Register Now for Fall Courses
Starting August through December!

Information Technology
page 21

Veterinary
page 35

Photography
page 24
Disney’s Approach to Leadership Excellence is coming to Frisco, Oct. 31

Collin Corporate College welcomes Disney Institute to the Collin College Frisco Campus (Preston Ridge)

Leadership is not defined by a title – it’s defined by behaviors. At Disney, our leaders consistently align their behaviors with the company’s values and vision, resulting in a motivated, productive workforce. This program provides insights into the leadership development strategies necessary to create an effective and aligned leadership vision. Think of this opportunity as the start of your personal leadership journey. Are you ready?

• Identify the values that drive you as a leader
• Immerse yourself in your leadership vision
• Build your legacy as a leader who inspires others

Limited Seating Available. Register Today!
www.collin.edu/CorporateCollege/disney

Collin Corporate College is proud to be a selected sponsor of Disney’s Approach to Leadership Excellence.

As to Disney artwork/properties: © Disney
TABLE OF CONTENTS

4 COLLIN CORPORATE COLLEGE

6 CAREER | WORKFORCE DEVELOPMENT

16 COMPUTER EDUCATION

22 CREATIVE CAREERS

27 HEALTH SCIENCES

37 LANGUAGES

39 COMMUNICATIONS IMPROVEMENT (ESL)

40 EXAM PREPARATION

40 PUBLIC SAFETY

42 ONLINE LEARNING

Collin College is an equal opportunity institution and provides education and employment opportunities without discrimination on the basis of race, color, religion, gender, age, national origin, disability or veteran status. For more information, contact ACCESS at 972.881.5898 (TDD). For persons with hearing or speech impairments, please use the Texas Relay Services when offices or departments on campus do not list a TDD number. The Texas Relay number is 1.800.735.2989 (TDD).
NEW FALL COURSES

CREATIVE CAREERS

Interior Design Concepts
Sketching Interior Designs: From Concept to Design

EXAM PREP

Exam Prep
High School Equivalency Credential Exam
Preparation Course for the HiSET Exam

HEALTH SCIENCES

Health Sciences
Medical Administrative Assistant
Medical Billing
Clinical Medical Assistant
Health Unit Coordinator
Patient Care Technician

FREE INFORMATION SESSIONS

Register for FREE information sessions to find out course details, ask questions, review textbooks and curriculum.
Information Sessions are held at the Courtyard Center, 4800 Preston Park Blvd., Plano, Texas 75093 unless otherwise noted.

FREE – ESL PLACEMENT TESTING

Subject: ESLP 9400  Hours: 2  Fee: FREE
Test starts promptly. Please arrive early.

77498  8/13  T  6:30–8:30 pm  201974  CY
77499  8/14  W  12:30–2:30 pm  201974  CY
77500  8/21  W  12:30–2:30 pm  201974  CY
77501  8/22  R  6:30–8:30 pm  201974  CY
77502  8/20  T  6:30–8:30 pm  201974  CC
70090  10/4  F  12:30–2:30 pm  202071  CY
70091  10/11  F  12:30–2:30 pm  202071  CY

AVIATION

Aviation Open House
70088  9/21  S  10 am–noon

CERTIFIED WEDDING & EVENT PLANNER

Certified Wedding & Event Planner
8/29  R  6–8 pm

HEALTH SCIENCES

Medical Billing & Coding
70055  9/4  W  9–10 am
Medical Transcription Editor
70056  9/5  R  6–7 pm

NONPROFIT

Nonprofit Management
8/29  R  6–8 pm

Do you lack a high school diploma?
Are you ready to take the first step toward expanding your opportunities for college or a better career?

Collin College can help you on your journey to earning your high school equivalency credential by passing the HiSET® exam. Receiving this credential may help open doors that have been closed to you previously.

Contact us today at CEInfo@collin.edu or 972.985.3750 to get started!

Copyright © 2017 by Educational Testing Service. All rights reserved.
ETS, the ETS logo, MEASURING THE POWER OF LEARNING and HiSET are registered trademarks of Educational Testing Service (ETS). 36467.

Learn more about the HiSET exam at hiset.ets.org.

Measuring the Power of Learning™
Collin College Continuing Education is the leading career skills training institution for adults who are not seeking a degree. More than 70 industry recognized certificate series and certification preparation training programs are offered in the information technology, management, administrative, finance, logistics, health sciences, education, creative, entrepreneurial, service and hospitality career fields.

**What is Continuing Education (CE)?**

These courses are offered on a noncredit basis (no college credit). Most Continuing Education courses have no specific entrance or examination requirements. Please refer to course descriptions for prerequisites and placement requirements. Unless specified, the minimum age for enrollment in classes is 16.

**How Can Continuing Education Courses Help Me?**

CE courses are geared towards career skills success through:

- Flexible course schedules available online, on-campus or a hybrid/blended format
- Quality courses taught by industry experts
- Cost effective
- Multiple campus locations
- Register for classes throughout the semester
- Extensive course options

**Invest in your future!**

**What is a Linked Course?**

Linked Courses mix credit and non-credit students in the same learning environment, ensuring the same rigorous standards are met in your education. Offered in areas as varied as computer technology, dance, real estate and health care, these courses provide college credit for credit students and continuing education units (CEUs) for continuing education students.

Continuing Education students pay the CE course tuition rate. Credit students pay the academic course tuition rate based on location of residence.

CE students complete a quick admission process and space is limited for select Linked Courses.

For updated list of Linked Courses, please go to http://www.collin.edu/ce/classes/linked.html

---

**How to Read the Schedule**

<table>
<thead>
<tr>
<th>COURSE NUMBER (CRN)</th>
<th>START &amp; END TIMES</th>
<th>LOCATION</th>
<th>TERM</th>
<th>COURSE TITLE</th>
<th>SUBJECT &amp; COURSE IN COUGARWEB</th>
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<tbody>
<tr>
<td>77474</td>
<td>9 am–4 pm</td>
<td>PC</td>
<td>201974</td>
<td>FAA Part 107 Remote Pilot Knowledge Test Prep</td>
<td>AIRP 1091</td>
</tr>
</tbody>
</table>

**Subject:** AIRP 1091  
**Hours:** 18  
**Fee:** $119  
**7/13–7/27**  
S  
**PC**
3 EASY WAYS TO REGISTER

ONLINE REGISTRATION
Register online at http://cougarweb.collin.edu with your CougarWeb username and password. Step-by-step instructions available at www.collin.edu/ce/registration.html

PHONE REGISTRATION
Call 972.985.3711 and provide the course name, CRN, credit card number and expiration date (we accept VISA, Discover, or MasterCard)

WALK IN REGISTRATION
Courtyard Center (CY) - West Plano
M-Th: 8 am-8 pm
F: 8 am-5 pm
Sa: 9 am-1 pm (credit card payment only)

Frisco Campus (PC)
M-T: 8 am-8 pm
W-F: 8 am-5 pm

McKinney Campus (CC)
M-T: 8 am-5 pm
W: 8 am-8 pm
R-F: 8 am-5 pm

Plano Campus (SC)
M-Th: 8 am-8 pm
F: 8 am-5 pm

Registrations are accepted on a first-come, first-serve basis. Register early to secure a place in the course of your choice. Only paid registrants will be permitted in the classrooms. Payments must be made at the time of registration.

For more information:
www.collin.edu/ce/registration.html

ADDITIONAL INFORMATION

ELIGIBILITY FOR ENROLLMENT
All courses are open to individuals who are 16 years of age or older unless otherwise noted. Unsupervised children are not permitted at Continuing Education training sites at any time.

WAITING LIST
If a class is full when you call, you may request to be placed on a waiting list. If space becomes available or an additional class section is scheduled, you will be notified.

TRANSCRIPTS
Continuing Education Units (CEUs) are awarded for successful course completion. For transcript requests, call 972.985.3721.

MINIMUM ENROLLMENT AND COURSE CANCELLATION
If a course is cancelled due to low enrollment, registered individuals will be advised by email and/or phone. If your course is cancelled, you will have two options: transfer to a different course before its third class session or receive a full refund.

TUITION REFUND GUIDELINES
• For CE students only.
• 100% refund if course is dropped prior to the first class meeting
• NO REFUND – after the start time of the first class meeting

The ONLY refunds that will be considered as an “exception” are due to an unforeseen medical condition or death in the family (documentation required for both).

EMERGENCY CLOSINGS
Local radio and TV stations will announce cancellations. Register for CougarAlert to be notified via email, voice or text at www.collin.edu/cougaralert.html

MAKEUP CLASSES
In the event a makeup class becomes necessary, students will be notified of the makeup date. There will be no makeup sessions due to student absences.

FINANCIAL AID
Financial Aid is available to qualifying CE students. For information and eligibility requirements, visit www.collin.edu/ce/financial-aid.html. Apply Early! The process takes about 5-6 weeks.
Accounting I
Subject: ACNT 7000 Hours: 27 Fee: $189
Required Materials: Text
70563 9/10–10/8 TR 6:30-9:30 pm 202071 CY

Accounting II
Subject: ACNT 7005 Hours: 27 Fee: $189
Prerequisite: Accounting I Required Materials: Text
70564 10/15–11/12 TR 6:30-9:30 pm 202071 CY

Administrative Assistant Certificate Series
Certificate Series description:
www.collin.edu/ce/classes/admin-assist.html
This 150 hour, 10-course certificate series is designed to give students training in efficient office operations, effective communication, records management and the use of common office technology and software vital to Administrative Assistants.

Administrative Office Procedures
Subject: ADAS 7670 Hours: 12 Fee: $85
70549 9/9–9/18 MW 9 am–noon 202071 CY
70551 10/7–10/16 MW 9 am–noon 202071 CY
70553 12/3–12/21 TR 6:30-9:30 pm 202071 CY

Workplace Behaviors
Subject: ADAS 7200 Hours: 12 Fee: $85
70552 9/23–10/2 MW 9 am–noon 202071 CY
70554 10/28–11/7 MW 9 am–noon 202071 CY

Internet Communications and Research
Subject: ADAS 7490 Hours: 12 Fee: $85
70551 10/7–10/16 MW 9 am–noon 202071 CY
70555 11/12–11/21 TR 6:30-9:30 pm 202071 CY

Business Correspondence and Communication
Subject: ADAS 7230 Hours: 12 Fee: $85
70550 10/21–10/30 MW 9 am–noon 202071 CY
70554 10/29–11/7 TR 6:30-9:30 pm 202071 CY

PLUS take these Microsoft Office courses listed on pages 16 & 17
Microsoft Word I
Microsoft PowerPoint I
Microsoft Outlook I
Microsoft Excel I
Microsoft Access I
Microsoft Word II or Microsoft Excel II
or Microsoft Access II
To be eligible to receive a certificate, students must complete all 10 courses with 90% attendance.

Certified Public Accountants
Enhance your professional competency by enrolling in our CE courses!
Collin College Continuing Education is an approved CPE Sponsor (ID# 2514) with the Texas State Board of Public Accountancy www.tsbpa.texas.gov
For CPE questions, contact the CPE Division, TSBPA at (512) 305-7800

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet Aug. 16, Sept. 2, Nov. 27–Dec. 1, Dec. 21–Jan. 1 All classes that meet for more than 5 hours will have a one-hour break for lunch.

LEGEND FOR DAYS AND LOCATIONS
Day Abbreviations: Location Abbreviations:
M–Monday AL–Allen Center
T–Tuesday CC–McKinney Campus
W–Wednesday CHE–Collin Higher Education Center
R–Thursday CY–Courtyard Center
F–Friday PC–Frisco Campus
S–Saturday RW–Rochwell Center
U–Sunday SC–Plano Campus
WW–Online

Certification
Industry Recognized Certification
New Course
Linked Course

AVIATION

Are you a drone enthusiast considering starting a business with a small unmanned aircraft system (sUAS)? Did you know the Federal Aviation Administration (FAA) requires a Remote Pilot Certification to receive compensation for drone operations?

This course is designed to prepare sUAS pilots/operators to take the FAA Remote Pilot Knowledge Test, which is a requirement to conduct commercial drone operations in the US National Airspace System (NAS).

Sign up now! Limited seats available.

Private Pilot Ground School
Subject: AIRP 7070 Hours: 48 Fee: $299
Required Materials: Text
70086 8/29–12/19 R 7–10 pm 202071 CY

Convective Weather for Pilots
Subject: AIRP 7060 Hours: 9 Fee: $79
70087 9/28–10/5 S 9:30 am–3 pm 202071 CY

FAA Part 107 Remote Pilot Knowledge Test Prep
Subject: AIRP 1091 Hours: 18 Fee: $119
70641 11/2–11/16 S 9am–4pm 202071 PC

BOOKKEEPING

Certified Bookkeeper (CB)
Subject: ACNT 7040 Hours: 42 Fee: $299
Prerequisite: 1 to 2 years of bookkeeping experience
Required Materials: Text
70409 9/12–12/19 R 6:30–9:30 pm 202071 CY

BUSINESS WRITING

Business Writing Skills
Subject: BWRI 7210 Hours: 24 Fee: $129
70367 9/10–10/3 TR 6:30–9:30 pm 202071 CHE

Collin SBDC
www.CollinSBDC.com
We help business owners:
- Refine business plans
- Maximize the results of loan packages or investor documents
- Conduct a feasibility analysis of business expansion
- Strategize on how to grow their workforce
- Buy a business or franchise

Helping qualified businesses grow through access to capital and increase jobs in our community.

ENTREPRENEUR

ENTREPRENEURIAL CERTIFICATE SERIES
Certificate Series description:
http://www.collin.edu/ce/classes/entrepreneurial.html

Our Entrepreneurial Certificate Series is designed to give you the tools for success. Enroll in the entire series or select the courses you need to strengthen your business.
This series includes the four core courses plus any two of the elective courses.
Students who complete the Entrepreneurship Certificate Series will receive 5 free hours of specialized business consulting with Collin Small Business Development Center, including free in depth market research reports.

