

OUR MISSION

Austin Community College Continuing Education, bringing COLLEGE and COMMUNITY resources together to provide quality, practical educational services which:

- Respond to business and workforce development efforts
- Support employer training needs
- Provide both traditional and interactive meeting and training facilities for business use
- Deliver contract courses to business and industry
- Help fulfill the job, career and personal aspirations of all our citizens

CONTINUING EDUCATION PROGRAMS ARE REGISTERED WITH AND/OR APPROVED BY:

Academy of General Dentistry (AGD)

American Heart Association (AHA)

American Institute of Architects

American Society for Quality (ASQ)

Association of Contingency Planners

Building Owners and Managers

Association (BOMA)

CISCO

CompTIA

Dental Assisting National Board

Information Systems Security

Association (ISSA)

Insurance Institute of America

International Foundation of Employee

Benefit Plans

Microsoft

National Academies of Emergency

Dispatch (NAED)

National Certification Council for Activity

Professionals

National Executive Housekeepers Association

(NEHA)

National Fire Prevention Association

National Joint Apprenticeship and Training

Committee

Oracle

Project Management Institute

State Board for Educator Certification

Sun Microsystems

Texas Board of Nurse Examiners

Texas Board of Nursing Facility Administrators

Texas Board of Public Accountancy

Texas Commission on Alcoholism and

Drug Abuse

Texas Commission on Environmental Quality

Texas Department of Health Board of Massage

Texas Department of State Health Services

(DSHS)

Texas Department of Human Services

Texas Education Agency

Texas Notary Public Association

Texas Nurses Association

Texas Real Estate Commission

Texas State Board of Public Accountancy

Texas State Board of Social Work Examiners

Texas State Florist Association

Transportation Professionals of Central Texas

TX Certification Board of Alcohol and Drug

Abuse Counselors

U.S. Department of Labor–Bureau of

Apprenticeship Training

CONTACT INFORMATION

Executive Dean, Continuing Education, 512.223.7775

Mr. Kirk White

Executive Director, Workforce Development Center, 512.223.7694

Ms. Sharrion Jenkins

Director of Community Programs, 512.223.7735

Dr. Kathy Walton

Executive Director, Customized Training, 512.223.7737

Ms. Sharon Duncan

Director of Center for Teacher Certification, 512.223.7649

Mr. Michiel Davis

Manager of Assessment, Business Assessment Center, 512.223.7769

Ms. Linda Morrison

Director of Business Operations, 512.223.7855

Ms. De'Borah Jones

Continuing Education Advisor, 512.223.7621

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CONTINUING EDUCATION REGISTRATION INFORMATION

Registration starts at 7:30 a.m., December 2.

ESOL registration starts at 7:30 a.m. on
Tuesday, December 16 for returning students, and
Wednesday, December 17 for new students

Offices will be closed on November 27-30, December 23-
January 4, January 19, and March 16-22, 2009

Register early to ensure your class will not be filled or canceled.

Your registration can make the difference.

Highland Business Center

5930 Middle Fiskville Rd.

Austin, TX 78752

Monday - Thursday, 8 a.m. to 7 p.m.

Friday, 8 a.m. to 5 p.m.

Saturday and Sunday - Closed

Register by telephone at 512.407.3087 (toll free 866.878.7889)
or online at www.austincc.edu/ce

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

Austin Community College

Continuing Education

5930 Middle Fiskville Rd.

Austin, TX 78752

For general information call 512.223.7739;
for registration information call 512.223.7542.

Tuition and fees subject to change without notice.

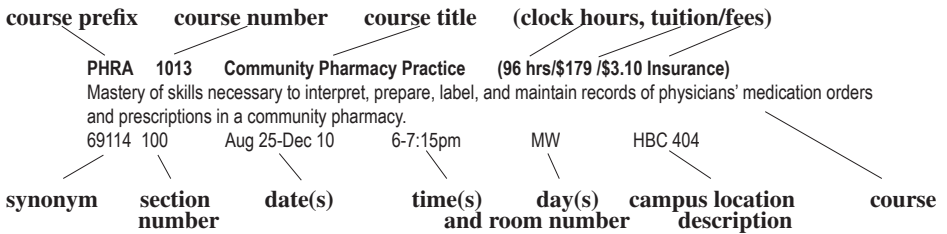
The scheduled time, room and instructor reflects our intent at the time of publication.

Highland Business Center (HBC)



For information call 512.223.7542, or
come to the Highland Business Center or
visit www.austincc.edu/ce

KEY TO USING THIS SCHEDULE



ACC Bookstores

Cypress Creek

335.8363, on-campus, Bldg. 2001

Eastview

927.1619, on-campus, Bldg. 2000

Little Store

474.0189, Convenience Store
Rio Grande Campus, Room 133

Northridge

834.9366, on-campus, Bldg. 4000

Pinnacle

288.2303, on-campus, Room 108

Rio Grande

474.2607, 817 W. 12th Street
(west of Rio Grande Campus)

Riverside

385.5727, on-campus Bldg. G

South Austin

445.7437, on-campus

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

SUPPORT FOR STUDENTS WITH DISABILITIES

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

Cypress	223.2036
Eastview	223.5113
Northridge	223.4750
Pinnacle	223.8143
Rio Grande	223.3075
Riverside	223.6007
South Austin	223.9163

All numbers in 512 area code. Feel free to use the relay option and provider of your choice to call any of our numbers not noted as being voice and/or TTY compatible.

