Start the new year with Spring Courses
Starting January through April!

Dental Assisting courses, page 33
Human Resources Management courses, page 9
Truck Driving courses, page 15
HiSET® Exam Preparation is a 36-hour course that will provide review and test-taking strategies for the HiSET® high school equivalency exam. Five review areas will be covered: Reading, Writing, Mathematics, Science, and Social Studies.

Eligibility Requirements: Students must be 18 years of age or older and have a minimum of a 9th grade education.

Two classes to choose from:
CRN# 73648: 1/27-3/4, M/W, 6-9 p.m.
CRN# 73649: 3/23-4/29, M/W, 6-9p.m.

Location: Collin College Courtyard Center
4800 Preston Park Blvd., Plano, TX 75093

Course Fee: $379 includes course materials (Exam fee is additional.)

Register today!
972.985.3711

Learn more including scheduling your exam at:
www.collin.edu/ce/classes/hiset.html

Additional questions?
Email: CEInfo@collin.edu
Phone: 972.985.3750

The HiSET® Exam
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Collin 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 972.881.5898V/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 SPRING COURSES

COMPUTER EDUCATION
- AWS Certification, pg 21
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  - AWS Certified Solutions Architect

Data Science, pg 21
- Data Science Certificate Series
- Data Science - Programming
- Data Science - Introduction
- Data Science – Business Analytics

Microsoft Certifications, pg 21
- Microsoft Azure Administrator AZ-103
- Microsoft Azure Architect Technologies AZ-300
- Microsoft Azure Architect Design AZ-301

CREATIVE CAREERS
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  - High School Equivalency Credential Exam Preparation Course for the HiSET Exam

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- Real Estate, pg 13
  - Texas Real Estate Exam Review

FOREIGN LANGUAGES
- Japanese, pg 36
  - Japanese Conversation, Beginning

HEALTH SCIENCES
- Health Sciences, pg 27
  - 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.

CERTIFIED WEDDING & EVENT PLANNER

Certified Wedding & Event Planner
- 1/21 T 6-7 pm


HEALTH SCIENCES

Medical Billing & Coding
- 73074 1/6 M 9-10 am

Medical Transcription Editor
- 73075 1/9 R 6-7 pm

FREE – ESL PLACEMENT TESTING

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

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HiSET® Exam Preparation via Collin College Continuing Education

HiSET® Exam Preparation is a 36-hour course that will provide review and test-taking strategies for the HiSET® high school equivalency exam. Five review areas will be covered: Reading, Writing, Mathematics, Science, and Social Studies.

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CRN# 73648: 1/27-3/4, M/W, 6-9 p.m.
CRN# 73649: 3/23-4/29, M/W, 6-9 p.m.
Location: Collin College Courtyard Center
4800 Preston Park Blvd., Plano, TX 75093
Course Fee: $379 includes course materials
(Exam fee is additional.)

Register today! 972.985.3711
Learn more including scheduling your exam at:
www.collin.edu/ce/classes/hiSET.html

Additional questions? Email CEinfo@collin.edu
Phone: 972.985.3713
Continuing Education

The HiSET® Exam

Collin College
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

**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](http://www.collin.edu/ce/classes/linked.html)

---

### How to Read the Schedule

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Day(s) Classes Held (Ex: S = Saturday)
3 EASY WAYS TO REGISTER

1 ONLINE REGISTRATION
Register online at www.collin.edu/ce/registration.html if you already have a student account at Collin.

Apply at www.collin.edu/ce/application.html if you are a new student.

2 PHONE REGISTRATION
Call 972.985.3711 and provide the course name, CRN, and credit card information (we accept VISA, Discover, or MasterCard.)

3 WALK-IN REGISTRATION
Courtyard Center (CY)
4800 Preston Park Blvd, Plano
Monday-Thursday: 8 am-8 pm
Friday: 8 am-5 pm
Saturday: 9 am-1 pm (credit card payment only)

Frisco Campus (Preston Ridge) (PC)
9700 Wade Blvd, Frisco
Monday-Tuesday: 8 am-8 pm
Wednesday-Friday: 8 am-5 pm

McKinney Campus (Central Park) (CC)
2200 West University Dr, McKinney
Monday-Tuesday: 8 am-5 pm
Wednesday: 8 am-8 pm
Thursday-Friday: 8 am-5 pm

Plano Campus (Spring Creek) (SC)
2800 E. Spring Creek Pkwy, Plano
Monday-Thursday: 8 am-8 pm
Friday: 8 am-5 pm

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.

Course and Certificate registrations are accepted on a first-come, first-served basis. Register early to secure a place in the course of your choice. Only paid registrants will be permitted in the classroom. Payments must be made at the time of registration.
# Accounting | Workforce Development

## Accounting

<table>
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### Required Materials
- Text

### Prerequisite
- Accounting I

## Accounting Clerk Certificate Series

Accounting Clerk positions require applicants to have basic accounting knowledge and typically some computer training. The series is designed to give the students working knowledge of the way accounting is done in today's technological environment. Anticipated growth in the Metroplex is 4.6% over the next two years with a median wage of $19.67/hour.

### General Accounting Basics
- Subject: ACNT 7020
- Hours: 18
- Fee: $149

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### Basic Bookkeeping
- Subject: ACNT 7035
- Hours: 12
- Fee: $99

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### Department Budget Essentials
- Subject: ACNT 7015
- Hours: 9
- Fee: $79

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Microsoft Excel I or higher level (pg. 17)
Quickbooks – Beginner or higher level (pg. 17)

To be eligible to receive a certificate, students must complete all 5 courses with 90% attendance.

## Administrative Assistant Certificate Series

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

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### Workplace Behaviors
- Subject: ADAS 7200
- Hours: 12
- Fee: $85

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### Internet Communications and Research
- Subject: ADAS 7490
- Hours: 12
- Fee: $85

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### Business Correspondence and Communication
- Subject: ADAS 7230
- Hours: 12
- Fee: $85

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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
- 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.tshpa.texas.gov](http://www.tshpa.texas.gov)

---

**Certified Public Accountants**

Enhance your professional competency by enrolling in our CE courses!

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AVIATION

Private Pilot Ground School
Subject: AIRP 7070  Hours: 48  Fee: $299
Required Materials: Text
73284  1/23–5/7 R  7–10 pm  202072  CY

This course covers the prerequisites specified in Federal Aviation Regulations, Part 61 for a private pilot written test. Topics will include aircraft systems and performance, meteorology, interpreting weather data, basic navigation, radio navigation, aviation physiology, aerodynamics, flight, planning, and federal regulations. Tuition does not include the FAA exam fee.

Certified Bookkeeper (CB)
Subject: ACNT 7040  Hours: 42  Fee: $299
Prerequisite: 1 to 2 years of bookkeeping experience
Required Materials: Text
73184  1/23–4/23 R  6:30–9:30 pm  202072  CY

BOOKKEEPING

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 Dec. 21–Jan. 1, Jan. 20, March 13–15, April 10–12
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–Rockwall Center
U–Sunday  SC–Plano Campus
WW–Online

CONSTRUCTION PROJECT MANAGEMENT

Construction Project Management Certificate Series
Certificate Series description:
http://www.collin.edu/ce/classes/construct-project.html

Recommended prerequisite: Relevant experience in commercial construction or commercial real estate.
Required Materials: Text

Blueprint Reading & CSI Master Format
Subject: CONS 7915  Hours: 12  Fee: $89
73550  1/27–2/5  MW  6–9 pm  202072  CY

The Bidding Process & General Conditions
Subject: CONS 7895  Hours: 12  Fee: $89
73551  2/10–2/19  MW  6–9 pm  202072  CY

Contract Documents & Requirements
Subject: CONS 7090  Hours: 12  Fee: $89
73552  2/24–3/4  MW  6–9 pm  202072  CY

Construction Project Start-up & Performance
Subject: CONS 7085  Hours: 12  Fee: $89
73553  3/9–3/18  MW  6–9 pm  202072  CY

Managing a Successful Construction Project
Subject: CONS 7095  Hours: 12  Fee: $89
73554  3/23–4/1  MW  6–9 pm  202072  CY

Close-out & Final Payment
Subject: CONS 7080  Hours: 12  Fee: $89
73555  4/6–4/15  MW  6–9 pm  202072  CY

OSHA 10 Hour – Construction Safety
Subject: CONS 7920  Hours: 10  Fee: $89
73556  4/20–4/27  MW  6–9:20 pm  202072  CY

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

Follow us on social media @collinconted

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.

Spring 2020  To Register, call or click: 972.985.3711  www.collin.edu/ce/registration.html
To be eligible to receive a certificate, students must complete all 6 courses with 90% attendance.
### HUMAN RESOURCES MANAGEMENT

**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)

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<td>CY</td>
</tr>
</tbody>
</table>

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

### INSURANCE PROFESSIONAL CERTIFICATE SERIES

**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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Subject</th>
<th>Hours</th>
<th>Fee</th>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
<th>Location</th>
</tr>
</thead>
<tbody>
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<td>40</td>
<td>$249</td>
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<td>Time Management</td>
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<td>9</td>
<td>$69</td>
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<td>6:30-9:30 pm</td>
<td>2020</td>
<td>CY</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Marketing Principles</td>
<td>12</td>
<td>$79</td>
</tr>
<tr>
<td>MRKT 7640</td>
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<tr>
<td>73577</td>
<td>2/18-2/27 TR 6:30-9:30 pm</td>
<td>202072 CY</td>
</tr>
<tr>
<td>Marketing &amp; Business Management</td>
<td>12</td>
<td>$79</td>
</tr>
<tr>
<td>MRKT 7630</td>
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<tr>
<td>73578</td>
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<td>202072 CY</td>
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<tr>
<td>Marketing Using Digital Platforms</td>
<td>12</td>
<td>$79</td>
</tr>
<tr>
<td>MRKT 7650</td>
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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

<table>
<thead>
<tr>
<th>Subject</th>
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<tr>
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<td>Branding, Logos and Multimedia</td>
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<td>$79</td>
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<td>MRKT 7615</td>
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<td>202072 PC</td>
</tr>
<tr>
<td>Social, Local, Mobile and Email Marketing</td>
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<tr>
<td>MRKT 7660</td>
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<tr>
<td>73559</td>
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<tr>
<td>Search Engine Marketing Optimization</td>
<td>12</td>
<td>$79</td>
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<tr>
<td>MRKT 7655</td>
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<tr>
<td>73560</td>
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<td>202072 PC</td>
</tr>
</tbody>
</table>

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

---

Amy V.
Recruiter, At Home, The Home Décor Superstore

“After a short stint away from my 13-year career in Store Management and Human Resource Management at a national retail chain, I went back into retail Human Resource Management. I enrolled in the Human Resources Management Certificate Series in Continuing Education. The courses educated me about the different avenues that Human Resource Management covers. I believe employers appreciate when a candidate is improving themselves and increasing their knowledge. While interviewing, recruiters made a point about asking me why I went back to school.”

