![Austin Community College logo]

AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

STEPS PATHWAYS

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CAL ASSISTANT **PC TECHNICIAN** PHOTOGRAPHY TEAC

continue.austincc.edu/steps

SEPTEMBER 2019

512.223.7657

Featured Programs

LOOKING FOR SOMETHING DIFFERENT?
ACC Continuing Education offers over 100 different certification courses. Let the STEPS program know and we can help create a specialized career pathway just for you!

STEPS PROGRAM

Skills, Training and Education for Personal Success

The STEPS is a program that provides a path for students with mild to moderate disabilities to cultivate skills for a successful future. By valuing each student's unique abilities and developing their individual potential, we provide educational enrichment and the skills for meaningful employment. Our students graduate with confidence, self-reliance and the tools to become a vital member of the community.

College and Career Readiness

Support - Austin Community College's STEPS offers a variety support to help adults achieve their goals. Working together with agencies and schools, we provide comprehensive supports through their entire two years leading towards increased independence and employ-ability.

Choices - Whether a student wants to continue their education or jump into the workforce, STEPS will give them the jumpstart to becoming successful.

Individualized Instruction - Individualized instruction is important to student success through STEPS. During the intake interview students skills and interests are evaluated.

Graduation Plan - Students complete a graduation plan during their intake based on their long term goals and interests.

Social Skills - Developing appropriate social skills is a central element in all ACC's STEPS classes. Students learn how to handle stressful situations, interact with coworkers and peers as well as handle the responsibilities of being an adult.

Take The Next Step!

Contact a program coordinator to help answer your questions, or visit our website to find out additional information on our courses and how to apply.

PROGRAM INFORMATION

ESTIMATED TUITION:

$**895**

may not include book or fees

TIME COMMITMENT:

Up to 2 years

hours/week vary

CONTACT

PROGRAM COORDINATOR:

Christine Price

cprice@austincc.edu

(512) 223-7657

Program Courses

DEVR 8001 STEPS Academic Skills

POFT 1091 STEPS Administrative Procedures

POFT 2012 Workplace Communication

POFT 1021 STEPS Business Math

POFT 1001 Business English

BMGT 1091 STEPS Business Ethics

POFT 1000 STEPS Career Exploration & Planning

POFT 1092 STEPS Computer Fundamentals

BUSG 1091 STEPS Financial Planning

MRKG 1091 STEPS Principles of Retailing

BUSG 1091 STEPS Professionalism in the Workplace

Get more information at continue.austincc.edu/steps

AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

OVERVIEW

ACC's **STEPS** is an up to two year 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 the students entire two years leading towards increased independence and employability. STEPS offers many levels of support, choices and plans for students.

- •**Support-** Austin Community College's STEPS offers a variety support to help adults achieve their goals. Working together with agencies and schools, we provide comprehensive supports through their entire two years leading towards increased independence and employability.
- •**Choices**- Whether a student wants to continue their education or jump into the workforce, STEPS will give them the jumpstart to becoming successful.
- •**Individualized Instruction**-Individualized instruction is important to student success through STEPS. During the intake interview students skills and interests are evaluated.
- •**Graduation Plan**- Students complete a graduation plan during their intake based on their long term goals and interests.
- •**Social Skills**-Developing appropriate social skills is a central element in all ACC's STEPS classes. Students learn how to handle stressful situations, interact with coworkers and peers as well as handle the responsibilities of begin an adult.

STEPS Mission

STEPS is a program that provides a path for students with mild to moderate disabilities to cultivate skills for a successful future. By valuing each student's unique abilities and developing their individual potential, we provide educational enrichment and the skills for meaningful employment. Our students graduate with confidence, self-reliance and the tools to become a vital member of the community.

PROGRAM/COURSE GOALS

Upon completion of this program the student will be able to:

- •Demonstrate appropriate workplace behavior
- •Have a defined and attainable career goal.
- •Self-Advocate
- •Demonstrate the career skill goals outlined in their degree plan
- •Establish functional reading, writing and math skills
- •Create a targeted resume and cover letter

ADMISSION REQUIREMENTS
- Prequisite courses: none
- No high school diploma required
- Must be at least 18 years of age
- Must be able to travel to and from class independently or arrive with an attendant
- No recent history of violent offences
- Speak and act respectfully to peers and staff
- Maintain appropriate behavior during unsupervised lunches and breaks or have an aide to provide supervision
- Demonstrate proper hygiene
- Participate in all classroom activities

TUITION/ FEES
Tuition and fees may vary. See the current ACC Schedule at http://continue.austincc.edu
Average Tuition: $895 per class

Current Classes
- Academic Classes
- Computer Fundamentals
- Professionalism in the Workplace
- Financial Planning
- Principles of Retailing
- Administrative Procedures
- Business English
- Business Math
- Workplace Communications
- Career Exploration and Planning
- Transition to Work

Classes offered at the following campuses
- Highland Business Center, 5930 Middle Fiskville Road, Austin, TX 78752
- Round Rock Campus, 4400 College Park Drive, Round Rock, TX 78665
- Cypress Creek Campus, 1555 Cypress Creek Road, Cedar Park, TX 78613

TO APPLY
Contact Christine Price: cprice12@austincc.edu
512-223-7856

1. Visit a classroom in session
2. Gather funding sources
3. Complete an Admissions Interview
4. Attend a STEPS orientation

STEPS Classes

Academic Skills
Students are taught in a layered curriculum to enhance reading, writing and mathematics. Instruction is planned to build vocational and independent living skills in reading, writing and mathematics. Lesson plans are personalized to each student's skills and goals.

Computer Fundamentals
The use of specialized software and use of adaptive hardware is included in this class. Vocational technology use includes keyboard use, data entry, and transcription accuracy. System and application software skills appropriate for each student are selected during the admissions interview.

Professionalism in the Workplace
Students with mild to moderate intellectual and developmental disabilities will benefit from the course. The course will focus on appropriate social behavior at school or work. Students will practice appropriate workplace behavior, learn about building healthy friendships and how to handle conflict.

Administrative Procedures
Students learn basic Microsoft Applications, typing skills, filing and use of office equipment. 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.