Abbreviations

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

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

NO-SMOKING POLICY

No smoking is allowed in any ACC building or facility. In addition, Austin City Ordinance and ACC's Administrative Rules dictate that there will be no smoking within 15 feet of any pedestrian entrance to a public place.

RETURNED PAYMENTS

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

ACC STUDENT HANDBOOK

All ACC continuing education students are expected to abide by the rules and regulations in the "ACC Student Handbook." It can be found at austincc.edu/handbook or by calling 512.223.7542.

STUDENT INJURY PROCESS

Many continuing education courses include an "insurance" fee (in addition to tuition) to cover the student in case of injury to self or others during the course of the class. Your course instructor will provide you with the proper procedure and forms to report an injury. Failure to follow procedure may result in your medical care not being covered by insurance.

ACC Campuses

CYP	Cypress Creek 1555 Cypress Creek Rd. Cedar Park 78613
EVC	Eastview Campus 3401 Webberville Rd Austin, TX 78702
HBC	Highland Business Center 5930 Middle Fiskville Rd Austin, TX 78752
NRG	Northridge 11928 Stonehollow Dr. Austin, TX 78758
PIN	Pinnacle 7748 Hwy 290 West Austin, TX 78736
RGC	Rio Grande 1212 Rio Grande St. Austin, TX 78701
RVS	Riverside 1020 Grove Blvd. Austin, TX 78741
SAC	South Austin Campus 1820 W. Stassney Lane Austin, TX 78745

Other Locations

AGF	Art Glass Fusing Center 7950 Anderson Sq. Ste. 112 Austin, TX 78757 512.419.9040
APD	Austin Police Department 4800 Shaw Ln. Austin, TX 78744
ASC	A Sculpture Studio 701 Tillery St., Studio A-12 Austin, TX 78702 512.845.1115
ASD	Austin Self Defense 251 N Bell, Ste 108-A Cedar Park, TX 78613 512.918.9999
BCL	Brushy Creek Lake Park 3300 Brushy Creek Rd Cedar Park, TX 78717
BVR	Buckner Villas Retirement Comm 11110 Tom Adams Dr Austin, TX 78753
CCM	Custom Cycle & Machine 1003 Grandridge Trail Cedar Park, TX 78613
CHS	Crockett High School 5601 Manchaca Rd Austin, TX 78745

CPH Cedar Park High School
2150 Cypress Creek Rd
Cedar Park, TX 78613

DAI Dance International
4615 Bee Caves Rd.
Austin, TX 78746
512.32.DANCE

DED D Ette Dance Studio
1807 Slaughter Lane, Ste 325
Austin, TX 78748

DES Decola & Eusebi Studio
701 Tillery St, Ste A-11
Austin, TX 78702
512.389.2266

DMA David McDavid Acura
13553 Research Blvd
Austin, TX 78750

DWF Dancer's Workshop
11150 Research Blvd
Austin, TX 78759
512.349.7197

ESE East by South East Studios, LI
1406-B Smith Rd.
Austin, TX 78721

FBG Fredericksburg High School
1107 Hwy. 16 S.
Fredericksburg, TX 78624

GCC Govalle Care Center
3401 Govalle Ave
Austin, TX 78702

GTC Georgetown High School
2211 N. Austin Ave.
Georgetown, TX 78626

GWN Georgetown Wesleyan Nursing
2001 Scenic Dr.
Georgetown, TX 78628

HCH Harper-Chesser Historic Inn
1309 S College
Georgetown, TX 78626

HCS Hays County Sheriff's Office
1307 Umland Rd.
San Marcos, TX 78666

HEC Henna Chevrolet
8805 North IH 35
Austin, TX 78753

HPG Harvey Penick Golf Campus
5501 Ed Bluestein Blvd.
Austin, TX 78723

HSA Humane Society of Central Texas
124 West Anderson Lane
Austin, TX 78752

ICA International Center of Austin
201 E 2nd St
Austin, TX 78701

LEA Leander High School
3210 S. Bagdad Rd.
Leander, TX 78641

MPL Metric Place Center
1921 Cedar Bend, #146
Austin, TX 78758

MUR Murchison Middle School
3700 N. Hills Dr.
Austin, TX 78761

OBS Out Back Stables
520 CR 254
Georgetown, TX 78628
254.793.3669

PIF Pioneer Farms
10621 Pioneer Farms Dr
Austin, TX 78754
512.837.1215

PRX People's RX South
3801 South Lamar
Austin, TX 78704

RRH Round Rock Higher Ed. Center
1555 Chandler Road
Round Rock, TX 78664

RTC Raindrop Turkish Cultural Center
12400 Amherst Dr., Suite 108
Austin, TX 78727