---

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.


---

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet Dec. 21–Jan. 1, Jan. 20, March 13–15, April 10–12
All classes that meet for more than 5 hours will have a one-hour break for lunch.

**LEGEND FOR DAYS AND LOCATIONS**

<table>
<thead>
<tr>
<th>Day Abbreviations</th>
<th>Location Abbreviations</th>
</tr>
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<tbody>
<tr>
<td>M–Monday</td>
<td>AL–Allen Center</td>
</tr>
<tr>
<td>T–Tuesday</td>
<td>CC–McKinney Campus</td>
</tr>
<tr>
<td>W–Wednesday</td>
<td>CHE–Collin Higher Education Center</td>
</tr>
<tr>
<td>R–Thursday</td>
<td>CY–Courtyard Center</td>
</tr>
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<td>F–Friday</td>
<td>PC–Frisco Campus</td>
</tr>
<tr>
<td>S–Saturday</td>
<td>RW–Rockwall Center</td>
</tr>
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<td>U–Sunday</td>
<td>SC–Plano Campus</td>
</tr>
<tr>
<td></td>
<td>WW–Online</td>
</tr>
</tbody>
</table>

---

WE OFFER HUNDREDS OF ONLINE COURSES!

Check it out at [www.collin.edu/ce/classes/online.html](http://www.collin.edu/ce/classes/online.html)
### MEDIATION

**CERTIFICATE IN CONFLICT MANAGEMENT**

**Understanding Conflict and Resolution Strategies**  
Subject: MEDI 7540  
Hours: 15  
Fee: $115  
73468  1/21–2/4  TR  6:30–9:30 pm  202072  PC

**Mediation and Dispute Resolution Certificate Training**  
This 40-hour Basic Mediation Certificate Series provides necessary education, training and skill development for students to be able to serve as a neutral third party court appointed mediator. Analyze various case studies. Role play a Mediation Session.  
This course will meet the 40 hour requirement per Texas State Law Section 154.052. The course will also meet the Standards of the Texas Alternative Dispute Resolution Procedures Act (Texas ADR).  

Subject: MEDI 7535  
Hours: 40  
Fee: $299  
73469  2/11–3/24  TR  6:30–9:30 pm  202072  PC

**Negotiation Skills**  
Subject: MEDI 7545  
Hours: 15  
Fee: $115  
Prerequisite: Understanding Conflict and Resolution Strategies; Basic Mediation Certificate  
73470  3/31–4/14  TR  6:30–9:30 pm  202072  PC

**Family Law Mediation Training**  
Subject: MEDI 7530  
Hours: 40  
Fee: $299  
73471  4/16–5/28  TR  6:30–9:30 pm  202072  PC

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

---

### NONPROFIT

**NONPROFIT MANAGEMENT CERTIFICATE SERIES**

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.

---

**FREE NONPROFIT MANAGEMENT INFORMATION SESSION**  
Tuesday, January 14, 6–8 pm  
Information Sessions are held at the Courtyard Center, 4800 Preston Park Blvd., Plano, Texas 75093  

---

**How to Start a Nonprofit**  
Subject: NONP 7810  
Hours: 12  
Fee: $99  
73581  1/21–1/30  TR  6:30–9:30 pm  202072  CY

**Nonprofit Strategic Business Planning & Best Practices**  
Subject: NONP 7855  
Hours: 12  
Fee: $99  
73582  2/4–2/13  TR  6:30–9:30 pm  202072  CY

**Budgeting, Accounting, and Reporting for Nonprofits**  
Subject: NONP 7805  
Hours: 15  
Fee: $109  
73583  2/18–3/3  TR  6:30–9:30 pm  202072  CY

**Grant Research and Development 101**  
Subject: NONP 7225  
Hours: 12  
Fee: $99  
73584  3/10–3/19  TR  6:30–9:30 pm  202072  CY

**Nonprofit Board and Volunteer Development**  
Subject: NONP 7850  
Hours: 12  
Fee: $99  
73585  3/24–4/2  TR  6:30–9:30 pm  202072  CY

**Digitally Marketing and Branding Your Nonprofit**  
Subject: NONP 7665  
Hours: 12  
Fee: $99  
73586  4/13–4/22  MW  6:30–9:30 pm  202072  CY

To be eligible to receive a certificate, students must select and complete at least 5 of the 6 courses with 90% attendance.

---

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

<table>
<thead>
<tr>
<th>Subject</th>
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<td>NOTA 7005</td>
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<td>NOTA 7050</td>
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### PAYROLL

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<td>$629</td>
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<tr>
<td>ACNT 7050</td>
<td>36</td>
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</table>

### OPERATIONS AND SUPPLY CHAIN MANAGEMENT

**Operations and Supply Chain Management Certificate Series**

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

### PROJECT MANAGEMENT

**Project Management Certificate Series**

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

### WE OFFER HUNDREDS OF ONLINE COURSES!

Check it out at [www.collin.edu/ce/classes/online.html](http://www.collin.edu/ce/classes/online.html)

### Courses below are not part of the Certificate Series

**Project Management Certificate Preparation**

Subject: PMGT 7160  Hours: 15  Fee: $299

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<th>CRN</th>
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<th>Day(s)</th>
<th>Time</th>
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<td>CY</td>
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</tbody>
</table>

Students may order textbooks online at [http://collin.bncollege.com](http://collin.bncollege.com)

Follow us on social media @collinconte
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/

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.

Online Principles of Real Estate I & II

The following courses are offered online using Canvas.

CE Fee: $162 ea.*

<table>
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<th>Course Name</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>73327</td>
<td>Principles II</td>
</tr>
<tr>
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<td>Principles II</td>
</tr>
<tr>
<td>73357</td>
<td>Principles II</td>
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</table>

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

Mini Semester I

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<tbody>
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<td>Principles of Real Estate I</td>
</tr>
<tr>
<td>73359</td>
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<td>73364</td>
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Mini Semester II

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Mini Semester III

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<td>22919</td>
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<td>73378</td>
<td>21630</td>
<td>Contract Forms &amp; Addenda</td>
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<tr>
<td>73379</td>
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Weekend Schedule I

<table>
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<tr>
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<tbody>
<tr>
<td>73383</td>
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Weekend Schedule II

<table>
<thead>
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<tbody>
<tr>
<td>73384</td>
<td>25504</td>
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</table>
### Montessori 3: Language Exercises
Subject: CHDV 7300  Hours: 24  Fee: $300
Prerequisite: Students must have a high school diploma and be able to write and speak English fluently.
Required Materials: Text

<table>
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<th>CRN</th>
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<tbody>
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### Montessori 4: Math Exercises
Subject: CHDV 7305  Hours: 24  Fee: $300
Prerequisite: Students must have a high school diploma and be able to write and speak English fluently.
Required Materials: Text

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### Montessori 5: Geography/Cultural Exercises
Subject: CHDV 7310  Hours: 24  Fee: $300
Prerequisite: Students must have a high school diploma and be able to write and speak English fluently.
Required Materials: Text

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### How to Start A Child Care Business
Subject: CHDV 7355  Hours: 8  Fee: $109
Prerequisite: Students must have a high school diploma and be able to write and speak English fluently.

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### Pre-Service Training for Child Care Personnel
Subject: CHDV 7335  Hours: 8  Fee: $109

<table>
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<td>9 am-6 pm</td>
<td>202072 CY</td>
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### Workshops

#### Character Education/Teaching Empathy
Subject: CHDV 7320  Hours: 4  Fee: $69

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<td>202072 CY</td>
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<td>2/1</td>
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<td>9 am-1 pm</td>
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#### Various Speakers and Topics

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#### Exam Preparation for Certification

<table>
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<td>9 am-1 pm</td>
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</tbody>
</table>

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.

Commercial Industrial Wiring
Subject: TRDE 7890  Hours: 19  Fee: $119
Prerequisite: Basic Electrical Wiring
73283  4/14-4/30  TR  6:30-9:40 pm  202072 CY

Basic Electrical Wiring
Subject: JRNY 7495  Hours: 32  Fee: $179
Recommended Materials: Text
73280  1/21-2/20  TR  6:30-9:45 pm  202072 CY
73281  3/3-4/2  TR  6:30-9:45 pm  202072 CY
Last class ends at 9:15 pm

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.
Subject: JRNY 7895  Hours: 48  Fee: $325
73282  2/3-3/25  MW  6-9 pm  202072 CY

FIBER OPTICS

Enroll in our 2-3 day courses approved by the Fiber Optics Association (FOA). We offer both technician (CFOT) and specialist (CFOS/S, CFOS/T) training. No prior experience needed for the CFOT course. Specialist courses can be taken immediately after successful completion of CFOT course. Tuition includes all materials as well as FOA certification exam. Median hourly income in the DFW region is $25.24.

