Career Skills Training

May - August 2015

~ Click on a Hot Job below to learn more. ~

LEARN MORE about the training available for these HOT JOBS and many others inside!

HOT Jobs!

- Computer Network Specialist
- Graphic Designer
- Manager/Supervisor
- Cyber Security Specialist
- Writer/Author
- Interior Designer
- Commercial Truck Driver
- Database Administrator
- Medical Secretary
- Certified Medical Assistant
- Insurance Adjuster
- Certified Nursing Assistant
- Photographer
- Bookkeeper/Accounting Clerk
- Computer Engineer
- Web Developer
- Marketing Specialist
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All Collin College campuses will be CLOSED and Continuing Education Classes will not meet May 25, July 3-5 and August 14 (All College Day)

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
CP–Central Park Campus CYC–Courtyard Center
PRC– Preston Ridge Campus SCC–Spring Creek Campus

Textbooks for classes held at the Collin Higher Education Center (CHEC) and Allen Center (AHS) locations will be delivered on the first night of class only.

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

Cash or check are the only forms of payment accepted at these locations.

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.

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

Find us on Facebook
Collin College Continuing Education
www.facebook.com/collincontinued

Summer 2015 To Register, call or click 972.985.3711 www.collin.edu/ce/register
**New layout!**

**How to Read the Schedule**

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>Commercial Industrial Wiring</th>
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<tbody>
<tr>
<td>Hours:</td>
<td>16</td>
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<tr>
<td>Prerequisites:</td>
<td>Basic Electrical Wiring</td>
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<tr>
<td>COURSE NUMBER (CRN)</td>
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<tr>
<td>START &amp; END DATES</td>
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<td>START &amp; END TIMES</td>
<td>Th 6:30–9:45 pm</td>
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<tr>
<td>LOCATION</td>
<td>CYC</td>
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<tr>
<td>OTHER INFORMATION</td>
<td>Last class ends at 9:30</td>
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<tr>
<td># OF SESSIONS</td>
<td>5</td>
</tr>
<tr>
<td>DAY(S) CLASSES HELD</td>
<td></td>
</tr>
<tr>
<td>Fee:</td>
<td>$99</td>
</tr>
</tbody>
</table>

Sign up for our e-mail Newsletter today!


The Continuing Education e-Newsletter connects you to the training you seek. You’ll read about upcoming courses and new courses. When a new course section is created for one of our more popular courses, you’ll read about it here.

Use your mobile device to scan the QR code.
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 9 • 10 am–Noon

CRN  Session
75545  Cisco Networking Certification
75475  Comp TIA, Computer Security Certification
75502  Computer Programming C to Java
75450  Internet Marketing Certificate
75464  Introduction to SAP
75493  Microsoft IT Professional Certification
75492  Oracle DBA Certification
75516  VMware Certification
75506  Digital Photography Certificate
75521  Web & Graphic Design Certificates

HOT JOBS TRAINING

Learn more about Cool Courses offered in Continuing Education to train for Hot Jobs!

CRN  Date(s) Day(s) Time  Sessions  Location
75562  5/2  Sa  9-11 am
77610  6/4  Th  6-8 pm
77611  7/9  Th  6-8 pm

CERTIFIED FIBER OPTICS

CRN  Session
75449  Certified Fiber Optics

LOGISTICS

CRN  Session
75436  Logistics

PROFESSIONAL TRUCK DRIVING

CRN  Session
75622  Professional Truck Driving

FREE – ESL PLACEMENT TESTING

CRN  Date(s)  Day(s)  Time  Sessions  Location
75458  5/5  Tu  6:30 pm  1  CYC
75459  5/6  W  12:30 pm  1  CYC
75460  5/7  Th  6:30 pm  1  CYC
75461  5/12  Tu  6:30 pm  1  CYC
75462  5/13  W  12:30 pm  1  CYC
75463  5/14  Th  6:30 pm  1  CYC
75555  5/19  Tu  6:30 pm  1  CYC
75556  5/20  W  12:30 pm  1  CYC
75557  5/21  Th  6:30 pm  1  CYC

HEALTH SCIENCES

Healthcare Careers
CRN  Date(s)  Day(s)  Time  Sessions  Location
75403  4/21  Tu  10 am–noon
77009  6/10  W  10 am–noon

Phlebotomy, CNA, PCT
CRN  Date(s)  Day(s)  Time  Sessions  Location
75404  5/12  Tu  6–7 pm

Medical Billing and Coding
CRN  Date(s)  Day(s)  Time  Sessions  Location
75406  4/16  Th  10–11 am

Health IT
CRN  Date(s)  Day(s)  Time  Sessions  Location
75405  4/23  Th  10–11 am

Veterinary Assistant
CRN  Date(s)  Day(s)  Time  Sessions  Location
75407  4/7  Th  6–7 pm

Clinical Medical Assistant
CRN  Date(s)  Day(s)  Time  Sessions  Location
75002  4/24  F  9–10 am
77010  6/19  F  9–10 am
77011  8/13  Th  6–7 pm

AVIATION

CRN  Date(s)  Day(s)  Time  Sessions  Location
75563  5/9  Sa  9–11 am

CERTIFIED WEDDING & EVENT PLANNER

CRN  Date(s)  Day(s)  Time  Sessions  Location
75491  5/5  Tu  6–8 pm

FOREIGN LANGUAGES

CRN  Date(s)  Day(s)  Time  Sessions  Location
75482  5/7  Th  6–8 pm

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CPCCentral Park Campus   CYC—Courtyard Center
PRC—Preston Ridge Campus   SCC—Spring Creek Campus

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.

CRN  Date(s)  Day(s)  Time  Sessions  Location
75482  5/7  Th  6–8 pm  1  CYC
New Summer Courses

**Info Sessions**

**Hot Jobs Training**
  Hot Jobs Training

**Creative Careers**

**Creative Writing**
  The 10 Things Every New Writer Should Know
  Market and Promote Your Novel

**Workforce Development**

**Small Business**
  Grow Your Business Through Email Marketing
  Grant Writing 101 for Non-Profits

**Real Estate**
  So You Want to Be a Realtor?

**Computers Education**

**Business Applications**
  SAS Programming Fundamentals

**Health Sciences**

**Advanced Certifications**
  The Case Management Process
  Case Management Coordination and Financial Management
  Case Studies in Healthcare Case Management

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.

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
Computer Education

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>Date(s)</th>
<th>Day</th>
<th>Time</th>
<th>Sessions</th>
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<tbody>
<tr>
<td>LinkedIn - Basics</td>
<td>75518</td>
<td>5/20</td>
<td>W</td>
<td>9am-noon</td>
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<tr>
<td>LinkedIn - Advanced</td>
<td>75520</td>
<td>5/27</td>
<td>W</td>
<td>9am-noon</td>
<td>1</td>
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<tr>
<td>Apple iCloud - Basics</td>
<td>77448</td>
<td>6/10</td>
<td>W</td>
<td>9am-noon</td>
<td>1</td>
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<tr>
<td>Quick Edits Using Photoshop Elements (hands on)</td>
<td>77478</td>
<td>6/27</td>
<td>Sa</td>
<td>1-4 pm</td>
<td>1</td>
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<tr>
<td>Managing Collected</td>
<td>77479</td>
<td>6/28</td>
<td>Su</td>
<td>1-4 pm</td>
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<tr>
<td>Photo Images (hands on)</td>
<td>77487</td>
<td>7/11</td>
<td>Sa</td>
<td>1-4 pm</td>
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Workshops

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

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Date(s)</th>
<th>Day</th>
<th>Time</th>
<th>Sessions</th>
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<tbody>
<tr>
<td>Introduction to Personal Computers</td>
<td>77378</td>
<td>8/22-8/23</td>
<td>W</td>
<td>9am-noon</td>
<td>1</td>
</tr>
<tr>
<td>Windows 8</td>
<td>77460</td>
<td>8/29-8/30</td>
<td>W</td>
<td>9am-noon</td>
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<tr>
<td>Microsoft Word I</td>
<td>77316</td>
<td>8/15-8/16</td>
<td>W</td>
<td>9am-noon</td>
<td>1</td>
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<tr>
<td>Microsoft Excel I</td>
<td>77319</td>
<td>8/22-8/23</td>
<td>W</td>
<td>9am-noon</td>
<td>1</td>
</tr>
<tr>
<td>Excel Programming</td>
<td>75473</td>
<td>5/30-5/31</td>
<td>W</td>
<td>9am-noon</td>
<td>1</td>
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<tr>
<td>Crystal Reports, Basic</td>
<td>77185</td>
<td>8/15-8/16</td>
<td>W</td>
<td>9am-noon</td>
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<tr>
<td>Crystal Reports, Advanced</td>
<td>77189</td>
<td>8/22-8/23</td>
<td>W</td>
<td>9am-noon</td>
<td>1</td>
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<tr>
<td>HTML</td>
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<td>W</td>
<td>9am-noon</td>
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<tr>
<td>XML</td>
<td>77374</td>
<td>8/8-8/9</td>
<td>W</td>
<td>9am-noon</td>
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<tr>
<td>Microsoft Project</td>
<td>77315</td>
<td>8/8-8/9</td>
<td>W</td>
<td>9am-noon</td>
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<tr>
<td>PERL</td>
<td>75454</td>
<td>5/16-5/17</td>
<td>W</td>
<td>9am-noon</td>
<td>1</td>
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</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Introductory Computer</th>
<th>CRN</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
<th>Sessions</th>
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<tr>
<td>Discovering Digital Media – ITunes to Podcasts</td>
<td>75533</td>
<td>5/19-5/28</td>
<td>TuTh</td>
<td>2:30-4 pm</td>
<td>4</td>
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<tr>
<td>Computers for the Absolute Beginner I</td>
<td>77131</td>
<td>6/1-6/10</td>
<td>MW</td>
<td>12:30-2 pm</td>
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<tr>
<td>Introduction to Windows 8</td>
<td>77443</td>
<td>6/2-6/11</td>
<td>TuTh</td>
<td>2:30-4 pm</td>
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<tr>
<td>Android Phone and Tablet</td>
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<td>6/15-7/6</td>
<td>M</td>
<td>2:30-4 pm</td>
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<tr>
<td>iPhone</td>
<td>77516</td>
<td>6/19-7/17</td>
<td>F</td>
<td>12:30-2 pm</td>
<td>4</td>
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<tr>
<td>iPad</td>
<td>77517</td>
<td>6/19-7/17</td>
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<td>Discovering the Internet</td>
<td>77475</td>
<td>6/22-6/24</td>
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<td>6/22-6/24</td>
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<td>Introduction to eReaders</td>
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<td>6/23-6/25</td>
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<td>Introduction to Windows 7</td>
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<td>6/23-7/2</td>
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<td>Social Networking Website Basics</td>
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<td>7/6-7/8</td>
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<td>7/13-7/22</td>
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<td>Introduction to Microsoft Word</td>
<td>77498</td>
<td>7/21-7/30</td>
<td>TuTh</td>
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<tr>
<td>Making Secure Computer Back-Ups</td>
<td>77501</td>
<td>7/27-7/29</td>
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<td>Introduction to Microsoft Excel</td>
<td>77505</td>
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<th>Sessions</th>
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<td>75532</td>
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<td>4</td>
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<tr>
<td>Editing Digital Photos with Photoshop Elements</td>
<td>77464</td>
<td>6/2-6/11</td>
<td>TuTh</td>
<td>12:30-2 pm</td>
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<td>Digital Photography – Megapixels Explained</td>
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<td>6/8-6/10</td>
<td>MW</td>
<td>12:30-2 pm</td>
<td>2</td>
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<td>Face-lifts with Photoshop Elements</td>
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<td>6/16-6/18</td>
<td>TuTh</td>
<td>12:30-2 pm</td>
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<td>77474</td>
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<td>TuTh</td>
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<th>Date(s)</th>
<th>Day</th>
<th>Time</th>
<th>Sessions</th>
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<tbody>
<tr>
<td>Introduction to Personal Computers</td>
<td>77378</td>
<td>8/22-8/23</td>
<td>W</td>
<td>9am-noon</td>
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<td>Windows 8</td>
<td>77460</td>
<td>8/29-8/30</td>
<td>W</td>
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<td>77316</td>
<td>8/15-8/16</td>
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<td>Excel Programming</td>
<td>75473</td>
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<td>9am-noon</td>
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<td>8/15-8/16</td>
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<td>9am-noon</td>
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<td>PERL</td>
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<td>5/16-5/17</td>
<td>W</td>
<td>9am-noon</td>
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</tbody>
</table>
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)

