-13: 978-0789749864

66004 201 May 10-May 17 1-5pm S ONLINE

POFI 1104 Apple OS X Support Essentials and Computer Fundamentals (24 hrs/\$495 / \$1 Accident Insurance)

OS X Support Essentials is a three-day, hands-on course that provides an in-depth exploration of troubleshooting on OS X Lion. This course is designed to give you a tour of the breadth of functionality of OS X Lion and the best methods for effectively supporting users of OS X Mountain Lion systems and computer application specific software. Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency. The course is a combination of lectures and hands-on case study exercises that provide practical real-world experience.

Prerequisites: Some experience with OS X. Access to the latest Apple operating system for labs.

Certification Track: Demonstrate your knowledge by passing the OS X Support Essentials 10.8 exam and earning Apple Certified Support Professional (ACSP). Certification not included as part of this course. Required Textbooks: OS X Support Essentials ISBN-10: 0-321-88719-0, ISBN-13: 978-0-321-88719-1

66002 201 Mar 22-Apr 5 1-5pm S ONLINE

ASQ Certification

These classes prepare participants for the American Society for Quality certification examinations. ASQ certifications are given for designated specialties and provide recipients with national recognition for professional expertise and the mastery of a prescribed body of knowledge. ASQ courseware materials are purchased directly from the Quality Council of Indiana website www.qualitycouncil.com. Prerequisites: 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 ASQ site: <http://prdweb.asq.org/certification/control/index>. If you have further questions, contact ASQ Education Chair.

QCTC 1005 Certified Six Sigma Green Belt (48 hrs/\$298 / \$50 Lab / \$1 Accident Insurance)

This course is a refresher study of the Body of Knowledge for the Certified Six Sigma Green Belt. Topics include business process, quality management techniques, project management, DMAIC methodology, statistical applications and methods, design of experiments, lean enterprise, 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 in class and for homework to increase the student's ability to understand as part of preparation for the certification exam. Prerequisite: See the ASQ website <http://www.asq.org/certification/six-sigma-green-belt/>.

65958 201 Apr 1-May 29 6:30-9:30pm TTh HBC 220

QCTC 1041 Certified Quality Auditor (48 hrs/\$298 / \$50 Lab / \$1 Accident Insurance)

This course is a refresher study of the body of knowledge for the Certified Quality Auditor. Topics include ethics, audit preparation, audit performance, audit reporting, corrective action follow-up and closure, audit program management and general knowledge skills. General knowledge skills include auditing basics, basic skills and tools and techniques. Tools and techniques covered include the use of checklists, sampling theory, flow charts, pattern/trend analysis, root cause analysis, cause and effect diagrams, Pareto charts, histograms, descriptive statistics, control chart preparation and process capability interpretation. The student will focus on the theory and application of these quality auditing skills by studying the assigned materials and taking sample exams containing questions similar to those on the actual CQA exam. These sample exams and their answers will be reviewed in class and for homework to increase the student's ability to understand as part of preparation for the certification exam.

65957 201 Mar 1-May 24 8:30am-12:30pm S HBC 221

QCTC 1091 Quality Improvement Associate (48 hrs/\$298 / \$50 Lab / \$1 Accident Insurance)

The Quality Improvement Associate Certification prepares students with knowledge on how to apply basic quality tools in quality improvement projects not necessarily coming from the traditional quality areas. For prerequisites, certification exam and other details visit ASQ website: <http://prdweb.asq.org/certification/control/quality-improvement-associate/index> If you have further questions, contact ASQ Education Chair.

65959 201 Feb 1-May 24 ONLINE

Cisco Networking Academy

May Qualify for Financial Aid - Contact (512) 223.7872

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

All courses are taught by certified professionals and use official Cisco training materials. Students must be enrolled at least 10 workdays prior to class start date to be assured book availability at the start of class.

Note: Successful completion of Exploration 1, 2, 3, and 4 requires students to pass the four end-of-course online examinations and complete 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 9002 Cisco CCNA Series (324 hrs/\$4195 / \$300 Lab / \$1 Accident Insurance)

CCNA Series prepares students for the Cisco Certified Network Associate (CCNA) certification exam. The program begins with networking fundamentals and teaches students to design, install, troubleshoot and maintain local area and wide area networks. Includes courses ITCC 1001-Networking Fundamentals, ITCC 1004-Routing Protocols, ITCC 2008-LAN Switching and Wireless, and ITCC 2010-Wide Area Networking. Prerequisite: A+ Network+ certification or equivalent knowledge of computers and operating systems.

65960 201 Jan 21-Nov 25 5:30-9:30pm TTh HBC 301.12

THE SERIES INCLUDES THE FOLLOWING CLASSES:

ITCC 1001 Exploration 1-Network Fundamentals (80 hrs/\$1110 / \$75 Lab / \$1 Accident Insurance)

A course introducing the architecture, structure, functions, components and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the application, presentation, session, transport, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Prerequisite: A+ Network+ certification or equivalent knowledge of computers and operating systems.

65961 201 Jan 21-Apr 3 5:30-9:30pm TTh HBC 301.12

ITCC 1004 Exploration 2-Routing Protocols (80 hrs/\$1110 / \$75 Lab / \$1 Accident Insurance)

This course describes the architecture, components, and operation of routers, and explains the principles of routing. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Troubleshoot and correct common routing issues and problems. Model and analyze the differences between these four routing processes. Prerequisite: ITCC 1001-Exploration 1-Network Fundamentals.

65962 201 Apr 15-Jun 19 5:30-9:30pm TTh HBC 301.12

ITCC 2008 Exploration 3-LAN Switching (80 hrs/\$1110 / \$75 Lab / \$1 Accident Insurance)

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. Prerequisite: ITCC 1004-Exploration 2-Routing Protocols.
65963 301 Jul 1-Sep 4 5:30pm-9:30pm TTh HBC 301.12

ITCC 2010 Exploration 4-Wide Area Networking (84 hrs/\$1160 / \$75 Lab / \$1 Accident Insurance)

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discovers how to implement and configure Point-to-Point Protocol (PPP) with CHAP and PAP authentication, Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). Prerequisite: ITCC 2008-Exploration 3-LAN Switching.
65964 101 Sep 16-Nov 25 5:30pm-9:30pm TTh HBC 301.12

ITCC 2008 Exploration 3-LAN Switching (80 hrs/\$1110 / \$75 Lab / \$1 Accident Insurance)

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. Prerequisite: ITCC 1004-Exploration 2-Routing Protocols.
65255 201 Feb 17-Apr 30 5:30-9:30pm MW HBC 301.12

ITCC 2010 Exploration 4-Wide Area Networking (84 hrs/\$1160 / \$75 Lab / \$1 Accident Insurance)

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discovers how to implement and configure Point-to-Point Protocol (PPP) with CHAP and PAP authentication, Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). Prerequisite: ITCC 2008-Exploration 3-LAN Switching.
63639 201 Feb 1-Apr 12 8am-5pm S HBC 301.12
65256 202 May 5-Jul 16 5:30-9:30pm MW HBC 301.12

ITCC 2041 Cisco CCNA Security (96 hrs/\$1560 / \$75 Lab / \$1 Accident Insurance)

This course will prepare students to take the Implementing Cisco IOS Network Security (IINS) certification exam leading to the CCNA Security certification. Topics include: securing Cisco routers, securing the network perimeter using firewall technologies, implementing endpoint and Layer 2 security, implementing secure virtual private networks, and creating a comprehensive security policy. Prerequisites: Cisco CCNA or equivalent skills/knowledge.
65965 201 Jan 27-Apr 9 7am-9am MTWThF HBC 301.12

Fiber Optics

The goal of the fiber optics program is to provide the lowest cost, content rich fiber network training available. These FOA (Fiber Optics Association) and BICSI Recognized programs not only provide for high quality fiber technician training, but also these courses provide much needed RCDD CECs to help maintain industry certification. The courses answer questions such as: How do I install fiber networks? How do I properly conduct fiber optics network testing? What fiber optics tools do I need? How do I properly install and test individual fiber connectors? How do I use an OTDR? When do I use an OTDR? How do I use a Power Meter to test Absolute Power? What about fiber network design? The courses also provide detailed instruction on fiber optics splicing and much, much more. All materials are supplied with the courses. Courses are taught by BDI DataLynk, www.bdidatalynk.com.

CSIR 1042 Certified Fiber Optics Specialist/Testing (16 hrs/\$675 / \$1 Accident Insurance)

This 2-day (16-hour) program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. A focal point in the program is to offer a general, easy to understand, approach to fiber optics testing standards with little theory and considerable hands-on activities. This comprehensive program explains the variety of testing standards, equipment and technological approaches used in fiber network testing and splicing and how to choose among them. This 85% hands-on course explores the overall spectrum of testing and maintenance of singlemode fiber optics networks and provides a detailed overview and demonstration of various pieces of equipment used in testing and maintenance. Subject matter includes a detailed study of ANSI/TIA/EIA-526-14(7)A, OTDR fundamentals and uses, OTDR vs. Insertion Loss Testing, Return Loss Testing, and Attenuation testing using the Power Source and Light Meter. Upon successful completion, this program is recognized for BICSI CECs (Continuing Education Credits): RCDD 14, RITP - 14, OSP 14, INST 14, TECH 14, Cert. Trainer 14 CECs. Prerequisite: CFOT course or another Formal Fiber Optics Training Course within preceding six months or one year fiber optics related experience.
65967 201 Jan 30-Jan 31 8am-5pm ThF HBC 217
65970 202 May 1-May 2 8am-5pm ThF HBC 217

CSIR 1052 Certified Fiber Optics Technician (24 hrs/\$700 / \$1 Accident Insurance)

This introductory 3-day fiber optics course is designed for anyone interested in learning basic fiber optic networking. This program combines theory and 85% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optics Technician) test that is sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. This course also introduces the student to industry standards governing FTTD (Fiber To The Desk), FTTH (Fiber To The Home), LAN/WAN fiber networks, and further introduces the student to basic fusion and mechanical splicing. Students will learn how to identify fiber types, recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. This program explores the history and future of fiber optics and fiber optics capabilities, and cost of installation. Standards covered: EIA/TIA 568-B.3, ANSI/TIA/EIA 607-A, and NEC Article 770-50. Anyone interested in becoming a Certified Fiber Optics Technician should attend this class. Upon successful completion, this program is recognized for BICSI CECs (Continuing Education Credits): RDDD - 21, OSP - 21, Installer 2 - 15, RITP - 21, ITS Technician - 18, Certified Trainer - 21 CECs. Course fee includes all books and study materials. Prerequisite: Basic working knowledge of computers. Able to see and identify small items and able to speak and understand the English language.
65966 201 Jan 27-Jan 29 8am-5pm MTW HBC 217
65969 202 Apr 28-Apr 30 8am-5pm MTW HBC 217

CSIR 1070 Certified Fiber Optics Technician/ Outside Plant (16 hrs/\$775 / \$1 Accident Insurance)

This course is designed for anyone interested in learning how to properly install Outside Plant (OSP) Fiber Optics Cabling. This Fiber Optic Training combines lecture sessions and 85% hands-on activities to prepare the student to take the CFOS/O hands on and written exams that are sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. This course introduces the student to industry standards governing the installation, testing, and troubleshooting of OSP fiber optics cable. Students will learn how to properly identify OSP fiber cabling types, recognize various outside plant closures used in OSP fiber installation, install, prepare, terminate, splice, and properly test and troubleshoot installed OSP fiber cable to existing standards. Anyone interested in becoming a Certified Fiber Optics OSP Specialist should attend this class. Course fee includes study materials, Text Book, CD and exams. Note: The student must pass both the written and hands on exams to successfully pass this course. BICSI Credits- Pending.

Prerequisite: CFOT Course or another Formal Fiber Optics Training Course within preceding 6 months, or 1 Year Fiber Optics Related Experience. Once successfully completed, in order to register this CFOS/O certification with the FOA, the student must have taken and successfully completed the CFOT written exam. The basic, 3-day CFOT course is offered in conjunction with the OSP Course to allow the student the opportunity to understand the basics of fiber optic cable installation prior to taking the more advanced OSP Course.

65968	201	Feb 1-Feb 3	8am-5pm	MS	HBC	217
65971	202	May 3-May 5	8am-5pm	MS	HBC	217

Information Security

May Qualify for Financial Aid - Contact (512) 223.7872

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. Books are purchased separately from the Rio Grande Campus bookstore, (512) 474.2607. Each class requires a book. Instructor supplies only additional study materials. See website for details: www.austincc.edu/techcert.

ITSY 1074 Certified Information Systems Security Professional (CISSP) (48 hrs/\$709 / \$1 Accident Insurance)

This course prepares students seeking ISC2 CISSP certification to demonstrate proficiency in all 10 domains of ISC2 Common Body of Knowledge (CBK): Security Management Practices; Security Architecture and Models; Access Control Systems and Methodology; Application Development Security; Operations Security; Physical Security; Cryptography; Telecommunications, Network, and Internet Security; Business Continuity Planning; and Law, Investigations and Ethics. Prerequisite: Work experience [4 years w/degree or 5 years w/o degree] in two or more of the ten test domains of the information systems (IS) security Common Body of Knowledge (CBK).

65999	201	Feb 11-Mar 27	6-10pm	TTh	HBC	301.7
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ITSY 1076 Security + (40 hrs/\$595 / \$1 Accident Insurance)

This course is targeted toward an Information Technology (IT) professional who has networking and administrative skills in Windows-based TCP/IP networks and familiarity with other operating systems, such as NetWare, Macintosh, UNIX/Linux, and OS/2, who wants to: further a career in IT 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. Prerequisites: CompTIA A+ and Network+ certifications, or equivalent knowledge, and six to nine months experience in networking.

66000	201	Apr 10-Jun 12	6-10pm	ThHBC	209
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Java Certification Program

ITSE 1003 Introduction to Programming Languages (16 hrs/\$295 / \$1 Accident Insurance)

Development of basic knowledge of programming concepts and techniques. Topics include familiarization with and utilization of computer systems; developing logic; preparing top-down design of problems; and creating programs. This class is for those who have few or no skills in programming. Emphasis will be placed on problem definition, program solution, and how to enter, manipulate, and display data. Using C-Language as a teaching vehicle, this course will expose students to the basic programming concepts they need for further work with programming languages. Prerequisites: End-user familiarity with computers, the Internet and Microsoft Windows. No troubleshooting support for Mac users will be provided.

66126	251	Jan 28-Feb 4	9am-1pm	TWTh	HBC	301.3
66140	252	Feb 4-Feb 13	5:45-9:45pm	TTh	HBC	301.9

ITSE 1070 JAVA Programming: Part I (24 hrs/\$399 / \$1 Accident Insurance)

Introduces the idea of Object Oriented Programming, and covers the Java Development Kit, classes, objects, attributes and behavior, statements and expressions, methods and casting, arrays, logic and loops, creating classes, creating Java applications, command-line arguments, constructor methods, overriding methods, overriding constructors and finalizer methods. Prerequisite: A modest knowledge of basic programming concepts including control structures such as for, while, and if-else. No prior knowledge of OOP or HTML is required.

66144	251	Feb 10-Feb 20	9am-12pm	MTWTh	HBC	301.3
66155	252	Feb 18-Mar 6	5:45-9:45pm	TTh	HBC	301.9

ITSE 1071 JAVA Programming: Part II (24 hrs/\$399 / \$1 Accident Insurance)

Covers creating applets and applications, the Graphics Class, coordinate systems, drawing Objects, threads, images and sound, the Abstract Windowing Toolkit, various components, interface layout, mouse and keyboard event handling, generic event handling, Windows, Frames, Dialog boxes and Menus. Prerequisite: ITSE 1070- Java Programming: Part I or comparable knowledge and experience.

66157	251	Feb 24-Mar 6	9am-12pm	MTWTh	HBC	301.3
66194	252	Mar 18-Apr 3	5:45-9:45pm	TTh	HBC	301.9

ITSE 2073 Java Programming 3 - Certification Prep (24 hrs/\$399 / \$1 Accident Insurance)

This course is a hands-on, practical look at creating more sophisticated Java programs utilizing the functionality of the Swing components. Students will learn how to create GUI menu systems and use Swing components to create frames, labels, borders, buttons, check boxes, radio buttons, combo boxes, text fields, text areas, file choosers, color choosers, internal frames, menu bars, tool bars, tabbed panes and sliders. Event processing code for each of the components is demonstrated. Students also learn about nested classes, local classes, inner classes, anonymous classes, lambda expressions, multidimensional arrays, annotations, generics and packages. Prerequisites: Java Programming: Part 2 or comparable knowledge and experience.

66586	251	Mar 17-Mar 27	9am-12pm	MTWTh	HBC	301.3
66589	252	Apr 8-Apr 24	5:45-9:45pm	TTh	HBC	301.9

ITSE 2074 Java SE 7 Programmer I Exam Prep (24 hrs/\$499 / \$1 Accident Insurance)

Prepares students for the high level questions they can expect to answer in the Oracle exam 1Z0-803. Using electronic games, flash cards and other aids, students will take mock exams and review the topics and types of questions they need in order to pass the exam. Prerequisites: Java Programming: Part 3 – Certification Prep class. Required book: OCA Java SE 7 Programmer I Exam Certification Guide, Mala Gupta, ISBN: 978-1617291043.

66587 251 Mar 31-Apr 10 9am-12pm MTWTh HBC 301.3
66590 252 Apr 29-May 15 5:45-9:45pm TTh HBC 301.9

ITSE 2076 Java Enterprise Edition (48 hrs/\$998 / \$1 Accident Insurance)

This course is a hands-on, practical look at creating enterprise Java programs utilizing the Java Platform Enterprise Edition (Java EE). Students will learn how to use the included APIs and features such as the Servlet API, Java Server Pages, Java EE Security as well learning the most common design patterns used in Java Enterprise programming. Prerequisites: Successful completion of ITSE 2074 Java SE 7 Exam Prep or passing Java SE 7 Programmer I (1Z0-803) exam.

66588 251 Apr 14-May 8 9am-12pm MTWTh HBC 301.3
66591 252 May 20-Jun 26 5:45-9:45pm TTh HBC 301.9

Linux/UNIX Certification

These courses prepare students for Linux administrator certification. Course tuition for these certification courses does not include required books. Books are purchased separately from the Rio Grande Campus bookstore, (512) 474.2607. Each class requires a book. Instructor supplies only additional study materials. See website for details: www.austinctcc.edu/techcert.

The costs of the certification exams are NOT included in the costs of this course. Exams are scheduled and purchased separately from the Linux Professional Institute (<http://lpi.org>) or from COMPTIA (<http://www.comptia.org/home.aspx>).

CPMT 1077 LPIC-1 Linux Series (80 hrs/\$1300 / \$1 Accident Insurance)

The CPMT 1077 LPIC-1 Linux Series consists of two courses CPMT 1075 LPIC-1 Course 1 and CPMT 1076 LPIC-1 Course 2. The LPIC-1 certification requires passing scores on two exams, the LPI 101 and the LPI 102. This series is intended to prepare the student for the LPI 101 exam and the LPI 102 exam. Books are required and students need to purchase them at the ACC Rio Grande Bookstore. Please see the syllabus for book information. Prerequisites: General computing knowledge and experience. No prior knowledge with Linux is required.

65973 201 Jan 28-Apr 10 6-10pm TTh HBC 206

THE SERIES INCLUDES THE FOLLOWING CLASSES:

CPMT 1075 LPIC-1 Certification (Course 1) (48 hrs/\$709 / \$1 Accident Insurance)

This course prepares students to take the 101 exam of the LPI level 1 certification. The LPI objectives covered are version 3.0 (released April 1, 2009). The Linux Professional Institute (LPI) is the go to certification body for vendor independent Linux certifications. This course covers fundamental Linux skills such as file management and manipulation, text processing, command line use, package management, file

systems, hardware, and many more. Students will feel confident taking the LPI LPIC-1 101 exam with in classroom assessments and practice exams. Note! The LPIC-1 certification requires passing scores on two exams, the LPI 101 and the LPI 102. This course is intended to prepare the student for only the LPI 101 exam. Another course offering provides preparation for the LPI 102 exam. A book is required and students need to purchase it at the ACC Rio Grande Bookstore. Please see the syllabus for book information. Prerequisites: General computing knowledge and experience. No prior knowledge with Linux is required.

65974 201 Jan 28-Mar 6 6-10pm TTh HBC 206

CPMT 1076 LPIC-1 Certification (Course 2) (32 hrs/\$709 / \$1 Accident Insurance)

This course prepares students to take the LPI 102 exam of the LPI level 1 certification. The LPI objectives covered are version 3.0 (released April 1, 2009). The Linux Professional Institute (LPI) is the go to certification body for vendor independent Linux certifications. This course covers fundamental Linux skills such as file management and manipulation, text processing, command line use, package management, file systems, hardware, and many more. Students will feel confident taking the LPI LPIC-1 102 exam with in classroom assessments and practice exams. Note! The LPIC-1 certification requires passing scores on two exams, the LPI 101 and the LPI 102. This course is intended to prepare the student for only the LPI 102 exam. Another course offering provides preparation for the LPI 101 exam. A book is required and students need to purchase it at the ACC Rio Grande Bookstore. Please see the syllabus for book information. Prerequisites: Course: LPI101 "LPIC-1 (Course 1)" or knowledge and experience equivalent to the LPI101 course.

65975 201 Mar 18-Apr 10 6-10pm TTh HBC 206

CPMT 1074 Red Hat Linux (48 hrs/\$709 / \$1 Accident Insurance)

Through lectures, demonstrations, and hands-on labs, students learn to install, configure, and administer computers running Red Hat Linux. This course will give students the knowledge, information, and strategy to prepare for the Red Hat RHCSA & RHCE certification examinations. See <http://www.redhat.com/training/certifications/rhce/> for more information. Prerequisites: Knowledge of computers, network services, TCP/IP, and at least one year administrative experience with UNIX or Linux operating systems. There is a required book, the Michael Jang Certification study guides: ISBN-10: 0071765654 (ISBN-13: 978-0071765657).

65976 201 Apr 15-May 22 6-10pm TTh HBC 206

ITSC 1091 Getting to Know Linux (42 hrs/\$709 / \$1 Accident Insurance)

This course is an introduction to the Linux operating system. It provides the basics for installing and using Linux with some Linux applications for common everyday tasks. In addition, it can be used as a starting point before the student takes additional education towards a certification and possible career in Linux. The graphical user interface will primarily be used for this course, and the command line will be introduced to help students who will go on to more advanced study and work with Linux.

65972 201 Jan 27-Mar 5 6-9:30pm MW HBC 206

MCSA Web Applications with .NET

The MCSA Web Applications with .NET credential is the premier certification for professionals who implement and administer .NET applications. Our program provides hands-on training using Microsoft Official Curriculum.

At Austin Community College, you can take these classes individually, or sign up for the MCTS Series. Prerequisite: Previous programming experience.

Current course section schedules are listed under the High Technology Institute (HT) - Technical Certification Programs (CETCP) Disciplines.

INEW 1071 Programming in C# (56 hrs/\$999 / \$110 Lab / \$1 Accident Insurance)

This course provides students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. The course focuses on C# program structure, language syntax, and implementation details. This course is offered via distance learning. There will be two online meeting sessions per week. Labs will be done offline under email guidance from instructor. Taken with INEW 1076, the course will prepare you for the Microsoft certification exam 70-486. MOC 20483.

Prerequisites: Previous programming experience preferred.

65984 201 Jan 25-Mar 8 1-5pm S ONLINE

Microsoft Server Certifications

May Qualify for Financial Aid - Contact (512) 223.7872

Microsoft certifications are the most widely respected technical certifications in the industry. Courses prepare students for their respective Microsoft certification exams. Exams fees are not included in the cost of the course. As an official Microsoft IT Academy, all courses are led by certified instructors and include official Microsoft course materials. Students must be enrolled at least 10 workdays prior to class start date to be assured book availability at start of class.

ITNX 9005 MCTIP/MCSA Windows Server 2008 Administrator Series (144 hrs/\$2500 / \$330 Lab / \$1 Accident Insurance)

The Microsoft Certified IT Professional (MCITP), and Microsoft Certified Server Administrator (MCSA) credentials are the leading certifications for Windows Server 2008, providing widely recognized, objective validation ability to perform critical, current IT job roles by using Microsoft technologies to their best advantage. The MCITP/MCSA 2008 Server Administrator Series includes: ITMC 2075 Windows Server 2008 Network Infrastructure, Configuring, ITMC 2076 Windows Server 2008 Active Directory, Configuring, ITMC 2078 Windows Server 2008 Administrator

Prerequisites: A+ & Network+ certification or equivalent knowledge of computers and operating systems.

66005 201 Jan 27-Apr 23 6-10pm MTW HBC 209

THE SERIES INCLUDES THE FOLLOWING CLASSES:

ITMC 2075 Windows Server 2008 Network Infrastructure, Configuring (48 hrs/\$874 / \$110 Lab / \$1 Accident Insurance)

This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. Students will gain an understanding of the network technologies most commonly used with Windows Server 2008 and IP-enabled networks. Students will also learn how to secure servers and maintain update compliance. Exam 70-642. MOC6421. Prerequisites: ITMC 1070 or equivalent.

66006 201 Jan 27-Feb 19 6-10pm MTW HBC 209

ITMC 2076 Windows Server 2008 Active Directory, Configuring (48 hrs/\$874 / \$110 Lab / \$1 Accident Insurance)

This course focuses on Active Directory in Windows Server 2008, covering: configuring, managing, and supporting user and computer accounts, groups, Domain Name System zones and client settings; group policy objects; the new Active Directory Lightweight Directory Service and Active Directory Rights Management Service; backup and recovery; and communication security. Exam 70-640. MOC 6425.

Prerequisites: ITMC 2075 or equivalent.

66007 201 Feb 24-Mar 26 6-10pm MTW HBC 209

ITMC 2078 Windows Server 2008, Administrator (48 hrs/\$1395 / \$291 Lab / \$1 Accident Insurance)

This course is intended for IT Professionals who are interested in the knowledge and skills necessary to plan and implement a Windows Server 2008 and Windows Server 2008 R2 environment. It incorporates both the planning of the server infrastructure and key aspects of the implementation, management and maintenance of Active Directory and Network Infrastructure. It is the primary training resource for Exam 70-646 preparation (MCITP: Server Administrator certification). It covers the most important job tasks for Server Administrators who are responsible for the planning, operations, and day-to-day maintenance of Windows Server 2008 and Windows Server 2008 R2 servers in the enterprise. The course covers Windows server 2008, Windows Server 2008 R2 and Windows Server 2008 R2 Sp1. Exam 70-646, MOC6433A. Prerequisites: ITMC 2075 Windows Server 2008 Network Infrastructure, Configuring, and ITMC 2076 Windows Server 2008 Active Directory, or equivalent knowledge of computers and operating systems.

66008 201 Mar 31-Apr 23 6-10pm MTW HBC 209

ITSE 1092 Installing and Configuring Windows Server 2012 (40 hrs/\$999 / \$120 Lab / \$1 Accident Insurance)

This course provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. While there is some cross-over in skills and tasks across the courses, this course primarily covers the initial implementation and configuration of core services including Active Directory Domain Services (AD DS), networking services, and Microsoft Hyper-V Server 2012 configuration. This course will prepare for the Microsoft Certification exam 70-410. Prerequisites: Basic Computer Knowledge

65981 201 Jan 20-Feb 19 7-9pm MW ONLINE

ITSE 1092 Administering Windows Server 2012 (40 hrs/\$999 / \$120 Lab / \$1 Accident Insurance)

Learn how to administer Windows Server 2012 with this five-day course. Although there is some cross-over of skills and tasks across these courses, this course primarily covers the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as Implementing Server Images, User and Group management with Active Directory Domain Services(AD DS) and Group Policy, Remote Access and Network Policies, Data Security, Monitoring and Update Management This course will prepare for the Microsoft Certification exam 70-411. Prerequisites: Basic Computer Knowledge

65982 202 Mar 3-Apr 9 7-9pm MW ONLINE

ITSE 1092 Configuring Advanced Windows Server 2012 Services (40 hrs/\$999 / \$120 Lab / \$1 Accident Insurance)

This course primarily covers advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), identity management, rights management, Federated services, network load balancing, failover clustering, business continuity and disaster recovery. This course will prepare for the Microsoft Certification exam 70-412. Prerequisites: Basic Computer Knowledge.

65983 203 Apr 14-May 14 7-9pm MW ONLINE

Microsoft SQL Server Certifications

May Qualify for Financial Aid - Contact (512) 223.7872

The Microsoft MCTS is for IT professionals who want to demonstrate their expertise maintaining databases by using SQL Server 2008. The MCITP builds on an MCTS prerequisite and is designed for IT professionals who want to demonstrate their expertise in using SQL Server 2008 for Database Administration. Students must be enrolled at least 10 workdays prior to class start to be assured book availability at start of class.