Certified Fiber Optics Technician (CFOT)
Subject: FIBR 7375  Hours: 24  Fee: $700
73653  2/3-2/5  MTW  8 am–5 pm  202072 CY

Certified Fiber Optics Specialist-Testing/Maintenance (CFOS/T)
Subject: FIBR 7365  Hours: 16  Fee: $675
Prerequisite: Successful completion of FOA CFOT course within the preceding 12 months or renewal of FOA membership during that time frame.
73654  2/6-2/7  RF  8 am–5 pm  202072 CY

Certified Fiber Optics Splicing Specialist (CFOS/S)
Subject: FIBR 7380  Hours: 14  Fee: $675
Prerequisites: CFOT
73655  2/8-2/9  S  8 am–6 pm  202072 CY
U noon–5 pm

Put your hands behind the wheel of an in-demand career!
Call 972.985.3750 or email CEInfo@collin.edu for upcoming classes.

The Professional Truck Driving training is offered in partnership with a third party vendor. To qualify for a CDL, students must register in both Professional Truck Driving I and Professional Truck Driving II.

Professional Truck Driving I
Subject: CDLT 9050  Tuition and Fee: $2,300

Professional Truck Driving II
Subject: CDLT 9055  Tuition and Fee: $2,300
• Classes meet Monday–Friday from 8 am–6:30 pm for approximately 4 weeks.*
• Students complete 200 hours of training to earn CDL license
• Interested students must be able to read and speak English
• Must have a valid Class C license and an acceptable driving record
• Tuition includes CDL licensing and instructional materials
• Tuition assistance available for eligible applicants.
  http://www.collin.edu/ce/financial-aid.html
• Median earnings in the DFW area are $21.19/hour, $44,080 annually

Course description: www.collin.edu/ce/classes/tech-trades.html#CDL
*This is an approximate number of weeks subject to factors including passing the pre-trip, inclement weather, etc.

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>
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<tbody>
<tr>
<td>Basic Excel</td>
<td>73203</td>
<td>1/31</td>
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<tr>
<td></td>
<td>73170</td>
<td>2/22*</td>
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<tr>
<td></td>
<td>73110</td>
<td>3/20</td>
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<tr>
<td>Intermediate Excel</td>
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<tr>
<td>Advanced Excel</td>
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<td>4/3</td>
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<tr>
<td>MS Excel Formula and Function</td>
<td>73115</td>
<td>4/17</td>
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<tr>
<td>Skills</td>
<td>73113</td>
<td>4/4*</td>
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<tr>
<td>MS Excel PivotTable Skills - Basic</td>
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<td>MS Excel PivotTable Skills - Advanced</td>
<td>73117</td>
<td>4/24</td>
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<tr>
<td>Data Visualization with Tableau</td>
<td>73118</td>
<td>4/25*</td>
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**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 Excel I</td>
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<td>4/25-4/26</td>
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**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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<tr>
<td>LinkedIn - Basics</td>
<td>73200</td>
<td>1/22</td>
<td>W</td>
<td>9 am–noon</td>
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<tr>
<td>LinkedIn - Advanced</td>
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<td>1/29</td>
<td>W</td>
<td>9 am–noon</td>
<td>1</td>
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</table>

Follow us on social media @collinconted

**INTRODUCTORY COMPUTER COURSES**

**Computer Keyboarding**

Subject: COMP 6300  
Hours: 21  
Fee: $119  
Required Materials: Text

<table>
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<tbody>
<tr>
<td>73102</td>
<td>1/25-3/7</td>
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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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<tr>
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<td>1/22-2/5</td>
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<tr>
<td>73151</td>
<td>2/18-3/3</td>
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<tr>
<td>73189</td>
<td>2/22-3/28</td>
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**OPERATING SYSTEMS**

**Windows 10 – Beginner**

Subject: COMP 6315  
Hours: 18  
Fee: $129  
Prerequisite: Computer Keyboarding or ability to type at least 20 WPM  
Required Materials: Text

<table>
<thead>
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<th>Time</th>
<th>Term</th>
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<td>73204</td>
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<td>73208</td>
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**MICROSOFT OFFICE**

**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>73120</td>
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<tr>
<td>73127</td>
<td>3/11-3/30</td>
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</table>

**Administrative Assistant Certificate Series**

If you are taking more than one of the Microsoft Office level I courses, you may be interested in the Administrative Assistant Certificate Series on page 6 or the Medical Administrative Assistant on page 28.
<table>
<thead>
<tr>
<th>CRN</th>
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<tr>
<td>73130</td>
<td>4/1-4/20</td>
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<td>9 am-noon</td>
<td>202072</td>
<td>CY</td>
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<tr>
<td>73182</td>
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<td>TR</td>
<td>1-4 pm</td>
<td>202072</td>
<td>CY</td>
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</tbody>
</table>

**Microsoft Excel I**

Subject: MOFF 6625  Hours: 18  Fee: $129
Prerequisite: Microsoft Windows
Required Materials: Text
73431 1/27-2/12  MW  6:30-9:30 pm  202072  CHE
73122 2/4-2/20   TR  1-4 pm     | 202072 | CY       |
73220 2/5-2/17   MWF 9 am-noon  202072  CY
73173 3/20-5/1   F  6:30-9:30 pm  202072  CY
73180 4/14-4/30  TR  9 am-noon  202072  CY

**Microsoft Excel II**

Subject: MOFF 6630  Hours: 18  Fee: $129
Prerequisite: Microsoft Excel I
Required Materials: Text
73432 2/17-3/4   MW  6:30-9:30 pm  202072  CHE
73221 2/19-3/2   MWF 9 am-noon  202072  CY
73114 4/7-4/23   TR  1-4 pm     | 202072 | CY       |

**Microsoft Excel III**

Subject: MOFF 6635  Hours: 18  Fee: $129
Prerequisite: Microsoft Excel II
Required Materials: Text
73433 3/9-3/25   MW  6:30-9:30 pm  202072  CHE

**Microsoft Access I**

Subject: MOFF 6610  Hours: 18  Fee: $129
Prerequisite: Microsoft Windows
Required Materials: Text
73205 2/18-3/5   TR  6:30-9:30 pm  202072  CY
73229 3/18-3/30  MWF 9 am-noon  202072  CY

**Microsoft Access II**

Subject: MOFF 6615  Hours: 18  Fee: $129
Prerequisite: Microsoft Access I
Required Materials: Text
73209 3/10-3/26  TR  6:30-9:30 pm  202072  CY

**Microsoft PowerPoint I**

Subject: MOFF 6650  Hours: 15  Fee: $109
Prerequisite: Microsoft Windows.
Required Materials: Text
73185 1/11-2/8   S   1-4 pm     | 202072 | CY       |
73126 2/25-3/10  TR  1-4 pm     | 202072 | CY       |
73104 2/4-2/18   TR  1-4 pm     | 202072 | CY       |

**Microsoft Outlook I**

Subject: MOFF 6645  Hours: 15  Fee: $119
73103 1/11-2/8   S   9 am-noon  202072  CY
73107 3/17-3/31  TR  1-4 pm     | 202072 | CY       |

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**Business Applications**

**QuickBooks Online**

Subject: ACNT 6020  Hours: 32  Fee: $289
Required Materials: Text (This class is conducted in the classroom, not online.)
73152 2/21-4/24   F   1-5 pm     | 202072 | CY       |

**QuickBooks – Beginner**

Subject: ACNT 6005  Hours: 16  Fee: $144
Prerequisite: Familiarity with computer keyboarding and Microsoft Windows
Required Materials: Text
73434 1/8-1/29   W   6-10 pm    | 202072 | PC       |
73142 1/14-1/23  TR  5:30-9:30 pm 202072  CY
73140 1/24-1/31  F   9 am-6 pm   | 202072 | CY       |
73145 1/28-2/6   TR  5:30-9:30 pm 202072  CY
73155 3/3-3/12   TR  5:30-9:30 pm 202072  CY

**QuickBooks – Intermediate**

Subject: ACNT 6010  Hours: 16  Fee: $144
Prerequisite: QuickBooks – Beginner
Required Materials: Text
73435 2/5-2/26   W   6-10 pm    | 202072 | PC       |
73149 2/7-2/14   F   9 am-6 pm   | 202072 | CY       |
73150 2/11-2/20  TR  5:30-9:30 pm 202072  CY
73158 3/17-3/26  TR  5:30-9:30 pm 202072  CY

**QuickBooks – Advanced**

Subject: ACNT 6000  Hours: 12  Fee: $119
Prerequisite: QuickBooks Intermediate or equivalent experience
Required Materials: Text
73153 2/25-2/27  TWR 5:30-9:30 pm  202072  CY
73159 3/31-4/2    TWR 5:30-9:30 pm  202072  CY

**QuickBooks User Certification**

Subject: ACNT 6015  Hours: 16  Fee: $144
Required Materials: Text
73160 4/14-4/23  TR  5:30-9:30 pm  202072  CY

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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.
**COMPUTER AIDED DESIGN AND DRAFTING**

<table>
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**AutoCAD – Fundamentals**

Subject: CADD 6255  
Hours: 24  
Fee: $529

Prerequisite: Familiarity with Windows OS  
Required Materials: Text

**AutoCAD – Advanced**

Subject: CADD 6250  
Hours: 18  
Fee: $319

Prerequisite: AutoCAD Fundamentals, or equivalent experience  
Required Materials: Text

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**Revit Architecture – Essentials**

Subject: CADD 6270  
Hours: 24  
Fee: $359

Prerequisite: Familiarity with Windows OS  
Required Materials: Text

<table>
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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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<td>73593</td>
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<td>1-4 pm</td>
<td>202072 PC</td>
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**WEB TECHNOLOGIES**

**DIGITAL MARKETING CERTIFICATE**

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

Take the four core classes (pg. 10):

- Business Intelligence  
- Using Google Analytics  
- Internet Marketing  
- Using Google AdWords  
- WordPress – Basic

PLUS take four elective courses from this list:

- E-Commerce for WordPress  
- 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.

Follow us on social media @collinconted

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.

<table>
<thead>
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**WordPress – Basic**

Subject: WEBT 7195  
Hours: 18  
Fee: $169

Prerequisite: Familiarity with the Internet  
Required Materials: Text

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**WordPress – Intermediate**

Subject: WEBT 7196  
Hours: 18  
Fee: $169

Prerequisite: WordPress – Basic, or equivalent experience; working knowledge of HTML, CSS helpful, but not required.

