Career Skills Training

Register Now for
Summer Courses
Starting May through August

ESL courses, page 35
Montessori courses, page 14

Medical Assistant courses, page 28

SUMMER 2020
Collin Corporate College offers targeted, specialized courses to help your company optimize organizational performance at every level. Classes are available in a customized format with flexible delivery options on-site or off-site. Collin Corporate College distinguishes itself as the provider of choice for Collin County businesses by providing high quality training at very affordable pricing.

Visit us at www.collin.edu/corporatecollege or email us at CorporateCollege@collin.edu. You may also call us at 972.599.3110.
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Collin College is an equal opportunity institution and provides educational and employment opportunities without discrimination on any basis protected by applicable law. 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).
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
5/28  R  6-7 pm

HEALTH SCIENCES

Medical Billing & Coding
73847  5/6  W  9-10 am
Medical Transcription Editor
73848  5/7  R  6-7 pm

NONPROFIT

Nonprofit Management
5/5  T  6-8 pm

FREE – ESL PLACEMENT TESTING

Subject: ESLP 9400  Hours: 2  Fees: FREE
Test starts promptly. Please arrive early.
73763  5/12  T  6:30-8:30 pm  202072  CY
73765  5/13  W  12:30-2:30 pm  202072  CY
75024  5/19  T  6:30-8:30 pm  202072  CY
75025  5/20  W  12:30-2:30 pm  202072  CY

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

SAIL

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, email sail@collin.edu or call 972.985.3788.
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

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**How to Read the Schedule**

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th><strong>Data Science – Introduction</strong></th>
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<tr>
<td>SUBJECT &amp; COURSE IN COUGARWEB</td>
<td>Subject: ITSW 1053</td>
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<tr>
<td>COURSE NUMBER (CRN)</td>
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<td>Fee: $119</td>
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<tr>
<td>START &amp; END DATES</td>
<td>START &amp; END TIMES</td>
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<tr>
<td>5/10–6/28 U</td>
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<tr>
<td>LOCATION</td>
<td>TERM</td>
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<tr>
<td>CY202073</td>
<td>(EX: S = SATURDAY)</td>
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</tbody>
</table>

Collin College | Continuing Education  | Linked Course  | Industry Recognized Certification  | New Course
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.

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

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

**Accounting I**  
Subject: ACNT 7000  
Hours: 27  
Fee: $189  
Required Materials: Text  
75329  5/19–6/16 TR 6:30–9:30 pm  202073 CY

**Accounting II**  
Subject: ACNT 7005  
Hours: 27  
Fee: $189  
Prerequisite: Accounting I  
Required Materials: Text  
75330  6/23–7/21 TR 6:30–9:30 pm  202073 CY

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## Administrative Assistant Certificate Series

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

This 150 hour, 10-course certificate series is designed to give students training in efficient office operations, effective communication, records management and the use of common office technology and software vital to Administrative Assistants.

### Administrative Office Procedures

<table>
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<tr>
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### Workplace Behaviors

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### Internet Communications and Research

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### Business Correspondence and Communication

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</tbody>
</table>

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.

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## Certified Public Accountants

Enhance your professional competency by enrolling in our CE courses!

Collin College Continuing Education is an approved CPE Sponsor (ID# 2514) with the Texas State Board of Public Accountancy [www.tsbpa.texas.gov](http://www.tsbpa.texas.gov)

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**Collin College | Continuing Education**
BOOKKEEPING

Certified Bookkeeper (CB)
Subject: ACNT 7040  Hours:  42  Fee:  $299
Prerequisite: 1 to 2 years of bookkeeping experience
Required Materials: Text
75221  5/21–8/20  R  6:30–9:30 pm  202073  CY

ONLINE REGISTRATION

Online registration uses CougarWeb.
http://cougarweb.collin.edu
Want step by step instructions?
Visit www.collin.edu/ce/registration.html

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
75317  6/1–6/10  MW  6–9 pm  202073  CY

The Bidding Process & General Conditions
Subject: CONS 7895  Hours:  12  Fee:  $89
75318  6/15–6/24  MW  6–9 pm  202073  CY

Contract Documents & Requirements
Subject: CONS 7090  Hours:  12  Fee:  $89
75319  6/29–7/8  MW  6–9 pm  202073  CY

Construction Project Start-up & Performance
Subject: CONS 7085  Hours:  12  Fee:  $89
75320  7/13–7/22  MW  6–9 pm  202073  CY

Managing a Successful Construction Project
Subject: CONS 7095  Hours:  12  Fee:  $89
75321  7/27–8/5  MW  6–9 pm  202073  CY

Close-out & Final Payment
Subject: CONS 7080  Hours:  12  Fee:  $89
75322  8/10–8/19  MW  6–9 pm  202073  CY

OSHA 10 Hour – Construction Safety
Subject: CONS 7920  Hours:  10  Fee:  $89
70004  8/24–8/31  MW  6–9:20 pm  202171  CY

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

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

Subscribe to the Continuing Education email newsletter today!
The e-letter connects you to the latest information about upcoming Continuing Education courses, workshops, and events to meet your career training needs.
Collin College    Continuing Education Industry Recognized Certification

New Course

Career | Workforce Development

ENTREPRENEUR

ENTREPRENEURIAL CERTIFICATE SERIES

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

Our Entrepreneurial Certificate Series is designed to give you the tools for success. Enroll in the entire series or select the courses you need to strengthen your business.

This series includes the four core courses plus any two of the elective courses.

Students who complete the Entrepreneurship Certificate Series will receive 5 free hours of specialized business consulting with Collin Small Business Development Center, including free in-depth market research reports.

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

How to Start and Operate a Small Business
Subject: SBMT 7805 Hours: 12 Fee: $89
73909 5/5-5/14 TR 6:30-9:30 pm 202072 CY
75351 7/13-7/22 MW 6:30-9:30 pm 202073 PC

How to Promote and Market Your Business
Subject: SBMT 7830 Hours: 12 Fee: $89
75349 5/19-5/28 TR 6:30-9:30 pm 202073 CY
75352 7/27-8/5 MW 6:30-9:30 pm 202073 PC

How to Develop a Business Plan
Subject: SBMT 7825 Hours: 12 Fee: $89
75348 6/2-6/11 TR 6:30-9:30 pm 202073 CY
75353 8/10-8/19 MW 6:30-9:30 pm 202073 PC

Accounting & Record Keeping in a Small Business
Subject: SBMT 7815 Hours: 9 Fee: $89
75350 6/16-6/23 TR 6:30-9:30 pm 202073 CY
70005 8/24-8/31 MW 6:30-9:30 pm 202171 PC

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

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

FREE INFORMATION SESSION
Thursday, May 28, 6–7pm
Information Sessions are held at the Courtyard Center, 4800 Preston Park Blvd., Plano, Texas 75093

EVENT PLANNING

CERTIFIED WEDDING & EVENT PLANNER

Course description:
http://www.collin.edu/ce/classes/event.html

Build a career in creating special events or launch your own special events business. This interactive course is offered in partnership with Lovegevity’s Wedding Planning Institute (LWPI).

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

FREE INFORMATION SESSION
Thursday, May 28, 6–7pm
Information Sessions are held at the Courtyard Center, 4800 Preston Park Blvd., Plano, Texas 75093

How to Start a Business Using eBay, Etsy or Poshmark
Subject: ENTR 7840 Hours: 15 Fee: $119
75123 6/6-7/11 S 9 am–noon 202073 CY

Certified Wedding and Event Planner
Subject: WEDD 7205 Hours: 40 Fee: $995
75086 6/9-8/25 T 6-9:20 pm 202073 CY

Fee includes online materials and resources.