ITNX 9024 MCTS: SQL Server 2008 Business Intelligence Series (72 hrs/\$1395 / \$180 Lab / \$1 Accident Insurance)

The Series provides knowledge and skills for professionals who implement and design Microsoft SQL Server™ 2008 Business Intelligence solutions. Prerequisites: Experience using a Microsoft Windows Operating System, Experience creating service accounts & permissions and Microsoft SQL Server.
65977 201 Jan 25-Apr 5 8am-5pm S HBC 206

THE SERIES INCLUDES THE FOLLOWING CLASSES:

ITMT 2071 Implementing and Maintaining Microsoft SQL Server 2008 Analysis Services (24 hrs/\$519 / \$60 Lab / \$1 Accident Insurance)

This course teaches students how to implement an Analysis Services solution in an organization. The course discusses how to use the Analysis Services development tools to create an Analysis Services database and an OLAP cube, and how to use the Analysis Services management and administrative tools to manage an Analysis Services solution. MOC 6234. Prerequisites: Experience using a Microsoft Windows Operating System, Experience creating service accounts & permissions and Microsoft SQL Server.
65978 201 Jan 25-Feb 8 8am-5pm S HBC 206

ITMT 2072 Implementing and Maintaining Microsoft SQL Server 2008 Integration Services (24 hrs/\$519 / \$60 Lab / \$1 Accident Insurance)

This course teaches students how to implement an Integration Services solution in an organization. The course discusses how to develop, deploy, and manage Integration Services packages. MOC 6235. Prerequisites: ITMT 2071 Implementing and Maintaining Microsoft SQL Server 2008 Analysis Services.
65979 201 Feb 15-Mar 1 8am-5pm S HBC 206

ITMT 2073 Implementing and Maintaining Microsoft SQL Server 2008 Reporting Services (24 hrs/\$519 / \$60 Lab / \$1 Accident Insurance)

This course teaches students how to implement a Reporting Services solution in an organization. The course discusses how to use the Reporting Services development tools to create reports, and how to use the Reporting Services management and administrative tools to manage a Reporting Services solution. MOC 6236. Prerequisites: ITMT 2072 Implementing and Maintaining Microsoft SQL Server 2008 Integration Services, or equivalent.
65980 201 Mar 22-Apr 5 8am-5pm S HBC 206

Oracle Certifications

May Qualify for Financial Aid - Contact (512) 223.7872

These courses prepare students for certification exams from Oracle, the world's largest enterprise software company. As a member of the Oracle Workforce Development Program, all courses are led by certified instructors and include official Oracle course materials. Students must be enrolled 10 workdays prior to class start date to be assured book availability at start of class.

ITNW 9024 Oracle 11g: Certified OCP DBA Series (180 hrs/\$3070 / \$675 Lab / \$1 Accident Insurance)

Earning your OCP credential will give you recognition for your foundation of knowledge using Oracle technologies and to act as a team member working with database administrators or application developers. Registration in the OCP Series guarantees you a seat in courses: ITSW 1007-Introduction to SQL, ITSW 1054-Oracle 11g Administration I and ITSW 2037-Oracle 11g Administration II. Prerequisite: General computer knowledge including database concepts.
65985 201 Mar 17-Nov 3 6-9pm MW HBC 301.10

THE SERIES INCLUDES THE FOLLOWING CLASSES:

ITSW 1007 Introduction to Oracle 11g: SQL (60 hrs/\$1195 / \$225 Lab / \$1 Accident Insurance)

Understanding the basic concepts of relational databases ensures refined code by developers. This course helps the participants to write subqueries, combine multiple queries into a single query using SET operators and report aggregated data using group functions. Controlling privileges at the object and system level are also dealt with in detail. This course covers creating indexes and constraints, and altering existing schema objects. Additionally, participants learn how to create and query external tables in order to query and manipulate external data within the database, to use the dictionary views to retrieve metadata and create reports about their schema objects. Participants get to understand the advanced features of SQL. Some of the date-time functions available in the Oracle Database are also covered. This course also discusses how to use the regular expression support in SQL. This course prepares students for the Oracle Certified Associate exam #1Z0-051. Prerequisite: General computer knowledge including relational database concepts.
65986 201 Mar 17-May 21 6-9pm MW HBC 301.10

ITSW 1054 Oracle 11g: Database Administration I (60 hrs/\$1195 / \$225 Lab / \$1 Accident Insurance)

This course introduces students to data server technology. The class covers the concepts of both relational and object relational databases and the powerful SQL programming language. Demonstrations and hands-on practice reinforce the fundamental concepts. This course prepares students for the Oracle Certified Associate exam 1Z0-052. Prerequisite: ITSW 1007-Introduction to Oracle 11g SQL or exception granted by the instructor for prior experience.
65987 301 Jun 2-Aug 6 6-9pm MW HBC 301.10

ITSW 2037 Oracle 11g: DBA Administration II (60 hrs/\$1195 / \$225 Lab / \$1 Accident Insurance)

This course covers Oracle 11g flashback technology, configuring and using Recovery Manager, monitoring and managing storage, managing resources, monitoring and managing memory, dealing with database corruption, and automating the tasks with Scheduler. Demonstrations and hands-on practice reinforce the fundamental concepts to prepare the student for the Oracle Certified Professional Exam #1Z0-053. Prerequisite: ITSW 1007 Introduction to Oracle 11g SQL and ITSW 1054 Oracle DBA Administration I or exception granted by the instructor for prior experience.
65988 101 Aug 25-Nov 3 6-9pm MW HBC 301.10

ITSE 1073 Oracle 11g: Program with PL/SQL (60 hrs/\$1195 / \$225 Lab / \$1 Accident Insurance)

In this course students learn how to write PL/SQL procedures, functions and packages. Working in both the Procedure Builder and the SQL*Plus environments, participants will learn how to create and manage PL/SQL program units and database triggers. Participants will also learn how to use some of the Oracle-supplied packages. Prepares students for the Oracle Certified Associate exam #1Z0-144. Prerequisite: ITSW 1007-Introduction to Oracle 11g: SQL.
65989 201 Mar 17-May 21 6-9pm MW HBC 301.3

ITSW 1054 Oracle 11g: Database Administration I (60 hrs/\$1195 / \$225 Lab / \$1 Accident Insurance)

This course introduces students to data server technology. The class covers the concepts of both relational and object relational databases and the powerful SQL programming language. Demonstrations and hands-on practice reinforce the fundamental concepts. This course prepares students for the Oracle Certified Associate exam 1Z0-052. Prerequisite: ITSW 1007-Introduction to Oracle 11g SQL or exception granted by the instructor for prior experience.
65271 201 Mar 18-May 22 6-9pm TTh HBC 301.10

PC Technician Certifications

May Qualify for Financial Aid - Contact (512) 223.7872

Course tuition for the CompTIA vendor-neutral IT certification courses does not include required books. Books are purchased separately from the Rio Grande Campus bookstore, (512) 474.2607. Each class requires a book. Instructor supplies only additional study materials. See website for details: www.austincc.edu/techcert.

CPMT 3045 PC Technician Series (188 hrs/\$1700 / \$1 Accident Insurance)

The PC Technician Series consists of three courses: CPMT 2045-A+ Essentials, CPMT 1072-A+ Practical Application and CPMT 1073-Network+. See those course listings for individual class meeting days and times. The series prepares students for employment as PC Technicians, Help Desk Support and IT Customer Support positions. Contact mnouzovs@austincc.edu for required book.

66645	200	Jan 13-Apr 4	9am-1pm	MTWThF	HBC	412
66113	206	Jan 21-Jul 8	6-10pm	TTh	HBC	412
66119	203	Jan 25-Jul 26	8am-5pm	S	HBC	412
66159	201	Feb 24-May 23	8am-12pm	MTWThF	RRC	2122.00
66161	202	Feb 24-May 23	12:30-4:30pm	MTWThF	RRC	2122.00

THE SERIES INCLUDES THE FOLLOWING CLASSES:

CPMT 2045 A+ Essentials (80 hrs/\$785 / \$1 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) -Exam 220-801. Prerequisite: A desire to learn. Required book: CompTIA A+ Certification All-in-One Exam Guide, 8th edition, Mike Myers, ISBN 978-0071795128.

66646	200	Jan 13-Feb 10	9am-1pm	MTWThF	HBC	412
66114	206	Jan 21-Apr 3	6-10pm	TTh	HBC	412
66120	203	Jan 25-Apr 12	8am-5pm	S	HBC	412
66160	201	Feb 24-Mar 28	8am-12pm	MTWThF	RRC	2122.00
66162	202	Feb 24-Mar 28	12:30-4:30pm	MTWThF	RRC	2122.00

CPMT 1072 A+ Practical Application (48 hrs/\$430 / \$1 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,

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labs, and exam preparation. The course will prepare students for the CompTIA A+ Practical Applications certification examination) - Exam 220-802. Prerequisite: CPMT 2045 A+ Essentials or equivalent. Required book: CompTIA A+ Certification All-in-One Exam Guide, 8th edition, Mike Myers, ISBN 978-0071795128.

66647	200	Feb 17-Mar 4	9am-1pm	MTWThF	HBC	412
66242	206	Apr 8-May 15	6-10pm	TTh	HBC	412
66253	203	Apr 19-May 24	8am-5pm	S	HBC	412
66235	201	Apr 1-Apr 16	8am-12pm	MTWThF	RRC	2122.00
66236	202	Apr 1-Apr 16	12:30-4:30pm	MTWThF	RRC	2122.00

CPMT 1073 Network+ (60 hrs/\$690 / \$1 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. Prerequisite: CPMT 1072-A+ Essentials and CPMT 2045-A+ Practical Applications or equivalent knowledge. Required book: CompTIA Network+ Certification All-in-One Exam Guide, 5th edition, Mike Myers, ISBN 978-0071789226.

66648	200	Mar 17-Apr 4	9am-1pm	MTWThF	HBC	412
66282	206	May 20-Jul 8	6-10pm	TTh	HBC	412
66283	303	May 31-Jul 26	8am-5pm	S	HBC	412
66275	201	May 5-May 23	8am-12pm	MTWThF	RRC	2122.00
66276	202	May 5-May 23	12:30-4:30pm	MTWThF	RRC	2122.00

CPMT 1072 A+ Practical Application (48 hrs/\$430 / \$1 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) - Exam 220-802. Prerequisite: CPMT 2045 A+ Essentials or equivalent. Required book: CompTIA A+ Certification All-in-One Exam Guide, 8th edition, Mike Myers, ISBN 978-0071795128.

64891	204	Jan 13-Jan 29	8am-12pm	MTWThF	RRC	2122.00
64892	205	Jan 13-Jan 29	12:30-4:30pm	MTWThF	RRC	2122.00

CPMT 1073 Network+ (60 hrs/\$690 / \$1 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. Prerequisite: CPMT 1072-A+ Essentials and CPMT 2045-A+ Practical Applications or equivalent knowledge. Required book: CompTIA Network+ Certification All-in-One Exam Guide, 5th edition, Mike Myers, ISBN 978-0071789226.

64890	207	Jan 7-Feb 25	5:30-9:30pm	TTh	RRC	2122.00
64893	204	Feb 3-Feb 21	8am-12pm	MTWThF	RRC	2122.00
64894	205	Feb 3-Feb 21	12:30-4:30pm	MTWThF	RRC	2122.00

Project Management

****May Qualify for Financial Aid - Contact (512) 223.7872****

Most IT projects do not fail because of bad technology; they fail because of poor management practices. With the disciplined project management approach, you will have a knowledge base of proven methods to ensure that your IT projects are on time, on budget, and meet the customer's needs. The combination of BMGT 1023 and BMGT 1040 is the most successful approach towards achieving professional certification in project management based on the Project Management Institute's PMBOK® Guide. If training in a scheduling software tool is also desired, ITSC 1018 is recommended. Required books are purchased separately for most courses. Instructors supply only additional study materials through BlackBoard, ACC's online courseware environment. See website for details: [http://continue.austincc.edu/catalog/topic.php?topic=Project Management&term=](http://continue.austincc.edu/catalog/topic.php?topic=Project%20Management&term=)

BMGT 1023 IT Project Management (48 hrs/\$1098 / \$1 Accident Insurance)

This certificate course, taught by Bob Futrell and a team of PMP® certified instructors, is a process-oriented, practical project management course emphasizing both knowledge and skill. IT Project Management builds on the Project Management Institute's Guide to the Project Management Body of Knowledge (PMBOK® Guide) to provide a solid framework and context for managing IT projects. This course provides an excellent foundation for students who already have some exposure to managing projects, and are seeking to pass professional certification exams, but lack expertise and skill in all the knowledge areas covered in the current PMBOK® Guide. 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® Guide. This course uses IT examples and background to explore the theory and practice of project management, and is offered both onsite and online supported by BlackBoard, ACC's online courseware environment. Prerequisite: At least 12 months experience working around (not necessarily for) an IT organization to understand the terms and context of project examples from the IT domain (websites, equipment rollouts, etc.). The follow-on course BMGT1040 PMP®/CAPM® Exam Prep is recommended prior to sitting for the certification exams. Students should see the specific professional certification examination requirements at www.pmi.org for PMP® and CAPM®, and www.CompTIA.org for Project+ for further details on professional certification.

65993	201	Jan 9-Mar 4	6-9pm	TTh	HBC	410
65994	202	Feb 3-Mar 30			ONLINE	
65996	204	May 5-Jun 29			ONLINE	
65995	203	Mar 19-May 12	6-9pm	MW	RRC	2123.00

BMGT 1040 PMP®/CAPM® Exam Prep (40 hrs/\$899 / \$1 Accident Insurance)

This course is a PMBOK® Guide-oriented exam prep course taught by Hari Thummalappali, emphasizing PMBOK® Guide knowledge only, structured around the 10 knowledge areas of the PMBOK® Guide, and focused on exactly what is necessary to pass the exams. The course steps through all the core concepts that are tested on the exams by quickly reviewing each concept and addressing what the student needs to know from an exam perspective. 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. Students that do not meet the experience criteria for taking the PMP® exam are encouraged to take the CAPM® exam instead. This course focuses on the fundamental concepts from an exam perspective that are tested on both exams. Students should see www.pmi.org for the PMP® and CAPM® examination requirements. Prerequisite: None, but it will be very beneficial to have completed BMGT 1023-IT Project Management, a process-oriented PM course or equivalent. Otherwise, students will have to put in a lot of additional effort to make up for not having any prior Project Management training. Students who are uncertain about their preparedness for the PMP®/CAPM® Exam Prep course can schedule a brief 15-20 call with the course instructor Hari Thummalapalli before deciding if this is the right course for them. Prerequisites: At least 12 months experience working on a project is very helpful to keep up with this fast paced course. Students should see www.pmi.org for the PMI examination requirements.

65990	201	Jan 11-Feb 8	8:30am-5:30pm	S	CYP 213
65991	202	Mar 22-Apr 19	8:30am-5:30pm	S	CYP 213
65992	203	May 17-Jun 14	8:30am-5:30pm	S	CYP 213

BMGT 1074 PMI-ACP® Exam Prep (21 hrs/\$999 / \$1 Accident Insurance)

The purpose of this course is to help students prepare for the PMI Agile Certified Practitioner (PMI-ACP)® Exam. This course provides students with a quick overview of some of the most popular agile methodologies currently practiced in the Project Management industry including Scrum, Extreme Programming, Lean, Kanban, and Rational Unified Process. The course will start off with an overview of the PMI-ACP® exam including how to apply, eligibility criteria, and scheduling the actual test. The class will then focus on the definitions and terminology used in various agile methodologies that are tested on the exam. This course is strictly PMI-ACP® examination preparation. This course focuses on the fundamental concepts tested on the exam from an exam perspective.

65997	201	Feb 15-Mar 1	8:30am-4:30pm	S	CYP 213
65998	202	Apr 26-May 10	8:30am-4:30pm	S	CYP 213

VMware

INEW 2073 VMware vSphere ICM V5 (56 hrs/\$1875 / \$400 Lab / \$1 Accident Insurance)

This course focuses on installing, configuring, managing, and troubleshooting VMware® vSphere. It combines the content of the VMware vSphere 5: 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 examination 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. Prerequisite: System administration experience on Microsoft Windows® or Linux® operating systems. Experience with networks and/or storage networks a plus.

66001	201	Jan 18-Mar 1	8am-5pm	S	HBC 301.3
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Check for course updates year-round on the web at continue.austincc.edu

Webmaster

www.austincc.edu/webcert

May Qualify for Financial Aid - Contact (512) 223.7872

To start online classes, go to www.austincc.edu/webcert/online.html and contact the instructor.

Web Authoring and Website Design

www.austincc.edu/webcert

Fees are subject to change without notice. For current prices call (512) 223.7542.

ITNW 1059 Introduction to WWW Authoring, HTML, and CSS (24 hrs/\$356 / \$1 Accident Insurance)

This course will focus on the use of the World Wide Web (WWW) and the creation of a home page. Web browsers and Hypertext Markup Language (HTML) are discussed. Students get hands-on experience building simple web pages in XHTML with hypertext links and graphics. Includes an overview of techniques that enhance and facilitate page creation. Prerequisites: Familiarity with PC and browsing the Internet.

66154	203	Feb 18-Mar 6	5:45-9:45pm	TTh	HBC 212
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ITNW 1059 Introduction to WWW Authoring, HTML, and CSS (24 hrs/\$255 / \$1 Accident Insurance)

66074	201	Jan 6-Jan 27			ONLINE
66129	202	Feb 3-Feb 24			ONLINE
66169	204	Mar 3-Mar 24			ONLINE
66228	205	Apr 1-Apr 22			ONLINE
66265	206	May 5-May 27			ONLINE

IMED 1040 Intermediate WWW Authoring, HTML, and CSS (24 hrs/\$356 / \$1 Accident Insurance)

Publishing, design, and layout techniques for websites. Utilizes techniques in animation, tables, and forms. Also includes application of tools for creating and editing a website. Introduces table design, forms, and frames construction. Hands-on experience in building complex web pages using techniques covered in class. Prerequisite: Introduction to World Wide Web Authoring and XHTML, similar course, or equivalent experience.

66237	205	Apr 1-Apr 17	5:45-9:45pm	TTh	HBC 212
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IMED 1040 Intermediate WWW Authoring, HTML, and CSS (24 hrs/\$255 / \$1 Accident Insurance)

66075	201	Jan 6-Jan 27			ONLINE
66130	202	Feb 3-Feb 24			ONLINE
66170	203	Mar 3-Mar 24			ONLINE
66229	204	Apr 1-Apr 22			ONLINE
66266	206	May 5-May 27			ONLINE

ITNW 1072 Advanced WWW and HTML (12 hrs/\$178 / \$1 Accident Insurance)

Part III of a three-part series is intended for advanced Web authors who took Part II of this series. Introduces XML, dynamic X/HTML, style sheets, and techniques to create images with small file sizes. Provides students with an introduction to such advanced topics as CGI, Web scripting; audio, video, and multimedia. Features hands-on investigation and analysis of using these technologies with existing web sites.

66076	201	Jan 6-Jan 27			ONLINE
66131	202	Feb 3-Feb 24			ONLINE

66171 203 Mar 3-Mar 24 ONLINE
 66230 204 Apr 1-Apr 22 ONLINE
 66267 205 May 5-May 27 ONLINE

ITNX 3010 HTML 5 (16 hrs/\$185 / \$1 Accident Insurance)

Get a deeper understanding of HTML 5 and learn how to create richer, more meaningful web pages with structural tags and descriptive attributes. Start with an overview of HTML 5 and how it differs from previous versions of HTML and XHTML. Learn about the new tags and attributes, and investigate how browsers deal with HTML 5 content. Prerequisites: Intermediate WWW Authoring and XHTML or equivalent knowledge.

66149 201 Feb 17-Mar 7 ONLINE

ITNX 3011 CSS 3 (16 hrs/\$185 / \$1 Accident Insurance)

Learn the newest CSS standard, how it can change users' interactions with your web projects, and the best ways to implement CSS3 with backward compatibility. Review the new capabilities and applications with hands-on exercises - from typography to media queries. Prerequisites: Web Authoring; using Cascading Style Sheets or equivalent knowledge.

66183 201 Mar 17-Apr 4 ONLINE

IMED 1002 Dreamweaver 1: Introduction (18 hrs/\$299 / \$1 Accident Insurance)

Web site creation with graphic elements. Includes use of Web authoring software and study of websites and browsers. Learn to use the powerful features in Adobe Dreamweaver to create and manage standards-compliant web pages that include images, links, Flash elements, interactive behaviors, and forms. You'll learn to speed development by using CSS, Library items and Templates. You will also use Dreamweaver's built-in FTP feature to upload a site to a remote server. Prerequisites: Intermediate WWW Authoring & XHTML.

66138 201 Feb 3-Feb 17 5:30-9:10pm MW HBC 212
 66255 203 Apr 21-Apr 29 1:30-5:10pm MTW HBC 212

IMED 1002 Dreamweaver 1: Introduction (18 hrs/\$205 / \$1 Accident Insurance)

66182 202 Mar 17-Apr 13 ONLINE

ITNW 6041 Dreamweaver 2: Advanced Web Authoring (18 hrs/\$205 / \$1 Accident Insurance)

This course builds on the foundation of knowledge gained in Dreamweaver 1. You'll learn more about CSS selector types, use CSS and JavaScript to add interactivity to static pages, customize and extend the Dreamweaver interface, use Spry objects for complex interactivity, and create data-driven pages that draw from XML sources and RSS feeds. Prerequisite: Dreamweaver 1: Introduction.

66274 201 May 5-Jun 1 ONLINE

ITNW 6014 Interface Design and Usability (12 hrs/\$178 / \$1 Accident Insurance)

This course focuses on improving web site design using the Principles of Design in visual communication, and Human-Computer Interface (HCI) fundamentals. Students will learn the three types of usability evaluation, as well as design and critique mock web site interfaces. Prerequisite: Introduction to WWW Authoring and XHTML and ITNW 6001-Photoshop 1: Introduction.

66224 201 Mar 31-Apr 27 ONLINE

ITNX 3012 Introduction to WordPress and Content Management Systems (18 hrs/\$205 / \$1 Accident Insurance)

Learn the basics of installing and configuring a Web Content Management System to easily build blogs and small web sites. You'll perform common tasks using WordPress, one of the most popular

(and free) Content Management Systems. You'll set up a simple blog and publish a self-hosted site. Prerequisites: Students must have taken Introduction to WWW Authoring and Web Authoring: Using CSS or have equivalent experience.

66081 201 Jan 13-Feb 16 ONLINE

ITNX 3014 Responsive Web Design and Cross-Browser Compatibility (16 hrs/\$185 / \$1 Accident Insurance)

Responsive Web Design is a fundamental shift in design for multiple devices and screen sizes. Cross-browser compatibility lets us code feature rich sites that work with both new and old browsers. This course introduces flexible grid layouts and coding techniques used to keep up with constantly changing requirements. Prerequisites: Intermediate WWW Authoring, HTML, and CSS.

66135 201 Feb 3-Feb 24 ONLINE

Web Graphics and Visual Design

www.austincc.edu/webcert

Fees are subject to change without notice. For current prices call (512) 223.7542.

ITNW 6001 Photoshop 1: Introduction (18 hrs/\$299 / \$1 Accident Insurance)

In this introductory course, you will learn the basics of digital imaging, and how to use Photoshop's most common tools, palettes, and commands for manipulating images and compressing them for the fastest downloads. Exercises include color correction, image retouching, photo manipulation, designing entire web pages and indexing graphics for the web. Prerequisites: Familiarity with computers.

66137 201 Feb 3-Feb 17 1:30-5:10pm MW HBC 212
 66257 203 Apr 21-Apr 29 5:30-9:10pm MTW HBC 212

ITNW 6001 Photoshop 1: Introduction (18 hrs/\$205 / \$1 Accident Insurance)

66181 202 Mar 17-Apr 13 ONLINE

ITNW 6002 Photoshop 2: Advanced Web Design (16 hrs/\$279 / \$1 Accident Insurance)

This course delves further into the power of Photoshop. Learn to create textures and patterns, and use layer blend modes, channels and paths. You'll learn to leverage the power of Photoshop with presets and automation. Use slicing to turn a web mock-up into HTML and images. Even learn to create animations. Exercises are realistic, web-specific applications of Photoshop. Prerequisites: Photoshop 1: Introduction.

66222 201 Mar 24-Mar 27 5:30-9:30pm MTWTh HBC 212

ITNW 6002 Photoshop 2: Advanced Web Design (16 hrs/\$185 / \$1 Accident Insurance)

66273 202 May 5-Jun 1 ONLINE

ITNW 5050 Flash 1: Introduction (18 hrs/\$299 / \$1 Accident Insurance)

This hands-on introduction to the revolutionary Flash authoring program covers manipulating artwork, creating symbols, animation methods, scripting basic interactivity, and publishing Flash files in a variety of formats for online and offline delivery. Prerequisite: Familiarity with computers.

66221 201 Mar 24-Mar 28 1:30-5:10pm MTWThF HBC 212

ITNW 6044 Flash 1: Introduction (18 hrs/\$205 / \$1 Accident Insurance)

66082 201 Jan 13-Feb 16 ONLINE

Programming Languages

www.austinctc.edu/webcert

Fees are subject to change without notice. For current prices call (512) 223.7542.

ITSE 1003 Introduction to Programming Languages (16 hrs/\$185 / \$1 Accident Insurance)

Development of basic knowledge of programming concepts and techniques. Topics include familiarization with and utilization of computer systems; developing logic; preparing top-down design of problems; and creating programs. This class is for those who have few or no skills in programming. Emphasis will be placed on problem definition, program solution, and how to enter, manipulate, and display data. Using C-Language as a teaching vehicle, this course will expose students to the basic programming concepts they need for further work with programming languages. Prerequisites: End-user familiarity with computers, the Internet and Microsoft Windows. Unfortunately no troubleshooting support for Mac users will be provided.

66077	201	Jan 6-Jan 27	ONLINE
66133	202	Feb 3-Feb 24	ONLINE
66172	204	Mar 3-Mar 24	ONLINE
66231	205	Apr 1-Apr 22	ONLINE
66268	206	May 5-May 27	ONLINE

ITNW 5063 PHP (24 hrs/\$255 / \$1 Accident Insurance)

PHP hypertext preprocessor is a server side programming language that you embed into documents such as HTML files, which may contain DHTML, JavaScript, and Java. PHP is great for creating pages on the fly and can be used to make guest books, message boards, and other interactive pages. Learn the programming aspect of PHP, variables, operators, hashes, arrays, and control structures. Check course description at www.austinctc.edu/webcert/ for required books. Prerequisite: Intermediate World Wide Web Authoring & XHTML plus basic programming knowledge.

66174	201	Mar 3-Mar 24	ONLINE
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ITSE 6065 JavaScript Programming (24 hrs/\$255 / \$1 Accident Insurance)

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. Close attention paid to browser type and browser version compatibility, and to JavaScript anomalies and annoyances. Prerequisite: ITSE 1003-Introduction to Programming Languages or prior programming experience; good knowledge of HTML coding or completion of Part II: Intermediate World Wide Web Authoring and XHTML.

66134	201	Feb 3-Feb 24	ONLINE
66234	202	Apr 1-Apr 22	ONLINE

ITSX 3001 AJAX (24 hrs/\$255 / \$1 Accident Insurance)

Asynchronous JavaScript and XML (AJAX) is a technique that uses the JavaScript-based XMLHttpRequest object to retrieve responses from a web server in a dynamic way, allowing for instant, on page updating. Learn to create dynamic web pages that function more like desktop applications than traditional web pages. Prerequisite: Intermediate WWW Authoring and XHTML and JavaScript Programming.

66079	201	Jan 6-Jan 27	ONLINE
66270	202	May 5-May 27	ONLINE

ITSE 1070 JAVA Programming: Part I (24 hrs/\$255 / \$1 Accident Insurance)

Introduces the idea of Object Oriented Programming, and covers the Java Development Kit, classes, objects, attributes and behavior, statements and expressions, methods and casting, arrays, logic and loops, creating classes, creating Java applications, command-line arguments, constructor methods, overriding methods, overriding constructors and finalizer methods. Prerequisite: A modest knowledge of basic programming concepts including control structures such as for, while, and if-else. No prior knowledge of OOP or HTML is required.

66173	203	Mar 3-Mar 24	ONLINE
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ITSE 1071 JAVA Programming: Part II (24 hrs/\$255 / \$1 Accident Insurance)

Covers creating applets and applications, the Graphics Class, coordinate systems, drawing Objects, threads, images and sound, the Abstract Windowing Toolkit, various components, interface layout, mouse and keyboard event handling, generic event handling, Windows, Frames, Dialog boxes and Menus. Prerequisite: ITSE 1070-Java Programming: Part I or comparable knowledge and experience.

66078	201	Jan 6-Jan 27	ONLINE
66232	204	Apr 1-Apr 22	ONLINE

ITSE 1072 Java Programming: Part III (24 hrs/\$255 / \$1 Accident Insurance)

Create more sophisticated Java programs utilizing the functionality of the Swing components. Learn how to create GUI menu systems and use Swing components to create frames, labels, borders, buttons, check boxes, radio buttons, combo boxes, text fields, text areas, file choosers, color choosers, internal frames, menu bars, tool bars, tabbed panes and sliders. Also learn how to read and write to files using the FileReader Class and other supporting classes. Prerequisite: ITSE 1071-Java Programming: Part II or comparable knowledge and experience.

