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**All Collin College campuses will be CLOSED and Continuing Education Classes will not meet Sept. 5, Nov. 23–27, Dec. 23–Jan. 2.

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

**Day Abbreviations:**
- **M:** Monday
- **T:** Tuesday
- **W:** Wednesday
- **Th:** Thursday
- **F:** Friday
- **Sa:** Saturday
- **Su:** Sunday

**Site Codes:**
- **AHS–Allen Center**
- **CHEC–Collin Higher Education Center**
- **CPC–Central Park Campus**
- **CYC–Courtyard Center**
- **PRC–Preston Ridge Campus**
- **RW–Rockwall Center**
- **SCC–Spring Creek Campus**

---

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

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Collin is an equal opportunity institution and provides education and employment opportunities without discrimination on the basis of race, color, religion, gender, age, national origin, disability or veteran status. For more information, contact ACCESS at 972.881.3888 V/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).

---

Fall 2016  To Register, call or click: 972.985.3711  www.collin.edu/ce/register
NEW FALL COURSES

COMPUTER EDUCATION

Business Applications
- SAS Programming Fundamentals 1
- SAS Programming Fundamentals 2
- SAS Intermediate Programming: SQL Procedure
- SAS Intermediate Programming: Macro Facility

Virtualization Technologies
- VMware vSphere FastTrack: Install, Configure, Manage+ Optimize & Scale

WORKFORCE DEVELOPMENT

Entrepreneur
- Is Buying a Franchise for Me?

Business Communications and Management
- Prepare with Confidence: Interview Prep
- Energy Leadership
- Energy Leadership Personal Evaluation
- Mastering the Job Search for the 21st Century

Logistics Management
- Freight Broker/Agent Training–Online

Technical Trades
- Certified Fiber Optics Specialist Outside Plant – CFOS/O

CREATIVE CAREERS

Creative Writing
- Introduction to Playwriting
- Sketchbook Journaling
- Modern Calligraphy Letters
- Unical Calligraphy

Entertainment Industry
- Film Appreciation

Interior Design
- Sketching Interior Design Perspectives – Solutions

Fine Arts
- Alcohol Inks
- Abstract Concepts

Culinary and Hospitality
- Special Events Design

HEALTH SCIENCES

Community Health Worker
- Community Health Worker

Medical Coding/Billing
- Medical Billing Fast Track
- Medical Coding Fast Track

Counselor Education
- Ethics – Serving Diverse Populations
- Ethics – Telemedicine

Dental Assisting
- Coronal Polishing

Managers • Supervisors • Business Owners

Your people are your organization’s most important asset and good results come from individuals equipped with the right skills. Collin College’s Center for Workforce and Economic Development (CWED) is your source for grant and contract funded corporate training.

What can we do for you?
Partnering with us connects you with one comprehensive source for grant-funded and contract opportunities for your business.

You will gain the advantage of:
- Customized business training for your organization on virtually any topic, tailored specifically for your organization
- Resources for grant and economic development funding opportunities
- Affordable quality, providing you access to the same programs and curriculum used by Fortune 500 companies

One Call. One Source. Many Training Solutions.

www.collin.edu/cwed  972.599.3130

Collin College | Continuing Education
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.

COMPUTER & PHOTO

Saturday, August 27 • 10 am–Noon

<table>
<thead>
<tr>
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HEALTH SCIENCES

Medical Billing and Coding

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Veterinary Assistant

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HEALTH SCIENCES

Certified Wedding & Event Planner

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NONPROFIT

Nonprofit Management

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TECHNICAL TRADES

Electrical Wiring Overview

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AVIATION

How to Become a Pilot

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Convective Weather Overview

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FREE – ESL PLACEMENT TESTING

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Student Success Tip #1

Great students and great employers are a perfect match! Visit the Career Services department for assistance with your job search.

http://www.collin.edu/studentresources/career/job-search-resources.html

Subscribe to the Continuing Education email newsletter today!

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


Day Abbreviations: M–Monday Tu–Tuesday W–Wednesday Th–Thursday F–Friday Sa–Saturday Su–Sunday

Site Codes: AHS–Allen Center CHEC–Collin Higher Education Center CPC–Central Park Campus CYC–Courtyard Center PRC–Preston Ridge Campus RW–Rockwall Center SCC–Spring Creek Campus
Collin College    Continuing Education

Industry Recognized Certification

CRN    Work Shop S

Crystal Reports, Advanced
Microsoft Excel I
Introduction to Personal Computers
Crystal Reports, Basic
Microsoft Project
Windows 10
HTML
Excel Programming

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

Microsoft Excel I
Crystal Reports, Advanced

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.

Afternoon Sampler Courses

Sign up for these short introductory digital-age classes and learn what you need to know NOW. You'll get a sampling of what more in-depth classes have to offer. All classes will be held at the Courtyard Center.

Fee: $19 for 2-session classes • $39 for 4-session classes

Call 972.985.3711 to enroll

Introductory Computer

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Dates</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
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<tr>
<td>Discovering Digital Media – iTunes to Podcasts</td>
<td>70521</td>
<td>9/6–9/15</td>
<td>TuTh</td>
<td>2:30–4 pm</td>
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<td>Introduction to Windows 10</td>
<td>70382</td>
<td>9/20–9/29</td>
<td>TuTh</td>
<td>2:30–4 pm</td>
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<td>iPhoto</td>
<td>70467</td>
<td>9/23–10/14</td>
<td>F</td>
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<tr>
<td>Android Phone and Tablet</td>
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<td>9/26–10/17</td>
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<td>Computers for the Absolute Beginner I</td>
<td>70107</td>
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<tr>
<td>Discovering the Internet</td>
<td>70548</td>
<td>10/10–10/12</td>
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<td>E-mail Basics</td>
<td>70550</td>
<td>10/10–10/12</td>
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<tr>
<td>Introduction to eReaders</td>
<td>70551</td>
<td>10/11–10/13</td>
<td>TuTh</td>
<td>12:30–2 pm</td>
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<tr>
<td>Introduction to Windows 10</td>
<td>70272</td>
<td>10/11–10/20</td>
<td>TuTh</td>
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<td>Google Apps for Business</td>
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<td>10/28–11/18</td>
<td>F</td>
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<td>Mac iWork Applications</td>
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<td>10/28–11/18</td>
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<td>Creating Your Own Blog</td>
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<td>10/31–11/2</td>
<td>MW</td>
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<td>Social Networking Website Basics</td>
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<td>10/31–11/2</td>
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<td>Searching the Internet</td>
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<td>Computers for the Absolute Beginner II</td>
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<td>11/7–11/16</td>
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<td>Introduction to Microsoft Word</td>
<td>70577</td>
<td>11/8–11/17</td>
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<td>2:30–4 pm</td>
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<td>Protecting Online Privacy</td>
<td>70361</td>
<td>11/28–12/5</td>
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<td>Introduction to Microsoft Excel</td>
<td>70391</td>
<td>12/5–12/14</td>
<td>MW</td>
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<tr>
<td>Introduction to Microsoft PowerPoint</td>
<td>70366</td>
<td>12/5–12/14</td>
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<tr>
<td>Introduction to Mac OS X</td>
<td>70367</td>
<td>12/6–12/15</td>
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Introductory Digital Photography

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<tr>
<td>Digital Photography – Framing the Shot</td>
<td>70520</td>
<td>9/6–9/15</td>
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<tr>
<td>Editing Digital Photos with Photoshop Elements</td>
<td>70532</td>
<td>9/20–9/29</td>
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<tr>
<td>Digital Photography – Megapixels Explained</td>
<td>70534</td>
<td>9/26–9/28</td>
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<td>Face-lifts with Photoshop Elements</td>
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<td>10/4–10/6</td>
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<td>Organizing Digital Photos with Photoshop Elements</td>
<td>70547</td>
<td>10/4–10/6</td>
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<td>Digital Photography – Sharing Your Photos</td>
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Workshops

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

• Fee: $39 for 1–session courses
• Location: Courtyard Center

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<td>LinkedIn - Advanced</td>
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<td>Apple iCloud - Basics</td>
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<td>9/28</td>
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<td>Photoshop Lightroom</td>
<td>70556</td>
<td>10/22</td>
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<td>Quick Edits Using</td>
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<td>1–4 pm</td>
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<td>Photoshop Elements (hands on)</td>
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<td>Managing Collected Photo Images (hands on)</td>
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**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
- Materials needed: Text
- Location: Courtyard Center (CYC)

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**Operating Systems**

**Windows 10 – Beginner**

- Hours: 18
- Fee: $129
- Prerequisites: Computer Keyboarding or ability to type at least 20 WPM
- Materials Needed: Text

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<td>6</td>
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**Windows 10 – Intermediate**

- Hours: 18
- Fee: $129
- Prerequisites: Windows 10 – Beginner
- Materials Needed: Text

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**Hot Job Skills**

The majority of Hot Jobs require computer skills in Microsoft Office. Continuing Education provides Microsoft Access, Excel, PowerPoint, and Word 2013 training to help you increase your skills to remain competitive in your career.

**Can’t find a time that works into your schedule?** Try an online course. See page 23.

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

**Microsoft Office System**  
Hours: 24  
Fee: $159  
Prerequisites: Microsoft Windows  
Materials Needed: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**  
--- | --- | --- | --- | --- | ---  
70651 | 9/6–9/29 | TuTh | 9 am–noon | 8 | CYC  
70172 | 10/10–11/2 | MW | 9 am–noon | 8 | CYC  
70353 | 10/25–12/13 | Tu | 6:30–9:30 pm | 8 | CYC  

**Microsoft Excel I**  
Hours: 18  
Fee: $129  
Prerequisites: Microsoft Windows  
Materials Needed: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**  
--- | --- | --- | --- | --- | ---  
70420 | 9/21–10/3 | MWF | 9 am–noon | 6 | CYC  
70441 | 9/21–10/10 | MW | 6:30–9:30 pm | 6 | CYC  
70232 | 9/27–10/13 | TuTh | 1–4 pm | 6 | CYC  
70447 | 10/12–10/28 | WF | 1–4 pm | 6 | CYC  
70358 | 11/14–12/19 | M | 6:30–9:30 pm | 6 | CYC  
70381 | 11/29–12/15 | TuTh | 9 am–noon | 6 | CYC  

**Microsoft Excel II**  
Hours: 18  
Fee: $129  
Prerequisites: Microsoft Excel I  
Materials Needed: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**  
--- | --- | --- | --- | --- | ---  
70422 | 10/5–10/17 | MWF | 9 am–noon | 6 | CYC  
70448 | 10/12–10/31 | MW | 6:30–9:30 pm | 6 | CYC  
70731 | 11/2–11/18 | WF | 1–4 pm | 6 | CYC  
73008 | 11/29–12/15 | TuTh | 1–4 pm | 6 | CYC  

**Microsoft Excel III**  
Hours: 18  
Fee: $129  
Prerequisites: Microsoft Excel II  
Materials Needed: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**  
--- | --- | --- | --- | --- | ---  
70228 | 9/6–9/22 | TuTh | 9 am–noon | 6 | CYC  
70452 | 11/2–11/21 | MW | 6:30–9:30 pm | 6 | CYC  

**Microsoft Word I**  
Hours: 18  
Fee: $129  
Prerequisites: Microsoft Windows and the ability to type at least 20 wpm  
Materials Needed: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**  
--- | --- | --- | --- | --- | ---  
70417 | 8/30–9/15 | TuTh | 6:30–9:30 pm | 6 | CYC  
70229 | 9/6–9/22 | TuTh | 1–4 pm | 6 | CYC  
70236 | 10/31–11/16 | MW | 9 am–noon | 6 | CYC  

**Microsoft Word II**  
Hours: 18  
Fee: $129  
Prerequisites: Microsoft Word I  
Materials Needed: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**  
--- | --- | --- | --- | --- | ---  
70421 | 9/22–10/11 | TuTh | 6:30–9:30 pm | 6 | CYC  
73017 | 11/28–12/14 | MW | 9 am–noon | 6 | CYC  
73082 | 11/29–12/15 | TuTh | 1–4 pm | 6 | CYC  

**Microsoft PowerPoint I**  
Hours: 15  
Fee: $109  
Prerequisites: Microsoft Windows  
Materials Needed: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**  
--- | --- | --- | --- | --- | ---  
70590 | 9/24–10/22 | Sa | 1–4 pm | 5 | CYC  
70168 | 9/27–10/11 | TuTh | 1–4 pm | 5 | CYC  
70233 | 10/18–11/1 | TuTh | 1–4 pm | 5 | CYC  

**Microsoft Access I**  
Hours: 18  
Fee: $129  
Prerequisites: Microsoft Windows  
Materials Needed: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**  
--- | --- | --- | --- | --- | ---  
70440 | 9/13–9/29 | TuTh | 6:30–9:30 pm | 6 | CYC  
70245 | 9/21–10/3 | MW | 1–4 pm | 6 | CYC  
70424 | 10/13–11/1 | TuTh | 6:30–9:30 pm | 6 | CYC  
70426 | 10/26–11/7 | MW | 9 am–noon | 6 | CYC  

**Microsoft Access II**  
Hours: 18  
Fee: $129  
Prerequisites: Microsoft Access I  
Materials Needed: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**  
--- | --- | --- | --- | --- | ---  
70445 | 10/14–10/20 | TuTh | 6:30–9:30 pm | 6 | CYC  
70427 | 11/3–11/22 | TuTh | 6:30–9:30 pm | 6 | CYC  
73047 | 12/5–12/21 | MW | 9 am–noon | 6 | CYC  

**Microsoft Access III**  
Hours: 18  
Fee: $129  
Prerequisites: Microsoft Access II  
Materials Needed: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**  
--- | --- | --- | --- | --- | ---  
73050 | 12/6–12/22 | TuTh | 6:30–9:30 pm | 6 | CYC  

**Microsoft Outlook I**  
Hours: 15  
Fee: $119  
Materials Needed: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**  
--- | --- | --- | --- | --- | ---  
70386 | 9/27–10/11 | TuTh | 9 am–noon | 5 | CYC  
70393 | 11/1–11/15 | TuTh | 1–4 pm | 5 | CYC  

---

**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 17 or the Medical Secretary Certificate Series on page 33.

---

**Advising is available for Continuing Education courses, please email ceadvisor@collin.edu.**
## BUSINESS APPLICATIONS

### SAS Programming Fundamentals 1
- **Hours:** 15
- **Fee:** $239
- **Prerequisites:** Beginning Programming I or equivalent programming experience.
- **CRN:** 70769
  - **Dates:** 9/19-10/3
  - **Days:** MW
  - **Time:** 6:30-9:30 pm
  - **Sessions:** 5
  - **Location:** CYC

### SAS Programming Fundamentals 2
- **Hours:** 15
- **Fee:** $239
- **Prerequisites:** SAS Programming Fundamentals 1
- **CRN:** 70734
  - **Dates:** 10/10-10/24
  - **Days:** MW
  - **Time:** 6:30-9:30 pm
  - **Sessions:** 5
  - **Location:** CYC

### SAS Intermediate Programming: SQL Procedure
- **Hours:** 15
- **Fee:** $239
- **Prerequisites:** SAS Programming Fundamentals 2
- **CRN:** 70770
  - **Dates:** 11/2-11/16
  - **Days:** MW
  - **Time:** 6:30-9:30 pm
  - **Sessions:** 5
  - **Location:** CYC

### SAS Intermediate Programming: Macro Facility
- **Hours:** 15
- **Fee:** $239
- **Prerequisites:** SAS Programming Fundamentals 2
- **CRN:** 73099
  - **Dates:** 11/28-12/12
  - **Days:** MW
  - **Time:** 6:30-9:30 pm
  - **Sessions:** 5
  - **Location:** CYC

### Access VBA I
- **Hours:** 18
- **Fee:** $159
- **Prerequisites:** Access III
- **Materials Needed:** Text
- **CRN:** 70379
  - **Dates:** 8/31-9/16
  - **Days:** WF
  - **Time:** 6:30-9:30 pm
  - **Sessions:** 6
  - **Location:** CYC

### SharePoint for End Users
- **Hours:** 18
- **Fee:** $229
- **Prerequisites:** Working knowledge of PC Windows environment
- **Materials Needed:** Text
- **CRN:** 70106
  - **Dates:** 9/24-10/29
  - **Days:** Sa
  - **Time:** 1-4 pm
  - **Sessions:** 6
  - **Location:** CYC

### Creating Excel Dashboards
- **Hours:** 18
- **Fee:** $159
- **Prerequisites:** Excel III or equivalent experience.
- **Materials Needed:** Text
- **CRN:** 70238
  - **Dates:** 11/4-12/16
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  - **Location:** CYC

### Database Fundamentals
- **Hours:** 18
- **Fee:** $159
- **Materials Needed:** Text
- **CRN:** 70359
  - **Dates:** 11/9-12/21
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  - **Sessions:** 6
  - **Location:** CYC

### Excel VBA I
- **Hours:** 24
- **Fee:** $289
- **Prerequisites:** MS Excel III or equivalent experience
- **Materials Needed:** Text
- **CRN:** 70385
  - **Dates:** 9/26-10/19
  - **Days:** MW
  - **Time:** 6:30-9:30 pm
  - **Sessions:** 8
  - **Location:** CYC

### Excel VBA II
- **Hours:** 24
- **Fee:** $289
- **Prerequisites:** Excel VBA I
- **Materials Needed:** Text
- **CRN:** 70391
  - **Dates:** 10/25-11/17
  - **Days:** TuTh
  - **Time:** 6:30-9:30 pm
  - **Sessions:** 8
  - **Location:** CYC

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## ENTERPRISE COMPUTING

### SAP Overview
- **Hours:** 24
- **Fee:** $489
- **Prerequisites:** Basic knowledge of the SAP system
- **CRN:** 70348
  - **Dates:** 9/24-10/8
  - **Days:** Sa
  - **Time:** 8 am–5 pm
  - **Sessions:** 3
  - **Location:** CYC

### Overview of SAP ERP (Enterprise Resource Planning)
- **Hours:** 24
- **Fee:** $489
- **Prerequisites:** SAP Overview or equivalent experience
- **Materials Needed:** Text
- **CRN:** 70683
  - **Dates:** 10/29-11/12
  - **Days:** Sa
  - **Time:** 8 am–5 pm
  - **Sessions:** 3
  - **Location:** CYC

### Overview of SAP FICO (Financial and Control)
- **Hours:** 24
- **Fee:** $489
- **Prerequisites:** SAP Overview or equivalent experience
- **Materials Needed:** Text
- **CRN:** 70355
  - **Dates:** 10/29-11/12
  - **Days:** Sa
  - **Time:** 8 am–5 pm
  - **Sessions:** 3
  - **Location:** CYC

### Overview of SAP CRM (Customer Relationship Management)
- **Hours:** 24
- **Fee:** $489
- **Prerequisites:** SAP Overview or equivalent experience
- **Materials Needed:** Text
- **CRN:** 73092
  - **Dates:** 12/3-12/17
  - **Days:** Sa
  - **Time:** 8 am–5 pm
  - **Sessions:** 3
  - **Location:** CYC

### Overview of SAP SCM (Supply Chain Management)
- **Hours:** 24
- **Fee:** $489
- **Prerequisites:** SAP Overview or equivalent experience
- **Materials Needed:** Text
- **CRN:** 73099
  - **Dates:** 12/3-12/17
  - **Days:** Sa
  - **Time:** 8 am–5 pm
  - **Sessions:** 3
  - **Location:** CYC

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## COMPUTER AIDED DESIGN AND DRAFTING

### AutoCAD – Fundamentals
- **Hours:** 24
- **Fee:** $529
- **Prerequisites:** Basic familiarity with Windows–based programs
- **CRN:** 70410
  - **Dates:** 8/29-9/2
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  - **Sessions:** 3
  - **Location:** CYC
- **CRN:** 70429
  - **Dates:** 11/14-11/18
  - **Days:** MWF
  - **Time:** 8 am–5 pm
  - **Sessions:** 3
  - **Location:** CYC

QuickBooks courses are listed on page 21.
### What software version will I learn?