SHC Stonebridge Health Center, Inc.
11127 Circle Dr
Austin, TX 78736

State Theatre School of Acting
719 Congress Ave.
Austin, TX 78701
512.692.0517

TCC The Carver Center
1165 Angelina St
Austin, TX 78702

TDA Tailoring and Design America
12251 Running Bird Ln
Austin, TX 78758

TLA Town Lake Animal Shelter
1156 W. Cesar Chavez
Austin, TX 78703

TRC Texas Rowing Center
1541 W. Cesar Chavez
Austin, TX 78703
512.467.7799

TWF Texas Woman's Federation
2312 San Gabriel St.
Austin, TX 78705
512.476.5845

TWT Twin Towers
1109 Clayton Lane
Austin, TX 78756

YEC YMCA East Communities
5315 Ed Bluestein
Austin, TX 78723
512.933.9622

Austin Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone 404.679.4501) to award Continuing Education Units (CEU). Ten hours of instruction equates to one CEU.

Letter grades may be given for workforce courses as noted in the schedule. However, these grades are not counted toward an overall Grade Point Average (GPA). All other Continuing Education (CE) courses are graded on a Satisfactory/Unsatisfactory basis. Students earn CEU credit for CE courses upon successful completion of the course objectives. Official CE student records will be retained for seven years.

MICROSOFT OFFICE APPLICATIONS

www.austincc.edu/comp_ce

Fees are subject to change without notice.

USB drive recommended for all classes.

ITSC 1006 Fundamentals of PC Use (24 hrs/\$199)

Perfect for new users who want to gain confidence and a firm foundation in using personal computers. Topics include using the keyboard and mouse; working in the Windows environment and learning basic troubleshooting. A study of microprocessor architecture, file creation/deletion, data entry and manipulation, automatic file execution, configuration, and directory commands. This is a "hands-on" class that also features two hours of supervised personal practice.

94209	201	Jan 26-Feb 11	1-4pm	MWTh	HBC 218
94269	202	Apr 6-Apr 22	9am-12pm	MWTh	HBC 218
94302	203	May 12-28	6-9pm	TWTh	HBC 212

POFT 3014 Keyboarding (9 hrs/\$129)

Introduction to the computer keyboard. Topics include the home keys, alphabetic keys, symbol keys, body positions, and various keyboarding techniques. Emphasis is placed on learning touch-typing.

94232	201	Feb 16-19	1-4pm	MWTh	HBC 218
94257	202	Mar 24-Apr 7	6-9pm	T	HBC 218

ITNW 1007 Internet Basic (9 hrs/\$129)

Introduction to the Internet including E-mail, World Wide Web (WWW), and how to perform basic research to address company/business needs. Topics include accessing and navigating the Internet, covering concepts, terms, tools, and services such as Internet Service Providers (ISP's), Newsgroups, and Chat Rooms. Learn to browse and search the Internet successfully using popular browsers and search tools. Prerequisites: Familiarity with the PC.

94201	231	Jan 13-Jan 15	6-9pm	TWTh	HBC 218
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ITSW 1022 Microsoft Excel: Introduction (9 hrs/\$129)

Designed to provide a thorough understanding of concepts that assist in designing worksheets for a variety of numerical reporting, budgeting and forecasting tasks. Instruction in terminology, machine use, program parameters, display characteristics, formatting features, mathematical functions, and printing. Gain skills to build, manage, save, retrieve, format, chart and print worksheets. Prerequisites: Familiarity with PC.

94299	202	May 11-14	1:30-4:30pm	MWTh	HBC 301.9
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ITSW 1046 Microsoft Excel: Intermediate (9 hrs/\$129)

Topics include enhancing worksheets, advanced formatting techniques, advanced functions, database management, customizing charts, drawing pictures, and linking. Instruction in moving and copying cell contents; sorting mathematical, statistical, and financial functions; date and time arithmetic; report generation; and built-in graphics support. Prerequisites: Excel Introduction or equivalent experience.

94303	202	May 18-May 21	1:30-4:30pm	MWTh	HBC 301.9
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ITSW 1053 Microsoft Access: Introduction (9 hrs/\$129)

Learn how to design and complete a working database system using this popular software. Instruction in program parameters, data dictionary, optional field characteristics, calculation, constant default values, designing data entry forms, database organization, and report generation. Topics include creating tables, forms, queries and reports. Prerequisites: Familiarity with the PC.

94262	201	Mar 30-Apr 2	1:30-4:30pm	MWTh	HBC 301.9
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ITSW 1055 Microsoft Access: Intermediate (9 hrs/\$129)

Instruction in data validation, data manipulation, browsing through records, records selection and query, indexing, and sorting. Topics include modifying tables; using database wizards; creating action queries; and working with subforms and subreports. Prerequisites: Access Introduction or equivalent experience.

94270	201	Apr 6-Apr 9	1:30-4:30pm	MWTh	HBC 218
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ITSC 1009 Integrated Software Applications I: Microsoft Office Series (81 hrs/\$929)

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

94205	231	Jan 20-Mar 26	6-9pm	MTWTh	HBC 218
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Register for the entire series and save 20%. This series includes the following classes:

POFI 1024 Microsoft Word: Introduction (9 hrs/\$129)

Instruction in terminology, computer operation, editing functions, formatting, and special text options. Create, edit and print documents such as letters or reports using this popular software program. The course covers spell checking, underlining, bolding and centering text, copying and pasting text, and printing documents. Prerequisites: Familiarity with the PC.

