Career Skills Training

May – August 2016

Culinary

Entertainment Industry

Wedding & Event Planner

Digital Photography

NEW! Teen EdVenture courses on pages 43-44
**NEW SUMMER COURSES**

### WORKFORCE DEVELOPMENT

- **Business Communications and Management**
  - Professional Career Skills – Landing and Keeping the Job You Want
- **Business Mediation**
  - Understanding Conflict and Resolution Strategies
- **Human Resources**
  - Global Human Resources
  - Workforce Planning for Managers

### COMPUTER EDUCATION

- **Culinary**
  - Fundamentals of Baking
  - Introduction to Hospitality
- **Entertainment Industry**
  - Internet Video Production
  - Music Video Production
- **Event Planning**
  - S.M.A.R.T. Corporate Event Planning

### HEALTH SCIENCES

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

### TEEN EDVENTURE

- **College Knowledge 101**
- **Get Up & Code**
- **Teen Entrepreneur Academy**

---

**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

---

**All Collin College campuses will be CLOSED and Continuing Education Classes will not meet May 30, July 4, Aug. 12**

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  SCC–Spring Creek Campus

---

Find us on Facebook

www.facebook.com/collinconed
### 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, May 7 • 10 am–Noon**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>75597</td>
<td>Cisco Networking Certification</td>
</tr>
<tr>
<td>75538</td>
<td>Comp TIA, Computer Security Certifications</td>
</tr>
<tr>
<td>75529</td>
<td>Computer Programming C to Java</td>
</tr>
<tr>
<td>75573</td>
<td>Digital Photography Certificate</td>
</tr>
<tr>
<td>75461</td>
<td>Internet Marketing Certificate</td>
</tr>
<tr>
<td>75473</td>
<td>Introduction to SAP</td>
</tr>
<tr>
<td>75518</td>
<td>Microsoft IT Professional Certification</td>
</tr>
<tr>
<td>75523</td>
<td>Oracle DBA Certification</td>
</tr>
<tr>
<td>75545</td>
<td>VMware Certification</td>
</tr>
<tr>
<td>75576</td>
<td>Web, Graphic Design Certificates</td>
</tr>
</tbody>
</table>

### HEALTH SCIENCES

#### Healthcare Careers

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75420</td>
<td>5/10</td>
<td>Tu</td>
<td>10 am–noon</td>
<td></td>
</tr>
<tr>
<td>75421</td>
<td>5/26</td>
<td>Tu</td>
<td>4–6 pm</td>
<td></td>
</tr>
</tbody>
</table>

#### Medical Billing and Coding

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75423</td>
<td>5/3</td>
<td>Tu</td>
<td>9–10 am</td>
<td></td>
</tr>
</tbody>
</table>

#### Phlebotomy, CNA, PCT

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75422</td>
<td>5/10</td>
<td>Tu</td>
<td>10–11 am</td>
<td></td>
</tr>
<tr>
<td>77003</td>
<td>6/7</td>
<td>Tu</td>
<td>10–11 am</td>
<td></td>
</tr>
</tbody>
</table>

#### Clinical Medical Assistant

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75052</td>
<td>4/8</td>
<td>F</td>
<td>10–11 am</td>
<td></td>
</tr>
<tr>
<td>75424</td>
<td>5/9</td>
<td>M</td>
<td>1–2 pm</td>
<td></td>
</tr>
</tbody>
</table>

### CERTIFIED WEDDING & EVENT PLANNER

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75500</td>
<td>5/24</td>
<td>Tu</td>
<td>6–8 pm</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### FOREIGN LANGUAGES

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75502</td>
<td>5/26</td>
<td>Th</td>
<td>6–8 pm</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### FREE – ESL PLACEMENT TESTING

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75492</td>
<td>5/17</td>
<td>Tu</td>
<td>6:30 pm</td>
<td>CYC</td>
</tr>
<tr>
<td>75493</td>
<td>5/18</td>
<td>W</td>
<td>12:30 pm</td>
<td>CYC</td>
</tr>
<tr>
<td>75494</td>
<td>5/19</td>
<td>Th</td>
<td>6:30 pm</td>
<td>CYC</td>
</tr>
<tr>
<td>75495</td>
<td>5/24</td>
<td>Tu</td>
<td>6:30 pm</td>
<td>CYC</td>
</tr>
<tr>
<td>75496</td>
<td>5/25</td>
<td>W</td>
<td>12:30 pm</td>
<td>CYC</td>
</tr>
<tr>
<td>75497</td>
<td>5/26</td>
<td>Th</td>
<td>6:30 pm</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### NONPROFIT

#### Nonprofit Management

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>77247</td>
<td>6/2</td>
<td>Th</td>
<td>6:30–8:30 pm</td>
<td>CHEC</td>
</tr>
</tbody>
</table>

### TECHNICAL TRADES

#### Electrical Wiring Overview

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75471</td>
<td>5/21</td>
<td>Sa</td>
<td>10 am–noon</td>
<td></td>
</tr>
</tbody>
</table>

---

**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.


---

**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/

---

Find us on Facebook

www.facebook.com/collinconted
PHOTOGRAPHY & VIDEO

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 Digital Photography

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Dates</th>
<th>Time</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Photography – Framing the Shot</td>
<td>75587</td>
<td>5/15–5/26</td>
<td>TuTh 12:30–2 pm</td>
<td>4</td>
</tr>
<tr>
<td>Editing Digital Photos with Photoshop Elements</td>
<td>77551</td>
<td>5/31–6/9</td>
<td>TuTh 12:30–2 pm</td>
<td>4</td>
</tr>
<tr>
<td>Digital Photography – Megapixels Explained</td>
<td>77552</td>
<td>6/6–6/8</td>
<td>MW 12:30–2 pm</td>
<td>2</td>
</tr>
<tr>
<td>Face-lifts with Photoshop Elements</td>
<td>77560</td>
<td>6/14–6/16</td>
<td>TuTh 12:30–2 pm</td>
<td>2</td>
</tr>
<tr>
<td>Organizing Digital Photos with Photoshop Elements</td>
<td>77561</td>
<td>6/14–6/16</td>
<td>TuTh 2:30–4 pm</td>
<td>2</td>
</tr>
<tr>
<td>Digital Photography – Sharing Your Photos</td>
<td>77583</td>
<td>7/19–7/28</td>
<td>TuTh 12:30–2 pm</td>
<td>4</td>
</tr>
</tbody>
</table>

Materials Needed: Digital SLR Camera.

Smartphone Photography

Materials Needed: Text and point & shoot camera.

Photographing People

Hours: 16
Fee: $149
Prerequisites: Digital Photography – Advanced Skills

Materials Needed: Digital SLR Camera.

Action Photography

Fee: $149

Materials Needed: Digital SLR Camera.

Photographing People

Hours: 16
Prerequisites: Digital Photography – Advanced Skills

Materials Needed: Text and Digital SLR

Architectural and Landscape Photography

Materials Needed: Digital SLR

Materials Needed: Text

Digital Photography – Basics – dSLR

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Dates</th>
<th>Time</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Photography – Basics – Point ‘n Shoot</td>
<td>75592</td>
<td>5/10–5/26</td>
<td>TuTh 6:30–9:45 pm</td>
<td>5 CYC</td>
</tr>
<tr>
<td>Smartphone Photography</td>
<td>77598</td>
<td>5/27–6/24</td>
<td>F 6:30–9:45 pm</td>
<td>5 CYC</td>
</tr>
<tr>
<td>Digital Photography – Basics – dSLR</td>
<td>77574</td>
<td>5/16–6/27</td>
<td>M 1–4 pm</td>
<td>6 CHEC</td>
</tr>
<tr>
<td>Digital Photography – Advanced Skills</td>
<td>77534</td>
<td>5/31–6/16</td>
<td>TuTh 6:30–9:30 pm</td>
<td>6 CYC</td>
</tr>
<tr>
<td>Digital Photography – Advanced Skills</td>
<td>77536</td>
<td>6/6–7/18</td>
<td>M 9 am–noon</td>
<td>6 CYC</td>
</tr>
<tr>
<td>Digital Photography – Advanced Skills</td>
<td>77541</td>
<td>7/6–7/25</td>
<td>MW 6:30–9:30 pm</td>
<td>6 CYC</td>
</tr>
<tr>
<td>Digital Photography – Advanced Skills</td>
<td>77545</td>
<td>7/9–8/23</td>
<td>Tu 9 am–noon</td>
<td>6 CHEC</td>
</tr>
</tbody>
</table>

Materials Needed: Digital SLR Camera.

Digital Photography – Learning to See Creatively

Prerequisites: Digital Photography – Advanced Skills

Materials Needed: Digital SLR Camera.

Materials Needed: Text

Materials Needed: Digital SLR Camera.

Materials Needed: Text

Materials Needed: Digital SLR Camera.

Photographing People

Hours: 16
Prerequisites: Digital Photography – Advanced Skills

Materials Needed: Digital SLR Camera.

Photographing People

Hours: 16
Prerequisites: Digital Photography – Advanced Skills

Materials Needed: Digital SLR Camera.

Architectural and Landscape Photography

Materials Needed: Digital SLR

Materials Needed: Text

Materials Needed: Digital SLR Camera.

Materials Needed: Text

Materials Needed: Digital SLR Camera.
Graphic Design Certificate Series

The certificate series places emphasis on drawing and painting, design principles, page layout, photo treatment and digital image enhancement, illustration, digital pre-press skills, and development of a technical portfolio.

In addition, students will have the opportunity to complete elective courses focused on various visual media presentation skills from web design to digital photography.


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

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

<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>77533</td>
<td>5/21–6/25</td>
<td>Sa</td>
<td>1–4 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

Adobe PhotoShop for Digital Photographers

Hours: 21
Prerequisites: Digital Photography – Basics – dSLR
Materials Needed: Text

<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>77614</td>
<td>8/1–8/22</td>
<td>MW</td>
<td>6:30–9:30 pm</td>
<td>7</td>
<td>CYC</td>
</tr>
<tr>
<td>77615</td>
<td>8/1–8/22</td>
<td>MW</td>
<td>6:30–9:30 pm</td>
<td>7</td>
<td>CYC</td>
</tr>
</tbody>
</table>

Adobe PhotoShop Elements for Digital Photographers

Hours: 18
Prerequisites: Have a basic understanding of Microsoft Windows
Materials Needed: Text

<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>77549</td>
<td>5/20–6/24</td>
<td>F</td>
<td>1–4 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77556</td>
<td>6/7–6/23</td>
<td>T u Th</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77574</td>
<td>7/12–7/28</td>
<td>T u Th</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

Adobe Lightroom

Hours: 15
Materials Needed: Text

<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>77579</td>
<td>5/11–6/8</td>
<td>W</td>
<td>9 am–noon</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>77602</td>
<td>6/13–6/27</td>
<td>MW</td>
<td>6:30–9:30 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>75580</td>
<td>5/11–6/8</td>
<td>W</td>
<td>9 am–noon</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>77603</td>
<td>6/13–6/27</td>
<td>MW</td>
<td>6:30–9:30 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>CRN</td>
<td>Date(s)</td>
<td>Day(s)</td>
<td>Time</td>
<td>Sessions</td>
<td>Location</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>--------</td>
<td>------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Adobe Photoshop II</strong></td>
<td>Hours: 21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee: $189</td>
<td>Prerequisites: Adobe Photoshop I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials Needed: Text</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mac</strong></td>
<td>77577</td>
<td>7/16-8/27</td>
<td>Sa</td>
<td>9 am-noon</td>
<td>7</td>
</tr>
<tr>
<td><strong>PC</strong></td>
<td>77578</td>
<td>7/16-8/27</td>
<td>Sa</td>
<td>9 am-noon</td>
<td>7</td>
</tr>
<tr>
<td><strong>Adobe Illustrator I</strong></td>
<td>Hours: 24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee: $219</td>
<td>Prerequisites: Familiarity with Microsoft Windows or Mac OS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials Needed: Text</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mac</strong></td>
<td>75585</td>
<td>5/14-6/18</td>
<td>Sa</td>
<td>1–5 pm</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>77566</td>
<td>6/28-7/14</td>
<td>TuTh</td>
<td>6–10 pm</td>
<td>6</td>
</tr>
<tr>
<td><strong>PC</strong></td>
<td>75586</td>
<td>5/14-6/18</td>
<td>Sa</td>
<td>1–5 pm</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>77567</td>
<td>6/28-7/14</td>
<td>TuTh</td>
<td>6–10 pm</td>
<td>6</td>
</tr>
<tr>
<td><strong>Adobe Illustrator II</strong></td>
<td>Hours: 24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee: $219</td>
<td>Prerequisites: Adobe Illustrator I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials Needed: Text</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mac</strong></td>
<td>77588</td>
<td>7/30-9/3</td>
<td>Sa</td>
<td>1–5 pm</td>
<td>6</td>
</tr>
<tr>
<td><strong>PC</strong></td>
<td>77589</td>
<td>7/30-9/3</td>
<td>Sa</td>
<td>1–5 pm</td>
<td>6</td>
</tr>
</tbody>
</table>

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

---

**FINE ARTS**


<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Drawing I</strong></td>
<td>Hours: 21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee: $129</td>
<td>Materials Needed: See supply list</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>75550</td>
<td>5/2-6/20</td>
<td>M</td>
<td>1–4 pm</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>77679</td>
<td>5/31-7/12</td>
<td>Tu</td>
<td>9 am–noon</td>
<td>7</td>
</tr>
<tr>
<td><strong>Drawing II</strong></td>
<td>Hours: 21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee: $129</td>
<td>Prerequisites: Drawing I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials Needed: See supply list</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>77456</td>
<td>6/27-8/15</td>
<td>M</td>
<td>1–4 pm</td>
<td>7</td>
</tr>
<tr>
<td><strong>Drawing with Color I</strong></td>
<td>Hours: 21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee: $129</td>
<td>Prerequisites: Drawing I or drawing proficiency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials Needed: See supply list</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>75552</td>
<td>5/3-6/14</td>
<td>Tu</td>
<td>1–4 pm</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>77680</td>
<td>7/19-8/30</td>
<td>Tu</td>
<td>9 am–noon</td>
<td>7</td>
</tr>
<tr>
<td><strong>Drawing with Color II</strong></td>
<td>Hours: 21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee: $129</td>
<td>Prerequisites: Drawing with Color I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>77457</td>
<td>6/28-8/9</td>
<td>Tu</td>
<td>1–4 pm</td>
<td>7</td>
</tr>
<tr>
<td><strong>Watercolor I</strong></td>
<td>Hours: 21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee: $129</td>
<td>Materials Needed: See supply list</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>77463</td>
<td>5/26-7/7</td>
<td>Th</td>
<td>9 am–noon</td>
<td>7</td>
</tr>
<tr>
<td><strong>Watercolor II</strong></td>
<td>Hours: 21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee: $129</td>
<td>Prerequisites: Watercolor I or some experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials Needed: See supply list</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>77464</td>
<td>7/14-8/25</td>
<td>Th</td>
<td>9 am–noon</td>
<td>7</td>
</tr>
<tr>
<td><strong>Oil or Acrylic Painting I</strong></td>
<td>Hours: 21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee: $129</td>
<td>Materials Needed: See supply list</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>75553</td>
<td>5/5-6/16</td>
<td>Th</td>
<td>1–4 pm</td>
<td>7</td>
</tr>
<tr>
<td><strong>Oil or Acrylic Painting II</strong></td>
<td>Hours: 21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee: $129</td>
<td>Prerequisites: Oil or Acrylic Painting I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials Needed: See supply list</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>77462</td>
<td>6/30-8/11</td>
<td>Th</td>
<td>1–4 pm</td>
<td>7</td>
</tr>
</tbody>
</table>
### Creative Careers

**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**
---|---|---|---|---|---

**Drawing, Painting and Jewelry supply lists are available at this link.** http://bit.ly/CEsupplyLists

#### Landscape Painting I

**Hours:** 21  
**Fee:** $129  
**Materials Needed:** See supply list  
**CRN:** 77460  
**Date(s):** 5/24-7/5  
**Day(s):** Tu  
**Time:** 2-5 pm  
**Sessions:** 7  
**Location:** CYC

#### Landscape Painting II

**Hours:** 21  
**Fee:** $129  
**Prerequisites:** Previous painting experience  
**Materials Needed:** See supply list  
**CRN:** 77461  
**Date(s):** 7/12-8/23  
**Day(s):** Tu  
**Time:** 2-5 pm  
**Sessions:** 7  
**Location:** CYC

#### Abstract/Contemporary Painting I

**Hours:** 21  
**Fee:** $129  
**Prerequisites:** Proficiency in oils or acrylics  
**Materials Needed:** Supply list  
**CRN:** 75549  
**Date(s):** 5/4-6/15  
**Day(s):** W  
**Time:** 1-4 pm  
**Sessions:** 7  
**Location:** CYC

#### Abstract/Contemporary Painting II

**Hours:** 21  
**Fee:** $129  
**Prerequisites:** Presentation of participants’ body of work with comments by student/artist and critiques by instructor.  
**CRN:** 77455  
**Date(s):** 6/29-8/10  
**Day(s):** W  
**Time:** 1-4 pm  
**Sessions:** 7  
**Location:** CYC

#### Fashion Design I

**Hours:** 21  
**Fee:** $129  
**Materials Needed:** See supply list  
**CRN:** 77458  
**Date(s):** 5/26-7/7  
**Day(s):** Th  
**Time:** 6:30-9:30 pm  
**Sessions:** 7  
**Location:** CYC

#### Fashion Design II

**Hours:** 21  
**Fee:** $129  
**Prerequisites:** Fashion Design I or previous drawing experience  
**CRN:** 77459  
**Date(s):** 7/14-8/25  
**Day(s):** Th  
**Time:** 6:30-9:30 pm  
**Sessions:** 7  
**Location:** CYC

#### Start Your Own Arts and Crafts Business

**Hours:** 12  
**Fee:** $89  
**CRN:** 77465  
**Date(s):** 6/4-6/25  
**Day(s):** Sa  
**Time:** 9:30 am-12:30 pm  
**Sessions:** 4  
**Location:** CYC

#### Create a Portfolio for Your Art

**Hours:** 12  
**Fee:** $89  
**CRN:** 77466  
**Date(s):** 6/7-6/28  
**Day(s):** Tu  
**Time:** 6:30-9:30 pm  
**Sessions:** 4  
**Location:** CYC