Adobe Creative Cloud  
Adobe Photoshop/Premiere Elements 14  
VMware vSphere 6  
Autodesk 3ds Max 2016  
Autodesk AutoCAD 2016  
Autodesk Revit 2016  
Intuit QuickBooks Pro 2015  
Microsoft Office 2013  
Microsoft Windows 10  
Oracle 11g  
SAP Crystal Reports 2011  
SolidWorks 2016

### AutoCAD – Advanced

*Hours: 18  Fee: $319*

Prerequisites: Completed AutoCAD Fundamentals course or other recent basic to intermediate level AutoCAD experience; familiarity with Windows XP or Windows 7-based programs.

Materials Needed: Text

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### Revit Architecture – Essentials

*Hours: 24  Fee: $359*

Prerequisites: Familiarity with Windows XP

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### Revit Architecture – Advanced

*Hours: 18  Fee: $319*

Prerequisites: Revit Architecture – Essentials

Materials Needed: Text

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### 3d Studio Max – Basic

*Hours: 18  Fee: $169*

Prerequisites: Familiarity with Windows or Mac operating system.

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### 3d Studio Max – Intermediate

*Hours: 18  Fee: $169*

Prerequisites: 3d Studio Max Basic or equivalent experience.

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### PTC Creo Essentials

*Hours: 24  Fee: $249*

Prerequisites: Mechanical design experience and familiarity with Windows operating system.

Materials Needed: Text

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### INTERNET TECHNOLOGIES

### Internet Marketing Certificate


To be eligible to receive the certificate:

**Take the four core classes:**
- Search Engine Optimization (SEO) for Small Business - Basic OR SEO for Small Business Boot Camp
- Internet Marketing Using Google AdWords
- WordPress - Basic
- Business Intelligence Using Google Analytics

**Take four elective courses:**
- Social Media Marketing Technologies - Basics
- Social Media Marketing Technologies - Advanced
- Facebook Blueprint
- LinkedIn Strategies for Businesses
- Amplify Reach across Multiple Social Networks
- Internet Marketing Using Targeted Content
- Internet Marketing Using YouTube
- How to Start a Business Using eBay I (pg. 21)
- SEO for Small Business - Advanced
- SEO for Small Business Boot Camp
- WordPress - Advanced

To be eligible to receive a certificate, students must complete 4 core and 4 elective courses with 90% attendance.
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### Search Engine Optimization for Small Business – Advanced
Hours: 18 Fee: $169
Prerequisites: Search Engine Optimization for Small Business – Basic
Materials Needed: Text

### Internet Marketing Using Google AdWords
Hours: 18 Fee: $169
Prerequisites: Search Engine Optimization for Small Business – Basic
Materials Needed: Text

### SEO for Small Business Boot Camp
Hours: 24 Fee: $389
Prerequisites: WordPress Basic or equivalent experience
Materials Needed: Text

### Business Intelligence Using Google Analytics
Hours: 18 Fee: $169
Prerequisites: Search Engine Optimization for Small Business – Basic
Materials Needed: Text

### Social Media Marketing Technologies – Basics
Hours: 18 Fee: $169
Prerequisites: WordPress Basic, or equivalent experience
Materials Needed: Text

### Social Media Marketing Technologies – Advanced
Hours: 18 Fee: $169
Prerequisites: Social Media Marketing Technologies – Basic

### Internet Marketing Using YouTube
Hours: 18 Fee: $169
Prerequisites: Search Engine Optimization for Small Business – Basic
Materials Needed: Text

### Internet Marketing Using Targeted Content
Hours: 18 Fee: $169
Prerequisites: Search Engine Optimization for Small Business – Basic
Materials Needed: Text

You may also be interested in Marketing courses found on page 20.

Classes titled “for Mac and PC” are taught in a blended environment. Select the CRN (Course Number) corresponding to your PC/Mac preference.

### LinkedIn Strategies for Businesses
Hours: 8 Fee: $119
Prerequisites: Social Media Marketing Technologies – Basic, or experience with using LinkedIn

### Facebook Blueprint
Hours: 12 Fee: $149
Prerequisites: WordPress Basic or equivalent experience

### Amplify Reach across Multiple Social Networks
Hours: 9 Fee: $129
Prerequisites: WordPress Basic, Social Media Marketing Technologies – Advanced

### HyperText Markup Language
Hours: 18 Fee: $169
Prerequisites: Familiarity with the Internet
Materials Needed: Text

### Cascading Style Sheets
Hours: 15 Fee: $159
Prerequisites: HyperText Markup Language
Materials Needed: Text

### Website Development Using HTML5 and CSS3
Hours: 18 Fee: $169
Prerequisites: JavaScript, HTML, CSS and Dreamweaver or equivalent experience.
Materials Needed: Text

### Dreamweaver I
Hours: 24 Fee: $249
Prerequisites: Mac OS/X and HTML
Materials Needed: Text

**Earn a Web Developer Certificate!**
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.

### Dreamweaver II

**Hours:** 24  
**Fee:** $249  
**Prerequisites:** Dreamweaver I for Mac  
**Materials Needed:** Text  
**Mac**  
**CRN:** 70578  
**Dates:** 11/8–12/6  
**Days:** TuTh  
**Time:** 6:30–9:30 pm  
**Sessions:** 8  
**Location:** CYC  

**PC**  
**CRN:** 70579  
**Dates:** 11/8–12/6  
**Days:** TuTh  
**Time:** 6:30–9:30 pm  
**Sessions:** 8  
**Location:** CYC

### Adobe Animate 1

**Hours:** 15  
**Fee:** $159  
**Prerequisites:** Basic knowledge of web page construction  
**Materials Needed:** Text  
**Mac**  
**CRN:** 70559  
**Dates:** 10/26–11/4  
**Days:** MWF  
**Time:** 6:30–9:30 pm  
**Sessions:** 5  
**Location:** CYC  

**PC**  
**CRN:** 70558  
**Dates:** 10/26–11/4  
**Days:** MWF  
**Time:** 6:30–9:30 pm  
**Sessions:** 5  
**Location:** CYC

### Adobe Animate 2

**Hours:** 15  
**Fee:** $159  
**Prerequisites:** Adobe Animate 1  
**Materials Needed:** Text  
**Mac**  
**CRN:** 70574  
**Dates:** 11/7–11/16  
**Days:** MWF  
**Time:** 6:30–9:30 pm  
**Sessions:** 5  
**Location:** CYC  

**PC**  
**CRN:** 70573  
**Dates:** 11/7–11/16  
**Days:** MWF  
**Time:** 6:30–9:30 pm  
**Sessions:** 5  
**Location:** CYC

### Introduction to JavaScript

**Hours:** 24  
**Fee:** $269  
**Prerequisites:** HTML. Basic knowledge of scripting helpful, but not necessary  
**Materials Needed:** Text  
**Mac**  
**CRN:** 70151  
**Dates:** 8/31–9/28  
**Days:** MW  
**Time:** 6:30–9:30 pm  
**Sessions:** 8  
**Location:** CYC  

**PC**  
**CRN:** 70659  
**Dates:** 9/26–10/19  
**Days:** MW  
**Time:** 6 am–noon  
**Sessions:** 8  
**Location:** CYC

### Advanced JavaScript using jQuery

**Hours:** 24  
**Fee:** $269  
**Prerequisites:** HTML, CSS, and Intro to JavaScript  
**Materials Needed:** Text  
**CRN:** 70176  
**Dates:** 10/31–11/16  
**Days:** MW  
**Time:** 6–10 pm  
**Sessions:** 6  
**Location:** CYC

### Introduction to PHP & MySQL

**Hours:** 24  
**Fee:** $269  
**Prerequisites:** HTML  
**Materials Needed:** Text  
**CRN:** 70226  
**Dates:** 8/31–9/28  
**Days:** MW  
**Time:** 6:30–9:30 pm  
**Sessions:** 8  
**Location:** CYC

**Clsases titled “for Mac and PC” are taught in a blended environment. Select the CRN (Course Number) corresponding to your PC/Mac preference.”**

---

### MOBILE APP DEVELOPMENT

#### iOS App Development 1 – Programming with Swift

**Hours:** 18  
**Fee:** $199  
**CRN:** 70461  
**Dates:** 9/10–10/15  
**Days:** Sa  
**Time:** 9 am–noon  
**Sessions:** 6  
**Location:** CYC

#### iOS App Development 2 – Basics

**Hours:** 18  
**Fee:** $199  
**Prerequisites:** Programming with Swift or equivalent experience  
**CRN:** 70680  
**Dates:** 10/18–11/22  
**Days:** Tu  
**Time:** 6:30–9:30 pm  
**Sessions:** 6  
**Location:** CYC

#### iOS App Development 3 – Intermediate

**Hours:** 18  
**Fee:** $199  
**Prerequisites:** iOS App Development 2  
**Materials Needed:** Text  
**CRN:** 73089  
**Dates:** 11/29–12/15  
**Days:** TuTh  
**Time:** 6:30–9:30 pm  
**Sessions:** 6  
**Location:** CYC

#### iOS App Development 4 – Advanced

**Hours:** 18  
**Fee:** $199  
**Prerequisites:** iOS App Development 3, or equivalent experience  
**CRN:** 70674  
**Dates:** 9/6–10/11  
**Days:** Tu  
**Time:** 6:30–9:30 pm  
**Sessions:** 6  
**Location:** CYC

#### Android App Development I

**Hours:** 18  
**Fee:** $199  
**Prerequisites:** Java Programming I and II or equivalent experience.  
**Materials Needed:** Text  
**CRN:** 70249  
**Dates:** 9/26–10/31  
**Days:** M  
**Time:** 6:30–9:30 pm  
**Sessions:** 6  
**Location:** CYC

#### Android App Development II

**Hours:** 18  
**Fee:** $199  
**Prerequisites:** Java Programming I and II or Android Application Development I  
**Materials Needed:** Text  
**CRN:** 70260  
**Dates:** 11/14–12/19  
**Days:** M  
**Time:** 6:30–9:30 pm  
**Sessions:** 6  
**Location:** CYC

#### Android App Development III

**Hours:** 18  
**Fee:** $199  
**Prerequisites:** Java Core, Android Application Development II, RESTful Web Services  
**Materials Needed:** Text  
**CRN:** 70394  
**Dates:** 11/4–12/16  
**Days:** F  
**Time:** 6:30–9:30 pm  
**Sessions:** 6  
**Location:** CYC

### JAVA PROGRAMMING

#### Design Patterns in Java I

**Hours:** 24  
**Fee:** $269  
**Prerequisites:** Java Programming II  
**Materials Needed:** Text  
**CRN:** 70227  
**Dates:** 9/9–10/28  
**Days:** F  
**Time:** 6:30–9:30 pm  
**Sessions:** 8  
**Location:** CYC

#### Java Programming I

**Hours:** 24  
**Fee:** $319  
**Prerequisites:** Microsoft Windows, knowledge of a text editor and experience with another programming language.  
**Materials Needed:** Text  
**CRN:** 70647  
**Dates:** 8/31–10/19  
**Days:** W  
**Time:** 6:30–9:30 pm  
**Sessions:** 8  
**Location:** CYC

#### Java Programming II

**Hours:** 24  
**Fee:** $319  
**Prerequisites:** Java Programming I  
**Materials Needed:** Text  
**CRN:** 70668  
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**Java Programming III**

Hours: 24
Fee: $319

Prerequisites: Java Programming II or a fundamental knowledge of Java
Materials Needed: Text

70657 9/24-11/12 Sa 9 am–noon 8 CYC

**Java Web Application Development I**

Hours: 32
Fee: $389

Prerequisites: Java Programming II, HTML
Materials Needed: Text

70645 8/30-10/18 Tu 6–10 pm 8 CYC

**Java Web Application Development II**

Hours: 24
Fee: $329

Prerequisites: Java Web Application Development I
Materials Needed: Text

70667 10/25-11/29 Tu 6–10 pm 6 CYC

**Introduction to Spring**

Hours: 24
Fee: $329

Prerequisites: Java Programming II or equivalent experience
Materials Needed: Text

70652 9/8-10/13 Th 6–10 pm 6 CYC

**Spring MVC I**

Hours: 16
Fee: $219

Prerequisites: Java Web Application Development II, Introduction to Spring or equivalent experience
Materials Needed: Text

70237 10/31-11/21 M 6–10 pm 4 CYC

**Introduction to Struts 2 Framework**

Hours: 24
Fee: $329

Prerequisites: Java Web Application Development I and knowledge of JSP custom tags
Materials Needed: Text

73069 11/29-12/15 TuTh 6–10 pm 6 CYC

**Introduction to Hibernate**

Hours: 12
Fee: $149

Prerequisites: Java Programming II or equivalent experience
Materials Needed: Text

73072 12/2-12/14 WF 6:30-9:30 pm 4 CYC

**COMPUTER PROGRAMMING**

**Software Quality Assurance**

Hours: 18
Fee: $259

70682 10/27-12/8 Th 6:30-9:30 pm 6 CYC

**Beginning Programming I**

Hours: 24
Fee: $269

Prerequisites: Familiarity with Windows OS

70588 8/29-9/26 MW 6:30-9:30 pm 8 CYC

**Beginning Programming II**

Hours: 24
Fee: $269

Prerequisites: Beginning Programming I or equivalent experience
Materials Needed: Instructor handouts

70593 10/3-11/21 M 6:30-9:30 pm 8 CYC

**Java Programming III**

Hours: 24
Fee: $269

Prerequisites: Beginning Programming II or equivalent experience
Materials Needed: Instructor handouts

70589 9/10-10/29 Sa 9 am–noon 8 CYC

**SQL Programming**

Hours: 30
Fee: $279

Prerequisites: 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.

Materials Needed: Text

70242 9/2-11/4 F 6:30-9:30 pm 10 CYC
70383 9/20-10/20 TuTh 6:30-9:30 pm 10 CYC

**Advanced SQL Programming**

Hours: 24
Fee: $299

Prerequisites: Intro SQL Programming or equivalent experience

70684 10/31-12/19 M 6:30-9:30 pm 8 CYC

**Introduction to Perl Programming**

Hours: 18
Fee: $199

Prerequisites: Some programming experience, some UNIX experience
Materials Needed: Text

70170 10/3-10/19 MW 6:30-9:30 pm 6 CYC

**Perl Programming – Intermediate**

Hours: 18
Fee: $199

Prerequisites: Introduction to Perl Programming
Materials Needed: Text

70726 10/31-11/16 MW 6:30-9:30 pm 6 CYC

**Agile Portfolio Management and Requirements Planning**

Hours: 24
Fee: $259

Prerequisites: Familiarity of the software development process and a basic knowledge of standard software program management practices.
Materials Needed: Text

70346 8/30-9/22 TuTh 6:30-9:30 pm 8 CYC

**Agile Development Methods**

Hours: 24
Fee: $259

Prerequisites: Java Programming II or equivalent experience.

70349 9/27-10/20 TuTh 6:30-9:30 pm 8 CYC

**Agile Testing and Deployment**

Hours: 18
Fee: $229

Prerequisites: Agile Development Methods or equivalent experience.
Materials Needed: Text

70354 10/27-12/8 Th 6:30-9:30 pm 6 CYC

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.

Advising is available for Continuing Education courses, please email ceadvisor@collin.edu.
**UNIX / LINUX**

**Introduction to Linux**
Hours: 24  Fee: $329
70103  8/29–9/26  MW  6:30–9:30 pm  8  CYC

**Shell Scripting I**
Hours: 8  Fee: $119
Prerequisites: Introduction to UNIX Using Linux or equivalent experience
Materials Needed: Text
70271  10/8  Sa  8 am–5 pm  1  CYC

**Shell Scripting II**
Hours: 8  Fee: $119
Prerequisites: Shell Scripting I
Materials Needed: Text
70273  10/15  Sa  8 am–5 pm  1  CYC

**Shell Scripting III**
Hours: 8  Fee: $119
Prerequisites: Shell Scripting II
Materials Needed: Text
70275  10/22  Sa  8 am–5 pm  1  CYC

**Shell Scripting IV**
Hours: 8  Fee: $119
Prerequisites: Shell Scripting III
70279  10/29  Sa  8 am–5 pm  1  CYC

**COMPUTER SECURITY**

**Hacking and Penetration Testing**
Hours: 30  Fee: $789
Prerequisites: CompTIA Network+, Security+ or equivalent experience
Materials Needed: Text included in cost of class.
70676  9/12–9/22  M Tu W Th  6:30–10:15 pm  8  CYC

**Certified Information Systems Security Professional (CISSP)**
Hours: 30  Fee: $789
Prerequisites: CompTIA Network+, Security+ or equivalent experience.
70239  11/28–12/8  M Tu W Th  6:30–10:15 pm  8  CYC

**Certified Cyber Forensics Professional (CCFP)**
Hours: 30  Fee: $789
Prerequisites: CompTIA Network+, Security+ or equivalent experience.
70679  10/17–10/27  M Tu W Th  6:30–10:15 pm  8  CYC

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**CISCO NETWORKING**

Cisco courses fill fast, so register early!