Take the four core courses:
- How to Start and Operate a Small Business
- How to Develop a Business Plan
- Accounting & Record Keeping in a Small Business
- How to Promote and Market Your Business

How to Start and Operate a Small Business
Subject: SBMT 7865 Hours: 12 Fee: $89
70590 8/27–9/5 TR 6:30–9:30 pm 202071 CY
70594 10/21–10/30 MW 6:30–9:30 pm 202071 PC

How To Develop a Business Plan
Subject: SBMT 7825 Hours: 12 Fee: $89
70591 9/10–9/19 TR 6:30–9:30 pm 202071 CY
70595 11/4–11/13 MW 6:30–9:30 pm 202071 PC

How To Promote and Market Your Business
Subject: SBMT 7830 Hours: 12 Fee: $89
70592 9/24–10/3 TR 6:30–9:30 pm 202071 CY
70598 11/18–12/11 MW 6:30–9:30 pm 202071 PC

Accounting & Record Keeping in a Small Business
Subject: SBMT 7815 Hours: 9 Fee: $89
70593 10/8–10/15 TR 6:30–9:30 pm 202071 CY
70599 12/4–12/11 MW 6:30–9:30 pm 202071 PC

Choose two electives from the list of six:
- Marketing and Business Management pg 10
- Branding, Logos and Multimedia pg 10
- Social, Local, Mobile and Email Marketing pg 10
- Search Engine Marketing Optimization pg 10
- Quickbooks - Beginner (higher level may be taken if already experienced with QuickBooks) pg 17
- Basic Bookkeeping pg 6

To be eligible to receive a certificate, students must complete all 6 courses with 90% attendance.

How to Start a Business Using eBay, Etsy or Poshmark
Subject: ENTR 7840 Hours: 15 Fee: $119
70386 8/31–9/28 S 9 am–noon 202071 CY
Build a career in creating special events or launch your own special events business. This interactive course is offered in partnership with Lovegevity’s Wedding Planning Institute (LWPI).

- Learn the fundamentals of planning, orchestrating and delivering social events
- Step-by-step methodology teaches a clear and concise formula for detailing the personal and professional aspects of any social event
- Understand all aspects of starting and operating a professional event planning business including contracts, pricing formulas, and marketing strategies and much more

FREE INFORMATION SESSION
Thursday, August 29, 6 pm – 8 pm

Information Sessions are held at the Courtyard Center, 4800 Preston Park Blvd., Plano, Texas 75093


Certified Wedding and Event Planner
Subject: WEDD 7205 Hours: 40 Fee: $995
70266 9/10–11/26 T 6-9:20 pm 202071 CY
Fee includes online materials and resources.

To be eligible to receive a certificate, students must complete all 7 courses with 90% attendance.

WE OFFER HUNDREDS OF ONLINE COURSES!
Check it out at www.collin.edu/ce/classes/online.html

Subscribe to the Continuing Education email newsletter today!
The e-letter connects you to the latest information about upcoming Continuing Education courses, workshops, and events to meet your career training needs.
### Human Resource Management Certificate Series

Certificate Series description: [http://www.collin.edu/ce/classes/hr-manage.html](http://www.collin.edu/ce/classes/hr-manage.html)

#### Emerging Issues In Human Resources
Subject: HRES 7480  Hours: 12  Fee: $89
- **CRN 70600**: 9/10-9/19 TR 6:30-9:30 pm 202071 CY
- **CRN 70606**: 9/16-9/25 MW 6:30-9:30 pm 202071 PC

#### Employee Labor Relations
Subject: HRES 7380  Hours: 12  Fee: $89
- **CRN 70601**: 9/24-10/3 TR 6:30-9:30 pm 202071 CY
- **CRN 70607**: 9/30-10/9 MW 6:30-9:30 pm 202071 PC

#### Employment Practices And Processes
Subject: HRES 7395  Hours: 12  Fee: $89
- **CRN 70602**: 10/8-10/17 TR 6:30-9:30 pm 202071 CY
- **CRN 70608**: 10/14-10/23 MW 6:30-9:30 pm 202071 PC

#### Employment Compliance for Human Resources Management
Subject: HRES 7490  Hours: 12  Fee: $89
- **CRN 70603**: 10/22-10/31 TR 6:30-9:30 pm 202071 CY
- **CRN 70609**: 10/28-11/6 MW 6:30-9:30 pm 202071 PC

#### HR Training and Development
Subject: HRES 7445  Hours: 12  Fee: $89
- **CRN 70604**: 11/5-11/14 TR 6:30-9:30 pm 202071 CY
- **CRN 70610**: 11/11-11/20 MW 6:30-9:30 pm 202071 PC

#### Total Pay
Subject: HRES 7420  Hours: 12  Fee: $89
- **CRN 70605**: 12/3-12/12 TR 6:30-9:30 pm 202071 CY
- **CRN 70611**: 12/2-12/11 MW 6:30-9:30 pm 202071 PC

To be eligible to receive a certificate, students must complete **all 6 courses with 90% attendance.**

### INSURANCE PROFESSIONAL CERTIFICATE SERIES

**Strategies for Successful Financial Planning Workshop**
Subject: FNCE 5000  Hours: 9  Fee: $69
- **CRN 70368**: 9/11-9/25 W 6-9 pm 202071 CY

**Human Resource Management Certificate Series**

**SHRM-CP and SHRM-SCP Certification Exam Preparation**
Subject: HRES 7435  Hours: 36  Fee: $999
- **CRN 70373**: 9/16–12/9 M 6:30-9:30 pm 202071 CY

Required Materials: Included with tuition.

To be eligible to receive a certificate, students must complete **all 3 courses with 90% attendance.**

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**Are you ready to pursue a career in the insurance industry?**

The 64 hour, three course Insurance Professional Certificate Series provides training for industry specific courses as well as time management skills to improve your work efficiency. Other essential knowledge, skills and abilities for the insurance industry include excellent verbal and written communication abilities as well as organizational skills. Anticipated growth in the next few years for Texas is 17%, with a median hourly wage in the DFW area of $31.78.

Email CEInfo@collin.edu for details or call 972.985.3750

**Find us on Facebook**
Collin College Continuing Education
[www.facebook.com/collincontinued](http://www.facebook.com/collincontinued)

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**TX All Lines Property & Casualty Pre-Licensing**
Subject: INSR 7485  Hours: 40  Fee: $249
- **CRN 70429**: 9/24–10/24 TR 6–10 pm 202071 CY

**Technical Writing for the Insurance Professional**
Subject: INSR 7486  Hours: 15  Fee: $79
- **CRN 70431**: 11/5–11/19 TR 6:30–9:30 pm 202071 CY

**Time Management**
Subject: BMGT 7100  Hours: 9  Fee: $69
- **CRN 70432**: 12/3–12/17 T 6:30–9:30 pm 202071 CY

To be eligible to receive a certificate, students must complete **all 3 courses with 90% attendance.**
### LOGISTICS MATERIALS MANAGEMENT

**Logistics and Materials Management Certificate Series**

Certificate Series description: [http://www.collin.edu/ce/classes/logistics.html](http://www.collin.edu/ce/classes/logistics.html)

The Logistics Certificate Series prepares you to plan and sequence materials so that operations can produce goods and services to meet forecasts and customer demands. Learn the basics of planning and managing inventory, raw materials, purchased components, work-in-progress and finished goods.

**Introduction to Logistics and Materials Management**

Subject: LOGI 7570

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**Material Planning Basics**

Subject: LOGI 7580

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**Forecasts and Customer Orders**

Subject: LOGI 7565

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**Purchasing and Receiving Raw and Purchased Components**

Subject: LOGI 7585

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**Executing the Plans for Buy Items**

Subject: LOGI 7560

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**Detailed Scheduling For Make Items**

Subject: LOGI 7570

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To be eligible to receive a certificate, students must complete all 6 courses with 90% attendance.

### MARKETING

**Marketing Managers, Brand Managers, Product Managers, and Merchandise Managers are in demand!**

Businesses are seeking individuals who are proficient in building complete marketing campaigns that utilize multiple platforms and tools for optimal sales and marketing results. The Digital Marketing & Brand Management series and the Marketing Project Certificate series are ideal for these individuals.

Our courses are taught by industry-leading marketing professionals who are knowledgeable about current trends and technologies.

You may also be interested in hands-on Digital Marketing courses found on page 18.

**Marketing Project Certificate Series**

Certificate Series description: [http://www.collin.edu/ce/classes/market-project.html](http://www.collin.edu/ce/classes/market-project.html)

**Marketing Principles**

Subject: MRKT 7640

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**Marketing & Business Management**

Subject: MRKT 7630

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**Developing an Effective Marketing Plan**

Subject: MRKT 7520

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**Marketing Using Digital Platforms**

Subject: MRKT 7560

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To be eligible to receive a certificate, students must complete all 4 courses with 90% attendance.

**Digital Marketing & Brand Management Certificate Series**


**Digital Brand Management**

Subject: MRKT 7625

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>70585</td>
<td>10/5-10/12</td>
<td>S</td>
<td>9 am–4 pm</td>
<td>202071</td>
<td>PC</td>
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</tbody>
</table>

**Branding, Logos and Multimedia**

Subject: MRKT 7619

<table>
<thead>
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<th>Day(s)</th>
<th>Time</th>
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<th>Location</th>
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</thead>
<tbody>
<tr>
<td>70586</td>
<td>10/19-10/26</td>
<td>S</td>
<td>9 am–4 pm</td>
<td>202071</td>
<td>PC</td>
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</table>

**Social, Local, Mobile and Email Marketing**

Subject: MRKT 7660

<table>
<thead>
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<th>CRN</th>
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<th>Term</th>
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<tbody>
<tr>
<td>70587</td>
<td>11/2-11/9</td>
<td>S</td>
<td>9 am–4 pm</td>
<td>202071</td>
<td>PC</td>
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</table>

**Search Engine Marketing Optimization**

Subject: MRKT 7655

<table>
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</thead>
<tbody>
<tr>
<td>70588</td>
<td>11/16-11/23</td>
<td>S</td>
<td>9 am–4 pm</td>
<td>202071</td>
<td>PC</td>
</tr>
</tbody>
</table>

To be eligible to receive a certificate, students must complete all 4 courses with 90% attendance.

---

**All Collin College campuses will be CLOSED and Continuing Education Classes will not meet Aug. 16, Sept. 2, Nov. 27-Dec. 1, Dec. 21-Jan. 1**

All classes that meet for more than 5 hours will have a one-hour break for lunch.

---

**LEGEND FOR DAYS AND LOCATIONS**

**Day Abbreviations:**

- M–Monday
- T–Tuesday
- W–Wednesday
- R–Thursday
- F–Friday
- S–Saturday
- U–Sunday

**Location Abbreviations:**

- AL–Allen Center
- CC–Mckinney Campus
- CHE–Collin Higher Education Center
- CY–Courtyard Center
- PC–Frisco Campus
- RW–Rockwall Center
- SC–Plano Campus
- WW–Online
MEDIATION

Understanding Conflict and Resolution Strategies
Subject: MEDI 7540  Hours: 15  Fee: $115
70370 8/27–9/10  TR  6:30–9:30 pm  202071  PC

Negotiation Skills
Subject: MEDI 7545  Hours: 15  Fee: $115
Prerequisites: Understanding Conflict and Resolution Strategies; Basic Mediation Certificate
70372 10/29–11/12  TR  6:30–9:30 pm  202071  PC

To be eligible to receive a certificate, students must complete all 4 courses with 90% attendance.

You may also be interested in Notary courses on page 12

What is a Linked Course?

Linked Courses mix credit and non-credit students in the same learning environment, ensuring the same rigorous standards are met in your education. Offered in areas as varied as computer technology, dance, real estate and health care, these courses provide college credit for credit students and continuing education units (CEUs) for continuing education students.

Continuing Education students pay the CE course tuition rate. Credit students pay the academic course tuition rate based on location of residence.

CE students complete a quick admission process and space is limited for select Linked Courses

For updated list of Linked Courses, please go to http://www.collin.edu/ce/classes/linked.html

NONPROFIT

Certificate Series description:
http://www.collin.edu/ce/classes/nonprofit.html

Are you involved with a nonprofit or passionate about a nonprofit idea? Have you considered starting a nonprofit, but unsure where to begin? Is your nonprofit struggling to sustain economic viability?

Our nonprofit courses provide you with the knowledge in six core areas to develop, grow and sustain your nonprofit organization. Taught by experts in the nonprofit arena, students who complete the series will have a well-rounded understanding of the nonprofit sector and valuable tools to assist them in their nonprofit goals.

Enroll in the entire series or select the courses you need to strengthen your skills in the nonprofit sector. Students who complete at least five courses are eligible to receive a certificate.

You may also be interested in Notary courses on page 12

What is a Linked Course?

Linked Courses mix credit and non-credit students in the same learning environment, ensuring the same rigorous standards are met in your education. Offered in areas as varied as computer technology, dance, real estate and health care, these courses provide college credit for credit students and continuing education units (CEUs) for continuing education students.

Continuing Education students pay the CE course tuition rate. Credit students pay the academic course tuition rate based on location of residence.