---

## CREATIVE WRITING

### Basics of Writing a Novel

**Hours:** 24  
**Fee:** $149  
**CRN:** 77467  
**Date(s):** 5/18-7/6  
**Day(s):** W  
**Time:** 6:30-9:30 pm  
**Sessions:** 8  
**Location:** 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.  
**CRN:** 77468  
**Date(s):** 7/20-8/24  
**Day(s):** W  
**Time:** 6:30-9 pm  
**Sessions:** 6  
**Location:** CYC

### The Magic of Character

**Hours:** 24  
**Fee:** $149  
**CRN:** 77478  
**Date(s):** 5/18-7/6  
**Day(s):** W  
**Time:** 6:30-9:30 pm  
**Sessions:** 8  
**Location:** CYC

### Elements of Plotting

**Hours:** 18  
**Fee:** $119  
**Prerequisites:** The Magic of Character or a work in progress  
**CRN:** 77469  
**Date(s):** 7/13-8/17  
**Day(s):** W  
**Time:** 6:30-9:30 pm  
**Sessions:** 6  
**Location:** CYC

### Writing the Romance/Suspense Novel I

**Hours:** 15  
**Fee:** $99  
**CRN:** 77481  
**Date(s):** 6/8-7/6  
**Day(s):** W  
**Time:** 6:30-9:30 pm  
**Sessions:** 5  
**Location:** CYC

### Planning the Series Novel

**Hours:** 12  
**Fee:** $89  
**CRN:** 77473  
**Date(s):** 6/21-7/12  
**Day(s):** W  
**Time:** 6:30-9:30 pm  
**Sessions:** 4  
**Location:** CYC

### Writing Children’s Books

**Hours:** 8  
**Fee:** $69  
**CRN:** 77480  
**Date(s):** 6/23-7/14  
**Day(s):** Th  
**Time:** 6-8 pm  
**Sessions:** 4  
**Location:** CYC

### The 10 Things Every New Writer Should Know

**Hours:** 12  
**Fee:** $89  
**CRN:** 77477  
**Date(s):** 5/19-6/9  
**Day(s):** Th  
**Time:** 6:30-9:30 pm  
**Sessions:** 4  
**Location:** CYC

### How to Make Your Living as a Writer

**Hours:** 15  
**Fee:** $99  
**CRN:** 77495  
**Date(s):** 8/5-9/9  
**Day(s):** F  
**Time:** 6:30-9:30 pm  
**Sessions:** 5  
**Location:** CYC

#### Class will not meet 8/12

### Formatting for E-book Publication

**Hours:** 8  
**Fee:** $69  
**Prerequisites:** Basic understanding of Microsoft Word  
**CRN:** 77470  
**Date(s):** 6/7-6/21  
**Day(s):** Tu  
**Time:** 6:30-9:10 pm  
**Sessions:** 3  
**Location:** CYC

### Formatting for Print on Demand Publication

**Hours:** 8  
**Fee:** $69  
**Prerequisites:** Basic understanding of Microsoft Word  
**CRN:** 77471  
**Date(s):** 7/5-7/19  
**Day(s):** Tu  
**Time:** 6:30-9:10 pm  
**Sessions:** 3  
**Location:** CYC

### Turn Your Blogging into a Book

**Hours:** 8  
**Fee:** $69  
**Prerequisites:** Basic understanding of Microsoft Word  
**CRN:** 77479  
**Date(s):** 7/6-7/20  
**Day(s):** W  
**Time:** 6:30-9:10 pm  
**Sessions:** 4  
**Location:** CYC

### Social Networking for Writers

**Hours:** 8  
**Fee:** $59  
**CRN:** 77476  
**Date(s):** 6/8-6/29  
**Day(s):** W  
**Time:** 6:30-8:30 pm  
**Sessions:** 4  
**Location:** CYC

### Poetry Writing I

**Hours:** 8  
**Fee:** $59  
**CRN:** 77474  
**Date(s):** 6/8-6/29  
**Day(s):** W  
**Time:** 6:30-8:30 pm  
**Sessions:** 4  
**Location:** CYC

### Poetry Writing II

**Hours:** 8  
**Fee:** $59  
**Prerequisites:** Poetry Writing I  
**CRN:** 77475  
**Date(s):** 7/6-7/27  
**Day(s):** W  
**Time:** 6:30-8:30 pm  
**Sessions:** 4  
**Location:** CYC
## Genealogy

### Genealogy – Getting Started

**Hours:** 15  
**CRN:** 77487  
**Fee:** $89  
**Date(s):** 6/15-7/20  
**Day(s):** W  
**Time:** 6:30-9 pm  
**Sessions:** 6  
**Location:** CYC

### Using Microsoft OneNote for Genealogy

**Hours:** 8  
**CRN:** 77486  
**Fee:** $69  
**Date(s):** 6/4-6/11  
**Day(s):** Sa  
**Time:** 8:30 am-12:30 pm  
**Sessions:** 2  
**Location:** CYC

## Music

### Guitar I

**Hours:** 48  
**CRN:** 77655  
**Fee:** $199  
**Date(s):** 5/24-7/14  
**Day(s):** TuTh  
**Time:** 6:30-9:30 pm  
**Sessions:** 16  
**Location:** CYC

### Screenwriting Fundamentals

**Hours:** 27  
**CRN:** 77484  
**Fee:** $179  
**Date(s):** 6/3-7/29  
**Day(s):** F  
**Time:** 6:30-9:30 pm  
**Sessions:** 9  
**Location:** CYC

## 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.

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

To progress to more advanced courses, students must pass the Basic Food Prep and Sanitation and Safety courses with a grade “C” or better.


## Entertainment Industry

### Shooting Video with Your dSLR

**Hours:** 18  
**CRN:** 75600  
**Fee:** $159  
**Date(s):** 5/24-6/9  
**Day(s):** TuTh  
**Time:** 6:30-9:30 pm  
**Sessions:** 6  
**Location:** CYC

### Screenwriting Fundamentals

**Hours:** 27  
**CRN:** 77484  
**Fee:** $179  
**Date(s):** 6/3-7/29  
**Day(s):** F  
**Time:** 6:30-9:30 pm  
**Sessions:** 9  
**Location:** CYC

### Music Video Production

**Hours:** 30  
**CRN:** 77665  
**Fee:** $159  
**Date(s):** 6/6-7/11  
**Day(s):** MW  
**Time:** 6:30-9:30 pm  
**Sessions:** 10  
**Location:** CYC

### Film Short Writing and Production

**Hours:** 26  
**CRN:** 77483  
**Fee:** $159  
**Date(s):** 6/7-8/2  
**Day(s):** Tu  
**Time:** 6:30-9:30 pm  
**Sessions:** 9  
**Location:** CYC

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

**Hours:** 24  
**CRN:** 77482  
**Fee:** $159  
**Date(s):** 6/7-7/6  
**Day(s):** Tu  
**Time:** 6:30-9:30 pm  
**Sessions:** 8  
**Location:** CYC

### Introduction to Video Editing

**Hours:** 18  
**CRN:** 77604  
**Fee:** $159  
**Date(s):** 6/21-7/7  
**Day(s):** TuTh  
**Time:** 6:30-9:30 pm  
**Sessions:** 6  
**Location:** CYC

### Advanced Video Editing

**Hours:** 18  
**CRN:** 77610  
**Fee:** $179  
**Date(s):** 7/12-7/28  
**Day(s):** TuTh  
**Time:** 6:30-9:30 pm  
**Sessions:** 6  
**Location:** CYC

### Introduction to Adobe AfterEffects

**Hours:** 18  
**CRN:** 77609  
**Fee:** $169  
**Date(s):** 7/11-7/27  
**Day(s):** MW  
**Time:** 6:30-9:30 pm  
**Sessions:** 6  
**Location:** CYC

### Audio Editing and Color Grading

**Hours:** 18  
**CRN:** 77642  
**Fee:** $179  
**Date(s):** 8/9-8/25  
**Day(s):** TuTh  
**Time:** 6:30-9:30 pm  
**Sessions:** 6  
**Location:** CYC

### Online Marketing for Filmmakers

**Hours:** 18  
**CRN:** 77643  
**Fee:** $179  
**Date(s):** 8/9-8/25  
**Day(s):** TuTh  
**Time:** 6:30-9:30 pm  
**Sessions:** 6  
**Location:** CYC

### Event Planning

**Hours:** 40  
**CRN:** 77662  
**Fee:** $995  
**Date(s):** 6/15-8/31  
**Day(s):** W  
**Time:** 6-9:20 pm  
**Sessions:** 12  
**Location:** PRC

---

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


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

Certified Wedding and Event Planner

Hours: 40  Fee: $995
Prerequisites: Familiarity with Microsoft Office Suite and basic computer skills
77254  6/14–8/30  Tu  6–9:20 pm  12  CYC

For more details email CEAdvisor@collin.edu

Home & Garden and Home Décor & Design

You may also be interested in Computer Aided Design and Drafting courses on page 21–22

Decorated Cookies

Hours: 9  Fee: $69
77493  6/6–6/20  M  6–9 pm  3  CYC

Introduction to Fondant

Hours: 9  Fee: $59
Materials Needed: Will discuss in first session
77494  7/11–7/25  M  6–9 pm  3  CYC

Home Landscaping Certificate Series


To be eligible to receive the certificate, students must complete the four courses below:
- Landscaping w/Native and Well-adapted Plants
- Landscape Planning and Design
- Edible Landscapes
- Catching, Conserving and Using Water
- Container Gardening

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

Container Gardening

Hours: 8  Fee: $59
77562  5/2–5/23  M  7–9 pm  4  CYC

Catching, Conserving and Using Water

Hours: 8  Fee: $59
77488  6/6–6/27  M  7–9 pm  4  CYC

Interior Design Concepts Certificate


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
77489  6/4–7/30  Sa  9 am–noon  8  CYC

Accessorize Your Environment

Hours: 18  Fee: $109
Materials Needed: See supply list
77490  6/9–7/14  Th  6:30–9:30 pm  6  CYC

Lighting Concepts I

Hours: 8  Fee: $59
77491  7/26–8/16  Tu  7–9 pm  4  CYC

Color in Interior Design

Hours: 8  Fee: $59
77492  8/6–8/27  Sa  10 am–noon  4  CYC
**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 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: $49  
Materials Needed: Text to be purchased and read prior to class. Students who are late to this class will forfeit their tuition and seat in the class.

<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>75059</td>
<td>5/7</td>
<td>Sa</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>75060</td>
<td>5/20</td>
<td>F</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>75061</td>
<td>5/28</td>
<td>Sa</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77004</td>
<td>6/10</td>
<td>F</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77005</td>
<td>6/25</td>
<td>Sa</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77006</td>
<td>7/8</td>
<td>F</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77007</td>
<td>7/23</td>
<td>Sa</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77008</td>
<td>8/13</td>
<td>Sa</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77009</td>
<td>8/20</td>
<td>Sa</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**BLS for Healthcare Providers – Renewal Course (CPR)**

Hours: 3  Fee: $39  
Materials Needed: Text to be purchased and read prior to class. Must have a current BLS card.

<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>75425</td>
<td>5/28</td>
<td>Sa</td>
<td>2–5 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77010</td>
<td>7/23</td>
<td>Sa</td>
<td>2–5 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**You may also be interested in**

**Workplace Spanish® for Hospitals and Nurses**

Hours: 24  Fee: $129  
Class will not meet 7/3

<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>77256</td>
<td>6/5–7/31</td>
<td>Su</td>
<td>1–4 pm</td>
<td>8</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Accent Modification for Healthcare Professionals**

Hours: 30  Fee: $119

<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>77219</td>
<td>6/7–8/23</td>
<td>Tu</td>
<td>12:30–3 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet May 30, July 4, Aug. 12  

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  SCC–Spring Creek Campus

### ENTRY–LEVEL HEALTHCARE TRAINING

**Health Career Success**

Hours: 24  Fee: $99  
Prerequisites: Typing, basic computer skills and experience with Windows  
Materials Needed: Bring first draft of resume to first class session. This class requires 100% attendance.

<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>77011</td>
<td>6/7–6/23</td>
<td>ToTh</td>
<td>6–10 pm</td>
<td>6</td>
<td>CPC</td>
</tr>
<tr>
<td>77013</td>
<td>6/17–7/22</td>
<td>F</td>
<td>9 am–1 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77014</td>
<td>7/10–8/14</td>
<td>Su</td>
<td>1–5 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77025</td>
<td>7/26–8/11</td>
<td>ToTh</td>
<td>6–10 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77012</td>
<td>8/1–8/17</td>
<td>MW</td>
<td>1–5 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Medical Front Office**

Hours: 60  Fee: $399  
Prerequisites: Basic computer skills and experience with Windows  
Materials Needed: Text

<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>77026</td>
<td>7/1–8/31</td>
<td>This is an Online Course</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

**Course**  
**Open Enrollment**  
**Pre-admission Application Required**

- Clinical Medical Assistant (CMA)*
- Dental Assistant
- Electrocardiography Technician (EKG)
- Health Unit Coordinator
- Medical Billing
- Medical Coding
- Medical Secretary
- Nurse Aide (CNA)*
- Ophthalmic Assistant
- Optician Training
- Pharmacy Technician
- Phlebotomy Technician*
- Physical Therapy Aide
- Veterinary Assistant

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

Course and certificate listings, as well as pre-admission requirements can be found at http://bit.ly/CEhealthcare  
Externships are available for most courses, see page 16.

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)

All information regarding average wages was retrieved from www.onetonline.org “Occupation Search”
Clinical Medical Assistant (CMA) Certificate Series

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 2 schedule options for the CMA training this Summer!

<table>
<thead>
<tr>
<th>5/2-8/19</th>
<th>6/11-10/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF, 9 am–noon</td>
<td>Sat, 9 am–4:30 pm</td>
</tr>
<tr>
<td>$2,000, 134 hours</td>
<td>$2,000, 134 hours</td>
</tr>
<tr>
<td>Courtyard Center</td>
<td>Courtyard Center</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 15
- Health Career Success, 24 hours, $99, pg 10

Other recommended courses are:
- Medical Terminology, 48 hours, $325, pg 15
- Basic Anatomy & Physiology, 48 hours, $325, pg 15
- Healthcare Ethics and HIPAA Compliance, 32 hours, $220, pg 16

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
ATTEND EXTERNSHIP
TAKE CERTIFICATION EXAM
GET A JOB

Complete the Pre-Admission Application and check email for approval to register
Pass Computers in the Medical Office course
Pass Health Career Success course
Pass Clinical Medical Assistant courses
Submit Externship Application
Accept Externship site assignment
Complete Externship hours
Take and pass the National Certification Exam
Receive Certification
Apply for jobs and start career as a CMA!
Health Unit Coordinator

Hours: 128
Fee: $1,199
Prerequisites: Certificates of Completion will be issued for students who complete HUC, Health Career Success, and a HUC externship.
Materials Needed: Text

Pharmacy Technician Certificate Series

The comprehensive 50-hour Pharmacy Technician course will prepare students to enter the retail pharmacy field and to take the Pharmacy Technician Certification Board’s PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Course content includes: medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

Required Course:
- Pharmacy Technician Certification Preparation

Other Recommended Courses:
- Math for Pharmacy Technicians
- Health Career Success, 24 hours, $99, pg 10
- Pharmacy Technician Externship, 120 hours, $349, pg 16

Math for Pharmacy Technicians

Hours: 50
Fee: $69
77426 6/7–6/23 TuTh 6–8 pm 6 CYC
Prerequisites: Certificates of Completion will be issued for students who complete Pharmacy Technician, Health Career Success, and a Pharmacy Tech
Materials Needed: Textbooks are included in the cost of tuition and will be distributed the first class day.

Pharmacy Technician Certification Preparation

Hours: 50
Fee: $1,099
77537 5/14–6/25 Sa 8:30 am–4:30 pm 7 CYC
77427 6/6–7/27 MW 9 am–12:30 pm 15 CYC
77428 6/28–8/16 TuTh 6–9:30 pm 15 SCC
Prerequisites: Certificates of Completion will be issued for students who complete Pharmacy Technician, Health Career Success, and a Pharmacy Tech

Electrocardiography (EKG)

Hours: 50
Fee: $1,099
77431 5/31–7/19 TuTh 6:30–10 pm 15 CPC
77430 7/6–8/8 MWF 1:30–5 pm 15 CYC
Prerequisites: Certificates of Completion will be issued for students who complete EKG, Health Career Success, and an EKG externship.
Materials Needed: Textbooks are included in the cost of tuition and will be distributed the first class day.

Phlebotomy Lab

Hours: 60
Fee: $499
5/3–5/28 TuTh 6–9:30 pm 17 CYC
5/15–6/14 Su 1–5:30 pm 13 CYC
Class will not meet on 7/3
6/7–8/2 TuTh 8:30 am–noon 17 CYC
7/5–8/30 TuTh 6–9:30 pm 17 CYC
Prerequisites: Completed application and formal approval must be obtained prior to enrolling in this course.
Materials Needed: Text, scrubs, close-toed shoes

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. The average wage for a CNA in the Dallas-Plano-Irving Metroplex in 2014 was $11.68 per hour.

Nurse Aide Training

Hours: 60 Classroom + 40 Clinical
Fee: $1,699
Prerequisites: Completed application and formal approval must be obtained prior to enrolling in this course.
Materials Needed: Text and workbook

For Clinical Medical Assistant, Nurse Aide Training, Nursing Refresher or Phlebotomy CRN information, please visit http://bit.ly/CEHealthcare for course information and application forms.
### MEDICAL SECRETARY CERTIFICATE SERIES

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. Median income for medical secretaries in the Dallas-Plano-Irving Metroplex in 2014 was $14.95/hour. 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):

<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>77009</td>
<td>8/20</td>
<td>TuTh</td>
<td>8:30 am–1:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77008</td>
<td>8/13</td>
<td>Sa</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77007</td>
<td>7/23</td>
<td>Sa</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77006</td>
<td>7/8</td>
<td>F</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77005</td>
<td>6/25</td>
<td>Sa</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77004</td>
<td>6/10</td>
<td>F</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77003</td>
<td>5/28</td>
<td>Sa</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77002</td>
<td>5/20</td>
<td>F</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77001</td>
<td>5/7</td>
<td>Sa</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Basic Life Support for Healthcare Providers (CPR)

- **Hours:** 5
- **Fee:** $49
- **Materials Needed:** Text to be purchased and read prior to class. Students who are late to this class will forfeit their tuition and seat in the class.