Collin SBDC
www.CollinSBDC.com

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

Helping qualified businesses grow through access to capital and increase jobs in our community.
**HUMAN RESOURCES MANAGEMENT**

Human Resource Management Certificate Series
Certificate Series description:  
http://www.collin.edu/ce/classes/hr-manage.html

Emerging Issues In Human Resources
Subject: HRES 7480 Hours: 12 Fee: $89  
75354 5/19–5/28 TR 6:30–9:30 pm 202073 CY

Employee Labor Relations
Subject: HRES 7380 Hours: 12 Fee: $89  
75364 6/2–6/11 TR 6:30–9:30 pm 202073 CY

Employment Practices And Processes
Subject: HRES 7395 Hours: 12 Fee: $89  
75366 6/23–7/2 TR 6:30–9:30 pm 202073 CY

HR Training and Development
Subject: HRES 7445 Hours: 12 Fee: $89  
75369 7/7–7/16 TR 6:30–9:30 pm 202073 CY

Employment Compliance for Human Resources Management
Subject: HRES 7490 Hours: 12 Fee: $89  
75368 7/21–7/30 TR 6:30–9:30 pm 202073 CY

Total Pay
Subject: HRES 7420 Hours: 12 Fee: $89  
75372 8/4–8/13 TR 6:30–9:30 pm 202073 CY

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

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<td>TR</td>
<td>6–10 pm</td>
<td>202073 CY</td>
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**FINANCIAL PLANNING**

Strategies for Successful Financial Planning Workshop
Subject: FNCE 5000 Hours: 9 Fee: $69  
Required Materials: Software tool included  
75169 6/10–6/24 W 6–9 pm 202073 CY

**WE OFFER HUNDREDS OF ONLINE COURSES!**

Check it out at  
www.collin.edu/ce/classes/online.html
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

Marketing Principles
Subject: MRKT 7640 Hours: 12 Fee: $79
75375 6/16-6/25 TR 6:30-9:30 pm 202073 CY

Marketing & Business Management
Subject: MRKT 7630 Hours: 12 Fee: $79
75357 6/30-7/9 TR 6:30-9:30 pm 202073 CY

Developing an Effective Marketing Plan
Subject: MRKT 7520 Hours: 12 Fee: $79
75319 7/14-7/23 TR 6:30-9:30 pm 202073 CY

Marketing Using Digital Platforms
Subject: MRKT 7650 Hours: 12 Fee: $79
75380 7/28-8/6 TR 6:30-9:30 pm 202073 CY

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

Digital Marketing & Brand Management Certificate Series

Digital Brand Management
Subject: MRKT 7625 Hours: 12 Fee: $79
75336 7/11-7/18 S 9 am-4 pm 202073 PC

Branding, Logos and Multimedia
Subject: MRKT 7615 Hours: 12 Fee: $79
75337 7/25-8/1 S 9 am-4 pm 202073 PC

Social, Local, Mobile and Email Marketing
Subject: MRKT 7650 Hours: 12 Fee: $79
75338 8/8-8/15 S 9 am-4 pm 202073 PC

Search Engine Marketing Optimization
Subject: MRKT 7655 Hours: 12 Fee: $79
70007 8/22-8/29 S 9 am-4 pm 202171 PC

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

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet March 13–22, April 10–12, May 25, July 3–5, Aug. 14.

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

Follow us on social media @collinconted

“Since I am looking to open a new business in 2019, the Digital Marketing Certificate Series will be vital for creating a marketing plan for my future venture. With continuing education, you can scale the knowledge you need to anything you want.”

Micaela P.
Digital Marketing & Brand Management Certificate 2018
Corporate Trainer / Entrepreneur
**MEDITATION**

Mediation and Dispute Resolution Training
Subject: MEDI 7535  
Hours: 40  
Fee: $299

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**NONPROFIT**

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, May 5, 6–8 pm

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


**ONLINE LEARNING**

the solution for today’s busy adult

Convenient - Affordable - Effective

Take a course on topics ranging from A-Z Grant Writing, Photography, to Web Design and more all from the comfort of your home or office at times that are convenient for you.

Each course comes equipped with a knowledgeable and caring instructor, lively discussions with your fellow students, and practical information that you can put to immediate use.

For more information visit our website!

www.ed2go.com/collince

You may also be interested in Notary courses on page 12
Career | Workforce Development

Collin College Continuing Education

Industry Recognized Certification New Course

1. NOTARY

- **Notary Professional**
  - Subject: NOTA 7010
  - Hours: 9
  - Fee: $169
  - CRN: 73250 (5/2-5/9)
  - CRN: 75225 (6/20-6/27)
  - CRN: 75230 (7/25-8/1)

- **Notary Public / Texas Notary Law and Procedures**
  - Subject: NOTA 7000
  - Hours: 4
  - Fee: $79
  - CRN: 73253 (5/2)
  - CRN: 75226 (6/20)
  - CRN: 75231 (7/25)

- **Notary Signing Agent**
  - Subject: NOTA 7005
  - Hours: 5
  - Fee: $109
  - CRN: 73255 (5/9)
  - CRN: 75229 (6/27)
  - CRN: 75232 (8/1)

2. 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)

- **Introduction to Project Management**
  - Subject: PMGT 7141
  - Hours: 12
  - Fee: $99
  - CRN: 75322 (6/1-6/10)

- **Integration and Scope Management**
  - Subject: PMGT 7140
  - Hours: 12
  - Fee: $99
  - CRN: 75334 (6/15-6/24)

- **Time and Cost Management**
  - Subject: PMGT 7165
  - Hours: 12
  - Fee: $99
  - CRN: 75336 (6/29-7/8)

- **Human Resources and Quality Management**
  - Subject: PMGT 7135
  - Hours: 12
  - Fee: $99
  - CRN: 75338 (7/13-7/22)

- **Communications and Risk Management**
  - Subject: PMGT 7130
  - Hours: 12
  - Fee: $99
  - CRN: 75340 (7/27-8/5)

- **Procurement and Stakeholder Management**
  - Subject: PMGT 7150
  - Hours: 12
  - Fee: $99
  - CRN: 75342 (8/10-8/19)

3. 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)

- **Introduction to Operations and Supply Chain Management Principles**
  - Subject: OPMT 7110
  - Hours: 12
  - Fee: $79
  - CRN: 75310 (5/2-5/13)

- **Global Supply Chain Management**
  - Subject: OPMT 7120
  - Hours: 12
  - Fee: $79
  - CRN: 75311 (6/20-7/11)

- **Planning and Control**
  - Subject: OPMT 7125
  - Hours: 12
  - Fee: $79
  - CRN: 75316 (7/18-8/1)

- **Continuous Improvement**
  - Subject: OPMT 7105
  - Hours: 12
  - Fee: $79
  - CRN: 75399 (8/8-8/22)

4. Payroll

- **Fundamental Payroll Certification (FPC)**
  - Subject: ACNT 7045
  - Hours: 30
  - Fee: $629
  - CRN: 75339 (6/6-8/15)

- **Payroll Professional (CPP)**
  - Subject: ACNT 7050
  - Hours: 36
  - Fee: $699
  - CRN: 75341 (6/6-8/29)

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

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)
REAL ESTATE

### 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

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

The following courses are offered online using Canvas. CE Fee: $162 ea.*

<table>
<thead>
<tr>
<th>CRN</th>
<th>Credit</th>
<th>CE Subject</th>
<th>Course Name</th>
<th>Start/End Dates</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>75355</td>
<td>30148</td>
<td>RELE1001.3W1</td>
<td>Principles I</td>
<td>6/8–7/9</td>
<td>MW</td>
<td>8:30 am–12:40 pm</td>
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<td>RELE1038.3W1</td>
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<td>6/8–7/9</td>
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</tr>
<tr>
<td>75358</td>
<td>35883</td>
<td>RELE1019.3W1</td>
<td>Finance</td>
<td>6/8–7/9</td>
<td>MW</td>
<td>6 pm–10:10 pm</td>
</tr>
</tbody>
</table>

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

### 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

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### Summer I

<table>
<thead>
<tr>
<th>CRN</th>
<th>Credit</th>
<th>CE Subject</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>75355</td>
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<td>6/8–7/9</td>
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<td>6/8–7/9</td>
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<td>6 pm–10:10 pm</td>
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<tr>
<td>75361</td>
<td>32451</td>
<td>RELE1011.1P1</td>
<td>Law of Contracts</td>
<td>6/9–7/9</td>
<td>TR</td>
<td>8:30 am–12:40 pm</td>
</tr>
<tr>
<td>75362</td>
<td>34847</td>
<td>RELE1011.1P7</td>
<td>Law of Contracts</td>
<td>6/9–7/9</td>
<td>TR</td>
<td>6 pm–10:10 pm</td>
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<tr>
<td>75363</td>
<td>32432</td>
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### Summer II

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<td>75365</td>
<td>33280</td>
<td>RELE1000.2P1</td>
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### Montessori Workshop

<table>
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<th>Term</th>
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<tr>
<td>73611</td>
<td>5/2</td>
<td>S</td>
<td>9 am-1 pm</td>
<td>202072</td>
<td>CY</td>
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<tr>
<td>75087</td>
<td>6/13</td>
<td>S</td>
<td>9 am-1 pm</td>
<td>202073</td>
<td>CY</td>
</tr>
<tr>
<td>75088</td>
<td>7/18</td>
<td>S</td>
<td>9 am-1 pm</td>
<td>202073</td>
<td>CY</td>
</tr>
</tbody>
</table>

**May 2 Workshop: Exam Preparation for Certification**

This workshop is designed to assist Montessori Teacher Certification students prepare for the written and oral exams.