CE students complete a quick admission process and space is limited for select Linked Courses

For updated list of Linked Courses, please go to http://www.collin.edu/ce/classes/linked.html

QuickBooks courses are listed on page 17
Notary Professional
Subject: NOTA 7010  Hours: 9  Fee: $169
70388  9/14-9/21  S  9 am-1 pm  202071  CY
70395  10/12-10/19  S  9 am-1 pm  202071  CY
70405  11/9-11/16  S  9 am-1 pm  202071  CY

Notary Public / Texas Notary Law and Procedures
Subject: NOTA 7000  Hours: 4  Fee: $79
70391  9/14  S  9 am-1 pm  202071  CY
70397  10/12  S  9 am-1 pm  202071  CY
70407  11/9  S  9 am-1 pm  202071  CY

Notary Signing Agent
Subject: NOTA 7005  Hours: 5  Fee: $109
Prerequisite: Notary Public/Texas Notary Law and Procedures
70393  9/21  S  9 am-2 pm  202071  CY
70399  10/19  S  9 am-2 pm  202071  CY
70408  11/16  S  9 am-2 pm  202071  CY

PROJECT MANAGEMENT

Project Management Certificate Series
Certificate Series description:
http://www.collin.edu/ce/classes/project-manage.html
Subject: PMGT 7155  Hours: 72  Fee: $539
70573  9/9-12/4  MW  6:30-9:30 pm  202071  CY
70612  9/9-12/5  TR  6:30-9:30 pm  202071  PC

Introduction to Project Management
Subject: PMGT 7141  Hours: 12  Fee: $99
70574  9/9-9/18  MW  6:30-9:30 pm  202071  CY
70613  9/10-9/19  TR  6:30-9:30 pm  202071  PC

Integration and Scope Management
Subject: PMGT 7140  Hours: 12  Fee: $99
70576  9/23-10/2  MW  6:30-9:30 pm  202071  CY
70614  9/24-10/3  TR  6:30-9:30 pm  202071  PC

Time and Cost Management
Subject: PMGT 7165  Hours: 12  Fee: $99
70578  10/7-10/16  MW  6:30-9:30 pm  202071  CY
70615  10/8-10/17  TR  6:30-9:30 pm  202071  PC

Human Resources and Quality Management
Subject: PMGT 7135  Hours: 12  Fee: $99
70579  10/21-10/30  MW  6:30-9:30 pm  202071  CY
70616  10/22-10/31  TR  6:30-9:30 pm  202071  PC

Communications and Risk Management
Subject: PMGT 7130  Hours: 12  Fee: $99
70581  11/4-11/13  MW  6:30-9:30 pm  202071  CY
70617  11/5-11/14  TR  6:30-9:30 pm  202071  PC

Procurement and Stakeholder Management
Subject: PMGT 7150  Hours: 12  Fee: $99
70582  11/18-12/4  MW  6:30-9:30 pm  202071  CY
70618  11/19-12/5  TR  6:30-9:30 pm  202071  PC

Courses below are not part of the Certificate Series
Project Management Certification Preparation
Subject: PMGT 7160  Hours: 15  Fee: $299
70584  12/9-12/18  MWF  6:30-9:30 pm  202071  CY

Students may order textbooks online at http://collin.bncollege.com.

WE OFFER HUNDREDS OF ONLINE COURSES!
Check it out at www.collin.edu/ce/classes/online.html

OPERATIONS AND SUPPLY CHAIN MANAGEMENT

Operations and Supply Chain Management Certificate Series
Certificate Series description:
http://www.collin.edu/ce/classes/operations.html

Introduction to Operations and Supply Chain Management Principles
Subject: OPMT 7110  Hours: 12  Fee: $79
70625  8/31-9/14  S  8 am-noon  202071  CY

Global Supply Chain Management
Subject: OPMT 7120  Hours: 12  Fee: $79
70626  9/21-10/5  S  8 am-noon  202071  CY

Planning and Control
Subject: OPMT 7125  Hours: 12  Fee: $79
70627  10/12-10/26  S  8 am-noon  202071  CY

Continuous Improvement
Subject: OPMT 7105  Hours: 12  Fee: $79
70628  11/2-11/16  S  8 am-noon  202071  CY

To be eligible to receive a certificate, students must complete all 4 courses with 90% attendance.
### REAL ESTATE LICENSURE CLASSES

Only these six courses count towards the Real Estate Sales Agent license: Principles I, Principles II, Law of Agency, Law of Contracts, Finance and Contract Forms. Courses may be taken in any sequence except Law of Contracts must be taken before Contract Forms. The Real Estate courses may be taken through Continuing Education as a Linked course or for college credit. All students must satisfy the attendance and syllabus requirements for each course. * Fee applies to CE students only.

To register call 972.985.3711 or register online at [http://cougarweb.collin.edu/](http://cougarweb.collin.edu/)

For more information on Real Estate requirements, contact Bill Kukla at 469.365.1801 or wkukla@collin.edu

Textbooks approx. cost: $225 at the Frisco bookstore in Founder's Hall.

Courses meet at the Frisco Campus, (PC), Heritage Hall, 9700 Wade Boulevard, Frisco, TX 75035

#### Online Principles of Real Estate I & II

The following courses are offered online using Canvas.

<table>
<thead>
<tr>
<th>CRN</th>
<th>CE Subject</th>
<th>Course Name</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>70040</td>
<td>RELE1001.XW1</td>
<td>Principles of Real Estate I</td>
<td>8/26–9/28</td>
<td>MW</td>
<td>8:30 am–12:40 pm</td>
</tr>
<tr>
<td>70041</td>
<td>RELE1038.XW1</td>
<td>Principles II</td>
<td>8/26–9/28</td>
<td>MW</td>
<td>6 pm–10:10 pm</td>
</tr>
<tr>
<td>70042</td>
<td>RELE1001.XW5</td>
<td>Principles I</td>
<td>8/27–9/28</td>
<td>TR</td>
<td>8:30 am–12:40 pm</td>
</tr>
<tr>
<td>70043</td>
<td>RELE1038.XW5</td>
<td>Principles II</td>
<td>8/27–9/28</td>
<td>TR</td>
<td>6 pm–10:10 pm</td>
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#### Mini Semester I

<table>
<thead>
<tr>
<th>CRN</th>
<th>Credit CRN</th>
<th>CE Subject</th>
<th>Course Name</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>70050</td>
<td>13000</td>
<td>RELE1001.XP2</td>
<td>Principles of Real Estate I</td>
<td>8/26–9/28</td>
<td>MW</td>
<td>8:30 am–12:40 pm</td>
</tr>
<tr>
<td>70051</td>
<td>15701</td>
<td>RELE1001.XP7</td>
<td>Principles of Real Estate II</td>
<td>8/26–9/28</td>
<td>MW</td>
<td>6 pm–10:10 pm</td>
</tr>
<tr>
<td>70052</td>
<td>10452</td>
<td>RELE2001.XP1</td>
<td>Law of Agency</td>
<td>8/27–9/28</td>
<td>TR</td>
<td>8:30 am–12:40 pm</td>
</tr>
<tr>
<td>70053</td>
<td>12301</td>
<td>RELE1019.XP8</td>
<td>Finance</td>
<td>8/27–9/28</td>
<td>TR</td>
<td>6 pm–10:10 pm</td>
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</table>

#### Mini Semester II

<table>
<thead>
<tr>
<th>CRN</th>
<th>Credit CRN</th>
<th>CE Subject</th>
<th>Course Name</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>70054</td>
<td>10456</td>
<td>RELE1038.XP1</td>
<td>Principles of Real Estate II</td>
<td>9/30–11/2</td>
<td>MW</td>
<td>8:30 am–12:40 pm</td>
</tr>
<tr>
<td>70055</td>
<td>11496</td>
<td>RELE1038.XP7</td>
<td>Principles of Real Estate II</td>
<td>9/30–11/2</td>
<td>MW</td>
<td>6 pm–10:10 pm</td>
</tr>
<tr>
<td>70056</td>
<td>10460</td>
<td>RELE1011.XP1</td>
<td>Law of Contracts</td>
<td>10/1–11/2</td>
<td>TR</td>
<td>8:30 am–12:40 pm</td>
</tr>
<tr>
<td>70057</td>
<td>12037</td>
<td>RELE1011.XP7</td>
<td>Law of Contracts</td>
<td>10/1–11/2</td>
<td>TR</td>
<td>6 pm–10:10 pm</td>
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</table>

#### Mini Semester III

<table>
<thead>
<tr>
<th>CRN</th>
<th>Credit CRN</th>
<th>CE Subject</th>
<th>Course Name</th>
<th>Dates</th>
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<tbody>
<tr>
<td>70071</td>
<td>11787</td>
<td>RELE1019.XP1</td>
<td>Finance</td>
<td>11/4–12/14</td>
<td>MW</td>
<td>8:30 am–12:40 pm</td>
</tr>
<tr>
<td>70069</td>
<td>11788</td>
<td>RELE1000.XP1</td>
<td>Contract Forms &amp; Addenda</td>
<td>11/5–12/14</td>
<td>TR</td>
<td>8:30 am–12:40 pm</td>
</tr>
<tr>
<td>70070</td>
<td>12038</td>
<td>RELE1000.XP7</td>
<td>Contract Forms &amp; Addenda</td>
<td>11/5–12/14</td>
<td>TR</td>
<td>6 pm–10:10 pm</td>
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</tbody>
</table>

#### Weekend Schedule I

Note: Held for three consecutive weekends at the following meeting times:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Credit CRN</th>
<th>CE Subject</th>
<th>Course Name</th>
<th>Dates</th>
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<th>Time</th>
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<tbody>
<tr>
<td>70048</td>
<td>13788</td>
<td>RELE1007.XP7</td>
<td>Real Estate Investments</td>
<td>9/13–9/29</td>
<td>F</td>
<td>5:30 pm–10:10 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>8 am–1 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>U</td>
<td>12:30 pm–6:10 pm</td>
</tr>
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</table>

#### Weekend Schedule II

Note: Held for five consecutive weekends at the following meeting times:

<table>
<thead>
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<th>CRN</th>
<th>Credit CRN</th>
<th>CE Subject</th>
<th>Course Name</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>70049</td>
<td>12871</td>
<td>RELE1019.XP6</td>
<td>Finance</td>
<td>11/8–12/15</td>
<td>F</td>
<td>5:30 pm–9:40 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>9 am–1:10 pm</td>
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</tbody>
</table>
## TEACHER TRAINING


<table>
<thead>
<tr>
<th>Montessori 1: Practical Life Exercises</th>
<th>Subject: CHDV 7290</th>
<th>Hours: 24</th>
<th>Fee: $300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: Students must have a high school diploma and be able to write and speak English fluently</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70267 9/9-10/14 M 6-10 pm 202071 CY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70270 9/10-10/15 T 6-10 pm 202071 WW</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70268 9/12-10/17 R 6-10 pm 202071 CY</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Montessori 2: Sensorial Exercises</th>
<th>Subject: CHDV 7295</th>
<th>Hours: 24</th>
<th>Fee: $300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: Students must have a high school diploma and be able to write and speak English fluently</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70271 10/21-12/2 M 6-10 pm 202071 CY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70273 10/22-12/3 T 6-10 pm 202071 WW</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>70272 10/24-12/5 R 6-10 pm 202071 CY</td>
<td></td>
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</table>

### Workshops

<table>
<thead>
<tr>
<th>Art &amp; Music in the Early Childhood Classroom</th>
<th>Subject: CHDV 7320</th>
<th>Hours: 4</th>
<th>Fee: $69</th>
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</thead>
<tbody>
<tr>
<td>70275 10/5 S 9 am-1 pm 202071 CY</td>
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</table>

<table>
<thead>
<tr>
<th>Fall Montessori Teacher’s Workshop</th>
<th>Subject: CHDV 7320</th>
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</thead>
<tbody>
<tr>
<td>70277 11/9 S 9 am-1 pm 202071 CY</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Classroom Management &amp; Peace Education</th>
<th>Subject: CHDV 7293</th>
</tr>
</thead>
<tbody>
<tr>
<td>70278 12/7 S 9 am-1 pm 202071 CY</td>
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</tbody>
</table>

### Pre-Service Training For Child Care Personnel

<table>
<thead>
<tr>
<th>Subject: CHDV 7335</th>
<th>Hours: 8</th>
<th>Fee: $109</th>
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</thead>
<tbody>
<tr>
<td>70274 9/21 S 9 am-6 pm 202071 CY</td>
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</tbody>
</table>

### How to Start A Child Care Business

<table>
<thead>
<tr>
<th>Subject: CHDV 7355</th>
<th>Hours: 8</th>
<th>Fee: $109</th>
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<tbody>
<tr>
<td>70276 10/19 S 9 am-6 pm 202071 CY</td>
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<td></td>
</tr>
</tbody>
</table>

### Enroll Your Employees in These Classes for FREE!

Apply for the Skills for Small Business grant through the Texas Workforce Commission and receive between $900 to $1,800 per employee for any Workforce Development or Computer Education courses in our Continuing Education schedule.


For local information call 972.599.3130

Submit applications at least two weeks prior to first class.

## TEACHERS! Complete your CPE hours ONLINE

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Below are just a few of our most popular continuing education courses:

- Creating the Inclusive Classroom: Strategies for Success
- Differentiated Instruction in the Classroom
- Enhancing Language Development in Childhood
- Integrating Technology in the Classroom
- Survival Kit for New Teachers
- Teaching Students With Autism: Strategies for Success

Over 25 Continuing Education Certified Online Courses!

[https://www.ed2go.com/collince/](https://www.ed2go.com/collince/)

855.520.6806
## ELECTRICAL WIRING

Learn the theory of residential electric circuits and have the opportunity for hands-on practice. Appropriate for electrical apprentices, and homeowners wishing to modify or better understand their home electrical system.

### Basic Electrical Wiring
- Subject: JRNY 7495
- Hours: 32
- Fee: $179
- Required Materials: Text
- CRN: 70082
  - 9/3–10/3
  - TR
  - 6:30–9:45 pm
  - 202071 CY
  - Last class ends at 9:15 pm

### Commercial Industrial Wiring
- Subject: TRDE 7890
- Hours: 19
- Fee: $119
- Prerequisites: Basic Electrical Wiring
- Required Materials: Text
- CRN: 70085
  - 12/3–12/19
  - TR
  - 6:30–9:40 pm
  - 202071 CY

## ELECTRICIAN PRE-APPRENTICESHIP

Interested in becoming an Electrician? Prepare to enter an Apprenticeship Program and train with an electrical contractor. Contact CEInfo@collin.edu for more details and registration information.