<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>77509</td>
<td>5/7</td>
<td>Sa</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77506</td>
<td>5/28</td>
<td>Sa</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77505</td>
<td>6/10</td>
<td>F</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77504</td>
<td>5/20</td>
<td>F</td>
<td>8:30 am–1:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Health Career Success

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

<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>77011</td>
<td>6/7–6/23</td>
<td>TuTh</td>
<td>6–10 pm</td>
<td>6</td>
<td>CPC</td>
</tr>
<tr>
<td>77013</td>
<td>6/17–7/22</td>
<td>F</td>
<td>9 am–1 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77014</td>
<td>7/10–8/14</td>
<td>Su</td>
<td>1–5 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77025</td>
<td>7/26–8/11</td>
<td>TuTh</td>
<td>6–10 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77012</td>
<td>8/1–8/22</td>
<td>MW</td>
<td>1–5 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Healthcare Ethics & HIPAA Compliance

- **Hours:** 32
- **Fee:** $220

<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>77034</td>
<td>7/5–8/9</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>11</td>
<td>CYC</td>
</tr>
<tr>
<td>77424</td>
<td>7/5–8/2</td>
<td>TuTh</td>
<td>6–9:30 pm</td>
<td>9</td>
<td>SCC</td>
</tr>
<tr>
<td>77035</td>
<td>7/6–8/17</td>
<td>This is an Online Course</td>
<td></td>
<td>CYC</td>
<td></td>
</tr>
</tbody>
</table>

#### Medical Front Office

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

<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>77026</td>
<td>7/1–8/31</td>
<td>This is an Online Course</td>
<td></td>
<td>CYC</td>
<td></td>
</tr>
</tbody>
</table>

#### Administrative Office Procedures

- **Hours:** 12
- **Fee:** $85

<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>77390</td>
<td>6/20–6/29</td>
<td>MW</td>
<td>9 am–noon</td>
<td>4</td>
<td>CYC</td>
</tr>
<tr>
<td>77394</td>
<td>7/12–7/21</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Basic Bookkeeping

- **Hours:** 9
- **Fee:** $69

<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>77091</td>
<td>6/21–6/28</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>3</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Introduction to Operations Management

Introduction to Operations Management will not be available this summer – look for it to return during the fall semester.

#### Microsoft Excel I

- **Hours:** 18
- **Fee:** $129

<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>77516</td>
<td>6/1–6/13</td>
<td>MWF</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77620</td>
<td>6/1–6/20</td>
<td>MW</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CHEC</td>
</tr>
<tr>
<td>77438</td>
<td>6/7–6/23</td>
<td>TuTh</td>
<td>1–4 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77365</td>
<td>7/25–8/29</td>
<td>M</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77343</td>
<td>8/9–8/25</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Microsoft Word I

- **Hours:** 18
- **Fee:** $129

<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>77501</td>
<td>6/7–6/21</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>77509</td>
<td>7/12–7/26</td>
<td>TuTh</td>
<td>1–4 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Microsoft Outlook I

- **Hours:** 15
- **Fee:** $119

<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>77501</td>
<td>6/7–6/21</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>77509</td>
<td>7/12–7/26</td>
<td>TuTh</td>
<td>1–4 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Medical Secretary Externship

- **Hours:** 120
- **Fee:** $239

<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>77502</td>
<td>6/7–6/21</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77503</td>
<td>6/17–7/22</td>
<td>TuTh</td>
<td>1–4 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77504</td>
<td>7/25–8/29</td>
<td>M</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77505</td>
<td>8/9–8/25</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

#### Other Recommended Courses:

- Medical Terminology, 48 hours, $325, pg 15
- Anatomy and Physiology, 48 hours, $325, pg 15
- Medical Billing and Reimbursement, 48 hours, $325, pg 16
- Medical Secretary Externship, 120 hours, $239, pg 16

#### Student Success Tip #3

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.

Find us on Facebook

www.facebook.com/CEHealthSciences

www.facebook.com/CEHealthSciences
Call for Clinical Sites

Want to be a positive influence on the future of healthcare? Then pay it forward…

Consider becoming a clinical partner and host students seeking externship hours.

Great clinical sites partnered with Collin College is a recipe for student success. We have students seeking externships in: Clinical Medical Assistant; Phlebotomy Technician; Medical Billing / Coding / Secretary; Health Unit Coordinator and Veterinary Assistant-Level 1. Fill out an application today!

http://www.collin.edu/ce/courses/clinical_sites.html

Bring your completed crossword puzzle to the Health Sciences office and receive a free gift!

Courtyard Center
4800 Preston Park Blvd., Suite 425
Plano, TX 75093

If you get stuck on one, please ask us!

Down:
1. a device that records the electrical activity of the heart
2. the art and science of preparing and dispensing drugs and medicines
3. professional guidance in resolving personal conflicts and emotional problems
4. relating to the medical treatment of animals
5. the attainment of wealth, positions, or honors
6. document that details a person’s work, education, and skills
7. Dr. ___ is the Director of CE Health Sciences

Across:
1. Electronic Medical Records
2. the act of drawing blood from a vein
3. an official document indicating completion of a series of courses
4. Ms. ___ is the Externship coordinator in CE Health Sciences
5. a teacher responsible for advising students on academic matters
6. the science dealing with the structure of animals
7. ___ College is the best!
8. the mascot of Collin College
9. course that includes an on-site learning experience
10. document that gives a course outline and description
### 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 16 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


**Other Recommended Courses:**
- Medical Billing Externship, 120 hours, $239, pg 16
- Introduction to Medical Coding, 48 hours, $325, pg 15

### 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 16 for details.

**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 10
- Medical Coding Externship, 160 hours, $239, pg 16
- Medical Billing and Reimbursement, 48 hours, $325, pg 16

### FAST TRACK SCHEDULE OPTION

The Medical Billing Certificate is now available at the Spring Creek Campus as a Fast track option. All courses meet in the evenings, and are scheduled to allow students to complete the Series in 13 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 summer!

<table>
<thead>
<tr>
<th>Course name</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Tuition</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers in the Medical Office</td>
<td>MW</td>
<td>5/16-6/15</td>
<td>6-9:30pm</td>
<td>$220</td>
<td>75535</td>
</tr>
<tr>
<td>Medical Billing and Reimbursement</td>
<td>TuTh</td>
<td>5/17-6/30</td>
<td>6-9:30pm</td>
<td>$325</td>
<td>75536</td>
</tr>
<tr>
<td>Electronic Health Records</td>
<td>F</td>
<td>5/20-7/15</td>
<td>6-9:30pm</td>
<td>$220</td>
<td>77423</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>MW</td>
<td>6/20-8/8</td>
<td>6-9:30pm</td>
<td>$325</td>
<td>77422</td>
</tr>
<tr>
<td>Healthcare Ethics and HIPAA Compliance</td>
<td>TuTh</td>
<td>7/5-8/2</td>
<td>6-9:30pm</td>
<td>$220</td>
<td>77424</td>
</tr>
<tr>
<td>Health Career Success</td>
<td>F</td>
<td>7/22,7/29,8/5</td>
<td>8/4,8/11</td>
<td>8/9</td>
<td>W 8/10</td>
</tr>
</tbody>
</table>


### 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

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

All information regarding average wages was retrieved from [www.onetonline.org “Occupation Search”](http://www.onetonline.org “Occupation Search”)

---

### Other Recommended Courses:

- Medical Billing Externship, 120 hours, $239, pg 16
- Introduction to Medical Coding, 48 hours, $325, pg 15

### Medical Terminology

Hours: 48 Fee: $325

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dates</th>
<th>Time</th>
<th>Sessions</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75426</td>
<td>5/11-6/29</td>
<td>9 am-12:30 pm</td>
<td>14 CYC</td>
<td>CYC</td>
</tr>
<tr>
<td>75427</td>
<td>5/11-6/29</td>
<td>This is an Online Course</td>
<td>14 SCC</td>
<td>SCC</td>
</tr>
</tbody>
</table>

### Basic Anatomy & Physiology

Hours: 48 Fee: $325

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dates</th>
<th>Time</th>
<th>Sessions</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75429</td>
<td>5/11-6/29</td>
<td>This is an Online Course</td>
<td>14 CYC</td>
<td>CYC</td>
</tr>
<tr>
<td>75428</td>
<td>5/12-6/28</td>
<td>9 am-12:30 pm</td>
<td>14 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Pathophysiology

Hours: 48 Fee: $325

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dates</th>
<th>Time</th>
<th>Sessions</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>77027</td>
<td>7/6-8/22</td>
<td>9 am-12:30 pm</td>
<td>14 CYC</td>
<td>CYC</td>
</tr>
<tr>
<td>77028</td>
<td>7/6-8/26</td>
<td>This is an Online Course</td>
<td>14 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Introduction to Medical Coding

Hours: 48 Fee: $325

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dates</th>
<th>Time</th>
<th>Sessions</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>77029</td>
<td>6/30-8/16</td>
<td>9 am-12:30 pm</td>
<td>14 CYC</td>
<td>CYC</td>
</tr>
<tr>
<td>77030</td>
<td>7/6-8/26</td>
<td>This is an Online Course</td>
<td>14 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Computers in the Medical Office

Hours: 32 Fee: $220

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dates</th>
<th>Time</th>
<th>Sessions</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75430</td>
<td>5/5-6/9</td>
<td>9 am-noon</td>
<td>11 CYC</td>
<td>CYC</td>
</tr>
<tr>
<td>75453</td>
<td>5/11-6/17</td>
<td>This is an Online Course</td>
<td>9 SCC</td>
<td>SCC</td>
</tr>
<tr>
<td>75535</td>
<td>5/16-6/15</td>
<td>6-9:30 pm</td>
<td>9 SCC</td>
<td>SCC</td>
</tr>
<tr>
<td>77032</td>
<td>7/6-8/17</td>
<td>This is an Online Course</td>
<td>11 CYC</td>
<td>CYC</td>
</tr>
<tr>
<td>77031</td>
<td>7/7-8/11</td>
<td>9 am-noon</td>
<td>11 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>
Industry Recognized Certification

Medical Coding I
Hours: 48
Fee: $399
Prerequisites: Introduction to Medical Coding, Pathophysiology
Materials Needed: Text
75431 5/2–6/20 MW 9 am–12:30 pm 14 CYC

Medical Coding II
Hours: 48
Fee: $399
Prerequisites: Medical Coding I
Materials Needed: Text
77033 6/22–8/10 MW 9 am–12:30 pm 14 CYC

Medical Coding I and II–Online
Hours: 96
Fee: $798
Prerequisites: Introduction to Medical Coding, Pathophysiology
Materials Needed: Text and online access code
75432 5/4–8/12 This is an Online Course

Healthcare Ethics & HIPAA Compliance
Hours: 32
Fee: $220
Materials Needed: Text
77034 7/5–8/9 TuTh 9 am–noon 11 CYC
77424 7/5–8/2 TuTh 6–9:30 pm 9 SCC
77035 7/6–8/17 This is an Online Course

Electronic Health Records
Hours: 32
Fee: $220
Prerequisites: Typing, basic computer skills and experience with Windows.
Materials Needed: Text
75434 5/11–6/17 This is an Online Course
77423 5/20–7/15 F 6–9:30 pm 9 SCC

Medical Billing & Reimbursement
Hours: 48
Fee: $325
Materials Needed: Text
75433 5/8–7/31 Su 1–5 pm 12 CYC
Class will not meet on 7/3
75536 5/17–6/30 TuTh 6–9:30 pm 14 SCC
77036 7/6–8/26 This is an Online Course

Medical Front Office
Hours: 48
Fee: $399
Materials Needed: Text
77439 6/2–7/28 TuTh 6–9:30 pm 17 PRC

Other Recommended Courses:
• Medical Terminology, 48 hours, $325, pg 15
• Anatomy and Physiology, 48 hours, $325, pg 15
• Healthcare Ethics and HIPAA Compliance, 32 hours, $220, pg 16
• Health Career Success, 24 hours, $99, pg 10

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

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. The average wage for a Veterinary Assistant in the Dallas-Plano-Irving Metroplex in 2014 was $11.15 per hour.

TIP: Busy practices choose to hire individuals with training vs. those with no training.

What students are saying...
“Wonderful teachers give real experience with what we are talking about.”
“I very much enjoyed this class. The instructors were positive and very helpful.”

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

Orientation to Veterinary Medicine
Hours: 12
Fee: $89
Materials Needed: Text
77652 6/13–6/22 MW 6–9 pm 4 CHEC

Introduction to Veterinary Technology
Hours: 82
Fee: $499
Prerequisites: Orientation to Veterinary Medicine
Materials Needed: Text
77653 6/27–9/19 MW 6–9 pm 23 CHEC
14 hours of this course will be at scheduled field trips.

Practicum–Veterinary Assistant
Hours: 500
Fee: $750
Prerequisites: Co-Requirement: Orientation to Veterinary Medicine, Introduction to Veterinary Technology, and Health Career Success
Materials Needed: Text
77654 To be arranged with instructors

Other Recommended Courses:
• Computers in the Medical Office, 32 hours, $220, pg 15
• Medical Front Office, 60 hours, $399, pg 10

Externship Opportunities
Participating 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 Career Success, pg 10 is a prerequisite for most externships. Externships are available for most healthcare courses including:

• Clinical Medical Assistant | required for certification | 160 hours | $500
• 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


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

All information regarding average wages was retrieved from www.onetonline.org “Occupation Search”
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 TX 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
Prerequisites: Completed application and formal approval must be obtained prior to enrolling in this course.
Materials Needed: Text
5/9–7/29 This is an Online Course

Clinical-Nursing Refresher

Hours: 80
Prerequisites: Admissions application and Nursing Refresher course
6/15–8/19 To be arranged by instructor

Other Recommended Courses:
Healthcare Ethics and HIPAA Compliance, 32 hours, $220, pg 16

What is a Healthcare Clinical Externship 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 BFW 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've 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 all 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
## Computer Education

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>
</tr>
</thead>
<tbody>
<tr>
<td>Discovering Digital Media – iTunes to Podcasts</td>
<td>75588</td>
<td>5/17–5/26</td>
<td>TuTh</td>
<td>2:30–4 pm</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Windows 10</td>
<td>77497</td>
<td>5/31–6/9</td>
<td>TuTh</td>
<td>2:30–4 pm</td>
<td>4</td>
</tr>
<tr>
<td>iPhone</td>
<td>77599</td>
<td>6/3–6/24</td>
<td>F</td>
<td>2:30–4 pm</td>
<td>2</td>
</tr>
<tr>
<td>iPad</td>
<td>77600</td>
<td>6/3–6/24</td>
<td>F</td>
<td>2:30–4 pm</td>
<td>4</td>
</tr>
<tr>
<td>Computers for the Absolute Beginner I</td>
<td>77601</td>
<td>6/6–6/15</td>
<td>MW</td>
<td>12:30–2 pm</td>
<td>2</td>
</tr>
<tr>
<td>Android Phone and Tablet</td>
<td>77517</td>
<td>6/6–6/27</td>
<td>M</td>
<td>2:30–4 pm</td>
<td>4</td>
</tr>
<tr>
<td>Discovering the Internet</td>
<td>77520</td>
<td>6/20–6/22</td>
<td>MW</td>
<td>12:30–2 pm</td>
<td>2</td>
</tr>
<tr>
<td>E-mail Basics</td>
<td>77563</td>
<td>6/20–6/22</td>
<td>MW</td>
<td>12:30–2 pm</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to eReaders</td>
<td>77564</td>
<td>6/21–6/23</td>
<td>TuTh</td>
<td>12:30–2 pm</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Windows 10</td>
<td>77379</td>
<td>6/21–6/30</td>
<td>TuTh</td>
<td>2:30–4 pm</td>
<td>4</td>
</tr>
<tr>
<td>Social Networking Website Basics</td>
<td>77572</td>
<td>7/11–7/13</td>
<td>MW</td>
<td>12:30–2 pm</td>
<td>2</td>
</tr>
<tr>
<td>Creating Your Own Blog</td>
<td>77573</td>
<td>7/11–7/13</td>
<td>MW</td>
<td>2:30–4 pm</td>
<td>2</td>
</tr>
<tr>
<td>Searching the Internet</td>
<td>77576</td>
<td>7/12–7/14</td>
<td>TuTh</td>
<td>12:30–2 pm</td>
<td>2</td>
</tr>
<tr>
<td>Google Apps for Business</td>
<td>77611</td>
<td>7/15–8/5</td>
<td>F</td>
<td>12:30–2 pm</td>
<td>4</td>
</tr>
<tr>
<td>Mac iWork Applications</td>
<td>77612</td>
<td>7/15–8/5</td>
<td>F</td>
<td>2:30–4 pm</td>
<td>4</td>
</tr>
<tr>
<td>Computers for the Absolute Beginner II</td>
<td>77580</td>
<td>7/18–7/27</td>
<td>MW</td>
<td>12:30–2 pm</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Microsoft Word</td>
<td>77587</td>
<td>7/19–7/28</td>
<td>TuTh</td>
<td>12:30–2 pm</td>
<td>4</td>
</tr>
<tr>
<td>Protecting Online Privacy</td>
<td>77579</td>
<td>8/1–8/15</td>
<td>M</td>
<td>2:30–4 pm</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Microsoft Excel</td>
<td>77580</td>
<td>8/15–8/24</td>
<td>MW</td>
<td>12:30–2 pm</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Microsoft PowerPoint</td>
<td>77592</td>
<td>8/15–8/24</td>
<td>MW</td>
<td>2:30–4 pm</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Mac OS X</td>
<td>77583</td>
<td>8/16–8/25</td>
<td>TuTh</td>
<td>2:30–4 pm</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Introductory Digital Photography

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Dates</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Photography – Framing the Shot</td>
<td>75587</td>
<td>5/17–5/26</td>
<td>TuTh</td>
<td>12:30–2 pm</td>
<td>4</td>
</tr>
<tr>
<td>Editing Digital Photos with Photoshop Elements</td>
<td>77551</td>
<td>5/31–6/9</td>
<td>TuTh</td>
<td>12:30–2 pm</td>
<td>4</td>
</tr>
<tr>
<td>Digital Photography – Megapixels Explained</td>
<td>77552</td>
<td>6/6–6/8</td>
<td>MW</td>
<td>12:30–2 pm</td>
<td>2</td>
</tr>
<tr>
<td>Face-lifts with Photoshop Elements</td>
<td>77560</td>
<td>6/14–6/16</td>
<td>TuTh</td>
<td>12:30–2 pm</td>
<td>2</td>
</tr>
<tr>
<td>Organizing Digital Photos with Photoshop Elements</td>
<td>77561</td>
<td>6/14–6/16</td>
<td>TuTh</td>
<td>2:30–4 pm</td>
<td>4</td>
</tr>
<tr>
<td>Digital Photography – Sharing Your Photos</td>
<td>77583</td>
<td>7/19–7/28</td>
<td>TuTh</td>
<td>12:30–2 pm</td>
<td>4</td>
</tr>
</tbody>
</table>