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**COMPTIA CERTIFICATIONS**

**CompTIA A+ Certification**
Hours: 36  Fee: $449
Materials Needed: Text
70677  9/13–9/29  Tu W Th  6–10 pm  9  CYC
70231  9/24–10/9  Sa Su  8 am–5 pm  6  CYC

**CompTIA Net+ Certification**
Hours: 36  Fee: $449
Prerequisites: CompTIA A+ Certification
Materials Needed: Text
70235  10/29–11/13  Sa Su  8 am–5 pm  6  CYC

**CompTIA Security+ Certification**
Hours: 36  Fee: $449
Prerequisites: CompTIA Net+ Certification
Materials Needed: Text
73018  12/3–12/18  Sa Su  8 am–5 pm  6  CYC

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**ORACLE**

**Oracle DB: Intro to SQL**
Hours: 40  Fee: $849
Materials Needed: Required material: Text included in cost of class.
70263  8/29–9/21  M W F  6–10 pm  10  CYC

**Oracle DB: Admin Workshop I**
Hours: 40  Fee: $849
Prerequisites: Oracle DB: Intro to SQL
Materials Needed: Text included in cost of class.
70269  10/3–10/24  M Tu W Th  9 am–1 pm  10  CYC
70270  10/3–10/24  M W F  6–10 pm  10  CYC

**Oracle DB: Admin Workshop II**
Hours: 40  Fee: $849
Prerequisites: Oracle DB: Admin Workshop I
Materials Needed: Text included in cost of class.
70276  10/26–11/16  M Tu W Th  9 am–1 pm  10  CYC
70278  10/26–11/16  M W F  6–10 pm  10  CYC

**Oracle DB: Program with PL/SQL**
Hours: 40  Fee: $849
Materials Needed: Text included in cost of class.
70284  11/28–12/19  M Tu W Th  9 am–1 pm  10  CYC
73027  11/28–12/19  M W F  6–10 pm  10  CYC

---

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet Sept. 5, Nov. 23–27, Dec. 23–Jan. 2.

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

Day Abbreviations: M–Monday   Tu–Tuesday   W–Wednesday
Th–Thursday   F–Friday   Sa–Saturday   Su–Sunday
Site Codes: AHS–Allen Center  CHEC–Collin Higher Education Center
CPC–Central Park Campus  CYC–Courtyard Center
PRC–Preston Ridge Campus  RW–Rockwall Center
SCC–Spring Creek Campus

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Industry Recognized Certification  Collin College | Continuing Education
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**VIRTUALIZATION TECHNOLOGIES**

**VMware vSphere FastTrack: ICM + Optimize & Scale**
Hours: 48  Fee: $849
Prerequisites: System administration experience with Microsoft Windows or Linux
Materials Needed: Text included

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**VMware vSphere: Install, Configure, Manage**
Hours: 40  Fee: $679
Prerequisites: System administration experience on Microsoft Windows or Linux operating.
Materials Needed: Text included

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**VMware vSphere: Optimize & Scale**
Hours: 40  Fee: $679
Prerequisites: VMware vSphere: Install, Configure, and Manage
Materials Needed: Text included

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**.NET**

**Introduction to C# Visual Studio**
Hours: 36  Fee: $489
Prerequisites: Experience programming in C, C++, Visual Basic, Java or other programming language
Materials Needed: Text

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**C# Web Programming with Visual Studio**
Hours: 36  Fee: $489
Prerequisites: Basic understanding of C#
Materials Needed: Text

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**MICROSOFT CERTIFICATIONS**

**MCSA 70-410 Installing and Configuring Windows Server 2012**
Hours: 40  Fee: $569
Prerequisites: CompTIA A+ or equivalent experience
Materials Needed: Text

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**MCSA 70-411 Administering Windows Server 2012**
Hours: 40  Fee: $569
Prerequisites: MCSA 70-410 Installing and Configuring Windows Server 2012
Materials Needed: Text

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**MCSA 70-412 Configuring Advanced Windows Server 2012 Services**
Hours: 40  Fee: $569
Prerequisites: MCSA 70-411 Administering Windows Server 2012
Materials Needed: Text

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**MCSA 70-461 Querying MS SQL Server 2012 Databases**
Hours: 40  Fee: $569
Prerequisites: Database Fundamentals, SQL Server 2008 Essentials, SQL Programming, or equivalent experience
Materials Needed: Text

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**MCSA 70-462 Administrative MS SQL Server 2012 Databases**
Hours: 40  Fee: $569
Prerequisites: MCSA 70-461 Querying Microsoft SQL Server 2012
Materials Needed: Text

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**MCSA 70-463 Implementing a Data Warehouse w/MS SQL Server 2012**
Hours: 40  Fee: $569
Prerequisites: MCSA 70-461, MCSA 70-462
Materials Needed: Text

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**SQL Server Essentials**
Hours: 24  Fee: $359
Prerequisites: Working knowledge of Windows environment; database or programming experience a plus.
Materials Needed: Text

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**SQL Server Analysis Services**
Hours: 24  Fee: $359
Prerequisites: Working knowledge of the Windows environment
Materials Needed: Text

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**SQL Server Integration Services**
Hours: 24  Fee: $359
Prerequisites: SQL Server 2008 Essentials
Materials Needed: Text

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**SQL Server Reporting Services**
Hours: 24  Fee: $359
Prerequisites: Working knowledge of the Windows environment
Materials Needed: Text

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

**Project Management Certificate Series**


- Hours: 72
- Fee: $539
- Materials Needed: Text

**Introduction to Project Management**

- CRN: 70594, 9/6–9/15
- Hours: 12
- Fee: $99
- Days: TuTh
- Time: 6:30–9:30 pm
- Location: PRC

**Integration and Scope Management**

- CRN: 70622, 9/26–10/5
- Hours: 12
- Fee: $99
- Days: MW
- Time: 6:30–9:30 pm
- Location: CYC

**Time and Cost Management**

- CRN: 70598, 10/4–10/13
- Hours: 12
- Fee: $99
- Days: TuTh
- Time: 6:30–9:30 pm
- Location: PRC

**Human Resources and Quality Management**

- CRN: 70600, 10/18–10/27
- Hours: 12
- Fee: $99
- Days: TuTh
- Time: 6:30–9:30 pm
- Location: PRC

**Communications and Risk Management**

- CRN: 70601, 11/8–11/17
- Hours: 12
- Fee: $99
- Days: TuTh
- Time: 6:30–9:30 pm
- Location: PRC

**Procurement and Stakeholder Management**

- CRN: 73071, 11/29–12/8
- Hours: 12
- Fee: $99
- Days: TuTh
- Time: 6:30–9:30 pm
- Location: PRC

### CONSTRUCTION PROJECT MANAGEMENT

**Construction Project Management Certificate Series**


- Hours: 72
- Fee: $399
- Prerequisites: Relevant experience in commercial construction or commercial real estate.

**Blueprint Reading & CSI Master Format**

- CRN: 70470, 9/13–12/8
- Hours: 12
- Fee: $79
- Days: TuTh
- Time: 6:30–9:30 pm
- Location: PRC

**The Bidding Process & General Conditions**

- CRN: 70471, 10/13–9/22
- Hours: 12
- Fee: $79
- Days: TuTh
- Time: 6:30–9:30 pm
- Location: PRC

**Contract Documents & Requirements**

- CRN: 70472, 9/27–10/6
- Hours: 12
- Fee: $79
- Days: TuTh
- Time: 6:30–9:30 pm
- Location: PRC

**Managing a Successful Construction Project**

- CRN: 70476, 11/8–11/17
- Hours: 12
- Fee: $79
- Days: TuTh
- Time: 6:30–9:30 pm
- Location: PRC

**Close-out & Final Payment**

- CRN: 73057, 11/29–12/8
- Hours: 12
- Fee: $79
- Days: TuTh
- Time: 6:30–9:30 pm
- Location: PRC

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

### LEAN ENTERPRISE

**Principles of Lean Enterprise Certificate Series**


Register for the certificate series and save 10%, compared to registering for each course separately. Students in the certificate series are automatically enrolled in all the courses in the series.

- Hours: 48
- Fee: $285

**Introduction to Lean Processes**

- CRN: 70503, 9/17–12/10
- Hours: 12
- Fee: $79
- Days: Sa
- Time: 8 am–noon
- Location: CYC

**The 5S (+S) Program and Suggestion Systems**

- CRN: 70506, 10/8–10/22
- Hours: 12
- Fee: $79
- Days: Sa
- Time: 8 am–noon
- Location: CYC

**Lean Mapping and Standard Work**

- CRN: 70507, 10/25–11/3
- Hours: 12
- Fee: $79
- Days: TuTh
- Time: 6:30–9:30 pm
- Location: PRC

**Lean Team Design, Accounting and Scheduling**

- CRN: 73062, 11/19–12/10
- Hours: 12
- Fee: $79
- Days: Sa
- Time: 8 am–noon
- Location: CYC

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

### Workforce Development

**Freight Broker/Agent Training**

- On-line training at your own pace

---

**Note:**

- The 5S (+S) Program and Suggestion Systems course is not part of the Certificate Series.

---

**Course below is not part of the Certificate Series**

**Project Management Certification Preparation**

- Hours: 15
- Fee: $299
- CRN: 70632, 9/7–9/21
- Time: MW
- Sessions: 6:30–9:30 pm
- Location: CYC

---

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

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**Logistics and Materials Management Certificate Series**

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

- **Hours:** 48
- **Fee:** $319

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**Introduction to Logistics and Materials Management**

- **Hours:** 8
- **Fee:** $59

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**Material Planning Basics**

- **Hours:** 8
- **Fee:** $59

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**Forecasts and Customer Orders**

- **Hours:** 8
- **Fee:** $59

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**Purchasing and Receiving Raw and Purchased Components**

- **Hours:** 8
- **Fee:** $59

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**Executing the Plans for Buy Items**

- **Hours:** 8
- **Fee:** $59

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**Detailed Scheduling for Make Items**

- **Hours:** 8
- **Fee:** $59

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

### Operations Management

**Operations Management Certificate Series**


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**Introduction to Operations Management Principles**

- **Hours:** 12
- **Fee:** $79

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**Strategic Operations Management**

- **Hours:** 12
- **Fee:** $79

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**Continuous Improvement and Productivity**

- **Hours:** 12
- **Fee:** $79

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**Process Design and Development**

- **Hours:** 12
- **Fee:** $79

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

### Aviation

**Private Pilot Ground School**

- **Hours:** 48
- **Fee:** $249
- **Materials Needed:** Text

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**Convective Weather for Pilots**

- **Hours:** 9
- **Fee:** $79

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### Technical Trades

**Basic and Commercial Wiring**

**Certificate in Basic and Commercial Wiring**

Students enrolled in the Basic Electrical Wiring will 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.

The Commercial Industrial Wiring class will cover conduit and flexible cable installation and use, motors and motor controls, transformers, hazardous locations, and wire selection. Three phase power will be covered as well as selection of proper electrical components.

**Basic Electrical Wiring**

- **Hours:** 32
- **Fee:** $179

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**Commercial Industrial Wiring**

- **Hours:** 19
- **Fee:** $119

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To be eligible to receive a certificate, students must complete both courses with 90% attendance.
### Certified Fiber Optics Technician (CFOT)

**Hours:** 24  
**Fee:** $700  
**Materials Needed:** Text is included in the fee

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### Certified Fiber Optics Specialist-Testing/Maintenance (CFOS/T)

**Hours:** 16  
**Fee:** $675  
**Prerequisites:** Successful completion of FOA CFOT course within the preceding 12 months or renewal of FOA membership during that time frame.

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### Successful Real Estate Investing

**Hours:** 12  
**Fee:** $89

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### Careers in Fiber Optics

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

<table>
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### Requirements for Salesperson Licensure:

To obtain a Salesperson’s license take: 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 application and exam procedure will be discussed in detail the first class session. The Real Estate courses may be taken through Continuing Education or for college credit. All students must satisfy the attendance and syllabus requirements for each course.

To register call 972.985.3711  
or register online at www.collin.edu/ce/register

For more information on Real Estate requirements, call Richard “Dick” Helgeson at 469-365-1803 or e-mail RHelgeson@collin.edu.

Textbooks approx. cost: $225 at the PRC bookstore in Founder’s Hall.

### Online Principles I & II

The following courses are self-paced. Online orientation, student log on and course information is available at www.collin.edu/realestate. For questions, call Richard “Dick” Helgeson at 469-365-1803 or e-mail RHelgeson@collin.edu.

Materials Needed: Text (available at PRC Bookstore)

### REAL ESTATE LICENSURE CLASSES

### Online Principles I & II

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<tr>
<th>CE CRN</th>
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### Mini Semester I

* Make up date for Monday, 9/5 will be Friday, 9/9.

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### Mini Semester II

Classes do not meet March 7–11

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</table>
Fall 2016    To Register, call or click:  972.985.3711    www.collin.edu/ce/register

**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.

**TX All-Lines Property & Casualty Pre-Licensing Adjuster Training**

Hours: 40  
Fee: $249

70698  9/1–11/3  Th  6–10 pm  10  CYC

**Technical Writing for the Insurance Professional**

Hours: 15  
Fee: $79

70699  11/8–11/22  TuTh  6:30–9:30 pm  5  CYC

**Time Management**

Hours: 9  
Fee: $69

70433  9/13–9/27  Tu  6:30–9:30 pm  3  CYC

73054  12/1–12/15  Th  6:30–9:30 pm  3  CYC

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

---

**REAL ESTATE LICENSURE CLASSES**

---

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

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

Apply through TWC Workforce Business Solutions at http://bit.ly/TXGrant

For local information call 972.599.3130

Submit applications at least two weeks prior to first class.

---

**BUSINESS COMMUNICATIONS AND MANAGEMENT**

---

Administrative Assistant Certificate Series


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

**Administrative Office Procedures**

**Workplace Behaviors**

**Business Correspondence and Communication**

**Internet Communications and Research**

**Microsoft Office courses listed on page 6**

Microsoft Word I
Microsoft PowerPoint I
Microsoft Outlook I
Microsoft Excel I
Microsoft Access I
Microsoft Word II or Microsoft Access II

---

**Administrative Office Procedures**

Hours: 12  
Fee: $85

70207  9/6–9/15  TuTh  6:30–9:30 pm  4  CYC

70211  10/17–10/26  MW  9 am–noon  4  CYC

**Workplace Behaviors**

Hours: 12  
Fee: $85

70208  9/20–9/29  TuTh  6:30–9:30 pm  4  CYC

70212  10/3–10/12  MW  9 am–noon  4  CYC

**Business Correspondence and Communication**

Hours: 12  
Fee: $85

70209  10/4–10/13  TuTh  6:30–9:30 pm  4  CYC

70213  11/14–11/28  MW  9 am–noon  4  CYC

**Internet Communications and Research**

Hours: 12  
Fee: $85

70210  10/18–10/27  TuTh  6:30–9:30 pm  4  CYC

73102  11/30–12/13  MW  9 am–noon  4  CYC

To be eligible to receive a certificate, students must complete all 10 courses with 90% attendance.

---

Don’t forget about Notary training on page 18.
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### Professional Career Skills—Landing/Keeping the Job You Want

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### Notary Professional

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### Resume and Interview Workshop

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### Certified Public Accountants

#### General Accounting Basics

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#### Basic Bookkeeping

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#### Department Budget Essentials

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

### Accounting Clerk Certificate Series


Accounting Clerk positions require applicants to have basic accounting knowledge and typically some computer training. The series is designed to give the students working knowledge of the way accounting is done in today's technological environment.

- **General Accounting Basics**
- **Basic Bookkeeping**
- **Department Budget Essentials**
- **Microsoft Excel I** (pg. 6)
- **Quickbooks – Beginner** (pg. 21)

#### General Accounting Basics

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#### Basic Bookkeeping

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#### Department Budget Essentials

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

### Accounting I

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Class will not meet 11/22

### Certified Bookkeeper

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Class will not meet 11/22

### Materials Needed

- Text used in Accounting I
- Text used in Accounting II
- Calculator

### Fee

- **Accounting I:** $189
- **Accounting II:** $189
- **Certified Bookkeeper:** $249

### Prerequisites

- 1 to 2 years of bookkeeping experience
- Text used in Accounting I
- Text used in Accounting II
- Calculator

### Certification

- **Certified Public Accountants:** Earn 40 hours of required CPEs at Collin College Continuing Education (No. 2514)!
- The Texas State Board of Public Accountancy will recognize courses that are directly related to your professional development. CPE approval should be requested from the State Board. The number of CPEs awarded is based on the number of classroom hours.

For more information, contact the Continuing Education Office at 972.985.3750

You may also be interested in SAP courses on page 7

### Subscribe to the Continuing Education email newsletter today!

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

This 84 hour, five course certificate series provides a systematic way to design and develop curriculum materials in support of courses, training programs and training activities. Students will learn practical knowledge and skills in developing and publishing training materials online and offline. Emphasis is placed on the process of developing training plans, training materials, evaluation plans and student knowledge and skill assessments.

INSTRUCTIONAL DESIGN AND DEVELOPMENT

Instructional Design and Development Certificate Series

This 84 hour, five course certificate series provides a systematic way to design and develop curriculum materials in support of courses, training programs and training activities. Students will learn practical knowledge and skills in developing and publishing training materials online and offline. Emphasis is placed on the process of developing training plans, training materials, evaluation plans and student knowledge and skill assessments.

Introduction to Learning Management Systems
Hours:  18  Fee:  $169
Prerequisites: Familiarity with using Microsoft Word
Materials Needed:  Text
70159  9/9–10/14  F  6:30–9:30 pm  6  CYC

The Essentials of Instruction Design
Hours:  15  Fee:  $89
Materials Needed:  Text
70501  9/19–10/3  MW  6:30–9:30 pm  5  CYC

Instructional Design Authoring Tools
Hours:  18  Fee:  $169
Prerequisites: Familiarity with using Microsoft Word; Essentials of Instructional Design
Materials Needed:  Text
70174  10/21–12/2  F  6:30–9:30 pm  6  CYC

Multimedia for Trainers
Hours:  15  Fee:  $89
70502  11/7–11/21  MW  6:30–9:30 pm  5  CYC

Instructional Design Presentation Technology
Hours:  18  Fee:  $169
Prerequisites: Familiarity with using Microsoft Word.
Materials Needed:  Text
73097  11/28–12/14  MW  6:30–9:30 pm  6  CYC

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

You may also be interested in Notary courses on page 18

Advising is available for Continuing Education courses, please email ceadvisor@collin.edu.