### Basic Electrical Wiring
- Subject: JRNY 7895
- Hours: 48
- Fee: $325
- Required Materials: Text
- CRN: 70082
  - 9/9–10/30
  - MW
  - 6–9 pm
  - 202071 CY

### Commercial Industrial Wiring
- Subject: TRDE 7890
- Hours: 19
- Fee: $119
- Prerequisites: Basic Electrical Wiring
- Required Materials: Text
- CRN: 70085
  - 12/3–12/19
  - TR
  - 6:30–9:40 pm
  - 202071 CY

### Certified Fiber Optics Technician (CFOT)
- Subject: FIBR 7375
- Hours: 24
- Fee: $700
- CRN: 70279
  - 10/14–10/16
  - MTW
  - 8 am–5 pm
  - 202071 CY

### Certified Fiber Optics Specialist-Testing/Maintenance (CFOS/T)
- Subject: FIBR 7365
- Hours: 16
- Fee: $675
- Prerequisites: Successful completion of FOA CFOT course within the preceding 12 months or renewal of FOA membership during that time frame.
- CRN: 70280
  - 10/17–10/18
  - RF
  - 8 am–5 pm
  - 202071 CY

### Certified Fiber Optics Specialist Outside Plant (CFOS/O)
- Subject: FIBR 7380
- Hours: 14
- Fee: $775
- Prerequisites: CFOT
- CRN: 70281
  - 10/19–10/20
  - S
  - 8 am–6 pm
  - 202071 CY
  - U
  - noon–5 pm

---

**Subscribed to the Continuing Education email newsletter today!**

The e-letter connects you to the latest information about upcoming Continuing Education courses, workshops, and events to meet your career training needs.

Unless otherwise stated, course prerequisites are not strict requirements for enrolling in a course. However, they serve as a good guideline for student self-assessment of prior knowledge and experience before enrollment.

In-A-Day Computer Business Applications
These 8-hour accelerated one-day courses provide refresher training for on-the-go professionals. (Not recommended for introductory training.)
- Friday or *Saturday, 8 am–5 pm
- Fee: $99
- Required Materials: Text
- Location: Courtyard Center (CY)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
<th>Location</th>
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<tbody>
<tr>
<td>Basic Excel</td>
<td>70191</td>
<td>9/20</td>
<td></td>
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<tr>
<td></td>
<td>70197</td>
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<td>Intermediate Excel</td>
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<td>11/1</td>
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<tr>
<td>Advanced Excel</td>
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<td>11/8</td>
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<tr>
<td>MS Excel PivotTable Skills - Basic</td>
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<td>11/15</td>
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<tr>
<td>MS Excel PivotTable Skills - Advanced</td>
<td>70158</td>
<td>11/16*</td>
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<tr>
<td>MS Excel Formula and Function Skills</td>
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<td>MS Excel Macro Skills</td>
<td>70161</td>
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<tr>
<td>Data Visualization with Tableau</td>
<td>70162</td>
<td>12/13</td>
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<td></td>
<td>70163</td>
<td>12/14*</td>
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</tbody>
</table>

Weekend Warrior Series
Upgrade your skills in one weekend. Spend all day Saturday and half of Sunday with us and gain the knowledge you need. All classes cover basic to intermediate software features in a hands-on computer lab. Saturday class breaks one hour for lunch.
- Hours: 12
- Fee: $149
- Saturdays 8 am–5 pm and Sundays 1–5 pm
- Materials Needed: Text
- Location: Courtyard Center (CY)

<table>
<thead>
<tr>
<th>Course Name</th>
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<td>Microsoft Project</td>
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<tr>
<td>Microsoft Excel I</td>
<td>70183</td>
<td>12/14–12/15</td>
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</table>

Workshops
Learn how to use these popular applications with ease in a hands-on computer lab.
- Fee: $39 for 1–session courses
- Location: Courtyard Center (CY)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
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<th>Time</th>
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<tr>
<td>LinkedIn - Basics</td>
<td>70223</td>
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<td>W</td>
<td>9 am–noon</td>
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<tr>
<td>LinkedIn - Advanced</td>
<td>70189</td>
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Computer Keyboarding
Subject: COMP 6300
Hours: 21
Fee: $119
Required Materials: Text

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<tr>
<td>70145</td>
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<td>70147</td>
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<td>CY</td>
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</table>

Most computer courses require keyboarding speeds of at least 20 words per minute.

Introduction To Personal Computers
Subject: COMP 6305
Hours: 15
Fee: $109
Required Materials: Text

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<td>70173</td>
<td>10/1–10/15</td>
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<tr>
<td>70221</td>
<td>10/26–11/23</td>
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Windows 10 – Beginner
Subject: COMP 6315
Hours: 18
Fee: $129
Prerequisites: Computer Keyboarding or ability to type at least 20 WPM
Required Materials: Text

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<th>Day(s)</th>
<th>Term</th>
<th>Location</th>
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<td>70210</td>
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<td>70200</td>
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Microsoft Word I
Subject: MOFF 6655
Hours: 18
Fee: $129
Prerequisite: Microsoft Windows and the ability to type at least 20 wpm
Required Materials: Text

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<td>70202</td>
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<td>70355</td>
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<td>70378</td>
<td>10/30–11/18</td>
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</table>

Administrative Assistant Certificate Series
If you are taking more than one of the Microsoft Office level 1 courses, you may be interested in the Administrative Assistant Certificate Series on page 6 or the Medical Administrative Assistant on page 28.
Microsoft Word II
Subject: MOFF 6660  Hours: 18  Fee: $129
Prerequisite: Microsoft Word I
Required Materials: Text
70238 9/17–10/3  TR 6:30–9:30 pm  202071 CY
70381 11/20–12/11  MW 9 am–noon  202071 CY
70218 12/3–12/19  TR 1–4 pm  202071 CY

Microsoft Excel I
Subject: MOFF 6625  Hours: 18  Fee: $129
Prerequisites: Microsoft Windows
Required Materials: Text
70384 9/10–9/26  TR 6:30–9:30 pm  202071 CHE
70357 9/24–10/10  TR 1–4 pm  202071 CY
70239 9/25–10/7  MWF 9 am–noon  202071 CY
70201 11/1–12/13  F 6:30–9:30 pm  202071 CY
70217 12/3–12/19  TR 9 am–noon  202071 CY

Microsoft Excel II
Subject: MOFF 6630  Hours: 18  Fee: $129
Prerequisites: Microsoft Excel I
Required Materials: Text
70389 10/1–10/17  TR 6:30–9:30 pm  202071 CHE
70243 10/9–10/21  MWF 9 am–noon  202071 CY
70159 12/3–12/19  TR 1–4 pm  202071 CY

Microsoft Excel III
Subject: MOFF 6635  Hours: 18  Fee: $129
Prerequisites: Microsoft Excel II
Required Materials: Text
70392 10/22–11/7  TR 6:30–9:30 pm  202071 CHE

Microsoft Access I
Subject: MOFF 6610  Hours: 18  Fee: $129
Prerequisite: Microsoft Windows
Required Materials: Text
70193 10/8–10/24  TR 6:30–9:30 pm  202071 CY
70249 11/6–11/18  MWF 9 am–noon  202071 CY

Microsoft Access II
Subject: MOFF 6615  Hours: 18  Fee: $129
Prerequisite: Microsoft Access I
Required Materials: Text
70195 10/29–11/14  TR 6:30–9:30 pm  202071 CY

Microsoft PowerPoint I
Subject: MOFF 6650  Hours: 15  Fee: $109
Prerequisites: Microsoft Windows
Required Materials: Text
70219 9/21–10/19  S 1–4 pm  202071 CY
70148 9/24–10/8  TR 1–4 pm  202071 CY
70362 10/15–10/29  TR 1–4 pm  202071 CY

Microsoft Outlook I
Subject: MOFF 6645  Hours: 15  Fee: $119
70146 9/20–10/18  F 6:30–9:30 pm  202071 CY
70152 10/29–11/12  TR 1–4 pm  202071 CY

Unless otherwise stated, course prerequisites are not strict requirements for enrolling in a course. However, they serve as a good guideline for student self-assessment of prior knowledge and experience before enrollment.

Microsoft Office System
Subject: MOFF 6640  Hours: 24  Fee: $159
Prerequisite: Microsoft Windows
Required Materials: Text
70207 9/10–10/3  TR 9 am–noon  202071 CY
70151 10/9–11/4  MW 9 am–noon  202071 CY
70199 10/22–12/10  T 6:30–9:30 pm  202071 CY

QuickBooks Online
Subject: ACNT 6020  Hours: 32  Fee: $289
Prerequisite: QuickBooks Intermediate or equivalent experience
Required Materials: Text (This class is conducted in classroom, not online.)
70412 9/7–10/26  S 8 am–noon  202071 PC
70175 10/4–11/22  F 1–5 pm  202071 CY

QuickBooks – Beginner
Subject: ACNT 6005  Hours: 16  Fee: $144
Prerequisite: Familiarity with computer keyboarding and Microsoft Windows.
Required Materials: Text
70411 8/28–9/18  W 6–10 pm  202071 PC
70168 8/30–9/6  F 9 am–6 pm  202071 CY
70170 9/17–9/26  TR 5:30–9:30 pm  202071 CY
70169 9/3–9/12  TR 5:30–9:30 pm  202071 CY
70177 10/29–11/7  TR 5:30–9:30 pm  202071 CY

QuickBooks – Intermediate
Subject: ACNT 6010  Hours: 16  Fee: $144
Prerequisite: QuickBooks – Beginner.
Required Materials: Text
70171 9/20–9/27  F 9 am–6 pm  202071 CY
70413 9/25–10/16  W 6–10 pm  202071 PC
70174 10/1–10/10  TR 5:30–9:30 pm  202071 CY
70179 11/12–11/21  TR 5:30–9:30 pm  202071 CY

QuickBooks – Advanced
Subject: ACNT 6000  Hours: 12  Fee: $119
Prerequisite: QuickBooks Intermediate or equivalent experience
Required Materials: Text
70176 10/15–10/17  TWR 5:30–9:30 pm  202071 CY
70414 10/30–11/13  W 6–10 pm  202071 PC
70180 12/3–12/5  TWR 5:30–9:30 pm  202071 CY

QuickBooks User Certification
Subject: ACNT 6015  Hours: 16  Fee: $144
Required Materials: Text
70182 12/10–12/19  TR 5:30–9:30 pm  202071 CY

What software version will I learn?
Adobe Creative Cloud
Autodesk 3ds Max 2019
Autodesk AutoCAD 2019
Autodesk Revit 2019
Intuit QuickBooks 2019
Microsoft Office 2016
Microsoft Windows 10
SolidWorks 2019
VMware vSphere 6.5

BUSINESS APPLICATIONS

Autodesk AutoCAD 2019
Autodesk 3ds Max 2019
Intuit QuickBooks 2019
Microsoft Windows 10
Adobe Creative Cloud
Microsoft Office 2016
VMware vSphere 6.5

Fall 2019   To Register, call or click: 972.985.3711   http://cougarweb.collin.edu
### COMPUTER AIDED DESIGN AND DRAFTING

#### AutoCAD – Fundamentals
Subject: CADD 6255  
Hours: 24  
Fee: $529  
Prerequisite: Familiarity with Windows OS  
Required Materials: Text

<table>
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<th>Date(s)</th>
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<th>Time</th>
<th>Term</th>
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<tr>
<td>70245</td>
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<td>S</td>
<td>8 am–5 pm</td>
<td>202071</td>
<td>CY</td>
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#### AutoCAD – Advanced
Subject: CADD 6250  
Hours: 18  
Fee: $319  
Prerequisite: AutoCAD – Fundamentals, or equivalent experience  
Required Materials: Text

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<td>S</td>
<td>9 am–4 pm</td>
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#### Revit Architecture – Essentials
Subject: CADD 6270  
Hours: 24  
Fee: $359  
Prerequisite: Familiarity with Windows OS  
Required Materials: Text

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#### SolidWorks Essentials
Subject: CADD 6280  
Hours: 18  
Fee: $219  
Prerequisite: Mechanical design experience and familiarity with Windows operating system  
Required Materials: Text

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#### SolidWorks Advanced
Subject: CADD 6275  
Hours: 24  
Fee: $249  
Prerequisite: SolidWorks Essentials  
Required Materials: Text

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<th>Time</th>
<th>Term</th>
<th>Location</th>
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### WEB TECHNOLOGIES

**Interested in Digital Marketing or becoming a Social Media Manager or Director?**

The certificate series listed below can help you achieve that goal. Businesses seek Digital Marketing & Social Media Managers with skills who can use cross functional approaches to generate leads, sales and revenue; customer retention and loyalty; future sales for new or existing customers.

The following courses provide a structured method to acquire these skills, taught by industry-leading digital marketing and social media professionals.

You may also be interested in Marketing courses found on page 10.

#### DIGITAL MARKETING CERTIFICATE


**Take the four core classes (pg. 10):**
- Business Intelligence (BIA)  
- Using Google Analytics  
- Internet Marketing (IM)  
- Using Google AdWords  
- Wordpress (WEB)  
- Basic

**PLUS take four elective courses from this list:**
- E-Commerce for Wordpress – Basic  
- E-Commerce for Wordpress – Advanced  
- Internet Marketing Using YouTube  
- SEO for Small Business - Advanced  
- Social Media Marketing Technologies - Basics  
- Wordpress - Intermediate  
- Wordpress – Advanced  
- Photoshop I (pg. 35)

**Expand your skills by completing the Social Media Certificates after completing the Digital Marketing Certificate!**

See the next page for the Social Media Certificates.

To be eligible to receive a certificate, students must complete 4 core and 4 elective courses with 90% attendance.

#### WordPress – Basic
Subject: WEBT 7195  
Hours: 18  
Fee: $169  
Prerequisites: Familiarity with the Internet  
Required Materials: Text

<table>
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<td>70123</td>
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<td>70215</td>
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<td>MW</td>
<td>9 am–noon</td>
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#### WordPress – Intermediate
Subject: WEBT 7196  
Hours: 18  
Fee: $169  
Prerequisite: Wordpress – Basic, or equivalent experience; working knowledge of HTML, CSS; PHP experience a plus, but not required  
Required Materials: Text

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<td>9 am–noon</td>
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#### WordPress – Advanced
Subject: WEBT 7200  
Hours: 18  
Fee: $169  
Prerequisite: Wordpress – Basic or equivalent experience, required materials  
Required Materials: Text

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#### E-Commerce for WordPress – Basic
Subject: WEBT 7374  
Hours: 12  
Fee: $129  
Prerequisites: Wordpress – Basic

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<th>Term</th>
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#### E-Commerce for WordPress – Intermediate
Subject: WEBT 7376  
Hours: 12  
Fee: $129  
Prerequisite: Wordpress – Basic, or equivalent experience; working knowledge of HTML, CSS; PHP experience a plus, but not required  
Required Materials: Text

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<th>Day(s)</th>
<th>Time</th>
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</table>
SOCIAL MEDIA CERTIFICATES

Expand your skills by completing the Social Media Certificates after completing the Digital Marketing Certificate!