Principles of Retailing
The course is designed to develop skills to get and keep a job. Students develop customer service skills, money management, how to create displays and point of sale. Vocational skills in a variety of job specific activities are addressed as individuals develop specific areas of interest. Opportunities for transfer into other Continuing Education classes are also explored.

Business English
This course is designed to introduce students to the different forms of writing styles within business and the importance of planning, writing, revising, and editing business messages. Students seeking this course should be able to demonstrate the fundamental computer skills and working knowledge of all Microsoft 2013 Applications and demonstrate knowledge of basic parts of speech and punctuation.

Business Math
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

Financial Literacy

This course provides financial literacy skills to adults with intellectual and developmental disabilities. Students learn how to manage their money, calculate interest rates, using a credit card, debit card and learn how to identify fees while banking.

Workplace Communication

This course is designed to introduce students to the process of communication and how it is used to effectively send messages in the workplace. Students will increase comprehension of written and verbal information. Students selecting this course should be able to demonstrate the fundamental computer skills and working knowledge of all Microsoft 2013 Applications, have the verbal and social skills to present a short speech and demonstrate knowledge of basic parts of speech and punctuation.

Career Exploration and Planning

This course is designed to help students research and select career areas of interest. The purpose of this class is for students to explore different careers, determine careers that match their specific interests and strengths, and create a plan on how to achieve a career in their desired field. The end goal for this course is for a student to develop a career goal and a pathway to achieve that goal.

Transition to Work

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.

Preparing for Retail Salesperson (STEPS classes only)

Contact Information

Program Coordinator
Christine Price
cprice12@austincc.edu
512-223-7657

Start Here → STEPS Program Classes

      Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Retail Salesperson courses by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Retail Salesperson career field.

Course Title	Course Name	CE Hours
DEVR 8001	Academics	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
POFT 1021	Business Math	96

Get There → Retail Salesperson

Be a Retail Salesperson at any store in town!

Course Title	Course Name	CE Hours
MRKG 1091	Principles of Retailing	96
BMGT 1091	Transition to Work	96

Preparing for Front Desk Representative (STEPS classes only)

Contact Information

Program Coordinator
Christine Price
cprice12@austincc.edu
512-223-7657

Start Here → STEPS Program Classes

Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Retail Salesperson courses by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Retail Salesperson career field.

Course Title	Course Name	CE Hours
DEVR 8001	Academics	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
POFT 1021	Business Math	96

Get There → Front Desk Representative

Learn the skills necessary to be able to be a Front Desk representative at any business in town!

Course Title	Course Name	CE Hours
BUSG 1009	Administrative Procedures	96
BMGT 1091	Transition to Work	96

AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

Preparing for Administrative Assistant (STEPS classes only)

Contact Information

Program Coordinator
Christine Price
cprice12@austincc.edu
512-223-7657

Start Here → STEPS Program Classes

Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Administrative Assistant class by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Administrative Assistant Certification course.

Course Title	Course Name	CE Hours
DEVR 8001	Academics	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
POFT 1001	Business English	96
POFT 1021	Business Math	96

Get There → Administrative Assistant

The Greater Austin Business Community is growing fast. Many of these thriving businesses are looking for qualified Administrative Assistants capable of managing their crucial office functions. Through the Administrative Assistant series at ACC, you will learn the skills required to succeed as an assistant and obtain key expertise that will grow your career as a respected business professional in a rapidly expanding local economy.

Course Title	Course Name	CE Hours
POFT 1009	Administrative Procedures	96
BMGT 1091	Transition to Work	96

Did you know?

STEPS stands for **S**kills, **T**raining,
and **E**ducation for **P**ersonal **S**uccess.

When a student wants to further their education, we can help create a plan to work towards and obtain a certificate in other program areas of Continuing Education at Austin Community College. Through these individualized pathways, we can help increase your employable skills and education to promote your personal success.

As a student of the STEPS program, you may choose from any of the following plans in this **booklet** or **choose a different goal** and we will assist you in choosing the right courses to get you there!

Preparing for Paraeducator course

Start Here ➝ STEPS Program Classes
Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Paraeducator courses by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Paraeducator Institute Certification course.

Course Title	Course Name	CE Hours
DEVR 8001	Academics	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
POFT 1001	Business English	96
POFT 2012	Workplace Communication	96

Get There ➝ Paraeducator
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

Course Title	Course Name	CE Hours
EDTC-1094	ParaEducator Institute	21
EDTC-1094	Special Education ParaEducator	7

PARAEDUCATOR INSTITUTE

AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

Educational Aide's Make a Difference

Instructional Aides / Paraprofessionals play an invaluable role by supporting professional instructors throughout the educational process. ACC is proud to help Instructional Aides / ParaEducators meet the qualified standards established under the "Every Child Succeeds Act" legislation by offering our three day institute necessary in Texas for employment.

Be Prepared!

Day one of the program covers the ins and outs of working successfully with a licensed educator. Day two dives into the various learning styles of students and the appropriate instructional processes to address each style. Day three covers the core subjects of Reading, Writing, and Mathematics.

Achieve Your Certification

To earn the Instructional Aide / ParaEducator Statement of Training, participants must attend all three days of the program; provide proof of a high school diploma/GED and/or an official college transcript reflecting 42 hours of coursework, or an associate's degree (scan and email, hand deliver, or mail to contact). A final evaluation must be passed on the last day.

Instructional Aides/ParaEducators are crucial to the education process. Join this rapidly growing occupation by earning the Statement of Training and making a difference in young lives. Contact us today.

PROGRAM INFORMATION

ESTIMATED TUITION:
$221

may not include book or fees

TIME COMMITMENT:
3 weeks

7 hours/week

CONTACT

PROGRAM COORDINATOR:
Lonnie Villarino

lvillari@austincc.edu

(512) 223-7526

Program Courses

EDTC 1094 ParaEducator Institute

EDTC 1094 Special Education ParaEducator Institute

Get more information at continue.austincc.edu/paraeducator

Preparing for Administrative Assistant

Start Here ➝ STEPS Program Classes

Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Administrative Assistant course by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Administrative Assistant Certification course.