Student Success Tip #2
Creating a better future is hard work, and we are here to support your success! Visit the Counseling Services department for assistance in balancing life’s challenges.

http://www.collin.edu/studentresources/counseling/students/index.html
SUPERVISORY MANAGEMENT

Supervisory Management Certificate Series

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**Fundamental Skills of Managing**
Hours: 12  Fee: $79

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**Fundamental Skills of Communicating**
Hours: 12  Fee: $79

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

MARKETING

Everywhere you look marketing brings products and services to the attention of willing consumers. Marketing professionals work in research, analytical or creative areas with the goal to strategically market products or services. Continuing Education provides courses and certificate series to enhance your ability to become or add to your knowledge as a marketing professional.

Marketing Project Certificate Series

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**Marketing Principles**
Hours: 12  Fee: $79

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**Marketing & Business Management**
Hours: 12  Fee: $79

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**Developing an Effective Marketing Plan**
Hours: 12  Fee: $79

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**Marketing Using the Internet**
Hours: 12  Fee: $79

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

Marketing Brand Management Certificate Series

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**Marketing Principles**
Hours: 12  Fee: $79

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**Branding, Logos and Multimedia**
Hours: 12  Fee: $79

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**Social, Local, Mobile and Email Marketing**
Hours: 12  Fee: $79

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**Search Engine Marketing Optimization**
Hours: 12  Fee: $79

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<td>CYC</td>
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To be eligible to receive a certificate, students must complete all 4 courses with 90% attendance.

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

## ENTREPRENEURIAL COURSES

### QuickBooks – Beginner
- **Hours:** 16
- **Fee:** $144
- **Prerequisites:** Familiarity with computer keyboarding and Microsoft Windows
- **Materials Needed:** Text
- **CRN:** 70243, 70244
  - **Date(s):** 9/6–9/15, 9/20–9/29
  - **Day(s):** TuTh
  - **Time:** 5:30–9:30 pm
  - **Sessions:** 4
  - **Location:** CYC

- **CRN:** 70776
  - **Date(s):** 9/28–10/9
  - **Day(s):** W
  - **Time:** 6:30–10:30 pm
  - **Sessions:** 4
  - **Location:** PRC

- **CRN:** 70252
  - **Date(s):** 10/7–10/14
  - **Day(s):** F
  - **Time:** 8 am–5 pm
  - **Sessions:** 2
  - **Location:** CYC

- **CRN:** 70254
  - **Date(s):** 10/25–11/3
  - **Day(s):** TuTh
  - **Time:** 5:30–9:30 pm
  - **Sessions:** 4
  - **Location:** CYC

- **CRN:** 70258
  - **Date(s):** 11/11–11/18
  - **Day(s):** F
  - **Time:** 8 am–5 pm
  - **Sessions:** 2
  - **Location:** CYC

### QuickBooks – Intermediate
- **Hours:** 16
- **Fee:** $144
- **Prerequisites:** QuickBooks – Beginner
- **Materials Needed:** Text
- **CRN:** 70251
  - **Date(s):** 10/4–10/13
  - **Day(s):** TuTh
  - **Time:** 5:30–9:30 pm
  - **Sessions:** 4
  - **Location:** CYC

- **CRN:** 70777
  - **Date(s):** 10/26–11/16
  - **Day(s):** W
  - **Time:** 6:30–10:30 pm
  - **Sessions:** 4
  - **Location:** PRC

- **CRN:** 70256
  - **Date(s):** 11/8–11/17
  - **Day(s):** TuTh
  - **Time:** 5:30–9:30 pm
  - **Sessions:** 4
  - **Location:** CYC

### QuickBooks – Advanced
- **Hours:** 12
- **Fee:** $119
- **Prerequisites:** QuickBooks Intermediate or equivalent experience
- **Materials Needed:** Text
- **CRN:** 70253
  - **Date(s):** 10/18–10/20
  - **Day(s):** TuWTh
  - **Time:** 5:30–9:30 pm
  - **Sessions:** 3
  - **Location:** CYC

- **CRN:** 73019
  - **Date(s):** 11/29–12/1
  - **Day(s):** TuWTh
  - **Time:** 5:30–9:30 pm
  - **Sessions:** 3
  - **Location:** CYC

### QuickBooks User Certification
- **Hours:** 16
- **Fee:** $144
- **Prerequisites:** QuickBooks – Advanced, or equivalent experience
- **Materials Needed:** Text
- **CRN:** 73022
  - **Date(s):** 12/6–12/15
  - **Day(s):** TuTh
  - **Time:** 5:30–9:30 pm
  - **Sessions:** 4
  - **Location:** CYC

### ENTREPRENEURIAL CERTIFICATE SERIES

Starting and owning your own business can be challenging yet very rewarding. Our Entrepreneurial Certificate Series is designed to give you the tools for success. Whether you are just formulating a business plan or have already started one, our courses can assist you in taking your business to the next level. Enroll in the entire series or select the courses you need to strengthen your business.

The Entrepreneurial Certificate 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. Contact Jeanne Johnson jJJohnson@collin.edu for additional details.

### 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

### Choose two electives from the list of six:
- Marketing and Business Management pg 20
- Branding, Logos and Multimedia pg 20
- Social, Local, Mobile and Email Marketing pg 20
- Search Engine Marketing Optimization pg 20
- Quickbooks - Beginner (higher level may be taken if already experienced with QuickBooks) pg 21
- Basic Bookkeeping pg 18

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

### How to Start a Business Using eBay, I
- **Hours:** 18
- **Fee:** $139
- **CRN:** 70693
  - **Date(s):** 9/10–10/15
  - **Day(s):** Sa
  - **Time:** 9 am–noon
  - **Sessions:** 6
  - **Location:** CYC

### How to Sell and Earn an Income on Amazon
- **Hours:** 8
- **Fee:** $69
- **CRN:** 70694
  - **Date(s):** 10/25–11/8
  - **Day(s):** Tu
  - **Time:** 6:30–9:30 pm
  - **Sessions:** 3
  - **Location:** CYC

### SMALL BUSINESS

### How to Start and Operate a Small Business
- **Hours:** 12
- **Fee:** $89
- **CRN:** 70477
  - **Date(s):** 8/30–9/8
  - **Day(s):** TuTh
  - **Time:** 6:30–9:30 pm
  - **Sessions:** 4
  - **Location:** CYC

### How to Develop a Business Plan
- **Hours:** 12
- **Fee:** $89
- **CRN:** 70478
  - **Date(s):** 9/12–9/22
  - **Day(s):** MTh
  - **Time:** 6:30–9:30 pm
  - **Sessions:** 4
  - **Location:** CYC

### How to Promote and Market Your Business
- **Hours:** 12
- **Fee:** $89
- **CRN:** 70480
  - **Date(s):** 9/26–10/6
  - **Day(s):** MTh
  - **Time:** 6:30–9:30 pm
  - **Sessions:** 4
  - **Location:** CYC

### Accounting & Record Keeping in a Small Business
- **Hours:** 9
- **Fee:** $89
- **CRN:** 70482
  - **Date(s):** 11/1–11/8
  - **Day(s):** TuTh
  - **Time:** 6:30–9:30 pm
  - **Sessions:** 3
  - **Location:** CYC

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**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.

**Is Buying a Franchise for Me?**
Free informational program to learn more about the franchise industry  
## NONPROFIT MANAGEMENT CERTIFICATE SERIES


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?

This series provides you with the knowledge in five 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 all five courses or select the ones you need to strengthen your skills in the nonprofit sector.

### Free Nonprofit Management Information Session

**70557** Thursday, September 8, 2016  6:30–8:30 pm

#### How to Start a Nonprofit

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#### Nonprofit Board and Volunteer Development

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#### Budgeting, Accounting and Reporting for Nonprofits

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#### Grant Writing 101 for Nonprofits

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#### Digitally Marketing and Branding your Nonprofit

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

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## FOOD HANDLER’S CERTIFICATE

**Food Handler’s Certificate**

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**ONLINE training in English or en Espanol!**


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## TEACHER TRAINING


### Montessori Workshop

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#### Montessori 1: Practical Life Exercises

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Class will not meet 11/21

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#### Pre-Service Training for Child Care Personnel

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#### Professional Development for Child Care Directors

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#### How to Start a Child Care Business

<table>
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**Student Success Tip #3**

Great communication skills are essential to a successful career. Improve your verbal speaking skills by practicing in one of our Communications Improvement courses. See page 38 for details.

---

# Workforce Development
Distance/Online Learning

Online Courses anytime, anywhere... just a click away!

Learn More...

Online Courses Include:
- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- Hundreds of courses to choose from
- New sessions begin each month

Online Courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, six-week format, supplementary links, and more.

You can complete any course entirely from your home or office... any time of the day or night.

Courses Start as Low as:
$99

Introduction to Quickbooks Online
Learn to manage the financial aspects of your small business with the advantage of cloud access to your files.

Introduction to QuickBooks 2016
Learn how to quickly and efficiently gain control over the financial aspects of your business.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Understanding the Cloud
Explore how the cloud works, what drives its incredible growth, and how you can use cloud services.

Introduction to Microsoft Excel 2016
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Achieving Top Search Engine Positions
Learn how to increase your website’s search engine ranking through the use of search engine optimization (SEO).

Prepare for the GED® Test
Learn the basics of what you need to know to succeed on the four GED® test modules.

Secrets of Better Photography
Master your digital camera and learn the secrets behind outstanding photos!

Photoshop CC for the Digital Photographer
Master techniques to edit and enhance your digital images and add a professional polish to your work.

Intermediate Photoshop CC
Master the techniques of non-destructive editing, smart objects, and image restoration and retouching.

GRE Preparation - Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE.

Introduction to Microsoft Word 2016
Learn how to create and modify documents with the world’s most popular word processor.

Marketing Your Business on the Internet
Learn proven methods that will help you establish an internet presence and build an online brand identity.

Beginning Writer’s Workshop
Demystify the writing process, while develop new ways to stretch your creative muscles.

SAT/ACT Prep Course - Part 1
Learn how to do well on the verbal questions of the ACT and the new SAT.

Online Career Training Programs

Are you ready to take the next step in your career?

Prepare for today’s hottest careers from the comfort of your home or office!

The GES Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these 100-300 course hour programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion from Collin College Continuing Education.

All the tools that you need to learn are included in the registration fee and each course has an instructor available to answer questions and help you solve problems.

Program Features:
- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are part of the course fee

Programs are available in the following areas:
- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

All materials are included in the Program fees. Each course has an instructor assigned to answer student questions and solve student problems.

Learn more http://bit.ly/onlineCTC
PHOTOGRAPHY & VIDEO

**Afternoon Sampler Courses**

Sign up for these short introductory digital-age classes and learn what you need to know NOW.

**Fee:** $19 for 2-session classes • $39 for 4-session classes

Call 972.985.3711 to enroll

### Introductory Digital Photography

<table>
<thead>
<tr>
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<th>CRN</th>
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Materials Needed: Text and point & shoot camera

**Materials Needed:** Digital SLR camera

**Prerequisites:** Digital Photography – Basics – dSLR

**Fee:** $149

**Hours:** 16

**Outdoor Photography Lighting**

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Materials Needed: Digital SLR camera

**Materials Needed:** Digital SLR camera

**Prerequisites:** Digital Photography – Basics or equivalent experience.

**Fee:** $159

**Hours:** 16

**Smartphone Photography**

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Materials Needed: Digital SLR camera

**Materials Needed:** Digital SLR camera

**Prerequisites:** Digital Photography – Basics – dSLR

**Fee:** $149

**Hours:** 16

**Digital Photography – Basics – dSLR**

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**Materials Needed:** Digital SLR camera

**Materials Needed:** Digital SLR camera

**Prerequisites:** Digital Photography – Basics – dSLR

**Fee:** $159

**Hours:** 16

**Digital Photography – Camera Skills**

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Materials Needed: Digital SLR camera

**Materials Needed:** Digital SLR camera

**Prerequisites:** Digital Photography – Basics – dSLR

**Fee:** $159

**Hours:** 16

**Digital Photography – Advanced Skills**

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**Materials Needed:** Digital SLR camera

**Materials Needed:** Digital SLR camera

**Prerequisites:** Digital Photography – Basics – dSLR

**Fee:** $159

**Hours:** 16

**Digital Photography – Learning to See Creatively**

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Last class ends at 9:30 pm

**Materials Needed:** Digital SLR camera

**Materials Needed:** Digital SLR camera

**Prerequisites:** Digital Photography – Advanced Skills

**Fee:** $149

**Hours:** 16

**Photographing Food and Jewelry**

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Materials Needed: Text and Digital SLR camera

**Materials Needed:** Text and Digital SLR camera

**Prerequisites:** Digital Photography – Advanced Skills

**Fee:** $149

**Hours:** 16

**Photographing People**

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Materials Needed: Digital SLR camera

**Materials Needed:** Digital SLR camera

**Prerequisites:** Digital Photography – Advanced Skills

**Fee:** $149

**Hours:** 16

**Action Photography**

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Materials Needed: Digital SLR camera

**Materials Needed:** Digital SLR camera

**Prerequisites:** Digital Photography – Advanced Skills

**Fee:** $149

**Hours:** 16

**Wedding Photography**

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Materials Needed: Digital SLR camera

**Materials Needed:** Digital SLR camera

**Prerequisites:** Digital Photography – Advanced Skills

**Fee:** $149

**Hours:** 16

**Digital Photography – Night, Low Light**

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Last class ends at 9:30 pm

Materials Needed: Text

**Materials Needed:** Text

**Prerequisites:** Digital Photography – Advanced Skills

**Fee:** $149

**Hours:** 16

**Architectural and Landscape Photography**

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Last class ends at 4 pm

Materials Needed: Digital SLR camera

**Materials Needed:** Digital SLR camera

**Prerequisites:** Digital Photography – Basics – dSLR

**Fee:** $149

**Hours:** 16

**Digital Photographer Certificate Series**

Develop and hone your skills as a professional photographer in the Digital Photography Certificate Series. Begin by learning the many technical abilities now afforded in using digital cameras and imaging software, including printing. Survey the various aspects of this profession from lighting to photo essays and get 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.


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

**Fee:** $19 for 2-session classes • $39 for 4-session classes

Call 972.985.3711 to enroll

Sign up for these short introductory digital-age classes and learn what you need to know NOW.
<table>
<thead>
<tr>
<th>CRN</th>
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**Street Photography**
Hours: 16  Fee: $149
Prerequisites: Digital Photography – Advanced, or equivalent experience
Materials Needed: Text

**Flash Photography**
Hours: 18  Fee: $159
Prerequisites: 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).
Materials Needed: Text

**Building a Photography Business**
Hours: 18  Fee: $159
Materials Needed: Text

<table>
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**PhotoShop for Digital Photographers**
Hours: 21  Fee: $189
Prerequisites: Digital Photography – Basics – dSLR
Materials Needed: Text

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**PhotoShop Elements for Digital Photographers**
Hours: 18  Fee: $159
Prerequisites: Have a basic understanding of Microsoft Windows
Materials Needed: Text

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**Adobe Lightroom**
Hours: 15  Fee: $159
Materials Needed: Text

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**Adobe PhotoShop I**
Hours: 21  Fee: $189
Prerequisites: Familiarity with Microsoft Windows or Mac OS
Materials Needed: Text

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Classes titled “for Mac and PC” are taught in a blended environment. Select the CRN (Course Number) corresponding to your PC/Mac preference.
### Adobe PhotoShop II
- Hours: 21
- Fee: $189
- Prerequisites: Adobe PhotoShop I
- Materials Needed: Text

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### Adobe Illustrator I
- Hours: 24
- Fee: $219
- Prerequisites: Familiarity with Microsoft Windows or Mac OS
- Materials Needed: Text

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<td>TuTh</td>
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### Adobe Illustrator II
- Hours: 24
- Fee: $219
- Prerequisites: Adobe Illustrator I
- Materials Needed: Text

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### Adobe InDesign I
- Hours: 24
- Fee: $219
- Prerequisites: Familiarity with Microsoft Windows or Mac OS
- Materials Needed: Text

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### Adobe InDesign II
- Hours: 24
- Fee: $199
- Prerequisites: Adobe InDesign I
- Materials Needed: Text

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### InDesign for Digital Publishing I
- Hours: 18
- Fee: $169
- Prerequisites: InDesign I
- Materials Needed: Text

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### Abstract Concepts
- Hours: 21
- Fee: $159

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### Alcohol Inks
- Hours: 12
- Fee: $89

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### Drawing I
- Hours: 21
- Fee: $129
- Materials Needed: See supply list

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### Drawing II
- Hours: 21
- Fee: $129
- Prerequisites: Drawing I
- Materials Needed: See supply list

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### Drawing with Color I
- Hours: 21
- Fee: $129
- Prerequisites: Drawing I or drawing proficiency
- Materials Needed: See supply list

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### Drawing with Color II
- Hours: 21
- Fee: $129
- Prerequisites: Drawing with Color I

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### Watercolor I
- Hours: 21
- Fee: $129
- Materials Needed: See supply list

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### Watercolor II
- Hours: 21
- Fee: $129
- Prerequisites: Watercolor I or some experience
- Materials Needed: See supply list

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Advanced Watercolor I  
Hours: 21  
Fee: $129  
Prerequisites: Watercolor I and II or experience  
70048 9/8-10/20 Th 6-9 pm 7 CYC

Advanced Watercolor II  
Hours: 21  
Fee: $129  
Prerequisites: Advanced Watercolor I  
70049 10/27-12/15 Th 6-9 pm 7 CYC

Landscape Painting I  
Hours: 21  
Fee: $129  
Materials Needed: See supply list  
70082 9/6-10/18 Tu 2-5 pm 7 CYC

Landscape Painting II  
Hours: 21  
Fee: $129  
Prerequisites: Previous painting experience  
Materials Needed: See supply list  
70083 11/1-12/13 Tu 2-5 pm 7 CYC

Fashion Design I  
Hours: 21  
Fee: $129  
Materials Needed: See supply list  
70042 9/8-10/20 Th 6:30-9:30 pm 7 CYC

Fashion Design II  
Hours: 21  
Fee: $129  
Prerequisites: Fashion Design I or previous drawing experience  
70043 10/27-12/15 Th 6:30-9:30 pm 7 CYC

Start Your Own Arts and Crafts Business  
Hours: 12  
Fee: $89  
70050 9/6-9/15 TuTh 6:30-9:30 pm 4 CYC