### In-a-Day Computer Business Applications

<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>
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<tbody>
<tr>
<td>Windows 7</td>
<td>75496</td>
<td>5/29</td>
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<td>CYC</td>
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<tr>
<td>Windows 8</td>
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<td>CYC</td>
</tr>
<tr>
<td>Basic Access</td>
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</tr>
<tr>
<td>Intermediate Access</td>
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<td>Data Visualization with Tableau Public</td>
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<td>MS Excel PivotTable Skills - Basic</td>
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<td>MS Excel PivotTable Skills - Advanced</td>
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<td>MS Excel Macro Skills</td>
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<td>Digital Photography Fundamentals</td>
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<td>iPad</td>
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<td>Advanced Wordpress</td>
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<td>Cascading Style Sheets</td>
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</table>

### Introductory Computer Courses

**Introduction to Personal Computers**

Hours: 15  
Fee: $109  
Materials Needed: Text  
CRN: 75505  5/16–6/13  Sa 9 am–noon  5 CYC  
CRN: 77343  5/27–6/10  WF 1–4 pm  5 CYC  
CRN: 77543  6/8–7/6  M 6:30–9:30 pm  5 CYC  
CRN: 77304  6/16–6/30  TuTh 9 am–noon  5 CYC

### Operating Systems

#### Windows 8 – Beginner

Hours: 18  
Fee: $129  
Prerequisites: Computer Keyboarding or ability to type at least 20 WPM  
Materials Needed: Text  
CRN: 75117  5/12–5/28  TuTh 6:30–9:30 pm  6 CYC

#### Windows 8 – Intermediate

Hours: 18  
Fee: $129  
Prerequisites: Windows 8 – Beginner  
Materials Needed: Text  
CRN: 77459  8/10–8/26  MW 6:30–9:30 pm  6 CYC

#### Windows 7 – Beginner

Hours: 18  
Fee: $129  
Prerequisites: Computer Keyboarding or ability to type at least 20 WPM  
Materials Needed: Text  
CRN: 77346  6/9–6/25  TuTh 1–4 pm  6 CYC

#### Windows 7 – Intermediate

Hours: 18  
Fee: $129  
Prerequisites: Windows 7 – Beginner  
Materials Needed: Text  
CRN: 77137  8/12–8/26  MWF 1–4 pm  6 CYC

### 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 30.

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  
75488  5/11–5/27  MWF 9 am–noon  7 CYC  
77149  5/30–7/18  Sa 9 am–noon  7 CYC  
77533  6/10–7/1  WF 9 am–noon  7 CHEC  
77540  8/5–8/26  MW 6:30–9:30 pm  7 CHEC

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

Microsoft Office System
Hours: 24 Fee: $159
Prerequisites: Microsoft Windows
Materials Needed: Text
75500 5/19–6/11 TuTh 9 am–noon 8 CYC
77163 6/22–7/15 MW 9 am–noon 8 CYC
77329 7/7–8/25 Tu 6:30–9:30 pm 8 CYC

Microsoft Excel I
Hours: 18 Fee: $129
Prerequisites: Microsoft Windows
Materials Needed: Text
77388 6/3–6/15 MWF 9 am–noon 6 CYC
77352 6/3–6/22 MW 6:30–9:30 pm 6 CHEC
77234 6/9–6/25 TuTh 1–4 pm 6 CYC
77332 7/20–8/24 M 6:30–9:30 pm 6 CYC
77375 8/11–8/27 TuTh 9 am–noon 6 CYC

Microsoft Excel II
Hours: 18 Fee: $129
Prerequisites: Microsoft Excel I
Materials Needed: Text
77390 6/17–6/29 MWF 9 am–noon 6 CYC
77535 6/24–7/13 MW 6:30–9:30 pm 6 CHEC
77181 8/11–8/27 TuTh 1–4 pm 6 CYC

Microsoft Excel III
Hours: 18 Fee: $129
Prerequisites: Microsoft Excel II
Materials Needed: Text
75479 5/19–6/4 TuTh 9 am–noon 6 CYC
77537 7/15–8/3 MW 6:30–9:30 pm 6 CHEC

Microsoft Word I
Hours: 18 Fee: $129
Prerequisites: Microsoft Windows and the ability to type at least 20 wpm
Materials Needed: Text
75510 5/12–5/28 TuTh 6:30–9:30 pm 6 CYC
75480 5/19–6/4 TuTh 1–4 pm 6 CYC
77244 7/13–7/29 MW 9 am–noon 6 CYC

Microsoft Word II
Hours: 18 Fee: $129
Prerequisites: Microsoft Word I
Materials Needed: Text
77389 6/4–6/23 TuTh 6:30–9:30 pm 6 CYC
77252 8/10–8/26 MW 9 am–noon 6 CYC
77376 8/11–8/27 TuTh 1–4 pm 6 CYC

Microsoft PowerPoint I
Hours: 15 Fee: $109
Prerequisites: Microsoft Windows
Materials Needed: Text
77359 5/30–6/27 Sa 1–4 pm 5 CYC
77158 6/9–6/23 TuTh 1–4 pm 5 CYC
77240 6/30–7/14 TuTh 1–4 pm 5 CYC

Microsoft Access I
Hours: 18 Fee: $129
Prerequisites: Microsoft Windows
Materials Needed: Text
77531 5/26–6/11 TuTh 6:30–9:30 pm 6 CHEC
77302 6/3–6/15 MWF 1–4 pm 6 CYC
77391 6/25–7/14 TuTh 6:30–9:30 pm 6 CYC
77394 7/13–7/24 MW 9 am–noon 6 CYC

Microsoft Access II
Hours: 18 Fee: $129
Prerequisites: Microsoft Access I
Materials Needed: Text
77534 6/16–7/2 TuTh 6:30–9:30 pm 6 CHEC
77397 7/16–8/4 TuTh 6:30–9:30 pm 6 CYC
77404 8/3–8/19 MW 9 am–noon 6 CYC

Microsoft Access III
Hours: 18 Fee: $129
Prerequisites: Microsoft Access II
Materials Needed: Text
77409 8/11–8/27 TuTh 6:30–9:30 pm 6 CYC

Microsoft Outlook I
Hours: 15 Fee: $119
Materials Needed: Text
77447 6/9–6/23 TuTh 9 am–noon 5 CYC
77456 7/21–8/4 TuTh 1–4 pm 5 CYC

Administrative Assistant Certificate Series
If you are taking more than one of the Microsoft Office level I courses, you may be interested in the Administrative Assistant Certificate Series on page 24.

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

### Access VBA I
- **Hours:** 18
- **Fee:** $159
- **Prerequisites:** Access III
- **Materials Needed:** Text
- **CRN:** 75519
- **Date(s):** 5/20-6/5
- **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:** 77795
- **Date(s):** 5/30-7/11
- **Day(s):** Sa
- **Time:** 1-4 pm
- **Sessions:** 6
- **Location:** CYC

### Online System for Small Business Success
- **Hours:** 18
- **Fee:** $199
- **Prerequisites:** Familiarity with PC and Internet.
- **Materials Needed:** Text
- **CRN:** 77349
- **Date(s):** 7/9-8/13
- **Day(s):** Th
- **Time:** 6:30-9:30 pm
- **Sessions:** 6
- **Location:** CYC

### SAS Programming Fundamentals
- **Hours:** 24
- **Fee:** $369
- **Prerequisites:** Beginning Programming I, or equivalent programming experience.
- **Materials Needed:** Text
- **CRN:** 75696
- **Date(s):** 5/14-6/9
- **Day(s):** TuTh
- **Time:** 6:30-9:30 pm
- **Sessions:** 8
- **Location:** CYC

### Creating Excel Dashboards
- **Hours:** 18
- **Fee:** $159
- **Prerequisites:** Excel III or equivalent experience.
- **Materials Needed:** Text
- **CRN:** 77446
- **Date(s):** 6/8-7/1
- **Day(s):** MW
- **Time:** 6:30-9:30 pm
- **Sessions:** 8
- **Location:** CYC

### Database Fundamentals
- **Hours:** 18
- **Fee:** $159
- **Materials Needed:** Text
- **CRN:** 77830
- **Date(s):** 7/15-8/19
- **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:** 77446
- **Date(s):** 6/8-7/1
- **Day(s):** MW
- **Time:** 6:30-9:30 pm
- **Sessions:** 8
- **Location:** CYC

### Data Visualization Fundamentals
- **Hours:** 18
- **Fee:** $159
- **Prerequisites:** Excel III or equivalent experience.
- **Materials Needed:** Text
- **CRN:** 77179
- **Date(s):** 8/10-8/26
- **Day(s):** MW
- **Time:** 6:30-9:30 pm
- **Sessions:** 6
- **Location:** CYC

### Business Intelligence Using Excel PowerPivot
- **Hours:** 24
- **Fee:** $219
- **Prerequisites:** Excel III, PivotTables or equivalent experience.
- **Materials Needed:** Text
- **CRN:** 77451
- **Date(s):** 7/7-7/30
- **Day(s):** TuTh
- **Time:** 6:30-9:30 pm
- **Sessions:** 8
- **Location:** CYC

### Introduction to Crystal Reports
- **Hours:** 18
- **Fee:** $129
- **Materials Needed:** Text
- **CRN:** 77182
- **Date(s):** 8/11-8/28
- **Day(s):** TuTh
- **Time:** 6-9:30 pm
- **Sessions:** 5
- **Location:** CYC

### Introduction to Hibernate
- **Hours:** 12
- **Fee:** $149
- **Prerequisites:** Java Programming II or equivalent experience.
- **Materials Needed:** Text
- **CRN:** 77367
- **Date(s):** 8/19-8/28
- **Day(s):** WF
- **Time:** 6:30-9:30 pm
- **Sessions:** 4
- **Location:** CYC

---

## JAVA PROGRAMMING

### Design Patterns in Java I
- **Hours:** 24
- **Fee:** $259
- **Prerequisites:** Java Programming II
- **Materials Needed:** Text
- **CRN:** 75478
- **Date(s):** 5/15-7/10
- **Day(s):** F
- **Time:** 6:30-9:30 pm
- **Sessions:** 8
- **Location:** CYC

### Java Programming I
- **Hours:** 24
- **Fee:** $319
- **Prerequisites:** Microsoft Windows, knowledge of a text editor and experience with another programming language.
- **Materials Needed:** Text
- **CRN:** 75498
- **Date(s):** 5/6-6/24
- **Day(s):** W
- **Time:** 6:30-9:30 pm
- **Sessions:** 8
- **Location:** CYC

### Java Programming II
- **Hours:** 24
- **Fee:** $319
- **Prerequisites:** Java Programming I
- **Materials Needed:** Text
- **CRN:** 77350
- **Date(s):** 7/1-8/19
- **Day(s):** W
- **Time:** 6:30-9:30 pm
- **Sessions:** 8
- **Location:** CYC

### Java Programming III
- **Hours:** 24
- **Fee:** $319
- **Prerequisites:** Java Programming II or a fundamental knowledge of Java
- **Materials Needed:** Text
- **CRN:** 77344
- **Date(s):** 5/21-6/25
- **Day(s):** Th
- **Time:** 6-10 pm
- **Sessions:** 6
- **Location:** CYC

### Java Web Application Development I
- **Hours:** 32
- **Fee:** $389
- **Prerequisites:** Java Programming II, HTML
- **Materials Needed:** Text
- **CRN:** 75499
- **Date(s):** 5/12-6/30
- **Day(s):** Tu
- **Time:** 6–10 pm
- **Sessions:** 6
- **Location:** CYC