Course Title	Course Name	CE Hours
DEVR 8001	Academics	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
POFT 1009	Administrative Procedures	96
POFT 1001	Business English	96
POFT 1021	Business Math	96

Get There ➝ Administrative Assistant

The Greater Austin Business Community is growing fast. Many of these thriving businesses are looking for qualified Administrative Assistants capable of managing their crucial office functions. Through the Administrative Assistant series at ACC, you will learn the skills required to succeed as an assistant and obtain key expertise that will grow your career as a respected business professional in a rapidly expanding local economy.

Course Title	Course Name	CE Hours
POFT-1070	Administrative Asst Program	140

ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE ASSISTANT

Are You Business Savvy?

The Greater Austin Business Community is growing fast. Many of these thriving businesses are looking for qualified Administrative Assistants capable of managing their crucial office functions. Through the Administrative Assistant series at ACC, you will learn the skills required to succeed as an assistant and obtain key expertise that will grow your career as a respected business professional in a rapidly expanding local economy.

Knowledge = Opportunity

The Administrative Assistant program is a 140 hour program that provides exposure to many important office procedures, duties, and responsibilities. The series includes instruction in key topics such as:

- Windows and File Management
- Office processing applications including Word, Excel, PowerPoint, and Access
- Internet Mastery
- Business Math
- Communications

Some knowledge of personal computers is required.

Take the Next Step!

Contact a program coordinator to help answer your questions. The Greater Austin Business Community has a bright future. Become a key member of tomorrow's workforce by preparing today!

PROGRAM INFORMATION

ESTIMATED TUITION:

$1,445

may not include books & fees

FINANCIAL ASSISTANCE AVAILABLE*

TIME COMMITMENT:

🕐 **7 weeks**

20-30 hours/week

CAREER INFORMATION:

$17^{16}/hr

average income w/ experience

CONTACT

PROGRAM COORDINATOR:

👤 **Marcela Nouzovska**

mnouzovs@austincc.edu

(512) 223-7525

Program Courses

POFT 1070 Administrative Assistant Program

*for financial assistance eligibility, call

WORKFORCE SOLUTIONS Capital Area
Connecting People to Jobs
(512) 454-9675

★ ★ ★ ★ ★
WORKFORCE SOLUTIONS
RURAL CAPITAL AREA
(866) 518-0576

Get more information at continue.austincc.edu/assistant

AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

Preparing for Medical Office Support

Start Here ⟶ STEPS Program Classes

Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Medical Office Support courses by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Medical Office Support Certification course.

Course Title	Course Name	CE Hours
DEVR 8001	Academic Skills	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
POFT 1009	Administrative Procedures	96

Get There ⟶ Medical Office Support

Qualified medical office support is in demand. As the aging population increases, the need for medical services rises and the number of people who have access to insurance coverage surges. Austin Community College's Medical Office Support program prepares you for a National Certification which may open the door to more job opportunities, increased salary, and professional advancement within the healthcare industry. The medical office support program creates a pathway for you into a rewarding healthcare career, and may be completed in as little as one semester online.

Course Title	Course Name	CE Hours
HPRS-1006	Essentials of Medical Terminology	32
POFT-1010	Introduction to Keyboarding	8
POFI-1024	Word Introduction	10
ITSW-1022	Excel Introduction	10
MDCA-1021	Administrative Procedures	80
POFM-1017	Internship - Medical Administrative Support	48

AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

MEDICAL OFFICE SUPPORT

Unlock the Code to a New Career!

Qualified medical office support is in demand. As the aging population increases, the need for medical services rises and the number of people who have access to insurance coverage surges. Austin Community College's Medical Office Support program prepares you for a National Certification which may open the door to more job opportunities, increased salary, and professional advancement within the healthcare industry. Austin Community College Continuing Education offers a 188 hour online program.

You Have Options

The Medical Office Support program may be completed in an online, evening program, or a daytime, classroom program, from 9:00 AM - 4:00 PM, with an hour for lunch, Monday through Friday.

Ready, Set… Go!

If you have a high school diploma, GED, or college transcript, good oral and written communication skills, no criminal record, and are ready to begin a new future in one of Austin's professional healthcare occupations, then download the application from the Medical Office Support page and complete steps #1 - #3 on the checklist (512-223-7118) and then schedule an orientation visit (512-223-7055).

PROGRAM INFORMATION

ESTIMATED TUITION:

$2,290
may not include books & fees
FINANCIAL ASSISTANCE AVAILABLE*

TIME COMMITMENT:

🕐 **1 semester**
188 total hours

CAREER INFORMATION:

$17³²/hr
average income w/ experience

CONTACT

PROGRAM COORDINATOR:

👤 **Bettye Kochendorfer**

bettye.kochendorfer@austincc.edu

(512) 223-7055

Program Courses

ADMINISTRATIVE COURSES

HPRS 1006 Essentials of Medical Terminology

POFT 1010 Introduction to Keyboarding

POFI 1024 Word Introduction

ITSW 1022 Excel Introduction

MDCA 1021 Administrative Procedures

POFM 1017 Internship - Medical Administrative Support

*for financial assistance eligibility, call

WORKFORCE SOLUTIONS Capital Area
Connecting People to Jobs
(512) 454-9675

★ ★ ★ ★ ★
WORKFORCE SOLUTIONS
RURAL CAPITAL AREA
(866) 518-0576

Get more information at continue.austincc.edu/mos

Preparing for Animal Caretaker

Start Here ⟶ STEPS Program Classes

Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills.   The STEPS program classes will act as preparatory classes for the Animal Caretaker course by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Animal Caretaker Certification course.

Course Title	Course Name	CE Hours
DEVR 8001	Academic Skills	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
POFT 1009	Administrative Procedures	96

Get There ⟶ Animal Caretaker

This program would be useful for a student wanting to work in an animal kennel or shelter. This program will also assist individuals wanting to learn more about caring for their own pets. Animal care and service workers provide care for animals.This program prepares you to safely perform basic tasks including feeding, watering, bathing, restraining, moving and exercising animals in a shelter, kennel or veterinarian's office. A certificate of completion is issued at the completion of the course.