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**WordPress – Advanced**

Subject: WEBT 7200  
Hours: 18  
Fee: $169

Prerequisite: WordPress – Intermediate, or equivalent experience; working knowledge of HTML, CSS helpful, but not required.

Required Materials: Text

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**E-Commerce for WordPress**

Subject: WEBT 7374  
Hours: 12  
Fee: $129

Prerequisite: WordPress – Advanced, or equivalent experience.

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### Search Engine Optimization for Small Business – Basic

**Subject:** WEBT 7165  
**Hours:** 18  
**Fee:** $169  
**Prerequisite:** Familiality with Internet and search engine basics  
**Required Materials:** Text

### Search Engine Optimization for Small Business – Advanced

**Subject:** WEBT 7160  
**Hours:** 18  
**Fee:** $169  
**Prerequisite:** Search Engine Optimization for Small Business – Basic  
**Required Materials:** Text

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### Email Marketing

**Subject:** WEBT 7380  
**Hours:** 18  
**Fee:** $189  
**Prerequisite:**  
**Required Materials:** Text

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### Internet Marketing – The Value First Strategy

**Subject:** WEBT 7385  
**Hours:** 12  
**Fee:** $129  
**Prerequisite:** WordPress – Basic

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### Internet Marketing Using Google AdWords

**Subject:** WEBT 7125  
**Hours:** 18  
**Fee:** $169  
**Prerequisite:** Search Engine Optimization for Small Business – Basic  
**Required Materials:** Text

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### Internet Marketing Using Targeted Content

**Subject:** WEBT 7130  
**Hours:** 18  
**Fee:** $169  
**Prerequisite:** Search Engine Optimization for Small Business – Basic  
**Required Materials:** Text

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### LinkedIn Strategies for Businesses

**Subject:** WEBT 7155  
**Hours:** 8  
**Fee:** $119  
**Prerequisite:** Social Media Marketing Technologies – Basic, or experience with using LinkedIn

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### Search Engine Optimization for Small Business – Advanced

**Subject:** WEBT 7160  
**Hours:** 18  
**Fee:** $169  
**Prerequisite:** Search Engine Optimization for Small Business – Basic  
**Required Materials:** Text

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### Facebook Blueprint

**Subject:** WEBT 7115  
**Hours:** 12  
**Fee:** $149  
**Prerequisite:** WordPress Basic or equivalent experience

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### Amplify Reach across Multiple Social Networks

**Subject:** WEBT 7080  
**Hours:** 9  
**Fee:** $129  
**Prerequisite:** WordPress Basic, Social Media Marketing Technologies – Advanced

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### 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.

Follow us on social media @collinconted
## WEB DEVELOPMENT

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<td><strong>Cascading Style Sheets</strong></td>
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<td><strong>Introduction to PHP &amp; MySQL</strong></td>
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<tr>
<td>Prerequisite: HTML</td>
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<td>Prerequisite: HTML. Basic knowledge of scripting helpful, but not necessary</td>
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<td><strong>Advanced JavaScript using jQuery</strong></td>
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<tr>
<td>Prerequisite: HTML, CSS, and Intro to JavaScript</td>
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<td><strong>AngularJS Framework</strong></td>
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<td><strong>Node.js Basics</strong></td>
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**EARN A WEB DEVELOPER CERTIFICATE!**
For details go to
http://www.collin.edu/ce/classes/web-develop.html

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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.

## COMPUTER PROGRAMMING

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<tr>
<td><strong>Beginning Programming I</strong></td>
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<td><strong>SQL Programming</strong></td>
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<tr>
<td>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.</td>
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<td><strong>Advanced SQL Programming</strong></td>
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<td>Prerequisite: Intro SQL Programming or equivalent experience</td>
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## JAVA PROGRAMMING

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<td><strong>Java Programming I</strong></td>
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<td>Prerequisite: Experience with another programming language</td>
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## UNIX / LINUX

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<td><strong>Shell Scripting I</strong></td>
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<td>Prerequisite: Introduction to UNIX Using Linux or equivalent experience</td>
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<td>73119</td>
<td>1/13-1/30</td>
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**Cisco courses fill fast, so register early!**

Linked course details and schedules: [http://www.collin.edu/ce/classes/linked.html](http://www.collin.edu/ce/classes/linked.html)

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**COMPTIA CERTIFICATIONS**

* Saturday and Sunday CompTIA courses meet Saturdays from 8 am–5 pm and Sundays from 1–5 pm

**CompTIA A+ Certification**
Subject: CTIA 6375  Hours: 36  Fee: $449
Required Materials: Text

CRN  | Date(s)    | Day(s) | Time       | Term | Location |
-----|------------|--------|------------|------|----------|
73121| 2/1-2/16   | S U    | See times above | 202072 | CY       |
73123| 2/4-2/20   | TWR    | 6–10 pm    | 202072 | CY       |

**CompTIA Net+ Certification**
Subject: CTIA 6390  Hours: 36  Fee: $449
Prerequisite: CompTIA A+ Certification
Required Materials: Text

CRN  | Date(s)    | Day(s) | Time       | Term | Location |
-----|------------|--------|------------|------|----------|
73125| 2/22-3/8   | S U    | See times above | 202072 | CY       |

**CompTIA Security+ Certification**
Subject: CTIA 6395  Hours: 36  Fee: $449
Prerequisite: CompTIA Net+ Certification
Required Materials: Text

CRN  | Date(s)    | Day(s) | Time       | Term | Location |
-----|------------|--------|------------|------|----------|
73129| 3/21-4/5   | S U    | See times above | 202072 | CY       |

**CYBERSECURITY**

**Certified Information Systems Security Professional (CISSP)**
Subject: CYBR 6405  Hours: 30  Fee: $789
Prerequisite: CompTIA Network+, Security+ or equivalent experience.

CRN  | Date(s)    | Day(s) | Time       | Term | Location |
-----|------------|--------|------------|------|----------|
73128| 3/16-4/2   | MTWR   | 6:30–10:15 pm | 202072 | CY       |

**Hacking and Penetration Testing**
Subject: CYBR 7320  Hours: 30  Fee: $789
Prerequisite: CompTIA Network+, Security+ or equivalent experience

CRN  | Date(s)    | Day(s) | Time       | Term | Location |
-----|------------|--------|------------|------|----------|
73119| 1/13-1/30  | MTWR   | 6:30–10:15 pm | 202072 | CY       |

**AMAZON WEB SERVICES (AWS) CERTIFICATION**

Course description: [www.collin.edu/ce/classes/networking.html](http://www.collin.edu/ce/classes/networking.html)

Whether in a business or technical role, jump-start your career by building Amazon Web Services (AWS) Cloud Foundations and Cloud Architecting skills in preparation for AWS certification exams.

**AWS Certified Cloud Practitioner**
Subject: ITSW 1053  Hours: 20  Fee: $289

CRN  | Date(s)    | Day(s) | Time       | Term | Location |
-----|------------|--------|------------|------|----------|
73676| 3/30-4/3   | MTWR   | 6–10 pm    | 202072 | CY       |

**AWS Certified Solutions Architect – Associate**
Subject: ITSW 1091  Hours: 40  Fee: $689

CRN  | Date(s)    | Day(s) | Time       | Term | Location |
-----|------------|--------|------------|------|----------|
73677| 4/13-4/24  | MTWR   | 6–10 pm    | 202072 | CY       |
## ARTS

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### Abstract Art Resin Acrylic Painting
- Subject: ARTV 1091
- Hours: 21
- Fee: $129
- CRN: 73508
- Dates: 1/21-3/3
- Days: T
- Time: 9 am-noon
- Term: 202072
- Location: CY

### Drawing I
- Subject: ARTF 9009
- Hours: 21
- Fee: $129
- CRN: 73496
- Dates: 1/23-3/5
- Days: R
- Time: 9 am-noon
- Term: 202072
- Location: CY

### Drawing II
- Subject: ARTF 9010
- Hours: 21
- Fee: $129
- CRN: 73497
- Dates: 3/19-4/30
- Days: R
- Time: 9 am-noon
- Term: 202072
- Location: CY

### Oil/Landscape Beginner – Intermediate
- Subject: ARTF 9045
- Hours: 21
- Fee: $129
- CRN: 73498
- Dates: 1/21-3/3
- Days: T
- Time: 2-5 pm
- Term: 202072
- Location: CY

### Watercolor I
- Subject: ARTF 9018
- Hours: 21
- Fee: $129
- CRN: 73502
- Dates: 1/21-3/3
- Days: T
- Time: 6-9 pm
- Term: 202072
- Location: CY

### Watercolor I, Advanced
- Subject: ARTF 9029
- Hours: 21
- Fee: $129
- CRN: 73504
- Dates: 1/23-3/5
- Days: R
- Time: 6-9 pm
- Term: 202072
- Location: CY

### Watercolor II
- Subject: ARTF 9030
- Hours: 21
- Fee: $129
- CRN: 73503
- Dates: 3/17-4/28
- Days: T
- Time: 2-5 pm
- Term: 202072
- Location: CY

### Advanced Watercolor II
- Subject: ARTF 9004
- Hours: 21
- Fee: $129
- CRN: 73505
- Dates: 3/19-4/30
- Days: R
- Time: 6-9 pm
- Term: 202072
- Location: CY

### Watercolor: Landscape & Still Life, Beginning
- Subject: ARTF 9040
- Hours: 21
- Fee: $129
- CRN: 73500
- Dates: 1/23-3/5
- Days: R
- Time: 9 am-noon
- Term: 202072
- Location: CY

### Basics of Writing a Novel
- Subject: CWRI 9216
- Hours: 24
- Fee: $149
- CRN: 73478
- Dates: 1/27-3/16
- Days: M
- Time: 6:30-9:30 pm
- Term: 202072
- Location: CY

### Blueprinting Your Novel
- Subject: CWRI 9200
- Hours: 15
- Fee: $129
- CRN: 73479
- Dates: 3/23-4/27
- Days: M
- Time: 6:30-9 pm
- Term: 202072
- Location: CY