94206	231	Jan 20-Jan 22	6-9pm	TWTh	HBC 218
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POFI 1042 Microsoft Word: Intermediate (9 hrs/\$129)

A study of production techniques including search and replace functions, headers and footers, spelling checker, file functions, and printer set-up. Enhance your word processing skills by expanding your knowledge of formatting techniques, table creation, file management, using Find, Replace and Go To, Autocorrect, Autotext, templates, envelopes, labels, text boxes, graphics and OLE. Prerequisites: Word Introduction or equivalent experience.

94210	231	Jan 26-Jan 29	6-9pm	MWTh	HBC 218
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ITSW 1022 Microsoft Excel: Introduction (9 hrs/\$129)

Designed to provide a thorough understanding of concepts that assist in designing worksheets for a variety of numerical reporting, budgeting and forecasting tasks. Instruction in terminology, machine use, program parameters, display characteristics, formatting features, mathematical functions, and printing. Gain skills to build, manage, save, retrieve, format, chart and print worksheets. Prerequisites: Familiarity with PC.

94218	231	Feb 2-Feb 5	6-9pm	MWTh	HBC 218
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ITSW 1046 Microsoft Excel: Intermediate (9 hrs/\$129)

Topics include enhancing worksheets, advanced formatting techniques, advanced functions, database management, customizing charts, drawing pictures, and linking. Instruction in moving and copying cell contents; sorting mathematical, statistical, and financial functions; date and time arithmetic; report generation; and built-in graphics support. Prerequisites: Excel Introduction or equivalent experience.

94224	231	Feb 9-Feb 11	6-9pm	MTW	HBC 218
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ITSW 1037 Microsoft PowerPoint: Introduction (9 hrs/\$129)

Introduction to computerized presentation graphics that leads the participant through planning, designing, and producing business graphics and charts. Learn how to create a business presentation using an electronic slide show-manual or automatic-with transitions, graphic slides, handouts, and instructor's notes. Includes creating an initial outline, creating slides, using the various screens and views, Auto layout, Wizards for Auto content and Look, creating simple text slides, formatting and proofing text, utilizing PowerPoint objects, animation, printing a presentation and creating and running a slide show. Prerequisites: Familiarity with the PC.

94233	231	Feb 16-Feb 19	6-9pm	MWTh	HBC 218
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ITSW 1050 Microsoft PowerPoint: Intermediate (9 hrs/\$129)

Enhance your PowerPoint skills and techniques by using advanced file searching, formatting and proofing tools. Learn to manipulate slide masters, use the Clip Art Gallery, create and organize tables and charts, publish to the Web, and customize the PowerPoint software. Instruction in preparation of detailed graphs, including emphasis on curve smoothing and fitting; legends and titles; scaling, editing, printing, and plotting; variables in scatter plots, area graphs, high/low/close bar graphs, bubble charts, gant charts, and word graphs; printer-plotter setup; and alternate output devices. Prerequisites: PowerPoint Introduction or equivalent experience.

94237	231	Feb 23-Feb 26	6-9pm	MWTh	HBC 218
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ITSW 1053 Microsoft Access: Introduction (9 hrs/\$129)

Learn how to design and complete a working database system using this popular software. Instruction in program parameters, data dictionary, optional field characteristics, calculation, constant default values, designing data entry forms, database organization, and report generation. Topics include creating tables, forms, queries and reports. Prerequisites: Familiarity with the PC.
94243 231 Mar 2-Mar 5 6-9pm MWTh HBC 218

ITSW 1055 Microsoft Access: Intermediate (9 hrs/\$129)

Instruction in data validation, data manipulation, browsing through records, records selection and query, indexing, and sorting. Topics include modifying tables; using database wizards; creating action queries; and working with subforms and subreports. Prerequisites: Access Introduction or equivalent experience.
94248 231 Mar 9-Mar 12 6-9pm MWTh HBC 218

ITNW 3012 Microsoft Outlook: Introduction (9 hrs/\$129)

An introduction to using the many features of this software package including the contact manager, electronic mail, calendar, tasks, journal, and note. Prerequisites: Fundamentals of PC Use or equivalent experience.
94251 231 Mar 23-Mar 26 6-9pm MWTh HBC 218

ITSX 3003 Integrated Software Applications II: Advanced MS Series (39 hrs/\$445)

Continued study of MS Office applications. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Includes macro procedures, mail merge, advanced formatting techniques, security features and office integration.
94263 231 Mar 30-May 6 6-9:30pm MWTh HBC 218

Register for the entire series and save 20%. This series includes the following classes:

POFI 2037 Microsoft Word: Advanced (9 hrs/\$129)

Instruction in multiple document editing, footnotes, endnotes, table of contents and index generation, forms, mail merge, user defined macro procedures, mathematics capability, and file import and export from other programs. Emphasis on special problems encountered in business and industry. Prerequisites: Word Intermediate or equivalent experience.
94264 231 Mar 30-Apr 2 6-9pm MWTh HBC 218