Course Title	Course Name	CE Hours
VTHT 1091	Canine & Feline Care and Husbandry	32

ANIMAL CARETAKER

Are You Passionate About Animals?

This program would be useful for a student wanting to work in an animal kennel or shelter. This program will also assist individuals wanting to learn more about caring for their own pets. Animal care and service workers provide care for animals. They feed, groom, bathe, and exercise pets and other nonfarm animals. Job tasks vary by position and place of work.

Knowledge & Skills Training

This program prepares you to safely perform basic tasks including feeding, watering, bathing, restraining, moving and exercising animals in a shelter, kennel or veterinarian's office. A certificate of completion is issued at the completion of the course.

Get Started Now!

If you have a high school diploma, GED, or college transcript, good oral and written communication skills, no criminal record, are at least eighteen (18) years of age, and desire to become an Animal Caretaker, then:

STEP 1: Print the application from this webpage and begin the checklist.

STEP 2: Once completed, contact the program coordinator to schedule an orientation visit to discuss your program plans and create your student file.

PROGRAM INFORMATION

ESTIMATED TUITION:

$732

including books & materials

TIME COMMITMENT:

Varies

k

CAREER INFORMATION:

$11^{12}/hr

average income w/ experience

CONTACT

PROGRAM COORDINATOR:

Elizabeth Warren

ewarred@austincc.edu

(512) 223-7692

Program Courses

VTHT 1091 Canine and Feline Care and Husbandry

Preparing for Computer Applications Classes

Start Here ➡ STEPS Program Classes
Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Computer Applications classes by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Computer Applications classes below.

Course Title	Course Name	CE Hours
DEVR 8001	Academics	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96

Get There ➡ Computer Applications Classes (*Students can take any of the courses below*)
Begin your journey with our Fundamentals of PC and Introduction to Keyboarding classes. When you're ready to enter the world of Windows, consider an Introduction to Windows class. If you're eager to learn how to create, modify, and update text documents, spreadsheets, presentations and more, pick from our selection of Microsoft Office classes including Word, Excel, PowerPoint, and Access. Courses in Adobe InDesign and Illustrator are available, too.

General Computer Courses

Course Title	Course Name	CE Hours
ITSC-1006	Fundamentals of PC Use	24
POFT-1010	Introduction to Keyboarding	9

Adobe Software Courses

Course Title	Course Name	CE Hours
ITSX-3011	Adobe Illustrator	16
ITSX-3010	Adobe InDesign	16
ITSX-3034	Advanced InDesign ePublishing	21

Microsoft Office Courses

Course Title	Course Name	CE Hours
ITSW-1053	Access Introduction	12
ITSW-1055	Access Intermediate	12
ITSW-2047	Access Advanced	12
ITSW-1022	Excel Introduction	12
ITSW-1046	Excel Intermediate	12
ITSW-2049	Excel Advanced	12
ITSW-1037	PowerPoint Introduction	12
ITSW-2036	PowerPoint Intermediate	12
POFI-1024	Word Introduction	12
POFI-1042	Word Intermediate	12
POFI-2037	Word Advanced	12

COMPUTER APPLICATIONS

Refresh Your Computer Skills at ACC!

Are your computer skills a little rusty? ACC's Continuing Education computer classes are ideal for beginners, the occasional user who needs to update skills, or the more advanced learner interested in adding new software knowledge to their tool box. Choose a short course taught in our computer labs by instructors qualified to answer your questions and to guide you through your learning experience, or select one of our convenient on-line courses. Whatever option you choose, the path to improving your computer proficiency begins at ACC!

Basic Building Blocks and Beyond

If you're brand new to the world of computing, begin your journey with our Fundamentals of PC and Introduction to Keyboarding classes. When you're ready to enter the world of Windows, consider an Introduction to Windows class. If you're eager to learn how to create, modify, and update text documents, spreadsheets, presentations and more, pick from our selection of Microsoft office classes including Word, Excel, PowerPoint, and Access. Courses in Adobe InDesign and Illustrator are available, too.

Continuing Education is the Answer!

ACC has the right solution for you. Contact our program coordinator for more information. Then get started down the path to building your computer capabilities today!

PROGRAM INFORMATION

ESTIMATED TUITION:

🏷 **Varies**

TIME COMMITMENT:

🕐 **1 day-4 weeks**

6-12 hours/week

CONTACT

PROGRAM COORDINATOR:

👤 **Marcela Nouzovska**

mnouzovs@austincc.edu

(512) 223-7525

Program Courses

GENERAL COMPUTER COURSES

ITSC 1006 Fundamentals of PC Use

POFT 1010 Intro to Keyboarding

ADOBE SOFTWARE COURSES

ITSX 3011 Adobe Illustrator

ITSX 3010 Adobe InDesign

ITNW 6001 Adobe Photoshop

ED2GO (ONLINE) COURSES

View Available Options Online

MICROSOFT OFFICE COURSES

ITSW 1053 Access Introduction

ITSW 1055 Access Intermediate

ITSW 2047 Access Advanced

ITSW 1022 Excel Introduction

ITSW 1046 Excel Intermediate

ITSW 2049 Excel Advanced

ITSW 1037 PowerPoint Introduction

ITSW 2036 PowerPoint Intermediate

POFI 1024 Word Introduction

POFI 1042 Word Intermediate

POFI 2037 Word Advance

Get more information at continue.austincc.edu/computer

Preparing for Event Planning Series

Start Here ➡ STEPS Program Classes
Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Event Planning courses by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Event Planning Series courses.

Course Title	Course Name	CE Hours
DEVR 8001	Academics	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
MRKG 1091	Principles of Retailing	96
POFT 1001	Business English	96
POFT 1021	Business Math	96

Get There ➡ Event Planning Series
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 course will train you to organize everything from small social events, to meeting and conferences. Student in this class will have the opportunity to work on real events as they occur throughout the semester. This course covers the following topics:

Course Title	Course Name	CE Hours
FCTR 1016	Event Planning	36

AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

EVENT PLANNING

Special Events

Events are a part of our daily lives- from birthday gatherings to wedding, from small meeting to large conference. If you have planned one, you can plan them all.