### Market and Promote Your Novel
- Subject: CWRI 9215
- Hours: 12
- Fee: $119
- CRN: 73480
- Dates: 4/16-5/7
- Days: R
- Time: 6:30-9 pm
- Term: 202072
- Location: CY

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## Creative Writing

### Memoir Writing I
- Subject: CWRI 9226
- Hours: 12
- Fee: $89
- CRN: 73483
- Dates: 1/29-3/4
- Days: W
- Time: 10 am-noon
- Term: 202072
- Location: CY

### Memoir Writing II
- Subject: CWRI 9227
- Hours: 12
- Fee: $89
- CRN: 73484
- Dates: 1/29-3/4
- Days: W
- Time: 12:30-2:30 pm
- Term: 202072
- Location: CY

### Beginning Ballet
- Subject: DANC 1041
- Hours: 48
- Fee: $108
- CRN: 73617
- Dates: 1/21-5/17
- Days: TR
- Time: 10 am-11:15 am
- Term: 202072
- Location: PC

### Intermediate Ballet
- Subject: DANC 2041
- Hours: 48
- Fee: $108
- CRN: 73618
- Dates: 1/21-5/17
- Days: TR
- Time: 10 am-11:15 am
- Term: 202072
- Location: SC

### Beginning Jazz Dance
- Subject: DANC 1047
- Hours: 48
- Fee: $108
- CRN: 73621
- Dates: 1/21-5/17
- Days: TR
- Time: 10 am-11:15 am
- Term: 202072
- Location: SC

### Intermediate Jazz Dance
- Subject: DANC 2047
- Hours: 48
- Fee: $108
- CRN: 73622
- Dates: 1/21-5/17
- Days: TR
- Time: 10 am-11:15 am
- Term: 202072
- Location: PC

### Beginning Modern Dance
- Subject: DANC 1045
- Hours: 48
- Fee: $108
- CRN: 73619
- Dates: 1/21-5/17
- Days: TR
- Time: 11:30 am-12:45 pm
- Term: 202072
- Location: PC

### Intermediate Modern Dance
- Subject: DANC 2045
- Hours: 48
- Fee: $108
- CRN: 73620
- Dates: 1/21-5/17
- Days: TR
- Time: 11:30 am-12:45 pm
- Term: 202072
- Location: PC

---

## Theatre

### Acting I
- Subject: DRAM 1051
- Hours: 80
- Fee: $162
- CRN: 73638
- Dates: 1/21-5/17
- Days: TR
- Time: 9:30 am-11:45 am
- Term: 202072
- Location: SC

### Genealogy II
- Subject: GENE 6505
- Hours: 20
- Fee: $139
- CRN: 73506
- Dates: 1/22-3/11
- Days: W
- Time: 6:30-9 pm
- Term: 202072
- Location: CY

### Genealogy – Online Research
- Subject: GENE 6810
- Hours: 15
- Fee: $109
- CRN: 73507
- Dates: 3/18-4/22
- Days: W
- Time: 6:30-9 pm
- Term: 202072
- Location: CY
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 (Offered in Fall semester)

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

Course description: [http://www.collin.edu/ce/classes/interior-design.html](http://www.collin.edu/ce/classes/interior-design.html)

You may also be interested in Computer Aided Design and Drafting courses on page 18.
Develop and hone your skills as a professional photographer in the Digital Photography Certificate Series. Begin by learning the many techniques available with digital cameras, imaging software and printers. Survey the various aspects of this profession from lighting to photo essays and develop a thorough grasp of what is involved in becoming a photographer. Explore the business aspects of professional photography such as designing your marketing plan, finding the right gallery and the importance of networking.

**Complete five core courses:**
- 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
- Building a Photography Business
- Digital Photography - Night, Low Light
- Fashion Photography
- Flash Photography
- Introduction to Astrophotography
- Learning to See Creatively
- Photographing Food and Jewelry
- Photographing People
- Photographing High School Seniors
- Photoshop for Digital Photographers
- Studio Lighting
- Wedding 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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<td>1–4 pm</td>
<td>202072</td>
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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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Adobe Lightroom
Subject: PHOT 6815 Hours: 15 Fee: $159
Required Materials: Text

Mac
73287 1/13–1/29 MW 6:30–9:30 pm 202072 CY
73396 3/18–4/15 W 9 am–noon 202072 CY

PC
Subject: PHOT 6820 Hours: 15 Fee: $159
73288 1/13–1/29 MW 6:30–9:30 pm 202072 CY
73397 3/18–4/15 W 9 am–noon 202072 CY
73409 4/1–4/29 W 1:30–4:30 pm 202072 CHE

Architectural and Landscape Photography
Subject: PHOT 6830 Hours: 16 Fee: $149
Prerequisite: Digital Photography – Basics – dSLR
73333 1/25–2/22 S 1–4:15 pm 202072 CY

Building a Photography Business
Subject: PHOT 6840 Hours: 18 Fee: $159
Required Materials: Text
73386 2/29–4/18 S 1–4 pm 202072 CY

Fashion Photography
Subject: PHOT 6871 Hours: 18 Fee: $159
73291 1/21–2/25 T 3–6 pm 202072 CY

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
73390 3/16–4/20 M 6:30–9:30 pm 202072 CY

Foundations in Photographic Style
Subject: PHOT 6875 Hours: 15 Fee: $149
Prerequisite: Digital Photography – Basics – dSLR
Required Materials: Text
73419 4/23–5/21 R 6:30–9:30 pm 202072 CY

Introduction to Astrophotography
Subject: PHOT 7015 Hours: 18 Fee: $179
73292 1/21–2/25 T 6:30–9:30 pm 202072 CY

Photographing Food and Jewelry
Subject: PHOT 6905 Hours: 16 Fee: $149
Prerequisite: Digital Photography – Advanced Skills
Required Materials: Text and Digital SLR Camera.
73410 4/1–4/22 W 6–10 pm 202072 CY

Photographing High School Seniors
Subject: PHOT 7340 Hours: 16 Fee: $159
Prerequisite: Digital Photography – Basics or equivalent experience.
73297 1/21–2/25 T 10 am–12:45 pm 202072 CY
Last class ends at 12:15 pm

Photographing People
Subject: PHOT 6910 Hours: 16 Fee: $149
Prerequisite: Digital Photography – Advanced Skills
Required Materials: Text
73342 2/5–3/4 W 1:30–4:30 pm 202072 CHE
Last class ends at 3:30 pm

Photoshop for Digital Photographers
Subject: PHOT 6925 Hours: 21 Fee: $189
Prerequisite: Digital Photography – Basic – dSLR
Required Materials: Text
Mac
73343 2/5–3/18 W 6:30–9:30 pm 202072 CY
PC
Subject: PHOT 6930 Hours: 21 Fee: $189
73344 2/5–3/18 W 6:30–9:30 pm 202072 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.

“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
Presenting and Marketing Your Photographs
Subject: PHOT 6935 Hours: 16 Fee: $149
Prerequisite: Digital Photography – Advanced Skills
Required Materials: Text
73413 2/3-2/24 M 6-10 pm 202072 CY

Studio Lighting
Subject: PHOT 6955 Hours: 16 Fee: $149
Prerequisite: Digital Photography – Basics dSLR
Required Materials: Text and Digital SLR Camera
73285 1/8-1/29 W 6-10 pm 202072 CY

Wedding Photography
Subject: PHOT 6960 Hours: 16 Fee: $149
Prerequisite: Digital Photography – Advanced Skills
Required Materials: Text
73414 4/14-5/12 T 6:30-9:30 pm 202072 CY

Creative Careers
Adobe Illustrator I
Subject: PUBL 6965 Hours: 24 Fee: $219
Prerequisite: Familiarity with Microsoft Windows XP or Mac OS
Required Materials: Text
Mac
73303 1/25-2/29 S 1-5 pm 202072 CY
PC
Subject: PUBL 6970 Hours: 24 Fee: $219
73304 1/25-2/29 S 1-5 pm 202072 CY

Adobe InDesign I
Subject: PUBL 6985 Hours: 24 Fee: $219
Prerequisite: Familiarity with Microsoft Windows XP or Mac OS
Required Materials: Text
Mac
73328 1/25-2/29 S 1-5 pm 202072 CY
PC
Subject: PUBL 6990 Hours: 24 Fee: $219
73329 1/25-2/29 S 1-5 pm 202072 CY

Adobe Photoshop I
Subject: PUBL 7005 Hours: 21 Fee: $189
Prerequisite: Familiarity with Microsoft Windows XP or Mac OS
Required Materials: Text
Mac
73289 1/16-2/27 R 6:30-9:30 pm 202072 CY
73330 1/25-3/7 S 9 am-noon 202072 CY
73338 2/3-3/16 M 9 am-noon 202072 CY
73398 3/18-4/29 W 6:30-9:30 pm 202072 CY
PC
Subject: PUBL 7010 Hours: 21 Fee: $189
73290 1/16-2/27 R 6:30-9:30 pm 202072 CY
73332 1/25-3/7 S 9 am-noon 202072 CY
73339 2/3-3/16 M 9 am-noon 202072 CY
73399 3/18-4/29 W 6:30-9:30 pm 202072 CY

Adobe Photoshop II
Subject: PUBL 7015 Hours: 21 Fee: $189
Prerequisite: Adobe Photoshop I – Mac
Required Materials: Text
Mac
73402 3/21-5/9 S 9 am-noon 202072 CY
PC
Subject: PUBL 7020 Hours: 21 Fee: $189
73405 3/21-5/9 S 9 am-noon 202072 CY

Introduction to Digital Drawing
Subject: PUBL 7435 Hours: 18 Fee: $179
Prerequisite: Digital Photography – Advanced Skills
Required Materials: Text
73385 2/25-3/31 T 6:30-9:30 pm 202072 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.

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.
Health Sciences

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. This course is physically demanding.