### Weekend Warrior Series

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

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

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Dates</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTML</td>
<td>75514</td>
<td>6/21–5/22</td>
<td>Su</td>
<td>9 am–noon</td>
<td>1</td>
</tr>
<tr>
<td>PERL</td>
<td>75464</td>
<td>6/21–5/22</td>
<td>Su</td>
<td>1–4 pm</td>
<td>1</td>
</tr>
<tr>
<td>Excel Programming</td>
<td>75527</td>
<td>5/21–5/22</td>
<td>Su</td>
<td>9 am–noon</td>
<td>1</td>
</tr>
<tr>
<td>Windows 10</td>
<td>77504</td>
<td>6/25–6/26</td>
<td>Su</td>
<td>1–4 pm</td>
<td>1</td>
</tr>
<tr>
<td>Microsoft Project</td>
<td>77318</td>
<td>8/6–8/7</td>
<td>Su</td>
<td>9 am–noon</td>
<td>1</td>
</tr>
<tr>
<td>Microsoft Word</td>
<td>77322</td>
<td>8/20–8/21</td>
<td>Su</td>
<td>1–4 pm</td>
<td>1</td>
</tr>
<tr>
<td>Crystal Reports, Basic</td>
<td>77168</td>
<td>8/20–8/21</td>
<td>Su</td>
<td>1–4 pm</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Personal Computers</td>
<td>77346</td>
<td>8/20–8/21</td>
<td>Su</td>
<td>1–4 pm</td>
<td>1</td>
</tr>
<tr>
<td>Microsoft Excel I</td>
<td>77324</td>
<td>8/27–8/28</td>
<td>Su</td>
<td>1–4 pm</td>
<td>1</td>
</tr>
</tbody>
</table>

### Workshops

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

- **Fee:** $39 for 1-session courses
- **Location:** Courtyard Center

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>LinkedIn - Basics</td>
<td>75548</td>
<td>5/18</td>
<td>W</td>
<td>9 am–noon</td>
<td>1</td>
</tr>
<tr>
<td>LinkedIn - Advanced</td>
<td>75567</td>
<td>5/25</td>
<td>W</td>
<td>9 am–noon</td>
<td>1</td>
</tr>
<tr>
<td>Apple iCloud - Basics</td>
<td>77502</td>
<td>6/8</td>
<td>W</td>
<td>9 am–noon</td>
<td>1</td>
</tr>
<tr>
<td>Managing Collected</td>
<td>77571</td>
<td>7/10</td>
<td>Su</td>
<td>1–4 pm</td>
<td>1</td>
</tr>
<tr>
<td>Photo Images (hands on)</td>
<td>77570</td>
<td>7/9</td>
<td>Sa</td>
<td>1–4 pm</td>
<td>1</td>
</tr>
<tr>
<td>Quick Edits Using</td>
<td>77579</td>
<td>7/16</td>
<td>Sa</td>
<td>1–4 pm</td>
<td>1</td>
</tr>
</tbody>
</table>
**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)

<table>
<thead>
<tr>
<th>Course Name</th>
<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>Windows 10</td>
<td>75522</td>
<td>5/27</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>7</td>
<td>CYC</td>
</tr>
<tr>
<td>Basic Access</td>
<td>77332</td>
<td>6/10</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>Intermediate Access</td>
<td>77341</td>
<td>7/29</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Advanced Access</td>
<td>77345</td>
<td>8/19</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>Basic Excel</td>
<td>75544</td>
<td>5/20</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>7</td>
<td>CYC</td>
</tr>
<tr>
<td>Intermediate Excel</td>
<td>77321</td>
<td>8/19</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>Advanced Excel</td>
<td>77323</td>
<td>8/26</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>MS Excel PivotTable Skills - Basic</td>
<td>77507</td>
<td>7/13</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>7</td>
<td>CYC</td>
</tr>
<tr>
<td>MS Excel PivotTable Skills - Advanced</td>
<td>77511</td>
<td>7/16</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>MS Excel Formula and Function Skills</td>
<td>77161</td>
<td>7/15</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>MS Excel Macro Skills</td>
<td>77162</td>
<td>8/19</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Data Visualization with Tableau</td>
<td>77166</td>
<td>8/13</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Basic PowerPoint</td>
<td>77155</td>
<td>6/17</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Intermediate PowerPoint</td>
<td>77406</td>
<td>8/19</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Advanced PowerPoint</td>
<td>77409</td>
<td>8/19</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Basic Word</td>
<td>75479</td>
<td>5/20</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Intermediate Word</td>
<td>77340</td>
<td>7/15</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Advanced Word</td>
<td>77167</td>
<td>8/19</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Outlook</td>
<td>77505</td>
<td>7/1</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Visio</td>
<td>77159</td>
<td>7/8</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Social Networking</td>
<td>77368</td>
<td>8/6</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Digital Photography Fundamentals</td>
<td>77358</td>
<td>6/25</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>iPad</td>
<td>77363</td>
<td>7/15</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Cascading Style Sheets</td>
<td>77372</td>
<td>6/3</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Operating Systems**

<table>
<thead>
<tr>
<th>Course Name</th>
<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>Windows 10 – Beginner</td>
<td>77328</td>
<td>5/25–6/8</td>
<td>WF</td>
<td>1–4 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>Windows 10 – Intermediate</td>
<td>77349</td>
<td>6/6–7/11</td>
<td>M</td>
<td>6:30–9:30 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>Windows 10</td>
<td>77307</td>
<td>6/14–6/28</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>Windows 10</td>
<td>77404</td>
<td>7/16–8/13</td>
<td>Sa</td>
<td>9 am–noon</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>Windows 10 – Beginner</td>
<td>77546</td>
<td>5/10–5/26</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Windows 10 – Intermediate</td>
<td>77331</td>
<td>6/7–6/23</td>
<td>TuTh</td>
<td>1–4 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Windows 10</td>
<td>77362</td>
<td>7/12–7/28</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>Windows 10</td>
<td>7714</td>
<td>8/15–8/31</td>
<td>MW</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**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 28.**

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

**Computer Keyboarding**

Hours: 21  
Fee: $119

Materials Needed: Text and USB flash drive — any capacity

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>75508</td>
<td>5/9–5/23</td>
<td>MWF</td>
<td>9 am–noon</td>
<td>7</td>
</tr>
<tr>
<td>77089</td>
<td>5/21–7/2</td>
<td>Sa</td>
<td>9 am–noon</td>
<td>7</td>
</tr>
<tr>
<td>77621</td>
<td>6/8–6/29</td>
<td>WF</td>
<td>9 am–noon</td>
<td>7</td>
</tr>
</tbody>
</table>

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

#### Microsoft Office System

<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>77326</td>
<td>5/17-6/9</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>8</td>
<td>CYC</td>
</tr>
<tr>
<td>77156</td>
<td>6/20-7/18</td>
<td>MW</td>
<td>9 am–noon</td>
<td>8</td>
<td>CYC</td>
</tr>
<tr>
<td>77359</td>
<td>7/5-8/23</td>
<td>Tu</td>
<td>6:30–9:30 pm</td>
<td>8</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Microsoft Excel I

<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>77516</td>
<td>6/1–6/13</td>
<td>MWF</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77620</td>
<td>6/1–6/20</td>
<td>MW</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CHEC</td>
</tr>
<tr>
<td>77438</td>
<td>6/7–6/23</td>
<td>TuTh</td>
<td>1–4 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77365</td>
<td>7/25–8/29</td>
<td>M</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77343</td>
<td>8/9–8/25</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Microsoft Excel II

<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>77518</td>
<td>6/15–6/27</td>
<td>MWF</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77623</td>
<td>6/22–7/13</td>
<td>MW</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CHEC</td>
</tr>
<tr>
<td>77164</td>
<td>8/9–8/25</td>
<td>TuTh</td>
<td>1–4 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Microsoft Excel III

<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>77542</td>
<td>5/17–6/2</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77625</td>
<td>7/18–8/3</td>
<td>MW</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CHEC</td>
</tr>
</tbody>
</table>

#### Microsoft Word I

<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>77571</td>
<td>5/10–5/26</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77543</td>
<td>5/17–6/2</td>
<td>TuTh</td>
<td>1–4 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77444</td>
<td>7/11–7/27</td>
<td>MW</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Microsoft Word II

<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>77517</td>
<td>6/2–6/21</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77448</td>
<td>8/8–8/24</td>
<td>MW</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77344</td>
<td>8/9–8/25</td>
<td>TuTh</td>
<td>1–4 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Microsoft PowerPoint I

<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>77399</td>
<td>6/4–7/2</td>
<td>Sa</td>
<td>1–4 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>77153</td>
<td>6/7–6/21</td>
<td>TuTh</td>
<td>1–4 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>77440</td>
<td>6/28–7/12</td>
<td>TuTh</td>
<td>1–4 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Microsoft Access I

<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>77619</td>
<td>5/24–6/9</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CHEC</td>
</tr>
<tr>
<td>77302</td>
<td>6/1–6/13</td>
<td>MWF</td>
<td>1–4 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77520</td>
<td>6/23–7/12</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77522</td>
<td>7/6–7/18</td>
<td>MWF</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Microsoft Access II

<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>77622</td>
<td>6/14–6/30</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CHEC</td>
</tr>
<tr>
<td>77523</td>
<td>7/14–8/2</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77528</td>
<td>8/8–8/24</td>
<td>MW</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Microsoft Access III

<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>77529</td>
<td>8/9–8/25</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
</tbody>
</table>

#### Microsoft Outlook I

<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>77501</td>
<td>6/7–6/21</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>5</td>
<td>CYC</td>
</tr>
<tr>
<td>77509</td>
<td>7/12–7/26</td>
<td>TuTh</td>
<td>1–4 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Administrative Assistant Certificate Series

If you are taking more than one of the Microsoft Office level I courses, you may be interested in the Administrative Assistant Certificate Series on page 32 or the Medical Secretary Certificate Series on page 13.

---

For CE advising, please email CEAdvisor@collin.edu.
### BUSINESS APPLICATIONS

#### SAS Programming Fundamentals
- **Hours:** 28  
- **Fee:** $439  
- **Prerequisites:** Beginning Programming I, or equivalent programming experience  
- **CRN:** 77628  
- **Date(s):** 6/4–6/25  
- **Day(s):** Sa  
- **Time:** 9 am–5 pm  
- **Sessions:** 4  
- **Location:** CYC

#### SAS Intermediate Programming: SQL Procedure
- **Hours:** 14  
- **Fee:** $229  
- **Prerequisites:** SAS Programming Fundamentals, or equivalent experience  
- **CRN:** 77640  
- **Date(s):** 7/30–8/6  
- **Day(s):** Sa  
- **Time:** 9 am–5 pm  
- **Sessions:** 2  
- **Location:** CYC

#### SAS Intermediate Programming: Macro Facility
- **Hours:** 14  
- **Fee:** $229  
- **Prerequisites:** SAS Programming Fundamentals, or equivalent experience  
- **CRN:** 77645  
- **Date(s):** 8/20–8/27  
- **Day(s):** Sa  
- **Time:** 9 am–5 pm  
- **Sessions:** 2  
- **Location:** CYC

#### Access VBA I
- **Hours:** 18  
- **Fee:** $159  
- **Prerequisites:** Access III  
- **Materials Needed:** Text  
- **CRN:** 75547  
- **Date(s):** 5/11–5/27  
- **Day(s):** 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:** 77058  
- **Date(s):** 6/4–7/9  
- **Day(s):** 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:** 77446  
- **Date(s):** 7/15–8/26  
- **Day(s):** F  
- **Time:** 6:30–9:30 pm  
- **Sessions:** 6  
- **Location:** CYC

#### Database Fundamentals
- **Hours:** 18  
- **Fee:** $159  
- **Materials Needed:** Text  
- **CRN:** 77366  
- **Date(s):** 7/27–8/31  
- **Day(s):** W  
- **Time:** 6:30–9:30 pm  
- **Sessions:** 6  
- **Location:** CYC

#### Excel VBA I
- **Hours:** 24  
- **Fee:** $289  
- **Prerequisites:** MS Excel III or equivalent experience  
- **Materials Needed:** Text  
- **CRN:** 77500  
- **Date(s):** 6/6–6/29  
- **Day(s):** 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:** 77506  
- **Date(s):** 7/5–7/28  
- **Day(s):** TuTh  
- **Time:** 6:30–9:30 pm  
- **Sessions:** 8  
- **Location:** CYC

---

QuickBooks courses are listed on page 36

### ENTERPRISE COMPUTING

#### SAP Overview
- **Hours:** 24  
- **Fee:** $489  
- **Prerequisites:** Basic knowledge of the SAP system  
- **CRN:** 77355  
- **Date(s):** 6/4–6/18  
- **Day(s):** 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:** 77636  
- **Date(s):** 7/16–7/30  
- **Day(s):** 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:** 77364  
- **Date(s):** 7/16–7/30  
- **Day(s):** 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:** 77369  
- **Date(s):** 8/13–8/27  
- **Day(s):** 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:** 77644  
- **Date(s):** 8/13–8/27  
- **Day(s):** Sa  
- **Time:** 8 am–5 pm  
- **Sessions:** 3  
- **Location:** CYC

### COMPUTER AIDED DESIGN AND DRAFTING

#### AutoCAD – Fundamentals
- **Hours:** 24  
- **Fee:** $529  
- **Prerequisites:** Basic familiarity with Windows-based programs  
- **CRN:** 75570  
- **Date(s):** 5/9–5/13  
- **Day(s):** MWF  
- **Time:** 8 am–5 pm  
- **Sessions:** 3  
- **Location:** CYC

- **CRN:** 77525  
- **Date(s):** 7/25–7/29  
- **Day(s):** MWF  
- **Time:** 8 am–5 pm  
- **Sessions:** 3  
- **Location:** CYC

---

**QuickBooks courses are listed on page 36**
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

77527  5/1-6/18  MWF  9 am-4 pm  6  CYC

Revit Architecture - Essentials
Hours: 24  Fee: $359
Prerequisites: Familiarity with Windows XP

77526  5/10-6/2  TuTh  6:30-9:30 pm  8  CYC

Revit Architecture - Advanced
Hours: 18  Fee: $319
Prerequisites: Revit Architecture - Essentials
Materials Needed: Text

77374  6/7-6/23  TuTh  6:30-9:30 pm  6  CYC

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 Business
- Amplify Reach across Multiple Social Networks
- Internet Marketing Using Targeted Content
- Internet Marketing Using YouTube
- How to Start a Business Using eBay I (pg. 36)
- 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.

Adobe Muse CC
Hours: 18  Fee: $169
Prerequisites: Familiarity with computer operating system.
Materials Needed: Text

77553  6/6-6/17  MWF  6:30-9:30 pm  6  CYC

WordPress – Basic
Hours: 18  Fee: $169
Prerequisites: Familiarity with the Internet
Materials Needed: Text

77325  5/16-6/27  M  6:30-9:30 pm  6  CYC
75478  5/17-6/2  TuTh  9 am-noon  6  CYC
77338  7/11-7/27  MW  9 am-noon  6  CYC

WordPress – Advanced
Hours: 18  Fee: $169
Prerequisites: WordPress – Basic or equivalent experience
Materials Needed: Text

77152  6/7-6/23  TuTh  9 am-noon  6  CYC
77339  7/11-8/15  M  6:30-9:30 pm  6  CYC

Joomla! Website Development
Hours: 24  Fee: $219
Prerequisites: Familiarity with the Internet.
Materials Needed: Text

75521  5/13-7/1  F  6:30-9:30 pm  8  CYC
<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Location</th>
<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>77060</td>
<td>6/6-6/27</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
<td>77649</td>
<td>7/30</td>
<td>Sa</td>
<td>8 am–5 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77061</td>
<td>6/29-7/20</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
<td>77064</td>
<td>7/25-8/10</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77064</td>
<td>7/25-8/10</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>77389</td>
<td>8/6-8/20</td>
<td>Sa</td>
<td>8 am–5 pm</td>
<td>3</td>
<td>CYC</td>
<td>77305</td>
<td>6/6-6/22</td>
<td>MWF</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77305</td>
<td>6/6-6/22</td>
<td>MWF</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
<td>77063</td>
<td>7/16-8/20</td>
<td>Sa</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>77344</td>
<td>6/28-7/14</td>
<td>TuTh</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
<td>77312</td>
<td>7/11-7/25</td>
<td>MWF</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77312</td>
<td>7/11-7/25</td>
<td>MWF</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>77157</td>
<td>6/23-7/28</td>
<td>Th</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
<td>77160</td>
<td>6/6-6/22</td>
<td>MWF</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77160</td>
<td>6/6-6/22</td>
<td>MWF</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>75593</td>
<td>5/12-6/16</td>
<td>Th</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>75593</td>
<td>5/12-6/16</td>
<td>Th</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
<td>75594</td>
<td>5/12-6/16</td>
<td>Th</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>75594</td>
<td>5/12-6/16</td>
<td>Th</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CYC</td>
<td>75590</td>
<td>5/9-6/6</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>8</td>
<td>CYC</td>
</tr>
<tr>
<td>75590</td>
<td>5/9-6/6</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>8</td>
<td>CYC</td>
<td>75594</td>
<td>6/7-6/30</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>8</td>
<td>CYC</td>
</tr>
<tr>
<td>75594</td>
<td>6/7-6/30</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>8</td>
<td>CYC</td>
<td>75591</td>
<td>5/9-6/6</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>8</td>
<td>CYC</td>
</tr>
<tr>
<td>75591</td>
<td>5/9-6/6</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>8</td>
<td>CYC</td>
<td>75595</td>
<td>6/7-6/30</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>8</td>
<td>CYC</td>
</tr>
<tr>
<td>75595</td>
<td>6/7-6/30</td>
<td>TuTh</td>
<td>9 am–noon</td>
<td>8</td>
<td>CYC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You may also be interested in Marketing courses found on page 36.