Create a Portfolio for Your Art  
Hours: 12  
Fee: $89  
70052 10/4-10/13 TuTh 6:30-9:30 pm 4 CYC

Marketing Your Art and Fine Crafts  
Hours: 14  
Fee: $89  
70051 9/10-10/1 Sa 9:30 am-1 pm 4 CYC

CREATIVE WRITING

Basics of Writing a Novel  
Hours: 24  
Fee: $149  
70053 9/12-10/31 M 6:30-9:30 pm 8 CYC

Blueprinting Your Novel  
Hours: 15  
Fee: $129  
Prerequisites: Basics of Writing a Novel  
Materials Needed: 3”x5” index cards, notebook or folder, paper and a pen or pencil.  
70054 11/7-12/12 M 6:30-9 pm 6 CYC

Market and Promote Your Novel  
Hours: 18  
Fee: $119  
70061 10/6-11/10 Th 6:30-9:30 pm 6 CYC

Planning the Series Novel  
Hours: 12  
Fee: $89  
70065 10/4-10/25 Tu 6:30-9:30 pm 4 CYC

Introduction to Playwriting  
Hours: 16  
Fee: $129  
700743 9/13-11/1 Tu 9:30-11:30 am 8 CHEC

Modern Calligraphy Letters  
Hours: 24  
Fee: $159  
700744 9/15-11/3 Th 9 am-noon 8 CYC

Sketchbook Journaling  
Hours: 12  
Fee: $159  
700745 9/14-10/19 W 6:30-8:30 pm 6 CYC

Unical Calligraphy  
Hours: 20  
Fee: $159  
700746 9/15-11/3 Th 6:30-9 pm 8 CYC

The 10 Things Every New Writer Should Know  
Hours: 12  
Fee: $89  
70069 9/8-9/29 Th 6:30-9:30 pm 4 CYC

Creative Journaling  
Hours: 20  
Fee: $139  
Materials Needed: See supply list  
70055 9/7-10/26 W 6-8:30 pm 8 CYC

The Magic of Character  
Hours: 24  
Fee: $149  
70070 9/7-10/26 W 6:30-9:30 pm 8 CYC

Elements of Plotting  
Hours: 18  
Fee: $119  
Prerequisites: The Magic of Character or a work in progress  
70056 11/9-12/21 W 6:30-9:30 pm 6 CYC

Poetry Writing I  
Hours: 8  
Fee: $59  
70066 9/12-10/3 M 6:30-8:30 pm 4 CYC

Poetry Writing II  
Hours: 8  
Fee: $59  
Prerequisites: Poetry Writing I  
70067 10/10-10/31 M 6:30-8:30 pm 4 CYC

Writing Children’s Books  
Hours: 8  
Fee: $69  
70072 9/12-10/3 M 6:30-8:30 pm 4 CYC

Memoir Writing I  
Hours: 12  
Fee: $89  
70062 9/13-10/18 Tu 6-8 pm 6 CYC

Memoir Writing II  
Hours: 12  
Fee: $89  
Prerequisites: Memoir Writing I or experience  
70064 11/12-12/14 W 12:30-2:30 pm 6 CYC

Inspirational Writing  
Hours: 18  
Fee: $119  
70060 9/14-10/12 W 6:30-9:30 pm 5 CYC

Writing the Romance/Suspense Novel I  
Hours: 15  
Fee: $99  
70074 9/14-11/2 W 6:30-9 pm 8 CYC

Turn Your Blogging into a Book  
Hours: 8  
Fee: $69  
Prerequisites: Basic understanding of Microsoft Word  
70071 10/12-10/26 W 6:30-9:10 pm 3 CYC
CRN  |  Date(s)  |  Day(s)  |  Time  |  Sessions  |  Location
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70057 | 10/18–11/1 | Tu | 6:30–8:10 pm | 3 | CYC

**Formatting for Print on Demand Publication**

Hours: 8  
Fee: $69

Prerequisites: Basic understanding of Microsoft Word

70058 | 11/8–11/29 | Tu | 6:30–8:10 pm | 3 | CYC

**How to Make Your Living as a Writer**

Hours: 15  
Fee: $99

70059 | 10/20–11/17 | Th | 6:30–9:30 pm | 5 | CYC

**Social Networking for Writers**

Hours: 8  
Fee: $59

70068 | 11/2–11/30 | W | 6:30–8:30 pm | 4 | CYC

**Writing Life Stories**

Hours: 12  
Fee: $89

70073 | 9/13–10/4 | W | 6–9 pm | 4 | CYC

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**GENEALOGY**

**Genealogy – Online Research**

Hours: 15  
Fee: $109

70091 | 9/14–10/19 | W | 6:30–9 pm | 6 | CYC

**Using Microsoft OneNote for Genealogy**

Hours: 8  
Fee: $69

70092 | 10/29–11/5 | Sa | 8:30 am–12:30 pm | 2 | CYC

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**ENTERTAINMENT INDUSTRY**

**Internet Video Production**

Hours: 30  
Fee: $159

70080 | 9/12–10/12 | MW | 6:30–9:30 pm | 10 | CYC

**Film Short Writing and Production**

Hours: 26  
Fee: $159

70079 | 9/13–10/11 | TuTh | 6:30–9:30 pm | 9 | CYC

**Digital Platform Filmmaking: From Script to Computer Screen**

Hours: 24  
Fee: $159

70078 | 9/13–11/1 | Tu | 6:30–9:30 pm | 8 | CYC

**Film Appreciation**

Hours: 12  
Fee: $89

70747 | 9/16–11/4 | F | 1–2:30 pm | 8 | CYC

**Screenwriting Fundamentals**

Hours: 27  
Fee: $179

70203 | 9/16–11/11 | F | 6:30–9:30 pm | 9 | CYC

**Introduction to Video Editing**

Hours: 18  
Fee: $159

70484 | 10/11–10/27 | TuTh | 6:30–9:30 pm | 6 | CYC

70485 | 10/11–10/27 | TuTh | 6:30–9:30 pm | 6 | CYC

**Music Publishing**

Hours: 8  
Fee: $59

70738 | 10/17–11/7 | M | 6:30–8:30 pm | 4 | PRC

**Music Video Production**

Hours: 30  
Fee: $159

70081 | 10/17–11/16 | MW | 6:30–9:30 pm | 10 | CYC

**Introduction to Adobe AfterEffects**

Hours: 18  
Fee: $169

Prerequisites: Familiarity with using computer.  
Materials Needed: Text

70496 | 10/31–11/16 | MW | 6:30–9:30 pm | 6 | CYC

70497 | 10/31–11/16 | MW | 6:30–9:30 pm | 6 | CYC

**Advanced Video Editing**

Hours: 18  
Fee: $179

70499 | 11/1–11/17 | TuTh | 6:30–9:30 pm | 6 | CYC

**Audio Editing and Color Grading**

Hours: 18  
Fee: $179

73087 | 11/29–12/15 | TuTh | 6:30–9:30 pm | 6 | CYC

**Online Marketing for Filmmakers**

Hours: 18  
Fee: $179

Prerequisites: Familiarity with Internet

73090 | 11/29–12/15 | TuTh | 6:30–9:30 pm | 6 | CYC

**Classes titled “for Mac and PC” are taught in a blended environment. Select the CRN (Course Number) corresponding to your PC/Mac preference.**

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**MUSIC**

**Guitar I**

Hours: 48  
Fee: $199

70084 | 8/30–12/20 | Tu | 6:30–8:30 pm | 17 | CYC

70085 | 9/6–11/1 | TuTh | 1–4 pm | 17 | CHEC

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**CULINARY**

If you have wanted to work in the culinary or pastry field, here’s your opportunity to take concurrent courses at the Preston Ridge Campus! Attend one of the mandatory culinary/pastry orientation sessions to be eligible to register for concurrent culinary courses through Continuing Education.

All sessions will be held at Culinary Institute, Alumni Hall 150 Preston Ridge Campus, Collin College, 9700 Wade Boulevard, Frisco, TX 75035

- Sanitation and Safety
- Basic Food Preparation
- Nutrition and Menu Planning
- Advanced Food Preparation
- Fundamentals of Baking
- Introduction to Hospitality
- Special Event Design

To progress to more advanced courses, students must pass the Basic Food Prep and Sanitation and Safety courses with a grade “C” or better.  
For more information, visit http://bit.ly/Collin-Culinary-orientation
## Creative Careers

### Certified Wedding and Event Planner

**Course description:**

Enroll now in our successful Wedding and Event Planner Certification course! Build a career in creating special events or launch your own special events business.

This interactive training offers many exciting features:
- 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**
70729 Thursday, September 8, 2016 6–8 pm

**Certified Wedding and Event Planner**

Hours: 40
Fee: $995
Prerequisites: Familiarity with Microsoft Office Suite and basic computer skills

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### S.M.A.R.T. Corporate Event Planning

**Course description:**

Enroll now in our successful S.M.A.R.T. Corporate Event Planning course! Build a career in creating corporate events or launch your own special events business.

Corporate events span all industries and are planned for a variety of occasions and celebrations. The S.M.A.R.T. Corporate Event Planning course will cover the many types of corporate events.

This interactive training offers many exciting features:
- 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**
70643 9/14–12/7 W 6:30-9:20 pm 12 PRC

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### Home & Garden and Home Décor & Design

**Cake Decorating I**

Hours: 18
Fee: $119
Materials Needed: Text and supply list

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**Cake Decorating II**

Hours: 18
Prerequisites: Cake Decorating I
Materials Needed: Text

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**Sketching Interior Design Perspectives**

Hours: 8
Fee: $79

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### Interior Design Concepts Certificate

**Course description:**

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. Courses may be taken in any order.

To be eligible to receive the certificate, students must complete the two mandatory courses and two additional courses of their choosing listed below.

**Mandatory certificate courses**
- Interior Design Concepts I
- Accessorize Your Environment

**Select 2 additional mandatory certificate courses**
- Lighting Concepts
- Color in Interior Design
- Drawing Interior Design Spaces
- Interior Design Project Overview

After completing the Certificate Series, email pmartin@collin.edu

**Interior Design Concepts I**

Hours: 24
Fee: $119
Materials Needed: See supply list below — not needed for all instructors

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>70093</td>
<td>9/10–10/29</td>
<td>Sa</td>
<td>9 am–noon</td>
<td>8</td>
<td>CYC</td>
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</table>

**Accessorize Your Environment**

Hours: 18
Materials Needed: See supply list

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<tr>
<td>70094</td>
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**Drawing Interior Design Spaces**

Hours: 8
Fee: $59

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<td>70095</td>
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**Interior Design Project Overview**

Hours: 8
Fee: $59

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<tbody>
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<td>70096</td>
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**Lighting Concepts I**

Hours: 8
Fee: $59

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<tr>
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**Color in Interior Design**

Hours: 8
Fee: $59

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Day(s)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>70098</td>
<td>11/5–12/3</td>
<td>Sa</td>
<td>10 am–noon</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

You may also be interested in Computer Aided Design and Drafting courses on page 7–8
## HEALTH SCIENCES

The Healthcare division of Continuing Education is here to serve you! We are located in Suite 425 of the Courtyard Center and can also be reached at 972.985.3761 or by emailing CEHealthcare@collin.edu. Please take a moment to visit our website at [http://bit.ly/CEhealthcare](http://bit.ly/CEhealthcare) and browse our certificate and course offerings. You can also download applications and forms, and link to certification agencies.

### EMERGENCY CARDIOVASCULAR CARE PROGRAMS

#### Basic Life Support for Healthcare Providers (CPR)
- **Hours:** 5
- **Fee:** $60
- **Materials Needed:** Textbooks are included in the cost of tuition and will be distributed at the beginning of class. Students who are late to this class will forfeit their tuition and seat in the class.

<table>
<thead>
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<tr>
<td>70017</td>
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<tr>
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<tr>
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<tr>
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<td>1</td>
<td>CYC</td>
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<tr>
<td>70027</td>
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#### BLS for Healthcare Providers – Renewal Course (CPR)
- **Materials Needed:** This class requires 100% attendance.

<table>
<thead>
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<td>CYC</td>
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<tr>
<td>70292</td>
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<td>73036</td>
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<td>TuTh 6–10 pm</td>
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</table>

### ENTRY-LEVEL HEALTHCARE TRAINING

#### Health Career Success
- **Hours:** 24
- **Fee:** $99
- **Prerequisites:** Typing, basic computer skills and experience with Windows
- **Materials Needed:** This class requires 100% attendance.

<table>
<thead>
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<th>Date(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Location</th>
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<td>6</td>
<td>CYC</td>
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<td>70295</td>
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<td>70288</td>
<td>10/3–10/19</td>
<td>MW 1–5 pm</td>
<td>6</td>
<td>CYC</td>
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<tr>
<td>70296</td>
<td>10/22–12/3</td>
<td>Sa 9 am–1 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>70292</td>
<td>11/7–11/28</td>
<td>MW 1–5 pm</td>
<td>6</td>
<td>CYC</td>
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<td>7</td>
<td>PRC</td>
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<tr>
<td>73036</td>
<td>12/1–12/20</td>
<td>TuTh 6–10 pm</td>
<td>6</td>
<td>CYC</td>
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</table>

#### Medical Front Office
- **Hours:** 60
- **Fee:** $399
- **Prerequisites:** Basic computer skills and experience with Windows
- **Materials Needed:** Text

<table>
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<td>This is an online course</td>
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**Entry-Level Training: No Experience Necessary**

We offer various healthcare training courses in basic skills, making students eligible for entry-level healthcare jobs. National and/or State Certification exams are available for most courses. No prior healthcare education or experience is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Open Enrollment</th>
<th>Pre-admission Applicaton Required</th>
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<tbody>
<tr>
<td>• Clinical Medical Assistant (CMA)*</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>• Community Health Worker</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Dental Assistant</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Electrocardiography Technician (EKG)</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Health Unit Coordinator</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Medical Billing</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Medical Coding</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Medical Secretary</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Nurse Aide (CNA)*</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Ophthalmic Assistant/Optician Training</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Pharmacy Technician</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Phlebotomy Technician*</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Physical Therapy Aide</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Veterinary Assistant</td>
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<td></td>
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</tbody>
</table>

* Application is required prior to enrollment. The application is needed to ensure student health and safety according to state and national guidelines.


Externships are available for most courses, see page 36.

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You may also be interested in

**Workplace Spanish® for Hospitals and Nurses**
- **Hours:** 24
- **Fee:** $129

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
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<th>Sessions</th>
<th>Location</th>
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<td>1–4 pm</td>
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<td>CYC</td>
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</table>

**Accent Modification for Healthcare Professionals**
- **Hours:** 30
- **Fee:** $119

<table>
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<td>Tu</td>
<td>12:30–2:30 pm</td>
<td>15</td>
<td>CYC</td>
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</tbody>
</table>

**Advising is available for Health Sciences courses, please email CEHealthcare@collin.edu or call 972.985.3761**

Collin College CE Health Sciences has partnered with the National Healthcareer Association to provide certification examinations and credentials for the following careers:

- Clinical Medical Assistant
- Patient Care Technician
- Phlebotomy Technician
- Medical Secretary (Certified Administrative Medical Assistant)
The Clinical Medical Assistant Certification series consists of 190 hours of classroom training, followed by a 160-hour externship. Complete the classroom/lab training to be eligible for externship placement. The CMA series will prepare students for the national certification examination and employment in clinics and physician offices. Total tuition for the CMA Certificate series is $2,819. The average wage for a CMA in the Dallas-Plano-Irving Metroplex in 2014 was $14.90 per hour.

Prior to enrolling in the CMA classes, please complete the application packet available at http://bit.ly/CEcma

There are 3 schedule options for the CMA training this Fall!

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<td>8/31–12/19</td>
<td>MWF, 9 am–noon</td>
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<td>10/3–2/27</td>
<td>MW, 6–9:30 pm</td>
<td>$2,000, 134 hours Courtyard Center</td>
</tr>
<tr>
<td>11/12–4/22</td>
<td>Sat, 9 am–4:30 pm</td>
<td>$2,000, 134 hours <em><strong>McKinney Campus</strong></em></td>
</tr>
</tbody>
</table>

Materials Needed: Text and access code, black scrubs

Other required courses of the CMA Certificate are: (may be taken at any time prior to externship)
- Computers in the Medical Office, 32 hours, $220, pg 33
- Health Career Success, 24 hours, $99, pg 30

Other recommended courses are:
- Medical Terminology, 48 hours, $325, pg 33
- Anatomy & Physiology, 48 hours, $325, pg 33
- Healthcare Ethics and HIPAA Compliance, 32 hours, $220, pg 34

Externship is 160 hours, with tuition of $500. Acceptance into externship will take place upon completion of all other coursework and prerequisites.

Your PATHWAY to CMA Certification...

1. Complete the Pre-admission application found at http://www.collin.edu/ce/courses/Info/CMA_Application.pdf and submit to the CE Health Sciences Office
2. Receive registration approval from the CE Health Sciences staff, register and pay for:
   a. Clinical Medical Assistant courses
   b. Computers in the Medical Office
   c. Health Career Success classes
3. Apply for the CMA externship, register for and attend your externship course
4. Take (and pass) your NHA Certification exam, and receive your certificate of completion
5. You are now ready to get a job as a Certified Medical Assistant!

5 Steps to becoming a Certified Medical Assistant

START HERE

PASS CLASSES

- Pass Computers in the Medical Office course
- Pass Health Career Success course
- Pass Clinical Medical Assistant courses

ATTEND EXTERNSHIP

- Submit Externship Application
- Accept Externship site assignment
- Complete Externship hours

TAKE CERTIFICATION EXAM

- Take and pass the National Certification Exam
- Receive Certification

GET A JOB

- Apply for jobs and start career as a CMA!
Certified Nurse Assistant (CNA)
Join our 100-hour training course to obtain the skills needed to work as a Nurse Aide. Upon completion of this course, you will be eligible to take the National Nurse Aide Assessment Examination. Earning your CNA will allow you to gain entry level employment in a variety of healthcare work environments including hospitals, nursing homes and other long term care facilities, home health agencies and rehabilitation facilities. The course is taught using standards set by the Texas Department of Aging and Disability Services, and the instructor is an RN with a Master’s Degree in Education.
Included in the fee is: uniform, stethoscope, gait belt, and 7 days of clinical experience at a local long term care facility. This class requires 100% attendance, as mandated by the State of TX Dept of Aging and Disability Services.