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

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet Dec. 21-Jan. 1, Jan. 20, March 13-15, April 10-12

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–Rockwall Center
U–Sunday  SC–Plano Campus
WW–Online

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

Diagnostic Electrocardiography (Lecture/Lab)  🏬
Subject: DSAE 1040  Hours: 80  Fee: $250
Prerequisite: Completed application and formal approval must be obtained prior to enrolling in this course.
Required Materials: Text

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Electrocardiography (Clinical)
Subject: ECRD 1011  Hours: 64  Fee: $206

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

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

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Like Us on Facebook
www.facebook.com/cehealthsciences

Follow Us on Instagram
@cehealthsciences

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
Required Materials: Text and access code
CRN  Date(s)  Day(s)  Time  Term  Location
73089  1/13-3/6  This is an online course  202072  WW

Ophthalmic Assistant/Optician Training
Subject: OPTM 5565  Hours: 80  Fee: $1,995
Required Materials: Text
CRN  Date(s)  Day(s)  Time  Term  Location
73061  1/21-4/30  TR  7-9 pm  202072  CY

Personal Trainer
Subject: HLTH 5390  Hours: 80  Fee: $1,500
This is an online course.
Call 972.985.3761 for CRN information.

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.
CRN  Date(s)  Day(s)  Time  Term  Location
73056  1/18-2/29  S  8:30 am-4:30 pm  202072  CY
73135  2/3-3/23  MW  6-9:30 pm  202072  PC
73057  3/16-4/20  MWF  9 am-12:30 pm  202072  CY

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 application and formal approval must be obtained prior to enrolling in this course. Certificates of Completion will be issued for students who complete Phlebotomy Technician, Health Career Success, and a Phlebotomy Technician externship.
Required Materials: Text, scrubs, close-toed shoes
CRN  Date(s)  Day(s)  Time  Term  Location
73060  1/9-3/5  TR  8:30 am-noon  202072  CY
73058  1/12-4/19  U  12:30-5 pm  202072  CY
73059  3/5-4/30  TR  6-9:30 pm  202072  CY

Phlebotomy Technician Externship:
Externship is available upon completion of the Phlebotomy Technician and Health Career Success courses. Externships are 100 hours and tuition is $400. Complete application and submit to the CE Health Science office within 90 days of completing the Phlebotomy Technician course.

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 the first class day.
This course includes 70 hours of classroom training, followed by 40 hours of externship for those students who successfully complete the classroom work.
CRN  Date(s)  Day(s)  Time  Term  Location
73163  2/11-4/16  TR  6-9:30 pm  202072  PC

For Department Permits, please visit http://www.collin.edu/ce/healthsciences/ for course information and application forms.

Medical Administrative Assistant

What does a Medical Administrative Assistant do?
• Scheduling appointments
• Compiling and recording medical charts, reports, and correspondence.
• Billing patients

Where does a Medical Administrative Assistant work?
• Physician offices
• Hospitals
• Surgery Centers

How long does it take?
Most students are able to complete all 7 courses in 8 months.

How much does it cost?
The total tuition for all 7 courses, which does include the certification exam, is $1,706

What courses do I need?
• Medical Front Office
• Healthcare Ethics & HIPAA Compliance
• Medical Terminology
• Medical Billing & Reimbursement
• Health Career Success
• Microsoft Excel
• CMAA Exam Review (includes the certification exam)

Also consider...
• Medical Administrative Assistant Externship, 120 hours, $239

How do I get certified?
Upon completion of all 7 courses, you will be eligible for the Certified Medical Administrative Assistant exam through the National Healthcareer Association. The cost of this exam is included in the CMAA Exam Review course.

How do I get started?
Pick your schedule and register today!
For more information, visit www.collin.edu/ce/healthsciences

FAST TRACK SCHEDULE OPTION

The Certified Medical Administrative Assistant Certificate Series is now available as a Fast-track option! The 7 required courses can be completed in 4 months! The capstone course, CMAA Exam Review, will help you prepare for the national certification exam through the National Healthcareer Association. Cost of the exam is included in tuition. Exam date is May 20th.

How do I get started?
Pick your schedule and register today!
For more information, visit www.collin.edu/ce/healthsciences
Health Sciences

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.

PATIENT CARE TECHNICIAN

What does a Patient Care Technician do?
- Assist the patient with activities of daily living
- Measuring vital signs and monitoring health
- Recording information on patients’ charts

Where does a Patient Care Technician work?
- Hospitals
- Long term care facilities
- Rehabilitation centers

How long does it take?
Most students are able to complete all 5 courses in 4 months.

How much does it cost?
The total tuition for all 5 courses, which does include the certification exam, is $1,140

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...
- PCT Externship, 160 hours, $349

How do I get certified?
Upon completion of all 5 courses, you will be eligible for the Patient Care Technician exam through the National Healthcareer Association. The cost of this exam is included in the PCT Exam Review course.

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

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

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 $225

What courses do I need?
- Nurse Aide for Health Care
- Clinical-Nursing Assistant/Aide

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.

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

Nurse Aide for Health Care
Subject: NURA 1001 & NURA 1060  Hours: 128  Fee: $225
Prerequisite: Completed application and formal approval must be obtained prior to enrolling in this course.

Classroom:
73527  1/22–3/22  MW  5–9 pm  202072  CC
73528  3/23–5/17  MW  5–9 pm  202072  CC
73529  3/23–4/19  MTWR  5–9 pm  202072  CC
73530  4/20–5/10  MTWR  5–9 pm  202072  CC

Clinical:
73527  1/22–3/22  MW  5–9 pm  202072  CC
73528  3/23–5/17  MW  5–9 pm  202072  CC
73529  3/23–4/19  MTWR  5–9 pm  202072  CC
73530  4/20–5/10  MTWR  5–9 pm  202072  CC

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LEGEND FOR DAYS AND LOCATIONS
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R–Thursday CY–Courtyard Center
F–Friday PC–Frisco Campus
S–Saturday RW–Rockwall Center
U–Sunday SC–Plano Campus
WW–Online

Spring 2020  To Register, call or click: 972.985.3711  www.collin.edu/ce/registration.html
### 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

**How long does it take?**
Most students are able to complete all courses in 7-9 months.

**How much does it cost?**
The total tuition is $3,078

**How do I get certified?**
Upon completion of all 5 courses, you will be eligible for the Certified Clinical Medical Assistant exam through the National Healthcareer Association.

**How do I get started?**
Complete the prerequisite course, then submit pre-admissions application for approval to register!

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### Morning Option

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<tr>
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**NHA Certification Exam**
- 8/12 W 2-5 pm CY 202073

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### Afternoon Option

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**NHA Certification Exam**
- 10/14 W 2-5 pm CY 202071

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### Evening Option

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**NHA Certification Exam**
- 11/11 W 2-5 pm CY 202071

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### Weekend Option

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**NHA Certification Exam**
- 12/9 W 2-5 pm CY 202071

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For more information, visit [www.collin.edu/ce/healthsciences](http://www.collin.edu/ce/healthsciences)
### 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 Career Success

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

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

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

### 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

---

**Fast Track Schedule Option**

The Medical Billing Certificate is now available at the McKinney Campus (Central Park) 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 January 14th and finishes on April 23rd**

<table>
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<tr>
<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

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**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](http://www.collin.edu/ce/healthsciences/online.html)

It will give you information about logging in, tutorials to watch, and helpful phone numbers.
Industry Recognized Certification
Pick your schedule and register today!

<table>
<thead>
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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

**Introduction to Medical Coding**
Subject: MEDC 5455  Hours: 48  Fee: $325
Prerequisite: Medical Terminology and Basic Anatomy & Physiology
Required Materials: Text and access code for online section

**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

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

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

**Medical Coding I & II**
Subject: MEDC 5471  Hours: 96  Fee: $798
Prerequisite: Intro to Medical Coding, Pathophysiology
Required Materials: Text and access code

**Healthcare Ethics & HIPAA Compliance**
Subject: MEDC 5445  Hours: 32  Fee: $220
Required Materials: Text

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

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

**Medical Billing Externship**
Externship is available upon completion of the entire Medical Billing Certificate. Externships are 120 hours and tuition is $299. Complete application and submit to the CE Health Science office within 90 days of completing the Medical Billing & Reimbursement course.

---

### 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 health care 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](http://www.collin.edu/ce/healthsciences)*

---

### 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.

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

**Health Unit Coordinator Externship**
Externship 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](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**
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.

**Health Unit Coordinator**
Subject: HLTH 1091  Hours: 16  Fee: $64
Required Materials: Text and access code

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Collin College | Continuing Education
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

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<thead>
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<tbody>
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<td>1/11–4/25</td>
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<tr>
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<td>4/6–4/22</td>
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Evening Option

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<td>Clinicals</td>
<td>6/1–6/17</td>
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<td>CC</td>
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<td>6/2–6/18</td>
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Daytime Option

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<tr>
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<td>Clinicals</td>
<td>7/14–7/30</td>
<td>TR</td>
<td>8 am–5 pm</td>
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*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

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Nitrous Oxide Course & Exam
Subject: DENT 5275  Hours: 8  Fee: $149

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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 Dec. 21-Jan. 1, Jan. 20, March 13–15, April 10–12
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
### Certifed 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

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<td>73319</td>
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<td>9 am-noon</td>
<td>202072</td>
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#### Veterinary Front Office
Subject: VETA 5642  Hours: 45  Fee: $249
Required Materials: Text and navy blue scrubs

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<td>U</td>
<td>1-4 pm</td>
<td>202072</td>
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#### 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...
- Introduction to Exotics

### Advanced Training Courses

#### Introduction to Exotics
Subject: VETA 5656  Hours: 33  Fee: $249
Required Materials: Text and navy blue scrubs

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#### Veterinary Parasitology
Subject: VETA 5644  Hours: 66  Fee: $449
Required Materials: Text and navy blue scrubs
This is a hybrid course

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#### Externships
Externships are a good way to gain valuable on the job training experience while maintaining a student status. Collin College has developed working relationships with several clinical sites in Collin County. Enhancing your training by participating in an externship helps you gain experience that you can add to your resume.

To be eligible, apply for an externship within 90 days of completing your industry specific course. Within that time frame you have to complete the prerequisite to externship: Health Career Success.