### Java Web Application Development II
- **Hours:** 24
- **Fee:** $329
- **Prerequisites:** Java Web Application Development I
- **Materials Needed:** Text
- **CRN:** 77344
- **Date(s):** 5/30-7/25
- **Day(s):** Sa
- **Time:** 9 am-noon
- **Sessions:** 8
- **Location:** CYC

### Introduction to Spring
- **Hours:** 24
- **Fee:** $329
- **Prerequisites:** Java Programming II or equivalent experience.
- **Materials Needed:** Text
- **CRN:** 77353
- **Date(s):** 7/7-8/11
- **Day(s):** Tu
- **Time:** 6–10 pm
- **Sessions:** 6
- **Location:** CYC

### Spring MVC I
- **Hours:** 16
- **Fee:** $219
- **Prerequisites:** Java Web Application Development II, Introduction to Spring or equivalent experience.
- **Materials Needed:** Text
- **CRN:** 77454
- **Date(s):** 6/29-7/20
- **Day(s):** M
- **Time:** 6:30-9:30 pm
- **Sessions:** 8
- **Location:** CYC

### Introduction to Struts 2 Framework
- **Hours:** 24
- **Fee:** $329
- **Prerequisites:** Java Web Application Development I and knowledge of JSP custom tags
- **Materials Needed:** Text
- **CRN:** 77366
- **Date(s):** 8/11-8/27
- **Day(s):** TuTh
- **Time:** 6-10 pm
- **Sessions:** 6
- **Location:** CYC

### Introduction to Hibernate
- **Hours:** 12
- **Fee:** $149
- **Prerequisites:** Java Programming II or equivalent experience
- **Materials Needed:** Text
- **CRN:** 77367
- **Date(s):** 8/19-8/28
- **Day(s):** WF
- **Time:** 6:30-9:30 pm
- **Sessions:** 4
- **Location:** CYC

---

*QuickBooks courses are listed on page 29*
RESTful Web Services for Java
Hours: 18  Fee: $229
Prerequisites: Java Programming I, Java Programming II
Materials Needed: Text
77194  5/21–6/25  Th  6:30–9:30 pm  6 CYC

SAP Overview
Hours: 24  Fee: $489
Prerequisites: Basic knowledge of the SAP system
77321  5/30–6/13  Sa  8 am–5 pm  3 CYC

Overview of SAP ERP (Enterprise Resource Planning)
Hours: 24  Fee: $489
Prerequisites: SAP Overview or equivalent experience
Materials Needed: Text
77550  7/11–7/25  Sa  8 am–5 pm  3 CYC

Overview of SAP FICO (Financial and Control)
Hours: 24  Fee: $489
Prerequisites: SAP Overview or equivalent experience
Materials Needed: Text
77325  7/11–7/25  Sa  8 am–5 pm  3 CYC

Overview of SAP CRM (Customer Relationship Management)
Hours: 24  Fee: $489
Prerequisites: SAP Overview or equivalent experience
Materials Needed: Text
77336  8/8–8/22  Sa  8 am–5 pm  3 CYC

Overview of SAP SCM (Supply Chain Management)
Hours: 24  Fee: $489
Prerequisites: SAP Overview or equivalent experience
Materials Needed: Text
77556  8/8–8/22  Sa  8 am–5 pm  3 CYC

AutoCAD – Fundamentals
Hours: 24  Fee: $529
Prerequisites: Basic familiarity with Windows–based programs
Materials Needed: Text Optional
75470  5/11–5/15  MWF  8 am–5 pm  3 CYC
77544  6/22–6/26  MWF  8 am–5 pm  3 CYC
77230  8/17–8/21  MWF  8 am–5 pm  3 CYC

Computer Education
### 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 two of the 10 elective courses:**
- Google AdSense
- How to Start a Business Using eBay I (pg. 29)
- Internet Marketing Technologies
- Internet Marketing Using Targeted Content
- Internet Marketing Using YouTube
- Joomla! Website Development
- SEO for Small Business - Advanced
- SEO for Small Business Boot Camp
- Social Media Marketing Technologies
- WordPress - Advanced

**To be eligible to receive a certificate, students must complete 4 core and 2 elective courses with 90% attendance.**

---

### Marketing Specialist

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

**North Texas Hot Job Ranking:** Estimated 2,392 openings out of 11,028 positions between 2014-2019.

**Average Hourly Earnings:** Depending on experience and industry, the median earnings were $34.00/hr. in 2013.

**Other titles used:** Market Research Analyst, Branding Specialist, Digital Marketing Specialist, Social Media Marketing Specialist, Product Line Manager, Business Development Specialist, Communications Specialist


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### Internet Technologies

#### Adobe Muse CC
- **Hours:** 18
- **Fee:** $169
- **Prerequisites:** Familiarity with computer operating system.
- **Materials Needed:** Text
- **CRN:** 77463
- **Dates:** 6/1-6/12
- **Time:** MWF 6:30–9:30 pm
- **Session:** 6 CYC

#### Adobe Edge Animate CC
- **Hours:** 18
- **Fee:** $169
- **Prerequisites:** Familiarity with computer operating system.
- **Materials Needed:** Text
- **CRN:** 77472
- **Dates:** 6/15-6/26
- **Time:** MWF 6:30–9:30 pm
- **Session:** 6 CYC

#### Search Engine Optimization for Small Business – Basic
- **Hours:** 18
- **Fee:** $169
- **Prerequisites:** Familiarity with Internet and search engine basics
- **Materials Needed:** Text
- **CRN:** 77132
- **Dates:** 6/10-6/29
- **Time:** MW 6:30–9:30 pm
- **Session:** 6 CYC

#### Internet Marketing Using Google AdWords
- **Hours:** 18
- **Fee:** $169
- **Prerequisites:** Search Engine Optimization for Small Business – Basic
- **Materials Needed:** Text
- **CRN:** 77136
- **Dates:** 7/22-8/10
- **Time:** MW 6:30–9:30 pm
- **Session:** 6 CYC

#### WordPress – Basic
- **Hours:** 18
- **Fee:** $169
- **Prerequisites:** Familiarity with the Internet
- **Materials Needed:** Text
- **CRN:** 77340
- **Dates:** 5/11-6/22
- **Time:** M 6:30–9:30 pm
- **Session:** 6 CYC

#### WordPress – Advanced
- **Hours:** 18
- **Fee:** $169
- **Prerequisites:** WordPress Basic or equivalent experience
- **Materials Needed:** Text
- **CRN:** 77352
- **Dates:** 6/9-6/26
- **Time:** MWF 6:30–9:30 pm
- **Session:** 6 CYC

#### Drupal Website Development I
- **Hours:** 18
- **Fee:** $199
- **Prerequisites:** Basic Internet and web usage experience.
- **Materials Needed:** Text
- **CRN:** 77145
- **Dates:** 5/19-6/23
- **Time:** Tu 6:30–9:30 pm
- **Session:** 6 CYC

#### Joomla! Website Development
- **Hours:** 24
- **Fee:** $219
- **Prerequisites:** Familiarity with the Internet.
- **Materials Needed:** Text
- **CRN:** 77333
- **Dates:** 5/29-7/24
- **Time:** F 6:30–9:30 pm
- **Session:** 8 CYC

#### Search Engine Optimization for Small Business – Advanced
- **Hours:** 18
- **Fee:** $169
- **Prerequisites:** Search Engine Optimization for Small Business – Basic
- **Materials Needed:** Text
- **CRN:** 77134
- **Dates:** 7/1-7/20
- **Time:** MW 6:30–9:30 pm
- **Session:** 6 CYC

#### SEO for Small Business Boot Camp
- **Hours:** 24
- **Fee:** $389
- **Prerequisites:** WordPress Basic or equivalent experience
- **Materials Needed:** Text
- **CRN:** 77227
- **Dates:** 8/8-8/22
- **Time:** Sa 8 am–5 pm
- **Session:** 3 CYC

---

**You may also be interested in Marketing courses found on page 28.**

**EARN A WEB DEVELOPER CERTIFICATE!**

**Computer Education**

**Social Media Marketing Technologies**
Hours: 18  Fee: $169
Prerequisites: WordPress Basic, or equivalent experience
Materials Needed: Text
77223  7/14-7/30  TuTh  6:30-9:30 pm  6  CYC

**Internet Marketing Technologies**
Hours: 18  Fee: $169
Prerequisites: Social Media Networking Technologies
Materials Needed: Text
77225  8/4-8/20  TuTh  6:30-9:30 pm  6  CYC

**Internet Marketing Using YouTube**
Hours: 18  Fee: $169
Prerequisites: Search Engine Optimization for Small Business – Basic
Materials Needed: Text
77164  6/25-7/30  Th  6:30-9:30 pm  6  CYC

**Internet Marketing Using Targeted Content**
Hours: 18  Fee: $169
Prerequisites: Search Engine Optimization for Small Business – Basic
Materials Needed: Text
75466  5/14-6/18  Th  6:30-9:30 pm  6  CYC

**Earn Money Using Google AdSense**
Hours: 18  Fee: $169
Prerequisites: Search Engine Optimization for Small Business – Basic
Materials Needed: Text
77193  5/19-6/23  Tu  6:30-9:30 pm  6  CYC

**HyperText Markup Language**
Hours: 18  Fee: $169
Prerequisites: Familiarity with the Internet
Materials Needed: Text
75453  5/15-6/19  F  6:30-9:30 pm  6  CYC
77303  6/8-6/24  MW  9 am-noon  6  CYC
77135  7/18-8/22  Sa  9 am-noon  6  CYC

**Cascading Style Sheets**
Hours: 15  Fee: $159
Prerequisites: HyperText Markup Language
Materials Needed: Text
77133  6/26-7/31  F  6:30-9:30 pm  5  CYC
77309  7/13-7/27  MW  9 am-noon  5  CYC

**Website Development Using HTML5 and CSS3**
Hours: 18  Fee: $169
Prerequisites: JavaScript, HTML, CSS and Dreamweaver or equivalent experience.
Materials Needed: Text
Mac
75538  5/14-6/18  Th  6:30-9:30 pm  6  CYC
PC
75539  5/14-6/18  Th  6:30-9:30 pm  6  CYC

**Dreamweaver I**
Hours: 24  Fee: $249
Prerequisites: Mac OS/X and HTML
Materials Needed: Text
Mac
75535  5/11-6/8  MW  6:30-9:30 pm  8  CYC
77466  6/9-7/2  TuTh  9 am-noon  8  CYC
PC
75536  5/11-6/8  MW  6:30-9:30 pm  8  CYC
77467  6/9-7/2  TuTh  9 am-noon  8  CYC

**Dreamweaver II**
Hours: 24  Fee: $249
Prerequisites: Dreamweaver I for Mac
Materials Needed: Text
Mac
77499  7/21-8/13  TuTh  6:30-9:30 pm  8  CYC
PC
77500  7/21-8/13  TuTh  6:30-9:30 pm  8  CYC

**Flash I**
Hours: 15  Fee: $159
Prerequisites: Mac OS/X, basic Web page construction
Materials Needed: Text
Mac
77482  7/1-7/13  MWF  6:30-9:30 pm  5  CYC
PC
77483  7/1-7/13  MWF  6:30-9:30 pm  5  CYC

**Flash II**
Hours: 15  Fee: $159
Prerequisites: Flash I
Materials Needed: Text
Mac
77493  7/15-7/24  MWF  6:30-9:30 pm  5  CYC
PC
77494  7/15-7/24  MWF  6:30-9:30 pm  5  CYC

**Web Developer**
Web developer jobs in the Metroplex are expected to increase by 12% through 2019. These professionals are responsible for designing, coding and modifying websites, from concept to publishing, according to client specifications. Websites have expanded from those viewed from a desktop computer to sites that incorporate intuitive responsive design for mobile devices. These professionals can work in both the creative and technical areas to create visually appealing sites that feature user-friendly design and clear navigation. Continuing Education provides essential hot job courses and certificate series in web development that keep your skills up to date.