Social Media Manager Certificate
After completing the Digital Marketing Certificate (or Internet Marketing Certificate), complete four additional electives to earn a Social Media Manager Certificate.

Social Media Director Certificate
After completing the Digital Marketing Certificate and the Social Media Manager Certificate, complete two additional electives to earn a Social Media Director Certificate.

- Amplify Reach across Multiple Social Networks
- Email Marketing
- Facebook Blueprint
- Internet Marketing – The Value First Strategy
- Internet Marketing Using Targeted Content
- LinkedIn Strategies for Businesses
- Social Media Marketing Technologies – Advanced

To be eligible to receive certificates, students must complete the required elective courses with 90% attendance.

Unless otherwise stated, course prerequisites are not strict requirements for enrolling in a course. However, they serve as a good guideline for student self-assessment of prior knowledge and experience before enrollment.
WEB DEVELOPMENT

HyperText Markup Language (HTML)
Subject: WEBT 7120 Hours: 18 Fee: $169
Prerequisite: Familiarity with the Internet. Required Materials: Text
70116 9/6–10/11 F 6:30–9:30 pm 202071 CY
70172 9/25–10/14 MW 9 am–noon 202071 CY
70134 11/2–12/14 S 1–4 pm 202071 CE

Cascading Style Sheets (CSS)
Subject: WEBT 7090 Hours: 15 Fee: $159
Prerequisite: HyperText Markup Language Text Required Materials: Text
70130 10/18–11/15 F 6:30–9:30 pm 202071 CY
70178 10/30–11/13 MW 9 am–noon 202071 CY

UX/UI Basics with Adobe XD
Subject: WEBT 7430 Hours: 18 Fee: $179
70410 9/24–10/29 T 6:30–9:30 pm 202071 CY

Introduction to PHP & MySQL
Subject: WEBT 7145 Hours: 24 Fee: $269
Prerequisite: HTML Required Materials: Text
70361 10/4–11/22 F 6:30–9:30 pm 202071 CY

Introduction to JavaScript
Subject: WEBT 7140 Hours: 24 Fee: $269
Prerequisite: HTML. Basic knowledge of scripting helpful, but not necessary Required Materials: Text
70143 8/28–9/25 MW 6:30–9:30 pm 202071 CY
70209 9/18–10/14 MW 9 am–noon 202071 CY

Advanced JavaScript using jQuery
Subject: WEBT 7075 Hours: 24 Fee: $269
Prerequisite: HTML, CSS, and Intro to Javascript Required Materials: Text
70150 10/2–10/21 MW 6–10 pm 202071 CY

AngularJS Framework
Subject: WEBT 7390 Hours: 24 Fee: $289
Prerequisites: Introduction to JavaScript Required Materials: Text
70153 10/30–11/25 MW 6:30–9:30 pm 202071 CY

Node.js Basics
Subject: WEBT 7425 Hours: 24 Fee: $289
70149 10/1–10/17 TR 6–10 pm 202071 CY

EARN A WEB DEVELOPER CERTIFICATE!
For details go to http://www.collin.edu/ce/classes/web-develop.html

MOBILE APP DEVELOPMENT

Introduction to Mobile Application Development
Subject: MAPP 6565 Hours: 18 Fee: $229
70247 11/4–12/9 M 6:30–9:30 pm 202071 CY

iOS App Development 1 – Programming with Swift
Subject: MAPP 6545 Hours: 18 Fee: $199
70396 9/23–10/28 M 6:30–9:30 pm 202071 CY

JAVA PROGRAMMING

Java Programming I
Subject: JAVA 6500 Hours: 24 Fee: $319
Prerequisite: Experience with another programming language. Required Materials: Text
70205 8/28–10/16 W 6:30–9:30 pm 202071 CY

Java Programming II
Subject: JAVA 6505 Hours: 24 Fee: $319
Prerequisite: Java Programming I Required Materials: Text
70214 10/23–12/18 W 6:30–9:30 pm 202071 CY

Java Web Application Development I
Subject: JAVA 6515 Hours: 32 Fee: $389
Prerequisite: Java Programming II, HTML Required Materials: Text
70204 8/27–10/15 T 6–10 pm 202071 CY

Java Web Application Development II
Subject: JAVA 6520 Hours: 24 Fee: $329
Prerequisite: Java Web Application Development I Required Materials: Text
70213 10/22–11/26 T 6–10 pm 202071 CY

COMPUTER PROGRAMMING

Beginning Programming I
Subject: CPGM 6340 Hours: 24 Fee: $269
Prerequisite: Windows 7 or equivalent experience. 70220 9/23–11/11 M 6:30–9:30 pm 202071 CY

SQL Programming
Subject: CPGM 6370 Hours: 30 Fee: $319
Prerequisite: Microsoft Windows and ability to type 20 WPM. Must have some programming experience or must have completed Beginning Programming course. Must be competent in navigating in Windows environment. Required Materials: Text
70188 9/11–10/14 MW 6:30–9:30 pm 202071 CY

Advanced SQL Programming
Subject: CPGM 6320 Hours: 24 Fee: $299
Prerequisite: Intro SQL Programming or equivalent experience Required Materials: Text
70212 10/17–12/12 R 6:30–9:30 pm 202071 CY

Classes with Mac and PC sections are conducted in a Mac/PC classroom. Register for the course number (CRN) corresponding to your Mac/PC preference.

Unless otherwise stated, course prerequisites are not strict requirements for enrolling in a course. However, they serve as a good guideline for student self-assessment of prior knowledge and experience before enrollment.
### UNIX / LINUX

#### Introduction to Linux
- **Subject:** UNIX 7035
- **Hours:** 24
- **Fee:** $329
- **PREREQUISITE:** None.
- **Required Materials:** Text
- **CRN:** 70109
- **Dates:** 8/28–9/25
- **Days:** MW
- **Time:** 6:30–9:30 pm
- **Term:** 202071
- **Location:** CY

#### Shell Scripting III
- **Subject:** UNIX 7050
- **Hours:** 8
- **Fee:** $119
- **PREREQUISITE:** Shell Scripting II
- **Required Materials:** Text
- **CRN:** 70032
- **Dates:** 9/9–9/18
- **Days:** MW
- **Time:** 6–8 pm
- **Term:** 202071
- **Location:** CY

### CISCO NETWORKING

*Cisco courses fill fast, so register early! Link to course details and schedules: [http://www.collin.edu/ce/classes/linked.html](http://www.collin.edu/ce/classes/linked.html)*

### COMPTIA CERTIFICATIONS

#### CompTIA A+ Certification
- **Subject:** CTIA 6375
- **Hours:** 36
- **Fee:** $449
- **PREREQUISITE:** None.
- **Required Materials:** Text
- **CRN:** 70356
- **Dates:** 9/21–10/6
- **Days:** S U
- **See times above**
- **Term:** 202071
- **Location:** CY

#### CompTIA Net+ Certification
- **Subject:** CTIA 6390
- **Hours:** 36
- **Fee:** $449
- **PREREQUISITE:** CompTIA A+ Certification
- **Required Materials:** Text
- **CRN:** 70363
- **Dates:** 10/19–11/3
- **Days:** S U
- **See times above**
- **Term:** 202071
- **Location:** CY

### MICROSOFT .NET

#### Introduction To C# Visual Studio
- **Subject:** DNET 6415
- **Hours:** 36
- **Fee:** $489
- **PREREQUISITE:** Experience programming in C, C++, Visual Basic, Java or other programming language
- **Required Materials:** Text
- **CRN:** 70358
- **Dates:** 9/24–10/22
- **Days:** TR
- **Time:** 6–10 pm
- **Term:** 202071
- **Location:** CY

### MICROSOFT CERTIFICATIONS

#### MCSA 70-740 Installation, Storage, and Compute with Windows Server 2016
- **Subject:** MCER 7335
- **Hours:** 40
- **Fee:** $569
- **PREREQUISITE:** None.
- **Required Materials:** Text
- **CRN:** 70192
- **Dates:** 8/28–10/2
- **Days:** MW
- **Time:** 6–10 pm
- **Term:** 202071
- **Location:** CY

#### MCSA 70-741 Networking with Windows Server 2016
- **Subject:** MCER 7340
- **Hours:** 40
- **Fee:** $569
- **PREREQUISITE:** None.
- **Required Materials:** Text
- **CRN:** 70203
- **Dates:** 11/13–12/18
- **Days:** Tr
- **Time:** 6–10 pm
- **Term:** 202071
- **Location:** CY

#### MCSA 70-762 Developing SQL Databases
- **Subject:** MCER 7360
- **Hours:** 40
- **Fee:** $569
- **PREREQUISITE:** None.
- **Required Materials:** Text
- **CRN:** 70240
- **Dates:** 10/5–11/2
- **Days:** S
- **Time:** 8 am–5 pm
- **Term:** 202071
- **Location:** CY

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Visit [www.microsoft.com/learning](http://www.microsoft.com/learning) for course and certification information and look up [www.prometric.com](http://www.prometric.com) or [www.vue.com/ms](http://www.vue.com/ms) for testing sites in your area.

We also offer semester-long Linked Microsoft Certification courses. See listings at [http://www.collin.edu/ce/classes/linked.html](http://www.collin.edu/ce/classes/linked.html)
### ARTS

#### Drawing I
- Subject: ARTF 9009
- Hours: 21
- Date(s): 9/5-10/17
- Day(s): R
- Time: 9 am–noon
- Term: 202071
- Location: CY
- Fee: $129

#### Drawing II
- Subject: ARTF 9010
- Hours: 21
- Prequisite: Drawing I
- Date(s): 10/24-12/12
- Day(s): R
- Time: 9 am–noon
- Term: 202071
- Location: CY
- Fee: $129

#### Drawing with Color
- Subject: ARTF 9005
- Hours: 21
- Prequisite: Drawing I
- Date(s): 9/10-10/22
- Day(s): T
- Time: 9 am–noon
- Term: 202071
- Location: CY
- Fee: $129

#### Oil/Landscape Beginner – Intermediate
- Subject: ARTF 9045
- Hours: 21
- Date(s): 9/11-10/23
- Day(s): W
- Time: 6-9 pm
- Term: 202071
- Location: CY
- Fee: $129

#### Oil or Acrylic Painting I
- Subject: ARTF 9085
- Hours: 21
- Date(s): 9/11-10/10
- Day(s): T
- Time: 9 am–noon
- Term: 202071
- Location: CY
- Fee: $129

#### Watercolor: Landscape & Still Life, Beginning
- Subject: ARTF 9040
- Hours: 21
- Prequisite: Previous painting experience
- Date(s): 9/5-10/17
- Day(s): R
- Time: 9 am–noon
- Term: 202071
- Location: CY
- Fee: $129

#### Watercolor
- Subject: ARTF 9018
- Hours: 21
- Date(s): 9/3-10/22
- Day(s): T
- Time: 2-5 pm
- Term: 202071
- Location: CY
- Fee: $129

#### Watercolor I, Advanced
- Subject: ARTF 9029
- Hours: 21
- Prequisite: Beginning Watercolor, Part I and Part II
- Date(s): 9/5-10/17
- Day(s): R
- Time: 9-6 pm
- Term: 202071
- Location: CY
- Fee: $129

#### Advanced Watercolor II
- Subject: ARTF 9004
- Hours: 21
- Prequisite: Advanced Watercolor I
- Date(s): 10/24-12/12
- Day(s): R
- Time: 9 am–noon
- Term: 202071
- Location: CY
- Fee: $129

#### Watercolor II
- Subject: ARTF 9030
- Hours: 21
- Date(s): 10/22-12/10
- Day(s): T
- Time: 6-9 pm
- Term: 202071
- Location: CY
- Fee: $129

### CREATIVE WRITING

#### Basics of Writing a Novel
- Subject: CWRI 9216
- Hours: 24
- Date(s): 9/9-10/28
- Day(s): M
- Time: 6:30-9:30 pm
- Term: 202071
- Location: CY
- Fee: $149

#### Blueprinting Your Novel
- Subject: CWRI 9200
- Hours: 15
- Prerequisite: Basics of Writing a Novel
- Date(s): 11/4-12/9
- Day(s): M
- Time: 6:30-9 pm
- Term: 202071
- Location: CY
- Fee: $129

#### Market and Promote Your Novel
- Subject: CWRI 9215
- Hours: 12
- Prerequisite: Basics of Writing a Novel
- Date(s): 11/7-12/5
- Day(s): R
- Time: 6:30-9:30 pm
- Term: 202071
- Location: CY
- Fee: $119

#### Memoir Writing I
- Subject: CWRI 9226
- Hours: 12
- Prerequisite: Basics of Writing a Novel
- Date(s): 9/11-10/16
- Day(s): W
- Time: 10 am–noon
- Term: 202071
- Location: CY
- Fee: $89

#### Memoir Writing II
- Subject: CWRI 9227
- Hours: 12
- Prerequisite: Basics of Writing a Novel
- Date(s): 9/11-10/16
- Day(s): W
- Time: 12:30-2:30 pm
- Term: 202071
- Location: CY
- Fee: $89

### DANCE

#### Beginning Ballet
- Subject: DANC 1041
- Hours: 48
- Fee: $108
- Date(s): 8/26-12/15
- Day(s): R
- Time: 11:30 am–12:45 pm
- Term: 202071
- Location: SC
- Fee: $162

#### Intermediate Ballet
- Subject: DANC 2041
- Hours: 48
- Fee: $108
- Date(s): 8/26-12/15
- Day(s): TR
- Time: 12:30–2:30 pm
- Term: 202071
- Location: PC
- Fee: $162

#### Beginning Jazz Dance
- Subject: DANC 1047
- Hours: 48
- Fee: $108
- Date(s): 8/26-12/15
- Day(s): TR
- Time: 9 am–11:15 am
- Term: 202071
- Location: PC
- Fee: $162

#### Intermediate Jazz Dance
- Subject: DANC 2047
- Hours: 48
- Fee: $108
- Date(s): 8/26-12/15
- Day(s): TR
- Time: 10 am–11:15 am
- Term: 202071
- Location: PC
- Fee: $162

#### Beginning Modern Dance
- Subject: DANC 1045
- Hours: 48
- Fee: $108
- Date(s): 8/26-12/15
- Day(s): TR
- Time: 6-7:15 pm
- Term: 202071
- Location: PC
- Fee: $162

#### Intermediate Modern Dance
- Subject: DANC 2045
- Hours: 48
- Fee: $108
- Date(s): 8/26-12/15
- Day(s): TR
- Time: 11:30 am–12:45 pm
- Term: 202071
- Location: PC
- Fee: $162

### THEATRE

#### Acting I
- Subject: DRAM 1051
- Hours: 80
- Fee: $162
- Date(s): 8/26-12/15
- Day(s): T
- Time: 6-10:10 pm
- Term: 202071
- Location: PC
- Fee: $69

#### Genealogy – Getting Started
- Subject: GENE 6500
- Hours: 15
- Fee: $89
- Date(s): 9/11-10/16
- Day(s): W
- Time: 6:30-9 pm
- Term: 202071
- Location: CY
- Fee: $69

#### Using Microsoft OneNote for Genealogy
- Subject: GENE 6815
- Hours: 8
- Prerequisite: Genealogy I
- Date(s): 10/23-11/13
- Day(s): W
- Time: 6:30-8:30 pm
- Term: 202071
- Location: CY
- Fee: $69
All residential and commercial interior designs follow certain principles and concepts. This series teaches students to apply design principles and concepts to spaces through placement, color and lighting.