ITSW 2049 Microsoft Excel: Advanced (9 hrs/\$129)

Instruction in macro programming features, database functions, merging/linking spreadsheets, data file transfer, and Boolean functions. Topics include using templates, importing data, and customizing Excel. Prerequisites: Excel Intermediate or equivalent experience.
94271 231 Apr 6-Apr 9 6-9pm MWTh HBC 218

ITSW 2047 Microsoft Access: Advanced (9 hrs/\$129)

Relational database management, concepts, hierarchical models, network models, relational models, table merging, relational capabilities, report generation, security features, data file transfer, graphics support, and macro commands. Learn how to create switchboards, how to use hyperlinks, how to create and run macros, and how to use database utilities. Prerequisites: Access Intermediate or equivalent experience.
94278 231 Apr 13-Apr 20 6-9pm MW HBC 218

ITSC 1070 MS Office Integration (12 hrs/\$169)

Instruction in terminology, computer operation, editing functions, formatting, and special text options. Create, edit and print reports using OLE function. Prerequisites: Intermediate knowledge of MS Office applications.
94288 231 Apr 27-May 6 6-9pm MW HBC 218

ITSW 3046 Introduction to QuickBooks Pro (16 hrs/\$269)

An introductory course to the QuickBooks Pro accounting software, including setting up a new company and chart of accounts; recording transactions with customers, vendors and employees; managing lists; running reports and customizing them; and changing forms and generating letters. Prerequisites: Familiarity with the PC. Recommended: Small Business Accounting and Financing course or working knowledge of accounting.
94971 205 Feb 10-Feb 19 6-10pm TTh GTC 214
94290 204 Apr 28-May 7 6-10pm TTh HBC 218

ITSW 3049 Intermediate QuickBooks Pro (12 hrs/\$199)

A course on the QuickBooks accounting software, including budgeting, tracking Texas use tax, handling credit card income and expenses, exporting/importing files, working with payroll, and troubleshooting problems. Prerequisites: ITSW 3046-Introduction to QuickBooks or working knowledge of the QuickBooks software.
94972 204 Feb 24-Mar 5 6-9pm TTh GTC 214
94300 203 May 11-May 20 6-9pm MW HBC 218

MICROSOFT OFFICE APPLICATIONS FULL DAY CLASSES

Full day courses. Our popular three-day courses taught in one full day. Fees are subject to change without notice.

ITNW 1007 Internet Basic (8 hrs/\$119)

94284 202 Apr 21 8:30am-5:30pm T HBC 218

ITNW 3026 Microsoft Outlook: Introduction (8 hrs/\$119)

94212 201 Jan 27 8:30am-5:30pm T HBC 218

POFI 1024 Microsoft Word: Introduction (8 hrs/\$119)

94249 201 Mar 10 8:30am - 5:30pm T HBC 301.9

POFI 1042 Microsoft Word: Intermediate (8 hrs/\$119)

94253 201 Mar 24 8:30am-5:30pm T HBC 301.9

ITSW 1022 Microsoft Excel: Introduction (8 hrs/\$119)

94234 201 Feb 17 8:30am-5:30pm T HBC 212

ITSW 1046 Microsoft Excel: Intermediate (8 hrs/\$119)

94239 201 Feb 24 8:30am-5:30pm T HBC 301.9

ITSW 2049 Microsoft Excel: Advanced (8 hrs/\$119)

94244 201 Mar 3 8:30am-5:30pm T HBC 212

ITSW 1037 Microsoft PowerPoint: Introduction (8 hrs/\$119)

94220 201 Feb 3 8:30am-5:30pm T HBC 218

ITSW 1050 Microsoft PowerPoint: Intermediate (8 hrs/\$119)

94225 201 Feb 10 8:30am-5:30pm T HBC 218

ITSW 1053 Microsoft Access: Introduction (8 hrs/\$119)

95066 202 May 4 8:30am-5:30pm M HBC 218

ITSW 1055 Microsoft Access: Intermediate (8 hrs/\$119)

95067 202 May 11 8:30am-5:30pm M HBC 218

ITSW 2047 Microsoft Access: Advanced (8 hrs/\$119)

95068 202 May 18 8:30am-5:30pm M HBC 218

ONLINE COMPUTER COURSES

Fees are subject to change without notice.
For current prices call 512.223.7542

Update your skills, discover a new talent, or chart a career path at your own pace at your own convenience with instructor-led online courses. Each course runs for six weeks and consists of 12 lessons. The lessons are supplemented by interactive quizzes, assignments, tutorial, and an online discussion area. All materials will be made available to you over the World Wide Web. Requirements for all courses: Internet access, e-mail, Web browser. Please visit www.ed2go.com/austinctc for requirements, demonstrations and additional information.

ITSC 3002 Introduction to Windows (24 hrs/\$148)

A great way to get started with Windows. Learn how to navigate using a mouse; understand the Windows components and selection techniques; access and use online help; understand and use the Windows Explorer, My Computer, Accessories, including Paint and WordPad, the Recycle Bin and printing. Prerequisites: Basic knowledge of personal computers.