**North Texas Hot Job Ranking:** Estimated 966 openings out of 5,406 positions between 2014-2019.

**Average Hourly Earnings:** Depending on experience and industry, the median earnings were $27.97/hr. in 2013.

**Other titles used:** Webmaster, Web Designer, Web Developer, Web Content Specialist, Web Editor

### COMPUTER PROGRAMMING

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### Introduction to JavaScript

- **Hours:** 24
- **Fee:** $269
- **Prerequisites:** HTML. Basic knowledge of scripting helpful, but not necessary
- **Materials Needed:** Text

### Advanced JavaScript using jQuery

- **Hours:** 24
- **Fee:** $259
- **Prerequisites:** HTML, CSS, and Intro to JavaScript
- **Materials Needed:** Text

### Extensible Markup Language (XML)

- **Hours:** 18
- **Fee:** $199
- **Prerequisites:** HTML and some programming experience
- **Materials Needed:** Text

### Introduction to PHP & MySQL

- **Hours:** 24
- **Fee:** $269
- **Prerequisites:** HTML
- **Materials Needed:** Text

### Agile Development Methods

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

### Agile Portfolio Management and Requirements Planning

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

### Agile Testing and Deployment

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

### Software Quality Assurance

- **Hours:** 18
- **Fee:** $259
- **Prerequisites:** Beginning Programming I or equivalent experience.
- **Materials Needed:** Instructor handouts

### Beginning Programming I

- **Hours:** 24
- **Fee:** $269
- **Prerequisites:** Windows 7 or equivalent experience.
- **Materials Needed:** Instructor handouts

### Beginning Programming II

- **Hours:** 24
- **Fee:** $269
- **Prerequisites:** Beginning Programming I or equivalent experience.
- **Materials Needed:** Instructor handouts

### Beginning Programming III

- **Hours:** 24
- **Fee:** $269
- **Prerequisites:** Beginning Programming II or equivalent experience.
- **Materials Needed:** Instructor handouts

### SQL Programming

- **Hours:** 30
- **Fee:** $279
- **Prerequisites:** Microsoft Windows and ability to type 20 WPM. Must have some programming experience or must have completed Beginning Programming course. Must be competent in navigating in Windows environment.
- **Materials Needed:** Text

### Advanced SQL Programming

- **Hours:** 24
- **Fee:** $299
- **Prerequisites:** Intro SQL Programming or equivalent experience
- **Materials Needed:** Text – OPTIONAL

---

**North Texas Hot Job Ranking:** Estimated 6,873 openings out of 42,630 positions between 2014-2019.

**Average Hourly Earnings:** Depending on experience and industry, the median earnings were $37.17/hr.–$46.78/hr. in 2013.

**Other titles used:** Applications Developer, Software Engineer, Application Integration Engineer, Programmer Analyst, Software Development Engineer, Computer Consultant, Software Architect, Software Developer, Technical Consultant, Business Systems Analyst, Developer, Infrastructure Engineer, Network Engineer, Publishing Systems Analyst, Senior Software Engineer

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### UNIX / LINUX

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### Computer Education

**Introduction to Linux**
- **Hours:** 24
- **Fee:** $329
- **Prerequisites:** Introduction to UNIX Using Linux or equivalent experience

**Shell Scripting I**
- **Hours:** 8
- **Fee:** $119
- **Prerequisites:** Introduction to Perl Programming

**Shell Scripting II**
- **Hours:** 8
- **Fee:** $119
- **Prerequisites:** Shell Scripting I

**Shell Scripting III**
- **Hours:** 8
- **Fee:** $119
- **Prerequisites:** Shell Scripting II

**Shell Scripting IV**
- **Hours:** 8
- **Fee:** $119
- **Prerequisites:** Shell Scripting III

**Cyber Security Specialist**

Do you have a desire to protect the world from cybercrime? Cyber Security Specialists plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. Success in this field can also require a combination of management expertise and business acumen including strong problem-solving ability and excellent verbal and written communication skills. Continuing Education provides essential hot job certification preparation training and skills in CISSP, Cyber Forensics, and Hacking Penetration and Testing.

**North Texas Hot Job Ranking:** Estimated 514 openings out of 2,284 positions between 2014-2019.

**Average Hourly Earnings:** Depending on experience and industry, the median earnings were $43.76/hr. in 2013.


### COMPUTER SECURITY

**Hacking and Penetration Testing**
- **Hours:** 30
- **Fee:** $789
- **Prerequisites:** CompTIA Network+, Security+ or equivalent experience

- **Materials Needed:** Text included in cost of class.
## Computer Education

### Oracle DB: Intro to SQL
- **Hours:** 40
- **Fee:** $849
- **Materials Needed:** Required material: Text included in cost of class.
- **CRN:** 75487
  - **Date(s):** 5/18–6/9
  - **Day(s):** MTuW
  - **Time:** 9 am–1 pm
  - **Location:** 10 CYC
- **CRN:** 75472
  - **Date(s):** 5/20–6/12
  - **Day(s):** MWF
  - **Time:** 6–10 pm
  - **Location:** 10 CYC

### Oracle DB: Admin Workshop I
- **Hours:** 40
- **Fee:** $849
- **Prerequisites:** Oracle DB: Introduction to SQL
- **Materials Needed:** Text included in cost of class.
- **CRN:** 77294
  - **Date(s):** 6/15–7/6
  - **Day(s):** MTuW
  - **Time:** 9 am–1 pm
  - **Location:** 10 CYC
- **CRN:** 77293
  - **Date(s):** 6/15–7/8
  - **Day(s):** MWF
  - **Time:** 6–10 pm
  - **Location:** 10 CYC

### Oracle DB: Admin Workshop II
- **Hours:** 40
- **Fee:** $849
- **Prerequisites:** Oracle DB: Admin Workshop I
- **Materials Needed:** Text included in cost of class.
- **CRN:** 77295
  - **Date(s):** 7/10–7/31
  - **Day(s):** MWF
  - **Time:** 6–10 pm
  - **Location:** 10 CYC
- **CRN:** 77296
  - **Date(s):** 7/13–8/3
  - **Day(s):** MTuW
  - **Time:** 9 am–1 pm
  - **Location:** 10 CYC

### Oracle DB: Program with PL/SQL
- **Hours:** 40
- **Fee:** $849
- **Materials Needed:** Text included in cost of class.
- **CRN:** 77297
  - **Date(s):** 8/3–8/26
  - **Day(s):** MWF
  - **Time:** 6–10 pm
  - **Location:** 10 CYC

---

### CISCO NETWORKING

Cisco courses fill fast, so register early!

**Concurrent details and schedules:**

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### CompTIA CERTIFICATIONS

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

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### Computer Network Specialist

A Computer Network Specialist is the problem solver who ensures networks operate with minimal downtime. Professionals working in this field generally possess national certifications with the knowledge and credentials to excel in this career. Continuing Education provides essential hot job certification preparation training in CompTIA Network+ and CISCO networking. Non-credit enrollment in the CISCO Networking credit courses is possible through Continuing Education.

### North Texas Hot Job Ranking:
- **Estimated 686 openings out of 6,133 positions between 2014-2019.**
- **Average Hourly Earnings:** Depending on experience and industry, the median earnings were $34.94/hr. in 2013.
- **Other titles used:** Computer Network Specialist, IT Consultant, Network Support Specialist, Network Technical Analyst, Systems Specialist


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### Database Administrator

Database administrators are responsible for the security, integrity and performance of a database. These professionals possess a combination of strong technical and communication skills, the ability to work both in a team environment and independently, and good organizational capabilities. Other important attributes include excellent multitasking and problem-solving skills, as well as keen attention to detail. Enhance your Database Administrator hot job skills with SQL, PL/SQL, and Oracle training in Continuing Education.

### North Texas Hot Job Ranking:
- **Estimated 621 openings out of 3,537 positions between 2014-2019.**
- **Average Hourly Earnings:** Depending on experience and industry, the median earnings were $37.84/hr. in 2013.
- **Other titles used:** Database Administrator (DBA), Database Analyst, Database Administration Manager, SQL Database Administrator, SQL DBA, Oracle DBA, PLSQL Developer, Database Coordinator, Database Programmer, Information Systems Manager, Management Information Systems Director (MIS Director), Programmer Analyst, Systems Manager


---

### 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:** 77246
  - **Date(s):** 8/3–8/13
  - **Day(s):** MTuWTh
  - **Time:** 6:30–10:15 pm
  - **Location:** 8 CYC

---

**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

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet May 25, July 3-5 and August 14 (All College Day)

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

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Collin College | Continuing Education
You may also be interested in the Health Information Technology Certificate Series on page 20.

Health Information Technology Certificate Series
Health IT is an advanced certificate for professionals with experience in Healthcare and/or Information Technology who would like to pursue a career in Health Informatics/Electronic Health Records. Students can customize their learning experience to fit specific needs based on previous education, work experience and chosen field within Health IT. Upon successful completion, students may choose to take the national certification test at their own expense.

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

**.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

75476 5/12-6/9 TuTh 6-10 pm 9 CYC

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

77242 6/30-7/28 TuTh 6-10 pm 9 CYC

**MICROSOFT CERTIFICATIONS**

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

75494 5/4-6/8 MW 6-10 pm 10 CYC
HEALTH SCIENCES

The Health Sciences Continuing Education office is here to serve you! We are now 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.
75408 5/16 Sa 8:30 am-1:30 pm 1 CYC
75580 5/22 F 8:30 am-1:30 pm 1 CYC
77013 6/13 Sa 8:30 am-1:30 pm 1 CYC
77014 6/26 F 8:30 am-1:30 pm 1 CYC
77015 7/11 Sa 8:30 am-1:30 pm 1 CYC
77016 7/17 F 8:30 am-1:30 pm 1 CYC
77079 8/8 Sa 8:30 am-1:30 pm 1 CYC
77080 8/21 F 8:30 am-1:30 pm 1 CYC

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.
77081 6/13 Sa 2-5 pm 1 CYC
77082 8/8 Sa 2-5 pm 1 CYC

You may also be interested in
Workplace Spanish® for Hospitals and Nurses
Hours: 24 Fee: $129
7704 5/24-6/28 Su 1-5 pm 6 CYC

ENTRY-LEVEL HEALTHCARE TRAINING

Health Career Success
Hours: 24 Fee: $99
Prerequisites: Typing, basic computer skills and experience with Windows
Materials Needed: Text, USB Flash drive–any capacity
75409 5/8-6/12 F 9 am-1 pm 6 CYC
77086 6/11-6/30 TuTh 6-10 pm 6 CYC
77084 6/22-7/8 MW 1-5 pm 6 CYC
77085 7/18-8/22 Sa 9 am-1 pm 6 CYC

Medical Front Office
Hours: 60 Fee: $399
Prerequisites: Basic computer skills and experience with Windows
Materials Needed: Text
77083 6/22-8/17 This is an online course

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

DENTAL ASSISTING

Dental Assistant Training
Hours: 100 Fee: $1,995
Prerequisites: Certificates of Completion will be issued for students who complete the Dental Assistant Training and externship.
Materials Needed: Textbooks are included in the cost of tuition and will be distributed the first class day.
75423 5/1-9/4 F 9 am-4 pm 17 CYC
75424 5/14-8/20 TuTh 6-9:30 pm 29 CYC

Registered Dental Assistant Course and Examination
Hours: 8 Fee: $199
Prerequisites: Completion of a Dental Assisting Program or Dental Assisting for 6 months
77420 8/28 F 9 am-5 pm 2 CYC
77419 8/22 Sa 9 am-5 pm 2 CYC

Nitrous Oxide Course and Exam
Hours: 8 Fee: $149
77419 8/22 Sa 9 am-5 pm 2 CYC

All information regarding average wages was retrieved from www.onetonline.org “Occupation Search”
### Health Sciences

#### Certified Medical Assistant

With more than 1,770 job openings annually in North Texas, the Medical Assistant career has bright outlook and is growing much faster than average.