**June 13 Workshop: Summer Fun Activities for Young Children**

This workshop is designed to assist early childhood educators and administrators to organize their summer events. Participants will actually create samples of the arts/crafts projects to take back to the classroom; participate in group games/relays; music movement fun and become skilled in demonstrating and implementing these activities.

**July 18 Workshop: Early Childhood Educators Science and Music Activities**

This workshop is interactive with participants creating science experiments for young learners including Liquid to Solid & Back – Summer Snow Fun; Miniature Wind Tunnel; Roto Copter Patterns and Experiences with Air; Exploring Magnetic Field Mazes; Creating a Whirlwind/Vortex in Your Classroom; Teaching Basic Music Notation; Introduction to Solfege and more!

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**Learn about the Montessori Program:**


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### TEACHER TRAINING

**Learn from the comfort of home!**
- 24-Hour Access
- Discussion Areas
- 6 Week Format

Prices start at $109

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**Over 25 Continuing Education Certified Online Courses!**

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

855.520.6806
Learn the theory of residential electric circuits and have the opportunity for hands-on practice. Appropriate for electrical apprentices, and homeowners wishing to modify or better understand their home electrical system.

**Basic Electrical Wiring**
Subject: JRN7 7495
Hours: 32
Fee: $179
Required Materials: Text

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
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<td>75343</td>
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<td>TR</td>
<td>6:30–9:45 pm</td>
<td>202073</td>
<td>CY</td>
</tr>
</tbody>
</table>

Last class ends at 9:15 pm

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: JRN7 7895
Hours: 48
Fee: $325

<table>
<thead>
<tr>
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<td>75344</td>
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<td>6–9 pm</td>
<td>202073</td>
<td>CY</td>
</tr>
</tbody>
</table>

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**ELECTRICAL WIRING**

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**PROFESSIONAL TRUCK DRIVING**

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.

---

**FIBER OPTICS**

Enroll in our 2-3 day courses approved by the Fiber Optics Association (FOA). No prior experience needed for the CFOT course. Specialist courses can be taken immediately after successful completion of CFOT course. Tuition includes the FOA certification exam, materials for hands-on practice, and a 3-year membership to FOA ($100 value). Median hourly income in the DFW region is $23.24.

**Certified Fiber Optics Technician (CFOT)**
Subject: FIBR 7375
Hours: 24
Fee: $700

<table>
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<th>Term</th>
<th>Location</th>
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<tbody>
<tr>
<td>75089</td>
<td>7/13–7/15</td>
<td>MTW</td>
<td>8 am–5 pm</td>
<td>202073</td>
<td>CY</td>
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</table>

**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.

<table>
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<th>Day(s)</th>
<th>Time</th>
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<td>75090</td>
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<td>RF</td>
<td>8 am–5 pm</td>
<td>202073</td>
<td>CY</td>
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</tbody>
</table>

**Certified Fiber Optics Splicing Specialist (CFOS/S)**

Prerequisite: CFOT

Subject: FIBR 7380
Hours: 14
Fee: $675

<table>
<thead>
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<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
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<tbody>
<tr>
<td>75465</td>
<td>7/18–7/19</td>
<td>S</td>
<td>8 am–6 pm</td>
<td>202073</td>
<td>CY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>U</td>
<td>noon–5 pm</td>
<td>202073</td>
<td>CY</td>
</tr>
</tbody>
</table>

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Subscribe to the Continuing Education email newsletter today!

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

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>
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<tbody>
<tr>
<td>Basic Excel</td>
<td>75152</td>
<td>5/29</td>
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<tr>
<td>Intermediate Excel</td>
<td>75203</td>
<td>7/17</td>
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<tr>
<td>Advanced Excel</td>
<td>75204</td>
<td>7/24</td>
</tr>
<tr>
<td>MS Excel Formula and Function Skills</td>
<td>75209</td>
<td>7/31</td>
</tr>
<tr>
<td>MS Excel PivotTable Skills - Basic</td>
<td>75211</td>
<td>8/1*</td>
</tr>
<tr>
<td>MS Excel PivotTable Skills - Advanced</td>
<td>75212</td>
<td>8/7</td>
</tr>
<tr>
<td>Data Visualization with Tableau</td>
<td>75214</td>
<td>8/8*</td>
</tr>
</tbody>
</table>

**Weekend Warrior Series**

Upgrade your skills in one weekend. Spend all day Saturday and half of Sunday with us and gain the knowledge you need. All classes cover basic to intermediate software features in a hands-on computer lab. Saturday class breaks one hour for lunch.

- Hours: 12
- Fee: $149
- Saturdays 8 am–5 pm and Sundays 1–5 pm
- Materials Needed: Text
- Location: Courtyard Center (CY)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
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<tbody>
<tr>
<td>Microsoft Project</td>
<td>75121</td>
<td>8/8–8/9</td>
</tr>
<tr>
<td>Microsoft Excel I</td>
<td>75122</td>
<td>8/8–8/9</td>
</tr>
</tbody>
</table>

**Workshops**

Learn how to use these popular applications with ease in a hands-on computer lab.

- Fee: $39 for 1–session courses
- Location: Courtyard Center (CY)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Date(s)</th>
<th>Day</th>
<th>Time</th>
<th>Sessions</th>
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<tbody>
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<td>LinkedIn - Basics</td>
<td>75143</td>
<td>5/27</td>
<td>W</td>
<td>9 am–noon</td>
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<tr>
<td>LinkedIn - Advanced</td>
<td>75144</td>
<td>5/27</td>
<td>W</td>
<td>9 am–noon</td>
<td>1</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

<table>
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<tr>
<td>75390</td>
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<tr>
<td>75300</td>
<td>7/8–7/27</td>
<td>MW</td>
<td>9 am–noon</td>
<td>202073 CY</td>
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</tbody>
</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 27.

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<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
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<td>75396</td>
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<td>7/17-8/28</td>
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**Microsoft Excel II**

Subject: MOFF 6630  
Hours: 18  
Fee: $129  
Prerequisite: Microsoft Excel I  
Required Materials: Text  
CRN Date(s) Day(s) Time Term Location
75296 6/1-6/17 MW 6:30-9:30 pm 202073 CHE
75297 6/2-6/18 TR 1-4 pm 202073 CY
75236 6/3-6/15 MWF 9 am-noon 202073 CY
75102 7/17-8/28 F 6:30-9:30 pm 202073 CY
75096 8/4-8/20 TR 9 am-noon 202073 CY

**Microsoft Access I**

Subject: MOFF 6610  
Hours: 18  
Fee: $129  
Prerequisite: Microsoft Windows  
Required Materials: Text  
CRN Date(s) Day(s) Time Term Location
75195 6/16-7/2 TR 6:30-9:30 pm 202073 CY
75240 7/15-7/27 MWF 9 am-noon 202073 CY

**Microsoft Access II**

Subject: MOFF 6615  
Hours: 18  
Fee: $129  
Prerequisite: Microsoft Access I  
Required Materials: Text  
CRN Date(s) Day(s) Time Term Location
75199 7/7-7/23 TR 6:30-9:30 pm 202073 CY

**Microsoft PowerPoint I**

Subject: MOFF 6650  
Hours: 15  
Fee: $109  
Prerequisites: Microsoft Windows.  
Required Materials: Text  
CRN Date(s) Day(s) Time Term Location
75285 5/30-6/27 S 1-4 pm 202073 CY
75305 6/23-7/7 TR 1-4 pm 202073 CY

**Microsoft Outlook I**

Subject: MOFF 6645  
Hours: 15  
Fee: $119  
CRN Date(s) Day(s) Time Term Location
75283 5/30-6/27 S 9 am-noon 202073 CY
75139 7/14-7/28 TR 1-4 pm 202073 CY

---

**QuickBooks – Beginner**

Subject: ACNT 6005  
Hours: 16  
Fee: $144  
Prerequisite: Familiarity with computer keyboarding and Microsoft Windows.  
Required Materials: Text  
CRN Date(s) Day(s) Time Term Location
75371 5/12-5/21 TR 5:30-9:30 pm 202073 CY
75106 5/26-6/4 TR 5:30-9:30 pm 202073 CY
75105 5/29-6/5 F 9 am-6 pm 202073 CY
75449 6/26-7/24 F 1-5 pm 202073 CY
75115 6/30-7/9 TR 5:30-9:30 pm 202073 CY