66132	201	Feb 3-Feb 24	ONLINE
66269	204	May 5-May 27	ONLINE

ITSX 3015 Introduction to E-Commerce (16 hrs/\$185 / \$1 Accident Insurance)

Examine the type of system which is described by the umbrella term "e-commerce." Typical application areas include retailing using the Internet, supply chain management, and online auctions. Covers underlying technologies used to implement e-commerce applications, e.g., web technology, the problems encountered when developing distributed e-commerce systems, such as ensuring that a system is kept secure from criminal activity, and study of a typical retailing system.

66175	201	Mar 3-Mar 24	ONLINE
66272	202	May 5-May 27	ONLINE

ITSX 3016 Programming for E-Commerce Websites (24 hrs/\$255 / \$1 Accident Insurance)

This technical programming class takes the student through the design and development of an E-Commerce shopping cart system, using PHP and MySQL. Prerequisites: Introduction to E-Commerce and Introduction to Programming Languages or knowledge of computer programming in at least one language.

66233	201	Apr 1-Apr 22	ONLINE
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ITSE 6051 VB.Net (24 hrs/\$255 / \$1 Accident Insurance)

Create Microsoft Visual Basic.Net applications. Setup and run the Visual Basic.Net Express Edition, understand the .Net Framework, and navigate the development environment in order to create efficient and effective applications. Students will use the appropriate data types and procedural functions, handle errors, and deal with

incorrect or unexpected input. Students get hands-on experience by completing labs, where they will build applications, using the Visual Studio Express edition environments and tools. Prerequisites: Introduction to Programming Languages course or working knowledge of programming concepts.
66084 201 Jan 13-Feb 7 ONLINE

ITNW 6066 ASP.NET: Part I (18 hrs/\$205 / \$1 Accident Insurance)
Learn about structure and architecture of Microsoft's .NET platform initiative; products and languages of the .NET platform; and the ASP.NET development tools. Covers ASP.NET development fundamentals and the available languages for developing ASP.NET applications as well programming basics. Prerequisite: ITSE 1003 – Introduction to Programming Languages or equivalent knowledge.
66085 201 Jan 13-Feb 7 ONLINE

ITNW 7005 ASP.NET: Part 2 (18 hrs/\$205 / \$1 Accident Insurance)
Covers creating ASP.Net applications with Visual Studio.NET, managing application state, accessing and binding data using ADO.Net, creating custom server controls. Learn to create web forms, use server controls, and tracing and debugging applications. Prerequisite: ITNW 6066 – Web Applications with ASP.NET: Part I or equivalent knowledge.
66143 201 Feb 10-Mar 6 ONLINE

ITNW 6068 ASP.NET: Part 3 (18 hrs/\$205 / \$1 Accident Insurance)
Creating and Using XML Web Services, using caching to improve performance, configuring ASP.Net applications and setting up security in their applications. Learn to work with XML in ASP.Net. Prerequisite: ITNW 7005 – Web Applications with ASP.NET: Part II or equivalent knowledge.
66184 201 Mar 17-Apr 11 ONLINE

ITSE 6080 Perl Programming for the Web (24 hrs/\$255 / \$1 Accident Insurance)
This introduction to the Perl 5 programming language and its use as an Internet programming language will cover programming fundamentals, data types, control structures, loops and I/O processing. All topics taught in the context of the Web. Prerequisite: Previous programming experience and Intermediate WWW Authoring and XHTML.
66080 201 Jan 6-Jan 27 ONLINE
66271 202 May 5-May 27 ONLINE

Web Applications and Special Topics

www.austincc.edu/webcert

Fees are subject to change without notice. For current prices call (512) 223.7542.

ITNW 6003 Capstone Portfolio (24 hrs/\$179 / \$1 Accident Insurance)
In this final course in the Webmaster Certificate Program, students develop a website that demonstrates the range of skills and abilities they have acquired during the program. They develop this website with an ACC Webmaster Certificate Program instructor acting as a mentor. The capstone project has to be linked from the students' index.html page as a part of their web portfolio. The entire web portfolio including a web resume will be evaluated as a part of the capstone project. See www.austincc.edu/webcert for more details. Prerequisite: Completion of all other requirements for an ACC Webmaster Certificate Program (either track), including web projects from other classes, index.html page, web resume, and approval of the Coordinator. No classroom meeting; one-on-one with mentor.
66073 201 Jan 6-May 23 ONLINE

Get ready for Summer!

Summer ACC Youth Programs

For more information visit www.austincc.edu/webcert/kids and www.austincc.edu/comp_ce/kids.

In the following classes, students will learn how to build simple web pages and publish them on the Web in the first class. Then, they will learn how to make their pages fun, how to include professional looking images and make pages interactive.

ITX 3006 Keyboarding, Computer and Word Processing Skills for Kids (20 hrs/\$125 / \$1 Accident Insurance)

Hands-on training for kids who have no or little computer experience. This course will help them to gain confidence and firm foundation in using computers. Topics include basic keyboarding skills, basic file management and navigation in Windows environment; programs such as Notepad, WordPad, Paint, and Calculator as well as basics of accessing and navigating on the Internet and fundamentals of Internet safety. Course covers creating, editing, and printing text documents such as flyers and invitations, school papers, letters, essays. The course includes spell checking, copying and pasting, formatting text, and inserting pictures. Prerequisites: Approval of the coordinator required.
66649 301 Jun 9-Jun 13 9am-1pm MTWThF HBC 212
66655 302 Aug 4-Aug 8 9am-1pm MTWThF HBC 212

Prerequisites for all following courses: Students must be familiar with the keyboard and mouse, able to type, and follow instructions or take ITX 3006. All students and a parent/guardian must schedule an appointment with the coordinator for program orientation at least 2 weeks before the first day of the class. Call (512) 223.7588.

ITNW 3001 Introduction to Web Pages (9 hrs/\$99 / \$1 Accident Insurance)

Students will create and design their own web pages. In this hands-on course, students will build simple pages with hypertext links and graphics. The course includes instructions on protecting personal information when publishing on the Web.
66650 301 Jun 16-Jun 19 9am-12pm MTW HBC 212

ITNW 3002 Dreamweaver Quick Start (9 hrs/\$99 / \$1 Accident Insurance)

Dreamweaver is an editing and site creation tool used to manage entire web sites. Students will learn how to create web sites using the top web publishing software. Prerequisite: Introduction to Web Pages course or equivalent experience.
66651 301 Jun 23-Jun 25 9am-12pm MTW HBC 212

ITNW 3003 Photoshop Quick Start (9 hrs/\$99 / \$1 Accident Insurance)

This hands-on class will introduce students to Adobe Photoshop – the tool most professional designers use for creating cool web graphics. They will learn how to improve bad photos, realistically remove people and objects from photos, optimize web graphics for fast downloads, make a web photo gallery, and create animations.
66652 301 Jul 7-Jul 9 9am-12pm MTW HBC 212

ITNW 3004 Flash Quick Start (9 hrs/\$99 / \$1 Accident Insurance)

Macromedia Flash marks the end of the static web page! Students will learn how to create online animation and use interactivity to build dynamic web pages and applications including a slide show, an MP3 jukebox, and a video player.
66653 301 Jul 14-Jul 16 9am-12pm MTW HBC 212

ITNW 3005 Web Design Workshop (9 hrs/\$99 / \$1 Accident Insurance)

In this hands-on workshop learn how to design attractive interactive websites using Dreamweaver, Photoshop and Flash; and how to publish and maintain websites. Prerequisite: Introduction to Web Pages, Dreamweaver QuickStart, Photoshop QuickStart, Flash QuickStart courses or equivalent experience.
66654 301 Jul 21-Jul 23 9am-12pm MTW HBC 212

Health Professions Institute

(512) 223.7542 • continue.austincc.edu/hpi

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
CNE	= Texas Nurses Association*
SW	= Social Workers, Licensed Professional Counselors (LPC, LMFT)
TDH	= Texas Department of Health (EMS)
TSR	= 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

* Austin Community College is an approved provider of continuing nursing education by the Texas Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

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 (HBC):

Activity Director Practicum
Aesthetic Laser Hair Removal Technician
Dental Assisting Program
Dialysis Technician
Massage Therapy Licensure
Medical Assistant
Medication Aide
Nurse Aide
Nursing Re-Entry (Preceptorship)
Ophthalmic Assistant
Veterinary Assistant

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

Pharmacy Technician
Phlebotomy Technician

Applications Submitted to Human Services Department (RGC):

Licensed Chemical Dependency Counselor

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 <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 <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 (HBC), 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, <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-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 <http://continue.austincc.edu/hpi/notice/>. Students may also contact the appropriate Coordinator for each program.

Activity Director Certificates

May Qualify for Financial Aid - Contact (512) 223.7872

Information regarding application requirements and deadlines is available at <http://continue.austincc.edu/hpi/notice/>. Payment plan available: www.austincc.edu/support/admissions/tuitiondeadlines. For further information contact coordinator at (512) 223.7271.

BASIC ACTIVITY DIRECTOR

Enables an activity director in a Long Term Care setting to complete partial requirements to become eligible for certification by the National Certification Council for Activity Professionals (NCCAP), the National Therapeutic Recreation Society (NTRS), or the Consortium of Therapeutic Recreation/ Activities Certification, Inc. Prerequisites: GERS 1004 & GERS 1066.

GERS 1004 Activity Directing I (96 hrs)

GERS 1066 Practicum-Adult Development and Aging I (112 hrs)

GERS 1004 Activity Directing I (96 hrs/\$295 / \$35 Lab / \$1 Accident Insurance)

Role of the activity director in long term health care facilities. Includes study of history, regulations, communications, advocacy, ethics, service delivery, and volunteer management.

66020 200 Jan 13-May 9

ONLINE

GERS 1066 Practicum- Adult Development and Aging I (112 hrs /\$100 / \$35 Lab / \$1 Accident Insurance)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Co-requisite course which complete the requirements of GERS 1041.

66021 200 Jan 13-May 9

PIC

TBA

GERS 2032 Advanced Activity Director (90 hrs/\$295 / \$35 Lab / \$1 Accident Insurance)

An advanced course for Activity Professionals which includes activity department responsibilities, a system for developing administrative practices, as well as communication techniques to be used in a facility and with the public.

66022 200 Jan 13-May 9

ONLINE

GERS 2066 Practicum-Adult Development and Aging II (112 hrs/\$100 / \$35 Lab / \$1 Accident Insurance)

Individually scheduled, practical, workplace training plan developed by the employer, instructor, and student.

66023 200 Jan 13-May 9

PIC

TBA

Addictions Counseling in the Criminal Justice System Certificate

All courses offered each semester for this Program (as shown in the current Credit Schedule of Classes) are also available for enrollment through Continuing Education.

Courses in the program include:

- CJCR 1007 Correctional Systems and Practices
- CJSA 1022 Introduction to Criminal Justice
- CJSA 1048 Ethics in Criminal Justice
- CJCR 2024 Community Resources in Corrections
- DAAC 1019 Introduction to Alcohol and Other Drug Addictions*
- PSYT 2039 Counseling Theories*
- DAAC 2006 Substance Abuse Prevention I*
- DAAC 2007 Addicted Family Intervention*
- DAAC 2041 Counseling Alcohol and Other Drug Addictions*
- SCWK 1091 Ethical Issues in Human Services*
- SCWK 2086 Internship I – Social Work*
- SCWK 2087 Internship II – Social Work*

*See Licensed Chemical Dependency Certificate

CJCR 1007 Correctional Systems and Practices (48 hrs/\$249 / \$1 Accident Insurance)

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. Integrated with college credit CRIJ 2313.

65900 201 Jan 15-May 7 7:05-9:45pm W EVC 8125

CJCR 2024 Community Resources in Corrections (48 hrs/\$249 / \$1 Accident Insurance)

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. Integrated with college credit CRIJ 2301.

65899 201 Jan 14-May 6 7:05-9:45pm T SAC 1316

CJSA 1022 Introduction to Criminal Justice (48 hrs/\$249 / \$1 Accident Insurance)

History and philosophy of criminal justice and ethical considerations; crime defined: its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections. Integrated with college credit CRIJ 1301.

65898 202 Jan 13-May 7 9am-10:20am MW EVC 3202

CJSA 1048 Ethics in Criminal Justice (48 hrs/\$249 / \$1 Accident Insurance)

A study of ethical thought and issues facing the criminal justice professional. Topics include constitutional ethics, codes of conduct, and standards of conduct. Integrated with college credit CJSA 1348.

65897 201 Jan 16-May 8 7:05-9:45pm Th EVC 3111

NEW!—Independent Studies for Healthcare

Short courses available in health-care topics in two formats, DVD or online. Multiple new offerings in such topics as pain, assault, new meds, etc. Check it out.

continue.austincc.edu/online

Advanced Life Saving

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EMSP 1047 Pediatric Advanced Life Support (PALS) (16 hrs/\$200 / \$20 Lab / \$1 Accident Insurance)

A course in the management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies. Meets the American Heart Association requirements for PALS provider course. Participants who successfully complete the course receive an AHA PALS Provider card. Course materials will be mailed to registered participants a minimum of one week prior to course. Registration deadline is one week prior to the first class day. Lunch is not provided. Approved for 16 nursing and TDH-P contact hours. Prerequisite: Knowledge and skills associated with basic CPR. For additional information contact - (512) 223.7090.

65930 200 Feb 28-Mar 1 8am-5pm FS EVC 9109

EMSP 2035 Advanced Cardiovascular Life Support (ACLS) (16 hrs/\$200 / \$15 Lab / \$1 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.

65931 200 Feb 14-Feb 15 8am-5pm FS EVC 9109

Animal Caretaker

These courses would be useful for a student wanting to work in an animal kennel or shelter. However, the courses were primarily designed for the student interested in knowing more about taking care of their own pets. For further information call the coordinator at (512) 223.7090.

VTHT 8001 Canine Massage for Health and Healing (3 hrs/\$50 / \$3 Lab / \$1 Accident Insurance)

The most powerful tool we possess is touch. Massage is one of the oldest forms of healing and can impact on emotional and physical levels for both humans and animals. This easy-to-use technique will help you detect early warning signs of illness, injury, and emotional trauma for your furry friend. Massage relieves pain and discomfort naturally without drugs. It helps the owner maintain close assessment of their pet's physical condition. Massage brings fresh, oxygenated blood to the skin and hair. It speeds the healing process and complements standard veterinary treatments. Students are encouraged to bring their own dog for hands-on practice. Techniques are for recreational purposes only and not for professional use. Paulette Gutches, C.A.T., is a Certified Animal Therapist and Pet Psychic, and has over ten years of experience working with animals. Owner dogs will be in classroom.

66639 200 May 3 1-4pm S HBC 406

VTHT 8002 Animal CPR and First Aid (4 hrs/\$55 / \$6 Lab / \$1 Accident Insurance)

There's no 911 for pets. Would you know how to save your pet's life in a life-threatening emergency? Every day thousands of dogs and cats are injured in accidents. Snakebites, drinking antifreeze or poison, and heat exhaustion are just a few examples of emergencies all pet owners should know how to deal with. You will learn many lifesaving techniques including how to take vital signs, how to perform first aid for common accidents, animal CPR, choking rescue and how to respond until your pet can get to the vet. This course will also cover alternative healthcare tips. Hands-on practice with a mannequin dog. Includes CPR Manual and Certificate. This course does not prepare an individual to instruct in Pet CPR & First Aid for compensation. Paulette Gutches, C.A.T., is a Certified Animal Therapist and has over ten years of experience working with animals.

66638 200 Mar 1 1-5pm S HBC 406

ACC Continuing Education

Teaching & Learning Center

Now offering courses for parents, students, and teachers to empower all parties in the educational process.

- College and Career Readiness
- Training for Tutors, Students, and Parents
- Family Guidance
- TExES and STAAR Testing Prep
- ParaEducator Training
- Professional Development for Educators and Childcare Staff
- Teacher Certification

Get involved in learning. Call **(512) 223-7542** or visit **continue.austincc.edu/tlc**

Biotechnology

The following courses are part of the ACC Biotechnology Program, and can be taken separately or as part of the entire program. Approval from the Program Coordinator is required for registration into any of these courses. For more information regarding the Biotechnology Program, please contact biotech@austincc.edu.

BITC 1011 Introduction to Biotechnology (112 hrs/\$332 / \$50 Lab / \$1 Accident Insurance)

An introduction to biotechnology including career exploration, history and applications of DNA/RNA technology, molecular biology, bioethics, and laboratory safe practices. The course is supplemented with laboratory exercises, demonstrations and field trips that illustrate the basic techniques of biotechnology including laboratory topics and finally the course concludes with a consideration of bioethical issues relating to this powerful new technology. Integrated with college credit BIOL 1414. Prerequisite: Approval from Coordinator – biotech@austincc.edu.

65905	201	Jan 14-May 8	6:30-7:50pm	TTh	EVC 9107
	Lab	Jan 14-May 8	8-9:45pm	TTh	EVC 9101

BITC 1040 Quality Assurance for the Biosciences (32 hrs/\$166 / \$1 Accident Insurance)

Quality assurance principles and applications. Includes quality control and Federal Drug Administration (FDA) regulations to the biotechnology, biopharmaceutical, and biomedical device industries. Integrated with college credit BITC 1240.

65908	201	Feb 10-May 11		ONLINE	
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BITC 2041 Molecular Biology Techniques (112 hrs/\$332 / \$50 Lab / \$1 Accident Insurance)

In-depth coverage of the theory and laboratory techniques in molecular biology with an emphasis on gene expression and regulation, recombinant DNA, and nucleic acids. Integrated with college credit BITC 2441.

65907	202	Jan 14-May 8	11:40am-1pm	TTh	RRC 3121.00
	Lab	Jan 14-May 8	1:15-3pm	TTh	RRC 3121.00

BITC 2072 Introduction to Biotechnology II (112 hrs/\$332/ \$50 Lab / \$1 Accident Insurance)

Lecture to focus on an integrative approach to the study of biomolecules with an emphasis on protein structures, functions and uses in the modern bioscience laboratory. Students will investigate the mechanisms involved in the transfer of genetic information from DNA sequences to proteins. The course will integrate biological and chemical concepts with techniques that are used in research and industry. Critical thinking will be applied in laboratory exercises using inquiry-based approaches, troubleshooting and analyzing experimental data. Integrated with BIOL 1415.

65906	201	Jan 13-May 7	6:30-7:50pm	MW	EVC 9101
	Lab	Jan 13-May 7	8-9:45pm	MW	EVC 9101

CPR Programs

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CPR Renewal ON-LINE

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

EMSP 1042 CPR Instructor/Renewal Course (8 hrs/\$150 / \$150 Lab / \$1 Accident Insurance)

Educational theory and skills necessary to train basic life support instructors. Topics include instructional methods, class motivation, audiovisuals, and mannequin care. Prerequisite: Coordinator approval required - (512) 223.7055.

65929	200	Mar 7	9am-5pm	F	HBC 301.2
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EMSX 3000 CPR For Health Care Professionals (5 hrs/\$65 / \$1 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.

65933	200	Jan 18	9am-2pm	S	HBC 301.2
65934	201	Jan 25	9am-2pm	S	HBC 301.2
65935	202	Jan 29	12-5pm	W	RRC 2123.00
65936	203	Feb 8	9am-2pm	S	HBC 301.2
65937	204	Feb 22	9am-2pm	S	HBC 301.2
65938	205	Feb 26	12-5pm	W	RRC 2123.00
65939	206	Mar 8	9am-2pm	S	HBC 301.2
65940	207	Mar 22	9am-2pm	S	HBC 301.2
65941	208	Mar 26	12-5pm	W	RRC 2123.00
65942	209	Apr 5	9am-2pm	S	HBC 301.2
65943	210	Apr 19	9am-2pm	S	HBC 301.2
65944	211	Apr 23	12-5pm	W	RRC 2123.00
65945	212	May 10	9am-2pm	S	HBC 301.2

EMSX 3050 CPR Recertification (4 hrs/\$62 / \$1 Accident Insurance)

Recertification only. Must have current CPR card.

65946	200	Jan 16	6-10pm	Th	HBC 301.2
65947	201	Feb 13	6-10pm	Th	HBC 301.2
65948	202	Mar 20	6-10pm	Th	HBC 301.2
65949	203	Apr 17	6-10pm	Th	HBC 301.2
65950	204	May 8	6-10pm	Th	HBC 301.2

EMSX 3080 CPR Skills Testing (1 hrs/\$45 / \$1 Accident Insurance)

NOT a standard CPR course. Provides skills check-off for students who have successfully completed the CPR Online Renewal course. Must print and bring a certificate of completion to class.

65951	200	Jan 25	2-3pm	S	HBC 301.2
65952	201	Feb 22	2-3pm	S	HBC 301.2
65953	202	Mar 22	2-3pm	S	HBC 301.2
65954	203	Apr 19	2-3pm	S	HBC 301.2
65955	204	May 10	2-3pm	S	HBC 301.2

Dental Assisting Program

****May Qualify for Financial Aid - Contact (512) 223.7872****

Completed application (requiring proof of vaccinations, etc.) required prior to registering for this program/course. Applications available at <http://continue.austinctc.edu/hpi/> under Course Listing, Dental Assisting Application. Please contact Coordinator for additional information – (512) 223.7090.

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

Semester I:

DNTA 1011 Dental Science

DNTA 1073 Introduction to Emergency Management

Semester II:

DNTA 1075 Chairside Assisting

DNTA 1005 Dental Radiology

DNTA 1060 Clinical - Dental Assistant

Semester III:

DNTA 1052 Office Management & Procedures

DNTA 1064 Practicum Dental Assistant

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

DNTA 1052 Dental Office Management and Procedures for Dental Assistant (16 hrs/\$110 / \$10 Lab / \$1 Accident Insurance)

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

66614 200 Feb 11-Mar 4 6-10pm T EVC 8141

DNTA 1064 Practicum - Dental Assistant (112 hrs/\$150/ \$10 Insurance / \$1 Accident Insurance)

Work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. Current admission to the Dental Assisting Program is required for registration. Prerequisite: Admission to the Dental Assisting Program. Contact (512) 223.7090 for more information.

66615 200 Jan 21-May 9

Diagnostic Medical Imaging - Radiology

The following are continuing education courses that provide advanced classroom and clinical instruction in Magnetic Resonance Imaging. These courses are offered to certified imaging professionals in one of the following areas: Radiology (ARRT), Sonography (RDMS), Nuclear Medicine (NMTCB), and Radiation Therapy (ARRT). These courses will help prepare the student for the advanced certification examination in Magnetic Resonance Imaging administered by the American Registry of Radiologic Technologist. For more program information, contact 512.223.5700 or 1.888.626.1697.

CVTT 1010 Cardiac Catheterization I (16 hrs/\$83 / \$1 Accident Insurance)

Basic life support, cardiac pharmacology, and emergency procedures as they relate to the cath lab experience. Integrated with college credit CVTT-1110.

65539 201 Jan 14-May 6 6:30-7:20pm T RRC 3222.00

CVTT 2061 Clinical - Cardiovascular Technology/ Technologist II (384 hrs/\$332 / \$50 Lab/ \$10 Insurance / \$1 Accident Insurance)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Integrated with college credit CVTT-2461.

65540 201 Jan 13-May 11

First Aid Health & Occupational Safety

EMSP 1026 National Safety Council First Aid Course (8 hrs/\$100 / \$10 Lab / \$1 Accident Insurance)

Instruction in first aid for injured and ill persons. This course may be required by employers who have an AED and/or require first aid training at their office/work place. This course does not meet the requirements for Healthcare Provider CPR. This course meets the requirements for workplace First Aid.

65928 200 Feb 1 9am-5pm S HBC301.2

EMSX 3026 American Heart Association CPR/First Aid (8 hrs/\$100 / \$10 Lab / \$1 Accident Insurance)

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

65932 200 Apr 12 9am-5pm S HBC301.2

Check for course updates
year-round on the web
at **continue.austinctc.edu**

Licensed Chemical Dependency Counselor

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 Introduction to Alcohol and Other Drug Addictions (48 hrs/\$249 / \$1 Accident Insurance)

Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. (A&D) Integrated with college credit DAAC 1319. (LCDC, SW). 65901 201 Jan 13-May 7 1:30-2:50pm MW RGCA160

DAAC 2007 Addicted Family Intervention (48 hrs/\$249 / \$1 Accident Insurance)

An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. (A&D) Integrated with college credit DAAC 2307. (LCDC, SW). 65903 201 Jan 13-May 5 4:30-7:20pm M RGC111

DAAC 2041 Counseling Alcohol and Other Drug Addictions (48 hrs/\$249 / \$1 Accident Insurance)

Special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Development and utilization of advanced treatment planning and management. Includes review of confidentiality and ethical issues. Integrated with college credit DAAC 2341. 65904 201 Jan 13-May 11 ONLINE Internet access required. L. Coccia, (512) 223.3207 For MANDATORY Online Orientation information, email ecoccia@austincc.edu from 1/6 - 1/17.

PSYT 2039 Counseling Theories (48 hrs/\$249 / \$1 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) 65902 201 Jan 13-May 7 9am-10:20am MW RGC3302

Massage Therapy Day Classes

****May Qualify for Financial Aid - Contact (512) 223.7872****

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.

CPR and First Aid required before registration.

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

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

MSSG 1005 Hydrotherapy/Therapeutic Modalities (30 hrs/\$225 / \$1 Accident Insurance)

The study of safety and sanitation practices including universal precautions. The importance of proper body mechanics, maintaining a healthy lifestyle, maintaining the massage environment, and the advantage of therapeutic relationships is also included. Meets the minimum 20-contact-hour requirement for licensure for Massage. Text for this class is: Body Mechanics and Self-Care Manual, ISBN: 9780838507476. Classes are held on Thursday. Online HIPAA Required. http://www.austincc.edu/hipaa/training/health_science_hipaa.php 66644 200 Jan 13-May 5 9am-11am M PIN 300

MSSG 1007 Business Practices and Professional Ethics (50 hrs/\$375 / \$1 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. Text for this class is: Massage a Career at Your Fingertips (5th Edition) ISBN: 0-9644662-5-2. Classes are held on Mondays. 66644 200 Jan 13-May 19 11am-2pm M PIN 300

MSSG 1011 Massage Therapy Fundamentals I (125 hrs/\$890 / \$50 Lab/ \$10 Insurance / \$1 Accident Insurance)

Introduction to the theory and application of skills necessary to perform Swedish massage to meet the first minimum 125-contact-hour requirement for licensure. Online HIPAA Required. The classical Swedish massage technique, incorporating effleurage, petrissage, friction, vibration, tapotement, and joint movements are presented. Students develop a full-body routine specifically designed to increase range of motion, reduce stiffness, and stretch connective tissues in order to help their clients achieve a greater sense of relaxation. As well as an understanding of the history of complementary healthcare. Developing these superior Swedish massage skills help enable the student to advance to our next level of study. Text for this class is: Tappan's Handbook of Healing Massage Techniques ISBN: 9780135142233. Classes are held on Mondays and Wednesday. Online HIPAA Required. http://www.austinctc.edu/hipaa/training/health_science_hipaa.php
66641 200 Jan 15-May 8 9:30am-1:30pm WTh PIN 300

MSSG 1013 Anatomy and Physiology for Massage (80 hrs/\$600 / \$1 Accident Insurance)

In-depth coverage of the structure and function of the human body. Includes cell structure and function, tissues, body organization, and the integumentary, skeletal, muscular, nervous, and endocrine systems. Emphasizes homeostasis/wellness care. Meets the minimum 75-contact hour requirement for licensure in massage. Text for this class is: The Massage Connection: Anatomy and Physiology ISBN9780781734769. Classes are held on Tuesday. Online HIPAA Required. http://www.austinctc.edu/hipaa/training/health_science_hipaa.php
66657 200 Jan 14-May 6 9am-2pm T PIN 300

MSSG 2086 Internship in Massage Therapy (50 hrs/\$150 / \$50 Lab/ \$10 Insurance / \$1 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. http://www.austinctc.edu/hipaa/training/health_science_hipaa.php

66643 200 Jan 21-Apr 12 11am-9pm MTWThF HBC 405
Lab Jan 21-Apr 12 9am-5pm S HBC 405

Massage Therapy Evening Classes

****May Qualify for Financial Aid - Contact (512) 223.7872****

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.

CPR and First Aid required before registration.

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 2011 Massage Therapy Fundamentals II (100 hrs/\$700 / \$50 Lab/ \$10 Insurance / \$1 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 Technique for licensure. Fundamentals II practitioners learn to restore balance to the body by effecting the deeper layers of muscle and connective tissue. While techniques may vary, the objective remains the same: to relax and lengthen restricted tissues. By combining superior technique with our client centered approach, practitioners take deep tissue therapy to another level. Text for this class is: Tappan's Handbook of Healing Massage Techniques ISBN: 9780135142233. Classes are held on Mondays and Wednesdays. Online HIPAA Required. http://www.austinctc.edu/hipaa/training/health_science_hipaa.php
66663 200 Jan 15-Apr 16 5:30-9:30pm WTh PIN 300

MSSG 2013 Kinesiology for Massage (55 hrs/\$415 / \$1 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. Text for this class is: Fundamentals of Musculoskeletal Assessment Techniques ISBN: 9780781710077. Classes are held on Wednesdays. Prerequisite: MSSG 1013: Anatomy & Physiology or MSSG 1001 and MSSG 1003. Classes are on Tuesday.
66661 200 Jan 14-Apr 1 5-10pm T PIN 300

Get a Massage for \$25/hour!