Nurse Aide Training
Hours: 60 Classroom + 40 Clinical
Prerequisites: Completed application and formal approval must be obtained prior to enrolling in this course.
Materials Needed: Text and workbook

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>EKG</td>
<td>50</td>
<td>$1,099</td>
<td>70369</td>
<td>AHS</td>
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<tr>
<td>Phlebotomy</td>
<td>120 hours, $349</td>
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<td></td>
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</tbody>
</table>

Student Success Tip #4
Build confidence in your skills and network with hiring companies by participating in an Externship.
See page 36 for details.

Electrocardiography (EKG)
Hours: 50
Fee: $1,099
Prerequisites: Certificates of Completion will be issued for students who complete EKG, Health Career Success, and a Pharmacy Tech externship
Materials Needed: Textbooks are included in the cost of tuition and will be distributed the first class day.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Fee</th>
<th>CRN</th>
<th>Site Codes</th>
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<tr>
<td>EKG</td>
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<td>$1,099</td>
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<td>CYC</td>
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<tr>
<td>Phlebotomy</td>
<td>120 hours, $349</td>
<td>CYC</td>
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</tr>
</tbody>
</table>

Phlebotomy Lab
Hours: 60
Fee: $499
Prerequisites: Completed application and formal approval must be obtained prior to enrolling in this course.
Materials Needed: Text, scrubs, close-toed shoes

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Fee</th>
<th>CRN</th>
<th>Site Codes</th>
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</thead>
<tbody>
<tr>
<td>Phlebotomy</td>
<td>120 hours, $349</td>
<td>CYC</td>
<td></td>
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</tbody>
</table>

**Medical Billing Certificate Series**

The Medical Billing Certificate Series equips students with the skills required for an entry-level position in medical billing. Medical Billers are responsible for creating and submitting insurance claims, informing patients of their coverage, collecting and posting payments from patients and insurance companies, and maintaining patient insurance files. They communicate with patients, doctors, insurance companies, and other health care professionals to optimize revenue performance for a medical practice.

Medical Billing Certification is important when applying for jobs such as Insurance Billing Specialist, Medical Biller, Reimbursement Specialist, Medical Billing Representative or Electronic Claims Processor. Externships are available for Medical Billing students who are interested and who meet academic and professionalism standards. See page 36 for details. Courses may be taken in any order, and can be finished in as little as 4 months. The certificate series is 216 total hours and $1,409 in tuition.

**Required Coursework:**
- Medical Terminology
- Computers in the Medical Office
- Electronic Health Records
- Healthcare Ethics & HIPAA Compliance
- Medical Billing & Reimbursement
- Health Career Success


**Medical Coding Certificate Series**

The Medical Coding Certificate Series helps students progress through courses designed to prepare for an entry-level position in medical coding. National certification through the AAPC® upon completion is strongly recommended. Medical Coders review medical documents, assign diagnosis and/or treatment codes, and create medical claims. They work in doctor offices and hospitals, for insurance companies, at private billing companies, and in government offices. Externships are available for Medical Coding students who are interested and who meet academic and professionalism standards, see page 36 for details.

The courses are available as face-to-face classroom instruction or as online courses. The Certificate is 352 total hours and $2,538 in tuition.

It is recommended that students take 2 courses at a time, in the order listed below.

**Semester 1:**
- Medical Terminology
- Basic Anatomy & Physiology
- Pathophysiology
- Introduction to Medical Coding

**Semester 2:**
- Computers in the Medical Office
- Medical Coding I
- Healthcare Ethics & HIPAA Compliance
- Medical Coding II


**Other Recommended courses:**
- Health Career Success, 24 hours, $99, pg 30
- Medical Coding Externship, 160 hours, $239, pg 36
- Medical Billing and Reimbursement, 48 hours, $220, pg 33
- Medical Billing Externship, 120 hours, $239, pg 36

**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/online.html](http://www.collin.edu/ce/online.html) It will give you information about logging in, tutorials to watch, and helpful phone numbers.

**Advising is available for Health Sciences courses, please email CEHealthcare@collin.edu**

**FAST TRACK SCHEDULE OPTION**

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

Medical Billing offers both full-time and part-time employment with competitive wages. Completing this fast track option will allow you to begin working as a Medical Biller by the end of the year!

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Sessions</th>
<th>Location</th>
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<td>MW</td>
<td>8/29–9/28</td>
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<td>$220</td>
<td>CYC</td>
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<tr>
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<td>TuTh</td>
<td>8/30–10/13</td>
<td>6–9:30 pm</td>
<td>$325</td>
<td>CYC</td>
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<tr>
<td>Electronic Health Records</td>
<td>F</td>
<td>9/9–11/4</td>
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<td>10/18–11/15</td>
<td>6–9:30 pm</td>
<td>$220</td>
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<tr>
<td>Health Career Success</td>
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<td>11/21–12/1</td>
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<td>$99</td>
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**Medical Terminology**

- Hours: 48
- Fee: $325
- Materials Needed: Text

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**Basic Anatomy & Physiology**

- Hours: 48
- Fee: $325
- Materials Needed: Text

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**Pathophysiology**

- Hours: 48
- Fee: $325
- Prerequisites: Medical Terminology, Basic Anatomy and Physiology
- Materials Needed: Text

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**Introduction to Medical Coding**

- Hours: 48
- Fee: $325
- Prerequisites: Medical Terminology
- Materials Needed: Text

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**Computers in the Medical Office**

- Hours: 32
- Fee: $220
- Prerequisites: Typing, basic computer skills and experience with Windows
- Materials Needed: Text

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Medical Coding I
Hours: 48
Fee: $399
Prerequisites: Introduction to Medical Coding, Pathophysiology
Materials Needed: Text
CRN: 70221 8/29–10/17  MW 9 am–12:30 pm 14 CYC
CRN: 70223 10/4–11/13  TuThF 6–9:30 pm 14 SCC

Medical Coding II
Hours: 48
Fee: $399
Prerequisites: Medical Coding I
Materials Needed: Text
CRN: 70222 10/19–12/7  MW 9 am–12:30 pm 14 CYC
CRN: 70234 11/4–12/9  TuThF 6–9:30 pm 14 SCC

Medical Coding I and II-Online
Hours: 96
Fee: $798
Prerequisites: Introduction to Medical Coding, Pathophysiology
Materials Needed: Text and online access code
CRN: 70194 8/29–12/9  This is an online course

Healthcare Ethics & HIPAA Compliance
Hours: 32
Fee: $220
Materials Needed: Text
CRN: 70318 10/18–11/15  TuTh 6–9:30 pm 9 PRC
CRN: 70200 10/31–12/9  This is an online course
CRN: 70223 11/1–12/8  TuTh 9 am–noon 11 CYC

Electronic Health Records
Hours: 32
Fee: $220
Prerequisites: Typing, basic computer skills and experience with Windows.
Materials Needed: Text
CRN: 70316 9/9–11/4  F 6–9:30 pm 9 PRC
CRN: 70202 9/6–10/14  This is an online course

Medical Billing & Reimbursement
Hours: 48
Fee: $325
Materials Needed: Text
CRN: 70315 8/30–10/13  TuThF 6–9:30 pm 14 PRC
CRN: 70224 9/11–12/4  Su 1–5 pm 12 CYC
CRN: 70201 10/31–12/16  This is an online course

Physical Therapy Aide
The 100 hour Physical Therapy Aide course includes 60 hours of classroom training and 40 hours of externship. Physical Therapy Aides assist physical therapists in providing services to help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Tasks may also include administering active or passive manual therapeutic exercises, therapeutic massage, or heat, light, sound, water, or electrical modality treatments such as ultrasound.

For more details, visit http://bit.ly/cePTaide
Hours: 100
Fee: $1,299
Materials Needed: Textbooks are included in the cost of tuition and will be distributed the first class day.
CRN: 70373 9/20–11/15  TuTh 6–9:30 pm 17 PRC

Other Recommended Courses:
• Medical Terminology, 48 hours, $325, pg 33
• Anatomy and Physiology, 48 hours, $325, pg 33
• Healthcare Ethics and HIPAA Compliance, 32 hours, $220, pg 34
• Health Care Success, 24 hours, $99, pg 30

Certified Veterinary Assistant – Level 1
Are you passionate about learning more about animals and increasing the quality of their life through veterinary health care? Then this is for you.
The Veterinary Assistant program is a wonderful way to follow your passion for animals and explore a career in a veterinary office. The Veterinary Assistants perform exams, lab procedures, imaging, pharmacology, safety protocols, assist with surgery, behavior and basic animal husbandry. You will learn about the “health sciences” related to animals so you can help the Veterinarian provide the best possible care to these injured and ill patients. You will also learn how to be professional and communicate with both the owner and the animal.

Upon completion of the four courses, students are eligible to take the certification exam provided by the Texas Veterinary Medical Association for CVA Level 1. TIP: Busy practices choose to hire individuals with training vs. those with no training.

What students are saying...
“I am so grateful for Collin offering the Veterinary Assistant Program. The instruction was excellent and the instructor provided hands on experience and insight to veterinary care. The program was well worth my time and money!”
“I very much enjoyed this class. The instructors were positive and very helpful.”
“Wonderful teachers give real experience with what we are talking about.”

For more information, visit http://bit.ly/ceVetAsst

Orientation to Veterinary Medicine
Hours: 12
Fee: $89
Materials Needed: Text
CRN: 70012 9/13–9/22  TuTh 6–9 pm 4 RW
CRN: 70014 10/2–10/16  Su 1–5 pm 3 CYC

Introduction to Veterinary Technology
Hours: 82
Fee: $499
Prerequisites: Orientation to Veterinary Medicine
Materials Needed: Text
CRN: 70013 9/27–12/15  TuTh 6–9 pm 23 RW
CRN: 70015 10/23–3/3  Su 1–5 pm 17 CYC

Practicum-Veterinary Assistant
Hours: 500
Fee: $750
Corequisites: Orientation to Veterinary Medicine, Introduction to Veterinary Technology and Health Career Success
Materials Needed: Text
CRN: 70722 9/28–3/3  To be arranged with instructor
CRN: 70723 10/24–4/3  To be arranged with instructor

Other Recommended Courses:
• Computers in the Medical Office, 32 hours, $220, pg 33
• Medical Front Office, 60 hours, $399, pg 30

To be arranged with instructor

Advising is available for Health Sciences courses, please email CEHealthcare@collin.edu

Collin College | Continuing Education
Medical Secretaries work in clinics and physician offices scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Employment in this field is expected to grow faster than average, with projected annual job openings nation-wide of 25,250. National Certification as a Certified Medical Administrative Assistant (CMAA) is available through the National Healthcareer Association. Courses may be taken in any order, and can be finished in as little as 8 months. The certificate series is 205 total hours and $1,391 in tuition.

**Required courses in this series (may be taken in any order):**

### Basic Life Support for Healthcare Providers (CPR)
- **Hours:** 5
- **Fee:** $60
- **Materials Needed:** Textbooks are included in the cost of tuition and will be distributed at the beginning of class. Students who are late to this class will forfeit their tuition and seat in the class.

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### Health Career Success
- **Hours:** 24
- **Fee:** $99
- **Prerequisites:** Typing, basic computer skills and experience with Windows

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### Healthcare Ethics & HIPAA Compliance
- **Hours:** 32
- **Fee:** $220

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### Medical Front Office
- **Hours:** 60
- **Fee:** $399
- **Prerequisites:** Basic computer skills and experience with Windows

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### Administrative Office Procedures
- **Hours:** 12
- **Fee:** $85

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### Basic Bookkeeping
- **Hours:** 24
- **Fee:** $99

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### Introduction to Operations Management Principles
- **Hours:** 12
- **Fee:** $79

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### Microsoft Excel I
- **Hours:** 18
- **Fee:** $129
- **Prerequisites:** Microsoft Windows

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### Microsoft Outlook I
- **Hours:** 15
- **Fee:** $119

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### Microsoft Word I
- **Hours:** 18
- **Fee:** $129
- **Prerequisites:** Microsoft Windows and the ability to type at least 20 wpm

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Upon completion of all coursework, email CEHealthcare@collin.edu to request your certificate.

**Other Recommended Courses:**
- Medical Terminology, 48 hours, $325, pg 33
- Anatomy and Physiology, 48 hours, $325, pg 33
- Medical Billing and Reimbursement, 48 hours, $325, pg 34
- Medical Secretary Externship, 120 hours, $239, pg 36

**Student Success Tip #5**

Attendance is vital to your success in Healthcare. Plan to attend every class session to ensure you receive all the available information from your highly qualified instructors.
Exterinship Opportunities

Participation in a clinical externship allows the student to work temporarily in a local healthcare facility, gaining valuable experience and networking within hiring companies. The externship course will reinforce concepts learned in the classroom and give the students an opportunity to apply their knowledge in a real-world setting. Students are assigned an instructor at Collin College, and given a clinical mentor at the assigned partner location who will guide their skills practice. Health Care Success, pg 35 is a prerequisite for most externships. Externships are available for most healthcare courses including:

- Clinical Medical Assistant | required for certification | 160 hours | $500
- Community Health Worker | required for certification | 48 hours | $179
- Dental Assistant | 50 hours | $300
- Electrocardiography (EKG) | 112 hours | $239
- Health Unit Coordinator | 80 hours | $299
- Medical Billing | 120 hours | $239
- Medical Coding | 160 hours | $239
- Medical Secretary | 120 hours | $239
- Pharmacy Technician | 120 hours | $349
- Phlebotomy Technician | 100 hours | $400
- Physical Therapy Aide | included with cost of course
- Veterinary Assistant - required for certification | 500 hours | $750


What is a Healthcare Clinical Exterinship and what do I have to do?

Externships are temporary jobs (usually unpaid) that give students a short term work experience in their chosen career field. Externships are the practical application of applying confidence techniques, overcoming behaviors that can sometimes hold you back, applying professionalism techniques and how to behave in a professional environment.

As a healthcare provider, you are held to high professionalism standards. Meaning: People depend on you to take care of them! We follow the student health standards mandated by the DFW Hospital Council. Additionally, most clinical sites require students to be fully vaccinated, trained in the American Heart Association BLS for Healthcare Providers, have a drug screen and background check. You will have to fill out an application and provide documentation of these items. http://www.collin.edu/ce/externships.html

Why should I do a Healthcare Clinical Externship?

If you have never had experience in the career field you’re choosing, it is better to have some experience before applying for paid jobs since you’re likely to be competing with others who have experience. Students who complete and pass the requirements of an externship are able to claim it as work experience on their resume. Employers are impressed by students who have completed an externship!

Where are Externships located?

Within Collin and Rockwall Counties, CE Health Sciences has contracted with 100+ medical community partners in the areas surrounding Plano, Frisco, and McKinney. Since our students are desired by many, chances are good that we have a clinical site in your area.

When can I do an Externship?

Externships are available to CE students up to 3 months past their final class date, who have taken an eligible course.

How do I enroll in an Externship?

Interested students must fill out an application and meet the requirements. Most externships require you to complete prerequisites specific to the externship you’re pursuing. You can find the application here: http://www.collin.edu/ce/externships.html

Community Health Worker

The Community Health Worker curriculum provides study in chronic disease knowledge, patient resources, and teaching skills. The goal of the program is to provide care coordination skills to assist at-risk patients with managing their care, locating resources, and communicating with their healthcare provider. This program provides 160 contact hours towards official Community Health Worker (CHW) certification. Participants will learn the basic eight core competencies of a Community Health Worker, and applications of these competencies in a classroom, clinical, and community environment. Becoming a Community Health Worker is an introduction to community health and social services.

Total training is 160 hours and $679

For more information, including course days/times/locations, visit http://bit.ly/CEhealthcare

Courses:
- Community Health | 56 hours
- Community Health Field Methods | 56 hours
- Clinical in Community Health Services | 48 hours

Students will be required to submit vaccine reports and a background check prior to beginning their clinical.

EYE CARE

Ophthalmic Assistant | Optician Training

Hours: 80
Fee: $1,995
Materials Needed: Text

70716 8/30-12/15 TuTh 7–9 pm 30 CYC
Class will not meet on Tuesday 11/22

DENTAL ASSISTING

Dental Assistant Training

Hours: 100
Fee: $1,995
Prerequisites: Certificates of Completion will be issued for students who complete the Dental Assistant Training and externship.

Materials Needed: Textbooks are included in the cost of tuition and will be distributed the first class day.

70375 8/26–12/16 F 9 am–4:15 pm 16 CYC
70374 9/8–12/20 TuTh 6–9:30 pm 29 CYC

Registered Dental Assistant Course and Examination

Hours: 8
Fee: $199
Prerequisites: Completion of a Dental Assisting Program or Dental Assisting for 6 months

73038 12/15–12/20 TuTh 6–10 pm 2 CYC
73039 12/16 F 9 am–5 pm 1 CYC

Nitrous Oxide Course and Exam

Hours: 8
Fee: $149

73040 12/3 Sa 9 am–5 pm 1 CYC

Coronal Polishing Certification

Provides both lecture and clinical instruction for dental assistants in coronal polishing for the purpose of obtaining Coronal Polishing Certification with the Texas State Board of Dental Examiners (TSBDE) 0.8 CEUs.

Students must have at least 2 total years of dental assisting work experience to be eligible for the Coronal Polishing Certification.

Visit http://www.collin.edu/ce/courses_ahealth.html for details on course day and times.
Health Unit Coordinator Certificate

Certified Health Unit Coordinators (C-HUCs) are in high demand within the health care field. HUCs (formerly known as unit secretaries) are the brain of nursing units and are responsible for overseeing the organization and flow of health care unit practices. HUCs work closely with physicians, nurses, and ancillary health care employees to ensure the needs of patients and nursing units are met. While the demand for this role in health organizations is great, the supply of Certified HUCs is limited. This prestigious certification is sought after by health care organizations and will assist you in propelling your health care career forward. Having the title of Certified Health Unit Coordinator will assist you with achieving your goal of becoming one of the most integral members of the health care team!

Complete the 128-hour online course, a section of Health Career Success, and the HUC Externship to earn your Certificate of Completion!

Radiology Training Series

Radiology Training prepares students to become a Non-Certified Technician (NCT) registered with the Texas Department of Health and Human Services to perform X-rays. Individuals with this certification typically work in clinics and doctor offices taking X-rays and doing Medical Assistant duties. Prior to enrolling, please complete the application packet available at http://bit.ly/CEradiology

Total training is 120 hours/$1,350

- Hours: 40
- Fee: $450
- Days: Mondays and Wednesdays
- Time: 6:30–9:30 pm
- Materials Needed: Text
- Location: Courtyard Center
- Prerequisites: CMA, CNA, or 6 months direct patient care experience
- Courses must be taken in sequential order

Course Name | Dates |
---|---|
Radiology Training | 9/7–10/19 |
Radiology Training II | 10/24–12/7 |
Radiology Training III | 12/12–2/8 |

Nursing Refresher

Designed for inactive registered nurses returning to active practice. Current professional nursing practice as related to the clinical areas of medical-surgical, maternal-child, mental health, and community health nursing care. The intention of this course is to enable nurses to reintroduce and develop their knowledge bases, nursing skills, and confidence in practice by reviewing current technology, equipment, nursing trends and practices and legalities. Individuals must be eligible for a temporary nursing license (RN) through the Texas Board of Nursing, or hold a current TX RN license.

