

## Continuing Education

As part of its mission, Austin Community College offers non-credit continuing education programs open to all individuals who wish to improve their job, career or personal skills. These include career, business, and professional development courses; and apprenticeship and journeyworker training. Many courses have prerequisites or special requirements, as listed in the ACC Continuing Education course schedule.

### Programs

**Apprenticeships.** A range of apprenticeship programs are registered with the U.S. Department of Labor.

**Business Development.** From business planning to financial management to marketing, Continuing Education offers programs designed to help businesses survive, grow, and prosper.

**Professional Continuing Education.** ACC offers a wide array of courses designed to help individuals enter and advance in their chosen career fields. Courses include accounting, insurance, child care, real estate, and professional development, among many.

The **High Technology Institute** includes technology training courses that provide practical, hands-on instruction for both new and experienced users. Courses range from computer fundamentals to web authoring, from software programming to AutoCAD training. The premier Technical Certification Programs include Cisco, Oracle, Linux, CompTIA, Sun and Microsoft.

**Job Entry Preparation** courses prepare individuals for entry into occupations and to create interest in pursuing new careers. Included are automotive technology, welding, HVAC, horticulture and landscaping, professional truck driver training, and others.

The **Health Professions Institute** is designed to meet the continuing education requirements for the professional who is already employed in the health care system. Opportunities are also available for entry level training for those individuals who are seeking entry into the healthcare workforce.

**Community Programs** offer the community many recreational and personal enrichment courses in Arts and Crafts, Assessment Test Preparation, Financial Programs, Home and Garden, and Quality Review Programs. Other components of Community Programs include: the Senior Academy, Writing and Fine Arts Academy, the State Theatre School of Acting, and the ACT Center.

## Customized Training Programs

Customized Training provides contract training, educational and related services to meet the needs of business, industry, government, and professional associations. These programs address areas such as technical skills, management and supervision, employability skills, workplace literacy, English-as-a-second language, and other skills to improve job performance and productivity. Offered days, evenings, and weekends, these programs can be offered either on-site or at Austin Community College, for college credit or CEU credit. Contracted programs are open and available to the client's employees in accordance with the terms of the training agreement. On-site college credit courses may be open to the public or reserved for a client's employees.

### Registration

Registration for Continuing Education courses is on-going, continuing until a course is filled or until it begins.

- To register by mail, complete the Continuing Education registration coupon that is provided in the ACC Continuing Education Course Schedule. Mail the coupon to the Highland Business Center, along with a check, money order or credit card information for the full amount of the tuition and fees.
- To register in person, go to the Continuing Education Registration Office in ACC's Highland Business Center. Hours are Monday through Thursday, 8 a.m. to 9 p.m. and Friday from 8 a.m. to 5 p.m. The Highland Business Center is also open on Saturdays, 7:30 a.m. to noon. MasterCard, VISA, and Discover Card are accepted.
- To register by phone with a credit card, see the automated registration instructions in the CE course schedule or call 223-7542.
- Out of district tuition applies to students who do not live in the ACC taxing district.

## Refund of Tuition and Fees, Continuing Education Courses

The ACC Continuing Education refund policy is: 100% prior to the weekday before the first class day. 100% if class is canceled by ACC. Classes that are one day long must be dropped before the class starts for any type of refund to occur. After classes begin see the table below.

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

- ACC mails refund checks to the address on file at the college. Check with continuing education registration staff to verify current and accurate information. Please allow 4-6 weeks for processing.
- 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.
- ACC charges a \$25 processing fee for any refunds that are reissued.

## Drops and Transfers/Continuing Education

In order to drop a course and receive a refund, students must adhere to the guidelines identified in the refund policy. To transfer from one course to another, the student must apply in person or by telephone, meeting the same deadlines listed under "Refunds." The transfer option is limited and additional transfers are at the sole option of the college. Students may not transfer from a Continuing Education course to a college credit course or vice versa.

## Textbooks and Supplies/Continuing Education

Some courses require textbooks, which can be purchased at the ACC Bookstores. Other courses may require special supplies. Generally, such requirements are announced at the first class meeting or are included in the course description in the current course schedule.

## Highland Business Center

Austin Community College's Highland Business Center is designed to serve business, industry, government, associations, other educational organizations, and the general public. It provides multipurpose training and meeting rooms, computer labs, electronic labs, and two-way interactive classrooms, all with teleconferencing capabilities. Health care labs are also available. Room rental rates are available on the ACC web site at [www.austincc.edu/ce](http://www.austincc.edu/ce).

## Teleconferences

Distance Learning manages the College's teleconference program. Teleconferences are offered at College sites on a wide variety of subjects throughout the year. Call 223-8070 for either a list of upcoming teleconferencing events or information about how local groups can use the College's teleconference facilities.

## Adult Education

As part of its mission, admission to Adult Education Programs is open to adult learners 17 and over wishing to improve their basic skills, learn English as a second language, prepare for the General Educational Development (GED), improve their job readiness skills, or develop skills to continue their education at Austin Community College.