**QuickBooks – Intermediate**

Subject: ACNT 6010  
Hours: 16  
Fee: $144  
Prerequisite: QuickBooks – Beginner  
Required Materials: Text  
CRN Date(s) Day(s) Time Term Location
75110 6/9-6/18 TR 5:30-9:30 pm 202073 CY
75109 6/12-6/19 F 9 am-6 pm 202073 CY
75118 7/14-7/23 TR 5:30-9:30 pm 202073 CY
75450 7/31-8/28 F 1-5 pm 202073 CY
Class will not meet 8/14

**QuickBooks User Certification**

Subject: ACNT 6015  
Hours: 16  
Fee: $144  
Required Materials: Text  
CRN Date(s) Day(s) Time Term Location
75120 8/11-8/20 TR 5:30-9:30 pm 202073 CY

---

**What software version will I learn?**

Adobe Creative Cloud  
Autodesk AutoCAD 2020  
Autodesk Revit 2020  
Intuit QuickBooks 2019  
Microsoft Office 2019  
Microsoft Windows 10  
SolidWorks 2020  
VMware vSphere 6.5

---

**BUSINESS APPLICATIONS**

**QuickBooks – Advanced**

Subject: ACNT 6000  
Hours: 12  
Fee: $119  
Prerequisite: QuickBooks Intermediate or equivalent experience  
Required Materials: Text  
CRN Date(s) Day(s) Time Term Location
75113 6/23-6/25 TWR 5:30-9:30 pm 202073 CY
75119 7/28-7/30 TWR 5:30-9:30 pm 202073 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**

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

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**AutoCAD – Advanced**
Subject: CADD 6250  
Hours: 18  Fee: $319
Prerequisite: AutoCAD Fundamentals, or equivalent experience  
Required Materials: Text

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**Revit Architecture – Essentials**
Subject: CADD 6270  
Hours: 24  Fee: $359
Prerequisite: Familiarity with Windows OS  
Required Materials: Text

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

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**WEB TECHNOLOGIES**

**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:*
- Business Intelligence  
  Using Google Analytics  
- Internet Marketing  
  Using Google Ads  
- WordPress – Basic  
- Search Engine Optimization (SEO) for Small Business – Basic  
  OR SEO for Small Business Boot Camp  

*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. 25)

**Search Engine Optimization for Small Business – Basic**
Subject: WEBT 7165  
Hours: 18  Fee: $169
Prerequisites: Familiarity with Internet and search engine basics  
Required Materials: Text

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**WordPress – Basic**
Subject: WEBT 7195  
Hours: 18  Fee: $169
Prerequisites: 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; PHP experience a plus, but not required

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**WordPress – Advanced**
Subject: WEBT 7200  
Hours: 18  Fee: $169
Prerequisite: WordPress – Basic or equivalent experience.  
Required Materials: Text

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**Follow us on social media @collinconted**

**Collin College | Continuing Education**
Search Engine Optimization for Small Business – Advanced
Subject: WEBT 7160 Hours: 18 Fee: $169
Prerequisites: Search Engine Optimization for Small Business – Basic
Required Materials: Text 75271 7/8–7/27 MW 6:30–9:30 pm 202073 CY

Email Marketing
Subject: WEBT 7380 Hours: 18 Fee: $189
75388 5/13–6/17 W 6:30–9:30 pm 202073 CY

Internet Marketing – The Value First Strategy
Subject: WEBT 7385 Hours: 12 Fee: $129
Prerequisites: WordPress – Basic 75140 7/14–7/23 TR 6:30–9:30 pm 202073 CY

Internet Marketing Using Google Ads
Subject: WEBT 7125 Hours: 18 Fee: $169
75239 7/8–8/12 W 6:30–9:30 pm 202073 CY

Business Intelligence Using Google Analytics
Subject: WEBT 7085 Hours: 18 Fee: $169
Prerequisites: Search Engine Optimization for Small Business – Basic
Required Materials: Text 75276 8/10–8/31 MF 6:30–9:30 pm 202073 CY

Internet Marketing Using YouTube
Subject: WEBT 7135 Hours: 18 Fee: $169
Prerequisite: Search Engine Optimization for Small Business – Basic.
Required Materials: Text 75094 5/28–7/2 R 6:30–9:30 pm 202073 CY

Social Media Marketing Technologies – Basics
Subject: WEBT 7180 Hours: 18 Fee: $169
Prerequisite: WordPress Basic, or equivalent experience.
Required Materials: Text 75287 6/1–7/6 M 9 am–noon 202073 CY 75098 6/16–7/2 TR 6:30–9:30 pm 202073 CY

Social Media Marketing Technologies – Advanced
Subject: WEBT 7175 Hours: 18 Fee: $169
Prerequisites: Social Media Marketing Technologies – Basic 75101 7/14–7/30 TR 6:30–9:30 pm 202073 CY

Facebook Blueprint
Subject: WEBT 7115 Hours: 12 Fee: $149
Prerequisites: Wordpress Basic or equivalent experience 75206 7/28–8/18 T 6:30–9:30 pm 202073 CY

SOCIAL MEDIA CERTIFICATES

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

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

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

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

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

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

Follow us on social media @collinconted

19
Summer 2020 To Register, call or click: 972.985.3711 www.collin.edu/ce/registration.html
### WEB DEVELOPMENT

**HyperText Markup Language**  
Subject: WEBT 7120  
Hours: 18  
Fee: $169  
Prerequisite: Familiarity with the Internet.  
Required Materials: Text

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**Cascading Style Sheets**  
Subject: WEBT 7090  
Hours: 15  
Fee: $159  
Prerequisite: HyperText Markup Language  
Required Materials: Text

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**UX/UI Basics with Adobe XD**  
Subject: WEBT 7430  
Hours: 18  
Fee: $179

**Introduction to PHP & MySQL**  
Subject: WEBT 7145  
Hours: 24  
Fee: $269  
Prerequisite: HTML  
Required Materials: Text

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**Introduction to JavaScript**  
Subject: WEBT 7140  
Hours: 24  
Fee: $269  
Prerequisite: HTML. Basic knowledge of scripting helpful, but not necessary  
Required Materials: Text

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**Advanced JavaScript using jQuery**  
Subject: WEBT 7075  
Hours: 24  
Fee: $269  
Prerequisite: HTML, CSS, and Intro to Javascript  
Required Materials: Text

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**AngularJS Framework**  
Subject: WEBT 7390  
Hours: 24  
Fee: $289  
Prerequisites: Introduction to JavaScript  
Required Materials: Text

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**Node.js Basics**  
Subject: WEBT 7425  
Hours: 24  
Fee: $289

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### COMPUTER PROGRAMMING

**Beginning Programming I**  
Subject: CPGM 6500  
Hours: 24  
Fee: $269  
Prerequisite: Windows 7 or equivalent experience.

**SQL Programming**  
Subject: CPGM 6370  
Hours: 30  
Fee: $319  
Prerequisite: Microsoft Windows and ability to type 20 WPM. Must have some programming experience or must have completed Beginning Programming course. Must be competent in navigating in Windows environment.  
Required Materials: Text

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**Advanced SQL Programming**  
Subject: CPGM 6320  
Hours: 24  
Fee: $299  
Prerequisite: Intro SQL Programming or equivalent experience  
Required Materials: Text

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### JAVA PROGRAMMING

**Java Programming I**  
Subject: JAVA 6500  
Hours: 24  
Fee: $319  
Prerequisite: Experience with another programming language.  
Required Materials: Text

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**Java Programming II**  
Subject: JAVA 6505  
Hours: 24  
Fee: $319  
Prerequisite: Java Programming I  
Required Materials: Text

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**Java Web Application Development I**  
Subject: JAVA 6515  
Hours: 32  
Fee: $389  
Prerequisite: Java Programming II, HTML  
Required Materials: Text

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### UNIX / LINUX

**Introduction to Linux**  
Subject: UNIX 7035  
Hours: 24  
Fee: $329  
Required Materials: Text

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**Shell Scripting I**  
Subject: UNIX 7040  
Hours: 8  
Fee: $119  
Prerequisite: Introduction to UNIX Using Linux or equivalent experience  
Required Materials: Text

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**Shell Scripting II**  
Subject: UNIX 7045  
Hours: 8  
Fee: $119  
Prerequisite: Shell Scripting I  
Required Materials: Text

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### Cisco Networking

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)

### CompTIA Certifications

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

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### Cybersecurity

### VMware vSphere: Install, Configure, Manage

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<td>Prerequisite: System administration experience on Microsoft Windows or Linux operating.</td>
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### Data Science Certificate Series

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

Build a career in this exploding new field by developing an understanding of data science concepts including data lifecycle, cleaning, verifying, predictive analytics, modeling and data visualization skills.