Students in the final stage of their program are preparing to start a career in massage therapy. These student interns provide massage services for a discounted fee, under the supervision of an instructor. Massage services provided at ACC's Highland Business Center. 5930 Middle Fiskville Rd.

Call (512) 223-7541 to schedule an appointment.

MSSG 2014 Pathology for Massage (45 hrs/\$340 / \$1 Accident Insurance)

General discussion of pathologies as they relate to massage therapy. Includes universal precautions and their management in professional practice. Also covers etiology, signs, symptoms, and the physiological and psychological reactions to disease and injury. Meets the minimum 40-contact-hour requirement for licensure for Massage. Text for this class is: *The Essential Massage Companion*, ISBN: 9780974925806. Prerequisite: MSSG 1013: Anatomy & Physiology. Classes are held on Thursday. Online HIPAA Required. http://www.austincc.edu/hipaa/training/health_science_hipaa.php
66662 200 Jan 13-May 5 5-8pm M PIN 300

MSSG 2086 Internship: Massage Therapy/Therapeutic Massage (50 hrs/\$150 / \$50 Lab/ \$10 Insurance / \$1 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. http://www.austincc.edu/hipaa/training/health_science_hipaa.php

66660 201 May 7-Jul 31 11am-9pm MTWThF HBC 405
Lab May 7-Jul 31 9am-5pm S HBC 405

Medical Assistant- Day Classes

****May Qualify for Financial Aid - Contact (512) 223.7872****

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 or licensed nurse. 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 and bookkeeping, patient scheduling, and completion of insurance forms. Upon successful completion of the program, students will be able to challenge the American Medical Technologists' (AMT) exam for certification as a Registered Medical Assistant. AMT is a national agency that certifies seven primary designations of healthcare personnel. An application to the program must be completed, submitted, and approved before students can begin taking classes. Coordinator: (512) 223.7055.

For students who desire to enter the field of Medical Assisting within the administrative operations only of a health care facility, the following courses are recommended:

- Medical Terminology *
- Anatomy & Physiology for Medical Assisting *
- Human Disease/Pathophysiology *
- Legal & Ethical Aspects of Health Information*
- Human Relations & Patient Education
- Administrative Procedures
- CPR for Health Care Professionals* (see CPR Programs section)
- National Safety Council First Aid* (see First Aid Health & Occupational Safety section)

All students who desire to challenge the national exam through the American Medical Technologists Association to become certified as Registered Medical Assistants and work in either the administrative or clinical areas of a health care facility should also take the following additional courses. Prerequisites for skills lab classes are (Administration of Medications/Introduction to Clinical Lab Science), completion of immunizations and background check.

- Pharmacology*
- Procedures in a Clinical Setting*
- Administration of Medications
- Introduction to Clinical Lab Science
- Electrocardiography Introduction (see Clinical Acute Care Skills section)
- Completion of all classes, all immunizations, background check, CPR, First Aid, EKG, and drug screen are prerequisites to participation in the Practicum.
- Practicum

HITT 1049 Pharmacology for Health Professions (48 hrs/\$336 / \$10 Lab / \$1 Accident Insurance)

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

66503 201 Apr 2-Apr 29 1-4pm MTWTh HBC 407

HITT 1053 Legal and Ethical Aspects of Health Information (48 hrs/\$336 / \$10 Lab / \$1 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.

66505 201 Jan 30-Apr 1 1-4pm TTh HBC 407

HPRS 1006 Essentials of Medical Terminology (32 hrs/\$224 / \$10 Lab / \$1 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.

66508 200 Jan 6-Feb 12 1-4pm MW HBC 301.7

MDCA 1000 Human Relations and Patient Education for Medical Assistants (19 hrs/\$133 / \$10 Lab / \$1 Accident Insurance)

Learn and apply communication methods and develop understanding of cultural and other differences to properly interact with patients. Also learn interpersonal skills to deal with co-workers and outside agencies. Understand and utilize proper documentation of patient encounters and instruction.

66510 200 Jan 7-Jan 28 1-4pm TTh HBC 407

MDCA 1002 Human Disease/Pathophysiology (64 hrs/\$448 / \$10 Lab / \$1 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.

66513 201 Feb 12-Mar 26 9am-12:05pm MTWTh HBC 406

MDCA 1009 Anatomy and Physiology for Medical Assistants (64 hrs/\$448 / \$10 Lab / \$1 Accident Insurance)

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

66514 200 Jan 6-Feb 11 9am-12:05pm MTWTh HBC 407

MDCA 1017 Procedures in a Clinical Setting (96 hrs/\$672 / \$10 Lab / \$1 Accident Insurance)

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.

66517 201 Apr 3-Jun 16 9am-12pm MTWThF HBC 404

MDCA 1021 Administrative Procedures (48 hrs/\$336 / \$10 Lab / \$1 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.

66519 201 Feb 14-Mar 28 1-4pm MW HBC 407
Lab Feb 14-Mar 28 9am-12pm F HBC 407

MDCA 1064 Practicum: Medical Assistant (160 hrs/\$500 / \$10 Insurance / \$1 Accident Insurance)

One hundred, sixty hours in a physician's office or clinic, integrating knowledge and skills into a workplace environment under supervision of a preceptor. Prerequisite: Completion of all courses and requirements. Contact (512) 223.7055 prior to registration. Mandatory meeting January 13, 1-3 p.m. room TBA.

66520 200 Jan 13-Jun 30 PIC TBA

MDCA 1076 Administration of Medications (32 hrs/\$224 / \$50 Lab / \$10 Insurance / \$1 Accident Insurance)

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

66522 201 Apr 30-May 19 1-4pm MTWTh HBC 404
Lab Apr 30-May 19 1-4pm MTWTh HBC 409

MLAB 1001 Introduction to Clinical Laboratory Science for Medical Assistants (80 hrs/\$560 / \$50 Lab / \$1 Accident Insurance)

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

66524 201 May 21-Jun 23 8am-10am MTWThF HBC 404
Lab May 21-Jun 23 10am-1pm MTWThF HBC 409

Certified Nurse Aide

- ESL class available/10 weeks
- 88 hour course, program application required
- classroom, lab and clinical practice
- prepares students for state certification

Go to continue.austincc.edu or email eahuss@austincc.edu

Medical Assistant-Evening Classes

May Qualify for Financial Aid - Contact (512) 223.7872

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 or licensed nurse. 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 and bookkeeping, patient scheduling, and completion of insurance forms. Upon successful completion of the program, students will be able to challenge the American Medical Technologists' (AMT) exam for certification as a Registered Medical Assistant. AMT is a national agency that certifies seven primary designations of healthcare personnel. An application to the program must be completed, submitted, and approved before students can begin taking classes. Coordinator: (512) 223.7055.

For students who desire to enter the field of Medical Assisting within the administrative operations only of a health care facility, the following courses are recommended:

- Medical Terminology *
- Anatomy & Physiology for Medical Assisting *
- Human Disease/Pathophysiology *
- Legal & Ethical Aspects of Health Information*
- Human Relations & Patient Education
- Administrative Procedures
- CPR for Health Care Professionals* (see CPR Programs section)
- National Safety Council First Aid* (see First Aid Health & Occupational Safety section)

All students who desire to challenge the national exam through the American Medical Technologists Association to become certified as Registered Medical Assistants and work in either the administrative or clinical areas of a health care facility should also take the following additional courses. Prerequisites for skills lab classes are (Administration of Medications/Introduction to Clinical Lab Science), completion of immunizations and background check.

- Pharmacology*
- Procedures in a Clinical Setting*
- Administration of Medications
- Introduction to Clinical Lab Science
- Electrocardiography Introduction (see Clinical Acute Care Skills section)
- Completion of all classes, all immunizations, background check, CPR, First Aid, EKG, and drug screen are prerequisites to participation in the Practicum
- Practicum

HITT 1049 Pharmacology for Health Professions (48 hrs/\$336 / \$10 Lab / \$1 Accident Insurance)

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

66502 200 Jan 13-May 11

ONLINE

HITT 1053 Legal and Ethical Aspects of Health Information (48 hrs/\$336 / \$10 Lab / \$1 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.

66504 200 Jan 13-May 11 HYD
Jan 13-May 11 6-8pm TBA TBA TBA

HPRS 1006 Essentials of Medical Terminology (32 hrs/\$224 / \$10 Lab / \$1 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.

66509 201 Jan 13-May 11 ONLINE

MDCA 1000 Human Relations and Patient Education for Medical Assistants (19 hrs/\$133 / \$10 Lab / \$1 Accident Insurance)

Learn and apply communication methods and develop understanding of cultural and other differences to properly interact with patients. Also learn interpersonal skills to deal with co-workers and outside agencies. Understand and utilize proper documentation of patient encounters and instruction.

66511 201 Jan 13-May 11 ONLINE

MDCA 1002 Human Disease/Pathophysiology (64 hrs/\$448 / \$1 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.

66512 200 Jan 13-May 11 ONLINE

MDCA 1009 Anatomy and Physiology for Medical Assistants (64 hrs/\$448 / \$10 Lab / \$1 Accident Insurance)

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

66515 201 Jan 13-May 11 ONLINE

MDCA 1017 Procedures in a Clinical Setting (96 hrs/\$672 / \$10 Lab / \$1 Accident Insurance)

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.

66516 200 Jan 13-May 11 6-8pm W HBC 409
Lab Jan 13-May 11 6-8pm W HBC 404
Lab Jan 13-May 11 ONLINE

MDCA 1021 Administrative Procedures (48 hrs/\$336 / \$10 Lab / \$1 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.

66518 200 Jan 13-May 11 HYD
Jan 13-May 11 6:30-8:30pm F HBC 406

MDCA 1076 Administration of Medications (32 hrs/\$224 / \$50 Lab/ \$10 Insurance / \$1 Accident Insurance)

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

66521 200 Feb 17-May 11 HYD
Feb 17-May 11 6-8pm W HBC 404
Feb 17-May 11 6-8pm W HBC 409

MLAB 1001 Introduction to Clinical Laboratory Science for Medical Assistants (80 hrs/\$560 / \$50 Lab / \$1 Accident Insurance)

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

66523 200 Jan 13-May 11 12-3:30pm S HBC 404
Lab Jan 13-May 11 9am-12pm S HBC 409

Medical Insurance Coding

Required prerequisites: HPRS Essentials of Medical Terminology, MDCA 1009 Anatomy and Physiology, MDCA 1002 Pathophysiology and HITT 1049 Pharmacology.

HITT 1013 Insurance Coding (48 hrs/\$336 / \$10 Lab / \$1 Accident Insurance)

An overview of skills and knowledge in ICD and CPT coding of insurance forms and guidelines; complete insurance forms for submission. Prerequisites: Medical Terminology and Anatomy and Physiology.

66498 200 Jan 13-May 11 ONLINE

HITT 1041 Coding and Classification Systems: Coding I (48 hrs/\$336 / \$10 Lab / \$1 Accident Insurance)

Application of basic coding rules, principles, guidelines, and conventions. Health Information Coding Specialist apply ICD-9-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.

66500 200 Jan 13-May 11 ONLINE

HITT 2040 Advanced Medical Insurance Billing (48 hrs/\$336 / \$10 Lab / \$1 Accident Insurance)

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

66506 200 Jan 13-May 11 ONLINE

HITT 2045 Coding Certification Exam Review (48 hrs/\$336 / \$50 Lab / \$1 Accident Insurance)

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

66507 200 Jan 13-May 11 ONLINE

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. Some courses qualify for continuing education credit (CNE hours). Contact Program Coordinator bhanley@austinctc.edu for courses listed below.

RNSG 2022 Nursing Skills Review (16 hrs/\$150 / \$30 Lab / \$1 Accident Insurance)

Nursing skills performance and assessment in a structured simulation laboratory setting. Designed specifically for the nurse who has been out of active practice for 4 years or more and is seeking renewal of licensure with the Texas Board of Nursing. Required prior to registering for RNSG 1060 or VNSG 1060.

65879	200	Mar 1-Mar 8	8am-5pm	S	EVC 8107
66686	201	Apr 5-Apr 12	8am-5pm	S	EVC 8107

RNSG 2036 Advanced IV Therapy (8 hrs/\$160 / \$50 Lab / \$1 Accident Insurance)

This 8-hour hands-on training will help students develop skills for intravenous (IV) therapy. Designed for the LVN who has not managed IV's before or the RN who needs to update skills for the workplace. In addition to IV Therapy initiation, this course will include: fluids and electrolytes, drip calculation, TPN and blood administration, central lines with their care, and IV pushes.

66069	200	Jan 25	8:30am-5pm	S	EVC 8101
66070	201	Mar 1	8:30am-5pm	S	EVC 8101
66071	202	Apr 19	8:30am-5pm	S	EVC 8103

Nursing- Clinical Acute Care Skills

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

ECRD 1011 Electrocardiography-Introduction (16 hrs/\$75 / \$1 Accident Insurance)

Fundamentals of the anatomy and physiology of the circulatory system, dynamics of cardiac function as it relates to mechanics & electrical elements of the heartbeat rate & rhythm. 12-lead EKG is used to identify lethal & dangerous life threatening dysrhythmias. Includes role of caregiver in reporting & participating in “code” situations. Designed for the unlicensed employee in a clinic or general nursing unit. Prerequisite: If the student has no previous EKG reading experience, it is strongly recommend that this course be taken before the Telemetry and Monitoring Skills course (NUPC 1077).

66015	200	Jan 13-Jan 15	8am-4:30pm	MW	HBC 411
66016	201	Feb 10-Feb 12	8am-4:30pm	MW	HBC 411
66017	203	Apr 14-Apr 16	8am-4:30pm	MW	HBC 411
66018	204	May 12-May 14	8am-4:30pm	MW	HBC 411

NUPC 1070 Aseptic Techniques and Skills (8 hrs/\$65 / \$12 Lab / \$1 Accident Insurance)

Skills applying sterile and medical asepsis to the acute care setting.

66024	200	Jan 24	8am-12pm	F	EVC 8223
		Lab Jan 24	12:30-4:30pm	F	EVC 8242
66025	201	Feb 7	8am-12pm	F	EVC 8223
		Lab Feb 7	12:30-4:30pm	F	EVC 8242
66026	202	Mar 7	8am-12pm	F	EVC 8223
		Lab Mar 7	12:30-4:30pm	F	EVC 8242

66027	203	Apr 11	8am-12pm	F	EVC 8223
		Lab Apr 11	12:30-4:30pm	F	EVC 8242
66028	204	May 9	8am-12pm	F	EVC 8223
		Lab May 9	12:30-4:30pm	F	EVC 8242

NUPC 1075 Introduction for PCTs/CAs in the Acute Care Setting (24 hrs/\$210 / \$10 Lab / \$1 Accident Insurance)

Course provides introductory training to individuals wishing to work as Primary Care Technicians/Clinical Assistants. This course is ideal for recently hired individuals with no experience working in the acute care setting.

66062	200	Jan 27-Jan 29	8am-4:30pm	MTW	HBC 406
		Lab Jan 27-Jan 29	8am-4:30pm	MTW	HBC 409
66063	201	Feb 17-Feb 19	8am-4:30pm	MTW	HBC 406
		Lab Feb 17-Feb 19	8am-4:30pm	MTW	HBC 409
66064	202	Mar 3-Mar 5	8am-4:30pm	MTW	HBC 406
		Lab Mar 3-Mar 5	8am-4:30pm	MTW	HBC 409
66065	203	Mar 17-Mar 19	8am-4:30pm	MTW	HBC 406
		Lab Mar 17-Mar 19	8am-4:30pm	MTW	HBC 409
66066	204	Apr 14-Apr 16	8am-4:30pm	MTW	HBC 406
		Lab Apr 14-Apr 16	8am-4:30pm	MTW	HBC 409
66067	205	Apr 28-Apr 30	8am-4:30pm	MTW	HBC 406
		Lab Apr 28-Apr 30	8am-4:30pm	MTW	HBC 409
66068	206	May 12-May 14	8am-4:30pm	MTW	HBC 406
		Lab May 12-May 14	8am-4:30pm	MTW	HBC 409

NUPC 1077 Telemetry and Monitoring (16 hrs/\$75 / \$16 Lab / \$1 Accident Insurance)

Designed specifically for the Registered Nurse and available for the patient care technician assigned to monitor the telemetry unit. Includes a foundational understanding of the heart, the implications of decreased cardiac output, interpretation of electrical activity with an emphasis on recognition of common and potentially “lethal” dysrhythmias. (16 hours CNE Available). For students with no previous EKG reading experience, it is strongly recommended that they take Electrocardiography-Introduction (ECRD 1011) prior to taking Telemetry and Monitoring.

66029	200	Jan 27-Jan 29	8am-4:30pm	MW	HBC 411
66030	201	Feb 24-Feb 26	8am-4:30pm	MW	HBC 411
66031	202	Mar 24-Mar 26	8am-4:30pm	MW	HBC 411
66032	203	Apr 28-Apr 30	8am-4:30pm	MW	HBC 411

NUPC 1078 Basic Phlebotomy Skills (16 hrs/\$170 / \$10 Lab / \$1 Accident Insurance)

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

66042	201	Jan 24-Jan 25	8am-12pm	FS	HBC 404
		Lab Jan 24-Jan 25	12:30-4:30pm	FS	HBC 409
66041	202	Feb 7-Feb 8	8am-12pm	FS	HBC 404
		Lab Feb 7-Feb 8	12:30-4:30pm	FS	HBC 409
66043	203	Feb 21-Feb 22	8am-12pm	FS	HBC 404
		Lab Feb 21-Feb 22	12:30-4:30pm	FS	HBC 409
66035	204	Mar 7-Mar 8	8am-12pm	FS	HBC 404
		Lab Mar 7-Mar 8	12:30-4:30pm	FS	HBC 409
66036	205	Mar 21-Mar 22	8am-12pm	FS	HBC 404
		Lab Mar 21-Mar 22	12:30-4:30pm	FS	HBC 409
66037	206	Apr 11-Apr 12	8am-12pm	FS	HBC 404
		Lab Apr 11-Apr 12	12:30-4:30pm	FS	HBC 409
66038	207	Apr 25-Apr 26	8am-12pm	FS	HBC 404
		Lab Apr 25-Apr 26	12:30-4:30pm	FS	HBC 409
66039	208	May 9-May 10	8am-12pm	FS	HBC 404
		Lab May 9-May 10	12:30-4:30pm	FS	HBC 409
66040	209	May 23-May 24	8am-12pm	FS	HBC 404
		Lab May 23-May 24	12:30-4:30pm	FS	HBC 409

Nursing- Continuing Education Learner Directed Modules

These modules are available in two formats, streaming video from the web or DVD obtained from the Continuing Education Registration Desk. They provide two hours of CNE acceptable to the Board of Nursing for renewal of license.

(1) For streaming video go to <http://continue.austincc.edu/hpi/ispd/> and follow the instructions.

The videos may be viewed without cost, but registration, testing and evaluation is required if a certificate of completion is to be obtained.

(2) For DVD go to the registration desk 4th floor of the HBC, register for the course and obtain the packet and follow the directions.

HPRX 3001 Over the Counter Medication Update (2 hrs/\$19 / \$1 Accident Insurance)

Review of nonprescription drugs, frequency of use and the impact on health care. Product line extension, old vs. new labeling, homeopathic remedies, dietary supplements, drugs for pain to colds and others discussed. Materials may be obtained upon registration. (CNE/TDH-SP 2 Hours).

65916 200 Jan 13-May 11

HPRX 3003 Cardiac Drug Update (2 hrs/\$19 / \$1 Accident Insurance)

Current information about cardiac drugs being used in the clinical setting & beyond. Materials may be obtained upon registration. (CNE/TDH-SP 2 Hours).

65917 200 Jan 13-May 11

HPRX 3004 Protocols for Management of Cardiac Conditions (2 hrs/\$19 / \$1 Accident Insurance)

A look at the use of protocols specific to the cardiac setting. This system has streamlined & speeded delivery of care with increased consistency and improved quality of care. Materials may be obtained upon registration. (CNE/TDH-SP 2 Hours).

65918 200 Jan 13-May 11

HPRX 3005 Non-surgical Cardiac Interventions (2 hrs/\$19 / \$1 Accident Insurance)

Amazing, innovative, cutting edge procedures and how they are used in management and diagnosis of cardiac conditions. Materials may be obtained upon registration. (CNE/TDH-SP 2 Hours).

65919 200 Jan 13-May 11

HPRX 3006 Current Surgical Cardiac Procedures (2 hrs/\$19 / \$1 Accident Insurance)

Cardiac Procedures have evolved & changed as time, experience and statistics have revealed effective and ineffective surgeries. Technology has progressed and improved. Find out what is being used now.

Materials may be obtained upon registration. (CNE/TDH-SP 2 Hours).

65920 200 Jan 13-May 11

HPRX 3007 New Medications Released During 2007 and 2008 (2 hrs/\$19 / \$1 Accident Insurance)

Current information about major medications released during 2007 and 2008 with an emphasis on new molecular entities. Materials may be obtained upon registration. (CNE/TDH-SP 2 Hours).

65921 200 Jan 13-May 11

HPRX 3010 Understanding Pain as the Fifth Vital Sign (2 hrs/\$19 / \$1 Accident Insurance)

Overview of pain as a 5th vital sign. Includes discussion of types of pain. (CNE/TDH-SP 2 Hours).

65922 200 Jan 13-May 11

HPRX 3012 Managing Pain (2 hrs/\$19 / \$1 Accident Insurance)

Management of pain with pharmacological and non-pharmacological methods discussed. (CNE/TDH-SP 2 Hours).

65923 200 Jan 13-May 11

HPRX 3013 Over the Counter Medication Update: Emphasis on Pediatrics (2 hrs/\$19 / \$1 Accident Insurance)

Review of recent changes in non-prescription drugs with emphasis on empowering parents to make appropriate decisions in treating childhood illness.

65924 200 Jan 13-May 11

HPRX 8056 Management of Sexual Assault (2 hrs/\$19 / \$1 Accident Insurance)

Sexual Assault as defined by the Texas Penal Code, Care of the Victim both physically and emotionally, and assisting with forensic examinations presented by a registered nurse with a background as a forensic scientist. (CNE/TDH-SP 2 Hours).

65925 200 Jan 13-May 11

HPRX 8057 Identifying and Preventing Date Abuse (2 hrs/\$19 / \$1 Accident Insurance)

Explores screening methods for identifying at risk teens. Presents a tool kit for promoting healthy relationships. Includes data from the Center for Disease Control (CDC), The Family Violence Fund and the Student Health Services at SafePlace/ Seton Family of Hospitals. Designed for the registered nurse, but helpful for anyone working with teen-agers. (CNE/TDH-SP 2 Hours).

65926 200 Jan 13-May 11

HPRX 8058 New Medications Released in 2010-2011 (2 hrs/\$19 / \$1 Accident Insurance)

A review of medications released by the Food and Drug Administration (FDA) during 2010-2011

65927 200 Jan 13-May 11

Online Distance Continuing Education

From "Green Build" to IT to Healthcare, ACC Continuing Education offers a variety of online courses. We have a class that meets your educational goals while providing the convenience and the flexibility you need. Check us out at continue.austincc.edu/online

Nursing- Medication Aide Permit

May Qualify for Financial Aid - Contact (512) 223.7872

Students must show a passing score on appropriate assessments and complete an application prior to registration. Forms may be found at <http://continue.austincc.edu/hpi/notice> Payment plan available: www.austincc.edu/support/admissions/tuitiondeadlines

Meets requirements for Marketable Skills Achievement Award.

A completed application (requiring proof of vaccinations, criminal background check, etc.) is required prior to registering for this program. Information regarding requirements and application is available at <http://continue.austincc.edu/hpi/notice>. For further information please contact coordinator at (512) 223.7484.

NURA 1013 Medication Administration for Nurse Aides (144 hrs/\$465 / \$40 Lab / \$1 Accident Insurance)

Advanced instruction in preparation and administration of designated medications by Certified Nurse Aides working under the guidance of a licensed nurse. Must be employed on the first day of class. Employment must be in a Medicare Skilled Nursing/Medicaid Facility, licensed MHRM facility, or be a Certified Nurse Aide or have a minimum of 90 days employment providing patient care in a licensed assisted living facility. Must have high school or GED equivalent. Books at Rio Grande Bookstore. (\$25 state testing fee payable to Texas Department of Aging & Disabilities Service.)

66061 200 Jan 7-May 15 5:30-9:30pm TTh HBC 406

NURA 1041 Medication Administration Update for Nurse Aide (7 hrs/\$45 / \$1 Accident Insurance)

Fulfillment of the annual education renewal requirements for the Certified Medication Aide. Topics include review and update of medication aide training rules, medication administration, and related responsibilities. Pre-registration Required.

66048	200	Jan 11	8am-4:30pm	S	HBC 406
66049	201	Jan 25	8am-4:30pm	S	HBC 406
66050	202	Feb 8	8am-4:30pm	S	HBC 406
66051	203	Feb 22	8am-4:30pm	S	HBC 406
66052	204	Mar 8	8am-4:30pm	S	HBC 406
66053	205	Mar 22	8am-4:30pm	S	HBC 406
66054	206	Apr 5	8am-4:30pm	S	HBC 406
66055	207	Apr 26	8am-4:30pm	S	HBC 406
66056	208	May 10	8am-4:30pm	S	HBC 406

Nursing- Nurse Aide Certification

May Qualify for Financial Aid - Contact (512) 223.7872

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

NURA 1001 Nurse Aide for ESL (60 hrs/\$357 / \$35 Lab / \$1 Accident Insurance)

66046 203 Jan 27-Apr 3 8:30-11:30am MTWTh EVC 2123.00

NURA 1060 Clinical- Nursing Assistant/Aide ESL (40 hrs/\$238 / \$35 Lab/ \$10 Insurance / \$1 Accident Insurance)

66059 203 Apr 7-May 2 TBA TBA PIC TBA

Part 1

NURA 1001 Nurse Aide for Health Care Organizations (60 hrs/\$357 / \$35 Lab / \$1 Accident Insurance)

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

Part 2

NURA 1060 Clinical - Nursing Assistant/Aide (40 hrs/\$238 / \$35 Lab/ \$10 Insurance / \$1 Accident Insurance)

Three, 8-hour clinical days will be scheduled during the dates shown for clinical sections. Specific clinical dates will be discussed with the class the 3rd or 4th class meeting. Clinical dates & times vary greatly due to availability of clinical settings affected by patient census, teacher availability and student schedule. Clinical sessions provide the student optimum opportunity to put all the skills into practice with direct patient care until it becomes second nature. The long term care setting is the best place to have extensive skills practice. All of these skills are needed for patient care jobs, in which the patient has a bed, such as in a hospital, long term care facility or for home health care. Certification test required by NACES to be 10 working days after last clinical class day and requires original social security card.

66044 201 Jan 13-Jan 21 8am-5pm MTWThFS EVC

Must take the following of NURA 1060

66060 201 Jan 22-Feb 12 TBA TBA PIC TBA

66045 200 Jan 25-Mar 22 8am-12pm S EVC 8103

Lab Jan 25-Mar 22 12:30-4:30pm S EVC 8103

Must take the following of NURA 1060

66057 200 Mar 3-Apr 3 TBA TBA PIC TBA

66047 202 Feb 17-Mar 20 5:30-9:30pm MTWTh RRC 2123.00

Must take the following of NURA 1060

66058 202 Mar 21-Apr 11 TBA TBA ESO TBA

Nursing- Update & Review

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

RNSG 1006 Re-entry Nursing Update (128 hrs/\$550 / \$1 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 time, 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 on line course covers review of the Texas Nurse Practice Act's rule 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 a 16 week time frame with weekly assignments. There are no prerequisites for the online course. Nurses seeking to reinstate their license are required by the BON to complete a Clinical Preceptorship or an extended orientation with a qualified nurse preceptor.

65880 200 Jan 13-May 11

ONLINE

RNSG 1060 Clinical: Registered Nursing Update (72 hrs /\$275/ \$10 Insurance /\$1 Accident Insurance)

Clinical Preceptorship component to RNSG 1006. To meet the learning objectives, students are assigned to a trained preceptor in a local healthcare facility. The student will do patient care under the guidance of the preceptor, working within the preceptor's schedule. The student needs to successfully complete 72 hours in the clinical preceptorship. Prerequisites: (1) Completion of RNSG 2022 Nursing Skills Review, (2) Current enrollment or completion of RNSG 1006 (3) Completion and Approval of Nurse Reentry Application.

66687 200 Jan 13-May 11

VNSG 1060 Clinical- Licensed Practical/Vocational Nursing Training-Preceptorship (72 hrs /\$275/ \$10 Insurance /\$1 Accident Insurance)

Clinical Preceptorship component to VNSG 2033. To meet the learning objectives, students are assigned to a trained preceptor in a local healthcare facility. The student will do patient care under the guidance of the preceptor, working within the preceptor's schedule. The student needs to successfully complete 72 hours in the clinical preceptorship. Prerequisites: (1) Completion of RNSG 2022 Nursing Skills Review, (2) Current enrollment or completion of VNSG 2033 (3) Completion and Approval of Nurse Reentry Application.