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

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

LinkedIn Strategies for Businesses
Hours: 8
Fee: $119
Prerequisites: Social Media Marketing Technologies – Basic, or experience with using LinkedIn
77649 7/30 Sa 8 am–5 pm 1 CYC

Facebook Blueprint
Hours: 12
Fee: $149
Prerequisites: WordPress Basic or equivalent experience
77068 8/9-8/30 To 6:30-9:30 pm 4 CYC

Amplify Reach across Multiple Social Networks
Hours: 9
Fee: $129
Prerequisites: WordPress Basic, Social Media Marketing Technologies – Advanced
77650 8/11-8/25 Th 6:30-9:30 pm 3 CYC

HyperText Markup Language (HTML)
Hours: 18
Fee: $169
Prerequisites: Familiarity with the Internet
77057 5/20-6/24 F 6:30-9:30 pm 6 CYC
77060 6/6-6/22 MWF 9 am–noon 6 CYC
77063 7/16-8/20 Sa 9 am–noon 6 CYC

Cascading Style Sheets (CSS)
Hours: 15
Fee: $159
Prerequisites: HyperText Markup Language
77057 5/20-6/24 F 6:30-9:30 pm 6 CYC
77312 7/17-7/25 MWF 9 am–noon 5 CYC

Website Development Using HTML5 and CSS3
Hours: 18
Fee: $169
Prerequisites: JavaScript, HTML, CSS and Dreamweaver or equivalent experience.
77057 5/20-6/24 F 6:30-9:30 pm 6 CYC
77312 7/17-7/25 MWF 9 am–noon 5 CYC

Mac
75593 5/12-6/16 Th 6:30-9:30 pm 6 CYC
75594 5/12-6/16 Th 6:30-9:30 pm 6 CYC

Dreamweaver I
Hours: 24
Fee: $249
Prerequisites: Mac OS/X and HTML
75590 5/9-6/6 MWF 6:30-9:30 pm 8 CYC
75594 6/7-6/30 TuTh 9 am–noon 8 CYC
75595 6/7-6/30 TuTh 9 am–noon 8 CYC

EARN A WEB Developer CERTIFICATE!
For details go to http://bit.ly/CEwebDev
<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>75585</td>
<td>7/19-8/11</td>
<td>TuTh</td>
<td>6:30-9:30 pm</td>
<td>8</td>
<td>CYC</td>
</tr>
<tr>
<td>77586</td>
<td>7/19-8/11</td>
<td>TuTh</td>
<td>6:30-9:30 pm</td>
<td>8</td>
<td>CYC</td>
</tr>
</tbody>
</table>

Adobe Animate 1 (formerly Flash I)

- **Hours**: 15  
- **Fee**: $159  
- **Prerequisites**: Basic knowledge of web page construction  
- **Materials Needed**: Text  
- **Mac**:
  - CRN 77568: 7/6-7/15 MWF 6:30-9:30 pm 5 CYC  
- **PC**:
  - CRN 77569: 7/6-7/15 MWF 6:30-9:30 pm 5 CYC

Adobe Animate 2 (formerly Flash II)

- **Hours**: 15  
- **Fee**: $159  
- **Prerequisites**: Adobe Animate 1  
- **Materials Needed**: Text  
- **Mac**:
  - CRN 77581: 7/18-7/27 MWF 6:30-9:30 pm 5 CYC  
- **PC**:
  - CRN 77582: 7/18-7/27 MWF 6:30-9:30 pm 5 CYC

Introduction to JavaScript

- **Hours**: 24  
- **Fee**: $269  
- **Prerequisites**: HTML, Basic knowledge of scripting helpful, but not necessary  
- **Materials Needed**: Text  
- **Mac**:
  - CRN 75474: 5/11-6/8 MW 6:30-9:30 pm 8 CYC  
- **PC**:
  - CRN 77330: 6/6-6/29 MW 9 am-noon 8 CYC

Advanced JavaScript using jQuery

- **Hours**: 24  
- **Fee**: $269  
- **Prerequisites**: HTML, CSS, and Intro to JavaScript  
- **Materials Needed**: Text  
- CRN 77160: 7/11-7/27 MW 6-10 pm 6 CYC

Introduction to PHP & MySQL

- **Hours**: 24  
- **Fee**: $269  
- **Prerequisites**: HTML  
- **Materials Needed**: Text  
- CRN 75540: 5/11-6/8 MW 6:30-9:30 pm 8 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.

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

### Summer 2016

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

<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>77329</td>
<td>5/24–7/23</td>
<td>Sa</td>
<td>9 am–noon</td>
<td>8</td>
<td>CYC</td>
</tr>
<tr>
<td>77532</td>
<td>5/5–7/23</td>
<td>Sa</td>
<td>9 am–noon</td>
<td>8</td>
<td>CYC</td>
</tr>
<tr>
<td>77512</td>
<td>5/10–6/28</td>
<td>Tu</td>
<td>6–10 pm</td>
<td>8</td>
<td>CYC</td>
</tr>
<tr>
<td>77336</td>
<td>7/5–8/9</td>
<td>Tu</td>
<td>6–10 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77327</td>
<td>5/19–6/23</td>
<td>Th</td>
<td>6–10 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77445</td>
<td>7/11–8/1</td>
<td>M</td>
<td>6–10 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
<tr>
<td>77407</td>
<td>8/9–8/25</td>
<td>TuTh</td>
<td>6–10 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77408</td>
<td>8/17–8/26</td>
<td>WF</td>
<td>6:30–9:30</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Software Quality Assurance

- **Hours:** 18
- **Fee:** $259
- **Prerequisites:** Java Programming II or equivalent experience
- **Materials Needed:** Text

### Beginning Programming I

- **Hours:** 24
- **Fee:** $269
- **Prerequisites:** Familiarity with Windows OS

### Beginning Programming II

- **Hours:** 24
- **Fee:** $269
- **Prerequisites:** Beginning Programming I or equivalent experience

### Agile Portfolio Management and Requirements Planning

- **Hours:** 24
- **Fee:** $259
- **Prerequisites:** Familiarity of the software development process and basic knowledge of standard software program management practices.
- **Materials Needed:** Text

### Agile Development Methods

- **Hours:** 24
- **Fee:** $259
- **Prerequisites:** Java Programming II or equivalent experience.
- **Materials Needed:** Text

### Agile Testing and Deployment

- **Hours:** 18
- **Fee:** $229
- **Prerequisites:** Agile Development Methods or equivalent experience.
- **Materials Needed:** Text

---

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.

### For CE advising, please email CEAdvisor@collin.edu.
### UNIX / LINUX

#### Introduction to Linux
- **Hours:** 24
- **Fee:** $329
- **CRN:** 75462
- **Date(s):** 5/9–6/6
- **Day(s):** MW
- **Time:** 6:30-9:30 pm
- **Sessions:** 8
- **Location:** CYC

#### Shell Scripting I
- **Hours:** 8
- **Fee:** $119
- **Prerequisites:** Introduction to UNIX Using Linux or equivalent experience
- **CRN:** 77378
- **Date(s):** 6/18
- **Day(s):** Sa
- **Time:** 8 am–5 pm
- **Sessions:** 1
- **Location:** CYC

#### Shell Scripting II
- **Hours:** 8
- **Fee:** $119
- **Prerequisites:** Shell Scripting I
- **CRN:** 77380
- **Date(s):** 6/25
- **Day(s):** Sa
- **Time:** 8 am–5 pm
- **Sessions:** 1
- **Location:** CYC

#### Shell Scripting III
- **Hours:** 8
- **Fee:** $119
- **Prerequisites:** Shell Scripting II
- **CRN:** 77383
- **Date(s):** 7/9
- **Day(s):** Sa
- **Time:** 8 am–5 pm
- **Sessions:** 1
- **Location:** CYC

#### Shell Scripting IV
- **Hours:** 8
- **Fee:** $119
- **Prerequisites:** Shell Scripting III
- **CRN:** 77385
- **Date(s):** 7/16
- **Day(s):** Sa
- **Time:** 8 am–5 pm
- **Sessions:** 1
- **Location:** CYC

### COMPUTER SECURITY

#### Certified Information Systems Security Professional (CISSP)
- **Hours:** 30
- **Fee:** $789
- **Prerequisites:** CompTIA Network+, Security+ or equivalent experience.
- **Materials Needed:** Text included in cost of class.
- **CRN:** 77449
- **Date(s):** 8/8–8/18
- **Day(s):** MTuWTh
- **Time:** 6:30-10:15 pm
- **Sessions:** 8
- **Location:** CYC

#### Certified Cyber Forensics Professional (CCFP)
- **Hours:** 30
- **Fee:** $789
- **Prerequisites:** CompTIA Network+, Security+ or equivalent experience.
- **Materials Needed:** Text included in the cost of the class.
- **CRN:** 77439
- **Date(s):** 6/13–6/23
- **Day(s):** MTuWTh
- **Time:** 6:30-10:15 pm
- **Sessions:** 8
- **Location:** CYC

#### Certified Information Systems Auditor (CISA)
- **Hours:** 30
- **Fee:** $789
- **Materials Needed:** Text included in the cost of the class.
- **CRN:** 77651
- **Date(s):** 7/11–7/21
- **Day(s):** MTuWTh
- **Time:** 6:30-10:15 pm
- **Sessions:** 8
- **Location:** CYC

### CISCO NETWORKING

Cisco courses fill fast, so register early!


#### CompTIA CERTIFICATIONS

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

#### CompTIA Healthcare IT Technician
- **Hours:** 30
- **Fee:** $389
- **Prerequisites:** CompTIA A+ or equivalent experience/training
- **Materials Needed:** Text
- **CRN:** 75531
- **Date(s):** 5/10–6/9
- **Day(s):** TuTh
- **Time:** 6:30–9:30 pm
- **Sessions:** 10
- **Location:** CYC

#### CompTIA A+ Certification
- **Hours:** 36
- **Fee:** $449
- **Materials Needed:** Text
- **CRN:** 77627
- **Date(s):** 5/24–6/9
- **Day(s):** TuWTh
- **Time:** 6–10 pm
- **Sessions:** 9
- **Location:** CYC

#### CompTIA Net+ Certification
- **Hours:** 36
- **Fee:** $449
- **Prerequisites:** CompTIA Net+ Certification
- **Materials Needed:** Text
- **CRN:** 77447
- **Date(s):** 7/9–7/24
- **Day(s):** SaSu
- **Time:** 8 am–5 pm
- **Sessions:** 6
- **Location:** CYC

#### Oracle

#### Oracle DB: Intro to SQL
- **Hours:** 40
- **Fee:** $849
- **Materials Needed:** Required material: Text included in cost of class.
- **CRN:** 75524
- **Date(s):** 5/9–5/31
- **Day(s):** MTuW
- **Time:** 9 am–1 pm
- **Sessions:** 10
- **Location:** CYC

#### Oracle DB: Admin Workshop I
- **Hours:** 40
- **Fee:** $849
- **Prerequisites:** Oracle DB: Intro to SQL
- **Materials Needed:** Text included in cost of class.
- **CRN:** 77376
- **Date(s):** 6/13–7/5
- **Day(s):** MTuW
- **Time:** 9 am–1 pm
- **Sessions:** 10
- **Location:** CYC

#### Oracle DB: Admin Workshop II
- **Hours:** 40
- **Fee:** $849
- **Prerequisites:** Oracle DB: Admin Workshop I
- **Materials Needed:** Text included in cost of class.
- **CRN:** 77381
- **Date(s):** 7/6–7/27
- **Day(s):** MTuW
- **Time:** 9 am–1 pm
- **Sessions:** 10
- **Location:** CYC

### Site Codes:
- AHS–Allen Center
- CHEC–Collin Higher Education Center
- CPC–Central Park Campus
- CYC–Courtyard Center
- PRC–Preston Ridge Campus
- SCC–Spring Creek Campus
<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>77386</td>
<td>8/3-8/26</td>
<td>MWF</td>
<td>6-10 pm</td>
<td>10 CYC</td>
<td></td>
</tr>
<tr>
<td>77388</td>
<td>8/8-8/29</td>
<td>MTuW</td>
<td>9 am-1 pm</td>
<td>10 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**VIRTUALIZATION TECHNOLOGIES**

**VMware vSphere: Install, Configure, Manage**

- **Hours:** 40
- **Fee:** $679
- **Prerequisites:** System administration experience on Microsoft Windows or Linux operating.
- **Materials Needed:** Text included in cost of class.

<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>77386</td>
<td>5/16-6/20</td>
<td>MW</td>
<td>6-10 pm</td>
<td>10 CYC</td>
<td>CYC</td>
</tr>
<tr>
<td>77388</td>
<td>7/11-8/10</td>
<td>MW</td>
<td>6-10 pm</td>
<td>10 CYC</td>
<td>CYC</td>
</tr>
<tr>
<td>77391</td>
<td>7/30-8/27</td>
<td>Sa</td>
<td>8 am-5 pm</td>
<td>5 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**VMware vSphere: Optimize & Scale**

- **Hours:** 40
- **Fee:** $679
- **Prerequisites:** VMware vSphere: Install, Configure, Manage
- **Materials Needed:** Text – included in the cost of the course

<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>77395</td>
<td>5/21-6/18</td>
<td>Sa</td>
<td>8 am-5 pm</td>
<td>5 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**.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

<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>77390</td>
<td>5/10-6/7</td>
<td>TuTh</td>
<td>6-10 pm</td>
<td>9 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**C# Web Programming with Visual Studio**

- **Hours:** 36
- **Fee:** $489
- **Prerequisites:** Basic understanding of C#
- **Materials Needed:** Text

<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>77394</td>
<td>6/28-7/26</td>
<td>TuTh</td>
<td>6-10 pm</td>
<td>9 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**MICROSOFT CERTIFICATIONS**

**MCSA 70-410 Installing and Configuring Windows Server 2012**

- **Hours:** 40
- **Fee:** $569
- **Prerequisites:** CompTIA A+ or equivalent experience
- **Materials Needed:** Text

<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>77391</td>
<td>5/9-6/13</td>
<td>MW</td>
<td>6-10 pm</td>
<td>10 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**MCSA 70-411 Administering Windows Server 2012**

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

<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>77397</td>
<td>6/15-7/20</td>
<td>MW</td>
<td>6-10 pm</td>
<td>10 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**MCSA 70-412 Configuring Advanced Windows Server 2012 Services**

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

<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>77398</td>
<td>7/25-8/24</td>
<td>MW</td>
<td>6-10 pm</td>
<td>10 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**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

<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>77399</td>
<td>5/14-6/11</td>
<td>Sa</td>
<td>8 am-5 pm</td>
<td>5 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**MCSA 70-462 Admin MS SQL Server 2012**

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

<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>77400</td>
<td>6/18-7/16</td>
<td>Sa</td>
<td>8 am-5 pm</td>
<td>5 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**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

<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>77401</td>
<td>7/30–8/27</td>
<td>Sa</td>
<td>8 am-5 pm</td>
<td>5 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Oracle DB: Program with PL/SQL**

- **Hours:** 40
- **Fee:** $849
- **Materials Needed:** Text included in cost of class.

<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>77402</td>
<td>7/6–7/29</td>
<td>WF</td>
<td>6:30-9:30 pm</td>
<td>8 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**SQL Server Integration Services**

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

<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>77403</td>
<td>6/15-7/20</td>
<td>MW</td>
<td>6-10 pm</td>
<td>10 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**SQL Server Reporting Services**

- **Hours:** 24
- **Fee:** $359
- **Prerequisites:** Working knowledge of Microsoft SQL Server 2012
- **Materials Needed:** Text

<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>77404</td>
<td>6/15-7/20</td>
<td>MW</td>
<td>6-10 pm</td>
<td>10 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**SQL Server Analysis Services**

- **Hours:** 24
- **Fee:** $359
- **Prerequisites:** Working knowledge of Microsoft SQL Server 2012
- **Materials Needed:** Text

<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>77405</td>
<td>6/15-7/20</td>
<td>MW</td>
<td>6-10 pm</td>
<td>10 CYC</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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.
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, 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.

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
### Workforce Development

#### Project Management

<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>75481</td>
<td>5/17-8/4</td>
<td>TuTh</td>
<td>6:30-9:30 pm</td>
<td>24</td>
<td>PRC</td>
</tr>
<tr>
<td>77131</td>
<td>5/31-8/18</td>
<td>TuTh</td>
<td>6:30-9:30 pm</td>
<td>24</td>
<td>CHEC</td>
</tr>
<tr>
<td>77138</td>
<td>6/4-8/27</td>
<td>Sa</td>
<td>9 am-4 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
<tr>
<td>77145</td>
<td>6/6-8/31</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>24</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Introduction to Project Management**

Hours: 12  
Fee: $99

**Integration and Scope Management**

Hours: 12  
Fee: $99

**Time and Cost Management**

Hours: 12  
Fee: $99

**Human Resources and Quality Management**

Hours: 12  
Fee: $99

**Communications and Risk Management**

Hours: 12  
Fee: $99

**Procurement and Stakeholder Management**

Hours: 12  
Fee: $99

---

#### Construction Project Management

<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>77097</td>
<td>6/7-8/23</td>
<td>TuTh</td>
<td>6:30-9:30 pm</td>
<td>24</td>
<td>PRC</td>
</tr>
<tr>
<td>77098</td>
<td>6/7-6/16</td>
<td>TuTh</td>
<td>6:30-9:30 pm</td>
<td>4</td>
<td>PRC</td>
</tr>
<tr>
<td>77700</td>
<td>7/5-7/14</td>
<td>TuTh</td>
<td>6:30-9:30 pm</td>
<td>4</td>
<td>PRC</td>
</tr>
<tr>
<td>77101</td>
<td>7/19-7/28</td>
<td>TuTh</td>
<td>6:30-9:30 pm</td>
<td>4</td>
<td>PRC</td>
</tr>
<tr>
<td>77102</td>
<td>8/2-8/11</td>
<td>TuTh</td>
<td>6:30-9:30 pm</td>
<td>4</td>
<td>PRC</td>
</tr>
<tr>
<td>77103</td>
<td>8/16-8/25</td>
<td>TuTh</td>
<td>6:30-9:30 pm</td>
<td>4</td>
<td>PRC</td>
</tr>
</tbody>
</table>

**Close-out & Final Payment**

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

---

#### Lean Enterprise

<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>77128</td>
<td>6/28-7/7</td>
<td>TuTh</td>
<td>6:30-9:30 pm</td>
<td>4</td>
<td>PRC</td>
</tr>
<tr>
<td>77135</td>
<td>7/12-7/21</td>
<td>TuTh</td>
<td>6:30-9:30 pm</td>
<td>4</td>
<td>CHEC</td>
</tr>
<tr>
<td>77142</td>
<td>7/23-7/30</td>
<td>Sa</td>
<td>9 am-4 pm</td>
<td>2</td>
<td>CYC</td>
</tr>
<tr>
<td>77149</td>
<td>7/25-8/3</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Introduction to Lean Processes**

Hours: 12  
Fee: $79

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

Hours: 12  
Fee: $79

**Lean Team Design, Accounting and Scheduling**

Hours: 12  
Fee: $79

---

**Construction Project Management Certificate Series**


**Principles of Lean Enterprise Certificate Series**


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

---

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

**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. Expected growth in next few years is 12.7% for Collin, Denton and Rockwall counties, 7.5% above the national average. Median hourly wages is $37.19 compared to the national average of $35.71.