94007 201 Feb 18-Apr 1 ONLINE

ITSX 3004 Introduction to Windows Vista (24 hrs/\$148)

Windows Vista is a radical departure from the previous Windows versions. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features. Discover techniques for personalizing Vista to your own needs and preferences; set up user accounts and enforce parental controls; keep your computer secure from internet threats; browse the world wide web; manage your e-mail; keep your names and addresses organized in the new contacts folder; manage and edit your digital photos with the new Windows Photo Gallery; and add fonts, color, and style to your written text.

94008 201 Feb 18-Apr 1 ONLINE

94042 202 Apr 15-May 27 ONLINE

POFX 3025 Microsoft Word 2007: Introduction (24 hrs/\$148)

94014 201 Feb 18-Apr 1 ONLINE

94048 202 Apr 15-May 27 ONLINE

POFX 3024 Microsoft Word 2003: Introduction (24 hrs/\$148)

94013 201 Feb 18-Apr 1 ONLINE

94047 202 Apr 15-May 27 ONLINE

POFX 3042 Microsoft Word 2003: Intermediate (24 hrs/\$148)

94015 201 Feb 18-Apr 1 ONLINE

94049 202 Apr 15-May 27 ONLINE

POFX 3037 Microsoft Word 2003: Advanced (24 hrs/\$148)

94016 201 Feb 18-Apr 1 ONLINE

94050 202 Apr 15-May 27 ONLINE

ITSX 3023 Microsoft Excel 2007: Introduction (24 hrs/\$148)

94018 201 Feb 18-Apr 1 ONLINE

94052 202 Apr 15-May 27 ONLINE

ITSX 3022 Microsoft Excel 2003: Introduction (24 hrs/\$148)

94017 201 Feb 18-Apr 1 ONLINE

94051 202 Apr 15-May 27 ONLINE

ITSX 3046 Microsoft Excel 2003: Intermediate (24 hrs/\$148)

94019 201 Feb 18-Apr 1 ONLINE

94053 202 Apr 15-May 27 ONLINE

ITSX 3049 Microsoft Excel 2003: Advanced (24 hrs/\$148)

94020 201 Feb 18-Apr 1 ONLINE

94054 202 Apr 15-May 27 ONLINE

ITSX 3054 Microsoft Access 2007: Introduction (24 hrs/\$148)

95064 201 Feb 18-Apr 1 ONLINE

95065 202 Apr 15-May 27 ONLINE

ITSX 3053 Microsoft Access 2003: Introduction (24 hrs/\$148)

94021 201 Feb 18-Apr 1 ONLINE

94055 202 Apr 15-May 27 ONLINE

ITSX 3055 Microsoft Access 2003: Intermediate (24 hrs/\$148)

94023 201 Feb 18-Apr 1 ONLINE

94057 202 Apr 15-May 27 ONLINE

ITSX 3038 Microsoft PowerPoint 2007: Introduction (24 hrs/\$148)

94025 201 Feb 18-Apr 1 ONLINE

94059 202 Apr 15-May 27 ONLINE

ITSX 3037 Microsoft PowerPoint 2003: Introduction (24 hrs/\$148)

94024 201 Feb 18-Apr 1 ONLINE

94058 202 Apr 15-May 27 ONLINE

CPMX 3000 Introduction to PC Troubleshooting (24 hrs/\$148)

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

94009 201 Feb 18-Apr 1 ONLINE

94043 202 Apr 15-May 27 ONLINE

ITNW 5028 Introduction to Networking (24 hrs/\$148)

Learn the fundamentals of computer networking in terms you can easily understand; learn why networks have become so important; how software and hardware makes networking possible; and how networks function.

94011 201 Feb 18-Apr 1 ONLINE

94045 202 Apr 15-May 27 ONLINE

ITNW 5029 Wireless Networking (24 hrs/\$148)

Wireless networking is a hot topic. Learn how wireless devices make connections; how the connections actually work; and how you can plan, deploy, and connect to wireless networks yourself. Prerequisites: ITNW 5028-Introduction to Networking or equivalent experience.

94012 201 Feb 18-Apr 1 ONLINE

94046 202 Apr 15-May 27 ONLINE

CPMX 3001 Introduction to PC Security (24 hrs/\$148)

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

94010 201 Feb 18-Apr 1 ONLINE

94044 202 Apr 15-May 27 ONLINE

ITNX 3000 Achieving Top Search Engine Positions (24 hrs/\$148)

With nearly 90% of web traffic coming from search engines, the most important thing you can do to increase your web site's traffic is to increase your search engine ranking. Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines. Prerequisites: Completion of the Introduction to WWW Authoring and XHTML course or equivalent HTML experience. Go to www.ed2go.com/austinctc.edu for orientation and other information.

94026 201 Feb 18-Apr 1 ONLINE

94060 202 Apr 15-May 27 ONLINE

FREQUENTLY ASKED QUESTIONS

HOW AND WHEN CAN I REGISTER?