Medical Assistants are responsible for helping the physician with patient examinations, taking patient history and vital signs, scheduling patient appointments, preparing and administering medications as directed by the physician, explaining treatment procedures to the patients, and performing routine laboratory tests and sample analyses. Knowledge of medical terminology, computer equipment, customer service, and the English language are required. Continuing Education provides essential hot job training in the Clinical Medical Assistant Certificate.

**North Texas Hot Job Ranking:** Estimated 2,943 openings out of 12,255 positions between 2014-2019.

**Average Hourly Earnings:** Depending on experience and industry, the median earnings were $13.20/hr. in 2013.

**Other titles used:** Medical Assistant, Certified Medical Assistant (CMA), Doctor's Assistant, Chiropractor Assistant, Registered Medical Assistant (RMA)

---

#### 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. The average wage for a CMA in Texas is $13.20 per hour. Prior to enrolling, please complete the application packet available at [http://bit.ly/CEcma](http://bit.ly/CEcma)

**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**
---|---|---|---|---|---
77422 | 6/9–7/28 | Tu-Th | 6:30-10 pm | 20 | CYC
77421 | 7/13–8/17 | MWF | 1:30-5 pm | 15 | CYC

**Other required courses of the CMA Certificate are:**
- Computers in the Medical Office, 32 hours, $220, pg 18
- Health Career Success, 24 hours, $99, pg 16
- Externship is 160 hours, with a tuition of $995. Acceptance into externship will take place upon completion of all other coursework and prerequisites.


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#### Electrocardiography (EKG)

**Hours:** 50  
**Fee:** $1,099  
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.

**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**
---|---|---|---|---|---
77422 | 6/9–7/28 | Tu-Th | 6:30-10 pm | 20 | CYC
77421 | 7/13–8/17 | MWF | 1:30-5 pm | 15 | CYC

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#### Certified Nursing Assistant (CNA)

With more than 1,906 job openings annually in North Texas, this career is fast growing and one of the most competitive occupations in the healthcare industry. Nurse Aides work hospitals, rehabilitation centers, long-term care facilities and for home health agencies. Upon completion of the Nurse Aide Training course at Collin College, students are eligible for state certification through the Department of Aging and Disability Services. Previous Collin College students have a 97.7% pass rate on the skills portion and a 91.5% pass rate on the written portion, compared to Statewide pass rates of 56% and 82% respectively.

**North Texas Hot Job Ranking:** Estimated 9,528 openings out of 31,553 positions between 2014-2019.

**Average Hourly Earnings:** Depending on experience and industry, the median earnings were $11.05/hr. in 2013.

**Other titles used:** Certified Nurse Aide (CNA), Certified Nursing Assistant, Geriatric Nursing Assistant, Nurses' Aide, Nursing Assistant, State Tested Nursing Assistant, Home Health Aide, Home Health Provider, and Home Attendant


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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 5 days of clinical experience at a local long term care facility. The average wage for a CNA in TX is $11.05 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

**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**
---|---|---|---|---|---
6125 | 6/15–7/15 | MTuW | 6–10 pm | 15 | CYC
7/20, 7/21 and 7/22 | MTuW | 6–10 pm
7/18, 7/19 and 7/25 | SaSu | 6 am–3:30 pm
6124 | 7/18, 7/19 and 7/25 | SaSu | 6 am–3:30 pm
6/8–7/31 | This is an online course

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You may also be interested in **Workplace Spanish® for Hospitals and Nurses**

**Hours:** 24  
**Fee:** $129  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Sessions** | **Location**
---|---|---|---|---|---
77504 | 5/24–6/28 | Su | 1–5 pm | 6 | CYC
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. Externships are available for Medical Coding students who are interested and who meet academic and professionalism standards, see page 19 for externship details.

<table>
<thead>
<tr>
<th>Semester 1:</th>
<th>Semester 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology</td>
<td>Computers in the Medical Office</td>
</tr>
<tr>
<td>Basic Anatomy &amp; Physiology</td>
<td>Medical Coding I</td>
</tr>
<tr>
<td>Pathophysiology</td>
<td>Healthcare Ethics &amp; HIPAA Compliance</td>
</tr>
<tr>
<td>Introduction to Medical Coding</td>
<td>Medical Coding II</td>
</tr>
</tbody>
</table>

Please follow prerequisite recommendations for course order. Series information can be found online at http://bit.ly/CEmedCodeBill

Medical Terminology
Hours: 48 Fee: $325
Materials Needed: Text
75410 5/6–6/24 MW 9 am–12:30 pm 14 CYC
75411 5/4–6/19 This is an online course

Basic Anatomy & Physiology
Hours: 48 Fee: $325
Materials Needed: Text
75412 5/7–6/23 TuTh 9 am–12:30 pm 14 CYC
75413 5/4–6/19 This is an online course

Pathophysiology
Hours: 48 Fee: $325
Prerequisites: Medical Terminology, Basic Anatomy and Physiology
Materials Needed: Text
77113 6/29-8/12 MW 9 am–12:30 pm 14 CYC
77114 6/29-8/17 This is an online course

Introduction to Medical Coding
Hours: 48 Fee: $325
Prerequisites: Medical Terminology
Materials Needed: Text
77115 6/25-8/11 TuTh 9 am–12:30 pm 14 CYC
77116 6/29-8/17 This is an online course

Healthcare Ethics & HIPAA Compliance
Hours: 32 Fee: $220
Materials Needed: Text
77358 6/23-7/30 TuTh 9 am–noon 11 CYC
77380 7/6-8/17 This is an online course

Electronic Health Records
Hours: 32 Fee: $220
Materials Needed: Text
77359 6/23-7/28 TuTh 9 am–noon 11 CYC
77360 6/30-8/4 TuTh 6–9 pm 11 CYC
77361 7/6-8/17 This is an online course

Medical Coding I
Hours: 48 Fee: $399
Prerequisites: Introduction to Medical Coding, Pathophysiology
Materials Needed: Text
75416 5/6-6/24 MW 9 am–12:30 pm 14 CYC

Medical Coding II
Hours: 48 Fee: $399
Prerequisites: Medical Coding I
Materials Needed: Text
77357 6/29-8/12 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
75417 5/4-8/17 This is an online course

Healthcare Ethics & HIPAA Compliance
Hours: 32 Fee: $220
Materials Needed: Text
77358 6/23-7/30 TuTh 9 am–noon 11 CYC

Electronic Health Records
Hours: 32 Fee: $220
Materials Needed: Text
77359 6/23-7/28 TuTh 9 am–noon 11 CYC

Medical Billing & Reimbursement
Hours: 48 Fee: $325
Materials Needed: Text
75418 5/10-8/2 Su 1–5 pm 12 CYC
Class will not meet 7/5
77381 6/15-7/31 This is an online course

Math for Pharmacy Technicians
Hours: 12 Fee: $69
75421 5/19-6/4 TuTh 6–8 pm 6 CYC

Pharmacy Technician Certification Preparation
Hours: 50 Fee: $1,099
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.
75422 5/16-6/27 Sa 8:30 am–4:30 pm 7 CYC
77416 6/15-8/3 MW 9 am–12:30 pm 15 CYC
77417 6/29-8/17 MW 6–9:30 pm 15 CYC

Phlebotomy Lab
Hours: 48 Fee: $400
Prerequisites: Completed application and formal approval must be obtained prior to enrolling in this course.
Materials Needed: Text, scrubs, close-toed shoes
5/5-6/18 TuTh 8:30 am–12:30 pm 14 CYC
Certification exam on 6/25 at 9 am
6/2-7/16 TuTh 6–9:30 pm 21 CYC
Certification exam on 7/17 at 2 pm
7/7-8/20 TuTh 8:30 am–noon 14 CYC
Certification exam on 8/28 at 2 pm

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”
### Certified Veterinary Assistant – Level 1

The Veterinary Assistant Training Program at Collin College prepares students for employment in veterinary clinics and hospitals. Veterinary Assistants perform exam and lab procedures, imaging, and basic animal husbandry. Upon completion of the program, students are eligible for the CVA-I exam provided through the Texas Veterinary Medical Association (TVMA). There are 118 hours of classroom training and a 500-hour practicum experience included in this program. Approval is required prior to entering the Practicum experience. The average wage for a Veterinary Assistant in TX is $10.62 per hour.


<table>
<thead>
<tr>
<th>CRN</th>
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<th>Day(s)</th>
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<th>Location</th>
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<tbody>
<tr>
<td>77429</td>
<td>6/25–8/20</td>
<td>TuTh</td>
<td>6–9:30 pm</td>
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</table>

### Orientation to Veterinary Medicine

Hours: 12  Fee: $89  Materials Needed: Text

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<td>TuTh</td>
<td>6–10 pm</td>
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</table>

### Introduction to Veterinary Technology

Hours: 82  Fee: $499  Prerequisites: Orientation to Veterinary Medicine  Materials Needed: Text

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<th>Sessions</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>77429</td>
<td>6/2–8/20</td>
<td>TuTh</td>
<td>6–9:30 pm</td>
<td>24</td>
<td>CYC</td>
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### Practicum-Veterinary Assistant

Hours: 500  Fee: $750  Co-Requisite: Orientation to Veterinary Medicine, Introduction to Veterinary Technology, and Health Career Success  Materials Needed: Text

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<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Location</th>
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<tbody>
<tr>
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<td>5/1–12/18</td>
<td>To be arranged with instructors</td>
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</table>

### Externship Opportunities

Participating in a clinical externship allows to the student to work temporarily in a local healthcare facility, gaining valuable experience and networking within hiring companies. Students must have completed their classroom work at Collin College within the past 6 months to be eligible for an externship opportunity. Externships are available for most healthcare courses including:

- Clinical Medical Assistant – required for certification, $995
- Dental Assistant, $300
- Electrocardiography (EKG), $239
- Health Unit Coordinator, $299
- Medical Billing, $239
- Medical Coding, $299
- Medical Secretary, $239
- Pharmacy Technician, $349
- Physical Therapy Aide – included with cost of course
- Veterinary Assistant – required for certification, $750


### Medical Secretary

With more than 4,000 job openings annually in Texas, this career has a bright outlook and is growing much faster than average. Medical Secretaries work in clinics and doctors’ offices. They are responsible for scheduling appointments, billing patients, and compiling medical records. The average wage for a Medical Secretary is $15.99.


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<thead>
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<th>Location</th>
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<tbody>
<tr>
<td></td>
<td>5/1–12/18</td>
<td>To be arranged with instructors</td>
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</table>

### 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 Texas in 2013 was $13.99 per hour. National Certification as a Medical Administrative Assistant is available through the National Healthcare Association.

### Courses in this series (may be taken in any order):

- Accounting and Record Keeping in a Small Business, pg 28
- Administrative Office Procedures, pg 24
- Basic Life Support for Healthcare Providers (CPR), pg 16
- Health Career Success, pg 16
- Healthcare Ethics and HIPAA Compliance, pg 18
- Introduction to Operations Management Principles, pg 21
- Medical Front Office, pg 16
- Microsoft Excel, pg 7
- Microsoft Outlook, pg 7
- Microsoft Word, pg 7

Upon completion of all coursework, email CEHealthcare@collin.edu to receive your certificate and to schedule your certification exam.

### Advanced Certifications

Patient Care Technicians traditionally work in hospitals performing patient care activities delegated and supervised by the professional staff. Students who successfully complete all 3 courses are eligible for the PCT exam provided by the National Association for Healthcare Professionals.


### Patient Care Technician Certificate Series

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

### HOT Jobs!

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Day(s)</th>
<th>Time</th>
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<td>52451</td>
<td>6/25–8/20</td>
<td>TuTh</td>
<td>6–9:30 pm</td>
<td>17</td>
<td>PRC</td>
</tr>
</tbody>
</table>

### Other titles used:

- Billing Coordinator
- Medical Office Specialist
- Patient Coordinator
- Physician Office Specialist

### Advanced Certifications

- Electrocardiography (EKG), pg 17
- Nurse Aide Training (CNA), pg 17
- Phlebotomy, pg 18

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

Health Sciences

Health IT is an advanced certificate for professionals with experience in Healthcare and/or Information Technology who would like to pursue a career in Health Information/Electronic Health Records. Students can customize their learning experience to fit specific needs based on previous education, work experience and chosen field within Health IT. Upon successful completion, students may choose to take the national certification test at their own expense.