Hours: 48  Fee: $319

77109  6/4-8/27  Sa  12:30-4:30 pm  12  CYC

Class will not meet 7/2

---

**Introduction to Logistics and Materials Management**

Hours: 8  Fee: $59

77110  6/4-6/11  Sa  12:30-4:30 pm  2  CYC

---

**Material Planning Basics**

Hours: 8  Fee: $59

77111  6/18-6/25  Sa  12:30-4:30 pm  2  CYC

---

**Forecasts and Customer Orders**

Hours: 8  Fee: $59

77112  7/9-7/16  Sa  12:30-4:30 pm  2  CYC

---

**Purchasing and Receiving Raw and Purchased Components**

Hours: 8  Fee: $59

77113  7/23-7/30  Sa  12:30-4:30 pm  2  CYC

---

**Executing the Plans for Buy Items**

Hours: 8  Fee: $59

77114  8/6-8/13  Sa  12:30-4:30 pm  2  CYC

---

**Detailed Scheduling for Make Items**

Hours: 8  Fee: $59

77115  8/20-8/27  Sa  12:30-4:30 pm  2  CYC

---

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

---

**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

77082  6/7-8/9  Tu  6:30-9:45 pm  10  CYC

Last class ends at 9:15 pm

---

**Commercial Industrial Wiring**

Hours: 19  Fee: $119

77646  8/16-9/1  TuTh  6:30-9:40 pm  6  CYC

---

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

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, contact Mary Milford at 469-365-1801, mmilford@collin.edu or Richard “Dick” Helgeson at 469-365-1803, rhelgeson@collin.edu.

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

Summer I

<table>
<thead>
<tr>
<th>CE CRN</th>
<th>Credit CRN</th>
<th>Course Name</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>77070</td>
<td>30143</td>
<td>Principles I</td>
<td>6/6–7/6*</td>
<td>MW</td>
<td>8:30–12:40 pm</td>
<td>H208</td>
</tr>
<tr>
<td>77072</td>
<td>32451</td>
<td>Law of Contracts</td>
<td>6/6–7/6*</td>
<td>TuTh</td>
<td>8:30–12:40 pm</td>
<td>H208</td>
</tr>
<tr>
<td>77073</td>
<td>31994</td>
<td>Principles II</td>
<td>6/6–7/6*</td>
<td>MW</td>
<td>6–10:10 pm</td>
<td>H208</td>
</tr>
<tr>
<td></td>
<td>32452</td>
<td>Finance</td>
<td>6/7–7/7</td>
<td>TuTh</td>
<td>6–10:10 pm</td>
<td>H208</td>
</tr>
</tbody>
</table>

Summer II

<table>
<thead>
<tr>
<th>CE CRN</th>
<th>Credit CRN</th>
<th>Course Name</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>77074</td>
<td>33279</td>
<td>Principles II</td>
<td>7/11–8/10</td>
<td>MW</td>
<td>8:30–12:40 pm</td>
<td>H208</td>
</tr>
<tr>
<td>77075</td>
<td>33280</td>
<td>Cont. Forms &amp; Add.</td>
<td>7/12–8/11</td>
<td>TuTh</td>
<td>8:30–12:40 pm</td>
<td>H208</td>
</tr>
<tr>
<td>77076</td>
<td>33281</td>
<td>Principles II</td>
<td>7/11–8/10</td>
<td>MW</td>
<td>6–10:10 pm</td>
<td>H208</td>
</tr>
<tr>
<td></td>
<td>33282</td>
<td>Agency</td>
<td>7/12–8/11</td>
<td>TuTh</td>
<td>6–10:10 pm</td>
<td>H208</td>
</tr>
</tbody>
</table>
Are you ready to pursue a career in the insurance industry?

The 64 hour, three course Insurance Professional Certificate Series provides training for industry specific courses as well as time management skills to improve your work efficiency. Other essential knowledge, skills and abilities for the insurance industry include excellent verbal and written communication abilities as well as organizational skills. Anticipated growth in the next few years for the DFW area is 6.4%, (national growth only 2.0%) with a median hourly wage in the DFW area of $30.55.

Email CEAdvisor@collin.edu for details or call 972.985.3752

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.

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet May 30, July 4, Aug. 12.

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  SCC–Spring Creek Campus

<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>77406</td>
<td>6/21–7/21</td>
<td>Th</td>
<td>6:30–9:30 pm</td>
<td>2</td>
<td>CHEC</td>
</tr>
<tr>
<td>77407</td>
<td>7/12–7/21</td>
<td>Th</td>
<td>6:30–9:30 pm</td>
<td>2</td>
<td>CHEC</td>
</tr>
<tr>
<td>77408</td>
<td>7/26–8/9</td>
<td>Th</td>
<td>6:30–9:30 pm</td>
<td>2</td>
<td>CHEC</td>
</tr>
</tbody>
</table>

Technical Writing for the Insurance Professional

Hours:  15
Fee:  $79

Time Management

Hours:  9  Fee:  $69

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

<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>75015</td>
<td>5/12–5/26</td>
<td>Th</td>
<td>6:30–9:30 pm</td>
<td>3</td>
<td>CYC</td>
</tr>
<tr>
<td>77410</td>
<td>8/11–8/25</td>
<td>Th</td>
<td>6:30–9:30 pm</td>
<td>3</td>
<td>CYC</td>
</tr>
</tbody>
</table>

Microsoft Office courses listed on page 20

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

<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>77390</td>
<td>6/20–6/29</td>
<td>MW</td>
<td>9 am–noon</td>
<td>4</td>
<td>CYC</td>
</tr>
<tr>
<td>77394</td>
<td>7/12–7/21</td>
<td>Th</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
<tr>
<td>77391</td>
<td>7/11–7/20</td>
<td>Th</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
<tr>
<td>77395</td>
<td>7/26–8/4</td>
<td>Th</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
<tr>
<td>77392</td>
<td>7/25–8/3</td>
<td>MW</td>
<td>9 am–noon</td>
<td>4</td>
<td>CYC</td>
</tr>
<tr>
<td>77396</td>
<td>8/9–8/18</td>
<td>Th</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
<tr>
<td>77393</td>
<td>8/15–8/24</td>
<td>MW</td>
<td>9 am–noon</td>
<td>4</td>
<td>CYC</td>
</tr>
<tr>
<td>77397</td>
<td>8/23–9/1</td>
<td>Th</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

Administrative Assistant Certificate Series


This 150 hour, 10-course certificate series is designed to give students training in efficient office operations, effective communication, records management and the use of common office technology and software vital to Administrative Assistants. Anticipated growth in job openings in the DFW Metroplex is 6.8% with a median hourly wage of $16.52/hour. Experienced Executive Administrative Assistants earn a median hourly wage of $26.72, which is higher than the national average of $25.00.

Administrative Office Procedures

Business Correspondence and Communication

Internet Communications and Research

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

<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>77656</td>
<td>6/21–6/30</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CHEC</td>
</tr>
<tr>
<td>77657</td>
<td>7/13–7/20</td>
<td>T</td>
<td>9 am–noon</td>
<td>4</td>
<td>CHEC</td>
</tr>
<tr>
<td>77658</td>
<td>8/1–8/10</td>
<td>MW</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CHEC</td>
</tr>
</tbody>
</table>

To be eligible to receive a certificate, students must complete all 3 courses with 90% attendance.
Summer 2016  To Register, call or click:  972.985.3711    www.collin.edu/ce/register

### Workforce Development

<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>77078</td>
<td>6/11-6/18</td>
<td>Sa</td>
<td>9 am–1 pm</td>
<td>3</td>
<td>PRC</td>
</tr>
<tr>
<td>77673</td>
<td>8/20-8/27</td>
<td>Sa</td>
<td>9 am–1 pm</td>
<td>3</td>
<td>CHEC</td>
</tr>
</tbody>
</table>

### Workforce Development

<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>77079</td>
<td>6/11</td>
<td>Sa</td>
<td>9 am–1 pm</td>
<td>1</td>
<td>PRC</td>
</tr>
<tr>
<td>77671</td>
<td>8/20</td>
<td>Sa</td>
<td>9 am–1 pm</td>
<td>1</td>
<td>CHEC</td>
</tr>
</tbody>
</table>

### 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.


### Notary Professional

- **Hours:** 9
- **Fee:** $169
- **CRN:** 77078
- **Date(s):** 6/11-6/18
- **Day(s):** Sa
- **Time:** 9 am–1 pm
- **Sessions:** 3
- **Location:** PRC
- **Last class ends at 2 pm**

### Notary Public / Texas Notary Law and Procedures

- **Hours:** 4
- **Fee:** $79
- **CRN:** 77079
- **Date(s):** 6/11
- **Day(s):** Sa
- **Time:** 9 am–1 pm
- **Sessions:** 1
- **Location:** PRC

### Notary Signing Agent

- **Prerequisites:** Notary Public/Texas Notary Law and Procedures
- **Hours:** 5
- **Fee:** $109
- **CRN:** 77080
- **Date(s):** 6/18
- **Day(s):** Sa
- **Time:** 9-2 pm
- **Sessions:** 1
- **Location:** PRC

### Resume and Interview Workshop

- **Hours:** 3
- **Fee:** FREE
- **CRN:** 77670
- **Date(s):** 7/9
- **Day(s):** Sa
- **Time:** 9 am–noon
- **Sessions:** 1
- **Location:** CYC

### Business Writing

<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>77090</td>
<td>5/31-6/16</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77091</td>
<td>6/21-6/28</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>3</td>
<td>CYC</td>
</tr>
<tr>
<td>77092</td>
<td>6/30-7/7</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>3</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Business Finance

<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>77093</td>
<td>5/31-6/28</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>9</td>
<td>CYC</td>
</tr>
<tr>
<td>77094</td>
<td>7/12-8/9</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>9</td>
<td>CYC</td>
</tr>
<tr>
<td>77354</td>
<td>6/14-8/30</td>
<td>Tu</td>
<td>6:30–9:30 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Accounting Clerk Certificate Series


Accounting Clerk positions require applicants to have basic accounting knowledge and typically some computer training. The series is designed to give the students working knowledge of the way accounting is done in today’s technological environment. Anticipated growth in the metroplex is 4.4% over the next two years with a median wage of $17.76/hour.

- **General Accounting Basics**
- **Basic Bookkeeping**
- **Department Budget Essentials**
- **Microsoft Excel I (pg. 19)**
- **Quickbooks – Beginner (pg. 36)**

### General Accounting Basics

- **Hours:** 18
- **Fee:** $129
- **CRN:** 77090
- **Date(s):** 5/31-6/16
- **Day(s):** TuTh
- **Time:** 6:30–9:30 pm
- **Sessions:** 6
- **Location:** CYC

### Basic Bookkeeping

- **Hours:** 9
- **Fee:** $69
- **CRN:** 77091
- **Date(s):** 6/21-6/28
- **Day(s):** TuTh
- **Time:** 6:30–9:30 pm
- **Sessions:** 3
- **Location:** CYC

### Department Budget Essentials

- **Hours:** 9
- **Fee:** $69
- **CRN:** 77092
- **Date(s):** 6/30-7/7
- **Day(s):** TuTh
- **Time:** 6:30–9:30 pm
- **Sessions:** 3
- **Location:** CYC

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

### Accounting

<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>77093</td>
<td>5/31-6/28</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>9</td>
<td>CYC</td>
</tr>
<tr>
<td>77094</td>
<td>7/12-8/9</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>9</td>
<td>CYC</td>
</tr>
<tr>
<td>77354</td>
<td>6/14-8/30</td>
<td>Tu</td>
<td>6:30–9:30 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Materials Needed:  Text. Please bring a calculator to class.

### Materials Needed:  Text used in Accounting I

### Certified Bookkeeper

- **Hours:** 42
- **Fee:** $249
- **CRN:** 77595
- **Date(s):** 5/26-8/25
- **Day(s):** Th
- **Time:** 6:30–9:30 pm
- **Sessions:** 14
- **Location:** CYC

### Fundamental Payroll Certification (FPC)

<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>77354</td>
<td>6/14-8/30</td>
<td>Tu</td>
<td>6:30–9:30 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Materials Needed:  The six workbooks are available in CYC bookstore for approximately $250

### You may also be interested in SAP courses on page 21
# MEDIATION AND DISPUTE RESOLUTION

## Understanding Conflict and Resolution Strategies

**Hours:** 12  
**Fee:** $99

<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>75607</td>
<td>5/17–5/26</td>
<td>T uTh</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>PRC</td>
</tr>
</tbody>
</table>

### Mediation and Dispute Resolution

This 40-hour Basic Mediation Certificate Series provides necessary education, training and skill development for students to be able to serve as a neutral third party court appointed mediator. Analyze various case studies. Role play a Mediation Session.

This course will meet the 40 hour requirement per Texas State Law Section 154.052. The course will also meet the Standards of the Texas Alternative Dispute Resolution Procedures Act (Texas ADR).

## Family Law Mediation

**Hours:** 40  
**Fee:** $299

<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>77246</td>
<td>7/26–9/6</td>
<td>T uTh</td>
<td>6:30–9:30 pm</td>
<td>13</td>
<td>PRC</td>
</tr>
</tbody>
</table>

Last 2 sessions will end at 10 pm

## HUMAN RESOURCES MANAGEMENT

### Human Resource Management Certificate Series


**Hours:** 72  
**Fee:** $479

<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>77228</td>
<td>6/7–8/25</td>
<td>T uTh</td>
<td>6:30–9:30 pm</td>
<td>24</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Emerging Issues in Human Resources

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

<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>77229</td>
<td>6/7–6/16</td>
<td>T uTh</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Employee Labor Relations

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

<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>77230</td>
<td>6/21–6/30</td>
<td>T uTh</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Employment Practices and Processes

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

<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>77231</td>
<td>7/5–7/14</td>
<td>T uTh</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Employment Compliance for HR Management

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

<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>77232</td>
<td>7/19–7/28</td>
<td>T uTh</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### HR Training and Development

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

<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>77233</td>
<td>8/2–8/11</td>
<td>T uTh</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Total Pay

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

<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>77234</td>
<td>8/16–8/25</td>
<td>T uTh</td>
<td>6:30–9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

## TRAINING AND DEVELOPMENT

### Training and Development Certificate Series


Interested in a career or starting a business as a trainer? This series is for anyone interested in learning about adult learning styles, curriculum development, effective presentation techniques and more! Sign up for the entire series or select just the courses that interest you.

**Hours:** 75  
**Fee:** $445

<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>77414</td>
<td>6/1–8/29</td>
<td>M W</td>
<td>6:30–9:30 pm</td>
<td>25</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Training and Development Techniques

**Hours:** 15  
**Fee:** $99

<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>77415</td>
<td>6/1–6/15</td>
<td>M W</td>
<td>6:30–9:30 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Understanding the Adult Learner

**Hours:** 15  
**Fee:** $99

<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>77416</td>
<td>6/20–7/6</td>
<td>M W</td>
<td>6:30–9:30 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Creative and Effective Presentation Skills

**Hours:** 15  
**Fee:** $99

<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>77417</td>
<td>7/11–7/25</td>
<td>M W</td>
<td>6:30–9:30 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Instructional Design and Development

**Hours:** 15  
**Fee:** $99

<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>77418</td>
<td>7/27–8/10</td>
<td>M W</td>
<td>6:30–9:30 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### Marketing Techniques for Trainers

**Hours:** 15  
**Fee:** $99

<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>77419</td>
<td>8/15–8/29</td>
<td>M W</td>
<td>6:30–9:30 pm</td>
<td>5</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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 33

For CE advising, please email CEAdvisor@collin.edu.
**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; Essentials of Instructional Design.
Materials Needed: Text
75476  5/13–6/17  F  6:30–9:30 pm  6  CYC

**The Essentials of Instructional Design**
Hours: 15  Fee: $89
Materials Needed: Text
77411  6/21–7/5  TuTh  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
77158  6/24–7/29  F  6:30–9:30 pm  6  CYC

**Multimedia for Trainers**
Hours: 15  Fee: $89
77412  7/7–7/21  TuTh  6:30–9:30 pm  5  CYC

**Instructional Design Presentation Technology**
Hours: 18  Fee: $169
Prerequisites: Familiarity with using Microsoft Word.
Materials Needed: Text
77641  8/8–8/24  MW  6:30–9:30 pm  6  CYC

---

**SUPERVISORY MANAGEMENT**

**Supervisory Management Certificate Series**

Hours: 72  Fee: $425
Materials Needed: Text
77116  6/6–8/31  MW  6:30–9:30 pm  24  CYC

**Fundamental Skills of Managing**
Hours: 12  Fee: $79
77117  6/6–6/15  MW  6:30–9:30 pm  4  CYC

**Fundamental Skills of Communicating**
Hours: 12  Fee: $79
77118  6/20–6/29  MW  6:30–9:30 pm  4  CYC

**Selecting & Developing Organizational Talent**
Hours: 12  Fee: $79
77119  7/11–7/20  MW  6:30–9:30 pm  4  CYC

**Directing Employees Toward Success**
Hours: 12  Fee: $79
77120  7/25–8/3  MW  6:30–9:30 pm  4  CYC

**Managing Change at Work**
Hours: 12  Fee: $79
77121  8/8–8/17  MW  6:30–9:30 pm  4  CYC

**Managing Performance**
Hours: 12  Fee: $79
77122  8/22–8/31  MW  6:30–9:30 pm  4  CYC

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

---

**MANAGERIAL MINI-SERIES**

**Global Human Resources**
Hours: 12  Fee: $99
77660  7/18–7/27  MW  6:30–9:30 pm  4  CYC

**Communications Skills in a Culturally Diverse Workplace**
Hours: 12  Fee: $79
77655  8/1–8/10  MW  6:30–9:30 pm  4  CHEC

**Workforce Planning for Managers**
Hours: 12  Fee: $99
77659  8/15–8/24  MW  6:30–9:30 pm  4  CYC

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

---

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet May 30, July 4, Aug. 12

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  SCC–Spring Creek Campus

---

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.