Take these 4 core courses:
- Interior Design Concepts I
- Accessorize Your Environment
- Lighting Concepts
- Sketching Interior Designs: From Concept to Design

PLUS select 2 electives from below:
- Color in Interior Design
- Drawing Interior Design Spaces
- Interior Design Project Overview
- Preserving Historic Interiors

To be eligible to receive the certificate, students must complete the four core courses and two additional courses with 90% attendance in all classes.

You may also be interested in Computer Aided Design and Drafting courses on page 18

What is a Linked Course?

Linked Courses mix credit and non-credit students in the same learning environment, ensuring the same rigorous standards are met in your education. Offered in areas as varied as computer technology, dance, real estate and health care, these courses provide college credit for credit students and continuing education units (CEUs) for continuing education students.

Continuing Education students pay the CE course tuition rate. Credit students pay the academic course tuition rate based on location of residence.

CE students complete a quick admission process and space is limited for select Linked Courses.

For updated list of Linked Courses, please go to http://www.collin.edu/ce/classes/linked.html
## Digital Photography Certificate Series

- **Digital Photography Basics - dSLR Camera**
- **Digital Photography - Advanced Skills**
- **Adobe Photoshop I - Mac or PC pg 35 OR Adobe Lightroom - Mac or PC**
- **Foundations in Photographic Style**
- **Presenting and Marketing Your Photographs**

**Complete four elective courses** (some electives are not offered every semester)

- **Action Photography**
- **Adobe Lightroom - Advanced - Mac or PC**
- **Architectural and Landscape Photography**

To be eligible to receive the certificate, students must complete the five core courses and four electives with 90% attendance.

### Digital Photography - Basics - dSLR

Subject: PHOT 6850  
Hours: 18  
Fee: $159  
Required Materials: Text and Digital SLR Camera

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### Digital Photography - Advanced Skills

Subject: PHOT 6845  
Hours: 18  
Fee: $159  
Prerequisite: Digital Photography - Basics - dSLR  
Required Materials: Text

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### Digital Photography - Learning to See Creatively

Subject: PHOT 6860  
Hours: 16  
Fee: $149  
Prerequisite: Digital Photography - Advanced Skills  
Required Materials: Text

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### Adobe Lightroom - Advanced - Mac or PC

Subject: PHOT 6815  
Hours: 15  
Fee: $159  
Required Materials: Text

#### Mac

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#### PC

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### Architectural and Landscape Photography

Subject: PHOT 6830  
Hours: 16  
Fee: $149  
Prerequisite: Digital Photography - Basics - dSLR

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Last class ends at 4 pm

### Building a Photography Business

Subject: PHOT 6840  
Hours: 18  
Fee: $159  
Required Materials: Text

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### Fashion Photography

Subject: PHOT 6871  
Hours: 18  
Fee: $159

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Unless otherwise stated, **course prerequisites** are not strict requirements for enrolling in a course. However, they serve as a good guideline for student self-assessment of prior knowledge and experience before enrollment.
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### Flash Photography
Subject: PHOT 6870  Hours: 18  Fee: $159
Prerequisite: Digital Photography – Advanced, or be well versed in basic photography concepts including shooting in Manual Mode, and setting the exposure using Aperture Value (Aperture Priority) and Time Value (Shutter Priority).
Required Materials: Text

### Foundations in Photographic Style
Subject: PHOT 6875  Hours: 15  Fee: $149
Prerequisite: Digital Photography – Basics – dSLR
Required Materials: Text

### Introduction to Video Editing
Subject: PHOT 6890  Hours: 18  Fee: $159
Prerequisite: Digital Photography – Basic – dSLR
Required Materials: Text

### Photosh for Digital Photographers
Subject: PHOT 6925  Hours: 21  Fee: $189
Prerequisite: Digital Photography – Basic – dSLR
Required Materials: Text

### Presenting And Marketing Your Photographs
Subject: PHOT 6935  Hours: 16  Fee: $149
Prerequisite: Digital Photography – Advanced Skills
Required Materials: Text

### Studio Lighting
Subject: PHOT 6955  Hours: 16  Fee: $149
Prerequisite: Digital Photography – Basics dSLR
Required Materials: Text and Digital SLR Camera

### Video

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</table>

### Introduction to Video Editing
Subject: PHOT 6825  Hours: 18  Fee: $179
Prerequisites: Introduction to Video Editing

---

“I love unlocking the creativity of my DSLR. I have had my camera for over 10 years. After taking three classes of digital photography and Lightroom, I am able to see an improvement in my skill and confidence. The instructors are patient and encourage me to stretch my abilities.”

Janet W., CE Digital Photography student
Adobe Illustrator I
Subject: PUBL 6965 Hours: 24 Fee: $219
Prerequisite: Familiarity with Microsoft Windows or Mac OS
Required Materials: Text
Mac
70255 9/14–10/19 S 1–5 pm 202071 CY
70230 9/24–10/29 T 6–10 pm 202071 CY
PC
70258 9/14–10/19 S 1–5 pm 202071 CY
70231 9/24–10/29 T 6–10 pm 202071 CY
Adobe InDesign I
Subject: PUBL 6985 Hours: 24 Fee: $219
Prerequisite: Familiarity with Microsoft Windows or Mac OS
Required Materials: Text
Mac
70298 10/12–11/16 S 1–5 pm 202071 CY
70299 10/12–11/16 S 1–5 pm 202071 CY
Adobe Photoshop I
Subject: PUBL 7005 Hours: 21 Fee: $189
Prerequisite: Familiarity with Microsoft Windows or Mac OS
Required Materials: Text
Mac
70137 8/29–10/10 R 6:30–9:30 pm 202071 CY
70251 9/7–10/19 S 9 am–noon 202071 CY
70228 9/23–11/4 M 9 am–noon 202071 CY
70293 10/9–11/20 W 6:30–9:30 pm 202071 CY
PC
70138 8/29/10 R 6:30–9:30 pm 202071 CY
70252 9/7–10/19 S 9 am–noon 202071 CY
70229 9/23–11/4 M 9 am–noon 202071 CY
70294 10/9–11/20 W 6:30–9:30 pm 202071 CY
Adobe Photoshop II
Subject: PUBL 7015 Hours: 21 Fee: $189
Prerequisite: Adobe PhotoShop I – Mac
Required Materials: Text
Mac
70309 10/26–12/14 S 9 am–noon 202071 CY
70310 10/26–12/14 S 9 am–noon 202071 CY
Introduction to Digital Drawing
Subject: PUBL 7435 Hours: 18 Fee: $179
70315 11/5–12/10 T 6:30–9:30 pm 202071 CY

Classes with Mac and PC sections are conducted in a Mac/PC classroom. Register for the course number (CRN) corresponding to your Mac/PC preference.

Unless otherwise stated, course prerequisites are not strict requirements for enrolling in a course. However, they serve as a good guideline for student self-assessment of prior knowledge and experience before enrollment.

Subscribe to the Continuing Education email newsletter today!

The e-letter connects you to the latest information about upcoming Continuing Education courses, workshops, and events to meet your career training needs.


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S–Saturday RW–Rockwall Center
U–Sunday SC–Plano Campus
WW–Online

Students may order textbooks online at http://collin.bncollege.com.

For textbook information for continuing education classes, please call 972.985.3710.

Unless otherwise stated, course prerequisites are not strict requirements for enrolling in a course. However, they serve as a good guideline for student self-assessment of prior knowledge and experience before enrollment.

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Students may order textbooks online at http://collin.bncollege.com.
EMERGENCY CARDIOVASCULAR CARE PROGRAMS

Basic Life Support
Subject: HLTH 5315  Hours: 5  Fee: $60
Required Materials: Textbooks are included in the cost of tuition and will be distributed at the beginning of class. Students who are late to this class will forfeit their tuition and seat in the class.

<table>
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Diagnostic EKG
Subject: DSAE 1040  Hours: 80  Fee: $186
Prerequisite: Completed Pre-Admission Application.
Required Materials: Text

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</table>

Electrocardiography (Clinical)
Subject: ECRD 1011  Hours: 64  Fee: $67

Group Fitness Instructor
Subject: HLTH 5395  Hours: 80  Fee: $1,500
This is an online course.
Call 972.985.3761 for CRN information.

Health Career Success
Subject: HLTH 5350  Hours: 24  Fee: $109
This class requires 100% attendance. Portions of this class may be online.

<table>
<thead>
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Advising is available for Healthcare courses, please email CEHealthcare@collin.edu or call 972.985.3761 and ask for Nancy.

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HEALTH SCIENCES

The Health Sciences Continuing Education department is here to serve you!
We are located in Suite 425 of the Courtyard Center and can also be reached at 972.985.3761 or by emailing CEHealthcare@collin.edu. Please take a moment to visit our website at http://www.collin.edu/ce/healthsciences/ and browse our certificate and course offerings.
You can also download applications and forms, and link to certification agencies.

ENTRY-LEVEL HEALTHCARE TRAINING

Dialysis Technician
Subject: HLTH 5385  Hours: 50  Fee: $999

<table>
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ONLINE REGISTRATION
Online registration uses CougarWeb. http://cougarweb.collin.edu
Want step by step instructions?
Visit www.collin.edu/ce/registration.html
### Medical Front Office
Subject: MDCA 1021 Hours: 60 Fee: $399
Prerequisite: Basic computer skills and experience with Windows.
Required Materials: online access code

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### Medical Transcription & Editing
Subject: MEDT 8000 Hours: 650 Fee: $3,199
This is an online course.

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### Personal Trainer
Subject: HLTH 5390 Hours: 80 Fee: $1,500
This is an online course.

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### Pharmacy Technician
Subject: PHAR 5585 Hours: 50 Fee: $1,099
Prerequisite: Certificates of Completion will be issued for students who complete Pharmacy Technician, Health Career Success, and a Pharmacy Tech externship.
Required Materials: Textbooks are included in the cost of tuition and will be distributed the first class day.

<table>
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<tr>
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### Pharmacy Technician Externship
- Externship is available upon completion of the Pharmacy Technician and Health Career Success courses. Externships are 120 hours, and tuition is $349. Complete application and submit to the CE Health Science office within 90 days of completing the Pharmacy Technician course.

### Phlebotomy Technician
Subject: PHLB 5590 Hours: 60 Fee: $599
Prerequisite: Completed Pre-Admission Application
Required Materials: Text, scrubs, close-toed shoes

<table>
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### Phlebotomy Refresher
Subject: PHLB 2000 Hours: 24 Fee: $188
Prerequisite: Completed application and formal approval.

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### Physical Therapy Aide
Subject: PHYT 5600 Hours: 110 Fee: $1,299
Required Materials: Textbooks are included in the cost of tuition and will be distributed at the beginning of class.

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For Department Permits, please visit [http://www.collin.edu/ce/healthsciences/](http://www.collin.edu/ce/healthsciences/) for course information and application forms.
**CERTIFIED NURSE AIDE (CNA)**

**What does a CNA do?**
- Take and record patient vital signs
- Assisting patients with daily living activities
- Assist nurses or physicians in patient care

**Where does a CNA work?**
- Hospital
- Nursing home
- Home Health

**How long does it take?**
The classroom, lab, and clinical courses take 7 weeks to complete.

**How much does it cost?**
The total tuition is $237.

**What courses do I need?**
- Nurse Aide (CNA) (requires a Pre-Admission application)
- Medical Terminology
- Healthcare Ethics & HIPAA Compliance
- Health Career Success
- PCT Exam Review (includes the certification exam)

**Also consider...**
- Patient Care Technician Certificate Series
- Health Career Success, 24 hours, $109

**How do I get certified?**
Upon completion of the course and clinical, you will be eligible to take the National Nurse Aide Assessment Examination. This exam is required by the TX Dept. of Aging & Disability Services for licensure as a CNA in Texas.

**How do I get started?**
- Visit www.collin.edu/ce/healthsciences and download the Pre-Admission application.
- Pick your schedule and register today!