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

- Medical Terminology, pg 18
- Introduction to Health Information, pg 20
- Healthcare Ethics and HIPAA Compliance, pg 18
- Introduction to Medical Coding, pg 18
- Database Fundamentals, pg 8
- Electronic Health Records, pg 18
- Comp TIA A+ Certification, or CompTIA Healthcare IT Technician, pg 14
- Beginning Programming I, pg 12, or SQL Programming, pg 12, or Introduction to Crystal Reports, pg 8
- Microsoft Project [Weekend Warrior], pg 5
- Information Security in Healthcare, pg 20
- Project Management for Healthcare Leaders, pg 20
- Creating Virtual Medical Documents Part 1 and 2, pg 20

Introduction to Health Information
Hours: 24 Fee: $240
75419 5/11–6/12 This is an online course

Information Security in Healthcare
Hours: 24 Fee: $240
Prerequisites: Intermediate computer knowledge
77383 6/15–7/17 This is an online course

Project Management for Healthcare Leaders
Hours: 16 Fee: $160
77384 7/7–8/11 Tu 6–9 pm 6 CYC

Creating Virtual Medical Documents, Part 1
Hours: 32 Fee: $320
Prerequisites: Students must have completed all other coursework in the Health IT series.
Materials Needed: Text
75420 5/11–6/19 This is an online course

Creating Virtual Medical Documents, Part 2
Hours: 32 Fee: $320
Prerequisites: Creating Virtual Medical Documents, Part 1
Materials Needed: Text
77385 6/22–7/31 This is an online course

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

All information regarding average wages was retrieved from www.onetonline.org “Occupation Search”

Nursing Refresher
Hours: 80 Fee: $699
5/11–8/3 This is an online course

Clinical Nursing Refresher
Hours: 80 Fee: $299
7/27–8/31 To be arranged with instructors

Counselor Education Units (CEUs)
Collin College has been approved for CEUs for LPC’s, LMFT’s, LSW’s, and for recertification of Alcoholism and Drug Abuse Counselors. Classes will meet on Fridays at the Courtyard Center. Visit http://bit.ly/CEcounselorCEU for the full list of options. All courses are 3-hours and will instruct you through many different situations that counselors and social workers face every day.

Below is a sample of courses:

- Ethics
- Cultural Diversity
- Stress and Anxiety Management through Ayurveda
- Addiction to the Internet and Video/Online Gaming
- Adolescent Self-Mutilation Behavior
- Counseling Older Adults and their Families
- Critical Incident Stress Management

Cultural Diversity in Death & Dying
Hours: 3 Fee: $37
75441 5/15 F 9 am–noon 1 CYC

Ethics
Hours: 3 Fee: $37
75440 5/15 F 1–4 pm 1 CYC
77435 7/24 F 1–4 pm 1 CYC

Addiction to the Internet and Video/Online Gaming
Hours: 3 Fee: $37
77437 6/12 F 9 am–noon 1 CYC

Adolescent Self-Mutilation Behavior
Hours: 3 Fee: $37
77438 6/12 F 1–4 pm 1 CYC

Stress & Anxiety Management through Ayurveda
Hours: 3 Fee: $37
77436 7/24 F 9 am–noon 1 CYC

Counseling Older Adults and their Families
Hours: 3 Fee: $37
77439 8/7 F 9 am–noon 1 CYC

Critical Incident Stress Management
Hours: 3 Fee: $37
77440 8/7 F 1–4 pm 1 CYC

For additional Counselor Education courses to obtain your CEUs email CEHealthcare@collin.edu

Physician Assistant

Case Manager Certificate Series
The Case Manager courses prepare professional health care workers for certification and employment in one of the fastest growing occupations in the nation. Students of this series will be educated on the case management process, financial management, legal and ethical considerations, as well as case-based scenarios to develop into plans of care. Courses should be taken in the order listed below. All courses are available as online courses and are taught by Case Management professionals with years of experience.

The Case Management Process
Hours: 45 Fee: $349
Materials Needed: Text
75439 5/11–7/6 This is an online course

Case Management Coordination and Financial Management
Hours: 45 Fee: $349
Materials Needed: Text
77432 7/6–8/24 This is an online course

Case Studies in Healthcare Case Management
Hours: 45 Fee: $349
Materials Needed: Text
77433 7/6–8/24 This is an online course

Nursing Refresher
Hours: 80 Fee: $699
5/11–8/3 This is an online course
## Workforce Development

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

**Applied Microsoft Project**  
Hours: 15  
Fee: $129  
Materials Needed: Text  
75054 5/4-5/18 MW 6:30-9:30 pm 5 CYC  
77099 7/20-8/3 MW 6:30-9:30 pm 5 CYC

**Project Management Certification Preparation**  
Hours: 15  
Fee: $299  
75055 5/4-5/18 MW 6:30-9:30 pm 5 CYC  
77100 8/17-8/31 MW 6:30-9:30 pm 5 CYC

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### LEAN ENTERPRISE

**Principles of Lean Enterprise Certificate Series**  
Register for the certificate series and save $17, compared to registering for each course separately. Students in the certificate series are automatically enrolled in all the courses in the series.  
Hours: 48  
Fee: $259  
77043 5/30-8/22 Sa 8 am–noon 12 CYC

**Introduction to Lean Processes**  
Hours: 12  
Fee: $69  
77044 5/30-6/13 Sa 8 am–noon 3 CYC

**The 5S (+S) Program and Suggestion Systems**  
Hours: 12  
Fee: $69  
77045 6/20-7/11 Sa 8 am–noon 3 CYC

**Lean Mapping and Standard Work**  
Hours: 12  
Fee: $69  
77046 7/18-8/1 Sa 8 am–noon 3 CYC

**Lean Team Design, Accounting and Scheduling**  
Hours: 12  
Fee: $69  
77047 8/8–8/22 Sa 8 am–noon 3 CYC

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

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### OPERATIONS MANAGEMENT

**Operations Management Certificate Series**  
Register for the certificate series and save $57, compared to registering for each course separately. Students in the certificate series are automatically enrolled in all the courses in the series.  
Hours: 72  
Fee: $539  
75438 5/19-8/20 TuTh 6:30-9:30 pm 24 PRC

**Introduction to Project Management**  
Hours: 12  
Fee: $99  
75434 5/19-5/28 TuTh 6:30-9:30 pm 4 PRC  
77093 5/20-6/3 MW 6:30-9:30 pm 4 CYC

**Integration and Scope Management**  
Hours: 12  
Fee: $99  
77087 6/16-6/25 TuTh 6:30-9:30 pm 4 PRC  
77094 6/8-6/17 MW 6:30-9:30 pm 4 CYC

**Time and Cost Management**  
Hours: 12  
Fee: $99  
77088 6/30-7/9 TuTh 6:30-9:30 pm 4 PRC  
77095 6/22-7/1 MW 6:30-9:30 pm 4 CYC

**Human Resources and Quality Management**  
Hours: 12  
Fee: $99  
77089 7/14-7/23 TuTh 6:30-9:30 pm 4 PRC  
77096 7/6-7/15 MW 6:30-9:30 pm 4 CYC

**Communications and Risk Management**  
Hours: 12  
Fee: $99  
77090 7/28-8/6 TuTh 6:30-9:30 pm 4 PRC  
77097 7/20-7/29 MW 6:30-9:30 pm 4 CYC

**Procurement and Stakeholder Management**  
Hours: 12  
Fee: $99  
77091 8/11-8/20 TuTh 6:30-9:30 pm 4 PRC  
77098 8/3-8/12 MW 6:30-9:30 pm 4 CYC

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

---

**For CE advising, please email CEAdvisor@collin.edu.**
Enroll Your Employees in These Classes for FREE!

Apply for the Skills for Small Business grant through the Texas Workforce Commission and receive between $725 to $1,450 per employee for any Workforce Development or Computer Education courses in our Continuing Education schedule.

Call TWC Workforce Business Solutions at 877.463.1777 or apply directly at http://bit.ly/TXGrant

For local information call 972.599.3130

Submit applications at least two weeks prior to first class.

Scan QR code for info.
REAL ESTATE

Home Staging

Hours: 8
Fee: $69
77568 5/30–6/6 Sa 9 am–1 pm 2 CYC

Successful Real Estate Investing

Hours: 12
Fee: $89
77565 7/8–7/29 W 6:30–9:30 pm 4 CYC

Requirements for Salesperson Licensure:

To obtain a Salesperson’s license take: Principles I, Principles II, Law of Agency, Law of Contracts, Finance and Contract Forms. Courses may be taken in any sequence except Law of Contracts must be taken before Contract Forms. The application and exam procedure will be discussed in detail the first class session. The Real Estate courses may be taken through Continuing Education or for college credit. All students must satisfy the attendance and syllabus requirements for each course.

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

For more information on Real Estate requirements, call Mary Milford at 469.365.1801 or email mmilford@collin.edu

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

Classes meet at the Preston Ridge campus, (PRC), Heritage Hall, 9700 Wade Boulevard, Frisco, TX 75035

Certified Fiber Optics Technician (CFOT)

Hours: 24
Fee: $700
Materials Needed: Text is included in the fee
77117 6/15–6/17 MThW 8 am–4:30 pm 3 CYC

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

Hours: 16
Fee: $675
Prerequisites: CFOT Course or another Formal Fiber Optics Training Course within preceding 6 months, or 1 Year Fiber Optics Related Experience.
Materials Needed: Text is included in the fee
77118 6/18–6/19 ThF 8 am–4:30 pm 2 CYC

Certified Fiber Optics Splicing Specialist (CFOS/S)

Hours: 16
Fee: $675
Prerequisites: CFOT Course or another Formal Fiber Optics Training Course within preceding 6 months, or 1 Year Fiber Optics Related Experience.
Materials Needed: Text is included in the fee
77119 6/20–6/22 MSa 8 am–4:30 pm 2 CYC

Online Principles I & II

The following courses are self-paced. Online orientation, student log on and course information is available at www.collin.edu/real_estate. For questions call Mary Milford at 469.365.1801 or email mmilford@collin.edu.
Materials Needed: Text (available at Preston Ridge Campus, Frisco Bookstore)
Fee: $119

<table>
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<th>Credit CRN</th>
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<td>6/8–7/9</td>
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<td>77559</td>
<td>33278</td>
<td>Principles II</td>
<td>6/8–7/9</td>
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<td>77563</td>
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Summer I

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<td>30143</td>
<td>Principles I</td>
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<td>32451</td>
<td>Law of Contracts</td>
<td>6/9–7/9</td>
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<td>6/8–7/8</td>
<td>MW</td>
<td>6–10:10 pm</td>
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<tr>
<td>77268</td>
<td>32452</td>
<td>Finance</td>
<td>6/9–7/9</td>
<td>TuTh</td>
<td>6–10:10 pm</td>
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Summer II * (MW class will also meet Friday, 8/7; Tu/Th class will meet Friday, 7/31)

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<td>TuTh</td>
<td>6–10:10 pm</td>
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</table>
Begin a Career as an Insurance Adjuster

Are you ready to enhance your skills or begin a career in the insurance business as an Insurance Adjuster? These industry-specific courses provide skills required by most employers. Other knowledge, skills, and abilities an insurance adjuster must possess are good communication and organizational skills while maintaining confidentiality. Median hourly wage in the DFW Metroplex is $28.58/hour.

TX All-Lines Prop. & Casualty Pre-Licensing Adjuster Training

Hours: 40 Fee: $249
77576 5/26–6/25 TuTh 6–10 pm 10 CYC

Xactimate Training

Hours: 8 Fee: $79
77577 7/18–7/18 Sa 9 am–6 pm 1 CYC

Email CEAdvisor@collin.edu for details or call 972.985.3752

North Texas Hot Job Ranking: Estimated 1,478 openings out of 8,256 positions between 2014-2019.