Planning is one of the key things you can do to make any event successful. Whether you are looking for a career change in event planning industry, or just need help planning a special event, ACC has options for you! Our Continuing Education department offers both an event planning course, as well as event planning services.

Event Planning

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 course will train you to organize everything from small social events, to meetings and conferences. Students in this class will have the opportunity to work on real events as they occur throughout the semester. This course covers the following topics:

- Event Design, Space Planning and Time Management
- Venue and Vendor Selections
- Contract and Service Agreements
- Small Business Tax
- Marketing & Sales Strategies
- Budgeting Strategies
- Catering
- Décor, Florals and Props
- Conference Planning Logistics

Fête - Event Solutions & Custom Florals

Fête Event Solutions was created to provide services to the college and community to allow our students to continue to learn and to gain hands-on opportunities in the trendy event and floral industry. "Educate to Celebrate" offering services in Event Planning, Floral Designs, Custom Catering, Conferences Logistics, Décor, Linens, and Prop Rentals. Let us be the SOLUTION to your next event!

PROGRAM INFORMATION

ESTIMATED TUITION:

$360

may not include book or fees

TIME COMMITMENT:

1 semester

hours/week vary

CONTACT

PROGRAM COORDINATOR:

Lori Friedman

lori.friedman@austincc.edu

(512) 223-7813

Program Courses

FCTR 1016 Event Planning

Get more information at continue.austincc.edu/event

Preparing for Fashion Design

Start Here ➡ **STEPS Program Classes**

Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Fashion Design classes by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Fashion Design Certificate classes.

Course Title	Course Name	CE Hours
DEVR 8001	Academics	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
MRKG 1091	Principles of Retailing	96
POFT 1001	Business English	96
POFT 1021	Business Math	96

Get There ➡ **Fashion Design**

The Fashion Design Certificates will emphasize the creation of clothing. Students will be encouraged to develop their personal vision and design philosophy while deepening their understanding of the various domestic and international market segments. Students will move from concept to production, learning drawing, draping, pattern making, sewing, tailoring and specialty techniques.

Course Title	Course Name	CE Hours
FSHD-1070	Introduction to Fashion	32
FSHD-1071	Fashion Illustration	32
FSHD-1072	Textiles for Fashion Design	32
FSHD-1073	Patternmaking for Fashion Design	32
FSHD-1074	Draping and Construction	32
FSHD-1075	Fashion Illustrator Media	32
FSHX-3003	Sewing Fundamentals I *	32
FSHX-3004	Sewing Fundamentals II *	32
- OR -		
FSHD-1076	Garment Construction I *	32
FSHD-1076	Garment Construction II *	32

Students choose a sewing or garment path

FASHION DESIGN

Your Style Brought To Life

Austin Community College's Continuing Education department is excited to bring the world of fashion to our classrooms with our Fashion Design Certificate Programs!

Three Certificates will be available:

- Fashion Design Certificate*
- Fashion Marketing Certificate
- Associates of Applied Science in Fashion Design*
-

*Awards pending approcal from the the Southern Associaion of College and Schools Commisson on Colleges (SACSCOC).

Fashion Design

The Fashion Design Certificate will emphasize on the creation of clothing. Students will be encouraged to develop their personal vision and design philosophy while deepening their understanding of the various domestic and international market segments. Students will move from concept to production, learning drawing, draping, patternmaking, sewing, tailoring and specialty techniques.

- Intro to Fashion
- Textiles
- Ready to Wear Construction
- Fashion Sketching
- Draping
- Flat Pattern I
- Design Construction Techniques
- Fashion Techniques

Fashion Marketing

The Fashion Marketing Certificate provides students with an understanding of how the fashion industry operates. This certificate award plan is designed to meet the needs of individuals in the community who desire skills and knowledge in marketing. All of the courses will aid these employees of all industries that are involved in all functions of marketing by allowing them to better understand how these marketing functions can affect the marketing process and how they are interrelated

- Introduction to Fashion
- Fashion Trends
- Retail Buying -OR- Fashion Buying
- Fashion Image
- Fashion Promotion 48 hours
- Principles of Retailing
- Fashion Marketing Capstone

Associated of Applied Science in Fashion Design

This is a two-year course will provide students with an understanding of the fashion design industry. Contact an academic advisor to get started with this Degree Plan

Get Started Now!

Are you ready to get started? Select from the classes below, or contact a program coordinator to help answer any questions you may have.

Get more information at continue.austincc.edu/fashion

PROGRAM INFORMATION

ESTIMATED TUITION:

varies

may not include book or fees

TIME COMMITMENT:

varies

CONTACT

PROGRAM COORDINATOR:

Lori Friedman

lori.friedman@austincc.edu

(512) 223-7813

Preparing for Floral Design Series

Start Here ➡ **STEPS Program Classes**

Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Floral Design courses by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Floral Design Series Certification course.

Course Title	Course Name	CE Hours
DEVR 8001	Academics	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
MRKG 1091	Principles of Retailing	96
POFT 1001	Business English	96
POFT 1021	Business Math	96

Get There ➡ **Floral Design Series**

Whether you want to arrange flowers for your own personal enjoyment or plan to start a business, our Floral Design Series is for you. Our Floral Design Series includes five basic floral design classes.

Students who complete all five classes are eligible to apply for a free Floral Internship class. The Floral Internship consists of 20 hours of hands-on experience working/designing with an ACC Floral Event Designer, assisting in the ACC floral lab and with floral event work. The internship is to be done after a student has completed the Floral Design Series.

Course Title	Course Name	CE Hours
FMKT-1071	Floral I: Principles of Floral Design	33
FMKT-1072	Floral II: Holiday Design	33
FMKT-1073	Floral III: Specialty Designs and Occasions	33
FMKT-1074	Floral IV: Business Principles and Sympathy	33
FMKT-1075	Floral V: Wedding Design	33

FLORAL DESIGN

Decorate your life with Flowers!

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

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

- Floral Design I: Principles of Floral Design
- Floral Design II: Holiday Design
- Floral Design III: Specialty Designs and Occasions
- Floral Design IV: Business Principles and Sympathy Design
- Floral Design V: Wedding Design

Take the Next Step!