### Data Science – Programming

<table>
<thead>
<tr>
<th>Subject: ITSE 1042</th>
<th>Hours: 36</th>
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### Data Science – Introduction

<table>
<thead>
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### Data Science – Business Analytics

<table>
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<td>202073</td>
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To be eligible to receive a certificate, students must complete all 3 courses with 90% attendance.

### 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

<table>
<thead>
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### AWS Certified Solutions Architect – Associate

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*Last class meets on Friday, 9/11*
ARTS

Drawing I
Subject: ARTF 9009  Hours: 21  Fee: $129
75187  5/21–7/2  R  1–4 pm  202073  CY

Drawing II
Subject: ARTF 9010  Hours: 21  Fee: $129
Prerequisite: Drawing I
75188  7/9–8/20  R  1–4 pm  202073  CY

Watercolor: Landscape & Still Life, Beginning
Subject: ARTF 9040  Hours: 21  Fee: $129
75193  5/21–7/2  R  9 am–noon  202073  CY
75194  7/9–8/20  R  9 am–noon  202073  CY

Oil or Acrylic Painting I
Subject: ARTF 9085  Hours: 21  Fee: $129
75190  5/27–7/8  W  6–9 pm  202073  CY

Oil or Acrylic Painting II
Subject: ARTF 9086  Hours: 21  Fee: $129
Prerequisite: Oil or Acrylic Painting I
75191  7/15–8/26  W  6–9 pm  202073  CY

CREATIVE WRITING

Basics of Writing a Novel
Subject: CWRI 9216  Hours: 24  Fee: $149
75173  6/1–7/20  M  6:30–9:30 pm  202073  CY

Blueprinting Your Novel
Subject: CWRI 9200  Hours: 15  Fee: $129
Prerequisite: Basics of Writing a Novel
75174  7/27–8/31  M  6:30–9 pm  202073  CY

Market and Promote Your Novel
Subject: CWRI 9215  Hours: 12  Fee: $119
75176  7/30–8/27  R  6:30–9:30 pm  202073  CY

GENEALOGY

Genealogy II
Subject: GENE 6505  Hours: 20  Fee: $139
Prerequisite: Genealogy I
75196  6/10–7/29  W  6:30–9 pm  202073  CY

INTERIOR DESIGN CONCEPTS CERTIFICATE

Course description:  http://www.collin.edu/ce/classes/interior-design.html

Interior Design Concepts I
Subject: INDS 9460  Hours: 24  Fee: $149
73892  5/5–5/28  TR  9:30 am–12:30 pm  202072  CY

Sketching Interior Designs: From Concept to Design
Subject: INDS 1020  Hours: 12  Fee: $89
73893  5/5–5/14  M  1:30–4:30 pm  202072  CY

Color in Interior Design
Subject: INDS 9395  Hours: 12  Fee: $89
75218  5/19–5/28  TR  1:30–4:30 pm  202073  CY

Accessorize Your Environment
Subject: INDS 9455  Hours: 18  Fee: $109
75210  6/1–7/6  M  6:30–9:30 pm  202073  CY

Lighting Concepts I
Subject: INDS 9495  Hours: 12  Fee: $89
75216  7/13–8/3  M  6:30–8:30 pm  202073  CY

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

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]

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

## Summer 2020

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

<table>
<thead>
<tr>
<th>CRN</th>
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<td>MTWRF</td>
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### DIGITAL PHOTOGRAPHER CERTIFICATE SERIES

http://www.collin.edu/ce/classes/digital-photo.html

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 25 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.

### Music

#### Guitar I

Subject: MUSI 6400  
Hours: 48  
Fee: $199  
CRN 75220  
6/9-7/30  
TR  
6:30-9:30 pm  
202073 SC

### Kinesiology

#### Beginning Hatha Yoga

Subject: KINE 1029  
Hours: 48  
Fee: $54  
CRN 75412  
6/8-7/9  
MTWRF  
1-3 pm  
202073 SC

#### First Aid

Subject: KINE 2006  
Hours: 48  
Fee: $162  
CRN 75400  
7/13-8/11  
MTWRF  
10:10 am-12:10 pm  
202073 SC

### 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

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

Building a Photography Business
Subject: PHOT 6840
Required Materials: Text
Hours: 18
Fee: $159

Fashion Photography
Subject: PHOT 6871
Hours: 18
Fee: $159

Flash Photography
Subject: PHOT 6870
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
Hours: 18
Fee: $159

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

Photographing High School Seniors
Subject: PHOT 7340
Prerequisites: Digital Photography – Basics or equivalent experience.
Hours: 16
Fee: $159

Photographing People
Subject: PHOT 6910
Prerequisite: Digital Photography – Advanced Skills
Required Materials: Text
Hours: 16
Fee: $149

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

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

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

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
Adobe Illustrator I
Subject: PUBL 6965
Hours: 24
Fee: $219
Prerequisite: Familiarity with Microsoft Windows XP or Mac OS
Required Materials: Text
Mac
75159 6/6-7/18 S 1-5 pm 202073 CY
PC
75160 6/6-7/18 S 1-5 pm 202073 CY
Adobe InDesign I
Subject: PUBL 6985
Hours: 24
Fee: $219
Prerequisite: Familiarity with Microsoft Windows XP or Mac OS
Required Materials: Text
Mac
75163 6/6-7/18 S 1-5 pm 202073 CY
PC
75165 6/6-7/18 S 1-5 pm 202073 CY
Adobe Photoshop I
Subject: PUBL 7005
Hours: 21
Fee: $189
Prerequisite: Familiarity with Microsoft Windows XP or Mac OS
Required Materials: Text
Mac
75217 5/28-7/9 R 6:30-9:30 pm 202073 CY
75130 5/30-7/18 S 9 am-noon 202073 CY
PC
75157 6/15-7/27 M 9 am-noon 202073 CY
Adobe Photoshop II
Subject: PUBL 7015
Hours: 21
Fee: $189
Prerequisite: Adobe Photoshop I – Mac
Required Materials: Text
Mac
75245 7/16-8/27 R 6:30-9:30 pm 202073 CY
PC
75247 7/16-8/27 R 6:30-9:30 pm 202073 CY

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

The Health Sciences Continuing Education department has moved!

We are now located in Suite H-201 of the Cary A. Israel Health Sciences Center at the McKinney Campus (Central Park), 2200 West University Drive in McKinney. We can be reached at 972.985.3761 or by emailing CEHealthcare@collin.edu. Please take a moment to visit our website at www.collin.edu/ce/healthsciences/ and browse our certificate and course offerings. You can also download applications and forms and link to certification agencies.

<table>
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Late to this class will forfeit their tuition and seat in the class. This course is physically demanding.

Advising is available for Healthcare courses, please email CEHealthcare@collin.edu or call 972.985.3761 and ask for Nancy.
### Medical Front Office
Subject: MDCA 1021  
Prerequisite: Typing, basic computer skills and experience with Windows.  
Required Materials: Access code  
CRN: 73853  
Date(s): 5/4-6/26  
Term: 202072  
Fee: $399

### Pharmacy Technician
Subject: PHAR 5585  
Prerequisite: Admissions application.  
Certificates of Completion will be issued for students who complete Pharmacy Technician, Health Career Success, and a Pharmacy Tech externship.  
Required material: Textbooks are included in the cost of tuition and will be distributed the first class day.  
CRN: 73884  
Date(s): 5/4-6/24  
Term: 202072  
Fee: $1,099

### Phlebotomy Technician
Subject: PHLB 5590  
Prerequisite: Admissions application.  
Certificates of Completion will be issued for students who complete Phlebotomy Technician, Health Career Success, and a Phlebotomy Tech externship.  
Required material: Text, scrubs, close-toed shoes  
CRN: 73885  
Date(s): 5/10-8/9  
Term: 202072  
Fee: $599

### Physical Therapy Aide
Subject: PHYT 5600  
This course includes 70 hours of classroom training, followed by 40 hours of externship for those students who successfully complete the classroom work.  
CRN: 75409  
Date(s): 6/16-8/20  
Term: 202073  
Fee: $1,299

### 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 September 24th.

<table>
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<tr>
<th>CRN</th>
<th>Course Title</th>
<th>Dates</th>
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<td>8/15-9/15</td>
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</table>

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

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

**What does a Patient Care Technician do?**
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](http://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](http://www.collin.edu/ce/healthsciences)

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**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 are the required items and courses of the CMA certificate?**
- Pre-Admission Application
- Electronic Health Records
- 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!

**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 Care Communications
• Health Career Success

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

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

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

FAST TRACK SCHEDULE OPTION

The Medical Billing Certificate is now available at the Plano 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 13 weeks!