Registration begins on December 2. Registrations are processed on a first-come, first-served basis. You may register until the first day of class if space is available. Due to the minimum number of students necessary for classes to be held, we encourage you to **sign up at least one week before the class starts**. Enrollments after the start date of the class are not eligible for a full refund.

HOW DO I REGISTER?

There are several convenient methods. You may register by phone, in person at the Highland Business Center, by mail using the registration form at the back of this schedule, by fax, or online by credit card at www.austincc.edu/ce/registration.

HOW CAN I PAY FOR MY CLASSES?

Payments must be made at the time of registration. We accept cash, checks, money orders and credit cards (American Express, Visa, Master Card, and Discover). Payments can be made online through Online Services (www.austincc.edu/ce) or on our automated telephone registration system, 512 407.3087. Payments by mail must be in the form of check or money order. Payment from a company or state agency is also accepted. Call 223.7542 for more information. Receipts will not be faxed or mailed back on mail-in payments. Please contact the Cashier's Office at 223.7561 for receipt information. **Please note: If you have a past due balance, a hold, which prevents registration, will be placed on your account. Call 223.7542 if you are unable to register online or by telephone.**

WHAT IF MY CLASS IS CANCELLED?

At times, continuing education courses may be cancelled due to low enrollment. In the event of a cancellation, each registered student will be contacted **at the phone number(s) currently on file for the student**. Whenever possible, the decision to cancel a course will occur a minimum of 48 hours prior to the start of the course. Students may contact Registration 223.7542 at any time to check on the status of a course.

WHAT IF I MOVE OR CHANGE MY PHONE NUMBER?

It is the student's responsibility to update any changes to their contact information (i.e. phone numbers, address). Student information is not automatically updated when a new course registration is received. To make changes to your student record, you can request a "Student Data Change Form" from Registration at 223.7542 or visit www3.austincc.edu/it/eforms/forms_int/adre.005.pdf.

WILL I RECEIVE CONFIRMATION?

If you register through Online Services, you will receive an automated email confirmation and you can access your schedule through Online Services. If you register using our automated telephone service, you can confirm your registration by accessing Online Services. If you register by mail, our office will **not** mail out a confirmation. Call us at 223.7542 for your schedule information. If you register at Highland Business Center a copy of your schedule will be given to you.

WHAT IS THE TUITION/FEE REFUND POLICY?

Please see our Refund Policy listed near the back of the schedule. NOTE: Refund process may take up to 6 weeks.

WHAT IS THE PARKING PERMIT REFUND POLICY?

Students who purchased a parking permit may request a refund for the following reasons: Their classes were canceled, they withdrew from classes before the start date, or they inadvertently purchased a permit. To receive a refund, students must submit a parking permit fee refund request form to ACC Campus Police and include the parking permit if it has been picked up.

WHAT IS THE TRANSFER POLICY?

Students may transfer to another class the business day before the class starts for a full transfer or you will be responsible to pay the difference based on the Refund Policy. To cancel a class, please see the Refund Policy.

WHAT IS AN INTEGRATED COURSE?

An integrated course is a college-credit course in which CE students can enroll on a space-available basis without registering through college credit. Normal CE registration procedures apply. These courses can be converted to college credit later under prescribed conditions. Call the registration desk at 223.7542 for further information. All integrated courses are designated as such in the course descriptions, for example: Integrated with college credit ETWR 2374.

DO I NEED AN ACC STUDENT ID CARD?

Only Continuing Education students that are enrolled in college-credit integrated sections and other designated programs are eligible for photo IDs and can pick them up on any of the main campuses during the first week of classes.

CONTINUING EDUCATION AUTOMATED TELEPHONE REGISTRATION WORKSHEET

Please read carefully: Only returning students can use the automated telephone registration system. If you are new to Continuing Education or haven't taken a course at ACC in the past two years, please call or stop by the Highland Business Center to fill out a short application to be able to use our telephone registration system. If you have moved or changed your phone number, please call (512) 223-7542 to update your records. Your records need to be up-to-date in case of a class change or cancellation so we can notify you.

Telephone registration lines are open Monday through Thursday from 5am to midnight and Friday, Saturday, and Sunday from 9am to 5pm.

