**STEPS Program**

 STEPS Program

 ***Application Packet***

## Semester: Fall Year: 2019

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

**Please Type or Clearly Print** Date of Birth //

### ACC Student ID: E-mail address:

 *Leave blank if you do not have one* ***Email is the preferred method of communication with you***

Name:  

 *Last First Middle*

Home Address:    

 *Number & Street City State Zip*

Day Phone: Alternate Phone: 

Social Security No: --

Funding Source:

[ ]  TWC [ ]  Waiver [ ]  Scholarship [ ]  Self- Pay

Counselor: 

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

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

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

[ ]  Attend an Information Session or Classroom Visit

[ ]  Secure funding: a deposit of $305 per class due at the time of admission or letter stating sponsorship from an agency.

[ ]  Schedule an Admissions Interview by appointment

* *If agency funded- bring a copy of your Individual Plan for Employment or a letter of approval*
* *Tuition is due at the time of intake*
* *Students will choose classes and complete paperwork after admission into the program.*

For Information or to set up an appointment:

* Visit: <http://austincc.wix.com/accsteps>
* Call: 512-223-7657 or 512-223-7856
* **Returning students:** bring this completed application to: cailyn.bevier@austincc.edu or drop it off at the STEPS Office 417.0 at HBC.
* Visit the website to set up and advising or degree planning session.
* Students must successfully complete 9 core classes and 2 electives to receive an Occupational Skills Award from Austin Community College. Students attending for *enrichment only* may take any class with the director’s approval.

» **HBC**=Highland Business Center **RRC**=Round Rock **CYP=** Cypress Creek **Southern Area**- TBA «

**Fall Semester 2019**

**August 26th- Dec 12th**

Preparing for College and the Workplace *\*Prerequisite Courses\**

*3 required: BUSG 1091, DEVR 8001, ITSC 1001*

**BUSG 1091 STEPS Professionalism in the Workplace (96 hrs/$895 / $1 Accident Insurance)**

 [ ]  91896 100 Aug 28- Dec 12 9:00am - 12:00pm WTh HBC TBA

 [ ]  91905 101 Aug 26- Dec 10 1:00pm - 4:00pm MT RRC 2109

**DEVR 8001 STEPS Academics Skills (96 hrs/$895 / $1 Accident Insurance)**

 [ ]  91898 100 Aug 28- Dec 12 9:00am - 12:00pm WTh HBC TBA

 [ ]  91903 101 Aug 26- Dec 10 9:30am -12:30pm MT RRC 2109

 [ ]  91911 102 Aug 27- Dec 12 8:30am - 11:30am TTh TBD TBA

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

 [ ]  91900 100 Aug 28- Dec 12 12:30pm - 3:30pm WTh HBC TBA

 [ ]  91910 101 Aug 27- Dec 12 8:30am - 11:30am TTh CYP 1107

Occupational Skills Development

*3 Required: POFT 1001, POFT 1021 and either MRKG 1091 or POFT 1091*

**MRKG 1091 STEPS Principles of Retailing (96 hrs/$895 / $1 Accident Insurance)**

[ ]  91893 100 Aug 26- Dec 10 12:30pm - 3:30pm MT HBC TBA

**POFT 1009 STEPS Administrative Procedures (96 hrs/$895 / $1 Accident Insurance)**

 [ ]  91891 100 Aug 26- Dec 10 9:00am - 12:00pm MT HBC TBA

**POFT 1001 STEPS Business English (96 hrs/$895 / $1 Accident Insurance)**

 [ ]  91889 100 Aug 26- Dec 10 12:30pm - 3:30pm MT HBC 301.8

 [ ]  91907 101 Aug 28- Dec 12 9:30am -12:30pm WTh RRC 2109

**POFT 1021 STEPS Business Math (96 hrs/$895 / $1 Accident Insurance)**

 [ ]  91887 100 Aug 26- Dec 10 9:00am - 12:00pm MT HBC TBA

 [ ]  91908 101 Aug 28- Dec 12 1:00pm - 4:00pm WTh RRC 2109

Workplace Readiness

*3 Required: POFT 2012, POFT 1000(not offered this semester) and BMGT1091*

**POFT 1000 STEPS Career Exploration and Planning (96 hrs/$895 / $1 Accident Insurance)**

 [ ]  91899 100 Aug 28- Dec 12 12:30pm - 3:30pm WTh HBC TBA

 [ ]  91909 101 Aug 26- Dec 11 9:00am - 12:00pm MW CYP 1107

 [ ]  91912 102 Aug 27- Dec 12 12:00pm - 3:00pm TTh TBA TBA

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

I have read and understand all information included as part of this application

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Signature of Applicant Date