Class begins on May 18th and finishes on August 14th

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
<th>Fee</th>
<th>Required Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology</td>
<td>48</td>
<td>$325</td>
<td>Text for on-campus class; access code for online class</td>
</tr>
<tr>
<td>Basic Anatomy &amp; Physiology</td>
<td>48</td>
<td>$325</td>
<td>Text for on-campus class; access code for online class</td>
</tr>
</tbody>
</table>

Medical Terminology
Subject: MEDC 5480 Hours: 48 Fee: $325 Required Materials: Text for on-campus class; access code for online class

73876  5/11–6/26 This is an online course 202072 WW
73875  5/11–6/29 MW 9 am–12:30 pm 202072 CY
75403  5/19–7/2 TR 6–9:30 pm 202073 SC
75146  7/6–8/21 This is an online course 202073 WW

Basic Anatomy & Physiology
Subject: MEDC 5310 Hours: 48 Fee: $325 Required Materials: Text for on-campus class; access code for online class

73875  5/11–6/29 MW 9 am–12:30 pm 202072 CY
75226  7/6–8/21 This is an online course 202073 WW

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

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.
**Pathophysiology**
Subject: MEDC 5485  Hours: 48  Fee: $325
Prerequisite: Medical Terminology and Basic Anatomy & Physiology
Required Materials: Text for on-campus class; access code for online class
75227  7/1-8/17  MW  9 am–12:30 pm  202073  CY
75227  7/6-8/21  This is an online course  202073  WW

**Introduction to Medical Coding**
Subject: MEDC 5455  Hours: 48  Fee: $325
Required Materials: Text for on-campus class; text and access code for online class
75278  7/2-8/18  TR  9 am–12:30 pm  202073  CY
75279  7/6-8/21  This is an online course  202073  WW

**Computers in the Medical Office**
Subject: MEDC 5490  Hours: 32  Fee: $220
Prerequisite: Typing, basic computer skills and experience with Windows.
Required Materials: Text for on-campus class; access code for online class
73880  5/11-6/12  This is an online course  202072  WW
73879  5/12-6/18  TR  9 am–noon  202072  CY
75404  5/22-7/24  F  6–9:30 pm  202073  SC
75280  7/6-8/14  This is an online course  202073  WW

**Medical Coding I**
Subject: MEDC 5465  Hours: 48  Fee: $399
Prerequisite: Intro to Medical Coding, Pathophysiology
Required Materials: Text
73881  5/4-6/22  MW  9 am–12:30 pm  202072  CY

**Medical Coding II**
Subject: MEDC 5470  Hours: 48  Fee: $399
Prerequisite: Medical Coding I
Required Materials: Text
75281  6/24-8/10  MW  9 am–12:30 pm  202073  CY

**Medical Coding I & II**
Subject: MEDC 5471  Hours: 96  Fee: $798
Prerequisites: Intro to Medical Coding, Pathophysiology
Required Materials: Text and access code
73882  5/4-8/7  This is an online course  202072  WW

**Healthcare Ethics & HIPAA Compliance**
Subject: MEDC 5445  Hours: 32  Fee: $220
Required Materials: Text
73883  5/11-6/15  This is an online course  202072  WW
75397  5/18-6/17  MW  6–9 pm  202073  SC
75324  7/6-8/10  This is an online course  202073  WW
75323  7/7-8/11  TR  9 am–noon  202073  CY

**Medical Billing & Reimbursement**
Subject: MEDC 5460  Hours: 48  Fee: $325
Required Materials: Text
75405  6/22-8/5  MW  6–9:30 pm  202073  SC
75325  7/7-8/18  This is an online course  202073  WW

**Health Care Communications**
Subject: HPRS 2032  Hours: 32  Fee: $220
Required Materials: Text
75200  7/7-8/4  TR  6–9:30 pm  202073  SC

**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 started? Upon completion of all 6 courses, you will be eligible for the HUC exam through the National Association for Health Unit Coordinators (NAHUC).

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.
Subject: HLTH 1091  Hours: 16  Fee: $64
Required Materials: Text and access code.
73887  5/4-6/5  This is an online course  202072  WW
75155  6/1-7/3  This is an online course  202073  WW
75162  7/6-8/7  This is an online course  202073  WW
75181  8/3-9/4  This is an online course  202073  WW

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.
## Dental Assistant Training

**Subject:** DENT 5285  
**Hours:** 100 Classroom ($1,695) + 50 Clinical ($300)  
**Pre-requisite:** Admissions application  
**Required Material:** Text, black scrubs, 882-E Scantron for State Board Exam  

### Classroom Option

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
<th>Location</th>
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<tbody>
<tr>
<td>75420</td>
<td>5/16–8/15</td>
<td>S</td>
<td>9 am–4:30 pm</td>
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<td>CC</td>
</tr>
<tr>
<td>75441</td>
<td>5/18–8/5</td>
<td>MWF</td>
<td>1–4 pm</td>
<td></td>
<td>CC</td>
</tr>
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</table>

### Daytime Option

<table>
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<th>Time</th>
<th>Term</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75420</td>
<td>7/14–7/30</td>
<td>TR</td>
<td>8 am–5 pm</td>
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<td>CC</td>
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</table>

### Evening Option

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
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<th>Time</th>
<th>Term</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75420</td>
<td>9/21–10/7</td>
<td>MW</td>
<td>8 am–5 pm</td>
<td></td>
<td>CC</td>
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<tr>
<td></td>
<td>9/22–10/8</td>
<td>TR</td>
<td>8 am–5 pm</td>
<td></td>
<td>CC</td>
</tr>
</tbody>
</table>

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

### Nitrous Oxide Course & Exam

**Subject:** DENT 5275  
**Hours:** 8  
**Fee:** $149

<table>
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<th>CRN</th>
<th>Date(s)</th>
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<th>Time</th>
<th>Term</th>
<th>Location</th>
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<tbody>
<tr>
<td>75420</td>
<td>5/9</td>
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<td>9 am–5 pm</td>
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<td>CC</td>
</tr>
<tr>
<td>75441</td>
<td>8/22</td>
<td>S</td>
<td>9 am–5 pm</td>
<td></td>
<td>CC</td>
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</tbody>
</table>

### Registered Dental Assistant Course & Exam

**Subject:** DENT 5280  
**Hours:** 8  
**Fee:** $199

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.

### Online Registration

Online registration uses CougarWeb.  
[http://cougarweb.collin.edu](http://cougarweb.collin.edu)

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

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**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?**

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](http://www.collin.edu/ce/healthsciences) and download the Pre-Admission application.

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

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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.

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**ONLINE REGISTRATION**

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**LEGEND FOR DAYS AND LOCATIONS**

<table>
<thead>
<tr>
<th>Day Abbreviation</th>
<th>Location Abbreviation</th>
</tr>
</thead>
<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>
<tr>
<td>F–Friday</td>
<td>PC–Frisco Campus</td>
</tr>
<tr>
<td>S–Saturday</td>
<td>RW–Rockwall Center</td>
</tr>
<tr>
<td>U–Sunday</td>
<td>SC–Plano Campus</td>
</tr>
<tr>
<td></td>
<td>WW–Online</td>
</tr>
</tbody>
</table>

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet March 13–22, April 10–12, May 25, July 3–5, Aug. 14.

All classes that meet for more than 5 hours will have a one-hour break for lunch.
### CERTIFIED VETERINARY ASSISTANT - LEVEL 1

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

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

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

#### Introduction to Veterinary Technology

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
<th>Location</th>
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<tbody>
<tr>
<td>75423</td>
<td>5/7–7/30</td>
<td>TR</td>
<td>6–9 pm</td>
<td>202073</td>
<td>CY</td>
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<tr>
<td>75422</td>
<td>5/18–8/12</td>
<td>MW</td>
<td>9 am–noon</td>
<td>202073</td>
<td>CY</td>
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</tbody>
</table>

**Required Materials:** Text and navy blue scrubs.

**Fee:** $549

#### Veterinary Front Office

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
<th>Location</th>
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<tbody>
<tr>
<td>75424</td>
<td>5/20–8/26</td>
<td>W</td>
<td>6–9 pm</td>
<td>202073</td>
<td>CY</td>
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<tr>
<td>75425</td>
<td>6/14–9/27</td>
<td>U</td>
<td>1–4 pm</td>
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<td>CY</td>
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</tbody>
</table>

**Required Materials:** Text and navy blue scrubs.

**Fee:** $249

#### Veterinary Assistant – Practicum

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
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<th>Term</th>
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<tr>
<td>75450</td>
<td>7/12–10/24</td>
<td>T, R</td>
<td>7–9 pm</td>
<td>202073</td>
<td>CY</td>
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</tbody>
</table>