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.

An estimated 1,658 openings out of 11,028 positions between 2014-2019. Depending on experience and industry, the median earnings were $34.00/hr. in 2014.

### Marketing Project Certificate Series

- **Marketing Project Certificate Series**
  - **Hours:** 48
  - **Fee:** $285

<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>77240</td>
<td>7/11-9/1</td>
<td>MTh</td>
<td>6:30-9:30 pm</td>
<td>16</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

<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>77241</td>
<td>7/11-7/21</td>
<td>MTh</td>
<td>6:30-9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

<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>77242</td>
<td>7/25-8/4</td>
<td>MTh</td>
<td>6:30-9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

<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>77243</td>
<td>8/8-8/18</td>
<td>MTh</td>
<td>6:30-9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

<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>77244</td>
<td>8/22-9/1</td>
<td>MTh</td>
<td>6:30-9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

### Marketing Brand Management Certificate Series

- **Marketing Brand Management Certificate Series**
  - **Hours:** 48
  - **Fee:** $285

<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>77235</td>
<td>7/9-8/27</td>
<td>Sa</td>
<td>9 am-4 pm</td>
<td>8</td>
<td>CYC</td>
</tr>
</tbody>
</table>

- **Digital Brand Management**
  - **Hours:** 12
  - **Fee:** $79

<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>77236</td>
<td>7/9-7/16</td>
<td>Sa</td>
<td>9 am-4 pm</td>
<td>2</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

<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>77237</td>
<td>7/23-7/30</td>
<td>Sa</td>
<td>9 am-4 pm</td>
<td>2</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

<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>77238</td>
<td>8/6-8/13</td>
<td>Sa</td>
<td>9 am-4 pm</td>
<td>2</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

<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>77239</td>
<td>8/20-8/27</td>
<td>Sa</td>
<td>9 am-4 pm</td>
<td>2</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

---

You may also be interested in hands-on Internet Marketing courses found on page 22–23

### ENTREPRENEURIAL COURSES

- **QuickBooks – Beginner**
  - **Hours:** 16
  - **Fee:** $144
  - Prerequisites: Familiarity with computer keyboarding and Microsoft Windows

<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>75510</td>
<td>5/17-5/26</td>
<td>TuTh</td>
<td>5:30-9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
<tr>
<td>77301</td>
<td>5/31-6/9</td>
<td>TuTh</td>
<td>5:30-9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
<tr>
<td>77309</td>
<td>6/17-6/24</td>
<td>F</td>
<td>8 am-5 pm</td>
<td>2</td>
<td>CYC</td>
</tr>
<tr>
<td>77311</td>
<td>7/5-7/14</td>
<td>TuTh</td>
<td>5:30-9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
<tr>
<td>77314</td>
<td>7/22-7/29</td>
<td>F</td>
<td>8 am-5 pm</td>
<td>2</td>
<td>CYC</td>
</tr>
</tbody>
</table>

- **QuickBooks – Intermediate**
  - **Hours:** 16
  - **Fee:** $144
  - Prerequisites: QuickBooks – Beginner

<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>77308</td>
<td>6/14-6/23</td>
<td>TuTh</td>
<td>5:30-9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
<tr>
<td>77313</td>
<td>7/19-7/28</td>
<td>TuTh</td>
<td>5:30-9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

- **QuickBooks – Advanced**
  - **Hours:** 12
  - **Fee:** $119
  - Prerequisites: QuickBooks Intermediate or equivalent experience

<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>77310</td>
<td>6/28-6/30</td>
<td>TuWTh</td>
<td>5:30-9:30 pm</td>
<td>3</td>
<td>CYC</td>
</tr>
<tr>
<td>77316</td>
<td>8/2-8/4</td>
<td>TuWTh</td>
<td>5:30-9:30 pm</td>
<td>3</td>
<td>CYC</td>
</tr>
</tbody>
</table>

- **QuickBooks User Certification**
  - **Hours:** 16
  - **Fee:** $144
  - Prerequisites: QuickBooks – Advanced, or equivalent experience

<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>77320</td>
<td>8/16-8/25</td>
<td>TuTh</td>
<td>5:30-9:30 pm</td>
<td>4</td>
<td>CYC</td>
</tr>
</tbody>
</table>

### QuickBooks User Certification

**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.
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 JLJohnson@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 36
• Branding, Logos and Multimdia  pg 36
• Social, Local, Mobile and Email Marketing  pg 36
• Search Engine Marketing Optimization  pg 36
• Quickbooks - Beginner (higher level may be taken if already experienced with QuickBooks)  pg 37
• Basic Bookkeeping  pg 33

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

SMALL BUSINESS

How to Start a Business Using eBay, I
Hours: 18  Fee: $139
77351  7/9-8/13  Sa  9 am–noon  6  CYC

How to Sell and Earn an Income on Amazon
Hours: 8  Fee: $69
75517  5/3-5/17  Tu  6:30–9:30 pm  3  CYC

Last class ends at 8:30 pm

FOOD HANDLER’S CERTIFICATE

Food Handler’s Certificate
Hours: 2  Fee: $29
75472  5/14  Sa  10 am–noon  1  CYC
77081  6/14  Tu  6–8 pm  1  CYC

ONLINE training in English or en Espanol!
Food Safety Manager Certificate-ONLINE training at:
http://bit.ly/FoodManager
Food Handler Certificate-ONLINE

NONPROFIT MANAGEMENT

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
77247  Thursday, June 2, 2016  6:30–8:30 pm

How to Start a Nonprofit
Hours: 9  Fee: $79
77248  6/7–6/14  TuTh  6:30–9:30 pm  3  CYC

Grant Writing 101 for Non-Profits
Hours: 9  Fee: $89
77684  6/16–6/23  TuTh  6–9:30 pm  3  CYC

Marketing and Branding your Nonprofit through Social Media
Hours: 12  Fee: $99
77250  6/28–7/7  TuTh  6:30–9:30 pm  4  CYC

Budgeting, Accounting and Reporting for Nonprofits
Hours: 15  Fee: $109
77251  7/12–7/26  TuTh  6:30–9:30 pm  5  CYC

Nonprofit Board and Volunteer Development
Hours: 9  Fee: $89
77685  7/28–8/4  TuTh  6–9:30 pm  3  CYC

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

Save the date for Small Business Week at Collin College!
May 2–6, 2016
Event information posted on www.collinsbdc.com
#DreamSmallBiz #CollinSBDC

Food Safety Manager Certificate-ONLINE training at:
http://bit.ly/FoodManager
Food Handler Certificate-ONLINE
### TEACHER TRAINING


<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>77420</td>
<td>6/11</td>
<td>Sa</td>
<td>9 am–1 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>77421</td>
<td>7/16</td>
<td>Sa</td>
<td>9 am–1 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
</tbody>
</table>


email CEAdvisor@collin.edu or call 972.985.3752

---

### COMMUNICATIONS IMPROVEMENT (ESL)

#### ESL Placement Testing

<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>75492</td>
<td>5/17</td>
<td>Tu</td>
<td>6:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>75493</td>
<td>5/18</td>
<td>W</td>
<td>12:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>75494</td>
<td>5/19</td>
<td>Th</td>
<td>6:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>75495</td>
<td>5/24</td>
<td>Tu</td>
<td>6:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>75496</td>
<td>5/25</td>
<td>W</td>
<td>12:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>75497</td>
<td>5/26</td>
<td>Th</td>
<td>6:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
</tbody>
</table>

Fee: FREE

---

#### INTRO Communication Improvement

<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>77183</td>
<td>6/1–8/24</td>
<td>MW</td>
<td>7–9:30 pm</td>
<td>24</td>
<td>CYC</td>
</tr>
<tr>
<td>77177</td>
<td>6/6–7/27</td>
<td>MTuWTh</td>
<td>10 am–noon</td>
<td>30</td>
<td>CYC</td>
</tr>
</tbody>
</table>

Hours: 60  
Fee: $159  
Materials Needed: Text

---

#### LEVEL 1 Communication Improvement

<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>77184</td>
<td>6/1–8/24</td>
<td>MW</td>
<td>7–9:30 pm</td>
<td>24</td>
<td>CYC</td>
</tr>
<tr>
<td>77173</td>
<td>6/6–7/27</td>
<td>MTuWTh</td>
<td>8–10 am</td>
<td>30</td>
<td>CYC</td>
</tr>
<tr>
<td>77675</td>
<td>6/6–7/27</td>
<td>MTuWTh</td>
<td>10 am–noon</td>
<td>30</td>
<td>CHEC</td>
</tr>
<tr>
<td>77178</td>
<td>6/6–7/27</td>
<td>MTuWTh</td>
<td>10 am–noon</td>
<td>30</td>
<td>CYC</td>
</tr>
</tbody>
</table>

Hours: 60  
Fee: $159  
Materials Needed: Text

---

#### LEVEL 2 Communication Improvement

<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>77185</td>
<td>6/1–8/24</td>
<td>MW</td>
<td>7–9:30 pm</td>
<td>24</td>
<td>CYC</td>
</tr>
<tr>
<td>77174</td>
<td>6/6–7/27</td>
<td>MTuWTh</td>
<td>8–10 am</td>
<td>30</td>
<td>CYC</td>
</tr>
<tr>
<td>77676</td>
<td>6/6–7/27</td>
<td>MTuWTh</td>
<td>10 am–noon</td>
<td>30</td>
<td>CHEC</td>
</tr>
<tr>
<td>77179</td>
<td>6/6–7/27</td>
<td>MTuWTh</td>
<td>10 am–noon</td>
<td>30</td>
<td>CYC</td>
</tr>
</tbody>
</table>

Hours: 60  
Fee: $159  
Materials Needed: Text

---

#### LEVEL 3 Communication Improvement

<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>77186</td>
<td>6/1–8/24</td>
<td>MW</td>
<td>7–9:30 pm</td>
<td>24</td>
<td>CYC</td>
</tr>
<tr>
<td>77175</td>
<td>6/6–7/27</td>
<td>MTuWTh</td>
<td>8–10 am</td>
<td>30</td>
<td>CYC</td>
</tr>
<tr>
<td>77180</td>
<td>6/6–7/27</td>
<td>MTuWTh</td>
<td>10 am–noon</td>
<td>30</td>
<td>CYC</td>
</tr>
</tbody>
</table>

Hours: 60  
Fee: $159  
Materials Needed: Text

---

#### LEVEL 4 Communication Improvement

<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>77187</td>
<td>6/1–8/24</td>
<td>MW</td>
<td>7–9:30 pm</td>
<td>24</td>
<td>CYC</td>
</tr>
<tr>
<td>77176</td>
<td>6/6–7/27</td>
<td>MTuWTh</td>
<td>8–10 am</td>
<td>30</td>
<td>CYC</td>
</tr>
<tr>
<td>77181</td>
<td>6/6–7/27</td>
<td>MTuWTh</td>
<td>10 am–noon</td>
<td>30</td>
<td>CYC</td>
</tr>
</tbody>
</table>

Hours: 60  
Fee: $159  
Materials Needed: Text

---

### ESL WRITING

#### ESL Advanced Writing

<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>77188</td>
<td>6/1–8/24</td>
<td>MW</td>
<td>7–9:30 pm</td>
<td>24</td>
<td>CYC</td>
</tr>
<tr>
<td>77182</td>
<td>6/6–7/27</td>
<td>MTuWTh</td>
<td>10 am–noon</td>
<td>30</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

---

### ESL GRAMMAR

#### Beginning Grammar, Part 1

<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>77224</td>
<td>6/14–7/21</td>
<td>TuTh</td>
<td>12:30–2:30 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

#### Beginning Grammar, Part 2

<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>77190</td>
<td>6/7–7/14</td>
<td>TuTh</td>
<td>12:30–3 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
<tr>
<td>77191</td>
<td>6/7–7/14</td>
<td>TuTh</td>
<td>7–9:30 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

Hours: 30  
Fee: $79  
Prerequisites: Complete Part 1 or Level 1 or 2 student  
Materials Needed: Text

#### Intermediate Grammar, Part 1

<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>77196</td>
<td>7/19–8/25</td>
<td>TuTh</td>
<td>12:30–3 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
<tr>
<td>77197</td>
<td>7/19–8/25</td>
<td>TuTh</td>
<td>7–9:30 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

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

---

### 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.  
<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>77198</td>
<td>7/19–8/25</td>
<td>TuTh</td>
<td>12:30–3 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
<tr>
<td>77199</td>
<td>7/19–8/25</td>
<td>TuTh</td>
<td>7–9:30 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Intermediate Grammar, Part 2**

- Hours: 30
- Fee: $79
- Prerequisites: Complete Part 1 or Level 3 student
- Materials Needed: Text

<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>77194</td>
<td>6/7–7/14</td>
<td>TuTh</td>
<td>12:30–3 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
<tr>
<td>77195</td>
<td>6/7–7/14</td>
<td>TuTh</td>
<td>7–9:30 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Advanced Grammar, Part 1**

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

<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>77200</td>
<td>7/19–8/25</td>
<td>TuTh</td>
<td>12:30–3 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
<tr>
<td>77201</td>
<td>7/19–8/25</td>
<td>TuTh</td>
<td>7–9:30 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**English Grammar Review**

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

<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>77189</td>
<td>6/7–7/14</td>
<td>TuTh</td>
<td>7–9 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**ESL PRONUNCIATION**

**Beginning Pronunciation & Speaking Skills**

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

<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>77202</td>
<td>6/4–8/27</td>
<td>Sa</td>
<td>9:30 am–noon</td>
<td>12</td>
<td>CYC</td>
</tr>
<tr>
<td>77203</td>
<td>6/13–8/3</td>
<td>MW</td>
<td>12:30–2:30 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
<tr>
<td>77204</td>
<td>6/14–8/2</td>
<td>TuTh</td>
<td>7–9 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Intermediate Pronunciation & Speaking Skills**

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

<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>77205</td>
<td>6/4–8/27</td>
<td>Sa</td>
<td>9:30 am–noon</td>
<td>12</td>
<td>CYC</td>
</tr>
<tr>
<td>77206</td>
<td>6/13–8/3</td>
<td>MW</td>
<td>12:30–2:30 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
<tr>
<td>77207</td>
<td>6/14–8/2</td>
<td>TuTh</td>
<td>7–9 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Advanced Pronunciation & Speaking Skills**

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

<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>77208</td>
<td>6/4–8/27</td>
<td>Sa</td>
<td>9:30 am–noon</td>
<td>12</td>
<td>CYC</td>
</tr>
<tr>
<td>77209</td>
<td>6/13–8/3</td>
<td>MW</td>
<td>12:30–2:30 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
<tr>
<td>77210</td>
<td>6/14–8/2</td>
<td>TuTh</td>
<td>7–9 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**ESL CONVERSATION**

**Accent Modification for Healthcare Professionals**

- Hours: 30
- Fee: $119
- Materials Needed: Text

<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>77219</td>
<td>6/7–8/23</td>
<td>Tu</td>
<td>12:30–3 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Beginning Conversation**

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

<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>77211</td>
<td>6/14–8/2</td>
<td>TuTh</td>
<td>12:30–2:30 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
<tr>
<td>77212</td>
<td>6/14–8/2</td>
<td>TuTh</td>
<td>7–9 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Intermediate Conversation**

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

<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>77213</td>
<td>6/4–8/27</td>
<td>Sa</td>
<td>9:30 am–noon</td>
<td>12</td>
<td>CYC</td>
</tr>
<tr>
<td>77214</td>
<td>6/14–8/2</td>
<td>TuTh</td>
<td>12:30–2:30 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
<tr>
<td>77215</td>
<td>6/14–8/2</td>
<td>TuTh</td>
<td>7–9 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Advanced Conversation**

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

<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>77216</td>
<td>6/4–8/27</td>
<td>Sa</td>
<td>9:30 am–noon</td>
<td>12</td>
<td>CYC</td>
</tr>
<tr>
<td>77217</td>
<td>6/14–8/2</td>
<td>TuTh</td>
<td>12:30–2:30 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
<tr>
<td>77218</td>
<td>6/14–8/2</td>
<td>TuTh</td>
<td>7–9 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Accent Modification**

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

<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>77220</td>
<td>6/13–8/3</td>
<td>MW</td>
<td>12:30–2:30 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Vocabulary Improvement**

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

<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>77221</td>
<td>6/7–7/26</td>
<td>TuTh</td>
<td>12:30–2:30 pm</td>
<td>15</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**ESL READING**

**Beginning Reading & Vocabulary Comprehension**

- Hours: 30
- Fee: $79
- Materials Needed: Text

<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>77222</td>
<td>6/3–8/26</td>
<td>F</td>
<td>9:30 am–noon</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**Intermediate Reading & Vocabulary Comprehension**

- Hours: 30
- Fee: $79
- Materials Needed: Text

<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>77223</td>
<td>6/3–8/26</td>
<td>F</td>
<td>12:30–3 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
</tbody>
</table>

**BUSINESS COMMUNICATIONS IMPROVEMENT**

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

- Hours: 40
- Fee: $129
- Prerequisites: Level 5 student

<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>77225</td>
<td>5/28–8/27</td>
<td>Sa</td>
<td>1–4 pm</td>
<td>13</td>
<td>CYC</td>
</tr>
</tbody>
</table>

Class will not meet 7/2. Last class will end at 5pm.
### Languages

#### American Sign Language

**Beginning Sign Language**
- Hours: 24
- Fee: $99
- Materials Needed: Text
- **CRN 75501** 5/12-6/21 TuTh 6:30-8:30 pm 12 CYC

**Intermediate Sign Language**
- Hours: 24
- Fee: $99
- Prerequisites: Beginning Sign Language
- Materials Needed: Text
- **CRN 77255** 6/28-8/4 TuTh 6:30-8:30 pm 12 CYC

### Spanish

**Workplace Spanish for Hospitals and Nurses**
- Hours: 24
- Fee: $129
- Materials Needed: Text
- **CRN 77256** 6/5-7/31 Su 1-4 pm 8 CYC