Average Hourly Earnings: Depending on experience and industry, the median earnings were $28.58/hr. in 2013.

Other titles used: Independent Insurance Adjuster, General Adjuster, Claims Adjuster, Claims Examiner, Claims Representative, Claims Analyst, Claims Specialist, Field Liability Generalist

Learn about Continuing Education Texas All-Lines Property and Casualty Pre-Licensing at http://bit.ly/TXpre-LicensingCE

Enroll Your Employees in These Classes for FREE!

Apply for the Skills for Small Business grant through the Texas Workforce Commission and receive between $725 to $1,450 per employee for any Workforce Development or Computer Education courses in our Continuing Education schedule.

Call TWC Workforce Business Solutions at 877.463.1777 or apply directly at http://bit.ly/TXGrant

For local information call 972.599.3130

Submit applications at least two weeks prior to first class.

Enroll Your Employees in These Classes for FREE!

Apply for the Skills for Small Business grant through the Texas Workforce Commission and receive between $725 to $1,450 per employee for any Workforce Development or Computer Education courses in our Continuing Education schedule.

Call TWC Workforce Business Solutions at 877.463.1777 or apply directly at http://bit.ly/TXGrant

For local information call 972.599.3130

Submit applications at least two weeks prior to first class.

Insurance Adjudger

If you work well under time constraints while investigating, analyzing and determining the settlement of insurance claims, this Hot Job career may suit you. Insurance Adjudgers correspond with and interview agents, witnesses or claimants; assess damage to property; calculate benefits payments and approve payment of claims. Continuing Education offers Texas All-Lines Property and Casualty Pre-Licensing training as well as Xactimate training to enhance your efficiency on the job.

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. Median earnings in the DFW Metroplex is $16.00/hour. Experienced Administrative Assistants earn a median hourly wage of $25.04.

Students must attend 90% each of the following courses:

- Administrative Office Procedures
- Workplace Behaviors
- Business Correspondence and Communication
- Internet Communications and Research
- Microsoft Office courses listed on page 7
  - Microsoft Word I
  - Microsoft PowerPoint I
  - Microsoft Outlook I
  - Microsoft Excel I
  - Microsoft Access I
  - Microsoft Word II or Microsoft Access II

Time Management

Hours: 9 Fee: $69
75433 5/7–5/21 Th 6:30–9:30 pm 3 CYC

The Essence of Public Speaking

Hours: 12 Fee: $79
77629 8/3–8/12 MW 6:30–9:30 pm 4 CYC

Notary Professional

Hours: 9 Fee: $169
75552 5/12–5/19 TuTh 6–10 pm 3 PRC
Class will meet 6–8:30 pm on 5/14 and 5/19

Notary Public / Texas Notary Law and Procedures

Hours: 4 Fee: $79
75550 5/12 Tu 6–10 pm 1 PRC

Notary Signing Agent

Hours: 5 Fee: $109
Prerequisites: Notary Public/Texas Notary Law and Procedures
75551 5/14–5/19 TuTh 6–8:30 pm 2 PRC
1. **BUSINESS WRITING**

   **Resume and Interview Workshop**
   Hours: 3  
   Fee: Free
   77027  6/6  Sa  9 am–noon  1 CYC
   77028  8/8  Sa  9 am–noon  1 CYC

   **Business Writing Skills I**
   Hours: 30  
   Fee: $149
   77029  6/1–7/1  MW  6:30–9:30 pm  10 CHEC

   **Business Writing Skills II**
   Prerequisites: Business Writing Skills
   Hours: 12  
   Fee: $89
   77030  7/13–7/22  MW  6:30–9:30 pm  4 CHEC

2. **BUSINESS FINANCE**

   **Certified Public Accountants**
   Earn 40 hours of required CPEs at Collin College Continuing Education (No. 2514)!
   The Texas State Board of Public Accountancy will recognize courses that are directly related to your professional development. CPE approval should be requested from the State Board. The number of CPEs awarded is based on the number of classroom hours.
   For more information, contact the Continuing Education Office at 972.985.3750

   **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 metropole is 4.4% over the next two years with a median wage of $17.76/hour.

   **General Accounting Basics**
   Hours: 18  
   Fee: $109
   77021  6/2–6/18  TuTh  6:30–9:30 pm  6 CYC

   **Basic Bookkeeping**
   Hours: 9  
   Fee: $69
   77022  6/23–6/30  TuTh  6:30–9:30 pm  3 CYC

   **Department Budget Essentials**
   Hours: 9  
   Fee: $69
   77023  7/2–7/9  TuTh  6:30–9:30 pm  3 CYC
   To be eligible to receive a certificate, students must complete all 5 courses with 90% attendance.

   **Accounting I**
   Hours: 30  
   Fee: $139
   Materials Needed: Text. Please bring a calculator to class.
   77024  5/26–6/25  TuTh  6:30–9:30 pm  10 CYC

   **Accounting II**
   Hours: 24  
   Fee: $109
   Prerequisites: Accounting I
   Materials Needed: Text used in Accounting I
   77025  7/14–8/6  TuTh  6:30–9:30 pm  8 CYC

   **Certified Bookkeeper**
   Hours: 42  
   Fee: $249
   Prerequisites: 1 to 2 years of bookkeeping experience
   Materials Needed: The six workbooks are available in CYC bookstore for approximately $250
   77570  5/28–8/27  Th  6:30–9:30 pm  14 CYC

   **Payroll Professional (CPP)**
   Hours: 36  
   Fee: $649
   Prerequisites: Fundamental Payroll Certification (FPC)
   77572  5/19–8/4  Tu  6:30–9:30 pm  12 CYC

   **Fundamental Payroll Certification (FPC)**
   Hours: 30  
   Fee: $579
   77571  5/30–8/8  Sa  9 am–noon  10 CYC
   Class will not meet 7/4

3. **HOT Jobs!**

   **Bookkeeper/Accounting Clerk**
   If you enjoy numbers, making sure things add up and gain a sense of accomplishment when they do, then one of these hot jobs is for you. Bookkeepers are more than math whizzes who perform accounting duties and financial analysis. They also handle everything from setting up internal controls that identify theft to maximizing depreciation. The CB designation for Certified Bookkeepers is a nationally recognized certification. Continuing Education offers hot job training for the Certified Bookkeeper or Accounting Clerk Certificate Series.

   **North Texas Hot Job Ranking:** Estimated 4,635 openings out of 35,806 positions between 2014-2019.

   **Average Hourly Earnings:** Depending on experience and industry, the median earnings were $19.10/hr. in 2013.

   **Other titles used:** Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate

### MEDIATION AND DISPUTE RESOLUTION

**Mediation and Dispute Resolution Certificate Training**

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

These courses will meet the 40 hour exam 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).

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**Family Law Mediation Training**

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### HUMAN RESOURCES MANAGEMENT

**Human Resource Management Certificate Series**


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**Employment Practices and Processes**

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**Emerging Issues in Human Resources**

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**Employment Compliance for HR Management**

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**Employee Labor Relations**

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**Total Pay**

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**HR Training and Development**

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

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### 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.

<table>
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**Training and Development Techniques**

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**Understanding the Adult Learner**

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**Creative and Effective Presentation Skills**

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**Instructional Design and Development**

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**Marketing Techniques for Trainers**

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

---

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For local information call 972.599.3130

Submit applications at least two weeks prior to first class.

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**You may also be interested in Notary courses on page 24**

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**Sign up for our e-mail newsletter today!**


Use your mobile device to scan the QR code.
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.

The Essentials of Instructional Design
Hours: 15 Fee: $89
Materials Needed: Text
75712 5/12-5/26 TuTh 6:30-9:30 pm 5 CYC

Introduction to Learning Management Systems
Hours: 18 Fee: $169
Prerequisites: Familiarity with using Microsoft Word; Essentials of Instructional Design.
Materials Needed: Text
75486 5/15-6/19 F 6:30-9:30 pm 6 CYC

Multimedia for Trainers
Hours: 15 Fee: $89
77042 6/17-7/1 MW 6:30-9:30 pm 5 CYC

Instructional Design Authoring Tools
Hours: 18 Fee: $169
Prerequisites: Familiarity with using Microsoft Word; Essentials of Instructional Design.
Materials Needed: Text
77165 6/26-7/7 F 6:30-9:30 pm 6 CYC

Instructional Design Presentation Technology
Hours: 18 Fee: $169
Prerequisites: Familiarity with using Microsoft Word.
Materials Needed: Text
77555 8/3-8/19 MW 6:30-9:30 pm 6 CYC

QUALITY CONTROL TECHNOLOGIES

Quality Control Technologies Certificate Series
Quality Control ensures that products and services are designed and produced to meet or exceed customer expectations. This series of courses provides an overview of the concepts and models for a variety of philosophies, techniques for managing, controlling and improving quality.

Hours: 48 Fee: $259
75444 5/12-7/2 TuTh 6:30-9:30 pm 16 PRC

Introduction to Quality Control
Hours: 12 Fee: $79
75445 5/12-5/21 TuTh 6:30-9:30 pm 4 PRC

Manufacturing Quality Control
Hours: 12 Fee: $79
77102 5/26-6/4 TuTh 6:30-9:30 pm 4 PRC

From Quality Control to Quality Improvement
Hours: 12 Fee: $79
77103 6/9-6/18 TuTh 6:30-9:30 pm 4 PRC

Total Quality Management
Hours: 12 Fee: $79
77104 6/23-7/2 TuTh 6:30-9:30 pm 4 PRC

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

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet May 25, July 3-5 and August 14 (All College Day)

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

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

Manager/Supervisor
Successful managers are needed in a wide variety of businesses. Learning to supervise people is a skill that can serve you well in your career. No matter which industry you manage or supervise, Continuing Education provides training to help you excel. The Supervisory Management Certificate Series, Operations Management Certificate Series, and Logistics and Materials Management Certificate Series provide new and current managers and supervisors with the needed skills to lead today’s workforce.


Average Hourly Earnings: Depending on experience and industry, the median earnings were $24.00/hr.-$63.00/hr. in 2013.
Other titles used: Chief Operating Officer (COO), Director of Operations, Facilities Manager, General Manager (GM), Operations Manager, Plant Manager, Plant Superintendent, Store Manager, Vice President of Operations, Warehouse Manager, Team Leader, Office Supervisor, Accounting Manager, Director, Administrative Supervisor, Business Administrator, Business Manager, Office Manager

Learn about Continuing Education
## SUPERVISORY MANAGEMENT

**Supervisory Management Certificate Series**

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<thead>
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**Fundamental Skills of Managing**

Hours: 12  Fee: $79

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**Fundamental Skills of Communicating**

Hours: 12  Fee: $79

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**Selecting & Developing Organizational Talent**

Hours: 12  Fee: $79

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**Directing Employees Toward Success**

Hours: 12  Fee: $79

<table>
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<tr>
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<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
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<tbody>
<tr>
<td>77110</td>
<td>7/20-7/29</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>4 CYC</td>
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**Managing Change at Work**

Hours: 12  Fee: $79

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<tr>
<td>77111</td>
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<td>MW</td>
<td>6:30-9:30 pm</td>
<td>4 CYC</td>
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**Managing Performance**

Hours: 12  Fee: $79

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<tr>
<td>77112</td>
<td>8/17-8/26</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>4 CYC</td>
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</table>

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

---

## MARKETING

**Marketing Project Certificate Series**

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<tbody>
<tr>
<td>77064</td>
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<td>MTh</td>
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**Marketing Principles**

Hours: 12  Fee: $79

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<tbody>
<tr>
<td>77065</td>
<td>6/15-6/25</td>
<td>MTh</td>
<td>6:30-9:30 pm</td>
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**Marketing & Business Management**

Hours: 12  Fee: $79

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<th>Sessions</th>
<th>Location</th>
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<tbody>
<tr>
<td>77066</td>
<td>6/29-7/9</td>
<td>MTh</td>
<td>6:30-9:30 pm</td>
<td>4 CYC</td>
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**Developing an Effective Marketing Plan**

Hours: 12  Fee: $79

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**Marketing Using the Internet**

Hours: 12  Fee: $79

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<th>Location</th>
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<tr>
<td>77068</td>
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<td>MTh</td>
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<td>4 CYC</td>
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To be eligible to receive a certificate, students must complete all 4 courses with 90% attendance.