### 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](http://www.collin.edu/ce/healthsciences/online.html)

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

### Online Registration
Online registration uses CougarWeb.

http://cougarweb.collin.edu

Want step by step instructions? Visit [www.collin.edu/ce/registration.html](http://www.collin.edu/ce/registration.html)
# Health Sciences

## Advanced Certifications

### 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 for the Texas Board of Nursing.

**How do I get started?**
- Visit [www.collin.edu/ce/healthsciences](http://www.collin.edu/ce/healthsciences) and download the Pre-Admission application.

**Nursing Refresher**
- **Subject:** RNSG 5535
- **Hours:** 80
- **Fee:** $749
- **Prerequisite:** Admissions application
- **Required Materials:** Text

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**Clinical – Nursing Refresher**
- **Subject:** RNSG 5536
- **Hours:** 80
- **Fee:** $358
- **Prerequisite:** Admissions application and Nurse Refresher course

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**For Department Permits, please visit** [www.collin.edu/ce/healthsciences](http://www.collin.edu/ce/healthsciences) for course information and Pre-Admission Applications.

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

**How do I get started?**
- Visit [www.collin.edu/ce/healthsciences](http://www.collin.edu/ce/healthsciences) and download the Pre-Admission application.

**Radiology Training I (NCT)**
- **Subject:** RADI 5605
- **Hours:** 40
- **Fee:** $475
- **Required Materials:** Text

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**Radiology Training II (NCT)**
- **Subject:** RADI 5610
- **Hours:** 40
- **Fee:** $475
- **Required Materials:** Text

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<td>6:30-9:30 pm</td>
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**Radiology Training III (NCT)**
- **Subject:** RADI 5615
- **Hours:** 40
- **Fee:** $475
- **Required Materials:** Text

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### BlueStar Diagnostics

BlueStar Diagnostics (formerly ArcPoint Labs) is a 6-year partner in hosting Collin College healthcare students for externship. Students receive experience in diagnostic skills with a rotation in family medicine. Most of the BlueStar staff are former Collin College graduates. BlueStar is expanding with a total of 4 labs in the metro area as well as another opening soon.

“Performing diagnostics for individuals and corporate wellness programs are on the rise. Competent well prepared employees are a must for us and we depend on Collin College students as a source of great talent. It’s a great working relationship!”

Greg Jump, VP
BlueStar Diagnostics

### ONLINE REGISTRATION

Online registration uses CougarWeb.

http://cougarweb.collin.edu

Want step by step instructions?
Visit [www.collin.edu/ce/registration.html](http://www.collin.edu/ce/registration.html)
## LANGUAGES

All Languages courses, except Conversation, require textbooks.

### AMERICAN SIGN LANGUAGE

**Sign Language, Beginning**  
Subject: FRNL 9294  
Hours: 24  
Fee: $99  
73392  2/4-3/12  TR  6:30-8:30 pm  202072  CY

**Sign Language, Intermediate**  
Subject: FRNL 9295  
Hours: 24  
Fee: $99  
Prerequisite: Beginning Sign Language  
Required Materials: Text  
73395  3/17-4/23  TR  6:30-8:30 pm  202072  CY

### FRENCH

**French I**  
Subject: FRNL 9050  
Hours: 30  
Fee: $120  
73441  1/25-4/25  S  9:30 am-noon  202072  CY  
73442  1/27-3/4  MW  7-9:30 pm  202072  CY

**French II**  
Subject: FRNL 9055  
Hours: 30  
Fee: $120  
Prerequisite: French I  
73443  3/16-4/22  MW  7-9:30 pm  202072  CY

**French III**  
Subject: FRNL 9060  
Hours: 30  
Fee: $139  
Prerequisite: French II or French-speaking ability  
73444  1/24-4/24  F  7-9:30 pm  202072  CY

**French IV**  
Subject: FRNL 9065  
Hours: 30  
Fee: $139  
Prerequisite: French III or French-speaking ability  
73446  1/23-4/9  R  7-9:30 pm  202072  CY

**French V**  
Subject: FRNL 9075  
Hours: 30  
Fee: $139  
Prerequisite: French IV or French-speaking ability  
73447  1/21-4/7  T  7-9:30 pm  202072  CY

**French Conversation, Advanced**  
Subject: FRNL 9572  
Hours: 30  
Fee: $139  
Prerequisite: Completion of French VIII or French-speaking ability  
73448  1/25-4/25  S  2-4 pm  202072  CY

### GERMAN

**German I**  
Subject: FRNL 9095  
Hours: 30  
Fee: $120  
73449  1/21-4/7  T  6:30-9:30 pm  202072  CY

### ITALIAN

**Italian I**  
Subject: FRNL 9110  
Hours: 30  
Fee: $120  
73452  1/26-4/5  U  12:30-3:30 pm  202072  CY

**Italian II**  
Subject: FRNL 9115  
Hours: 30  
Fee: $139  
Prerequisite: Italian I  
73453  1/26-4/5  U  3:30-6:30 pm  202072  CY

**Japanese I**  
Subject: FRNL 9135  
Hours: 30  
Fee: $120  
73454  1/9-4/2  R  6:30-9 pm  202072  CY

**Japanese III**  
Subject: FRNL 9145  
Hours: 30  
Fee: $139  
Prerequisite: Japanese II  
73456  1/11-4/4  S  1-3:30 pm  202072  CY

**Japanese IV**  
Subject: FRNL 9150  
Hours: 30  
Fee: $139  
Prerequisite: Japanese III  
73457  1/11-4/4  S  9:30 am-noon  202072  CY

**Japanese Conversation, Beginning**  
Subject: FRNL 1091  
Hours: 30  
Fee: $139  
73460  1/22-3/25  W  6:30-9 pm  202072  CY

**Chinese I**  
Subject: FRNL 9175  
Hours: 30  
Fee: $120  
73473  1/25-4/25  S  9:30 am-noon  202072  CY  
73475  1/23-4/9  R  6:45-9:15 pm  202072  CY

**Chinese II**  
Subject: FRNL 9180  
Hours: 30  
Fee: $139  
Prerequisite: Chinese I  
Required Materials: Text  
73475  1/23-4/9  R  6:45-9:15 pm  202072  CY

**Chinese III**  
Subject: FRNL 9185  
Hours: 30  
Fee: $139  
Prerequisite: Chinese II  
Required Materials: Text  
73476  1/21-4/7  T  6:45-9:15 pm  202072  CY

**Chinese IV**  
Subject: FRNL 9190  
Hours: 30  
Fee: $139  
Prerequisite: Chinese III  
Required Materials: Text  
73477  1/21-4/7  T  6:45-9:15 pm  202072  CY

**Chinese VIII**  
Subject: FRNL 9215  
Hours: 30  
Fee: $159  
Required Materials: Text  
73477  1/21-4/7  T  6:45-9:15 pm  202072  CY

### PORTUGUESE

**Portuguese I**  
Subject: FRNL 9220  
Hours: 30  
Fee: $120  
Required Materials: Text  
73461  1/25-4/4  S  12-3 pm  202072  CY
## SPANISH

### Spanish I
Subject: FRNL 9245  
Hours: 30  
Fee: $120  
Required Materials: Text  
CRN  
73421 1/13–2/24 MW 9:30 am–noon 202072 PC  
73422 1/13–2/24 MW 7–9:30 pm 202072 CY  
73423 1/25–4/25 S 9 am–11:30 am 202072 CY  
73424 1/28–3/5 TR 9:30 am–noon 202072 CY  

### Spanish II
Subject: FRNL 9250  
Hours: 30  
Fee: $120  
CRN  
73425 3/2–4/8 MW 9:30 am–noon 202072 PC  
73426 3/2–4/8 MW 7–9:30 pm 202072 CY  

### Spanish III
Subject: FRNL 9255  
Hours: 30  
Fee: $139  
Prerequisite: Spanish I, II or Spanish-speaking ability  
CRN  
73428 1/25–4/25 S 11:30 am–2 pm 202072 CY  
73429 4/13–5/20 MW 9:30 am–noon 202072 PC  
73430 4/13–5/20 MW 7–9:30 pm 202072 CY  

## COMMUNICATIONS IMPROVEMENT (ESL)

All Communications Improvement (ESL) courses require textbooks.  

### ESL Placement Testing
Subject: ESLP 9400  
Hours: 2  
Fee: FREE  
Test starts promptly. Please arrive early.  
CRN  
73615 1/7 T 6:30–8:30 pm 202072 CY  
73195 1/8 W 12:30–2:30 pm 202072 CY  
73197 1/14 T 6:30–8:30 pm 202072 CY  
73199 1/15 W 12:30–2:30 pm 202072 CY  
73202 1/16 R 6:30–8:30 pm 202072 CC  
73207 3/18 W 12:30–2:30 pm 202072 CY  
73210 3/20 F 12:30–2:30 pm 202072 CY  

### Communication Improvement, Intro
Subject: ESLP 9405  
Hours: 60  
Fee: $159  
CRN  
73213 1/27–5/13 MW 8 am–10 am 202072 CY  
73231 1/27–3/24 MTWR 10 am–noon 202072 CY  
73246 1/27–5/13 MW 7–9 pm 202072 CY  
73300 3/30–5/19 MTWR 10 am–noon 202072 CY  

### Communication Improvement, Level I
Subject: ESLP 9410  
Hours: 60  
Fee: $159  
CRN  
73215 1/27–5/13 MW 8 am–10 am 202072 CY  
73234 1/27–3/24 MTWR 10 am–noon 202072 CY  
73248 1/27–5/13 MW 7–9 pm 202072 CY  
73302 3/30–5/19 MTWR 10 am–noon 202072 CY  

### Communication Improvement, Level 2
Subject: ESLP 9415  
Hours: 60  
Fee: $159  
CRN  
73219 1/27–5/13 MW 8 am–10 am 202072 CY  
73237 1/27–3/24 MTWR 10 am–noon 202072 CY  
73251 1/27–5/13 MW 7–9 pm 202072 CY  
73295 1/28–5/14 TR 7–9 pm 202072 CC  
73305 3/30–5/19 MTWR 10 am–noon 202072 CY  