**Required Materials:** Text and navy blue scrubs.

**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

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

### 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.

#### Like Us On Facebook
www.facebook.com/cehealthsciences

#### Follow Us On Instagram
@cehealthsciences

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Term</th>
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<tr>
<td>73886</td>
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</table>

This is an online course

#### Clinical – Nursing Refresher
Subject: RNSG 5536  
Hours: 80  
Fee: $354  
Prerequisite: Admissions application and Nurse Refresher course

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
<th>Location</th>
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<tbody>
<tr>
<td>75182</td>
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<td>CEG</td>
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<td>202073</td>
<td>CEG</td>
</tr>
</tbody>
</table>

To be arranged with instructor

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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 four 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

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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.
<table>
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<tr>
<th>CRN</th>
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<td>9:30 am–noon</td>
<td>202073 CY</td>
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</tbody>
</table>

## Languages

### American Sign Language

- **Sign Language, Beginning**
  - Subject: FRNL 9294
  - Hours: 24
  - Fee: $99
  - CRN: 75072
- **Sign Language, Intermediate**
  - Subject: FRNL 9295
  - Hours: 24
  - Fee: $99
  - Prerequisites: Beginning Sign Language.
  - CRN: 75073

### French

- **French I**
  - Subject: FRNL 9050
  - Hours: 30
  - Fee: $120
  - CRN: 75129
- **French III**
  - Subject: FRNL 9060
  - Hours: 30
  - Fee: $139
  - Prerequisite: French II or French-speaking ability
  - CRN: 75131
- **French Conversation Review**
  - Subject: FRNL 9573
  - Hours: 18
  - Fee: $99
  - Prerequisite: French speaking ability
  - CRN: 75132

### German

- **German I**
  - Subject: FRNL 9095
  - Hours: 30
  - Fee: $120
  - CRN: 75133

### Italian

- **Italian I**
  - Subject: FRNL 9110
  - Hours: 30
  - Fee: $120
  - CRN: 75083

### Japanese

- **Japanese II**
  - Subject: FRNL 9140
  - Hours: 30
  - Fee: $139
  - Prerequisite: Japanese I or Japanese speaking ability
  - CRN: 75149
- **Japanese IV**
  - Subject: FRNL 9150
  - Hours: 30
  - Fee: $139
  - Prerequisite: Japanese III or Japanese speaking ability
  - CRN: 75151
- **Japanese V**
  - Subject: FRNL 9155
  - Hours: 30
  - Fee: $139
  - Prerequisite: Japanese IV or Japanese speaking ability
  - CRN: 75150

### Mandarin Chinese

- **Mandarin Chinese I**
  - Subject: FRNL 9175
  - Hours: 30
  - Fee: $120
  - CRN: 75156
- **Mandarin Chinese III**
  - Subject: FRNL 9185
  - Hours: 30
  - Fee: $139
  - Prerequisite: Mandarin Chinese II
  - CRN: 75158
- **Mandarin Chinese IX**
  - Subject: FRNL 9195
  - Hours: 30
  - Fee: $159
  - Prerequisite: Mandarin Chinese VIII or Mandarin Chinese speaking ability
  - CRN: 75161

### Portuguese

- **Portuguese I**
  - Subject: FRNL 9220
  - Hours: 30
  - Fee: $120
  - CRN: 75085

### Spanish

- **Spanish I**
  - Subject: FRNL 9245
  - Hours: 30
  - Fee: $120
  - CRN: 75075
- **Spanish II**
  - Subject: FRNL 9250
  - Hours: 30
  - Fee: $120
  - Prerequisite: Spanish I or Spanish-speaking ability
  - CRN: 75079
- **Spanish IV**
  - Subject: FRNL 9260
  - Hours: 30
  - Fee: $139
  - Prerequisite: Spanish I–III
  - CRN: 75081
- **Spanish Conversation – Intermediate I**
  - Subject: FRNL 9535
  - Hours: 30
  - Fee: $139
  - Prerequisite: Spanish III or IV student
  - CRN: 75082
- **Spanish Conversation Review**
  - Subject: FRNL 9555
  - Hours: 18
  - Fee: $99
  - Prerequisite: Spanish I, II or III student
  - CRN: 75127

All Languages courses, except Conversation, require textbooks.
COMMUNICATIONS IMPROVEMENT (ESL)

All Communications Improvement (ESL) courses require textbooks.
Class will not meet July 3-5.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL Placement Testing</td>
<td>Subject: ESLP 9400</td>
<td>Hours: 2</td>
<td>Fee: FREE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test starts promptly. Please arrive early.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>73763</td>
<td>5/12</td>
<td>T</td>
<td>6:30-8:30 pm</td>
<td>202072 CY</td>
<td></td>
</tr>
<tr>
<td>73765</td>
<td>5/13</td>
<td>W</td>
<td>12:30-2:30 pm</td>
<td>202072 CY</td>
<td></td>
</tr>
<tr>
<td>75024</td>
<td>5/19</td>
<td>T</td>
<td>6:30-8:30 pm</td>
<td>202072 CY</td>
<td></td>
</tr>
<tr>
<td>75025</td>
<td>5/20</td>
<td>W</td>
<td>12:30-2:30 pm</td>
<td>202072 CY</td>
<td></td>
</tr>
</tbody>
</table>

Communication Improvement, Intro
Subject: ESLP 9405 | Hours: 60 | Fee: $159 |
| 75026 | 6/1-7/21 | MTWR | 10 am-noon | 202073 CY |
| 75032 | 6/1-8/19 | MW | 7-9:30 pm | 202073 CY |

Communication Improvement, Level 1
Subject: ESLP 9410 | Hours: 60 | Fee: $159 |
| 75027 | 6/1-7/21 | MTWR | 10 am-noon | 202073 CY |
| 75044 | 6/6-6/19 | W | 7-9:30 pm | 202073 CY |

Communication Improvement, Level 2
Subject: ESLP 9415 | Hours: 60 | Fee: $159 |
| 75028 | 6/1-7/21 | MTWR | 10 am-noon | 202073 CY |
| 75030 | 6/1-8/19 | MW | 7-9:30 pm | 202073 CY |
| 75039 | 6/2-2/20 | TR | 7-9:30 pm | 202073 CC |

Communication Improvement Level 3
Subject: ESLP 9420 | Hours: 60 | Fee: $159 |
| 75029 | 6/1-7/21 | MTWR | 10 am-noon | 202073 CY |
| 75035 | 6/1-8/19 | MW | 7-9:30 pm | 202073 CY |
| 75039 | 6/2-2/20 | TR | 7-9:30 pm | 202073 CC |

Communication Improvement Level 4
Subject: ESLP 9425 | Hours: 60 | Fee: $159 |
| 75030 | 6/1-7/21 | MTWR | 10 am-noon | 202073 CY |
| 75036 | 6/1-8/19 | MW | 7-9:30 pm | 202073 CY |
| 75040 | 6/2-2/20 | TR | 7-9:30 pm | 202073 CC |

Communication Improvement Level 5
Subject: ESLP 9430 | Hours: 60 | Fee: $159 |
| 75031 | 6/1-7/21 | MTWR | 10 am-noon | 202073 CY |
| 75037 | 6/1-8/19 | MW | 7-9:30 pm | 202073 CY |

Accent Modification
Subject: ESLP 9200 | Hours: 30 | Fee: $90 |
| Prerequisite: Level 4 and 5 students |
| 75126 | 6/8-7/27 | MW | 12:30-2:30 pm | 202073 CY |

Conversation, Beginning
Subject: ESLP 9385 | Hours: 30 | Fee: $90 |
| Prerequisite: Level 1 and 2 students |
| 75483 | 6/6-8/29 | S | 9:30 am-noon | 202073 CY |
| 75041 | 6/16-8/4 | TR | 12:30-2:30 pm | 202073 CY |

Conversation, Intermediate
Subject: ESLP 9389 | Hours: 30 | Fee: $90 |
| Prerequisite: Level 3 and 4 students |
| 75043 | 6/6-8/29 | S | 9:30 am-noon | 202073 CY |
| 75044 | 6/16-8/4 | TR | 12:30-2:30 pm | 202073 CY |

Conversation, Advanced
Subject: ESLP 9390 | Hours: 30 | Fee: $90 |
| Prerequisite: Level 5 students |
| 75046 | 6/6-8/29 | S | 9:30 am-noon | 202073 CY |
| 75047 | 6/16-8/4 | TR | 12:30-2:30 pm | 202073 CY |