Students who complete all five classes are eligible to apply for a free Floral Internship class. The Floral Internship consists of 20 hours of hands-on experience working/designing with an ACC Floral Event Designer, assisting in the ACC floral lab and with floral event work. The internship is to be done after a student has completed the Floral Design Series.

To register for the internship and to request your final Floral Design Series Certificate, you will need to contact the Program Coordinator after you have completed all five of the Floral Series classes.

PROGRAM INFORMATION

ESTIMATED TUITION:

$1,925

may not include book or fees

TIME COMMITMENT:

1-2 semesters

hours/week vary

CAREER INFORMATION:

$13⁶¹/hr

average income w/ experience

CONTACT

PROGRAM COORDINATOR:

Lori Friedman

lori.friedman@austincc.edu

(512) 223-7813

Program Courses

FMKT 1071 Floral I: Principles of Floral Design

FMKT 1072 Floral II: Holiday Design

FMKT 1073 Floral III: Specialty Designs and Occasions

FMKT 1074 Floral IV: Business Principles and Sympathy

FMKT 1075 Floral V: Wedding Design

Get more information at continue.austincc.edu/floral

Preparing for Customer Service Representative

Start Here ➡ STEPS Program Classes

Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Customer Service Representative courses by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Customer Service Representative course.
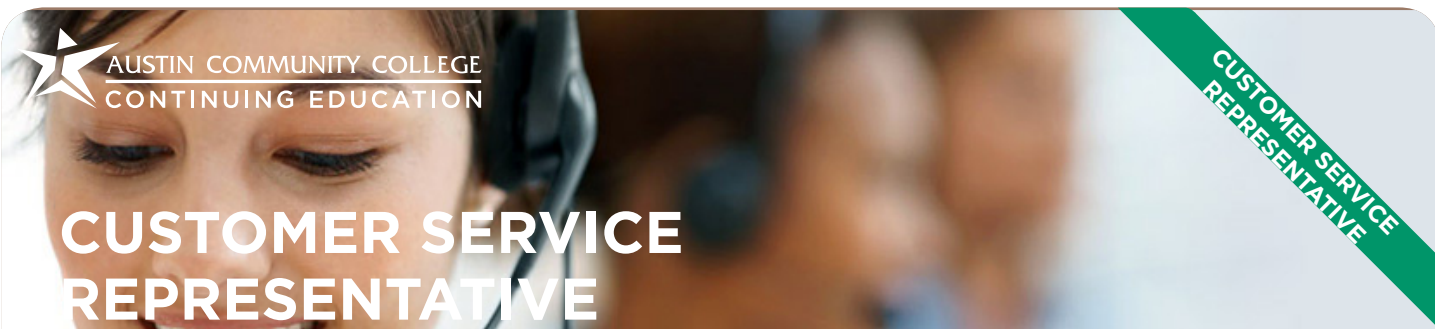
Course Title	Course Name	CE Hours
DEVR 8001	Academics	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
POFT 1009	Administrative Procedures	96
POFT 1001	Business English	96
POFT 2012	Workplace Communication	96

Get There ➡ Customer Service Representative

Be a customer service star in a fast-growing field!

A high demand for contact center professionals in IT, healthcare, retail, and insurance services means there are abundant opportunities for people with the right skills. This 2-week certificate program provides the training and experience you need to qualify for Customer Service / Contact Center openings in the city and across Central Texas.

Course Title	Course Name	CE Hours
MRKG-1000	Customer Service	50
BMGT-1005	Communications in Management	50

CUSTOMER SERVICE REPRESENTATIVE

AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

There's A Job Waiting For You

Be a customer service star in a fast-growing field!

A high demand for contact center professionals in IT, healthcare, retail, and insurance services means there are abundant opportunities for people with the right skills. This 2-week certificate program provides the training and experience you need to qualify for Customer Service / Contact Center openings in the city and across Central Texas.

Knowledge & Skills Training

- Business Concepts and Experience: Contact Center 101
- Personal Job Accountability and Time Management
- Effective Communications
- Multitasking
- Emotional Intelligence
- Critical Thinking and Problem Solving
- Ethics for Contact Center Professionals

You will be introduced to the most critical skills for Customer Service / Contact Center professionals. You'll also get hands-on experience in call center operations by using an "in the cloud" simulation platform. Two field trips/ tours are provided at the end of the program to observe and experience the customer service environment at local companies.

Get Started Now!

Contact the program coordinator to get set up for enrollment and schedule an orientation. Prerequisites: Age 18 or above, High school diploma, GED or college transcript, Good oral/written communication skills, Computer experience, No criminal record.

PROGRAM INFORMATION

ESTIMATED TUITION:

$**995**

including books & materials

TIME COMMITMENT:

17 days

6 hours/week

CAREER INFORMATION:

$**14-16/hr**

average income w/ experience

CONTACT

PROGRAM COORDINATOR:

Margarita Burciaga

margarita.burciaga@austincc.edu

Program Courses

MRKG 1000 Customer Service
BMGT 1005 Communications in Management

Get more information at continue.austincc.edu/acsr

Preparing for Welding

Start Here ⟶ STEPS Program Classes

Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Welding classes by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Welding Certification course.

Course Title	Course Name	CE Hours
DEVR 8001	Academics	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96

Get There ⟶ Welding

Welding is part of almost everything you can imagine. Bridges, planes, heavy equipment, oil rigs, farming, race cars, commercial buildings, nuclear facilities... the list is dramatic and diverse, and it just goes on and on. Even commercial divers are often called upon to learn underwater welding as part of their skillset. Welding offers a wealth of professional opportunities and can open doors to an exciting new future.

Course Title	Course Name	CE Hours
WLDG-1000	Introduction to Welding	48
WLDG-1043	Intermediate Arc Welding	48

WELDING

Welding as a Career? It's Amazing!

Welding is part of almost everything you can imagine. Bridges, planes, heavy equipment, oil rigs, farming, race cars, commercial buildings, nuclear facilities... the list is dramatic and diverse, and it just goes on and on. Even commercial divers are often called upon to learn underwater welding as part of their skillset. Welding offers a wealth of professional opportunities and can open doors to an exciting new future.