**NURSE AIDE FOR HEALTH CARE**

**Subject:** NURA 1001 & NURA 1060  **Hours:** 128  **Fee:** $216

**Prerequisite:** Completed application and formal approval must be obtained prior to enrolling in this course.

**Required Materials:** Text, scrubs, close-toed shoes

**Classroom:**
- 70643  8/26–10/19  MW  5–9pm  202071  CC

**Clinical:**
- 70692  10/21–12/14  MW  5–9pm  202071  CC

**Classroom:**
- 70690  10/21–11/16  MTWR  5–9pm  202071  CC

**Clinical:**
- 70691  11/18–12/14  MTWR  5–9pm  202071  CC

**Online Course Information**
If you are considering one of the online courses offered through CE Health Sciences, please visit our online course information page at http://www.collin.edu/ce/healthsciences/online.html. It will give you information about logging in, tutorials to watch, and helpful phone numbers.
# CLINICAL MEDICAL ASSISTANT

**What does a Clinical Medical Assistant do?**
- Assists with examinations, and procedures
- Administer medication
- Blood draws, and other laboratory procedures

**Where does a Clinical Medical Assistant work?**
- Physician offices
- Hospitals
- Surgery Centers

**What courses do I need?**
- Prerequisite: Electronic Health Records & Pre-Admission Application
- Clinical Medical Assistant Basic
- Clinical Medical Assistant Advanced
- Health Career Success
- Clinical Externship with CCMA Exam Review

**Also consider...**
- Medical Terminology, 48 hours, $325

---

## Morning Option

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**Prerequisite:** Electronic Health Records

### Clinical Medical Assistant – Basic

#### Health Career Success

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**Prerequisite:** Electronic Health Records

### Clinical Medical Assistant – Basic

#### Health Career Success

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**Prerequisite:** Electronic Health Records

### Clinical Medical Assistant – Basic

#### Health Career Success

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**Prerequisite:** Electronic Health Records

### Clinical Medical Assistant – Basic

#### Health Career Success

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**For more information, visit [www.collin.edu/ce/healthsciences](http://www.collin.edu/ce/healthsciences)**
CLINICAL MEDICAL ASSISTANT (CMA) REFRESHER
Subject: MEDA 1000  Hours: 32  Fee: $250
Prerequisite: Admissions application
70701  8/30–10/18  F  1–5 pm  201972  CY
70702  10/25–12/20  F  1–5 pm  201972  CY

The CMA refresher course is available to all actively practicing, and/or inactive Medical Assistants seeking to “refresh” their knowledge, as well as update and develop their clinical skills. A concise overview will be provided in the following areas:
- Working under the direction of physicians, and/or practitioners
- Working within a clinic, and or hospital setting
- Assisting with examinations, and procedures
- Vital Signs
- Blood draws, and other laboratory procedures
- Patient history, and assessments
- Medication administration
- Administrative Duties
- Electrocardiogram

The course will be composed of lecture, lab, as well as a required 160-hour externship. Externships will only be available to students who have successfully passed the lecture and lab competencies, and a section of Health Career Success.
- CMA Refresher Course: $250
- Externship: $500

*Students eligible for this course must either have an active U.S. Medical Assistant certification or be able to provide proof that they have taken and passed a comparable medical assistant course within the U.S. in the last 5 years. Individuals who have passed all parts of a medical assistant course with the exception of the skills exam are also eligible to apply. Students must be able to provide an up to date record of their vaccinations, BLS certification, TB Screen results, flu vaccination (during flu season) negative drug test, and clear criminal background history.

MEDICAL BILLING
What does a Medical Biller do?
- Create and submit insurance claims
- Collect and post payments
- Optimize revenue performance

What are the job titles for a Medical Biller?
- Reimbursement Specialist
- Insurance Billing Specialist
- Electronic Claims Processor

How long does it take?
Most students are able to complete the required 6 courses in 4 months.

How much does it cost?
The total tuition for all 6 courses is $1,419

What courses do I need?
- Computers in the Medical Office
- Healthcare Ethics & HIPAA Compliance
- Medical Terminology
- Medical Billing & Reimbursement
- Health Care Communications
- Health Career Success

Also consider...
- Medical Billing Externship, 120 hours, $299
- Medical Coding Certificate

How do I get started?
Pick your schedule and register today!

FAST TRACK SCHEDULE OPTION
The Medical Billing Certificate is now available at the Frisco Campus as a Fast track option. All courses meet in the evenings, and are scheduled to allow students to complete the Series in 14 weeks!

Class begins on August 26 and finishes on November 26

<table>
<thead>
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<th>Course name</th>
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How do I get started?
Pick your schedule and register today!

For more information, visit
www.collin.edu/ce/healthsciences

Online Course Information
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It will give you information about logging in, tutorials to watch, and helpful phone numbers.

LIKE US ON FACEBOOK
www.facebook.com/cehealthsciences

FOLLOW US ON INSTAGRAM
@cehealthsciences
## Medical Coding

### What does a Medical Coder do?
- Review medical documents
- Create medical claims
- Assign diagnosis and/or treatment codes

### Where does a Medical Coder work?
- Doctor offices or hospitals
- Insurance companies
- Private billing companies

### How long does it take?
Most students are able to complete all 8 courses in 8 months.

### How much does it cost?
The total tuition for all 8 courses is $2,538

### What courses do I need?
It is recommended that students take 2 courses at a time, in the order listed below:
- Medical Terminology
- Basic Anatomy & Physiology
- Pathophysiology
- Introduction to Medical Coding
- Computers in the Medical Office
- Medical Coding I
- Healthcare Ethics & HIPAA Compliance
- Medical Coding II

### How do I get certified?
Upon completion of all 8 courses, you will be eligible for the Certified Professional Coder exam through the AAPC.

### How do I get started?
- Pick your schedule and register today!
- For more information, visit [www.collin.edu/ce/healthsciences](http://www.collin.edu/ce/healthsciences)

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### Medical Terminology
Subject: MEDC 5480  
Hours: 48  
Fee: $325  
Required Materials: Text and access code for online section

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### Basic Anatomy & Physiology
Subject: MEDC 5310  
Hours: 48  
Fee: $325  
Required Materials: Text and access code for online section

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### Pathophysiology
Subject: MEDC 5485  
Hours: 48  
Fee: $325  
Prerequisite: Medical Terminology and Basic Anatomy & Physiology  
Required Materials: Text and access code for online section

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### Introduction to Medical Coding
Subject: MEDC 5445  
Hours: 48  
Fee: $325  
Prerequisite: Medical Terminology, Basic Anatomy & Physiology  
Required Materials: Text and access code for online section

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### Computers in the Medical Office
Subject: MEDC 5490  
Hours: 32  
Fee: $220  
Prerequisite: Typing, basic computer skills and experience with Windows  
Required Materials: Text and access code for online section

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### Medical Coding I
Subject: MEDC 5465  
Hours: 48  
Fee: $399  
Prerequisite: Intro to Medical Coding, Pathophysiology  
Required Materials: Text

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### Medical Coding II
Subject: MEDC 5470  
Hours: 48  
Fee: $399  
Prerequisite: Medical Coding I  
Required Materials: Text

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### Medical Coding I & II
Subject: MEDC 5471  
Hours: 96  
Fee: $798  
Prerequisites: Intro to Medical Coding, Pathophysiology  
Required Materials: Text and access code for online section

### Medical Billing & Reimbursement
Subject: MEDC 5460  
Hours: 48  
Fee: $325  
Required Materials: Text

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Subject: MDCA 1091  
Hours: 32  
Fee: $220  
Required Materials: Text and access code for online section

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### Health Care Communications
Subject: HPRS 2032  
Hours: 32  
Fee: $220  
Required Materials: Text

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For Department Permits, please visit [http://www.collin.edu/ce/healthsciences](http://www.collin.edu/ce/healthsciences) for course information and application forms.
HEALTH UNIT COORDINATOR

What does a Health Unit Coordinator do?
• Oversee the organization and flow of healthcare unit practices
• Work closely with physicians, nurses, and other healthcare employees
• Ensure the needs of patients and nursing units are met

What are the job titles for a Health Unit Coordinator?
• Unit Secretary
• Unit Clerk
• Unit Coordinator

How much does it cost?
The total tuition for all 6 courses is $1,972

What courses do I need?
• Health Unit Coordinator
• Medical Terminology
• Healthcare Ethics & HIPAA Compliance
• Electronic Health Records
• Health Career Success
• HUC Externship

How do I get certified? Upon completion of all 6 courses, you will be eligible for the HUC exam through the National Association for Health Unit Coordinators (NAHUC).

How do I get started?
• Pick your schedule and register today!

For more information, visit
www.collin.edu/ce/healthsciences

Health Unit Coordinator
Subject: HUWC 1003  Hours: 96  Fee: $749
Required Materials: Text

70713  9/9-11/15  This is an online course  202071  WW

Health Unit Coordinator Externship
Extership is available upon completion of the Health Unit Coordinator and Health Career success courses. Externships are 120 hours, and tuition is $349. The application is available at http://www.collin.edu/ce/healthsciences/externships.html. Complete application and submit to the CE Health Science office within 90 days of completing the Health Unit Coordinator course.

A&P READINESS

Are you getting ready to enter BIOL 2401?
This self-paced course will help refresh your knowledge of high school biology and chemistry and help you prepare for the A&P Course Readiness Assessment.

Subject: HLTH 1091  Hours: 16  Fee: $64
Required Materials: Text and online access code

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</table>
DENTAL ASSISTANT TRAINING

What does a Registered Dental Assistant (RDA) do?
- Assisting the dentist chair side with dental procedures
- Instrument sterilization, disinfection procedures
- Taking impressions and fabrication of dental appliances (whitening trays and retainers)
- Front office duties (compiling and recording medical charts, reports, and correspondence)

Where does a Dental Assistant work?
- Dental offices (private practices, specialty offices, and clinics)
- Hospitals
- Academic institutions

How long does it take? Depending on the course section you choose, your training will be 12-14 weeks.

How much does it cost? $1,995 ($1,695 for the course and $300 for the required clinicals/externships)

How do I get licensed? On the last day of class, you will take the State Board Approved RDA Exam. You will also receive a thorough review and instructions on completing and submitting your application to the Texas State Board of Dental Examiners (TSBDE) for your RDA license.

How do I get started? Visit www.collin.edu/ce/healthsciences and download the Pre-Admission application.

For more information, visit www.collin.edu/ce/healthsciences

Dental Assistant Training
Subject: DENT 5285
Hours & Fee: 100 Classroom ($1,695) + 50 Clinical ($300)
Prerequisite: Admissions application
Required Material: Text, black scrubs, 882-E Scantron for State Board Exam

Weekend Option
Classroom
9/7-12/14
S
9 am-4:30 pm
CC

Clinicals
11/18-12/11
MW
8 am-5 pm
11/19-12/12
TR
8 am-5 pm

Daytime Option
Classroom
9/4-11/18
MWF
1-4 pm
CC

Clinicals
10/29-11/14
TR
9 am-5 pm

Evening Option
Classroom
11/5-2/20
TR
6-9:30 pm
CC

Clinicals
2/3-2/19
MW
8 am-5 pm
2/4-2/20
TR
8 am-5 pm

*Clinicals location and days will be assigned by the instructor.

Registered Dental Assistant Course & Exam
Subject: DENT 5280
Hours: 8
Fee: $199
Prerequisite: Completion of a Dental Assisting Program or Dental assisting for 6 months
Required Material: 882-E Scantron
70520
10/26
S
9 am-5 pm
202071
CC

Nitrous Oxide Course & Exam
Subject: DENT 5275
Hours: 8
Fee: $149
Required Material: 882-E Scantron
70514
10/12
S
9 am-5 pm
202071
CC
70521
12/6
F
9 am-5 pm
202071
CC

For Department Permits, please visit www.collin.edu/ce/healthsciences for course information and Pre-Admission Applications.

ONLINE REGISTRATION
Online registration uses CougarWeb.
http://cougarweb.collin.edu

Want step by step instructions? Visit www.collin.edu/ce/registration.html

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet Aug. 16, Sept. 2, Nov. 27-Dec. 1, Dec. 21-Jan. 1
All classes that meet for more than 5 hours will have a one-hour break for lunch.

LEGEND FOR DAYS AND LOCATIONS
Day Abbreviations:
M–Monday
T–Tuesday
W–Wednesday
R–Thursday
F–Friday
S–Saturday
U–Sunday

Location Abbreviations:
AL–Allen Center
CC–McKinney Campus
CHE–Collin Higher Education Center
CY–Courtyard Center
FC–Frisco Campus
RW–Rockwall Center
SC–Plano Campus
WW–Online
CERTIFIED VETERINARY ASSISTANT – LEVEL 1

What does a CVA do?
• Educate clients on the best care for their pets
• Perform exams
• Perform laboratory diagnostics

Where does a CVA work?
• Veterinary Hospital or Clinics
• Animal Shelters
• Reference Laboratories

How do I get certified? Upon completion of your practicum, you will be eligible for the TVMA CVA Level 1 exam.

Introduction to Veterinary Technology
Subject: VETA 5640 Hours: 82 Fee: $549
Required Materials: Text and navy blue scrubs
70577 9/4-12/2 MW 9 am-12 pm 202071 CY
70575 9/17-12/12 TR 6-9 pm 202071 CY

Veterinary Front Office
Subject: VETA 5642 Hours: 33 Fee: $249
Required Materials: Text and navy blue scrubs
xxxxx 9/4-12/11 W 6-9 pm 202071 CY

Veterinary Assistant – Practicum
Subject: VETA 5650 Hours: 375 Fee: $449
Prerequisite: Completed application and formal approval must be obtained prior to enrolling in this course.

How long does it take?
Most students are able to complete all 3 courses in 6-8 months.

How much does it cost?
The total tuition for all 3 courses is $1,247

Also consider...
• The Small Animal Certificate
• Introduction to Exotics

How do I get started?
• Visit www.collin.edu/ce/healthsciences

For more information, visit www.collin.edu/ce/healthsciences

SMALL ANIMAL CERTIFICATE

Are you passionate about expanding your knowledge in the Veterinary field as a technician? Our Small Animal Certificate has five courses to help expand that knowledge in specific areas to prepare you for your new career.

Below are the five courses that are included in the Small Animal Certificate. Upon completion of the five courses, you will receive a certificate of completion from the college.

What courses do I need?
• Introduction to Veterinary Technology
• Canine & Feline Clinical Management
• Veterinary Medical Terminology
• Veterinary Front Office
• Veterinary Parasitology

Also consider...
• Introduction to Exotics

How much does it cost?
Total tuition for all 5 required courses is $1,695

How do I get started?
• Pick your schedule and register today!