1. **Call the registration number (512) 407.3087 and follow the instructions. If calling long distance please use the area code or use our toll-free number: (866) 878.7889.**
2. Enter your Social Security Number and then press the pound key (#).
3. Enter your Personal ID number (PIN) followed by the pound key (#). Your Personal ID number is your birth month and the last two digits of your birth year (MMYY). All single digits must be preceded by zero. (Example: If your birth date is April 16, 1980 then your Personal ID number is 0480.)
4. Select the term for which you are registering. Enter the number '1' for Fall, '2' for Spring, or '3' for Summer followed by the pound key(#).
5. To register (Add or Drop courses):
 - a) To add a course: Use registration code 2* followed by the 5 digit synonym, ending each entry with the # key.
 - b) To drop a class: Use registration code 3* followed by the 5 digit synonym, ending each entry with a # key.
 - c) **Other useful registration codes:** Key in 4* __ __ __ __ (synonym) then # to determine if a specific course still has seats available.
6. When you are finished adding and dropping, press 5# to hear a list of your courses and then press registration code 9# to **Exit** the registration system.
7. You will be asked to add a parking permit if you have not already bought one this school year. If **YES**, press 1#, If **NO**, press 9#.
8. Payment is due at the time of registration. **If you want to pay by credit card now** (Visa/MasterCard/Discover), please have your credit card handy (no debit cards) and press 1#. When asked: Enter your credit card number followed by the # sign.
9. Enter the expiration date (MMYY) followed by the # and wait for system to verify your card and respond to you. (M=month and Y=year - Single digit numbers must be preceded by a zero.)
10. **WAIT** for the system to tell you the credit card has been verified and the charge accepted or refused. **DO NOT HANG UP UNTIL THERE IS A RESPONSE!** If there is no response, check with your credit card company before trying again.
11. **To pay at a later time (don't miss your payment deadline)** call 512.407.3087. When prompted to enter a registration code, press 9# followed by 1#.

Continuing Education does not send out student schedules or bills.

Please call (512) 223-7542 if you have any questions about your registration.

NOTE:

Students with disabilities who believe they may need accommodations in a class are encouraged to contact the Office of Students with Disabilities at their nearest campus, as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

PAYMENT/REFUND POLICY

The ACC Continuing Education refund policy is 100% prior to the weekday before the first class day. 100% if class is canceled by ACC. After classes begin, see the table below. The number of days listed refers to business days, not class meeting days. Classes that are ONE day long must be dropped before the class starts for any type of refund to occur.

Class Length in Weeks	Last day for 70% Refund	Last Day for 25% Refund
2 or fewer	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or more	15	20

Insurance fees are non-refundable after class start date.

Refund Processing

- ✓ ACC mails refund checks to the address on file at the college. Check with continuing education registration staff to verify current and accurate information before the refund process is started.
- ✓ Credit card refunds will appear on your monthly statement as soon as possible after the official reporting date. You are responsible for interest charged to the credit card account while the refund is processed. (May take up to six weeks.)
- ✓ ACC charges a \$25 processing fee for any refunds that are reissued.

For information that will help in filling out your registration form see the next page.

Payment Methods

See “How Can I Pay For My Classes?” on page 81.

Returned Payments

A \$25 fee will be charged and a hold will be placed on accounts with any of the following:

- ✓ Checks returned **stop pay** or **account closed** and credit card **chargebacks**: You will be dropped from all classes and be liable for the returned check fee and any non-refundable fees.
- ✓ Checks returned **unpaid (NSF)** must be replaced by cash or a money order. Otherwise, returned checks will be referred to a collection agency, which may assess further charges.

Each course will be taught as listed, provided enrollment in each section justifies the offering. The schedule of time, room and instructor reflects our intent at the time of publication. **Course offerings and prices are subject to change, and the listing is not a guarantee that they will be offered exactly as listed.**

For registration call 512.223.7542
For information call 512.223.7739



ACC CONTINUING EDUCATION REGISTRATION FORM

Last Name _____ First _____ MI _____ Date of Birth _____ / _____ / _____ Social Security Number/ID _____ E-mail address _____
 Mailing Address _____ City _____ State _____ Zip Code _____ Home/Cell Phone Number _____ Work Phone Number _____

Name of Course	Course Date	Course Prefix	Section Number	Synonym	Lab Number	Other Campus	Tuition	Fees	Fees
Arc Welding 08/22	WLDG	1007	76920	301	HBC	\$1,150	0	0	
Please check one: (for State Reporting Purposes) Ethnicity/Race: <input type="radio"/> Hispanic/Latino <input type="radio"/> American Indian/Alaskan Native <input type="radio"/> Other <input type="radio"/> Black/African American <input type="radio"/> Native Hawaiian/Pacific Islander <input type="radio"/> Asian <input type="radio"/> White					Gender: <input type="radio"/> Female <input type="radio"/> Male				
\$10 Parking Permit Fee <input type="radio"/> Yes <input type="radio"/> No <small>(required for classes at ACC campuses that are more than 30 hours and 4 weeks long)</small>									
Total									

Room numbers may change and will be posted the first day of class.

Students with disabilities that need accommodations should contact ACC's Office for Students with Disabilities at (512) 223-2019 or TTY (512) 223-2019 or visit www.austinctc.edu/osd for more information.

No receipt will be mailed, please call if you need confirmation of your class registration. Please note that Insurance Fees are nonrefundable after first class day.

The following statement concerning student records maintained by Austin Community College is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, degrees, certificates and awards, name of the most previous educational institution attended. Any student objecting to the release of all or any portion of such information must notify the Office of Admissions in writing and the restriction will remain in effect until revoked by the student.

Register online at www.austinctc.edu/ce/register or by phone at: (512) 407-3087 Toll-free (866) 878-7889.
 Payment is due at the time of registration. For mail-in registration, please mail your check or money order with this form to:
 Austin Community College
 Continuing Education
 5930 Middle Fiskville Road
 Austin, TX 78752

 Signature

 Date
(512) 223.7542 www.austinctc.edu/ce