How do I start?

ACC offers two different classes, both of which transfer to our Welding Technology credit department as technical electives.

Our first course (WLDG-1000) will introduce students to both oxyacetylene and arc welding techniques. Safety is an important focus of this class.

Our second course (WLDG-1043) introduces the student to MIG, TIG, and flux-cored welding processes. It is required that you complete WLDG-1000, or obtain instructor approval to take this course.

Note: (CE) WLDG-1000 + (CE) WLDG-1043 = WLDG-1405 (4 Credits)

What are you waiting for?

If you enjoy working with your hands and are anxious to add to your talents, then contact our program coordinator. Whether you want to learn basic welding skills you can use in your personal life or you want to develop job skills for a new career, we can help you get started!

PROGRAM INFORMATION

ESTIMATED TUITION:

$547

may not include books & fees

FINANCIAL ASSISTANCE AVAILABLE*

TIME COMMITMENT:

🕐 **7 weeks**

7 hours/week

CAREER INFORMATION:

$15⁰⁰/hr

average income w/ experience

CONTACT

PROGRAM COORDINATOR:

👤 **Luis Castillo**

luis.castillo@austincc.edu

(512) 223-7525

Program Courses

FULL WELDING COURSE SERIES

WLDG 1000 Introduction to Welding

WLDG 1043 Intermediate Arc Welding

*for financial assistance eligibility, call

WORKFORCE SOLUTIONS Capital Area
Connecting People to Jobs
(512) 454-9675

★ ★ ★ ★ ★
WORKFORCE SOLUTIONS
RURAL CAPITAL AREA
(866) 518-0576

Get more information at continue.austincc.edu/welding

Preparing for PC Technician

Contact Information

Program Coordinator
Christine Price
cprice12@austincc.edu
512-223-7657

Start Here → STEPS Program Classes

Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the PC Technician class by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the PC Technician Certification course.

Course Title	Course Name	CE Hours
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
POFT 1009	Administrative Procedures	96
POFT 1001	Business English	96
POFT 2012	Workplace Communication	96

Get There → PC Technician

The PC Technician Series prepares students for CompTIA A+ and Network+ certification exams. CompTIA is a vendor-neutral certification accredited by the International Organization for Standards (ISO) and the American National Standards Institute (ANSI). Achieving these certifications demonstrates core competency in the most essential IT technical tasks including preventative maintenance, troubleshooting, network security, and management of technological infrastructure. In addition, these certifications confirm your understanding of the necessary communication and customer service skills required to perform successfully in the field.

Full Course Series

CPMT-3045 PC Technician Series

ITSC-2064 Practicum - CIT

Individual Course Options

CPMT-2045 A+ Essentials

CPMT-1072 A+ Practical Application

CPMT-1073 Network+

Courses may be taken together as a series.

PC TECHNICIAN

AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

The Road to a Career in Information Technology Starts Here

Leap into a demanding yet rewarding profession as a PC Technician. Begin your career in the exciting world of information technology with ACC's PC Technician courses. Our CompTIA Certification classes will prepare you to install, configure, and maintain PCs, mobile devices, laptops, operating systems and printers, and other related hardware and networks.

Know The Answers

The PC Technician courses prepare students for CompTIA A+ and Network+ certification exams. CompTIA is a vendor-neutral certification accredited by the International Organization for Standards (ISO) and the American National Standards Institute (ANSI). Achieving these certifications demonstrates core competency in the most essential IT technical tasks including preventative maintenance, troubleshooting, network security, and management of technological infrastructure. In addition, these certifications confirm your understanding of the necessary communication and customer service skills required to perform successfully in the field.

The PC Technician courses prepare students for positions such as:

- Technical Support Specialist
- Field Service Technician
- IT Support Technician
- IT Support Administrator
- IT Support Specialist
- Computer Support Specialist
- Computer User Support Specialist
- Help Desk Technician/Support
- IT Customer Support
- Computer Network Support Specialist

PROGRAM INFORMATION

ESTIMATED TUITION:

$2,318

may not include book and fees

FINANCIAL ASSISTANCE AVAILABLE*

TIME COMMITMENT:

3-6 months

8-20 hours/week

CAREER INFORMATION:

$24^{10}/hr

average income w/ experience

CONTACT

PROGRAM COORDINATOR:

Marcela Nouzovska

mnouzovs@austincc.edu

(512) 223-7525

Take the Next Step!

Contact a program coordinator to help answer your questions. The field of high technology will continue to produce a wealth of new employment opportunities. Prepare for a new future in the industry today!

Program Courses

COURSES

CPMT 2045 A+ Essentials

CPMT 1072 A+ Practical Application

CPMT 1073 Network+

INTERNSHIP

ITSC 2064 Practicum- CIT

*for financial assistance eligibility, call

WORKFORCE SOLUTIONS Capital Area
Connecting People to Jobs
(512) 454-9675

WORKFORCE SOLUTIONS
RURAL CAPITAL AREA
(866) 518-0576

Get more information at continue.austincc.edu/pctech

Preparing for Nurse Aide

Contact Information

Program Coordinator
Christine Price
cprice12@austincc.edu
512-223-7657

Start Here → STEPS Program Classes

Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Nurse Aide course by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Nurse Aide course.

Course Title	Course Name	CE Hours
DEVR 8001	Academic Skills	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
POFT 1009	Administrative Procedures	96
BMGT 1091	Business Ethics	96

Get There → Nurse Aide

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 healthcare team.

Course Title	Course Name	CE Hours
NURA-1001	Nurse Aide For Health Care Organizations	96

AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

CERTIFIED NURSE AIDE

CERTIFIED NURSE AIDE

Make a Difference!

As the U.S. population continues to age, there is a growing need for those who are committed to the care of the elderly. The Austin Community College Certified Nurse Aide program has been created to help meet this pressing need. We are committed to educating entry-level nursing assistants by helping them achieve the level of knowledge, skills and abilities required to provide the basic care required by residents of long term care facilities. In addition to long-term care, CNA's are also hired at hospitals, home care settings, hospice, and is a pre-requisite to other healthcare programs such as nursing and sonography.