66688 200 Jan 13-May 11

Healthcare Job Opportunities Are Everywhere

Many of the fastest growing jobs are in the healthcare field, and ACC can help you get these jobs.

- Sonography
- Medical Coding
- Dental Hygiene
- EMT/Paramedic
- Diagnostic Medical Imaging – Radiology
- Pharmacy Technician
- Health and Kinesiology
- Personal Fitness Trainer
- Phlebotomy Technician
- Registered Nursing
- Vocational Nursing
- Physical Therapist Assistant
- Surgical Technology
- Occupational Therapy Assistant
- Medical Laboratory Technology

Call an ACC Health Sciences Advisor at **(512) 223.5700**.

VNSG 2033 LVN Refresher Theory (128 hrs/\$550 / \$1 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 on line course covers review of the Texas Nurse Practice Act's rule 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 a 16 week 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 a Clinical Preceptorship or an extended orientation with a qualified nurse preceptor.

65881 200 Jan 13-May 11

ONLINE

Ophthalmic Assisting

May Qualify for Financial Aid - Contact (512) 223.7872

Clinical Ophthalmic Assisting 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 Pre-Requisites:

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 1011 The Visual System (48 hrs/\$310 / \$1 Accident Insurance)

Overview of the visual system including the anatomy and physiology of the eye, related structures, and diseases.

66616 200 Jan 27-May 5 6-9:30pm M HBC219

OPTS 1019 Vision Care Office Procedures (48 hrs/\$310 / \$1 Accident Insurance)

Overview of procedures used in an optical, optometric, or ophthalmological, office. Instruction on government, third party, and other managed care insurance claim forms, maintenance of patient records, safety regulations, correspondences and ethics.

66684 200 Jan 21-May 13 6-9pm T HBCTBA

OPTS 2041 Ophthalmic Techniques (48 hrs/\$310 / \$1 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.

66685 200 Jan 22-May 14 6-9pm W HBCTBA

Pharmacy Technician Program

Call (512) 223.5949 or visit www.austincc.edu/health/phra for more information and an application.

Pharmacy Technician Continuing Education (Instructors and Practitioners) Courses

You cannot register for this class online. You must petition!!

Registration in this course requires an approved petition, by the PHRA department chair. Submit the petition located at www.austincc.edu/health/phra/acpe_ce_courses. For questions, please contact the CPE Administrator at 512-223-5949 or at lmccartn@austincc.edu.

PHRA 1091 Sterile Compounding & Aseptic Technique (SCAT) (16 hrs/\$374 / \$1 Accident Insurance)

This course combines significant home-study and proctored written examination, with an intensive live workshop. Students are required to utilize designated textbook, complete step-by-step procedural labs, watch various training videos, complete two written exams, nine process validations, and additional coursework and paperwork in order to qualify for course completion. CPE activity completers will receive a certificate of course completion and ACPE statement of credit for 4.0 CEUs (40 hours). This is an "IV certification" course. This is a Practice-Based activity. Prerequisites: Certified (PTCB) pharmacy technician; or registered pharmacist/ registered pharmacy technician/pharmacy technician trainee; or be enrolled in or have completed an ASHP Accredited Pharmacy Technician training program; or have a minimum of six months of pharmacy experience. Preferred: previously-completed, in-house training program and a minimum of six months of sterile compounding experience.

66285 201 Apr 18-Apr 19 8am-5pm FS EVC 9229

66286 202 May 9-May 10 8am-5pm FS EVC 9229

PHRA 2071 Instructor's Course: Teaching Sterile Compounding and Aseptic Technique (8 hrs/\$399 / \$1 Accident Insurance)

This course is designed for pharmacists, pharmacy technicians, and pharmacy educators who are experienced in sterile compounding and aseptic technique, and who wish to teach, train, or supervise personnel who prepare sterile compounded preparations (CSPs). The course is accomplished using a comprehensive textbook, review of step-by-step procedural labs, and viewing video demonstrations. Upon completion of the self-study course, participants must submit a process validation (via Skype, private YouTube posting, or on a flash drive), and pass a written knowledge and skills assessment. CPE activity completers receive a certificate of course completion and statement of ACPE CE credit for 0.8 CEUs (8 hours). Instructors can then return to their practice setting or school and train pharmacy personnel in current USP standards for sterile compounding and aseptic technique. (Students receive certificate of course completion and ACPE statement of credit for 40 hours [4.0 CEUs]). This is an Application-Based CPE Activity. Prerequisites: Must be a certified (PTCB) pharmacy technician; or registered pharmacy technician/pharmacy technician trainee; or have completed an ASHP Accredited Pharmacy Technician Training program – with training in Sterile Compounding and Aseptic Technique; and have a minimum of two years of pharmacy experience in sterile compounding and aseptic technique; preferred – ACPE Statement of Credit in Sterile Compounding and Aseptic Technique.

66284 201 Jan 13-May 11

ONLINE

Ophthalmic Assistant

Certificate Program

- Flexible hours
- Great pay
- High demand

For more information call
(512) 223.7090.

Veterinary Assistant Certificate

May Qualify for Financial Aid - Contact (512) 223.7872

These courses are designed to introduce the student to these courses are designed to introduce the student to the basics of a Veterinary Medical Office Assistant. Veterinary Assistants perform tasks related to the care and handling of animals, and basic laboratory and clinical procedures. ACC has an Articulation Agreement with the accredited distance learning Veterinary Technician Program at San Juan College, Farmington, NM. Students who successfully complete the ACC Veterinary Assistant Program will be able to transfer their courses into the Associate Degree Program at San Juan College. VTHT 1001, VTHT 1005 and VTHT 1013 fill very quickly. Check the following website: www.austincc.edu/apply/immunizations to see if you will be required to have a meningitis vaccination. Recommendation: register early on the first day of fall and spring registration.

The Veterinary Assistant/Technician program includes:

- VTHT 1005 Veterinary Medical Terminology
- VTHT 1001 Intro to Veterinary Technology
- VTHT 1013 Veterinary Anatomy & Physiology
- VTHT 1009 Veterinary Nutrition
- VTHT 1049 Veterinary Pharmacology
- VTHT 2023 Clinical Pathology I
- VTHT 1041 Anesthesia & Surgical Assistance
- VTHT 2001 Canine & Feline Clinical Management
- VTHT 1066 Practicum

VTHT 1001 Introduction to Veterinary Technology (110 hrs/\$440 / \$10 Insurance/ \$1 Accident Insurance)

Practical and didactic survey of the profession of veterinary technology with emphasis on basic techniques, handling and care of domestic animals, and ethical and professional requirements. Class requires participation in lecture and clinical classes. Contact coordinator at (512) 223.7583 for information and dates/times of the required orientation. Prerequisite: Prior to registration for this course, applicants are required to attend an orientation at which time the potential student will be asked to show a copy of their GED/High School Diploma, lift and move a 50-pound object and demonstrate hand-eye coordination. Students who cannot perform tasks or who do not have a diploma/GED will be counseled about challenges they

will encounter in the program as well as when seeking employment in the field.

66617	200	Jan 24-May 23	2-5pm	S	HBC	407
	Lab	Jan 24-May 23	12-2pm	F	HBC	407
	Lab	Jan 24-May 23	4-6pm	F	THH	TRNG
66636	201	Jan 25-May 23	2-5pm	S	HBC	407
	Lab	Jan 25-May 23	9-11am	F	HBC	407
	Lab	Jan 25-May 23	1-3pm	F	THH	TRNG

VTHT 1005 Veterinary Terminology (32 hrs/\$125 / \$1 Accident Insurance)

Introduction to word parts, directional terminology, and analysis of common veterinary terms.

66618	200	Feb 24-May 12	6-9pm	M	HBC	407
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VTHT 1009 Veterinary Nutrition (48 hrs/\$255 / \$1 Accident Insurance)

Fundamentals of energy and non-energy producing nutrients and their sources and functions. Integration of concepts including digestion, absorption, and metabolism with application to normal and therapeutic nutritional needs. Prerequisite: VTHT 1001-Introduction to Veterinary Technology, VTHT 1005-Veterinary Terminology, VTHT 1013-Veterinary Anatomy and Physiology or instructor approval.

66633	200	Jan 15-May 7	6:30-9:30pm	W	HBC	TBA
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VTHT 1013 Veterinary Anatomy and Physiology (96 hrs/\$445 / \$24 Lab / \$1 Accident Insurance)

Gross anatomy of domestic animals including physiological explanations of how each organ system functions. 48-hour didactic component online. Computer software and teleconference orientation will be held during the first lab day at the Cypress Creek Campus. Please contact Coordinator, (512) 223.7090 for further information. Computer and internet access required. Cat dissection in lab. Prerequisites: VTHT 1005-Veterinary Terminology or may be taken concurrently. An orientation via telephone conference with the online instructor is required. The student should be at a computer and have their ACCeID and password available.

66637	201	Jan 21-May 19			ONLINE	
	Lab	Jan 21-May 13	6-9:30pm	T	CYP	2238
66632	200	Jan 21-May 20			ONLINE	
	Lab	Jan 22-May 14	6-9:30pm	W	CYP	2238

VTHT 1049 Veterinary Pharmacology (48 hrs/\$255 / \$1 Accident Insurance)

Fundamentals of pharmacology including recognition, calculation, labeling, packaging, and administration of common veterinary drugs, biologics, and therapeutic agents. Discussion of normal and abnormal responses to these agents. Prerequisite: VTHT 1001-Introduction to Veterinary Technology, VTHT 1005-Veterinary Terminology, VTHT 1013-Veterinary Anatomy and Physiology or instructor approval.

66634	200	Jan 17-May 9	3-6pm	F	HBC	407
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VTHT 2023 Veterinary Clinical Pathology I (64 hrs/\$345 / \$24 Lab / \$1 Accident Insurance)

In-depth study of hematology and related chemistries with emphasis on lab procedures. Prerequisite: VTHT 1001-Introduction to Veterinary Technology, VTHT 1005-Veterinary Terminology, VTHT 1013-veterinary Anatomy and Physiology or instructor approval.

66635	200	Jan 14-May 6	1-3pm	T	EVC	8111
	Lab	Jan 14-May 6	4-6pm	T	EVC	8111

Community Programs

(512) 223.7735 • continue.austincc.edu/cp

Agriculture

May Qualify for Financial Aid - Contact (512) 223.7872

These are exciting times for agriculture businesses with the growing demand to buy locally produced fresher foods and a concern for protecting the environment. Today's trends create many new opportunities for area farmers and home gardeners. ACC's Sustainable Agriculture Program provides valuable information and teaches the skills necessary to successfully start and operate your agriculture business or to provide healthy foods for your family with a home garden

The following certificate course options are available: Through these courses you will learn soil and water conservation using responsible permaculture practices with no till, hoopiculture and keyhole gardening methods.

Entrepreneurship and Sustainable Agriculture

Through these courses you will learn sustainable and organic practices using permaculture methods for Soil science and Water Conservation, Crop Production, Plant Biology and Introduction to Farm Livestock. The Introduction to Entrepreneurship courses will teach all aspects of business operations, development and profitable marketing.

Agriculture Sustainability

This certificate option teaches the principles and practices of sustainable agriculture using responsible permaculture practices. Courses include Crop Production using hoopiculture, no till and key hole gardening methods. Other courses in this certificate option are Organic Pest Management, Soil Science and Land Management, Farming Safety and Construction, and Horticulture.

Sustainable Vegetable Production

Along with the courses taught in the other certificate options, this option includes a strong emphasis on the study of Food Systems on it's economic, environmental and social impact.

For more information about the program contact:
stjohn@austincc.edu.

AGCX 3000 Food Systems (40 hrs/\$320/ \$35 Material / \$1 Accident Insurance)

This course will give students a broad understanding of the U.S. food system and how what we choose to eat impacts the world in which we live. We will examine the activities, people and resources used in the production of food and the impact on our economy, health and environment. This course is open to all students, the only prerequisite is a desire to better understand your relationship to food.

66474 200 Jan 16-Mar 27 5-9pm Th EGN 1251

AGCX 3001 Issues in Sustainable Agriculture (24 hrs/\$192/ \$30 Material / \$1 Accident Insurance)

This course provides a clear perspective on the principles, history, and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Students will identify and apply the principles of sustainable agriculture as they relate to basic production. Lab work and lecture included.

66477 200 Jan 29-Mar 5 5-9pm W EGN 1251

Arts and Crafts

BSKL 3002 Beginning Drawing I (18 hrs/\$168 / \$1 Accident Insurance)

In this class you will learn valuable tools to learn to draw both what you see and from imagination. Students will experiment with still life, portraiture, contour line drawing, shading, and introduction to perspective. For anyone who has ever said "I can't even draw a straight line" to those wishing to solidify their skills. This class will strengthen your artistic muscles with lots of one on one instruction.

*Material List will be provided on the 1st Day of class by Instructor.
66328 200 Jan 14-Feb 18 6:30-9:30pm T RGC 257

ARTX 3000 Beginning Painting I (18 hrs/\$168 / \$1 Accident Insurance)

In this class you will learn valuable tools to learn to paint both what you see and from your imagination. Students begin each project with drawing, progressing to color mixing, and shading. This class will strengthen your artistic muscles with lots of one on one instruction.

*Material List will be provided on the 1st Day of class by Instructor.
66327 200 Mar 17-Apr 21 6:30-9:30pm M RGC 126

BSKX 3027 Backyard Chickens (4 hrs/\$40 / \$1 Accident Insurance)

The ABCs- A beak-to-tail feather workshop on our fine-feathered friends, enough to get you going in this popular urban farming hobby. By the time to leave, you'll be well on your way to managing a coop in your backyard. And you'll be able to impress your friends by knowing the difference between a Buff Orpington and a Rhode Island Red. Taught in historic chicken coops.

66355 200 Mar 15 10am-2pm S PIF MAIN
66356 201 Apr 19 10am-2pm S PIF MAIN

BSKX 3038 Basic Blacksmithing (8 hrs/\$100 / \$1 Accident Insurance)

The fast-paced introduction to smithing, teaches you the fundamentals--basic hammer skills, heat treating, forge welding, and identification of "found" metals. A hands-on highlight of blacksmithing. Safety training is included. Come to class ready to roll up your sleeves and make the sparks fly! These classes are held outside or in buildings with little or no heat or air conditioning.

66362 200 Feb 1-Feb 2 10am-2pm SU PIF MAIN
66364 202 May 3-May 4 10am-2pm SU PIF MAIN

BSKX 3039 Advanced Red-Hot Metal (8 hrs/\$100 / \$1 Accident Insurance)

Once you learn the basics of blacksmithing, it is time to make something. And that is exactly what is in store during this fun and informative class. This class offers instruction in everything from barbecue utensils to decorative garden gee-gaws. Materials will be provided. These classes are held outside or in buildings with little or no heat or air conditioning.

66365	200	Mar 8-Mar 9	10am-2pm	SU	PIF	MAIN
66366	201	May 10-May 11	10am-2pm	SU	PIF	MAIN

BSKX 3068 Candlemaking (4 hrs/\$40 / \$1 Accident Insurance)

Learn how to make candles from paraffin and beeswax, to create both decorative and useful tapers for your home. Learn the basic techniques in an afternoon, with ample dipping opportunities so you can make your own for the holidays. Taught by our candle experts. These classes are held outside or in buildings with little or no heat or air conditioning.

66374	200	Mar 9	1-5pm	U	PIF	MAIN
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BSKX 4037 Crochet Basics (4 hrs/\$40 / \$1 Accident Insurance)

Used by the pioneers to create a wide variety of goods, crochet is one of the basic crafts that will start you creating wonderful projects. Students will learn the basic stitches and terminology, and will leave the class with a completed pillow top. Materials are included.

66375	200	Feb 2	1-5pm	U	PIF	MAIN
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BSKX 4053 Rigid-Heddle Weaving (8 hrs/\$175 / \$1 Accident Insurance)

Learn the basics on this easy and most versatile type of loom, the Rigid-Heddle. Two-class instruction includes measuring out the warp, how to warp up the loom and different techniques for weaving on it. Participants will leave with a yard of cotton cloth. Materials are provided. These classes are held outside or in buildings with little or no heat or air conditioning.

66394	200	Mar 9-Mar 16	1-5pm	U	PIF	MAIN
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BSKX 5055 Knifemaking (8 hrs/\$150 / \$1 Accident Insurance)

Blacksmithing meets cutlery and weaponry in this specialty class where students apply their skills as a smithy to learn how to make a knife. The sessions include hammer skills, designs and more. Materials provided.

66396	200	Jan 18-Jan 19	10am-2pm	SU	PIF	MAIN
66397	201	Mar 22-Mar 23	10am-2pm	SU	PIF	MAIN

CRFT 3006 The Art of Glass Mosaics (12.5 hrs/\$150/ \$55 Material / \$1 Accident Insurance)

Tap into your creative side and discover how fun and easy it is to construct beautiful works of art with mosaics. Students will learn the basics of glass mosaics including cutting, layout/design, affixing the materials, grouting and finishing in this introductory hands-on class. Each student will complete one project. All tools and necessary equipment will be provided for use.

66398	200	Jan 21-Feb 18	10am-12:30pm	T	DES	MAIN
66399	201	Feb 25-Mar 25	10am-12:30pm	T	DES	MAIN
66400	202	Apr 1-Apr 29	10am-12:30pm	T	DES	MAIN

CRFT 3007 Mosaic Mirrors (12.5 hrs/\$180/ \$60 Material / \$1 Accident Insurance)

Create a functional work of art in this hands-on class! Taught by professional artisans Alexandra Eusebi & Barry DeCola, students will learn the basics of glass mosaics including cutting, layout/design, affixing the materials, grouting and finishing. Each participant will construct a one of a kind 18"x24" mosaic mirror. No prior experience with glass or mosaics required. All tools and necessary equipment will be provided for use.

66401	200	Mar 20-Apr 24	10am-12:30pm	Th	DES	MAIN
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CRFX 3012 Stained Glass Workshop-Copper Foil Technique (12.5 hrs/\$150/ \$55 Material / \$1 Accident Insurance)

Learn the basics of stained glass in this introductory hands-on class! Classes are taught in the working art studio of artisans Barry DeCola and Alexandra Eusebi. Each student will learn the skills to complete a simple panel, including glass cutting, grinding, and soldering following the copper foil method derived by L.C. Tiffany. No previous experience with glass is required. All tools and necessary equipment will be provided for use.

66402	200	Jan 25-Feb 22	10am-12:30pm	S	DES	MAIN
66403	201	Mar 1-Mar 29	10am-12:30pm	S	DES	MAIN
66404	202	Apr 5-May 3	10am-12:30pm	S	DES	MAIN

CRFX 4028 Glass and Bead Mosaics (12.5 hrs/\$150/ \$60 Material / \$1 Accident Insurance)

Create a unique 4"x6" mosaic wall hanging using a variety of materials such as glass tesserae, stained glass, mirror, and metal and glass beads. Have fun designing a beautiful piece of art while learning about adhesives, nipping glass, and grouting. Class taught by Alison Parma who has twenty years of mosaic experience. Feel free to bring special beads, glass, or jewelry you would like to incorporate into your piece.

66476	200	Jan 25-Feb 22	1-3:30pm	S	DES	MAIN
66479	201	Mar 1-Mar 29	1-3:30pm	S	DES	MAIN
66481	202	Apr 5-May 3	1-3:30pm	S	DES	MAIN

Assessment Test Preparation

After the start date students may continue to register in-person for this semester. *No refunds after start date of class.

BSKL 3030 SAT Test Prep (21 hrs/\$299 / \$1 Accident Insurance)

Applying to college in the near future? Come prep for the SAT! This class will cover the three main subject areas of the exam and review strategies for approaching each question type. You will receive homework assignments and practice exams each week. *

66331	200	Mar 27-May 8	6-9pm	Th	HBC	217
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BSKL 3032 GRE Test Prep (24 hrs/\$400 / \$1 Accident Insurance)

Applying to graduate school in the near future? Come prep for the GRE! This class will cover the three main subject areas of the exam and review strategies for approaching each question type. You will receive homework assignments and practice exams each week. *

66333	201	Apr 5-May 10	9:30am-1:30pm	S	HBC	219
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BSKX 3063 TOEFL Preparation Course (24 hrs/\$250 / \$1 Accident Insurance)

This course will familiarize students with the structure of the TOEFL iBT, teaching and reviewing strategies necessary, including vocabulary, reading, writing, listening and speaking.

66478	200	Feb 4-Apr 3	6-7:30pm	TTh	HBC	220
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BSKX 5062 GRE Online Test Prep (\$350 / \$1 Accident Insurance)

Learn how to master the new format of the GRE with expert instructors who know the ins and outs of the quantitative, verbal, and writing sections. The course focuses on optimizing your GRE score through classroom strategy lessons, online test simulation, and customized feedback on your multiple choice responses. Your tuition includes all course materials. NO REFUNDS AFTER START DATE. *After registering, please EMAIL: Debra Jackson djackson@austincc.edu and provide your mailing address, phone number and email for materials to be mailed.

66382	200	Jan 21-May 6			ONLINE	
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BSKX 5063 GMAT Online Test Prep (\$350 / \$1 Accident Insurance)

This is a self-paced review. After registering, please EMAIL: Debra Jackson djackson@austincc.edu and provide your mailing address, phone number and email for materials to be mailed. Students will receive 4 months of online access to a web course. This six-step web course will start with an actual exam to assess your strengths and weaknesses and will then teach you advanced test-taking strategies, as well as timing and guessing techniques. At the end of the session, you will generate a customized study plan to conquer your remaining weaknesses. *

66383 200 Jan 21-May 6 ONLINE

BSKX 5064 LSAT Online Test Prep (\$350 / \$1 Accident Insurance)

This is a self-paced review. After registering, please EMAIL: Debra Jackson djackson@austincc.edu and provide your mailing address, phone number and email for materials to be mailed. Students will receive 4 months of online access to a web course. This six-step web course will start with an actual exam to assess your strengths and weaknesses and will then teach you advanced test-taking strategies, as well as timing and guessing techniques. At the end of the session, you will generate a customized study plan to conquer your remaining weaknesses. *

66384 200 Jan 21-May 6 ONLINE

BSKX 5065 SAT Online Test Prep (\$350 / \$1 Accident Insurance)

This is a self-paced review. After registering, please call Debra Jackson djackson@austincc.edu and provide your mailing address, phone and email for materials to be mailed. Students will receive 4 months of online access to a web course. This six-step web course will start with an actual exam to assess your strengths and weaknesses and will then teach you advanced test-taking strategies, as well as timing and guessing techniques. At the end of the session, you will generate a customized study plan to conquer your remaining weaknesses. Class is non-refundable. *

66385 200 Jan 21-May 6 ONLINE

***No refunds after start date of class.**

Culinary Arts

BSKX 3062 Dutch Oven Cooking (4 hrs/\$40 / \$1 Accident Insurance)

Say hello to delicious pies, biscuits, and more from Texas' official state cooking utensil-the Dutch Oven. Learn the technical and tasty aspects of cooking in this historic cast-iron delight. You'll leave hungry to try your hand at this truly historic cooking method. These classes are held outside or in buildings with little or no heat or air conditioning.

66393 201 Apr 12 10am-3pm S PIF MAIN

BSKX 3064 Say Cheese: Cheesemaking (4 hrs/\$40 / \$1 Accident Insurance)

Learn about the process of making cheese, from the milking of the cows and goats, to the finished product on the kitchen table. Workshop includes ingredients list and principles of the process. This class is all about cheeses-soft cheese, hard cheese, everything cheese. These classes are held outside or in buildings with little or no heat or air conditioning.

66373 200 Mar 8 10am-3pm S PIF MAIN

BSKX 4066 Turkish Cooking For Women-Dinner Menus (12 hrs/\$50 / \$1 Accident Insurance)

Raindrop Turkish House offers very useful course in the basics of Turkish cooking. You are going to learn how to cook delicious dishes from traditional Turkish Dinner Menus at each session. Note: This course is open only to women. Please call (512) 223.7735 with any questions.

66377 200 Feb 20-Mar 13 5-8pm Th RTC MAIN

BSKX 7066 Turkish Cuisine II-Special Occasions (12 hrs/\$50 / \$1 Accident Insurance)

In this course you are going to learn how to cook delicious dishes from Turkish cuisine for special occasions like wedding, evening tea, henna night, coffee night, baby shower.

66388 200 Jan 16-Feb 6 5-8pm Th RTC MAIN

Drama

STATE THEATRE SCHOOL OF ACTING

All classes will be held at the State Theatre unless otherwise noted. The State Theatre is located at 719 Congress Avenue, Austin, TX 78701. Please call (512) 692.0517 or email bgeorge@austintheatre.org for more information. We like to hear directly from all students who sign up for our classes, so please contact us even if you don't have any questions. We want to make sure we have your current contact information. See our website: www.austintheatre.org and click on Info/The State Theatre School of Acting.

DRAM 3001 Creativity of Acting for Film and Stage (18 hrs/\$185 / \$1 Accident Insurance)

Improvisation and cold reading scenes will be the bulk of this beginner's class. Living in the moment, in a highly intuitive state, is the method explored (learned from Charles Conrad, a well-known retired Los Angeles acting teacher). Both film and stage scripts will be used, with some work filmed for playback and critique.

66295 200 Jan 13-Feb 17 7-10pm M STA LOBBY

66296 201 Apr 21-Jun 2 7-10pm M STA LOBBY

DRAM 3010 Acting for Film (18 hrs/\$185 / \$1 Accident Insurance)

This beginning to advanced beginning acting for film class is the most popular class in our Film series. The instructor focuses on achieving a naturalistic acting style through honesty and vulnerability. The emphasis is on energy, personal power, personality and enjoyment. The students' work will be explored through improvisation and scene study from film and television scripts with some videotaping and playback for critique. Also, short clips will be watched to learn more about filmmaking and the requirements for the actor.

66298 200 Jan 7-Feb 11 7-10pm T STA LOBBY

66299 201 Feb 26-Apr 9 7-10pm W STA LOBBY

66300 202 Apr 22-May 27 7-10pm T STA LOBBY

DRAM 3011 Intermediate Film (18 hrs/\$175 / \$1 Accident Insurance)

This class focuses on achieving a naturalistic acting style through honesty, vulnerability, and a heightened imagination. The students' work will be explored through improvisation and scene study from film and television scripts with some videotaping and playback for critique. Pre-requisite: Must have previous training or experience.

66301 200 Feb 25-Apr 8 7-10pm T STA LOBBY

66302 201 Apr 23-May 28 7-10pm W STA LOBBY

DRAM 3019 The Speaking Voice 101 (18 hrs/\$185 / \$1 Accident Insurance)

An actor's voice is one of their most important tools- discover how you can make a great first impression with your voice or talk for hours without losing steam. Mj Vandivier, a Certified Lessac Voice and Body Trainer, leads, encourages, and grounds students in processes of voice dynamics. She'll guide you through vocal and body warm-ups and teach you the most effective way to use your 'instrument'. This class has a \$10 materials fee, due at the first session.

66304 200 Jan 13-Feb 17 7-10pm M STA LOBBY

66305 201 Apr 14-May 19 7-10pm M STA LOBBY

DRAM 3034 Beginning Acting for Film and Stage (18 hrs/\$185 / \$1 Accident Insurance)

Our most popular class series! A gentle approach conducive to the beginner, this class will focus predominantly on scene study for film and stage. Learn how to establish meaningful and honest relationships through the art of active listening and responding. Learn the tools necessary to be "believable." Develop your imaginative capacities, unleash your creative impulses, deepen your intuition, and sharpen the analytical skills necessary to "breakdown" a scene.

66308	200	Jan 9-Feb 13	7-10pm	Th	STA LOBBY
66309	201	Jan 22-Feb 26	7-10pm	W	STA LOBBY
66311	203	Mar 19-Apr 23	7-10pm	W	STA LOBBY

DRAM 3034 Beginning Acting for Film and Stage (15 hrs/\$160 / \$1 Accident Insurance)

Our most popular class series! A gentle approach conducive to the beginner, this class will focus predominantly on scene study for film and stage. Learn how to establish meaningful and honest relationships through the art of active listening and responding. Learn the tools necessary to be "believable." Develop your imaginative capacities, unleash your creative impulses, deepen your intuition, and sharpen the analytical skills necessary to "breakdown" a scene.

66310	202	Jan 22-Feb 26	1-3:30pm	W	STA LOBBY
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DRAM 3040 Improvisation 101 (18 hrs/\$185 / \$1 Accident Insurance)

This class is for students of all levels who are ready to have fun and explore their creative side! Learn the fundamentals of improvisation. The class's interactive exercises build listening and communication skills, heighten awareness and teach you how to be more playful, spontaneous and flexible. Learn improvisation exercises for performance or rehearsals that teach you how to think on the spot, how to manipulate your physicality, how to tell stories and a whole bunch more.