**Spanish I**
- Hours: 30
- Fee: $109
- Materials Needed: Text
- **CRN 75503** 5/16-7/11 MW 5-7 pm 15 CYC
- **CRN 77257** 5/31-7/7 TuTh 12:30-3 pm 12 CYC
- **CRN 77258** 5/31-7/7 TuTh 7-9:30 pm 12 CYC
- **CRN 77259** 6/4-8/13 Sa 9 am-noon 10 CYC
- **CRN 77260** 6/6-7/18 MW 9:30 am-noon 12 CYC
- **CRN 77261** 6/6-7/18 MW 7-9:30 pm 12 CYC
- **CRN 77674** 6/7-7/14 TuTh 9-11:30 am 12 CHEC

**Spanish II**
- Hours: 30
- Fee: $109
- Prerequisites: Spanish I or Spanish-speaking ability
- Materials Needed: Text
- **CRN 77262** 6/4-8/13 Sa 12-3 pm 10 CYC
- **CRN 77263** 7/12-8/18 TuTh 12:30-3 pm 12 CYC
- **CRN 77264** 7/12-8/18 TuTh 7-9:30 pm 12 CYC
- **CRN 77265** 7/13-8/31 MW 5-7 pm 15 CYC
- **CRN 77266** 7/25-8/31 MW 9:30 am-noon 12 CYC
- **CRN 77267** 7/25-8/31 MW 7-9:30 pm 12 CYC

**Spanish III**
- Hours: 30
- Fee: $139
- Prerequisites: Spanish I, II or Spanish-speaking ability
- Materials Needed: Text
- **CRN 77268** 6/4-8/13 Sa 12-3 pm 10 CYC
- **CRN 77269** 6/9-8/25 Th 7-9:30 pm 12 CYC

**Spanish IV**
- Hours: 30
- Fee: $139
- Prerequisites: Spanish I–III
- Materials Needed: Text
- **CRN 77432** 6/7-8/23 Tu 7-9:30 pm 12 CYC

**Spanish V**
- Hours: 30
- Fee: $139
- Prerequisites: Spanish IV
- Materials Needed: Text
- **CRN 77270** 6/4-8/6 Sa 9 am-noon 10 CYC
- **CRN 77271** 6/21-7/28 TuTh 9:30 am-noon 12 CYC

**Spanish VI**
- Hours: 36
- Fee: $139
- Prerequisites: Spanish V.
- Materials Needed: Text
- **CRN 77272** 6/6-8/8 MW 7-9 pm 18 CYC

**Spanish VII**
- Hours: 36
- Fee: $159
- Prerequisites: Spanish VI
- Materials Needed: Text
- **CRN 77273** 6/7-8/4 TuTh 9:30-11:30 am 18 CYC

**Spanish IX**
- Hours: 36
- Fee: $159
- Prerequisites: Spanish VI or above and Spanish speaking ability
- Materials Needed: Text
- **CRN 77274** 6/7-8/4 TuTh 7-9 pm 18 CYC

**Introduction to Spanish Verbs I**
- Hours: 30
- Fee: $139
- Prerequisites: Completion of Spanish I or Spanish II student
- Materials Needed: Text
- **CRN 77275** 6/2-8/18 Th 7-9:30 pm 12 CYC

**Spanish Conversation – Beginning I**
- Hours: 30
- Fee: $139
- Prerequisites: Completion of Spanish II or III
- Materials Needed: Text
- **CRN 77276** 6/3-8/26 F 9:30 am-noon 12 CYC
- **CRN 77277** 6/7-8/23 Tu 7-9:30 pm 12 CYC

**Spanish Conversation – Beginning II**
- Hours: 30
- Fee: $139
- Prerequisites: Completion of Spanish II or III
- Materials Needed: Text
- **CRN 77278** 6/7-8/23 Tu 7-9:30 pm 12 CYC

---

**Foreign Language Information Session**

Learning a new language is a great skill. If you are unsure which course level to begin or want more information on course placement, then plan to attend our free information session. For additional information please call 972.985.3752 or email our advisor at CEAdvisor@collin.edu.
<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>77278</td>
<td>6/3–8/26</td>
<td>F</td>
<td>12:30–3 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>77279</td>
<td>6/9–8/25</td>
<td>Th</td>
<td>7–9:30 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>77433</td>
<td>5/21–6/25</td>
<td>Sa</td>
<td>1–4 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Languages

#### FRENCH

- **Spanish Conversation – Intermediate I**
  - Hours: 30
  - Fee: $139
  - Prerequisites: Spanish IV or V
  - Materials Needed: Text
  - CRN 77278
  - Date(s): 6/3–8/26
  - Day(s): F
  - Time: 12:30–3 pm
  - Sessions: 12
  - Location: CYC

- **Spanish Conversation – Intermediate II**
  - Hours: 30
  - Fee: $139
  - Prerequisites: Spanish IV or V
  - Materials Needed: Text
  - CRN 77279
  - Date(s): 6/9–8/25
  - Day(s): Th
  - Time: 7–9:30 pm
  - Sessions: 12
  - Location: CYC

- **Spanish Conversation Review**
  - Hours: 18
  - Fee: $99
  - Prerequisites: Advanced Spanish students
  - CRN 77433
  - Date(s): 6/21-6/25
  - Day(s): Sa
  - Time: 1–4 pm
  - Sessions: 6
  - Location: CYC

- **French I**
  - Hours: 30
  - Fee: $109
  - Materials Needed: Text
  - CRN 77280
  - Date(s): 6/4–8/27
  - Day(s): Sa
  - Time: 9:30 am–noon
  - Sessions: 12
  - Location: CYC

- **French II**
  - Hours: 30
  - Fee: $109
  - Prerequisites: French I
  - Materials Needed: Text
  - CRN 77281
  - Date(s): 6/5–8/28
  - Day(s): Su
  - Time: 1–3:30 pm
  - Sessions: 12
  - Location: CYC

- **French III**
  - Hours: 30
  - Fee: $139
  - Prerequisites: French II
  - Materials Needed: Text
  - CRN 77283
  - Date(s): 6/4–8/27
  - Day(s): Sa
  - Time: 12:30–3 pm
  - Sessions: 12
  - Location: CYC

- **French IV**
  - Hours: 30
  - Fee: $139
  - Prerequisites: French III
  - Materials Needed: Text
  - CRN 75801
  - Date(s): 5/16–6/27
  - Day(s): MW
  - Time: 7–9:30 pm
  - Sessions: 12
  - Location: CYC

- **French VI**
  - Hours: 30
  - Fee: $139
  - Prerequisites: French V
  - Materials Needed: Text
  - CRN 77286
  - Date(s): 6/8–8/24
  - Day(s): W
  - Time: 7–9:30 pm
  - Sessions: 12
  - Location: CYC

- **French VIII**
  - Hours: 30
  - Fee: $139
  - Prerequisites: French VII
  - Materials Needed: Text
  - CRN 77287
  - Date(s): 6/7–8/23
  - Day(s): Tu
  - Time: 5:45–7:30 pm
  - Sessions: 12
  - Location: CYC

- **French Conversation – Beginning**
  - Hours: 30
  - Fee: $139
  - Prerequisites: Completion of French I or French II student
  - Materials Needed: Text
  - CRN 77288
  - Date(s): 6/6–8/29
  - Day(s): M
  - Time: 6:30–9 pm
  - Sessions: 12
  - Location: CYC

- **French Conversation – Intermediate**
  - Hours: 30
  - Fee: $139
  - Prerequisites: Completion of French III or IV
  - Materials Needed: Text
  - CRN 77289
  - Date(s): 6/8–8/24
  - Day(s): W
  - Time: 6:30–9 pm
  - Sessions: 12
  - Location: CYC

- **French Conversation Review**
  - Hours: 18
  - Fee: $99
  - Prerequisites: Advanced French students
  - CRN 77436
  - Date(s): 5/21–6/25
  - Day(s): Sa
  - Time: 9:30 am–12:30 pm
  - Sessions: 6
  - Location: CYC

#### ARABIC

- **Arabic I**
  - Hours: 30
  - Fee: $109
  - Materials Needed: Text
  - CRN 77290
  - Date(s): 6/6–7/18
  - Day(s): MW
  - Time: 7–9:30 pm
  - Sessions: 12
  - Location: CYC

- **Arabic II**
  - Hours: 30
  - Fee: $139
  - Prerequisites: Arabic I
  - Materials Needed: Text
  - CRN 77291
  - Date(s): 7/25–8/31
  - Day(s): TuTh
  - Time: 6:30–9 pm
  - Sessions: 12
  - Location: CYC

#### GERMAN

- **German I**
  - Hours: 30
  - Fee: $109
  - Materials Needed: Text
  - CRN 77292
  - Date(s): 6/7–7/14
  - Day(s): TuTh
  - Time: 6:30–9 pm
  - Sessions: 12
  - Location: CYC

- **German II**
  - Hours: 30
  - Fee: $139
  - Prerequisites: German I
  - Materials Needed: Text
  - CRN 77293
  - Date(s): 7/19–8/25
  - Day(s): TuTh
  - Time: 6:30–9 pm
  - Sessions: 12
  - Location: CYC

#### ITALIAN

- **Italian I**
  - Hours: 30
  - Fee: $109
  - Materials Needed: Text
  - CRN 77294
  - Date(s): 6/5–8/15
  - Day(s): Su
  - Time: 1–3:30 pm
  - Sessions: 10
  - Location: CYC

- **Italian II**
  - Hours: 30
  - Fee: $139
  - Prerequisites: Italian I
  - Materials Needed: Text
  - CRN 77295
  - Date(s): 7/3–8/15
  - Day(s): Su
  - Time: 3:30–6:30 pm
  - Sessions: 10
  - Location: CYC

#### JAPANESE

- **Japanese Culture Through Experience**
  - Hours: 30
  - Fee: $139
  - CRN 77454
  - Date(s): 6/8–8/10
  - Day(s): W
  - Time: 9 am–noon
  - Sessions: 10
  - Location: CYC

- **Japanese I**
  - Hours: 30
  - Fee: $109
  - Materials Needed: Text
  - CRN 77450
  - Date(s): 6/11–8/10
  - Day(s): Sa
  - Time: 1–3:30 pm
  - Sessions: 12
  - Location: CYC

- **Japanese V**
  - Hours: 30
  - Fee: $139
  - Materials Needed: Text
  - CRN 77451
  - Date(s): 6/14–8/2
  - Day(s): TuTh
  - Time: 6:30–8:30 pm
  - Sessions: 15
  - Location: CYC

---

Summer 2016    To Register, call or click: 972.985.3711    www.collin.edu/ce/register
**Mandarin Chinese**

Mandarin Chinese I
- Hours: 30
- Fee: $109
- Materials Needed: Text
- CRN: 75504
- Dates: 5/14–8/6
- Days: Sa
- Time: 8:30–11:00 am
- Sessions: 12
- Location: CYC

Class will not meet 7/2.

Intermediate Japanese Immersion
- Hours: 30
- Fee: $139
- Prerequisites: Genki, Volume II or its equivalent, Japanese VIII
- Materials Needed: Text
- CRN: 77452
- Dates: 6/11–9/10
- Days: Sa
- Time: 9:30 am–noon
- Sessions: 12
- Location: CYC

Class will not meet 5/28, 7/2.

Japanese VIII
- Hours: 30
- Fee: $139
- Prerequisites: Japanese VII
- Materials Needed: Text
- CRN: 77452
- Dates: 6/11–9/10
- Days: Sa
- Time: 9:30 am–noon
- Sessions: 12
- Location: CYC

Intermediate Japanese Immersion
- Hours: 30
- Fee: $139
- Prerequisites: Genki, Volume II or its equivalent, Japanese VIII
- Materials Needed: Text
- CRN: 77453
- Dates: 6/12–9/11
- Days: Su
- Time: Noon–2:30 pm
- Sessions: 12
- Location: CYC

Portuguese

Portuguese I
- Hours: 30
- Fee: $109
- Materials Needed: Text
- CRN: 77442
- Dates: 6/3–8/5
- Days: F
- Time: 6–9 pm
- Sessions: 10
- Location: CYC

EXAM PREPARATION

TOEFL Preparation
- Hours: 48
- Fee: $179
- Materials Needed: Text
- CRN: 77300
- Dates: 6/6–8/10
- Days: MW
- Time: 7–9:30 pm
- Sessions: 19
- Location: CYC

SAT Math Review
- Hours: 12
- Fee: $69
- Materials Needed: Text
- CRN: 77298
- Dates: 6/4–7/16
- Days: Sa
- Time: 10:30 am–12:30 pm
- Sessions: 6
- Location: CYC

Class will not meet 7/2.

SAT Verbal Review
- Hours: 20
- Fee: $99
- Materials Needed: Text
- CRN: 77299
- Dates: 6/7–7/7
- Days: TuTh
- Time: 6:30–8:30 pm
- Sessions: 10
- Location: CYC

GMAT Test Preparation Review
- Hours: 30
- Fee: $169
- Materials Needed: Text
- CRN: 77296
- Dates: 6/6–8/15
- Days: M
- Time: 6:30–9:30 pm
- Sessions: 10
- Location: CYC

GRE Test Preparation Review
- Hours: 30
- Fee: $169
- Materials Needed: Text
- CRN: 77297
- Dates: 6/8–8/10
- Days: W
- Time: 6:30–9:30 pm
- Sessions: 10
- Location: CYC

GRE Test Preparation Review
- Hours: 30
- Fee: $169
- Materials Needed: Text
- CRN: 77297
- Dates: 6/8–8/10
- Days: W
- Time: 6:30–9:30 pm
- Sessions: 10
- Location: CYC

GRE Test Preparation Review
- Hours: 30
- Fee: $169
- Materials Needed: Text
- CRN: 77297
- Dates: 6/8–8/10
- Days: W
- Time: 6:30–9:30 pm
- Sessions: 10
- Location: CYC

For CE advising, 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.
Surf to Summer Success by enrolling in Collin College **Teen EdVenture** courses

Choose a board & catch the wave!

- Prepare for college admissions, scholarships, and exams with College Knowledge 101, SAT Reviews and other college prep!
- Take your talent to the next level with Cookie Decorating, Photography and more creative courses!
- Catch the wave to turn your ideas into business success with our new Teen Entrepreneurial Academy!

Coding and computer programming classes available, too!

Space is limited. Secure your spot online at [www.collin.edu/ce/teens](http://www.collin.edu/ce/teens) or by calling 972-985-3790.

Courses open to teens 14 and up.
## Teen EdVenture

### College Prep

<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>77716</td>
<td>6/14-8/4</td>
<td>TuTh</td>
<td>7-9:30 pm</td>
<td>16</td>
<td>CHEC</td>
</tr>
</tbody>
</table>

### SAT Math Review

<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>77298</td>
<td>6/4-7/16</td>
<td>Sa</td>
<td>10:30 am-12:30 pm</td>
<td>6</td>
<td>CYC</td>
</tr>
<tr>
<td>77678</td>
<td>6/18-7/30</td>
<td>W</td>
<td>9-11 am</td>
<td>6</td>
<td>CHEC</td>
</tr>
</tbody>
</table>

### SAT Verbal Review

<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>77299</td>
<td>6/7-7/7</td>
<td>TuTh</td>
<td>6:30-8:30 pm</td>
<td>10</td>
<td>CYC</td>
</tr>
<tr>
<td>77677</td>
<td>6/21-7/21</td>
<td>TuTh</td>
<td>9-11 am</td>
<td>10</td>
<td>CHEC</td>
</tr>
</tbody>
</table>

### Computer Education

#### Microsoft Excel I

<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>77620</td>
<td>6/1-6/20</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CHEC</td>
</tr>
<tr>
<td>77748</td>
<td>6/29-7/15</td>
<td>WF</td>
<td>1-4 pm</td>
<td>6</td>
<td>CHEC</td>
</tr>
</tbody>
</table>

#### Microsoft Excel II

<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>77623</td>
<td>6/22-7/13</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>6</td>
<td>CHEC</td>
</tr>
<tr>
<td>77750</td>
<td>7/20-8/5</td>
<td>WF</td>
<td>1-4 pm</td>
<td>6</td>
<td>CHEC</td>
</tr>
</tbody>
</table>

#### Get Up & Code

<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>77754</td>
<td>6/13-6/17</td>
<td>M-F</td>
<td>1-4 pm</td>
<td>6</td>
<td>CHEC</td>
</tr>
</tbody>
</table>

### Creative Careers

#### Healthcare Ethics & HIPAA Compliance

<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>77424</td>
<td>7/5-8/2</td>
<td>TuTh</td>
<td>6-9:30 pm</td>
<td>9</td>
<td>SCC</td>
</tr>
</tbody>
</table>

### Languages

#### Spanish I

<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>77674</td>
<td>6/7-7/14</td>
<td>TuTh</td>
<td>9-11:30 am</td>
<td>12</td>
<td>CHEC</td>
</tr>
</tbody>
</table>

### Teen Business

#### Teen Entrepreneurial Academy

<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>77717</td>
<td>6/13-6/17</td>
<td>M-F</td>
<td>9 am-noon</td>
<td>5</td>
<td>CHEC</td>
</tr>
</tbody>
</table>
REGISTRATION INFORMATION

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. 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.

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

Books and Supplies
For courses that require books and supplies, please refer to the course syllabi.

For courses taught at the Courtyard Center (CYC), textbooks will be available through the Courtyard Center Bookstore, 972.985.3710.

For courses taught at the Spring Creek, Preston Ridge or Central Park campus of Collin College, textbooks will be available in the bookstore of that campus.

For courses taught at the Allen Center or the Collin Higher Education Center location, textbooks will be available for purchase the first class session - payable by cash or checks only.

Textbook Return Policy
If you change courses, select the wrong book(s), or the course has been cancelled, you may return the books for a refund under the following conditions:
1. The book is returned by the day after the first class day. If it is a one-day course, book must be returned prior to the start of the course.
2. The original (no photocopies) cash register receipt must be presented.
3. The new book is returned in original condition. New books that are written in will not be accepted for a refund.
4. Books in shrink wrap must be returned unopened, in the original package.
5. Books purchased more than 14 days prior to the course start date are not eligible for return.

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.

45
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–F: 8 am–5 pm
   W: 8 am–8 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

   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

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

   All Collin College campuses will be CLOSED and
   Continuing Education Classes will not meet
   May 30, July 4, Aug. 12

   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   SCC–Spring Creek Campus

   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

   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
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.