ESL GRAMMAR

Grammar, Beginning, Part 1
Subject: ESLP 9300 | Hours: 30 | Fee: $90 |
| Prerequisite: Level 1 or 2 |
| 75049 | 6/9-7/16 | TR | 12:30-3 pm | 202073 CY |
| 75050 | 6/9-7/16 | TR | 7-9:30 pm | 202073 CY |

Grammar, Beginning, Part 2
Subject: ESLP 9305 | Hours: 30 | Fee: $90 |
| Prerequisite: Complete Part 1 or Level 1 or 2 student |
| Required Materials: Text |
| 75055 | 7/21-8/27 | TR | 12:30-3 pm | 202073 CY |
| 75056 | 7/21-8/27 | TR | 7-9:30 pm | 202073 CY |

Grammar, Intermediate, Part 1
Subject: ESLP 9320 | Hours: 30 | Fee: $90 |
| Prerequisite: Level 3 |
| 75051 | 6/9-7/16 | TR | 12:30-3 pm | 202073 CY |
| 75052 | 6/9-7/16 | TR | 7-9:30 pm | 202073 CY |

Grammar, Intermediate, Part 2
Subject: ESLP 9325 | Hours: 30 | Fee: $90 |
| Prerequisite: Complete Part 1 or Level 3 student |
| Required Materials: Text |
| 75057 | 7/21-8/27 | TR | 12:30-3 pm | 202073 CY |
| 75058 | 7/21-8/27 | TR | 7-9:30 pm | 202073 CY |

Grammar, Advanced, Part 1
Subject: ESLP 9330 | Hours: 30 | Fee: $90 |
| Prerequisite: Level 4 or 5 |
| 75053 | 6/9-7/16 | TR | 12:30-3 pm | 202073 CY |
| 75054 | 6/9-7/16 | TR | 7-9:30 pm | 202073 CY |

Grammar, Advanced, Part 2
Subject: ESLP 9340 | Hours: 30 | Fee: $90 |
| Prerequisite: Complete Part 1 or Level 4 or 5 student |
| Required Materials: Text |
| 75059 | 7/21-8/27 | TR | 12:30-3 pm | 202073 CY |
| 75060 | 7/21-8/27 | TR | 7-9:30 pm | 202073 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. 
Communications Improvement (ESL) / Exam Prep

ESL PRONUNCIATION

Pronunciation & Speaking, Beginning
Subject: ESLP 9386 Hours: 30 Fee: $90
Prerequisite: Level 1 and 2 students
75061 6/6-8/29 S 9:30 am-noon 202073 CY
75062 6/15-8/3 MW 12:30-2:30 pm 202073 CY

Pronunciation & Speaking, Intermediate
Subject: ESLP 9387 Hours: 30 Fee: $90
Prerequisite: Level 2 and 3 students
Required Materials: Text
75064 6/6-8/29 S 9:30 am-noon 202073 CY
75065 6/15-8/3 MW 12:30-2:30 pm 202073 CY

Pronunciation & Speaking, Advanced
Subject: ESLP 9388 Hours: 30 Fee: $90
Prerequisite: Level 3, 4 and 5 students
75067 6/6-8/29 S 9:30 am-noon 202073 CY
75068 6/15-8/3 MW 12:30-2:30 pm 202073 CY

ESL READING

Reading & Vocabulary Comprehension, Beginning
Subject: ESLP 9455 Hours: 30 Fee: $90
75070 5/29-8/28 F 9:30 am-noon 202073 CY
Class will not meet 7/3 and 8/14

Reading & Vocabulary Comprehension, Intermediate
Subject: ESLP 9460 Hours: 30 Fee: $90
75071 5/29-8/28 F 12-2:30 pm 202073 CY
Class will not meet 7/3 and 8/14

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


EXAM PREPARATION

GMAT Test Preparation Review
Subject: TEST 9000 Hours: 30 Fee: $189
Required Materials: Text
75164 6/15-8/17 M 6:30-9:30 pm 202073 CY

GRE Test Preparation Review
Subject: TEST 9005 Hours: 30 Fee: $189
Required Materials: Text
75166 6/17-8/19 W 6:30-9:30 pm 202073 CY

TOEFL
Subject: TEST 9010 Hours: 48 Fee: $269
75167 6/8-8/10 MW 6:30-9 pm 202073 CY

HiSET Preparation
Subject: HSET 0005 Hours: 36 Fee: $379
75438 5/18-6/29 MW 6-9 pm 202073 CY
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.

HiSET® Exam Preparation meets:
CRN# 75438: 5/18-6/29, 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: CElinfo@collin.edu
Phone: 972.985.3750

The HiSET® Exam
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.

**Apply through TWC Workforce Business Solutions**


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.
### INDUSTRY-RECOGNIZED CERTIFICATIONS

**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 you are 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 students take and pass 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 individuals 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 advanced-level professionals. To understand which certifications fit your career goals, we’ve divided them by entry-level and advanced-level certifications.

<table>
<thead>
<tr>
<th>ENTRY-LEVEL CERTIFICATIONS</th>
<th>ADVANCED-LEVEL CERTIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Either no or low previous experience required</td>
<td>These certifications require certain professional and/or educational experience.</td>
</tr>
<tr>
<td><strong>Business</strong></td>
<td><strong>Business</strong></td>
</tr>
<tr>
<td>Certified Wedding and Event Planner: CWEP</td>
<td>Certified Bookkeeper: CB</td>
</tr>
<tr>
<td>Fundamental Payroll Certification (FPC)</td>
<td>Payroll Professional: CPP</td>
</tr>
<tr>
<td>Licensed Real Estate Agent</td>
<td>Project Management: PMP</td>
</tr>
<tr>
<td>Notary Signing Agent</td>
<td>SHRM® Certification: SHRM-CP®, SHRM-SCP®</td>
</tr>
<tr>
<td><strong>Computer/IT</strong></td>
<td><strong>Computer/IT</strong></td>
</tr>
<tr>
<td>CompTIA: A+</td>
<td>Computer Security: CISSP</td>
</tr>
<tr>
<td><strong>Health Sciences</strong></td>
<td><strong>Health Sciences</strong></td>
</tr>
<tr>
<td>Certified Health Unit Coordinator: CHUC</td>
<td>Radiology: NCT</td>
</tr>
<tr>
<td>Veterinary Assistant: CVA-1</td>
<td>Patient Care Technician: PCT</td>
</tr>
<tr>
<td>Medical Coding: CPC</td>
<td><strong>Trades</strong></td>
</tr>
<tr>
<td>Medical Administrative Assistant: MAA</td>
<td>Certified Fiber Optics Technician: CFOT</td>
</tr>
<tr>
<td>Phlebotomy Technician: CPT</td>
<td>Certified Fiber Optics Specialist in Testing: CFOS/T</td>
</tr>
<tr>
<td>Certified Pharmacy Technician: CPhT</td>
<td>Certified Fiber Optics Specialist in Splicing: CFOS/S</td>
</tr>
<tr>
<td>Certified Medical Assistant: CMA</td>
<td>Certified Fiber Optics Specialist Outside Plant: CFOS/O</td>
</tr>
<tr>
<td>Registered Dental Assistant: RDA</td>
<td>Professional Truck Driver: CDL</td>
</tr>
</tbody>
</table>
The new Collin College Wylie Campus opens Fall 2020 at 391 Country Club Road in Wylie. This comprehensive campus features specialized facilities for science, technology, engineering, and math (STEM), business, hospitality, fine arts, education, and health sciences programs. Two new Collin College programs — Veterinary Technology and Medical Assisting — will debut at the Wylie Campus.

Students can earn Associate of Arts, Associate of Science, Associate of Arts in Teaching, and Associate of Applied Science degrees and certificates.

Select Continuing Education courses will be offered Fall 2020 at the Wylie Campus.

To learn more, visit [www.collin.edu/campuses/wylie](http://www.collin.edu/campuses/wylie)
Plan your future at the new, state-of-the-art Collin College Technical Campus, opening Fall 2020 at 2550 Bending Branch Way in Allen. Get ready to experience hands-on, real-world training in direct response to local industry needs.

The Technical Campus will offer students multiple paths to success in high-demand, high-wage career fields including: advanced manufacturing, automotive technology, collision technology, computer networking, construction, HVAC, welding, health sciences — including the new Medical Assisting program — and more.

Students can earn Associate of Applied Science degrees and certificates.

Select Continuing Education courses will debut Fall 2020 at the Technical Campus.

To learn more, visit www.collin.edu/campuses/technical
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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- Grammar Refresher
- Introduction to Microsoft Excel
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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


Fast.Flexible.Affordable
PLEASE DELIVER 3/31 - 4/7

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.