66313	200	Jan 7-Feb 11	7-10pm	T	STA LOBBY
66314	201	Apr 15-May 20	7-10pm	T	STA LOBBY

DRAM 9002 Beginning Acting II (18 hrs/\$175 / \$1 Accident Insurance)

For those who have taken a beginning acting class and would like to build upon that foundation, this course will focus on script analysis and perfecting the art of living moment to moment in scene study and/or monologue work. In addition, exercises will be given to broaden the actor's imaginative response and deepen emotional accessibility.

66318	200	Jan 15-Feb 19	7-10pm	W	STA LOBBY
66319	201	Feb 27-Apr 10	7-10pm	Th	STA LOBBY
66320	202	Apr 24-May 29	7-10pm	Th	STA LOBBY

DRAX 3008 Creativity Ongoing Class (18 hrs/\$175 / \$1 Accident Insurance)

This class is an advanced beginning to intermediate course. Study focuses on accessing right brain and your intuitive state using the Charles Conrad method. Cold reading and preparing scenes both from film and stage scripts are the bulk of the work. Script analysis will be a part of the investigation of scene as well as in-depth imagination exploration through character. Monologues will be worked on for the stage, as well as for assessing close-up work for the camera. Come prepared with a 1-2 minute monologue.

66297	200	Mar 3-Apr 14	7-10pm	M	STA LOBBY
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DRAX 3017 Dialect Training for Film & Stage (18 hrs/\$185 / \$1 Accident Insurance)

Each semester we offer different dialects. This spring we're offering Russian and British (an invaluable dialect to have in your pocket.) Instructor Mj Vandivier, practicing certified Lessac teacher, encourages actors to not only speak well, but also have the ability to step into

a variety of accents whenever they are asked to do so. The Lessac approach to dialects is one of the easiest to understand, yet most comprehensive methods to learn. The need for accessing different accents continues to grow for voice over actors with games and apps as well as for film and the stage.

66303	200	Feb 24-Apr 7	7-10pm	M	STA LOBBY
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DRAX 3019 Film Acting for the Professional Actor (15 hrs/\$200 / \$1 Accident Insurance)

This "pros" only class is for actors who are actively auditioning. Being a professional actor means that you are committed to doing your best and are ready to work! In this class, actors will have the opportunity to refine the necessary skills for success by improving their film acting technique and cold reading skills, gaining greater ease in the audition environment, becoming more familiar with "on-set" etiquette, and learning how to successfully incorporate direction. Limited to 8 students.

66306	200	Mar 22-Apr 19	11am-2pm	S	STA LOBBY
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DRAX 3031 Acting With Body and Voice (24 hrs/\$225 / \$1 Accident Insurance)

Becoming a multi-faceted character requires knowledge and use of the actor's complete instrument: imagination, body and voice. Only with understanding and mastery of each component can the actor truly become fully expressive in his/her choices in the art of interpretive creating. Students will explore voice/body dynamics that will lead to unique acting choices in auditions and in work on specific roles. MJ Vandivier is a Veteran actress and Certified Lessac Voice/Body teacher. She will be using film and stage scripts and there will be some outside preparation.

66307	200	Mar 20-May 8	7-10pm	Th	STA LOBBY
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DRAX 3035 The Singing Voice 101 (18 hrs/\$185 / \$1 Accident Insurance)

This course provides an introduction to vocal technique for the beginning to advanced-beginning singer. Throughout our six class meetings, students will have an opportunity to sing both individually and as part of a group. This class is ideal for film and stage actors as well as others who desire to gain a foundational knowledge of singing in a variety of contexts. By the end of this course, participants will also have become better acquainted with the unique qualities of their individual voices. If you have sheet music in your key, feel free to bring it the first night. The instructor will also supply music.

66312	200	Jan 11-Feb 15	11am-2pm	S	STA LOBBY
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DRAX 3037 Singing 102 (18 hrs/\$175 / \$1 Accident Insurance)

This course, which builds on the foundational skills acquired in The Singing Voice 101, covers vocal technique for the advanced-beginning singer. Throughout our six class meetings, students will have an opportunity to sing both individually and as part of a group. This class is ideal for film and stage actors as well as others who desire to gain a broad knowledge of singing in a variety of contexts. By the end of this course, participants will also have become better acquainted with the unique qualities of their individual voices. Singers with an interest in any musical style are encouraged to enroll. Those who have not previously participated in The Singing Voice 101 are welcome to register but should possess some prior experience or acquaintance with singing.

66321	200	Mar 1-Apr 12	11am-2pm	S	STA LOBBY
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DRAX 4040 Advanced Musical Theatre Intensive (18 hrs/\$225 / \$1 Accident Insurance)

This musical theatre intensive will provide a rigorous, eighteen-hour workshop experience for advanced participants. Students will choose 6 of the 8 classes to attend. Our work will center primarily on each student's existing rep and be conducted in master class format;

additional topics covered will be determined by the needs and desires of the class as a whole. We will focus on musical theatre-specific vocal technique and methods for acting songs, as well as developing a new audition cut for each participant. Enrollment is limited to advanced students with prior training and experience.

66315 200 Apr 26-May 31 11am-2pm S STA LOBBY

DRAX 4060 Ongoing Improvisation (18 hrs/\$175 / \$1 Accident Insurance)

This class is for students who already know the basics of Improvisation and want to expand their scene work and understanding of the pieces of a long-form piece of theatre. In this class, while focusing on Relationship, we will work extensively on Openings, Space Work, and Tag Outs. We will emphasize group mind and ensemble to perform a fearless Montage by the sessions end.

66316 200 Mar 4-Apr 15 7-10pm T STA LOBBY

66317 201 Apr 30-Jun 4 7-10pm W STA LOBBY

Driving Safety

BSKX 9007 Teen Driver Education Course (online) (\$129.94999694824)

Austin Community College and SAFETY-USA are proud to offer (online) Texas Education Agency approved driving courses. The SAFETY-USA Defensive Driving Course (CP#947) is approved by all Texas courts for traffic ticket dismissal and can also be used for automotive insurance discount purposes. Teen Driver Education (C#2636) course is required for students ages 14-17 wanting to get their Texas driver license for the first time. Available online at any time of the day and can be completed on your schedule. We also offer 24 hour 7 day a week Texas based customer service 1-800-980-2170 in case you have a question or ever need assistance. MUST (Register online Link): <http://tx-dps.com/affiliates/acc-student-driving-services>.

66389 200 Jan 20-May 11 ONLINE

66389 200 Jan 20-May 11 ONLINE

BSKX 9008 Adult Driver Education Course (online) (\$65)

Austin Community College and SAFETY-USA are proud to offer (online) Texas Education Agency approved driving courses. The SAFETY-USA Defensive Driving Course (CP#947) is approved by all Texas courts for traffic ticket dismissal and can also be used for automotive insurance discount purposes. Adult Driver Education (C#2636) course is required for first time Texas driver license applicants ages 18-25. Available online at any time of the day and can be completed on your schedule. We also offer 24 hour 7 day a week Texas based customer service 1-800-980-2170 in case you have a question or ever need assistance. MUST (Register online Link): <http://tx-dps.com/affiliates/acc-student-driving-services>.

66390 200 Jan 20-May 11 ONLINE

66390 200 Jan 20-May 11 ONLINE

BSKX 9009 Defensive Driving Course (online) (\$25)

Austin Community College and SAFETY-USA are proud to offer (online) Texas Education Agency approved driving courses. The SAFETY-USA Defensive Driving Course (CP#947) is approved by all Texas courts for traffic ticket dismissal and can also be used for automotive insurance discount purposes. There is no age restriction. Available online at any time of the day and can be completed on your schedule. We also offer 24 hour 7 day a week Texas based customer service 1-800-980-2170 in case you have a question or ever need assistance. MUST (Register online Link): <http://tx-dps.com/affiliates/acc-student-driving-services>.

66391 200 Jan 20-May 11 ONLINE

66391 200 Jan 20-May 11 ONLINE

English for Speakers of Other Languages

Para informacion en espanol, favor de llamar a (512) 223.7717.

Information in English (512) 223.7735 *New students are required to complete an "Assessment Test" before registering for any ESL classes. To schedule your appointment call (512) 223.3139; otherwise, you will not be eligible to register.

*Former ESL students register for the specific classes that you were approved to take through the ESOL Department.

Important: We will not allow students to switch sections after the start date, or register for classes with no "Assessment Test Score", or register for classes not approved by ESL Advisors.

Students will automatically be dropped from these classes if guidelines are not followed through as required. Refunds will be issued following the refund policy.

COMG 3000 Oral Communication 3 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

Designed for low intermediate ESOL students. Course emphasizes speaking and listening to American English. Development of better listening skills by listening to real-life conversations and short academic talks. Practice speaking in pairs and groups. Continued focus on correct pronunciation with the goal of helping reduce accents that interfere with communication. Repeatable for up to six credit hours. Integrated with college credit ESOL 0342.

65655 205 Jan 13-May 7 12:50-2:35pm MW CYP 2102.2

65656 203 Jan 14-May 8 12:50-2:35pm TTh EVC 3154

65657 202 Jan 14-May 8 10:55am-12:40pm TTh NRG 4212

65658 201 Jan 14-May 8 9am-10:45am TTh RGC 026

COMG 3001 Writing and Grammar 3 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

Designed for low intermediate ESOL students. Course emphasizes using standard English grammar in writing short essays. Study of perfect tenses, passive voice, gerunds and infinitives. Introduction to clauses. Continued emphasis on writing compound sentences and introduction to complex sentence structures with appropriate conjunctions, transitional expressions, and punctuation. Continued practice in paragraph development and longer academic compositions. Exposure to and practice with different modes of writing. Integrated with college credit ESOL 0382.

65761 208 Jan 13-May 7 10:55am-12:40pm MW CYP 2232

65765 202 Jan 13-May 7 7:35-9:20pm MW RGC 122

65769 206 Jan 13-May 7 12:50-2:35pm MW SAC 1205

65762 201 Jan 14-May 8 9am-10:45am TTh EVC 3209

65763 203 Jan 14-May 8 9am-10:45am TTh NRG 4212

65764 207 Jan 14-May 8 6:35-8:20pm TTh NRG 4212

65766 204 Jan 14-May 8 10:55am-12:40pm TTh RGC 122

65767 209 Jan 14-May 8 12:50-2:35pm TTh RRC 1123.00

65768 211 Jan 14-May 8 8:30am-10:15am TTh RVS 108

65792 210 Feb 14-May 10 12:10-2:40pm FS NRG 4103

COMG 3002 Reading and Vocabulary 3 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

Improvement in reading vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms and synonyms, and context clues. Interpretation of factual material and inferences associated with job-related communication. Integrated with college credit ESOL 0362. Prerequisite: A grade of C or better in ESOL 0361 or RDCS 1001 or placement in the course by ESOL Assessment or the Compass Test.

65709	206	Jan 13-May 7	8:35am-10:20am	MW	CYP	2207
65714	202	Jan 13-May 7	12:50-2:35pm	MW	RRC	1123.00
65710	203	Jan 14-May 8	10:55am-12:40pm	TTh	EVC	3203
65711	204	Jan 14-May 8	7:05am-8:50am	TTh	NRG	4212
65712	201	Jan 14-May 8	8:30-10:15pm	TTh	NRG	4212
65713	207	Jan 14-May 8	7:35-9:20pm	TTh	RGC	A160

COMG 3020 Oral Communication 2 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

Designed for high beginning ESOL students. Course emphasizes speaking and listening to everyday American English. Strong focus on understanding English speaker conversation and using correct pronunciation, including vowel and consonant sounds as well as stress and intonation. Integrated with college credit ESOL 0341.

65652	202	Jan 13-May 7	4:40-6:25pm	MW	NRG	4212
65654	203	Jan 13-May 7	1:35-3:20pm	MW	SAC	1320
65651	204	Jan 14-May 8	5:40-7:25pm	TTh	CYP	2232
65653	201	Jan 14-May 8	7:35-9:20pm	TTh	RVS	9109

COMG 3021 Writing and Grammar 2 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

Designed for high beginning ESOL students. Course emphasizes using standard English grammar in writing paragraphs and short essays. Introduction to parts of speech. Study of simple and progressive verb tenses and modal auxiliaries. Practice in writing simple and compound sentences, using transitional expressions and punctuation. Exposure to and practice with different modes of writing. Required lab work will supplement classroom work. Integrated with college credit ESOL 0381.

65754	207	Jan 13-May 7	9am-10:45am	MW	NRG	4212
65755	202	Jan 13-May 7	8:30-10:15pm	MW	NRG	4212
65757	205	Jan 13-May 7	9am-10:45am	MW	SAC	1205
65751	203	Jan 14-May 8	12:50-2:35pm	TTh	CYP	2113
65752	208	Jan 14-May 8	5:40-7:25pm	TTh	EGN	1285
66690	209	Jan 14-May 8	5:40-7:25pm	TTh	HYS	01313.00
65753	201	Jan 14-May 8	9am-10:45am	TTh	EVC	3203

COMG 3023 Reading and Vocabulary 2 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

Designed for high beginning ESOL students. Emphasis on comprehension skills, such as identifying main idea, supporting details, and patterns of paragraph development. Features reading short passages of academic materials. Focus on high frequency vocabulary and word forms. Integrated with college credit ESOL 0361.

65705	201	Jan 13-May 7	7:05am-8:50am	MW	NRG	4212
65706	206	Jan 13-May 7	6:35-8:20pm	MW	NRG	4212
65708	203	Jan 13-May 7	10:55am-12:40pm	MW	SAC	1205
65703	204	Jan 14-May 8	9am-10:45am	TTh	CYP	2232
65704	205	Jan 14-May 8	7:35-9:20pm	TTh	EGN	1286
66691	207	Jan 14-May 8	7:35-9:20pm	TTh	HYS	01313.00
65707	202	Jan 14-May 8	5:40-7:25pm	TTh	RGC	026

COMG 3040 Reading and Vocabulary 4 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

Improvement in reading vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms and synonyms, and context clues. Interpretation of factual material and inferences associated with job-related communication. Integrated with college credit ESOL 0363. Prerequisite: A grade of C or better in ESOL-0362 or RDSC 1001 or placement in the course by ESOL Assessment or the Compass Test.

65647	205	Jan 13-Mar 6	8am-9:45am	MTWTh	SAC	1320
65715	208	Jan 13-May 7	5:40-7:25pm	MW	CYP	2102.2
65716	212	Jan 13-May 7	12:50-2:35pm	MW	EVC	3203
65720	202	Jan 13-May 7	10:55am-12:40pm	MW	RRC	1123.00

65717	201	Jan 14-May 8	2:45-4:30pm	TTh	NRG	4212
65719	210	Jan 14-May 8	7:35-9:20pm	TTh	RGC	122
65721	204	Jan 14-May 8	10:55am-12:40pm	TTh	RVS	109
65722	211	Jan 14-May 8	2:45-4:30pm	TTh	SAC	1206
65718	203	Jan 18-May 10	8am-11:30am	S	NRG	4212

COMG 3041 Oral Communication 4 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

Designed for high intermediate ESOL students. Course emphasizes speaking and listening to formal American English. Development of academic listening and note-taking skills. Exposure to long talks and short college lectures. Practice in giving short presentations and leading group discussions. Continued practice in using correct pronunciation to reduce accent interference. Repeatable for up to six credit hours. Integrated with college credit ESOL 0343.

65646	204	Jan 13-Mar 6	11:40am-1:25pm	MTWTh	SAC	1320
65674	202	Jan 13-May 7	2:45-4:30pm	MW	CYP	2102.2
65675	206	Jan 13-May 7	10:55am-12:40pm	MW	EVC	3209
65676	205	Jan 14-May 8	4:40-6:25pm	TTh	NRG	4212
65678	203	Jan 14-May 8	5:40-7:25pm	TTh	SAC	1304

COMG 3042 Writing and Grammar 4 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

Designed for high intermediate ESOL students. Continued study of the perfect tenses, passive voice, modal auxiliaries, gerunds, and infinitives. Emphasis on adjective, noun, and adverb clauses showing relationships. Introduction to conditionals. Further practice in formal essay writing with continued exposure to different modes of writing. Focus on error correction, paraphrasing, and editing. Introduction to using the library to locate and collect resource materials. Integrated with college credit ESOL 0383.

65648	208	Jan 13-Mar 6	9:50am-11:35am	MTWTh	SAC	1320
65770	206	Jan 13-May 7	7:35-9:20pm	MW	CYP	1107
65771	209	Jan 13-May 7	9am-10:45am	MW	EVC	8107
65772	203	Jan 13-May 7	2:45-4:30pm	MW	NRG	4212
65774	204	Jan 13-May 7	12:50-2:35pm	MW	RGC	122
65776	211	Jan 13-May 7	9am-10:45am	MW	RRC	1123.00
65775	205	Jan 14-May 8	5:40-7:25pm	TTh	RGC	122
65773	210	Jan 17-May 10	12-1:45pm	FS	NRG	4146

COMG 3060 Reading and Vocabulary 5 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

Designed for advanced ESL students. This exit-level course prepares students for reading in college courses and the workplace. Emphasis on critical and analytical reading skills and advanced reading strategies for reading college-level textbooks, novels, and periodicals. Continued expansion and application of vocabulary. Repeatable for up to six credit hours. Integrated with college credit ESOL 0364.

65723	208	Jan 13-May 7	9am-10:45am	MW	CYP	2232
65725	202	Jan 13-May 7	12:50-2:35pm	MW	NRG	4212
65742	204	Jan 13-May 7	12:30-2:15pm	MW	RVS	121
65743	207	Jan 13-May 7	7:35-9:20pm	MW	SAC	1205
65724	201	Jan 14-May 8	5:40-7:25pm	TTh	EVC	3203
65741	206	Jan 14-May 8	10:55am-12:40pm	TTh	RRC	1123.00
65726	210	Jan 17-May 9	11:50am-3:20pm	F	NRG	4212
65740	203	Jan 18-May 10	8:30am-12pm	S	RGC	122
65796	209	Mar 17-May 8	8am-9:45am	MTWTh	SAC	1320

COMG 3062 Oral Communication 5 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

Designed for advanced ESOL students. This exit-level course prepares students for participation in discussions and presentation of oral reports in the college classroom and the workplace. Emphasizes listening to formal American English. Continued practice in academic listening and note-taking skills. Exposure to real-life formal talks and

college lectures. Class activities include explaining and defending one's opinion in group discussions and giving formal presentations in class. Further work on pronunciation problems and development of vocal variety including intonation, emphasis, and pitch. Integrated with college credit ESOL 0344.

65682	203	Jan 13-May 7	7:35-9:20pm	MW	RGC	026
65683	205	Jan 13-May 7	10:30am-12:15pm	MW	RVS	103
65681	202	Jan 17-May 9	8am-11:30am	F	NRG	4212
65795	201	Mar 17-May 8	11:40am-1:25pm	MTWTh	SAC	1320

COMG 3063 Writing and Grammar 5 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

Designed for advanced ESOL students. This exit-level course prepares students for English 1301, other college writing and writing in the workplace. Continued study of clauses and introduction of reduced forms. Practice in writing more sophisticated formal essays and selected modes of writing, including the persuasive mode. Instruction on introduction to the research paper. Integrated with college credit ESOL 0384.

65779	212	Jan 13-May 7	12:50-2:35pm	MW	CYP	2113
65786	206	Jan 13-May 7	8:35am-10:20am	MW	RVS	9110
65787	201	Jan 13-May 7	5:40-7:25pm	MW	SAC	1320
65780	210	Jan 14-May 8	7:35-9:20pm	TTh	EVC	3203
65784	211	Jan 14-May 8	12:50-2:35pm	TTh	RGC	A160
65785	209	Jan 14-May 8	9am-10:45am	TTh	RRC	1123.00
65788	208	Jan 14-May 8	12:50-2:35pm	TTh	SAC	1204
65781	205	Jan 17-May 9	3:40-7:10pm	F	NRG	4212
65782	204	Jan 18-May 10	11:50am-3:20pm	S	NRG	4212
65797	207	Mar 17-May 8	9:50am-11:35am	MTWTh	SAC	1320

COMX 3040 Oral Communication 1 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

Designed for ESOL students at the introductory level, this course emphasizes speaking and listening to everyday American English. There is a strong focus on understanding simple conversations, generating conversations about simple topics, and using correct pronunciation, including vowel and consonant sounds as well as stress and intonation. Repeatable for up to six hours of credit. This course is not for college-level credit. Integrated with college credit ESOL-0340.

65649	202	Jan 14-May 8	10:55am-12:40pm	TTh	CYP	2113
65650	203	Jan 14-May 8	5:40-7:25pm	TTh	SAC	1320

COMX 3051 American English Pronunciation: Advanced (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

This course practices the ways in which spoken English differs from written with emphasis on the strategies English speakers use to make their message very clear for listeners. Time is spent learning how difficult English sounds are produced, and how native speakers produce the characteristic rhythm and intonation patterns of the language. Integrated with college credit ESOL 0351.

65684	202	Jan 14-May 8	12:50-2:35pm	TTh	RGC	122
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COMX 3060 Reading and Vocabulary 1 (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

This is an introductory-level course designed to improve reading proficiency in English and develop an appreciation for reading. It is the first in a series of five courses whose purpose is to prepare students to handle the reading assignments they will encounter in college and in the workplace. Integrated with college credit ESOL 0360.

65685	201	Jan 14-May 8	9am-10:45am	TTh	CYP	2113
65701	203	Jan 13-May 7	7:35-9:20pm	MW	EGN	1285
66692	204	Jan 13-May 7	7:35-9:20pm	MW	HYS	01313.00
65702	202	Jan 14-May 8	10:55am-12:40pm	TTh	SAC	1205

COMX 3080 Writing and Grammar I (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

This entry-level course is designed for students with little or no knowledge of English. Writing topics include prewriting strategies, how to construct correct sentences, how to structure a paragraph and how to write a descriptive and a narrative paragraph. Grammar points covered include the simple past, present and future verb tenses, the present progressive, parts of speech, basic s-v-o syntax, formation of negative sentences and questions. Integrated with college credit ESOL 0380.

65748	204	Jan 13-May 7	5:40-7:25pm	MW	EGN	1286
66693	205	Jan 13-May 7	5:40-7:25pm	MW	HYS	01313.00
65749	201	Jan 13-May 7	10:55am-12:40pm	MW	NRG	4212
65747	203	Jan 14-May 8	12:50-2:35pm	TTh	CYP	2223
65750	202	Jan 14-May 8	9am-10:45am	TTh	SAC	1205

COMX 3093 Intensive Grammar for Speakers of Other Languages (64 hrs/\$198 / \$50 Lab / \$1 Accident Insurance)

An accelerated grammar course tailored to correct the individual grammatical errors of ESOL students. The class will consist of diagnostics, whole group discussion of problematic grammatical and syntactical structures, and an individualized plan of instruction and study for each student based on his/her individual needs. Integrated with college credit ESOL 0393. Prerequisite: COMG 3001/ESOL 0382 with a minimum grade of C.

65615	201	Jan 13-May 7	3-4:45pm	MW	RGC	A250
65790	202	Jan 14-May 8	12:50-2:35pm	TTh	NRG	4212

Event Planning

FCTR 1016 Event Planning (36 hrs/\$360 / \$1 Accident Insurance)

Do you have creative event ideas that you want to learn how to bring to life? Do you have a knack for organization and planning? Do you love to play host to friends and family? Do you have a desire to be your own boss? If so, you can become an Event Planner! This course teaches students how to work with clients and help make their vision a reality by learning how to work with vendors, plan, organize, and build a budget for any event. This "101" course will train you to organize everything from small social events, to meetings and conferences. Become an Event Planner and soon you too will be a part of it all! Students in this class will have the opportunity to work on real events as they occur throughout the semester. Students may contact Travis Jackson (512) 223.7812 or email: tjackson@austinctc.edu.

66405	200	Feb 18-May 13	5:30-8:30pm	T	HBC	301.0
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*Decorate your life...
with flowers*

The Floral Design Series covers basic floral design, holiday centerpieces, wedding designs, and business principles. Learn to recognize various flowers and how to work with exotic tropicals.

Whether you want to arrange flowers for your own personal enjoyment or plan to start a business, these classes are for you.

For information call (512) 223.7815.

Floral Design

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

FMKT 5000 Floral Design Series (165 hrs/\$1000 / \$100 Lab/ \$440 Material / \$1 Accident Insurance)

The Floral Design Series includes all five of the basic floral design classes. Students enrolling in the series receive a discount equal to the cost of one class. Series begins with Principles and ends with Weddings. You **MUST** speak with an instructor **PRIOR** to enrolling in the course. Please contact Marilyn Schuenemann (512) 223.7815 mschuene@austincc.edu.

66430 200 Jan 13, 2014-Jan 13, 2015 9:30am-12:30pm MTWTh HBC 110
66431 201 Jan 13, 2014-Jan 13, 2015 6-9pm MTWTh HBC 110

THE SERIES INCLUDES THE FOLLOWING CLASSES:

FMKT 2031 Floral Design I: Principles of Floral Design (33 hrs/\$250 / \$25 Lab/ \$110 Material / \$1 Accident Insurance)

This course is designed to provide students with an introduction to the art of Floral Design. Students will learn tools, mechanics, elements, and principles of design. Students will also learn cut flower identification, care, and handling. Students will make basic floral arrangements, which they will be able to take home.

66415 210 Jan 14-Feb 18 9:30am-12:30pm TTh HBC 110
66416 211 Jan 13-Feb 19 6-9pm MW HBC 110

FMKT 2031 Floral Design II: Holiday Design (33 hrs/\$250 / \$25 Lab/ \$110 Material / \$1 Accident Insurance)

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

66417 220 Jan 22-Feb 26 9:30am-12:30pm MW HBC 110
66418 221 Jan 21-Feb 25 6-9pm TTh HBC 110

FMKT 2031 Floral Design III: Specialty Designs and Occasions (33 hrs/\$250 / \$25 Lab/ \$110 Material / \$1 Accident Insurance)

Students in this course will learn sympathy designs such as casket sprays and easel pieces. This class also covers the business of floristry 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.

66420 230 Feb 20-Apr 3 9:30am-12:30pm TTh HBC 110
66422 231 Feb 24-Apr 7 6-9pm MW HBC 110

FMKT 2031 Floral Design IV: Business Principles and Sympathy Design (33 hrs/\$250 / \$25 Lab/ \$110 Material / \$1 Accident Insurance)

Students in this course will learn sympathy designs such as casket sprays and easel pieces. This class also covers the business of floristry 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.

66423 240 Mar 3-Apr 14 9:30am-12:30pm MW HBC 110
66424 241 Apr 9-May 14 6-9pm MW HBC 110
66425 242 Jan 21-Feb 6 1-4pm MTWTh HBC 110

FMKT 2031 Floral Design V: Wedding Design (33 hrs/\$250 / \$25 Lab/ \$110 Material / \$1 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 required as a prerequisite.

66426 250 Apr 8-May 13 9:30am-12:30pm TTh HBC 110
66428 251 Apr 17-May 22 6-9pm TTh HBC 110

FMKX 3010 Recycle, Repurpose, Reuse (10 hrs/\$75 / \$25 Lab/ \$40 Material / \$1 Accident Insurance)

This hobby based class will show students how to make their flowers and materials last longer than just the arrangement they were designed for! Class will focus on repurposing and reusing products for other designs as well as dried arrangements.

66432 200 Feb 4-Mar 4 1-3pm T HBC 110

FMKX 3012 Accessories, Accessories! (10 hrs/\$75 / \$25 Lab/ \$1 Accident Insurance)

This Hobby based class will include the instruction and practice of accessorizing our everyday designs to bring them to the next level!

66433 200 Feb 6-Mar 6 1-3pm Th HBC 110

FMKX 3014 Designing for the Home (5 hrs/\$50 / \$25 Lab/ \$125 Material / \$1 Accident Insurance)

Have you wanted to create beautiful floral designs, but not sure how? This is the class for you; in this class you will learn how to create arrangements for the home. The arrangements will be taught using Fresh and Silk flowers. These hands on classes will focus on how to create floral designs from simple centerpieces to a large entry design.

66434 200 Apr 3-May 1 1-2pm Th HBC 110

FMKX 3021 Do It Yourself Weddings (6 hrs/\$50 / \$25 Lab/ \$65 Material / \$1 Accident Insurance)

66473 201 Mar 21-Apr 19 1-3pm F HBC 110

Home and Garden

If you do not see a course you're looking for listed, please check under Landscape Design and Horticulture.

BSKX 5057 Hand-Tool Woodworkingg (4 hrs/\$50 / \$1 Accident Insurance)

Learn the basics of working wood the old-fashioned way. By hand. A short course in the types of hand tools that were used to work with wood in the 1800s, the proper ways to use them and the way to keep them sharp. A fascinating afternoon of hands-on history. In an historic woodshop.

66381 201 Apr 13 1-5pm U PIF MAIN

BSKX 5069 Wood Cookstoves (4 hrs/\$30 / \$1 Accident Insurance)

Pioneer Texans were masters of this basic skill, and you can be, as well. Learn the basics of cooking on a wood stove, everything from the wood and kindling to the firebox and stovetop. As you learn, you can prepare and serve a frontier meal — on an authentic cast-iron stove with authentic cast-iron cookware, just like your ancestors did it. The only place in the Austin area where you can learn original Texas cooking skills like these.

