

Adult & Continuing Education



Continuing Education

As part of its mission, ACC offers non-credit programs that are open to all individuals who wish to improve their job, career, or personal skills. Programs include personal enrichment opportunities; career, business, and professional development courses; and apprenticeship and journey 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 prosper.

Professional Continuing Education – ACC offers 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.

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, Project Management, 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, heating, air conditioning and repair technology, horticulture and landscaping, professional truck driver training, Administrative Assistant series, and others.

Health Professions Institute – Entry-level training opportunities for individuals beginning their career in healthcare. The Health Professions Institute also provides continuing education opportunities for current healthcare professionals needing this education as part of their recertification, relicensure, and/or professional development.

Community Programs – Lifelong learning over a wide range of areas, ranging from interior design, floral design, and landscape design to kayaking and trail riding. The Home and Garden courses are award winning and have all the elements for hands-on, practical training. Offerings change as the needs and interests of the community change.

Alternative Teacher Certification – Training for those with a bachelor's degree and subject competency to become teachers in Texas. Candidates enter an internship as a first-year teacher and finish with a teaching certificate. Educator training is also available for professional development and additional certifications, training for instructional aides, online substitute teacher training, and childcare classes.

Customized Training Programs

Customized Training provides individually tailored training and assessment to meet the needs of business, industry, government, and professional associations. Areas of training and testing address 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.

Registration

Registration for Continuing Education courses is ongoing until a course is filled or until it begins. MasterCard, VISA, and Discover Card are accepted. In-district rates apply to residents of the ACC tax district, which includes the Austin, Del Valle, Leander, and Manor independent school districts.

Register online – Visit www.austincc.edu/ce and follow the instructions for registering for a course.

Register by phone – You may register by phone if paying by credit card. See the automated registration instructions in the CE Course Schedule or call 223.7542 for information.

Register by mail – Complete the Continuing Education registration form that is provided in the ACC Continuing Education Course Schedule. Mail the form to the Highland Business Center, along with a check, money order or credit card information for the full amount of the tuition and fees

Register in person – Visit the Continuing Education Registration Office, Fourth Floor, Highland Business Center, 5930 Middle Fiskville Road, Austin, TX 78752. Hours are 8 a.m.-9 p.m. Monday through Thursday, 8 a.m.-5 p.m. Friday, and 7:30 a.m.-3:30 p.m. Saturday.

Refund of Tuition and Fees, Continuing Education Courses

Continuing Education students are due a 100 percent refund if their request is received before the weekday before the first class day or if the 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. See the table below for refunds after classes begin.

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 four to six weeks for processing.
- Credit card refunds will appear on a student's monthly statement as soon as possible after the official reporting date. Students 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 Continuing Education course and receive a refund, students must adhere to the guidelines identified in the refund policy. To transfer from one course to another, students 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 Continuing Education courses require textbooks, most of 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

The Highland Business Center serves business, industry, government, associations, other educational organizations, and the general public. This facility provides multipurpose training and meeting rooms, computer labs, electronic labs, and two-way interactive classrooms, all with teleconferencing capabilities. Healthcare labs are also available. Visit www.austincc.edu/ce for room rental rates.

Teleconferences

Distance Learning manages ACC's teleconference program. Teleconferences are offered at college sites on a 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.

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, 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-Basic 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

Adult Education

ACC serves as the primary sponsor for the Adult Education Program of the Travis County Consortium, composed of participating independent school districts and other service providers, based on state and federal guidelines.

ACC's Adult Education Department offers year-round instruction to all eligible persons who are at least 17 years old and not in public school. Students who are only 17 must show proof (official letter of withdrawal) that they are no longer attending public school. Adult Education helps students:

- Improve their basic skills
- Learn English as a Second Language
- Prepare for the General Educational Development (GED)
- Improve their job readiness skills
- Develop skills to continue their education at ACC

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 223.5123, 223.7528, or 223.7532. ABE/ESL 24 hour information line: 223.5300.

Instructional Programs

Adult Education

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. Adult Education classes consist of group instruction and are part of the entry component for Adult Secondary Education or GED preparation.

Adult Secondary Education/GED Preparation

Adult Secondary Education classes are designed to help students prepare for the GED test. These classes, which also offer life and job-readiness skills, can provide students a successful transition into the world of work or into other educational and job training programs. The GED (General Educational Development) 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 from the Texas Education Agency (TEA) that is widely recognized by colleges, training schools, and employers as equivalent to a high school diploma.

English as a Second Language

English as a Second Language 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.)

For Special Populations

English Literacy-Civics Education – 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 while teaching students how to read, speak, and write everyday English.

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 Department works in partnership with local community organizations to provide instruction in basic skills, English as a Second Language, and GED preparation within an environment that promotes and nurtures parenting and child development issues.

GED Testing

Students must attend a registration session before they can be scheduled for GED 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, 17 year old students only must bring Parent/Guardian Consent/Administration Withdrawal Form (Can be download from the below web page), and 16 year old must bring a court order (if applicable.). To make a test appointment Call 224.7714 for English and 223.7715 for Spanish or visit www.austincc.edu/bact for more information.

GED registrations sessions are 3:30 p.m. Thursdays and 8:30 a.m. on designated Saturdays. Spanish-only registrations sessions are at 9:30 a.m. on the first Thursday of each month.

GED Testing Fees

\$90.00	For all five exams
\$18.00	Per retest exam
\$15.00	Transfer fee
\$10.00	No show fee

Other GED Testing Centers

GED tests are also offered through the University of Texas at Austin Testing Center, Room 1.202, Lake Austin Center, 3001 Lake Austin Blvd., Austin, TX; phone 471.2911.