

**Semester: Fall Year: 2020**

*Access to Austin Community College's programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability. Applications accepted year round.*

**Please Type or Clearly Print**

Date of Birth  /  /

ACC Student ID:   
*Leave blank if you do not have one*

E-mail address:   
*Email is the preferred method of communication with you*

Name:  -    
*Last First Middle*

Home Address:      
*Number & Street City State Zip*

Day Phone:  Alternate Phone:

Social Security No.:  -  -

Funding Source:

☐ TWC ☐ Waiver ☐ Scholarship ☐ Self- Pay

Counselor:

*\*Please meet with agency prior to applying\**

*\*Tuition or agency approval is due with this application\**

**New Student Application Checklist:** *(required for acceptance into the program)*

- ☐ Attend an Information Session or Classroom Visit (ONLINE ONLY)
- ☐ Secure funding: a deposit of \$305 per class due at the time of admission or letter stating sponsorship from an agency.
- ☐ Schedule an Admissions Interview by appointment (VIRTUAL INTAKES AVAILABLE ONLY)
  - *If agency funded- bring a copy of your Individual Plan for Employment or a letter of approval*
  - *Tuition is due at the time of intake*
  - *Students will choose classes and complete paperwork after admission into the program.*

For Information or to set up an appointment:

- Visit: <http://austincc.wix.com/accsteps>
- Call: 512-223-7657 or 512-223-7856
- Email: Christine Price [cprice12@austincc.edu](mailto:cprice12@austincc.edu) or Cailyn Bevier [cailyn.bevier@austincc.edu](mailto:cailyn.bevier@austincc.edu)

**Returning students:**

- Email this completed application to: [cailyn.bevier@austincc.edu](mailto:cailyn.bevier@austincc.edu)
- Visit the website to set up and advising or degree planning session.
- Students must successfully complete 9 core classes and 2 electives to receive an Occupational Skills Award from Austin Community College. Students attending for enrichment only may take any class with the director's approval.

## Fall Semester 2020

August 24<sup>th</sup> - Dec 17<sup>th</sup>

**\*Please note Classes have been switched to online\***

### **BUSG 1091 STEPS Professionalism in the Workplace (96 hrs/\$895 / \$1 Accident Ins.)**

<input type="checkbox"/>	13436	100	Aug 26- Dec 17	9:00am - 12:00pm	WTh	ONL
<input type="checkbox"/>	13441	101	Aug 24- Dec 15	9:30am - 12:30pm	MT	ONL

### **ITSC 1001 STEPS Computer Fundamentals (96 hrs/\$895 / \$1 Accident Insurance)**

<input type="checkbox"/>	13440	100	Aug 26- Dec 17	12:30pm - 3:30pm	WTh	ONL
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### **MRKG 1091 STEPS Principles of Retailing (96 hrs/\$895 / \$1 Accident Insurance)**

<input type="checkbox"/>	13435	100	Aug 24- Dec 15	12:30pm - 3:30pm	MT	ONL
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### **POFT 1009 STEPS Administrative Skills (96 hrs/\$895 / \$1 Accident Insurance)**

<input type="checkbox"/>	13446	101	Aug 26- Dec 17	1:00pm - 4:00pm	WTh	ONL
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### **BUSG 1091 STEPS Financial Planning (96 hrs/\$895 / \$1 Accident Insurance)**

<input type="checkbox"/>	13447	103	Aug 25- Dec 17	9:00am - 12:00pm	TTh	ONL
<input type="checkbox"/>	13442	102	Aug 26- Dec 17	1:00pm - 4:00pm	MT	ONL

### **POFT 2012 STEPS Workplace Communication (96 hrs/\$895 / \$1 Accident Insurance)**

<input type="checkbox"/>	14999	110	Aug 24- Dec 15	9:00am - 12:00pm	MW	ONL
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### **POFT 1000 STEPS Career Exploration and Planning (96 hrs/\$895 / \$1 Accident Ins.)**

<input type="checkbox"/>	13437	100	Aug 24- Dec 15	9:00am - 12:00pm	MT	ONL
<input type="checkbox"/>	14998	110	Aug 26- Dec 17	9:30am - 12:30pm	WTh	ONL

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information is cause for denial of admission or expulsion from the College. I understand that the faculty and staff of the STEPS Program, Continuing Education will read the information contained in this application. I have read and understand all information included as part of this application

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date