66386 200 Feb 8 10am-2pm S PIF MAIN

Horticulture and Landscape Design

May Qualify for Financial Aid - Contact (512) 223.7872

The Landscape Design & Horticulture Program provides educational opportunities for individuals interested in working with plants and the landscape. As we become increasingly aware of the positive effect that plants and nature have on our well-being, Americans are spending more money on plants, landscape services, and design services every year. As a result there are many opportunities for successful and varied careers in the green industry. The Landscape Design & Horticulture Program at Austin Community College offers students instruction and certificates in four areas: Landscape Design,

Landscape Professional, Nursery Professional, and Intiorscape Professional. While the majority of our students are seeking new career opportunities or aiming to increase their success in the industry, many students also take our courses for their own enjoyment, to advance their education, or to assist them in working with their own properties.

Our certificate programs are closely aligned with the Texas Nursery & Landscape Association (TNLA) and the Professional Landcare Network (PLANET) (formerly the Associated Landscape Contractors of America) certificate examinations. It is expected that a student who successfully completes all of the required courses in one of our certificate programs will be well-prepared for the majority of the related TNLA and/or PLANET exam.

The Landscape Design & Horticulture Program provides up-to-date, relevant, and useful information that an individual can use to start a new business or enhance an existing business. Our philosophy of instruction involves hands-on experience and visits to thriving, local businesses whenever possible.

Listed are the certification programs available through Landscape Design & Horticulture. If you do not see a course you're looking for listed, please check under Home and Garden.

- Landscape Professional
- Nursery Professional
- Landscape Designer
- Intiorscape Technician

AGME 1091 Green Garden Management (24 hrs/\$180/ \$40 Material / \$1 Accident Insurance)

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

66326 200 Apr 1-May 20 6-9pm T RRC 2109

HALT 1051 Landscape Business Operations (32 hrs/\$250/ \$35 Material / \$1 Accident Insurance)

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

66454 200 Jan 27-Mar 24 5:30-9:30pm M RVS HI

HALT 1072 Introduction to Landscape Graphics (28 hrs/\$175/ \$35 Material / \$1 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. This class is a prerequisite to Landscape Design I and Landscape Design II.

66445 200 Jan 13-Mar 3 6-10pm M RVS HI
66455 201 Jan 15-Feb 26 5-9pm W HBC 110.3

HALT 1074 Planting Design (24 hrs/\$200/ \$40 Material / \$1 Accident Insurance)

Study of plants in landscape design and their structural, environmental, and aesthetic uses. Garden styles and techniques as well as the development of planting plans will be covered.

66446 200 Jan 14-Feb 18 5-9pm T HBC TBA

HALT 1095 Plants for Central Texas (24 hrs/\$180/ \$40 Material / \$1 Accident Insurance)

Instruction in the identification and use of native plant species of the Edwards Plateau and Llano Uplift. Basic plant knowledge is helpful, but not required. Much of the class will take place on field study trips for plant identification purposes.

66447 200 Mar 1-Apr 12 9am-1pm S RVS HI

HALT 2031 Landscape Design II (48 hrs/\$250/ \$35 Material / \$1 Accident Insurance)

In this course students will learn the technical aspects of designing popular and frequently requested landscape features. Design and construction calculations for outdoor kitchens, pizza ovens, fireplaces, retaining walls, drainage and carpentry features will be practiced. The course will cover restrictions for working in flood zones and building code requirements as they relate to landscaping.

66448 200 Feb 12-May 7 5:30-9:30pm W HBC TBA

HALT 2070 Capstone Project-Horticulture and Landscape (48 hrs/\$250 / \$1 Accident Insurance)

This study project is to be done after a student has completed their certificate Horticulture/Landscape Program. Each student will choose a specific project appropriate to their interest and certificate program requirements and complete it independently under the supervision of an Instructor. Students will submit a written proposal listing an outline of the project, learning objectives, a timeline for completion, and method of achieving their intended goals. *(After Registering Student Must Contact Instructor Heather Mudd email: hmudd@austinctc.edu.

66449 200 Jan 20-May 11 TBA TBA RVS HI

HALT 3007 Integrated Pest Management (36 hrs/\$200/ \$40 Material / \$1 Accident Insurance)

A survey of the common insects and diseases affecting plants in Central Texas. Emphasis will be on the identification and diagnoses of these problems and the selection, implementation, and theory of integrated pest management techniques. Students may contact Sharon St. John 512-223-7813.

66450 200 Jan 27-Apr 21 6-9pm M HBC TBA

HALT 3013 Propagation (18 hrs/\$165 / \$30 Lab/ \$40 Material / \$1 Accident Insurance)

Instruction on plant propagation techniques including propagation of seeds, cuttings, leaf cuttings, air rooting, and division.

66451 200 Mar 31-May 5 6-9pm M RVS HI

HALX 3009 Permaculture I (36 hrs/\$250 / \$1 Accident Insurance)

Permaculture is the study and practice of the way human beings- as individuals and communities- can participate in the creation of ethical and ecological systems. We present a whole systems approach that integrates plants, animals, buildings, people, communities, economies, and the landscapes that surround us through careful analysis and thoughtful design. The course introduces students to the principles and practice of permaculture design principles and practice to the diverse Austin area community and landscape.

66457 200 Feb 4-Apr 8 5-9pm T RVS HI

HALX 3010 Permaculture II (36 hrs/\$250 / \$1 Accident Insurance)

Permaculture is a way of design that focuses on function of a space in a way that cares for the Earth and People. This class will focus on learning guiding principles that create a space where everything is connected, every function is supported by many elements, and every element serves many functions. Permaculture designs are sustainable, produce a good yield, and make the best use of what we are given here in our diverse Austin area. Permaculture is a solution based individualized practice that can be applied to any place or organization.

66458 200 Feb 27-May 1 5-9pm Th RVS HI

Institute of Language and Culture

BSKL 9019 Beginners Conversational French I (22 hrs/\$120 / \$1 Accident Insurance)

Taught by a native speaker, students in this class will learn the basics of the French language. Experience a new language for travel and personal enrichment.

66345 200 Jan 16-Apr 3 12-2pm Th HBC 219

BSKL 9020 Beginners Conversational French II (22 hrs/\$120 / \$1 Accident Insurance)

Taught by a native speaker, students in this class will expand on what they have learned in Conversational French I as well as deepen their understanding of French culture.

66346 200 Jan 17-Apr 4 12-2pm F HBC 220

BSKX 3007 Urdu I - Basic Speaking, Reading, and Writing (20 hrs/\$120 / \$1 Accident Insurance)

This is an introductory Urdu language course to teach basic speaking, reading and writing skills of Pakistan national language, which is the most popular communicational language of India and other neighbor countries as well. The relevant culture and manners, as a part of this course, makes it more interesting.

66353 200 Mar 22-May 10 9am-11:30am S NRG PB3

BSKX 4063 Conversational Turkish I (36 hrs/\$120 / \$1 Accident Insurance)

Designed to introduce the Turkish language to beginning students. The class will develop oral and written skills for both comprehension and expression. Language skills to be emphasized include: understanding, reading, writing, translation, and speaking.

66376 200 Jan 13-Apr 7 6-9pm M RTC MAIN

BSKX 4064 Conversational Turkish II (36 hrs/\$120 / \$1 Accident Insurance)

It is intermediate level designed to improve Turkish language speaking, reading, comprehension, vocabulary, translation, composition and grammar.

66395 200 Jan 14-Apr 8 6-9pm T RTC MAIN

BSKX 4070 Conversational Turkish III (36 hrs/\$120 / \$1 Accident Insurance)

It is an advanced level designed to improve Turkish language speaking, reading, comprehension, vocabulary, translation, composition and grammar.

66378 200 Jan 16-Apr 10 6-9pm Th RTC MAIN

FRNL 9001 Conversational German I (20 hrs/\$120 / \$1 Accident Insurance)

Designed for those with little or no background in German, this introduces the spoken language to prepare travelers, practice getting a room in the hotel, greeting people, and making inquiries. You will also learn how to read basic German text. Required text: "Learn German the Fast and Fun Way" by Paul Graves.

66435 200 Jan 28-Apr 8 5-7pm T HBC 407

FRNL 9002 Conversational German II (20 hrs/\$120 / \$1 Accident Insurance)

A continuation of German I, this course emphasizes new vocabulary through participation and dialogue. You may also sign up if you have basic knowledge of the German language.

66436 200 Jan 28-Apr 8 5-7pm T HBC TBA

FRNL 9050 Conversational Italian I (22 hrs/\$120 / \$1 Accident Insurance)

Experience a new language and culture for travel and personal enrichment. Learn to communicate with basic conversations. Taught by a native speaker.

66437 200 Jan 27-Apr 14 5:30-7:30pm M HBC 301.7

FRNL 9051 Conversational Italian II (22 hrs/\$120 / \$1 Accident Insurance)

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

66438 200 Jan 23-Apr 10 5:30-7:30pm Th HBC 214

FRNX 3000 Conversational Italian III (22 hrs/\$120 / \$1 Accident Insurance)

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

66440 200 Jan 22-Apr 9 5:30-7:30pm W HBC 301.7

FRNL 9080 Conversational Russian I (21 hrs/\$120 / \$1 Accident Insurance)

This is an Elementary Russian course intended for adult beginners in Russian. The course gives the student a thorough knowledge of the fundamentals of Russian. This course will prepare students for regular every day communication in the Russian language.

66439 200 Jan 14-Feb 25 5:30-8:30pm T HBC TBA

FRNX 3011 Conversational Russian II (21 hrs/\$120 / \$1 Accident Insurance)

The course is designed for students with some basic skills and knowledge of Russian, it would provide further, more in-depth knowledge, expand vocabulary and grammar as well as help to build conversational skills.

66441 200 Mar 3-Apr 21 5:30-8:30pm M HBC TBA

FRNX 3016 Conversational Japanese (20 hrs/\$120 / \$1 Accident Insurance)

Study of fundamentals of Japanese; conversation, writing, listening and reading comprehension, vocabulary building, grammar and culture.

66442 200 Jan 10-Mar 28 6-8pm F HBC TBA

SPNL 1002 Medical Conversational Spanish I (21 hrs/\$120 / \$1 Accident Insurance)

Instruction in selected vocabulary of technical and medical terms, pronunciations, and basic structures used by those employed in the medical field. TEXT REQUIRED: Basic Spanish for Medical Personnel, Enhanced Edition: ZND 14.

66489 200 Jan 13-Mar 3 6-9pm M HBC 214

SPNL 9001 Conversational Spanish I (21 hrs/\$120 / \$1 Accident Insurance)

An interactive introduction to basic vocabulary and language structures. Promotes speaking and listening skills for personal needs. Requires no knowledge of Spanish. Text required: Open Door to Spanish, Level 1, Madrigal, 3rd Edition (Lessons 1-10).

66490 200 Jan 6-Feb 24 2-5pm M HBC 219

66496 201 Mar 5-May 7 6:40-9pm W PIN 400

66492 201 Jan 15-Feb 26 7-8:45pm MW PIN 400

SPNL 9002 Conversational Spanish II (21 hrs/\$120 / \$1 Accident Insurance)

Continues design of Level I to assist you in communicating simply in Spanish. Focus is on activities: using verbs from past to future.

Text required: Open Door to Spanish, Level 1, Madrigal, 3rd Edition Lessons 11-20.

66491 200 Jan 6-Feb 24 5:30-8:30pm M HBC 220

66493 202 Mar 18-May 1 4:20-5:50pm TTh SAC 1203

SPNL 9003 Conversational Spanish III (21 hrs/\$120 / \$1 Accident Insurance)

Conduct simple conversations in Spanish with focus on verb forms.

Text required: Open Door to Spanish, Level 2, Madrigal, 3rd Edition.

66494 200 Mar 3-May 5 6:40-9pm M PIN 303

SPNL 9005 Conversational Spanish IV (21 hrs/\$120 / \$1 Accident Insurance)

Continues text of Level 3 and includes more complex structures, including how to give instructions to others.

66495 200 Jan 14-Feb 27 4:20-5:50pm TTh SAC 1203

SPNX 3000 Medical Conversational Spanish II (21 hrs/\$120 / \$1 Accident Insurance)

Communicate with Spanish speakers in a healthcare setting. Text

Required: Basic Spanish for Medical Personnel, Enhanced Edition: ZND 14.

66497 200 Mar 17-Apr 28 6-9pm M HBC 214

Interior Design Institute

May Qualify for Financial Aid - Contact (512) 223.7872

These classes alone will not qualify you to sit for the NCIDQ examination or to be licensed in Texas or to use the title "Interior Designer". Texas Licensing of Interior Designers requires a specific educational program accredited by the Council for Interior Design Accreditation (Formerly FIDER).

The Interior Design Institute is a certificate program led by fine Interior Designers, you will be trained to shape the way people live and work by creating functional and quality interior environments. As a student in this program, you'll study drafting, design, space planning, problem solving, and the history of interior design and architecture. There are six courses needed to complete this program (listed below). All classes may not be offered every semester.

- Professional Practices and Communication for Interior Design
- Textiles for Interior Design
- Interior Design Building Systems
- Technical Drawing for Interior Design
- Fundamentals of Interior Design

INDS 1071 Technical Drawing for Interior Design (30 hrs/\$205 / \$1 Accident Insurance)

This course provides the beginning interior design student with basic drafting skills, the correct use of drafting instruments and supplies to obtain good line weight. Along with lettering techniques, the course teaches visual presentation of plans, elevations, and an introduction to one and two point perspectives. A one day Charrette (intensive design project) will also be included to acquaint the students to an office setting. Instructor will provide supply list on the first day of class which will cost about \$35.

66459 200 Jan 13-Feb 17 6-9pm MW HBC 103.2

INDS 1072 Textiles for Interior Design (20 hrs/\$145 / \$1 Accident Insurance)

The study of textile product characteristics and their uses as applied to the interior design industry. Fiber yarns, construction and finishes are studied. History of decorative textiles and their uses in traditional interiors is included. Contemporary textiles and their application to new uses in interior design are studied.

66460 200 Apr 7-May 7 6-8pm MW HBC 110.3

INDS 1091 History of Interior Design (21 hrs/\$145 / \$1 Accident Insurance)

This course is a survey of historical styles of furnishings, architecture and interiors beginning with prehistoric periods through the end of the 18th century focusing on Egypt, Greece, Italy, Spain, France, England, and America. Upon completion of the course, students should be able to recognize and identify period furniture and understand various cultures and factors that influenced interior design through time.

66461 200 Feb 24-Mar 24 6-9pm MW HBC 103.2

INDS 3001 Interior Design Building Systems (18 hrs/\$130 / \$1 Accident Insurance)

An overview of building materials, mechanical systems, and construction techniques as applied to interior design. Discussion of codes, project sequencing and interpretation of detailed working drawings.

66682 200 Feb 17-Mar 5 6-9pm MW HBC 217

ACC Interior Design Institute

Shape the way people live and work by creating functional and beautiful interior environments. Study technical drawing, soft goods for interior design, window treatments for interior design and more.

INDS 3002 Lighting for Interior Designers (30 hrs/\$205 / \$1 Accident Insurance)

This course concerns methods for designing lighting plans for different rooms and functions. Upon completion of the course, students should be able to determine the appropriate amounts of light required for different spaces and tasks while maintaining an aesthetically pleasing and cohesive environment.

66462 200 Jan 13-Feb 17 6-9pm MW HBC 410

INDX 3000 Modern Interior Design (22 hrs/\$135 / \$1 Accident Insurance)

The course focuses on the history of interior design from the 19th century up to the present time. Upon completing the class, students should be able to identify key period furniture pieces and architectural styles. Students should also be able to understand specific design movements and the social factors that influenced interior design.

66463 200 Feb 25-Apr 8 6-8pm TTh HBC 110.3

INDX 3005 Green Interior Design Healthy/Homes (12 hrs/\$120 / \$1 Accident Insurance)

Learn how to create a healthy environment in every room of your home and garden by considering the effects of furnishings, lighting, fabrics, window treatments, interior plants, appliances, plumbing fixtures, adhesives and cleaning materials.

66464 200 Jan 14-Feb 28 6-8pm T PIN 301

Irrigation Certification Preparation Classes**HALT 1033 Landscape Irrigator (40 hrs/\$455/ \$50 Material / \$1 Accident Insurance)**

Taught by Phil Sheppard, this class is an In-depth coverage of irrigation systems including history, definitions, equipment, hydraulics, design, installation, repair, trouble-shooting, maintenance, technological advances in system design and equipment, and water conservation for residential and commercial applications. Prepares student for the Texas Landscape Irrigation License Examination. The book, the "Texas Landscape Irrigation Training and Reference Manual" (used by 70% of Texas for professional irrigation training) is available from the author/instructor the first day of class. Please bring an engineer's scale, design compass, a basic calculator (non programmable) and #2 pencils. Most of these items will also be required at the TCEQ State Licensing Exam. Material fee is non-refundable. An optional state practice exam will be available from the instructor for \$69, as well as a "Professional Landscape Irrigation Training" DVD for \$35. INSTRUCTOR: PHIL SHEPPARD PHONE (214) 773.8847 EMAIL: phil@isstx.com.phil@isstx.com.

66452 200 Jan 28-Jan 31 7am-6pm TWThF HBC 103.2

66453 201 Mar 25-Mar 28 7am-6pm TWThF HBC 103.2

HALX 3003 Irrigation Technician (16 hrs/\$299/ \$50 Material / \$1 Accident Insurance)

Taught by Phil Sheppard, this is the required class for individuals wanting to test for the new state Landscape Irrigation Technician License. Under the supervision of a licensed irrigator, this individual will install, maintain, alter, repair, service, or supervise the installation of irrigation systems. The 16 hour class includes water conservation, definitions, components, design, installation, maintenance, and rules and regulations of the state of Texas. The class includes the new "Texas Landscape Irrigation Training and Reference Manual" used by 70% of Texas for professional irrigation training. Material fee is non-refundable. .An optional "Professional Landscape Irrigation Training"

DVD will be available from the instructor for \$35. (Instructor- Phil Sheppard Lic #6875).

66456 200 Feb 3-Feb 4 8am-5pm MT HBC 103.2

Jewelry

Instructor's Bio: Gay Isber aka Sugar is a seventh generation Texan, who is also a Canadian so she is known to say, "eh" and "y'all" equally. Gay earned dual MA's (Visual Arts and Humanities) and a BA in journalism. She is passionate about teaching others and learning. Her laughter is infectious and her joy of art is natural. Many celebrities have her wear her jewels: HRM Queen Elizabeth, the Duchess Camellia and Kate, plus rock and roll stars and fashion divas. Her creations have been in magazines all over the world. See her website for photos galore www.gayisber.com.

BSKX 3055 The Love of Bracelet Plus a Free Pair of Earrings (2.5 hrs/\$90 / \$1 Accident Insurance)

Working with beads and wire to make a beautiful creation – then pick out beads for a free pair of earrings to match your bracelet during the class.

66367 200 Mar 5 6-8:30pm W RRC 2122.00

66368 201 Mar 17 6-8:30pm M HBC 220

BSKX 3057 Using Wire to Connect Beads- Making a Beautiful Necklace (3 hrs/\$90 / \$1 Accident Insurance)

Anyone can learn the basics of making jewelry. This is not wire wrapping. This is the almost a lost art of wire connecting each bead together. Once you have learned it, you can make almost anything. In this class, step by step methods will easily show you how to work with wire. Wire in all of its complexities will be explained. Millions of beads to pick from to make a necklace perfect for you.

66392 201 Mar 36-9pm M HBC 220

66369 200 Mar 26 6-9pm W RRC 2122.00

BSKX 3059 Cuff Bracelet Making Plus a Free Pair of Earrings (2.5 hrs/\$25/ \$90/ \$1 Accident Insurance)

Cuff Bracelets using beads, wire and a frame – almost like sewing with wire and beads. No tool skill needed. Two sizes of bracelets to pick from 1" or 2" so you can control the drama effect. Millions of beads to pick from. Each will be ready to wear at the end of the class.

66370 200 Mar 24 6-8:30pm M HBC 220

66371 201 Mar 27 6-8:30pm Th HBC 219

Music**BSKL 8052 Guitar: Intermediate (10 hrs/\$49 / \$1 Accident Insurance)**

New Students: Now that you've mastered Beginning Guitar, you're ready for the next step. Continue to develop and improve your ability to play today's popular music. Students must bring own guitar on the first day of class to all of the individual music courses. *(Use any guitar "Acoustic or Electric", do not use Bass guitar).

66341 200 Jan 28-Apr 8 6:30-7:30pm T EVC 1208

66342 201 Jan 29-Apr 9 7:30-8:30pm W SAC 1303

66343 202 Jan 30-Apr 10 6:30-7:30pm Th CYP 2102.2

BSKL 9025 Classical Guitar: Beginning (10 hrs/\$49 / \$1 Accident Insurance)

Covers techniques and music notation. Students must bring own guitar on the first day of class to all of the individual music courses. *(Use any guitar "Acoustic or Electric", do not use Bass guitar).

66347 200 Jan 27-Apr 7 7:30-8:30pm M EVC 1208

BSKL 9026 Guitar: Beginning (10 hrs/\$49 / \$1 Accident Insurance)

Covers the basics for those with limited knowledge of reading music or playing the guitar. Students provide own guitars. May be repeated. Students must bring own guitar on the first day of class to all of the individual music courses. *(Use any guitar "Acoustic or Electric", do not use Bass guitar).

66348	200	Jan 27-Apr 7	6:30-7:30pm	M	EVC	1210
66349	201	Jan 29-Apr 9	6:30-7:30pm	W	SAC	1205
66350	202	Feb 1-Apr 12	10:30-11:30am	S	CYP	2102.2

MUEX 3000 Jazz Choir Ensemble (64 hrs/\$83 / \$50 Lab / \$1 Accident Insurance)

A choral ensemble that is open to any student who can qualify by audition. Will give several public performances each semester. Repertoire varies according to emphasis. Three hours of rehearsal required per week. May be repeated for a maximum of four hours credit. Integrated with college credit MUEN 1142. Prerequisite: Students must audition with Virginia Volpe for approval. Please call Virginia at 512.223.4008 or e-mail virginia.volpe@austincc.edu. For more information visit <http://www.austincc.edu/choral/>.

65884	201	Jan 14-May 8	5:25-7:10pm	TTh	NRG	4147
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MUEX 3002 Recording in GarageBand (8 hrs/\$90 / \$1 Accident Insurance)

Get hooked on GarageBand! This user-friendly 4-week class guides you step-by-step through the process of creating a recording project in GarageBand. We'll explore recording tips and techniques; song arranging and editing; loops and software instruments; and low-cost gear to enhance your recording experience. You don't have to be a geek to create your own high-quality demo! (REQUIRED MATERIAL-BRING ON THE 1st DAY OF CLASS: bring your laptop/iPad with Garageband and a pair of good quality headphones. Handouts will be provided.

66465	200	Apr 3-Apr 24	7-9pm	Th	RGC	028
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MUEX 3010 Music Theory for the Guitarist (4 hrs/\$25 / \$1 Accident Insurance)

This course will cover the foundation of our musical system. This includes the different types of scales, intervals, chords and chord progressions. All the above topics is demonstrated through guitar playing. Students may bring own guitar on the first day of class to all of the individual music courses. *(Use any guitar "Acoustic or Electric", do not use Bass guitar)

66466	200	Jan 28-Feb 18	7:30-8:30pm	T	EVC	2311
66467	201	Jan 30-Feb 20	7:30-8:30pm	Th	CYP	2102.2

MUEX 3021 Stage Ensemble (64 hrs/\$83/ \$50 Lab / \$1 Accident Insurance)

Provides training in the specific techniques necessary for ensemble performance. Emphasizes both ensemble and solo playing. Repertoire varies according to emphasis. May be repeated for maximum of four hours credit. Open to any student who can qualify by audition. Integrated with college credit MUEN 1121. Prerequisite: Students must audition with Steven Soddors before registering for this class. Please call Steven at 512.837.6730 or e-mail soddors@austincc.edu.

65882	201	Jan 14-May 6	6:25-10:10pm	T	NRG	4136
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MUEX 3022 Jazz Ensemble (64 hrs/\$83 / \$50 Lab / \$1 Accident Insurance)

Provides training in the specific techniques necessary for ensemble performance. Emphasizes both ensemble and solo playing. Repertoire varies according to emphasis. May be repeated for maximum of four hours credit. Open to any student who can qualify by audition. Integrated with college credit MUEN 1122. Prerequisite: Students must audition with Tom Husak for approval. Please call Tom at (512) 223.4775 or e-mail thusak@austincc.edu.

65883	201	Jan 16-May 8	6:25-9:55pm	Th	NRG	4136
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MUEX 3041 Vocal Ensemble (64 hrs/\$83 / \$50 Lab / \$1 Accident Insurance)

A choral ensemble that is open to any student who can qualify by audition. Will give several public performances each semester. Repertoire varies according to emphasis. Three hours of rehearsal required per week. May be repeated for a maximum of four hours credit. Integrated with college credit MUEN 1141. Prerequisite: A choral ensemble that is open to any student who can qualify by audition. Will give several public performances each semester. Repertoire varies according to emphasis. Three hours of rehearsal required per week. May be repeated for a maximum of four hours credit. Integrated with college credit MUEN 1141. Prerequisite: Students must audition with Virginia Volpe for approval. Please call Virginia at 512.223.4008 or e-mail virginia.volpe@austincc.edu. For more information visit <http://www.austincc.edu/choral/>.

65887	202	Jan 13-May 7	11:45am-1:20pm	MW	NRG	4136
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MUEX 3043 College Choir (64 hrs/\$83 / \$50 Lab / \$1 Accident Insurance)

A choral ensemble that is open to any student who can qualify by audition. Will give several public performances each semester. Repertoire varies according to emphasis. Three hours of rehearsal required per week. May be repeated for a maximum of four hours credit. Integrated with college credit MUEN 1143. Prerequisite: Students must audition with Virginia Volpe for approval. Please call Virginia at 512.223.4008 or e-mail virginia.volpe@austincc.edu. For more information visit <http://www.austincc.edu/choral/>.

65885	202	Jan 13-May 5	6:25-10:10pm	M	NRG	4136
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MUEX 3051 Chamber Ensemble (64 hrs/\$83 / \$1 Accident Insurance)

An instrument or vocal performance group that is open to any student who can qualify by audition. Emphasis on performance of literature for small ensembles. May be repeated for credit. Integrated with college credit MUEN 1151.

65886	201	Jan 19-May 11	2:15-6pm	U	NRG	4136
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Notary Public

BSKL 4072 Texas Notary Law and Procedures (3 hrs/\$140 / \$1 Accident Insurance)

Professional and practical notarization in compliance with the oath of office for notaries, the Texas Constitution, and the mandates of the Texas Secretary of State. Covers notary procedures and forms, identification methods, notarization requirements, journal indexing requirements, prohibited acts, bonding and insurance discussion, areas of liability, administrative complaint hearing provisions, appointment process and qualification requirements. Legislative update on proposed laws and the new rules enacted by Secretary of State concerning allowable identification methods/forms, use of I.D. numbers, journal entries, right of refusal for service, journal record retention and performance of notarizations during hours of private employment. Includes Notary Handbook materials and Notary booklet, as well as the distribution of related materials. Find out about the recently issued Attorney General Opinion, concerning "state officer" status and applicability of Chapters 406 and 603 Texas Government Code relating to FEE BOOK, RECEIPT ISSUANCE and FEE PENALTY PROVISIONS. Excellent training course for new notaries, renewing notaries, new applicants, or as a refresher for current notaries wanting to keep up with recently enacted changes. Taught by F. Henry Garcia, Former Notary Director and Attorney, Texas Secretary of State's Office. Founder and President: Texas State Notary Bureau. For Notary Bureau information visit <http://www.notarypublics.com>.

66338	201	Feb 13	9am-12pm	Th	HBC	220
66339	202	Mar 20	9am-12pm	Th	PIN	1013
66340	203	May 15	9am-12pm	Th	CYP	2109

Personal Enrichment

BSKX 4088 Revolutionary Storytelling (16 hrs/\$160 / \$1 Accident Insurance)

Our lives are a vast and intricate network of stories and narratives. These stories inform us how to live our lives and are the basis for our realities, both personal and collective. Through the process of identifying, exploring and then sharing your story you open yourself to the possibility of personal transformation and evolution. There is also something special and important about sharing your stories with others. It is an opportunity to be seen and heard, to be witnessed and honored. This course is designed to assist and guide you in the process of telling some aspect of your story through the medium of your choice. Possibilities include, but are not limited to: film, poetry, prose, visual arts, dance, music, photography and theatre.

66483 200 Jan 16-Mar 6 6-8pm Th HBC 219

Instructor's Bio: Gay Isber aka Sugar is a seventh generation Texan, who is also a Canadian so she is known to say, "eh" and "y'all" equally. Gay earned dual MA's (Visual Arts and Humanities) and a BA in journalism. She is passionate about teaching others and learning. Her laughter is infectious and her joy of art is natural. Many celebrities have her wear her jewels: HRM Queen Elizabeth, the Duchess Camellia and Kate, plus rock and roll stars and fashion divas. Her creations have been in magazines all over the world. See her website for photos galore www.gayisber.com.