Students will complete 80 hours of online training, 2 days of skills training and 80 hours of clinical at a local facility.

Nursing Refresher

- Hours: 80
- Fee: $699
- Prerequisites: Completed application and formal approval must be obtained prior to enrolling in this course.
- Materials Needed: Text

Clinical-Nursing Refresher

- Hours: 80
- Fee: $299
- Prerequisites: Admissions application and Nursing Refresher course

Other Recommended Courses:

- Healthcare Ethics and HIPAA Compliance, 32 hours, $220, pg 34

Counselor Education

Continuing Education Units (CEUs)

Collin College has been approved for CEUs for LPCs, LMFTs, LSWs and for recertification of the Alcoholism and Drug Abuse Counselors.

Courses will meet Fridays at the Courtyard Center and cost $37 each. All courses are three hours and will instruct you through many different situations that counselors and social workers face every day.

Students may request a copy of their transcript to show CEUs earned for professional licenses. You no longer need a letter from the college. To request a copy of your transcript you may either call 972.985.3711/3721 or stop by the registration office. Please allow 2-4 weeks for processing.


An Introduction to Dreamwork

- Hours: 9
- Days: Friday
- Time: 9 am–noon
- Location: SAND
- Fee: $125

Dialectical Behavior Therapy (DBT)

- Hours: 9
- Days: Friday
- Time: 1–4 pm
- Location: SAND
- Fee: $125

Ethics and Serving Diverse Populations

- Hours: 10
- Days: Thursday
- Time: 9 am–noon
- Location: SAND
- Fee: $150

Ethics and Telemedicine

- Hours: 10
- Days: Thursday
- Time: 1–4 pm
- Location: SAND
- Fee: $150

Addiction to the Internet and Video/Online Gaming

- Hours: 11
- Days: Thursday
- Time: 9 am–noon
- Location: SAND
- Fee: $150

Life Purpose Coaching

- Hours: 11
- Days: Thursday
- Time: 1–4 pm
- Location: SAND
- Fee: $150

Sleep Disorder

- Hours: 11
- Days: Thursday
- Time: 1–4 pm
- Location: SAND
- Fee: $150

Cultural Diversity in Death & Dying

- Hours: 12
- Days: Thursday
- Time: 9 am–noon
- Location: SAND
- Fee: $150

Detecting Lies

- Hours: 12
- Days: Thursday
- Time: 1–4 pm
- Location: SAND
- Fee: $150

If you have ideas for additional Counselor Education courses or to obtain your CEUs email CEHealthcare@collin.edu

Advising is available for Health Sciences, please email CEHealthcare@collin.edu

To be arranged with instructor
## COMMUNICATIONS IMPROVEMENT (ESL)

### ESL Placement Testing

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### LEVEL 5 Communication Improvement

- **Hours:** 60  
  - **Fee:** $159  
  - **Materials Needed:** Text

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### ESL Writing

- **Beginnings Grammar, Part 1**  
  - **Hours:** 30  
  - **Fee:** $79  
  - **Prerequisites:** Level 1 or 2  
  - **Materials Needed:** Text

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- **Beginning Grammar, Part 2**  
  - **Hours:** 30  
  - **Fee:** $79  
  - **Prerequisites:** Complete Part 1 or Level 1 or 2 student

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- **Intermediate Grammar, Part 1**  
  - **Hours:** 30  
  - **Fee:** $79  
  - **Prerequisites:** Level 3  
  - **Materials Needed:** Text

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- **Intermediate Grammar, Part 2**  
  - **Hours:** 30  
  - **Fee:** $79  
  - **Prerequisites:** Complete Part 1 or Level 3 student

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- **Advanced Grammar, Part 1**  
  - **Hours:** 30  
  - **Fee:** $79  
  - **Prerequisites:** Level 4 or 5  
  - **Materials Needed:** Text

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Communications Improvement (ESL)

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**Advanced Grammar, Part 2**

Hours: 30  Fee: $79
Prerequisites: Complete Part 1 or Level 4 or 5 student
Materials Needed: Text

**English Grammar Review**

Hours: 24  Fee: $119
Prerequisites: Level 5 Communication Improvement (ESL) student
Materials Needed: Text

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**Advanced Grammar, Part 2**

Hours: 30  Fee: $79
Prerequisites: Complete Part 1 or Level 4 or 5 student
Materials Needed: Text

**ESL PRONUNCIATION**

**Beginning Pronunciation & Speaking Skills**

Hours: 30  Fee: $79
Prerequisites: Intro and Level 1 students
Materials Needed: Text

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**Intermediate Pronunciation & Speaking Skills**

Hours: 30  Fee: $79
Prerequisites: Level 2 and 3 students
Materials Needed: Text

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**Advanced Pronunciation & Speaking Skills**

Hours: 30  Fee: $79
Prerequisites: Level 4 and 5 students
Materials Needed: Text

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**BUSINESS COMMUNICATIONS IMPROVEMENT**

**Business English for Conversations—Domestic and Global**

Hours: 30  Fee: $109

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<td>70801</td>
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<td>Sa</td>
<td>9:30 am–noon</td>
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All Collin College campuses will be CLOSED and Continuing Education Classes will not meet Sept. 5, Nov. 23–27, Dec. 23–Jan. 2.

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

Day Abbreviations: M–Monday Tu–Tuesday W–Wednesday Th–Thursday F–Friday Sa–Saturday Su–Sunday

Site Codes: AHS–Allen Center CHEC–Collin Higher Education Center CPC–Central Park Campus CYC–Courtyard Center PRC–Preston Ridge Campus RW–Rockwall Center SCC–Spring Creek Campus

**ESL CONVERSATION**

**Accent Modification for Healthcare Professionals**

Hours: 30  Fee: $119
Materials Needed: Text

<table>
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<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
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<tr>
<td>70192</td>
<td>9/6–12/20</td>
<td>Tu</td>
<td>12:30–2:30 pm</td>
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**Beginning Conversation**

Hours: 30  Fee: $79
Prerequisites: Level 1 and 2 students
Materials Needed: Text

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<tr>
<td>70177</td>
<td>9/13–11/1</td>
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<td>12:30–2:30 pm</td>
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<tr>
<td>70180</td>
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<td>TuTh</td>
<td>7–9 pm</td>
<td>15</td>
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**Intermediate Conversation**

Hours: 30  Fee: $79
Prerequisites: Level 3 and 4 students
Materials Needed: Text

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<td>70182</td>
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**Advanced Conversation**

Hours: 30  Fee: $79
Prerequisites: Level 5 students
Materials Needed: Text

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<tr>
<td>70188</td>
<td>9/13–11/1</td>
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<td>12:30–2:30 pm</td>
<td>15</td>
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<tr>
<td>70189</td>
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<td>TuTh</td>
<td>7–9 pm</td>
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**Accent Modification**

Hours: 30  Fee: $89
Prerequisites: Level 4 and 5 students
Materials Needed: Text

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<tr>
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<td>12:30–2:30 pm</td>
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**Vocabulary Improvement**

Hours: 30  Fee: $79
Prerequisites: Level 4 and 5 student
Materials Needed: Text

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<th>Time</th>
<th>Sessions</th>
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**ESL READING**

**Beginning Reading & Vocabulary Comprehension**

Hours: 30  Fee: $79
Materials Needed: Text

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<th>Sessions</th>
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**Intermediate Reading & Vocabulary Comprehension**

Hours: 30  Fee: $79
Materials Needed: Text

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<tr>
<td>70196</td>
<td>9/16–12/9</td>
<td>F</td>
<td>Noon–2:30 pm</td>
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**Adv. Reading & Vocabulary Comprehension**

Hours: 30  Fee: $79
Prerequisites: Level 4 or 5 students
Materials Needed: Text

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<th>Sessions</th>
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<tr>
<td>70197</td>
<td>9/12–10/31</td>
<td>MW</td>
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## Languages

### American Sign Language

#### Beginning Sign Language
- Hours: 24
- Fee: $99
- Materials Needed: Text
- CRNs: 70396, 70257
  - CRN: 70396
    - Date(s): 9/6–10/13
    - Day(s): TuTh
    - Time: 1–3 pm
    - Sessions: 12
    - Location: SCC
  - CRN: 70257
    - Date(s): 9/6–10/13
    - Day(s): TuTh
    - Time: 6:30–8:30 pm
    - Sessions: 12
    - Location: CYC

#### Intermediate Sign Language
- Hours: 24
- Fee: $99
- Prerequisites: Beginning Sign Language
- Materials Needed: Text
- CRNs: 70397, 70259
  - CRN: 70397
    - Date(s): 10/18–12/1
    - Day(s): TuTh
    - Time: 1–3 pm
    - Sessions: TBA
    - Location: TBA
  - CRN: 70259
    - Date(s): 10/18–12/1
    - Day(s): TuTh
    - Time: 6:30–8:30 pm
    - Sessions: 12
    - Location: CYC

### Spanish

#### Workplace Spanish for Hospitals and Nurses
- Hours: 24
- Fee: $129
- Materials Needed: Text
- CRN: 70261
  - Date(s): 9/11–10/30
  - Day(s): Su
  - Time: 1–4 pm
  - Sessions: 8
  - Location: CYC

#### Spanish I
- Hours: 30
- Fee: $109
- Materials Needed: Text
- CRNs: 70262, 70277, 70281, 70283, 70285, 70286
  - CRN: 70262
    - Date(s): 9/6–10/13
    - Day(s): TuTh
    - Time: 12:30–3 pm
    - Sessions: 12
    - Location: CYC
  - CRN: 70277
    - Date(s): 9/6–10/13
    - Day(s): TuTh
    - Time: 7–9:30 pm
    - Sessions: 12
    - Location: CYC
  - CRN: 70281
    - Date(s): 9/7–10/26
    - Day(s): MW
    - Time: 5–7 pm
    - Sessions: 15
    - Location: CYC
  - CRN: 70283
    - Date(s): 9/10–10/26
    - Day(s): Sa
    - Time: 9 am–noon
    - Sessions: 10
    - Location: CYC
  - CRN: 70285
    - Date(s): 9/12–10/19
    - Day(s): MW
    - Time: 9:30 am–noon
    - Sessions: 12
    - Location: CYC
  - CRN: 70286
    - Date(s): 9/12–10/19
    - Day(s): MW
    - Time: 7–9:30 pm
    - Sessions: 12
    - Location: CYC

#### Spanish II
- Hours: 30
- Fee: $109
- Prerequisites: Spanish I or Spanish-speaking ability
- Materials Needed: Text
- CRNs: 70287, 70289, 70290, 70293, 70294, 70299
  - CRN: 70287
    - Date(s): 9/10–10/12
    - Day(s): Sa
    - Time: Noon–3 pm
    - Sessions: 10
    - Location: CYC
  - CRN: 70289
    - Date(s): 10/18–12/1
    - Day(s): TuTh
    - Time: 12:30–3 pm
    - Sessions: 12
    - Location: CYC
  - CRN: 70290
    - Date(s): 10/18–12/1
    - Day(s): TuTh
    - Time: 7–9:30 pm
    - Sessions: 12
    - Location: CYC
  - CRN: 70293
    - Date(s): 10/24–12/7
    - Day(s): MW
    - Time: 9:30 am–noon
    - Sessions: 12
    - Location: CYC
  - CRN: 70294
    - Date(s): 10/24–12/7
    - Day(s): MW
    - Time: 7–9:30 pm
    - Sessions: 12
    - Location: CYC
  - CRN: 70299
    - Date(s): 10/31–12/21
    - Day(s): MW
    - Time: 5–7 pm
    - Sessions: 15
    - Location: CYC

#### Spanish III
- Hours: 30
- Fee: $139
- Prerequisites: Spanish I, II or Spanish-speaking ability
- Materials Needed: Text
- CRNs: 70300, 70301
  - CRN: 70300
    - Date(s): 9/6–10/13
    - Day(s): TuTh
    - Time: 9:30 am–noon
    - Sessions: 12
    - Location: CYC
  - CRN: 70301
    - Date(s): 9/13–10/20
    - Day(s): TuTh
    - Time: 7–9:30 pm
    - Sessions: 12
    - Location: CYC

#### Spanish IV
- Hours: 30
- Fee: $139
- Prerequisites: Spanish III
- Materials Needed: Text
- CRNs: 70302, 70303
  - CRN: 70302
    - Date(s): 10/25–12/8
    - Day(s): TuTh
    - Time: 9:30 am–noon
    - Sessions: 12
    - Location: CYC
  - CRN: 70303
    - Date(s): 10/25–12/8
    - Day(s): TuTh
    - Time: 7–9:30 pm
    - Sessions: 12
    - Location: CYC

#### Spanish V
- Hours: 30
- Fee: $139
- Prerequisites: Spanish IV
- Materials Needed: Text
- CRN: 70304
  - Date(s): 9/6–10/13
  - Day(s): TuTh
  - Time: 7–9:30 pm
  - Sessions: 12
  - Location: CYC

#### Spanish VI
- Hours: 30
- Fee: $139
- Prerequisites: Spanish V.
- Materials Needed: Text
- CRN: 70305
  - Date(s): 10/18–12/1
  - Day(s): TuTh
  - Time: 7–9:30 pm
  - Sessions: 12
  - Location: CYC

#### Spanish VII
- Hours: 36
- Fee: $159
- Prerequisites: Spanish VI
- Materials Needed: Text
- CRN: 70306
  - Date(s): 9/6–11/3
  - Day(s): TuTh
  - Time: 9:30–11:30 am
  - Sessions: 18
  - Location: CYC

#### Spanish VIII
- Hours: 36
- Fee: $159
- Prerequisites: Spanish VII
- Materials Needed: Text
- CRN: 70307
  - Date(s): 9/6–11/3
  - Day(s): TuTh
  - Time: 7–9 pm
  - Sessions: 18
  - Location: CYC

#### Spanish IX
- Hours: 36
- Fee: $159
- Prerequisites: Spanish VI or above and Spanish speaking ability.
- Materials Needed: Text
- CRN: 70308
  - Date(s): 9/12–11/9
  - Day(s): MW
  - Time: 7–9 pm
  - Sessions: 18
  - Location: CYC

#### Introduction to Spanish Verbs II
- Hours: 30
- Fee: $139
- Prerequisites: Spanish III or IV student
- Materials Needed: Text
- CRN: 70309
  - Date(s): 9/8–12/1
  - Day(s): Th
  - Time: 7–9:30 pm
  - Sessions: 12
  - Location: CYC

#### Spanish Conversation – Beginning I
- Hours: 30
- Fee: $139
- Prerequisites: Completion of Spanish II or III
- Materials Needed: Text
- CRN: 70310
  - Date(s): 9/6–11/29
  - Day(s): Tu
  - Time: 6:30–9 pm
  - Sessions: 12
  - Location: CYC

#### Spanish Conversation – Beginning II
- Hours: 30
- Fee: $139
- Prerequisites: Completion of Spanish II or III
- Materials Needed: Text
- CRN: 70311
  - Date(s): 9/9–12/2
  - Day(s): F
  - Time: 9:30 am–noon
  - Sessions: 12
  - Location: CYC
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<td>70313</td>
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<td>12 CYC</td>
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<tr>
<td>70314</td>
<td>8/27-11/12</td>
<td>Sa</td>
<td>1-4 pm</td>
<td>10 CYC</td>
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### FRENCH

#### French I
- **Hours:** 30
- **Fee:** $109
- **Materials Needed:** Text
- **CRN:** 70325
  - 9/10-12/3 Sa 9:30 am-noon 12 CYC
- **CRN:** 70326
  - 9/11-12/4 Su 1-3:30 pm 12 CYC
- **CRN:** 70327
  - 9/12-10/19 MW 7-9:30 pm 12 CYC

#### French II
- **Hours:** 30
- **Fee:** $109
- **Prerequisites:** French I
- **Materials Needed:** Text
- **CRN:** 70338
  - 9/10-12/3 Sa 12:30-3 pm 12 CYC
- **CRN:** 70339
  - 10/24-12/7 MW 7-9:30 pm 12 CYC

#### French V
- **Hours:** 30
- **Fee:** $139
- **Prerequisites:** French IV
- **Materials Needed:** Text
- **CRN:** 70340
  - 9/6-10/13 TuTh 7-9:30 pm 12 CYC

#### French VI
- **Hours:** 30
- **Fee:** $139
- **Prerequisites:** French V
- **Materials Needed:** Text
- **CRN:** 70341
  - 9/14-12/14 W 7-9:30 pm 12 CYC
- **CRN:** 70342
  - 10/18-12/1 TuTh 7-9:30 pm 12 CYC

#### French IX
- **Hours:** 30
- **Fee:** $139
- **Prerequisites:** French VII
- **CRN:** 70343
  - 9/13-12/13 Tu 5:45-7:30 pm 12 CYC

#### French Conversation – Beginning
- **Hours:** 30
- **Fee:** $139
- **Prerequisites:** Completion of French I or French II student
- **Materials Needed:** Text
- **CRN:** 70344
  - 9/6-11/29 Tu 7-9:30 pm 12 CYC

### ARABIC

#### Arabic I
- **Hours:** 30
- **Fee:** $109
- **Materials Needed:** Text
- **CRN:** 70338
  - 8/27-10/19 MW 7-9:30 pm 12 CYC

#### Arabic II
- **Hours:** 30
- **Fee:** $139
- **Prerequisites:** Arabic I
- **Materials Needed:** Text
- **CRN:** 70339
  - 10/24-12/7 MW 7-9:30 pm 12 CYC
  - Class will not meet 11/21, 11/23

### GERMAN

#### German I
- **Hours:** 30
- **Fee:** $109
- **Materials Needed:** Text
- **CRN:** 70340
  - 9/13-10/13 TuTh 6:30-9:30 pm 10 CYC

#### German II
- **Hours:** 30
- **Fee:** $139
- **Prerequisites:** German I
- **Materials Needed:** Text
- **CRN:** 70341
  - 10/18-11/17 TuTh 6:30-9:30 pm 10 CYC