Your Building Blocks to Success

This program covers a range of important skills including residents' rights, communication, observation, reporting, and assisting residents by helping them maintain basic comfort and safety. There is a strong emphasis on helping program participants learn to become an important member of the total health care team. It includes:

- 100 course hours that may be completed in 7 weeks (Fast-track option)
- One primary course - 60 classroom hours
- Clinical sessions providing direct patient care experience - 40 hours in clinical

Get Started Now!

If you are proficient in English (reading, writing, and speaking skills) and have a clean criminal record, then contact our program coordinator to get started. You should also download the application located on our Certified Nurse Aide program web page and submit it to the Austin Community College Continuing Education registration office. In a short time, you can begin making an important difference in the lives of the Greater Austin elderly community.

PROGRAM INFORMATION

ESTIMATED TUITION:

$1,110
may not include books & fees
FINANCIAL ASSISTANCE AVAILABLE*

TIME COMMITMENT:

🕐 **7-15 weeks**
10-40 hours/week

CAREER INFORMATION:

$13^{22}/hr
average income w/ experience

CONTACT

PROGRAM COORDINATOR:

👤 **Meoshe Robertson**

meoshe.robertson@austincc.edu

(512) 223-7271

Program Courses

NURA 1001 Nurse Aide for Health Care Organizations

NURA 1060 Clinical - Nursing Assistant/Aide

*for financial assistance eligibility, call
(866) 518-0576

WORKFORCE SOLUTIONS
RURAL CAPITAL AREA

Get more information at continue.austincc.edu/nurseaide

Preparing for Childcare Assistant Teacher

Contact Information

Program Coordinator
Christine Price
cprice12@austincc.edu
512-223-7657

Start Here → STEPS Program Classes

Students will enroll in the STEPS program classes first to increase their social, academic, and workplace skills. The STEPS program classes will act as preparatory classes for the Administrative Assistant class by establishing a baseline understanding of the social, academic, and workplace skills needed to be successful in the Administrative Assistant Certification course.

Course Title	Course Name	CE Hours
DEVR 8001	Academics	96
BUSG 1091	Professionalism in the Workplace	96
ITSC 1001	Computer Fundamentals	96
POFT 1009	Administrative Procedures	96
POFT 1001	Business English	96
POFT 1021	Business Math	96

Get There → ChildCare Assistant Teacher

The Paraeducator Provides general preparation for instructional aides by the "No Child Left Behind" legislation.With this course, successful participants may earn a ParaEducator Statement of Completion for employment. Day 1 covers Working Together Successfully; Day 2 covers Learning Styles and Instructional Process; and Day 3 covers Reading, Writing, and Math. Students must attend all 3 days. The American Heart Association CPR/First Aid course cover CPR and First Aid information that is recommended/required for students who would like to work in the school system, daycare, or nanny settings.

Course Title	Course Name	CE Hours
EDTC-1094	Paraeducator Course	21
EMSX-3026	American Heart Association CPR/First Aid	8

CHILD DEVELOPMENT ASSOCIATE TRAINING

Are You Ready For Career Enrichment?

Child Care Centers are increasingly requiring staff to gain formal knowledge and skills to improve quality standards within their centers. You will learn the cornerstones of early childhood education in ACC courses providing the required educational training hours for the national CDA credential. The courses cover a variety of topics such as how children grow and develop, behavior guidance, planning meaningful curriculum experiences, and how to communicate with and engage families.

CDA Opens Doors

Students completing a CDA Training Program, and passing the National assessment process have options to work in childcare centers including non-profit, private, corporate, or family child care as a teacher, director or owner. Other career options include preschool curriculum coordinator, home visitor, and Head Start or Early Head Start teacher.

Please visit the CDA Council site for credential fees and additional information related to the CDA assessment process.

Get Started Now!

Students must be currently working directly with a group of young children in the birth-5 years range in a licensed child care center, a public school or charter school Pre-K classroom, or a registered family child care setting. Students will also be required to complete a criminal background check.

PROGRAM INFORMATION

ESTIMATED TUITION:
$1,200
may not include book or fees

TIME COMMITTMENT:
3 semesters
hours/week vary

CONTACT

PROGRAM COORDINATOR:
Patsy McCreary
pmccrear@austincc.edu
(512) 223-5217

Program Courses

CDEC 1017 Child Development Associate Training I
CDEC 2022 Child Development Associate Training II
CDEC 2024 Child Development Associate Training III

Get more information at continue.austincc.edu/cda

Notes:

FUNDING OPPORTUNITIES

How students can be funded

TWC-Vocational Rehabilitation

The STEPS program collaborates with the Texas Workforce Commission- Vocational Reha-bilitation for clients they have in common. TWC-Vocational Rehabilitation and STEPS work together to improve the educational, professional, and workplace skills of STEPS students. TWC- Vocational Rehabilitation Services provides services for people with disabilities to help them prepare for, obtain, retain or advance in employment. https://twc.texas.gov/jobseekers/vocational-rehabilitation-services

Disability Based Scholarships and Traditional Scholarships

STEPS students have qualified for scholarships from many different outside agencies, such as: The ARC, Ruby's Rainbow, and Autism Speaks. Our students have also used traditional scholarships as an option to help fund their participation with the STEPS program.

Agency Provided Waivers

The state of Texas provides tuition waivers for students who are blind/visually impaired, deaf, or went through the Foster Care System in the state of Texas. To receive one of these waivers, proper documentation of your qualification should be brought to the college. Students can also use Hazelwood waivers if their parent has this program set up through Veteran Affairs.

Texas Tomorrow Fund

Parents that have set up a Texas Tomorrow Fund, or other college- savings plan, may use their savings in the same manner with the STEPS program as they would at any other community college or university.

Payment Plans

Austin Community College allows students to split their tuition for the spring, summer, or fall semesters (16-week courses) into 3 installments. Many of the students in the STEPS program take advantage of the payment plan option and are able to cover the cost of their tuition by splitting it up into 3 smaller payments.