BSKX 3035 The Artist As an Entrepreneur I (6 hrs/\$120 / \$1 Accident Insurance)

Everything in life is sales and marketing. Successful people are not just lucky, they understand that every nuance is being judged. Creating and fine tuning your brand will increase your sales- regardless of your medium. Whatever your level of expertise, you will learn new skills and information about: social medias, tip and tricks for websites, business cards do's and don'ts, cold calling with increased success, create professional looking photos, optimizing Google to maximize sales, plus, plus, plus.

66358 200 Jan 27-Feb 10 6-8pm M HBC 217
66359 201 Feb 5-Feb 19 6-8pm W RRC 2224

BSKX 3037 The Artist As an Entrepreneur II Advanced (6 hrs/\$120 / \$1 Accident Insurance)

To teach artist how to become sales savvy and increase their brand. If you create a product to sell, any product, then creating a solid brand will elevate your items to be seen, recognized and purchased is also equally important.

66360 200 Feb 17-Mar 3 6-8pm M HBC 221
66361 201 Feb 25-Mar 18 6-8pm T RRC 2224

Photography

BSKX 4071 Introduction to Fine Art Photography (30 hrs/\$120 / \$1 Accident Insurance)

This course is an introduction to Fine Art Photography. We will look at many samples, from the early days to contemporary to give a better understanding of Fine Art photography and how your pictures fit into this genre. We will have simple projects to improve your skills of thinking clearly, and seeing well and in class critique to learn from each other. From high end professional to simple point-and-shoot cameras will work for this course. We will also review how the camera works in order to get the desired results.

66379 200 Jan 18-Mar 29 11am-2pm S HBC 222

PHTC 1011 Fundamentals of Digital Photography (56 hrs/\$275 / \$25 Lab / \$1 Accident Insurance)

A fully digital course that teaches the student how to operate, and better utilize photographic equipment including DSLR cameras, lenses, hot shoe flash, studio flash, wireless transmitters, handheld light meters, filters, and tripods. Introduction to basic photographic theories will include camera setup, proper exposure for a variety of lighting situations, image composition, and custom white balance. There will be multiple assignments to reinforce basic photographic concepts. Students will use the studio to learn lighting patterns and studio strobe function. Students will be introduced to color theory using Adobe Lightroom and Photoshop in a color managed environment to organize, color correct, retouch, and prepare images for output. Students must provide an acceptable adjustable digital SLR camera or SLR film camera. Point and shoot cameras are not acceptable. This course is taught by an Adobe Certified Instructor.

66484 200 Jan 18-Apr 26 8am-12pm S NRG 4261
66485 201 Jan 18-Apr 26 12:30-4:30pm S NRG 4261

PHTC 2001 Intermediate Photography (56 hrs/\$275 / \$25 Lab / \$1 Accident Insurance)

A fully digital course that builds upon PHTC 1011 Fundamentals of Digital Photography. Students will further develop their photographic skill set in the studio, the laboratory, and on location with technical and practical exercises including architectural, still life, black line glass, white on white, advanced portrait with lighting ratio's, panorama, and synchro sun photography. Students will learn advanced features of Photoshop including retouching in layers, Layer Masking, Color Correction by the numbers, creating a Watermark, and using Photomerge to create a panoramic image. Students must have completed PHTC 1011 prior to registering for PHTC 2001. This course is taught by an Adobe Certified Instructor.

66486 200 Jan 17-Apr 25 6-10pm F NRG 3139

PHTC 9000 Photography: Beginning (20 hrs/\$120 / \$1 Accident Insurance)

This class teaches you how to create more interesting photographs. Topics include composition, lighting, lenses, filters, color balance, and digital workflow. A digital SLR is preferred but a digital point and shoot camera is also acceptable.

66487 200 Feb 5-Apr 16 6-8pm W PIN 302

Professional Development

BSKL 3005 Interpersonal Communication Skills (8 hrs/\$67 / \$1 Accident Insurance)

Through the understanding and application of interpersonal skills you will communicate more clearly and confidently. Learn approaches to listening that lead to more honest, direct and collaborative communication. Establish a personal communication strategy that gives those around you the information they need to do their jobs successfully and feel psychologically comfortable.

66329 200 Jan 22-Jan 23 6-10pm WTh HBC 223

BSKL 3006 Managing Stress in an Unpredictable World (4 hrs/\$53 / \$1 Accident Insurance)

Explore stress in relation to physical exercise, diet, relaxation, lifestyles, and attitudes. Practice relaxation exercises and participate in individual and group sharing exercises to manage your stress. Strategies are developed by each participant based on their own values and aspirations.

66330 200 Feb 5 6-10pm W HBC 223

BSKL 4002 Time Management (3 hrs/\$50 / \$1 Accident Insurance)
Increase productivity in both your professional and personal life. Topics include understanding time structure and management; releasing hidden time through goal setting and prioritizing; avoiding time traps; and implementing time management.
66356 200 Feb 19 6:30-9:30pm W HBC 223

BSKX 3025 Introduction to Public Speaking (15 hrs/\$145 / \$1 Accident Insurance)
Required Materials: Pencil and paper, the book "Speech Can Change Your Life" by Dorothy Sarnoff (instructor will use), and the use of videotapes of various speakers which demonstrate the styles of public speaking that are shared with the class participants. Audio/video equipment, overhead projector, chalkboard or dry erase board and a lectern or podium.
66354 200 Apr 1-Apr 29 6-9pm T EVC 3202

POFT 4002 Professional Business Writing (6 hrs/\$60 / \$1 Accident Insurance)
Polish your business writing skills so your letters, memos, emails, and reports come across smoothly and effectively. Topics include purpose, audience, organization, types of business correspondence, and editing.
66488 200 Mar 5-Mar 6 6:30-9:30pm WTh HBC 223

Recreation and Sports

BSKL 9034 Tennis: Beginning (10 hrs/\$55 / \$1 Accident Insurance)
Get some good exercise while having fun on the court. Bring racket and new can of tennis balls.
66351 200 Apr 1-May 1 6-7pm TTh RVS TENN

BSKL 9035 Tennis: Intermediate (10 hrs/\$55 / \$1 Accident Insurance)
Aced Beginning Tennis? Pretty soon you'll be giving Andy Roddick a run for his money. Bring racket and new can of tennis balls.
66352 200 Apr 1-May 1 7-8pm TTh RVS TENN

FITT 3000 Kayaking for Fitness (9 hrs/\$149 / \$1 Accident Insurance)
Easier on the joints than running or aerobics, kayaking is suitable for all fitness levels, ages, and abilities. Learn kayaking strokes, safety techniques, interval training drills, muscle strengthening/toning, warm-ups, flexibility routines, and more. You are guaranteed spectacular scenery, a great workout and a sport you can enjoy with a group. Tuition includes use of kayaking equipment.
66406 200 Apr 2-May 7 6-7:30pm W TRC LOBBY

FITT 7005 Krav Maga Self Defense (16 hrs/\$120/ \$13 Material / \$1 Accident Insurance)
Krav Maga was developed by the Israeli military. Students will learn defenses against grabs, punches, chokes, and more. These techniques have been utilized by the Israeli military & police forces during actual warfare & street riots which means the techniques have been tested to be very effective. We help build a strategic mindset of how to defend an attack, strike effective targets and get away in the quickest and most effective way possible. Classes incorporate hand-held punching bags to afford students the opportunity to practice striking techniques which will build endurance, strength, confidence, and footwork increasing students physical, as well as mental ability to fight back when the situation dictates. We will help students to remain focused on their intent to defend and escape. Knowledge eliminates fear! No prior experience necessary. Classes are designed to cater to students of all size, strength, gender, or athletic abilities. All instructors are certified by International Krav Maga Federation (IKMF). Visit www.austinselldefense.com for course/instructor info. 16 class meetings. Once you enroll at ACC, call (512) 918.9999.
66407 200 Jan 13-Mar 5 7:30-8:30pm MW ASD TRAINING
66408 201 Jan 14-Mar 6 6:15-7:15pm TTh ASD TRAINING

FITT 8059 Beginning Sculling and Kayaking for All Ages (8 hrs/\$299 / \$1 Accident Insurance)
The sport of sculling combines full body conditioning with an outstanding workout. Texas Rowing Center's personal instruction and flexible scheduling make learning to scull easy, enjoyable, and stress-free. Our certified coaches have most students sculling within their first hour. Sculling is a challenging sport and great exercise. You will receive four 2-hour rowing lessons and four supervised rows during your six months of unlimited sculling and kayaking. Classes will be taught by Texas Rowing Center staff. Learn to scull and experience the beauty of Lady Bird Lake. This class is for beginners through advanced. Once you are registered at ACC, you must call the Texas Rowing Center at (512) 467.7799 to schedule your one day orientation. Tuition includes use of rowing equipment.
66410 200 Jan 13-May 11 7am-7pm MTWThFS TRC LOBBY

FITX 3003 Paddling Sampler (9 hrs/\$149 / \$1 Accident Insurance)
Texas Rowing Center offers several paddling options, including standup paddling, kayaking, and canoeing. The Paddling Sampler allows students to try all three of these paddling options, while developing upper-body and core strength on stunning Lady Bird Lake. We will spend three hours (two sessions) learning the basics for each of the three paddling disciplines-standup paddling, kayaking, and canoeing (nine hours/six sessions total). You'll learn straight-paddling strokes, safety protocols, turns, and conditioning while exploring one of the most beautiful urban waterways in the United States. Tuition includes use of standup paddle board, kayak, and canoe equipment.
66411 200 Apr 3-May 8 6-7:30pm Th TRC LOBBY

FITX 3017 Crossfit (8 hrs/\$80 / \$1 Accident Insurance)
CrossFit is a high intensity, power based exercise program that combines a constant variation of dynamic exercises into a timed or scored workout. Participants are challenged to do a certain number of repetitions and/or certain amount of weight in a workout within a specific time frame, while keeping good form and technique of course. You are competing against yourself and previous records but doing so in a group environment, which helps drive you and encourage you to push yourself much harder, similar to if you were actually competing against another person. If you would like to sign up for this course register through ACC but then you MUST contact Austin Self Defense at (512) 918.9999 in order to select which dates and timeslots you would like to reserve.
66468 200 Jan 13-May 11 5:30-6:30am MTWThF ASD TRAINING
66471 203 Jan 13-May 11 6:30-7:30pm MTWThF ASD TRAINING

FITX 3024 Haganah - Israeli Self Defense (16 hrs/\$120/ \$10 Material / \$1 Accident Insurance)
Haganah was developed by the Israeli military. Classes teach self defense techniques against Open Hand assaults (Bear Hugs, Chokes, Punches, Headlocks etc), gun threats, knife threats and attacks. This is a close quarter system which teaches students how to be effective in confined circumstances. Each technique is broken down in easy to learn steps which helps students to learn and retain skills very quickly. No experience necessary as everybody moves at the same pace. Classes are informative, fun, upbeat, and hands-on. DO NOT allow yourself to be a helpless victim! Haganah instructors are trained and certified through the International Haganah Federation (IHF). Visit www.austinselldefense.com for course/instructor info. 16 class meetings. Once you enroll at ACC, call (512) 918.9999. Students will be required to purchase a class uniform @ our cost (\$10) upon sign up. You can roll this into the registration fees if that works best for ACCC.
66412 200 Jan 14-Mar 6 7:30-8:30pm TTh ASD TRAINING

Sports & Recreation

Ready to get in shape?

Check out ACC's
Community Programs.

- Zumba
- Hatha Yoga
- Tennis, Beginning and Intermediate
- Fitness for Fun
- Non-Contact Boxing
- Lunchtime Yoga

Sewing

FSHX 3000 Sewing, Beginner (24 hrs/\$110 / \$1 Accident Insurance)

This is an introductory sewing class. Learn how to thread your sewing machine and take care of the machine. Learn how to do body measurements, select the correct pattern size, yardage, and fabric choices. Simple sewing projects will be discussed at the first class meeting. Please bring sewing machine and 1 yard of muslin to 1st class.

66443 200 Jan 16-Mar 6 1-4pm Th HBC 110.3

FSHX 3001 Sewing, Intermediate (24 hrs/\$110 / \$1 Accident Insurance)

This is an intermediate sewing class. Expand on your sewing knowledge in this course. This course is for students who have a basic knowledge of the sewing machine and sewing practices. Please bring sewing machine and 1 yard of muslin to 1st class.

66444 200 Mar 20-May 8 1-4pm Th HBC 110.3

Writing and Fine Arts Academy

BSKL 3041 Introduction to Hollywood Screenwriting (8 hrs/\$60 / \$1 Accident Insurance)

This is your chance to learn what it takes to get your script noticed in Hollywood. Class covers the basics of premise, plotting, characterization, and dialogue. Propose story ideas and write scenes. You'll need Internet access to receive homework assignments and correspondence from instructor and Microsoft Word availability.

66334 200 Jan 17-Feb 7 7-9pm F HBC 219

66335 201 Mar 21-Apr 11 7-9pm F HBC 219

BSKL 9006 Creative Writing (16 hrs/\$70 / \$1 Accident Insurance)

Explores the elements of story writing, including plot dialogue, narration, characterization, and techniques of creating reader interest. Insight into article writing, query letters, and the path to publication will stimulate your creative flair. In-class and out-of-class writing exercises will nurture your writing talent.

66344 200 Jan 28-Mar 25 6-8pm T HBC 221

BSKX 3029 Basic Writing Skills Course (15 hrs/\$150 / \$1 Accident Insurance)

Required Materials: Pencil and paper, dictionary, thesaurus, business correspondence books to assist in the class- The Business Writer's Handbook by Charles T. Brusaw, Gerald J. Alred, and Walter E. Oliu and The Complete Idiot's Guide to Grammar and Style by Laurie E. Rozakis, Ph.D. Instructor will provide books. Other items are Audio/video equipment, overhead projector chalkboard or dry erase board and a lectern or podium.

66357 200 Jan 16-Feb 13 6-9pm Th EVC 3209

BSKX 3061 Writing Poetic Forms (12 hrs/\$84 / \$1 Accident Insurance)

This course will teach students to recognize and write in 6 different poetic forms. Students will learn not only the craft of each form, but they will also have the opportunity to practice each form, share their work with their peers, offer feedback to others in regard to their work, and revise their work to prepare for possible publication.

66475 200 Jan 18-Feb 22 9am-11am S CYP 2221

BSKX 3065 Short Fiction Writing (10 hrs/\$70 / \$1 Accident Insurance)

This course will teach students three different forms of short fiction including the traditional short story, flash-fiction, and micro-fiction. Students will learn not only the craft of each form, but they will have the opportunity to review samples of each form, practice the forms, create their own fiction writing pieces, share their work with their peers, and offer feedback to others in regard to their work. Lastly, they will have an opportunity to learn how to revise their work to prepare for possible publication.

66480 200 Mar 1-Apr 5 9am-11am S CYP 2221

BSKX 4087 Getting Your Creative Writing Published (10 hrs/\$70 / \$1 Accident Insurance)

This course will discuss the ins-and-outs of working in the literary publication industry and how knowledge of these interworkings can increase a writer's potential to publish their work. Based on the instructor's experience, students will get to observe samples of successful submission queries, learn how to properly submit work for consideration, learn the protocol to handling the intricacies of submitting work, learn how to best contract a publication, and how to find the right venues to publish their work. Students will also be required to submit their work to at least one literary publisher as part of this course. Students will not be taking this class to work on their writing or have it workshoped by other students or the instructor in the class. This class is strictly to learn how to publish their work once it is already written and ready for publication.

66482 200 Apr 12-May 10 9am-11am S CYP 2221

ENGX 4007 Beginning Creative Writing (48 hrs/\$249 / \$1 Accident Insurance)

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

65889 207 Jan 13-May 7 1:30-2:50pm MW RGC 111

65889- Introduction to Writing Poetry. Prerequisite: ENGL 1301

65888 204 Jan 18-May 10 12-2:40pm S EVC 8125

65888- Introduction to Writing Fiction. Prerequisite: ENGL 1301

ENGX 4008 Advanced Writing Workshop (48 hrs/\$249 / \$1 Accident Insurance)

Continuation of ENGX 4007 with emphasis on literary writing. Integrated with college credit ENGL 2308. For online classes, internet access is required. For information call 512.223.3355 during the 1st week of class.

65891 201 Jan 13-May 14 10:30-11:50am MW RGC 111

65890 205 Jan 15-May 7 7:45-10:25pm W NRG 4201

Business Assessment Center

(512) 223.7769

The Business Assessment Center (BACT) which is **not part of the Academic Testing Centers**, is located in Room 104 of the Highland Business Center, and 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:

Dantes Subject Standardized Tests (DSST) Exam Center

The DSST Exams are administered to students requesting the service by calling 223.7769. A list of DSST exams can be found at <http://getcollegetcredit.com/index.html>

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 or TOEFL 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:1 (609) 771.7714

Web Address: www.texas.ets.org

E-mail: texas-excet_inquiries@ets.org

Cancellation/Rescheduling

- Online at www.texas.ets.org
- Telephone (800) 902.5922

Note: Fees and policies are specified at www.texas.ets.org

Retests:

The examinee must wait 90 days before taking the computer-administered version of the test again.

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 104, between 10:30 am and 3:00 pm by appointment. Appointments must be made in person at least one business day in advance at the Highland Business Center between 9:00 a.m. and 4:00 p.m. by paying the \$95.00 test fee and filling out a registration form.

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 at the Highland Business Center, Room 104, between 9:00 a.m. and 4:00 pm.

Test appointments are available Monday through Friday between 10:30 a.m. and 1:00 p.m.

CLEP Testing Center

<http://continue.austincc.edu/testing/clep/>

- Composition and Literature
- Foreign Languages
- History and Social Science
- Science and Mathematics
- Business

For exam descriptions go to:

www.collegeboard.com/student/testing/clep/exams.html

The CLEP exam is administered by appointment only. Call 223.7769 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 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 is \$80 to be paid to ETS by credit card on the day of the test. If you do not have a credit card, you can contact this office at 223.7769 for instructions.

Students must have two forms of ID when they come to take the CLEP exam. One current government-issued photo ID (passport, driver license, or state ID card) and one non-photo ID.

Go to www.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.

Pearson Vue Authorized Testing Center

Registration information can be obtained at www.pearsonvue.com.

Test Programs delivered through Pearson VUE Center can be viewed at www.pearsonvue.com/programs/

Proctoring 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 223.7769 to schedule an appointment.

Same day scheduling will be accepted, however there will be an additional charge of \$30.

Castle Worldwide Assessments

Tests delivered through Castle Worldwide can be viewed at www.castleworldwide.com.

HOBET Exam

Examinees for the Health Occupations Basic Entrance Test (HOBET) 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 \$25 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 www.kryteriononline.com.

NABCEP PV Entry Level Exam

The North American Board of Certified Energy Practitioners (NABCEP) PV Entry Level exam is administered by appointment only. Each person is responsible for bringing their own non-programmable calculator to the exam. The cost of the NABCEP exam is \$140.00. If the student fails to show up for the scheduled exam there is a fee of \$30.00. For scheduling information, call (512) 223.7769.

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)

ISO-Quality Testing

Scheduling is the responsibility of the examinee and is done through www.isoqualitytesting.com. Examinees must present appropriate identification based on testing agency specifications.

IELTS Exam*

The International English Language Testing System was developed by Cambridge University. It provides an assessment of whether a test taker is ready to study or train in the medium of English. It is administered once a month and the schedule can be viewed at ieltsregistration.org. For more information call 223.0161.

To apply, go to www.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.

Registering for the GED® Test on Computer

Test-takers can register online, through the Pearson VUE call center at 1-877-EXAM-GED (392-6433), or at select test centers.

Step 1: Create Your Account

- Start by visiting www.GEDcomputer.com, click on Register Today
- Enter your legal name as it appears on your primary identification
- Remember that an email address will be required for this step
- Once your account is created, you'll receive an account activation Email

Step 2: Complete Registration Questions

- Click the activation link in your email
- Change the username to something you will remember and create a password. You will then be sent to the welcome page.
- Log in using the username and password you just created.
- Click the button at the bottom of the page to verify your contact information
- Click the circled number two and complete the registration questions
- Click the registration form that appears for the state, province, or territory where you will test and complete the next set of questions

Step 3: Provide Additional Documentation (if necessary)

- Some test-takers may be required to supply supporting documentation in order to test
- If your status on the home page indicates that you will need additional documentation, you will receive an email with your next steps

Step 4: Schedule Your Test

- After completing the registration questions, click on the circled number three, and schedule
- In certain cases you may be asked to supply additional information before you can schedule your test

Scheduling The GED® Test on Computer

Step 1: Select Your Test

- Start by visiting www.GEDcomputer.com, click Register Today to enter the system
- Click on the scheduling link to start the process
- Select the 2002 Series GED® Test, and then the language
- All five content areas (which are called modules) will be displayed with the length and price of each
- You can select as many content areas as you wish
- There will be a 10 minute break between each content area
- If you schedule all 5 content areas in one session you will not receive a lunch break
- To schedule a lunch break, create separate sessions within the same day

Step 2: Select Your Location, Date, and Time

- You will see test centers located closest to the address you provided during registration
- You can select up to three test centers to compare availability for the content areas you have selected
- Once the location, date, and time are selected, an appointment confirmation screen will appear

Step 3: Pay for the Test

- Enter your credit card or debit card information for payment
- Review the testing policies and submit your order for processing

Step 4: Review Your Receipt

- You will receive an email with appointment details that include the test time, test center address, identification required, the cancellation and reschedule policy, and any additional items that you will need to bring to the test center

If you need to contact the GED Testing Center call 512-223-7714.

The Center has a number of other exams. Check the web at austincc.edu/bact.

Frequently Asked Questions

How and when can I register?

Registrations are processed on a first-come, first-served basis. You may register until the first day of class if space is available. Due to the minimum number of students necessary for classes to be held, we encourage you to sign up at least one week before the class starts. Enrollments after the start date of the class are not eligible for a full refund.

How do I register?

There are several convenient methods. You may register online by credit card at austincc.edu/registration, in person at the Highland Business Center, 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 223.7542 for more information.

What if my class is cancelled?

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

What if I move or change my phone number?

It is the student's responsibility to update any changes to their contact information (i.e. phone numbers, address). Student information is not automatically updated when a new course registration is received. To make changes to your student record, you can request a "Student Data Change Form" from Registration at 223.7542 or visit <http://www3.austincc.edu/it/eforms/frontpage.php?ID=ADRE.005>.

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 at Highland Business Center a copy of your schedule will be given to you.

What is the tuition/fees refund policy?

See our Refund Policy on page 85. 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 the ACC Cashier's office on the 4th floor at HBC. 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 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.

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:
www.dshs.state.tx.us • www.theccb.state.tx.us • www.cdc.gov/ncidod/dbmd/diseaseinfo • www.acha.org • www.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 austinctc.edu/apply/immunization or continue.austinctc.edu

Discrimination Prohibited

Employment at the college and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, 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. Amendment Act (ADAAA). Inquiries regarding ACC's compliance with ADAAA, or requests for accommodations for persons with disabilities can be directed to:

EEO/ADAAA/Affirmative Action Coordinator
5930 Middle Fiskville Rd.
Austin, TX 78752-4390
(512) 223.7572 (voice) 711 (Relay Texas)



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 (<https://ONLINEserv.austincc.edu/WebAdvisor/WebAdvisor>) or in person at a campus Cashier's 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's Office at (512) 223.7561 for receipt information. Please note: if you have a past due balance, a hold (which prevents registration) will be placed on your account. Call (512) 223.7542, if you are unable to register online or in person. For information on financing courses, go to austincc.edu/ce/costs.

Refund Policy

The ACC Continuing Education refund policy is 100% prior to the weekday before the first class day, or 100% if class is canceled by ACC. After classes begin, see the table below. The number of days listed refers to business days, not class meeting days. Classes that are ONE day long must be dropped before the class starts for any type of refund to occur. The Student Accident Insurance fee (\$1) is not refundable.

Class Length in Weeks	Last day for 70% Refund	Last Day for 25% Refund
2 or fewer	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or more	15	20

Insurance fees are non-refundable after class start date.

Refund Processing

- ✓ ACC mails refund checks to the address on file at the college. Check with continuing education registration staff to verify current and accurate information before the refund process is started.
- ✓ Credit card refunds will appear on your monthly statement as soon as possible after the official reporting date. You are responsible for interest charged to the credit card account while the refund is processed. (May take up to six weeks.)
- ✓ ACC charges a \$25 processing fee for any refunds that are reissued.

For information that will help in filling out your registration form see the last page.

Returned Payments

- ✓ \$25 fee will be charged and a hold will be placed on accounts with any of the following:
- ✓ Checks returned stop pay or account closed and credit card chargebacks: You will be dropped from all classes and be liable for the returned check fee and any non-refundable fees.
- ✓ Checks returned unpaid (NSF) must be replaced by cash or a money order. Otherwise, returned checks will be referred to a collection agency, which may assess further charges.

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 Writing and Fine Arts 75

For specific course titles see **Course Listings** on page 6

ACC Continuing Education Registration Form • (512) 223.7542 • continue.austincc.edu

Last Name _____ 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	BMGT	1023	58020	201	HBC	\$995		
Total Payment Due									

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. Select one or more categories
- 2. With which racial category do you most closely identify?** Select one or more categories:
 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.

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, 5950 Middle Fiskville Road, Austin, TX 78752

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 Office for Students with Disabilities at (512) 223.6014 or visit austincc.edu/osd for more information.

Signature _____

Date _____

ACC Continuing Education Registration Form • (512) 223.7542 • continue.austinctc.edu

Last Name _____ 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
Sample → IT Project Management	02/23	BMGT	1023	56020	201	HBC	\$ 995		
Room numbers may change and will be posted the first day of class.									
Total Payment Due									

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. Select one or more categories
2. **With which racial category do you most closely identify?** Select one or more categories:
 Black or African American Asian American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander White

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Students with disabilities that need accommodations should contact ACC's Office for Students with Disabilities at (512) 223.6014 or visit: austinctc.edu/osd 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, 5930 Middle Fiskville Road, Austin, TX 78752

Registration for spring CE classes is going on now!

ESOL Registration:

- *Returning Students:* 7:30 a.m., Tuesday, December 10, 2013
- *New Students:* 7:30 a.m., Wednesday, December 11, 2013

ACC MAIN CAMPUSES

**Administration/
 Continuing Education**
 Highland Business Center
 5930 Middle Fiskville Road
 Austin, Texas 78752
 (512) 223.7000

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
austincc.edu/elgin

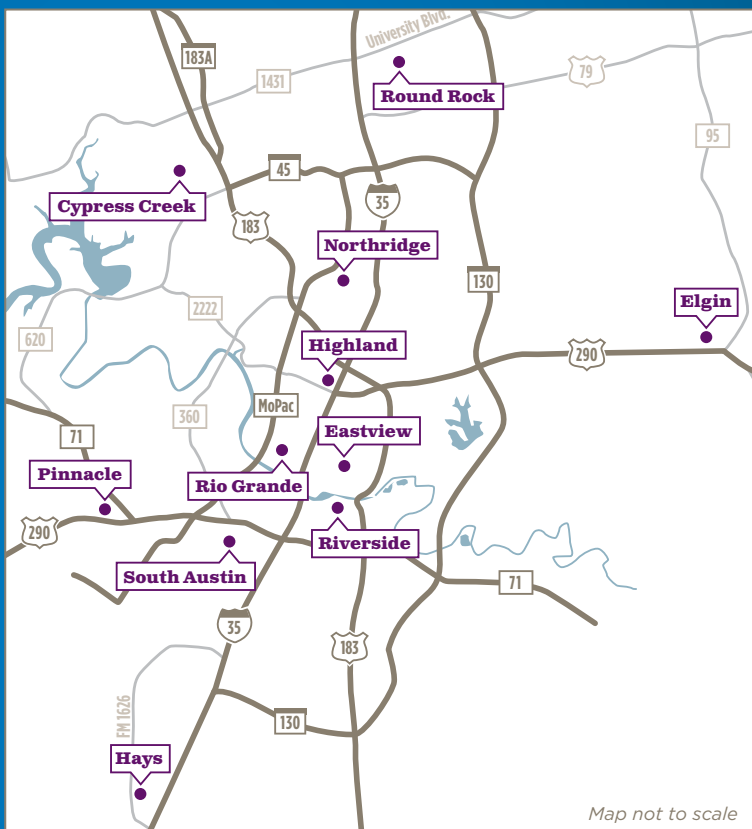
Hays Campus
 1200 Kohlers Crossing
 Kyle, TX 78640
Opening Spring 2014

Highland Business Center
 5930 Middle Fiskville Road
 Austin, TX 78752

Northridge Campus
 11928 Stonehollow Drive
 Austin, Texas 78758
 (512) 223.4000

Pinnacle Campus
 7748 Highway 290 West
 Austin, Texas 78736
 (512) 223.8001

Rio Grande Campus
 1212 Rio Grande Street
 Austin, Texas 78701
 (512) 223.3000



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

South Austin Campus
 1820 W. Stassney Lane
 Austin, TX 78745
 (512) 223.9100