### ITALIAN

#### Italian I
- **Hours:** 30
- **Fee:** $109
- **Materials Needed:** Text
- **CRN:** 70342
  - 9/11-11/13 Su 12:30-3:30 pm 10 CYC

#### Italian II
- **Hours:** 30
- **Fee:** $139
- **Prerequisites:** Italian I
- **Materials Needed:** Text
- **CRN:** 70343
  - 9/11-11/13 Su 3:30-6:30 pm 10 CYC

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www.facebook.com/collinconted
### Languages / College and Exam Prep

**Japanese**

- **Mandarin Chinese I**
  - Hours: 30
  - Fee: $109
  - Materials Needed: Text
  - CRN: 70713
    - Dates: 8/30–11/15
    - Days: Tu
    - Time: 7–9:30 pm
  - Location: CYC

- **Mandarin Chinese II**
  - Hours: 30
  - Fee: $139
  - Prerequisites: Mandarin Chinese I
  - Materials Needed: Text
  - CRN: 70714
    - Dates: 8/27–11/19
    - Days: Sa
    - Time: 2:30-5 pm
- **Mandarin Chinese VI**
  - Hours: 30
  - Fee: $159
  - Prerequisites: Mandarin Chinese V or speaking ability
  - Materials Needed: Text
  - CRN: 70715
    - Dates: 8/27–11/19
    - Days: Sa
    - Time: 8:45–11:15 am
- **Mandarin Chinese X**
  - Hours: 30
  - Fee: $159
  - CRN: 70800
    - Dates: 8/27–11/12
    - Days: Sa
    - Time: 11:30 am–2 pm
- **Mandarin Chinese IV**
  - Hours: 30
  - Fee: $139
  - CRN: 70802
    - Dates: 8/31–11/16
    - Days: W
    - Time: 7–9:30 pm

**Portuguese**

- **Portuguese I**
  - Hours: 30
  - Fee: $109
  - Materials Needed: Text
  - CRN: 70344
    - Dates: 9/10–11/11
    - Days: F
    - Time: 6–9 pm
  - Location: CYC

- **Mandarin Chinese I**
  - Hours: 30
  - Fee: $109
  - Materials Needed: Text
  - CRN: 70708
    - Dates: 8/24–11/9
    - Days: W
    - Time: 6:30–9 pm
- **Mandarin Chinese II**
  - Hours: 30
  - Fee: $139
  - Prerequisites: Japanese I
  - Materials Needed: Text
  - CRN: 70709
    - Dates: 9/17–12/10
    - Days: Sa
    - Time: 1–3:30 pm
- **Mandarin Chinese V**
  - Hours: 30
  - Fee: $139
  - Materials Needed: Text
  - CRN: 70710
    - Dates: 8/23–11/8
    - Days: Tu
    - Time: 6:30–9 pm
- **Mandarin Chinese VIII**
  - Hours: 30
  - Fee: $139
  - Prerequisites: Japanese VII
  - Materials Needed: Text
  - CRN: 70711
    - Dates: 9/17–12/10
    - Days: Sa
    - Time: 9:30 am–noon
- **Japanese I**
  - Hours: 30
  - Fee: $109
  - Materials Needed: Text
  - CRN: 70708
    - Dates: 8/24–11/9
    - Days: W
    - Time: 6:30–9 pm
- **Japanese II**
  - Hours: 30
  - Fee: $139
  - Prerequisites: Japanese I
  - Materials Needed: Text
  - CRN: 70709
    - Dates: 9/17–12/10
    - Days: Sa
    - Time: 1–3:30 pm

**JAPANESE**

**Mandarin Chinese I**

- Hours: 30
- Fee: $109
- Materials Needed: Text
- CRN: 70713
  - Dates: 8/30–11/15
  - Days: Tu
  - Time: 7–9:30 pm
  - Location: CYC

**Mandarin Chinese II**

- Hours: 30
- Fee: $139
- Prerequisites: Mandarin Chinese I
- Materials Needed: Text
- CRN: 70714
  - Dates: 8/27–11/19
  - Days: Sa
  - Time: 2:30-5 pm
  - Class will not meet 9/3

**Mandarin Chinese V**

- Hours: 30
- Fee: $139
- Materials Needed: Text
- CRN: 70710
  - Dates: 8/23–11/8
  - Days: Tu
  - Time: 6:30–9 pm

**Mandarin Chinese VIII**

- Hours: 30
- Fee: $139
- Prerequisites: Japanese VII
- Materials Needed: Text
- CRN: 70711
  - Dates: 9/17–12/10
  - Days: Sa
  - Time: 9:30 am–noon

**Mandarin Chinese Immersion**

- Hours: 30
- Fee: $139
- Prerequisites: Genki, Volume II or its equivalent, Japanese VIII
- Materials Needed: Text
- CRN: 70712
  - Dates: 9/18–12/11
  - Days: Su
  - Time: Noon–2:30 pm

### Exam Preparation

**TOEFL Preparation**

- Hours: 48
- Fee: $179
- Materials Needed: Text
- CRN: 70370
  - Dates: 9/12–11/14
  - Days: MW
  - Time: 7–9:30 pm
  - Location: CYC

**SAT Math Review**

- Hours: 12
- Fee: $69
- Materials Needed: Text
- CRN: 70365
  - Dates: 9/10–10/15
  - Days: Sa
  - Time: 10:30 am–12:30 pm

**SAT Verbal Review**

- Hours: 20
- Fee: $99
- Materials Needed: Text
- CRN: 70367
  - Dates: 8/30–9/29
  - Days: TuTh
  - Time: 6:30–8:30 pm

**GMAT Test Preparation Review**

- Hours: 30
- Fee: $169
- Materials Needed: Text
- CRN: 70360
  - Dates: 8/29–11/7
  - Days: M
  - Time: 6:30–9:30 pm

**GRE Test Preparation Review**

- Hours: 30
- Fee: $169
- Materials Needed: Text
- CRN: 70362
  - Dates: 8/31–11/2
  - Days: W
  - Time: 6:30–9:30 pm

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**College Preparation**

- **College Knowledge 101**
  - Hours: 40
  - Fee: $99
  - CRN: 70371
    - Dates: 8/30–10/20
    - Days: TuTh
    - Time: 7–9:30 pm
    - Location: CHEC

**Advising is available for Continuing Education courses, please email ceadvisor@collin.edu.**

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

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**All Collin College campuses will be CLOSED and Continuing Education Classes will not meet Sept. 5, Nov. 23–27, Dec. 23–Jan. 2.**

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

**Day Abbreviations:**
- M–Monday
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- W–Wednesday
- Th–Thursday
- F–Friday
- Sa–Saturday
- Su–Sunday

**Site Codes:**
- AHS–Allen Center
- CHEC–Collin Higher Education Center
- CPC–Central Park Campus
- CYC–Courtyard Center
- PRC–Preston Ridge Campus
- RW–Rockwall Center
- SCC–Spring Creek Campus
Continuing Education Classes District Wide

Interested in taking a Continuing Education course, but are unable to drive to the Courtyard Center? You can now take Continuing Education classes at all Collin College Campuses! Check out some of the exciting courses held at a campus near you.

- S.M.A.R.T Corporate Event Planning at the Preston Ridge Campus (PRC) (p29)
- Certified Veterinary Assistant at the Rockwall Center (RW) (p34)
- Outdoor Photography Lighting at the Central Park Campus (CPC) (p24)
- Sign Language at the Spring Creek Campus (SCC) (p40)
- Pharmacy Technician Certification Preparation at Allen High School (AHS) (p32)
- ESL at the Collin Higher Education Center (CHEC) (p38)

For a full list of courses held at Preston Ridge, Rockwall, Central Park, Spring Creek, Allen High School and the Collin Higher Education Center, please visit http://www.collin.edu/ce/offsite-courses.html.
The Collin College Knowledge Academy is your secret to college preparation success at an affordable price and times convenient for your schedule. From classes equipping students to master the scholarship and college admissions process to SAT/ACT prep, we offer a wide array of courses that will make a huge difference in empowering in the college preparation journey! Below, you’ll find a sampling of our scheduled Fall offerings. Please note, new courses added regularly, so check our website and/or email CEAdvisor@collin.edu for the most up to date course listing. Open to students 14 and up. Some restrictions apply.

**TEEN BUSINESS**

**Teen Entrepreneur**
- Hours: 15
- Fee: $149
- CRN: 70782
- Date(s): 10/1–10/29
- Day(s): Sa
- Time: 1–4 pm
- Sessions: 5
- Location: CHEC

**COLLEGE PREP**

**College Knowledge**
- Hours: 40
- Fee: $99
- CRN: 70371
- Date(s): 8/30–10/20
- Day(s): TuTh
- Time: 7–9 pm
- Location: CHEC

**SAT Math Review**
- Hours: 12
- Fee: $69
- Materials Needed: Text
- CRN: 70365
- Date(s): 9/10–10/15
- Day(s): Sa
- Time: 10:30 am–12:30 pm
- Sessions: 6
- Location: CYC
- CRN: 70799
- Date(s): 9/7–10/12
- Day(s): W
- Time: 7–9 pm
- Location: CHEC

**SAT Verbal Review**
- Hours: 20
- Fee: $99
- Materials Needed: Text
- CRN: 70367
- Date(s): 8/30–9/29
- Day(s): TuTh
- Time: 6:30–8:30 pm
- Sessions: 10
- Location: CYC
- CRN: 70798
- Date(s): 9/6–10/6
- Day(s): TuTh
- Time: 7–9 pm
- Location: CHEC

**HEALTHCARE**

**Basic Life Support for Healthcare Providers (CPR)**
- Hours: 5
- Fee: $60
- Materials Needed: Textbooks are included in the cost of tuition and will be distributed at the beginning of class. Students who are late to this class will forfeit their tuition and seat in the class.
- CRN: 70016
- Date(s): 9/3
- Day(s): Sa
- Time: 8:30 am–1:30 pm
- Sessions: 1
- Location: CYC
- CRN: 70023
- Date(s): 10/22
- Day(s): Sa
- Time: 8:30 am–1:30 pm
- Sessions: 1
- Location: CPC

**Medical Terminology**
- Hours: 48
- Fee: $325
- Materials Needed: Text
- CRN: 70317
- Date(s): 10/3–11/16
- Day(s): MW
- Time: 6–9:30 pm
- Sessions: 14
- Location: PRC

**COMPUTER EDUCATION**

**Get Up & Code**
- Hours: 18
- Fee: $109
- CRN: 70775
- Date(s): 10/22–11/19
- Day(s): Sa
- Time: 1–4 pm
- Sessions: 5
- Location: CHEC

**CREATIVE CAREERS**

**Digital Photography – Basics – dSLR**
- Hours: 18
- Fee: $109
- Materials Needed: Digital SLR Camera. Text optional
- CRN: 70446
- Date(s): 9/10–10/15
- Day(s): Sa
- Time: 1–4 pm
- Sessions: 6
- Location: CHEC

**Shooting Video with Your dSLR**
- Hours: 18
- Fee: $159
- Materials Needed: Digital SLR Camera. Text optional
- CRN: 70450
- Date(s): 10/22–12/3
- Day(s): Sa
- Time: 1–4 pm
- Sessions: 6
- Location: CHEC

**Guitar I**
- Hours: 48
- Fee: $199
- CRN: 70084
- Date(s): 8/30–12/20
- Day(s): TuTh
- Time: 7–9 pm
- Sessions: 17
- Location: CYC

**Drawing with Color I**
- Hours: 21
- Fee: $129
- CRN: 70040
- Date(s): 10/31–12/12
- Day(s): M
- Time: 6:30–9:30 pm
- Sessions: 7
- Location: PRC

Space is limited.
Secure your spot online at www.collin.edu/ce/teens or by calling 972-985-3711, specifying the 5 digit course registration number.
Continuing Education Information

For specific details about a course, call the Continuing Education office at 972.985.3750.

Eligibility for Enrollment/Attendance

All courses are open to individuals who are 16 years of age or older, unless otherwise noted. With permission from the appropriate Program Manager, 14 and 15 year old students may register for classes. Call the Continuing Education office at 972.985.3750. Unsupervised children are not permitted at Continuing Education training sites at any time. Only paid registrants will be permitted in the classroom. Students must bring proof of payment on first day.

Registration

Registrations are accepted on a first-come first-serve basis. Register early to secure a place in the course of your choice. Early registration prevents the cancellation of a course due to low enrollment. Only paid registrants will be permitted in the classrooms. Payment must be made at the time of registration.

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.

Concurrent Enrollment

Some Collin College credit courses are offered each semester for “concurrent” enrollment by Continuing Education (CE) students. CE concurrently enrolled students and credit students will be: taking these classes together in the same classroom; these courses are taught by credit instructors; expected to attend class regularly; complete all assignments and take tests. Space is limited for concurrent CE participants. Unlike credit students, CE students will complete a quick admission process. Concurrently enrolled CE students will earn Continuing Education Units (CEUs) not college credits. Refunds for concurrent CE students will be based on the CE refund policy. For more information, call 972.881.5114 McKinney residents call, 972.548.6790 x5114.

Transcripts

Continuing Education Units (CEUs) are awarded for successful course completion. One CEU is awarded for each 10 contact hours of instruction included in a specified continuing education program or activity. Successful completion is attendance-based, unless otherwise noted with “Passed Competencies” under “CEUs Earned.” 90 percent attendance is required for successful completion. For transcript requests call, 972-985-3721.

Minimum Enrollment & Course Cancellation

A minimum enrollment is required to cover the costs of providing the course. We may have to cancel the course if the minimum is not met.

The decision to cancel the course is usually made two business days before the start date.

If a course is canceled due to low enrollment, individuals registered will be advised by email and/or telephone.

You will have two options: transfer to another course before the third class session or a full refund.

It is important that you provide us with accurate telephone number(s) and/or email address where we can reach you without delay.

Tuition Refund Policy for Continuing Education Courses

This policy is for CE students only. 100% refund - If course dropped 2 business days before scheduled class day

80% refund - If course dropped one day before or if course is dropped before the start time of 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 unforeseen medical condition (documentation required) or death in the family (documentation required).

“Petition for Refund Policy Exception” forms may be obtained by emailing BWilson@collin.edu.

Please allow two to four weeks to receive your refund. You may call the Cashier’s Office at 972.985.3724 to check on your refund.

Emergency Closings

The College President or designee has the authority to discontinue class sessions due to extreme weather or other emergency conditions. A decision is usually made by 6 am for day courses and by 3 pm for evening courses. Local radio and television stations will announce cancellations. Register for CougarAlert to be notified via email, voice or text message at http://www.collin.edu/cougaralert.html.

Makeup Classes

In the event a makeup class becomes necessary, students will be notified of the makeup date by Continuing Education. There will be no makeup session due to student absences.

Room Assignments

Refer to the room assignment displays in lobby at CYC to locate your classroom.

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Financial Aid

Financial Aid is available to qualifying continuing education students through the Texas Public Education Grant program (TPEG). For information and eligibility requirements contact the Financial Aid Office at the Preston Ridge Campus, 972-377-1760 or visit www.collin.edu/ce/financialaid.html.

Apply 8 weeks in advance of the course start date for adequate application processing time.
REGISTRATION INSTRUCTIONS

1. Register online
www.collin.edu/ce/register

2. Walk-in Registration—Cash, Check or Credit Card Required

   CYC – Courtyard Center, Plano
   M–Th: 8 am–8 pm
   F: 8 am–5 pm
   Sa: 9 am–1 pm
   No cash payments or checks accepted on Saturdays.
   No credit student registrations on Saturdays.

   PRC – Preston Ridge Campus, Frisco
   M–F: 8 am–5 pm
   Tu: 8 am–8 pm

   CPC – Central Park Campus, McKinney
   M–F: 8 am–5 pm
   W: 8 am–8 pm

   SCC – Spring Creek Campus, Plano
   M–Th: 8 am–8 pm
   F: 8 am–5 pm

   AHS – Allen Center, Allen
   M–Th: 7:30 am–8 pm
   F: 7:30 am–5 pm
   Sa: 8 am–Noon

3. Phone-in Registration—Credit Card Required
   Reserve your place by calling Continuing Education Registration.
   Please have the course name and CRN, your VISA, MasterCard
   or Discover number and expiration date ready when you call:
   972.985.3711

4. Mail-in Registration—Check or Credit Card Required
   Mail the completed registration form (found at www.collin.edu/ce – click on “register” on top line. Click on mail in/fax) with payment
   enclosed to:
   Registrar’s Office
   Collin College Courtyard Center
   4800 Preston Park Blvd., Box 12
   Plano, Texas 75093

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WECM
The Workforce Education Course Manual is the state inventory of the
workforce education courses for public two year colleges. It contains a
generic catalog of course descriptions and specifies for each course, a
minimum and maximum number of contact hours, number of semester
credit hours or continuing education units, and minimum learning
outcomes. The purpose of WECM is to provide flexibility in responding
to employer needs, promote career advancement, enhance portability
of credit and credentials for students, and contribute to the quality and
consistency of workforce courses.

WECM course titles and descriptions are listed at:  www.thecb.state.tx.us

Facility Locations
This map indicates sites where Continuing Education holds classes.

Allen Center (AHS)
300 Rivercrest Blvd.
Allen, Texas 75002
972.377.1060

Central Park Campus (CPC)
2200 W. University Dr.
McKinney, Texas 75069–8001
972.548.6790

Collin Higher Education
Center (CHEC)
3452 Spur 399
McKinney, Texas 75069
972.599.3100

Courtyard Center (CYC)
4800 Preston Park Blvd.
Plano, Texas 75093
972.985.3790

Preston Ridge Campus (PRC)
9700 Wade Blvd.
Frisco, Texas 75035
972.377.1790

Rockwall Center
2610 Observation Trail
Rockwall, TX 75032
214.771.4573

Spring Creek Campus (SCC)
2800 E. Spring Creek Pkwy.
Plano, Texas 75074
972.881.5790

Please go to the General Information menu tab on CE Home page for directions to
class locations, bookstore information and
other important registration information.
www.collin.edu/ce
Classes held at 7 Accessible Locations

Courtyard Center (CYC), Plano  
Spring Creek Campus (SCC), Plano  
Collin Higher Education Center (CHEC), McKinney  
Central Park Campus (CPC), McKinney  
Preston Ridge Campus (PRC), Frisco  
Rockwall Center (RW), Rockwall  
Allen High School (AHS), Allen

Convenient Courses:  
Online, On campus, Days, Nights and Weekends

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 route.