### Communication Improvement, Level 3
Subject: ESLP 9420  
Hours: 60  
Fee: $159  
CRN  
73223 1/27–5/13 MW 8 am–10 am 202072 CY  
73238 1/27–3/24 MTWR 10 am–noon 202072 CY  
73254 1/27–5/13 MW 7–9 pm 202072 CY  
73296 1/28–5/14 TR 7–9 pm 202072 CC  
73306 3/30–5/19 MTWR 10 am–noon 202072 CY  

### Communication Improvement, Level 4
Subject: ESLP 9425  
Hours: 60  
Fee: $159  
CRN  
73225 1/27–5/13 MW 8 am–10 am 202072 CY  
73239 1/27–3/24 MTWR 10 am–noon 202072 CY  
73257 1/27–5/13 MW 7–9 pm 202072 CY  
73298 1/28–5/14 TR 7–9 pm 202072 CC  
73307 3/30–5/19 MTWR 10 am–noon 202072 CY  

### Communication Improvement, Level 5
Subject: ESLP 9430  
Hours: 60  
Fee: $159  
CRN  
73228 1/27–5/13 MW 8 am–10 am 202072 CY  
73240 1/27–3/24 MTWR 10 am–noon 202072 CY  
73258 1/27–5/13 MW 7–9 pm 202072 CY  
73299 1/28–5/14 TR 7–9 pm 202072 CC  
73308 3/30–5/19 MTWR 10 am–noon 202072 CY  

We also offer Linked ESL Courses!  
For additional information, please check out  
www.collin.edu/department/esl/  

All Language and ESL courses require textbooks.  
Search for textbooks at:  
## ESL PRONUNCIATION

### Pronunciation & Speaking, Beginning
- Subject: ESLP 9386
- Hours: 30
- Fee: $90
- Prerequisite: Level 1 and 2 students
- CRN: 73361 (2/17–4/13 MW 12:30-2:30 pm)
- CRN: 73363 (2/18–4/14 TR 7–9 pm)
- CRN: 73365 (2/22–5/23 S 9:30 am–noon)

### Pronunciation & Speaking, Intermediate
- Subject: ESLP 9387
- Hours: 30
- Fee: $90
- Prerequisite: Level 2 and 3 students
- CRN: 73367 (2/17–4/13 MW 12:30-2:30 pm)
- CRN: 73368 (2/18–4/14 TR 7–9 pm)
- CRN: 73371 (2/22–5/23 S 9:30 am–noon)

### Pronunciation & Speaking, Advanced
- Subject: ESLP 9388
- Hours: 30
- Fee: $90
- Prerequisite: Level 3, 4 and 5 students
- CRN: 73373 (2/17–4/13 MW 12:30-2:30 pm)
- CRN: 73374 (2/18–4/14 TR 7–9 pm)
- CRN: 73376 (2/22–5/23 S 9:30 am–noon)

## ESL CONVERSATION

### Accent Modification
- Subject: ESLP 9200
- Hours: 30
- Fee: $90
- Prerequisite: Level 4 and 5 students
- CRN: 73317 (2/17–4/13 MW 12:30-2:30 pm)

### Business English for Conversations – Domestic and Global
- Subject: BMGT 7900
- Hours: 39
- Fee: $145
- Prerequisite: Level 4 or higher
- CRN: 73466 (1/27–5/11 M 6:30-9 pm)

### Conversation, Beginning
- Subject: ESLP 9385
- Hours: 30
- Fee: $90
- Prerequisite: Level 1 and 2 students
- CRN: 73309 (2/18–4/14 TR 12:30-2:30 pm)
- CRN: 73310 (2/18–4/14 TR 7–9 pm)

### Conversation, Intermediate
- Subject: ESLP 9389
- Hours: 30
- Fee: $90
- Prerequisite: Level 3 and 4 students
- CRN: 73312 (2/18–4/14 TR 12:30-2:30 pm)
- CRN: 73313 (2/18–4/14 TR 7–9 pm)
- CRN: 73311 (2/22–5/23 S 9:30 am–noon)

### Conversation, Advanced
- Subject: ESLP 9390
- Hours: 30
- Fee: $90
- Prerequisite: Level 5 students
- CRN: 73315 (2/18–4/14 TR 12:30-2:30 pm)
- CRN: 73316 (2/18–4/14 TR 7–9 pm)
- CRN: 73314 (2/22–5/23 S 9:30 am–noon)

## ESL GRAMMAR

### Grammar, Beginning, Part 1
- Subject: ESLP 9300
- Hours: 30
- Fee: $90
- Prerequisite: Level 1 or 2
- CRN: 73318 (2/11–3/26 TR 12:30-2:30 pm)
- CRN: 73320 (2/11–3/26 TR 7–9:30 pm)

### Grammar, Beginning, Part 2
- Subject: ESLP 9305
- Hours: 30
- Fee: $90
- Prerequisite: Complete Part 1 or Level 1 or 2 student
- Required Materials: Text
- CRN: 73350 (3/31–5/17 TR 12:30-3 pm)
- CRN: 73351 (3/31–5/17 TR 7–9:30 pm)

### Grammar, Intermediate, Part 1
- Subject: ESLP 9320
- Hours: 30
- Fee: $90
- Prerequisite: Level 3
- CRN: 73346 (2/11–3/26 TR 12:30-3 pm)
- CRN: 73347 (2/11–3/26 TR 7–9:30 pm)

### Grammar, Intermediate, Part 2
- Subject: ESLP 9325
- Hours: 30
- Fee: $90
- Prerequisite: Complete Part 1 or Level 3 student
- Required Materials: Text
- CRN: 73352 (3/31–5/17 TR 12:30-3 pm)
- CRN: 73353 (3/31–5/17 TR 7–9:30 pm)

## ESL READING

### Reading & Vocabulary Comprehension, Beginning
- Subject: ESLP 9455
- Hours: 30
- Fee: $90
- CRN: 73380 (2/21–5/22 F 9:30 am–noon)

### Reading & Vocabulary Comprehension, Intermediate
- Subject: ESLP 9460
- Hours: 30
- Fee: $90
- CRN: 73382 (2/21–5/22 F 12–2:30 pm)

We also offer Linked ESL Courses!  
For additional information, please check out [www.collin.edu/department/esl/](http://www.collin.edu/department/esl/)
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**HiSET® Exam Preparation**

*High School Equivalency (HiSET®) Exam Preparation*

- **Subject:** HSET 0005
- **Hours:** 36
- **Fee:** $379
- **Required Materials:** Text included in course fee

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**GMAT Test Preparation Review**

- **Subject:** TEST 9000
- **Hours:** 30
- **Fee:** $189
- **Required Materials:** Text

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**GRE Test Preparation Review**

- **Subject:** TEST 9005
- **Hours:** 30
- **Fee:** $189
- **Required Materials:** Text

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**Pre-TOEFL**

- **Subject:** TEST 9050
- **Hours:** 12
- **Fee:** $129

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**TOEFL**

- **Subject:** TEST 9010
- **Hours:** 48
- **Fee:** $269

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**HiSET® Exam Preparation** is a 36-hour course that will provide review and test-taking strategies for the HiSET® high school equivalency exam. Five review areas will be covered: Reading, Writing, Mathematics, Science, and Social Studies.

**Eligibility Requirements:** Students must be 18 years of age or older and have a minimum of a 9th grade education.

**Two classes to choose from:**

- CRN# 73468: 1/27-3/4, M/W, 6-9 p.m.
- CRN# 73649: 3/23-4/29, M/W, 6-9 p.m.

**Location:** Collin College Courtyard Center
4800 Preston Park Blvd., Plano, TX 75093

**Course Fee:** $379 includes course materials
(Exam fee is additional.)

Register today!
972.985.3711

Learn more including scheduling your exam at:
www.collin.edu/ce/classes/hiset.html

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Public Safety

STATE CERTIFICATIONS FOR PROFESSIONAL FIREFIGHTERS

- Are you looking to advance in your career as a firefighter?
- Do you want to obtain state certifications leading to extra pay and promotions?
- Did you know that Collin College offers state certifications for professional firefighters beyond entry-level positions?

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 Officer I & II
- 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.

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/)

Enroll Your Employees in 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.

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.


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.
Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Ed2Go courses and programs are highly engaging and relevant. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill or refresh a current one or our Career Training Programs geared to place you into a new career in an in-demand field.

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Instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

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- Administrative Assistant Fundamentals
- Computer Skills in the Workplace
- Creating Web Pages
- Grammar Refresher
- Introduction to Microsoft Excel
- Introduction to SQL
- Project Management Fundamentals
- Speed Spanish
- Stocks, Bonds, & Investing, Oh My!

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Prepare for employment in some of today’s hottest careers. Our online Career Training Programs are comprehensive, affordable, and self-paced. Start anytime, learn at your own pace, and earn Industry Recognized Certifications.

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- Certified Wedding Planner
- CompTIA™ A+ Certification Training
- Event Management & Design
- Human Resources Professional
- Lean Six Sigma Green and Black Belt
- Microsoft Office Master Certification
- NASM Certified Personal Trainer
- Professional Bookkeeping w/QuickBooks
- Project Management w/ CAPM / PMP
- Purchasing and Supply Chain Management

MORE COURSES AVAILABLE AT EACH OF OUR WEBSITES

PLEASE DELIVER 12/2 - 12/10

POSTAL CUSTOMER

Continuing Education courses offered at the campuses below

Collin Higher Education Center
3452 Spur 399
McKinney, TX 75069

Courtyard Center
4800 Preston Park Boulevard
Plano, TX 75093

Public Safety Training Center
3600 Redbud Boulevard
McKinney, TX 75069

McKinney Campus (Central Park)
2200 W. University Drive
McKinney, TX 75071

Frisco Campus (Preston Ridge)
9700 Wade Boulevard
Frisco, TX 75035

Plano Campus (Spring Creek)
2800 E. Spring Creek Parkway
Plano, TX 75074

MESSAGE TO OUR RESIDENTS: Collin College mails this class schedule to all residents three times a year to inform you about what the college offers. It can be recycled with your newspapers. Because it is addressed to “Resident,” we are not able to remove individuals from our distribution list.