Austin Community College serves as the primary sponsor for the Adult Education Program of the Travis County Consortium. This consortium, is composed of participating independent school districts and other service providers, based on state and federal guidelines. A major focus of Adult Education is to help individuals prepare for the GED National Examination.

Adult Education offers year-round programs open to all eligible persons who are at least 17 years old and not in public school. Students who are only 17 must show proof (transcript or official letter of withdrawal) that they are no longer attending public school. Adult Education classes are offered free of charge throughout Travis County. For information on orientation and registration for classes, call the Adult Education office at 512/223-5123, 512/223-7528, or 512-223-7532.

The Adult Education Program includes the following components:

1. **Adult Education** assists individuals who do not have High School diplomas or GED credentials and need to improve their basic reading, writing, and math skills for personal improvement, for employment purposes, or to prepare for the next level of education. These classes, which consist of both self-paced and group instruction, are also part of the entry component for adult secondary or GED preparation.

2. **Adult Secondary Education (ASE)** classes are designed to help students prepare for the GED test. These classes, which also help students develop life and job-readiness skills, can provide a successful transition into the world of work or into other educational and job training programs.

**General Educational Development (GED)** is a national examination developed by the GED Testing Service of the American Council of Education. The GED test consists of five examinations: Language Arts, Writing, Social Studies, Science, Reading, and Mathematics. There is a fee to take the test. (See GED Testing.) Upon successful completion of all five tests, students receive a credential that is widely recognized by colleges, training schools, and employers as equivalent to a high school diploma.

3. **English as a Second Language (ESL)** classes are for adults who want to read, speak and write practical, everyday English. (Students who are not U.S. citizens must be permanent residents.)

4. **Programs for Special Populations.**

**English Literacy Civics Education:** The English Literacy-Civics Education Program is offered free of charge through the Adult Education Department to students who do not hold college degrees from any educational institution in the U.S. or other country. The English Literacy-Civics Education Program provides English literacy instruction in the context of responsible American citizenship and culture. It addresses the rights and responsibilities of good American citizenry and includes preparation for the American Citizenship Examination.

**Classes in Correctional Institutions:** Adult Education, English as a Second Language, and GED preparation classes are offered to the incarcerated through special project funding from the Texas Education Agency at the Del Valle/Travis County Correctional Center, and the Travis County Community Justice Center.

**Family Literacy:** ACC's Adult Education Program in partnership with local school districts and Communities in Schools provides instruction in basic skills, ESL, and GED preparation within an environment that promotes and nurtures parenting and child development issues. ACC's Adult Education Program continues to provide instructional support and training, as well as specific curriculum for these projects.

## Marketable Skills Achievement Award

A marketable Skills Achievement Award may be given to students upon completion of a continuing education course or sequence of continuing education courses of 144-359 contact hours. The following courses may qualify for this award.

### Medical Laboratory Technology

- **Phlebotomy Technician**—This one semester sequence of courses prepares the student to sit for a national certification exam and to work as a phlebotomist in hospital or clinical settings. These courses may be taken

for college credit or in a non-credit format.

Course	Contact Hours
PLAB 1023 Phlebotomy	80
PLAB 1066 Phlebotomy Practicum	112

- **Medical Laboratory Assistant**—In combination with successful completion of the Phlebotomy Technician courses (above), this one semester sequence of courses prepares the student to work as a laboratory assistant in hospital or clinical settings. These courses may be taken for college credit or in a non-credit format.

Course	Contact Hours
MLAB 1001 Introduction to Clinical Laboratory Science	80
MLAB 1067 MLA Practicum	112

### Emergency Medical Services Technology

- **EMT-Basic**—This one semester sequence of courses prepares the student to sit for a national certification exam and to work as an EMT-B in prehospital, clinical, or EMS communications settings. These courses may be taken for college credit or in a non-credit format.

Course	Contact Hours
EMSP 1001 EMT-Basic	155
EMSP 1060 EMT-Basic Clinical	64

## GED Testing

A student must attend a registration session before he or she can be scheduled for testing. Student must be on time for registration or testing or they will not be admitted to the session. Students must have all their paperwork with them at registration, i.e. Government issued Photo ID, Social Security Card, Parent/Guardian Consent/Administration, Withdrawal Form, and court order (if applicable.)

### Test Appointments

Call 223-7714 Monday through Thursday

### Registration

Thursday	3:30 p.m.
2nd Thursday of each month	8:30 a.m. (Spanish only)
Designated Saturdays	8:30 a.m.

### Testing Fees

\$85.00	for all five (5) exams
\$15.00	per retest exam
\$15.00	transfer fee
\$10.00	no show fee

For more information call 224-7715 or visit our web site at [www.austincc.edu/wobacged](http://www.austincc.edu/wobacged).

## Other GED Testing Centers

GED tests are also offered through The University of Texas at Austin Testing Center located at Lake Austin Center, 3001 Lake Austin Blvd., Room 1.202, 512-471-2911.