Introduction to Veterinary Technology
VETA 5640 Hours: 82 Fee: $549
See options listed to the left

Canine & Feline Clinical Management
Subject: VETA 5641 Hours: 33 Fee: $249
Required Materials: Text and navy blue scrubs.
70580 9/9-11/18 M 6-9 pm 202071 CY

Veterinary Medical Terminology
Subject: VETA 5643 Hours: 32 Fee: $199
Required Materials: Text
70596 11/3-1/25 This is an online course 202071 WW

Veterinary Parasitology
Subject: VETA 5644 Hours: 66 Fee: $449
Required Materials: Text and navy blue scrubs. This is a hybrid course, some of this course is online.
70583 9/6-12/20 F 6-9 pm 202071 CY

Veterinary Front Office
Subject: VETA 5642 Hours: 33 Fee: $2499
Required Materials: Text and navy blue scrubs
xxxxx 9/4-12/11 W 6-9 pm 202071 CY

For more information, visit www.collin.edu/ce/healthsciences

ADVANCED TRAINING COURSES

Increase your knowledge in this area of interest. Six months experience in the field or completion of Introduction to Veterinary Technology recommended.

Introduction to Exotics
Subject: VETA 5656 Hours: 33 Fee: $249
Prerequisites: 6 months experience in field or introduction to veterinary technology
Required Materials: Text and must wear scrubs to class.
70597 8/21-10/30 W 6-9 pm 202071 CY

Online Course Information
If you are considering one of the online courses offered through CE Health Sciences, please visit our online course information page at http://www.collin.edu/ce/healthsciences/online.html. It will give you information about logging in, tutorials to watch, and helpful phone numbers.

Advising is available for Healthcare courses, please email CEHealthcare@collin.edu or call 972.985.3761 and ask for Nancy.

For more information, visit www.collin.edu/ce/healthsciences

Fall 2019 To Register, call or click: 972.985.3711 http://cougarweb.collin.edu
NURSING REFRESHER

What courses do I need?
• Nursing Refresher
• Clinical-Nursing Refresher

How do I get certified? Upon completion of the 2 courses, you will be eligible to apply for permanent licensure with the TX Board of Nursing.

How do I get started?
• Visit www.collin.edu/ce/healthsciences and download the Pre-Admission application.

For more information, visit www.collin.edu/ce/healthsciences

Nursing Refresher
Subject: RNSG 5535 Hours: 80 Fee: $749
Prerequisite: Admissions application.
Required Materials: Text
70060 9/9–9/12/9 This is an online course 202071 WW

Clinical – Nursing Refresher
Subject: RNSG 5536 Hours: 80 Fee: $349
Prerequisite: Admissions application and Nurse Refresher course
70061 9/30–10/6 To be arranged with instructor 202071

RADIOLOGY TRAINING (NCT)

What does an NCT do?
• Take X-rays in a physician office
• Medical Assistant clinical tasks

Where does an NCT work?
• Urgent care centers
• Sports medicine facilities
• Orthopedic offices

How long does it take? The 3 courses must be taken in order and last approximately 6 months.

How much does it cost? The total tuition for all 3 courses is $1,425.

What courses do I need?
• Radiology I
• Radiology II
• Radiology III

How do I get certified? Upon completion of the 3 courses, you will be eligible to apply for licensure with the TX Medical Board as a Non-Certified Technician (NCT).

How do I get started?
• Visit www.collin.edu/ce/healthsciences and download the Pre-Admission application.

For more information, visit www.collin.edu/ce/healthsciences

Radiology Training I (NCT)
Subject: RADI 5605 Hours: 40 Fee: $475
Prerequisite: Completed Pre-Admission application
Required Materials: Text
70489 9/12–9/24 TR 6:30–9:30 pm 202071 CY

Radiology Training II (NCT)
Subject: RADI 5610 Hours: 40 Fee: $475
70490 10/29–12/12 TR 6:30–9:30 pm 202071 CY

Radiology Training III (NCT)
Subject: RADI 5615 Hours: 40 Fee: $475
XXXXX 1/7–2/20 TR 6:30–9:30 pm 202072 CY

COUNSELOR EDUCATION

6 CEU WORKSHOP!
Join us for a 1-day workshop and earn six (6) CE hours!
For more information, visit www.collin.edu/ce/healthsciences

PD: Counselor Education
Subject: CNSL 5260 Hours: 6 Fee: $60
70491 9/13 F 9 am–4 pm 202071 CY
70492 12/13 F 9 am–4 pm 202071 CY

LEGEND FOR DAYS AND LOCATIONS

Day Abbreviations: Location Abbreviations:
M–Monday AL–Allen Center
T–Tuesday CC–McKinney Campus
W–Wednesday CHE–Collin Higher Education Center
R–Thursday CY–Courtyard Center
F–Friday PC–Frisco Campus
S–Saturday RW–Rockwall Center
U–Sunday SC–Plano Campus

WE OFFER HUNDREDS OF ONLINE COURSES!
Check it out at www.collin.edu/ce/classes/online.html
## Languages

All Languages courses, except Conversation, require textbooks.

### American Sign Language

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<tr>
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<td>9/10-10/17</td>
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<tr>
<td><strong>Sign Language, Intermediate</strong></td>
<td><strong>Japanese III</strong></td>
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<tr>
<td>Subject: FRNL 9295</td>
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### French

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<td>CRN 70480</td>
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<td><strong>French II</strong></td>
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<td><strong>French IV</strong></td>
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<td><strong>French Conversation, Advanced</strong></td>
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### Japanese

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<td><strong>Japanese III</strong></td>
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<td><strong>Japanese VI</strong></td>
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<tr>
<td>Subject: FRNL 9160</td>
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### Mandarin Chinese

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<td>Subject: FRNL 9180</td>
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<td>Prerequisite: Mandarin Chinese I</td>
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<td><strong>Mandarin Chinese VII</strong></td>
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<td>Subject: FRNL 9210</td>
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<td>Subject: FRNL 9196</td>
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### Portuguese

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Subscribe to the Continuing Education email newsletter today!

The e-letter connects you to the latest information about upcoming Continuing Education courses, workshops, and events to meet your career training needs.

**COMMUNICATIONS IMPROVEMENT (ESL)**

All Communications Improvement (ESL) courses require textbooks.
Class will not meet 11/25-12/1.

### ESL Placement Testing

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Test starts promptly. Please arrive early.

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### Communication Improvement, Intro

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### Communication Improvement, Level 1

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### Communication Improvement Level 3

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### Communication Improvement Level 5

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### English Conversation - Domestic and Global

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### Accent Modification

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### Spanish II

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Prerequisite: Spanish I or Spanish–speaking ability

**Spanish V**

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Prerequisite: Spanish IV or Spanish–speaking ability

**Spanish Conversation – Beginning**

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Prerequisite: Completion of Spanish I or Spanish II students

**Spanish Conversation – Advanced**

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</thead>
<tbody>
<tr>
<td>FRNL 9540</td>
<td>30</td>
<td>$139</td>
</tr>
</tbody>
</table>

Prerequisite: Spanish V or above students

**Communication Improvement (ESL)**

Communications Improvement (ESL) / Exam Prep

**ESL PRONUNCIATION**

**Pronunciation & Speaking, Beginning**
Subject: ESLP–9386 Hours: 30 Fee: $90
Prerequisite: Level 1 and 2 students
70538 9/7–11/23 S 9:30 am–noon 202071 CY
70539 9/9–9/18 MW 12:30–2:30 pm 202071 CY
70540 9/10–10/17 TR 7–9 pm 202071 CY

**Pronunciation & Speaking, Intermediate**
Subject: ESLP–9387 Hours: 30 Fee: $90
Prerequisite: Level 3 and 4 students
70541 9/7–11/23 S 9:30 am–noon 202071 CY
70542 9/9–9/18 MW 12:30–2:30 pm 202071 CY
70543 9/10–10/17 TR 7–9 pm 202071 CY

**Pronunciation & Speaking, Advanced**
Subject: ESLP–9388 Hours: 30 Fee: $90
Prerequisite: Level 5 students
70544 9/7–11/23 S 9:30 am–noon 202071 CY
70545 9/9–9/18 MW 12:30–2:30 pm 202071 CY
70546 9/10–10/17 TR 7–9 pm 202071 CY

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**ESL READING**

**Reading & Vocabulary Comprehension, Beginning**
Subject: ESLP 9455 Hours: 30 Fee: $90
70547 9/6–11/22 F 9:30 am–noon 202071 CY

**Reading & Vocabulary Comprehension, Intermediate**
Subject: ESLP 9460 Hours: 30 Fee: $90
70548 9/6–11/22 F 12–2:30 pm 202071 CY

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**EXAM PREPARATION**

**GMAT Test Preparation Review**
Subject: TEST 9000 Hours: 30 Fee: $189
70359 9/9–11/11 M 6:30–9:30 pm 202071 CY

**GRE Test Preparation Review**
Subject: TEST 9005 Hours: 30 Fee: $189
70364 9/11–11/13 W 6:30–9:30 pm 202071 CY

**Pre-TOEFL**
Subject: TEST 9050 Hours: 12 Fee: $129
70365 9/9–9/18 MW 6:30–9:30 pm 202071 CY

**TOEFL**
Subject: TEST 9010 Hours: 48 Fee: $269
70366 9/23–12/2 MW 6:30–9:30 pm 202071 CY

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We also offer Linked ESL Courses! For additional information, please check out www.collin.edu/department/esl/
Collin College Offers a variety of courses leading to state certifications from the Texas Commission on Fire Protection (TCFP).

**Course offerings include:**
- Driver/Operator
- Fire Investigator
- Fire Instructor I, II & III
- Fire Inspector I, II
- Rope Rescue Level I, II
- Plan Examiner

Select courses are offered on-line.

Make the most of your career in the fire service by advancing through the ranks with multiple state certifications.

For information on upcoming courses, visit [www.collin.edu/firescience](http://www.collin.edu/firescience) or call 972.548.6836.

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**STATE LICENSURE FOR PEACE OFFICERS**

- Have you ever considered a career in law enforcement?
- Do you want to serve your community?
- Did you know that Collin College offers the Basic Peace Officer Course?

The Basic Peace Officer course is a 775-hour training program accredited by the Texas Commission on Law Enforcement (TCOLE). Successful completion of the Basic Peace Officer course is a requirement to become a licensed peace officer in Texas. The Collin College Law Enforcement Academy in McKinney, Texas currently offers the Basic Peace Officer course as a full-time program.

If you would like to become a law enforcement officer contact us at 972.548.6863 or visit our website at [www.collin.edu/department/lawenforcement/](http://www.collin.edu/department/lawenforcement/).

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**SAIL** is an educational program for individuals 55+ and offers a wide variety of non-credit classes in history, literature, art appreciation and many other popular subjects. SAIL classes are offered in fall, spring and summer with special events throughout the year.

If you have a desire to learn and make new friends, SAIL is the place for you!

For a complete listing of SAIL classes, dates and times and how to register, visit the SAIL website at [www.collin.edu/sail](http://www.collin.edu/sail), email sail@collin.edu or call 972.985.3788.
What does it mean to employers when someone has an industry recognized certification?

Having an industry recognized certification or license shows that you are committed to your chosen profession and seek to maintain the latest skills to do the job.

An industry recognized certification demonstrates your knowledge, skills, and abilities in a particular field and can be the difference in getting a job interview or being eligible for a promotion within your organization.

When is it a good idea to acquire a certification?

- When making a career change and you are looking to obtain an entry level position.
- When you are ready to advance your current career.
- When you are looking for a competitive advantage and want to prove your skill level.

How does an industry recognized certification differ from a certificate?

An industry recognized certification requires a certification or licensing exam. After a student takes and passes the exam, they have demonstrated competency in that field of study. Continuing Education offers many certificate series and courses that prepare students to sit for certification and licensing exams.

Continuing Education issues certificates (institutional Certificates of Completion) to show that a student successfully completed all courses within a certificate series. Some careers do not require certification, but do require an individual to prove they are proficient in the area they wish to work. Completing a certificate series with Continuing Education will help prove your proficiency and make you a more marketable candidate within your desired career.

Collin College Continuing Education offers courses that can lead to industry recognized certifications for entry level to experienced professionals. To understand which certifications fit your career goals, we’ve divided them by entry level and experienced level certifications.
Jump Start your Career
Online Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program.

Course Features:
• 24-Hour Access
• 6-18 month format
• All materials included
• Industry certification

Microsoft Office 2016 Master Certification Training
Vouchers Included (245 HRS)
Master your skills in Excel, Word, PowerPoint and Outlook while preparing for the Microsoft Office Specialist Certification Exams.

Professional Bookkeeping with QuickBooks 2017 (120 HRS)
Prepare for a career in the high-demand field of bookkeeping as you master QuickBooks 2017—the leading financial software tool for small businesses. By the end of this program, you’ll be an expert in everything from basic accounting to double-entry bookkeeping.

Paralegal (300 HRS)
Prepare for success in this growing career field with this online program. Learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

Purchasing and Supply Chain Management (300 HRS)
Develop essential managerial skills, and learn to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you’ll learn in this online program.

Project Management Essentials with CAPM® Prep (60 HRS)
Project Management career opportunities continue to increase. This program provides the educational pre-requisites for the Certified Associate In Project Management (CAPM®) certification offered through the Project Management Institute (PMI®)

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Quick. Affordable. Effective.
Online Courses

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners.

Course Features:
• 24-Hour Access
• Online Discussion Areas
• 6 Week Format
• Monthly start sessions

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Accounting Fundamentals I & II
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. Follow up by giving yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

Creating Web Pages
Learn how to design, create, and post your very own site on the Internet’s World Wide Web using HTML. Discover low-cost marketing techniques and search engine strategies.

Introduction to Microsoft Excel
Become proficient in using Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Introduction to Microsoft Word
Learn how to create and modify documents using MS Word, the world's most popular word processing program.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Call or visit us for a full list of courses

www.ed2go.com/collince/
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