---

## SMALL BUSINESS

**Grant Writing 101 for Non-Profits**

Hours: 7  Fee: $79

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<tbody>
<tr>
<td>77582</td>
<td>6/2-6/4</td>
<td>TuTh</td>
<td>6-9:30 pm</td>
<td>2 CYC</td>
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<tr>
<td>77583</td>
<td>8/11-8/13</td>
<td>TuTh</td>
<td>6-9:30 pm</td>
<td>2 CYC</td>
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**Grow Your Business Through Email Marketing**

Hours: 12  Fee: $79

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<th>Location</th>
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<tbody>
<tr>
<td>77580</td>
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<td>Tu</td>
<td>6:30-9:30 pm</td>
<td>4 CYC</td>
<td></td>
</tr>
<tr>
<td>77581</td>
<td>8/4-8/25</td>
<td>Tu</td>
<td>6:30-9:30 pm</td>
<td>4 CYC</td>
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**Accounting & Record Keeping in a Small Business**

Hours: 9  Fee: $89

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<th>Sessions</th>
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<tbody>
<tr>
<td>75446</td>
<td>5/5-5/12</td>
<td>TuTh</td>
<td>6-9 pm</td>
<td>3 CYC</td>
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How to Start and Operate a Small Business
Hours: 12  Fee: $89
77630  6/1–6/10 MW  6:30–9:30 pm  4  CYC

How to Develop a Business Plan
Hours: 12  Fee: $79
75447  5/11–5/21 MTh  6:30–9:30 pm  4  CYC

How to Promote and Market Your Business
Hours: 12  Fee: $79
77105  6/1–6/11 MTh  6:30–9:30 pm  4  CYC

ENTREPRENEURIAL COURSES

QuickBooks – Beginner
Hours: 16  Fee: $144
Prerequisites: Familiarity with computer keyboarding and Microsoft Windows
Materials Needed: Text
75490  5/19–5/28 TuTh  5:30–9:30 pm  4  CYC
77301  6/2–6/11 TuTh  5:30–9:30 pm  4  CYC
77306  6/19–6/26 F  8 am–5 pm  2  CYC
77308  7/7–7/16 TuTh  5:30–9:30 pm  4  CYC
77311  7/17–7/24 F  8 am–5 pm  2  CYC

QuickBooks – Intermediate
Hours: 16  Fee: $144
Prerequisites: QuickBooks – Beginner
Materials Needed: Text
77305  6/16–6/25 TuTh  5:30–9:30 pm  4  CYC
77312  7/21–7/30 TuTh  5:30–9:30 pm  4  CYC

QuickBooks – Advanced
Hours: 12  Fee: $119
Prerequisites: QuickBooks Intermediate or equivalent experience
Materials Needed: Text
77307  6/30–7/2 TuWTh  5:30–9:30 pm  3  CYC
77313  8/4–8/6 TuWTh  5:30–9:30 pm  3  CYC

QuickBooks User Certification
Hours: 16  Fee: $144
Prerequisites: QuickBooks – Advanced, or equivalent experience
Materials Needed: Text
77317  8/18–8/27 TuTh  5:30–9:30 pm  4  CYC

How to Sell and Earn an Income on Amazon
Hours: 8  Fee: $69
75553  5/5–5/19 Tu  6:30–9:30 pm  3  CYC
Last class ends at 8:30 pm

How to Start a Business Using eBay, I
Hours: 18  Fee: $139
77569  7/11–8/15 Sa  9 am–noon  6  CYC

Creating Multiple Streams of Income
Hours: 9  Fee: $69
77033  7/13–7/20 MW  6:30–9:30 pm  3  CYC

FOOD HANDLER’S CERTIFICATE

Food Handler’s Certificate
Hours: 2  Fee: $29
75554  5/16  Sa  10 am–noon  1  CYC
77573  6/18  Th  6–8 pm  1  CYC
77574  7/12  Su  2–4 pm  1  CYC

ONLINE training in English or en Espanol!
Food Safety Manager Certificate-ONLINE training at:
Food Handler Certificate-ONLINE training at:

TEACHER TRAINING

How to Sell and Earn an Income on Amazon
Hours: 8  Fee: $69
75553  5/5–5/19 Tu  6:30–9:30 pm  3  CYC
Last class ends at 8:30 pm

Montessori Workshop
Hours: 4  Fee: $69
77126  6/13  Sa  9 am–1 pm  1  CYC
77127  7/18  Sa  9 am–1 pm  1  CYC

For more information http://bit.ly/MontessoriWksp
email CEAdvisor@collin.edu or call 972.985.3752

Child Care Directors Management Training Certificate Series

The Texas Department of Family and Protective Services Licensing Division now requires all Center Directors to obtain a minimum of 30 hours of professional development per year.

To help Center Directors obtain these hours, Collin College offers 2 topics in the Fall and two in the Spring. Our final Spring topic is available below. Take advantage of this opportunity to network and learn with other childcare and Montessori school directors in the Childcare Management series!

For more information visit, http://bit.ly/ChildCareCert
or email CEAdvisor@collin.edu

Register for the individual course at $99 each
75069  Professional Development for You & Your Staff  5/2  Sa  9 am–6 pm  1  CYC
Topics: Assisting Staff in Dealing with Attention Deficit Disorders in Children
From Chaos to Calm
Building Language Rich Environments
Successful Multi-Age Group Classrooms
Recommended Teaching Strategies & Activities for Toddlers

Collin SBDC
www.CollinSBDC.com

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- 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.
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Learn More...

Online Courses Include:

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

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

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

Courses Start as Low as:

$99

MORE COURSES AVAILABLE
http://bit.ly/onlineGo

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

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

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

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

A to Z Grantwriting
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

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

Teaching Preschool: A Year of Inspiring Lessons
Learn the secrets to creating lesson plans with many interchangeable activities.

Intermediate Microsoft Excel
Work faster and more productively with Excel's most powerful tools.

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

Real Estate Investing
Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access
Store, locate, print, and automate access to all types of information.

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

Project Management Fundamentals
Gain the skills you'll need to succeed in the fast-growing field of project management.

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

Introduction to Dreamweaver
Harness the broad range of capabilities Dreamweaver brings to Web development.

Online Career Training Programs

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

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

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

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

Program Features:

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

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

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

Learn more http://bit.ly/onlineCTC
### ESL Placement Testing

<table>
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<tr>
<td>75459</td>
<td>5/6</td>
<td>W</td>
<td>12:30 pm</td>
<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>75460</td>
<td>5/7</td>
<td>Th</td>
<td>6:30 pm</td>
<td>1</td>
<td>CYC</td>
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<tr>
<td>75461</td>
<td>5/12</td>
<td>Tu</td>
<td>6:30 pm</td>
<td>1</td>
<td>CYC</td>
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<tr>
<td>75462</td>
<td>5/13</td>
<td>W</td>
<td>12:30 pm</td>
<td>1</td>
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<tr>
<td>75463</td>
<td>5/14</td>
<td>Th</td>
<td>6:30 pm</td>
<td>1</td>
<td>CYC</td>
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<td>Tu</td>
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<td>CYC</td>
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<td>1</td>
<td>CYC</td>
</tr>
<tr>
<td>75557</td>
<td>5/21</td>
<td>Th</td>
<td>6:30 pm</td>
<td>1</td>
<td>CYC</td>
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### ESL Grammar

#### Grammatical Analysis

- **Hours:** 48
- **Fee:** $149
- **Prerequisites:** Advanced ESL students. Linguistic and Language students.
- **Materials Needed:** Text
- **CRN:** 77167
  - Dates: 6/2-8/20
  - Days: TuTh
  - Time: 7-9 pm
  - Location: 24 CYC

#### Beginning Grammar, Part 1

- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 1 or 2
- **Materials Needed:** Text
- **CRN:** 77168
  - Dates: 6/9-7/16
  - Days: TuTh
  - Time: 12:30-3 pm
  - Location: 12 CYC
- **CRN:** 77170
  - Dates: 6/9-7/16
  - Days: TuTh
  - Time: 7-9:30 pm
  - Location: 12 CYC

#### Intermediate Grammar, Part 1

- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 3
- **Materials Needed:** Text
- **CRN:** 77171
  - Dates: 7/21-8/27
  - Days: TuTh
  - Time: 12:30-3 pm
  - Location: 12 CYC
- **CRN:** 77173
  - Dates: 7/21-8/27
  - Days: TuTh
  - Time: 7-9:30 pm
  - Location: 12 CYC

#### Intermediate Grammar, Part 2

- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Complete Part 1 or Level 3 student
- **Materials Needed:** Text
- **CRN:** 77175
  - Dates: 6/9-7/16
  - Days: TuTh
  - Time: 12:30-3 pm
  - Location: 12 CYC
- **CRN:** 77176
  - Dates: 6/9-7/16
  - Days: TuTh
  - Time: 7-9:30 pm
  - Location: 12 CYC

#### Advanced Grammar, Part 1

- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 4 or 5
- **Materials Needed:** Text
- **CRN:** 77183
  - Dates: 6/9-7/16
  - Days: TuTh
  - Time: 12:30-3 pm
  - Location: 12 CYC
- **CRN:** 77184
  - Dates: 6/9-7/16
  - Days: TuTh
  - Time: 7-9:30 pm
  - Location: 12 CYC

#### Advanced Grammar, Part 2

- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Complete Part 1 or Level 4 or 5 student
- **Materials Needed:** Text
- **CRN:** 77186
  - Dates: 7/21-8/27
  - Days: TuTh
  - Time: 12:30-3 pm
  - Location: 12 CYC
- **CRN:** 77187
  - Dates: 7/21-8/27
  - Days: TuTh
  - Time: 7-9:30 pm
  - Location: 12 CYC

---

### INTRO Communication Improvement

- **Hours:** 60
- **Fee:** $159
- **Materials Needed:** Text
- **CRN:** 77141
  - Dates: 6/1-8/19
  - Days: MW
  - Time: 7-9:30 pm
  - Location: 24 CYC
- **CRN:** 77139
  - Dates: 6/8-7/28
  - Days: MTuWTh
  - Time: 8-10 am
  - Location: 30 CYC
- **CRN:** 77140
  - Dates: 6/8-7/28
  - Days: MTuWTh
  - Time: 10 am-noon
  - Location: 30 CYC

#### LEVEL 1 Communication Improvement

- **Hours:** 60
- **Fee:** $159
- **Materials Needed:** Text
- **CRN:** 77144
  - Dates: 6/1-8/19
  - Days: MW
  - Time: 7-9:30 pm
  - Location: 24 CYC
- **CRN:** 77142
  - Dates: 6/8-7/28
  - Days: MTuWTh
  - Time: 8-10 am
  - Location: 30 CYC
- **CRN:** 77143
  - Dates: 6/8-7/28
  - Days: MTuWTh
  - Time: 10 am-noon
  - Location: 30 CYC

#### LEVEL 2 Communication Improvement

- **Hours:** 60
- **Fee:** $159
- **Materials Needed:** Text
- **CRN:** 77148
  - Dates: 6/1-8/19
  - Days: MW
  - Time: 7-9:30 pm
  - Location: 24 CYC
- **CRN:** 77146
  - Dates: 6/8-7/28
  - Days: MTuWTh
  - Time: 8-10 am
  - Location: 30 CYC
- **CRN:** 77147
  - Dates: 6/8-7/28
  - Days: MTuWTh
  - Time: 10 am-noon
  - Location: 30 CYC

#### LEVEL 3 Communication Improvement

- **Hours:** 60
- **Fee:** $159
- **Materials Needed:** Text
- **CRN:** 77152
  - Dates: 6/1-8/19
  - Days: MW
  - Time: 7-9:30 pm
  - Location: 24 CYC
- **CRN:** 77150
  - Dates: 6/8-7/28
  - Days: MTuWTh
  - Time: 8-10 am
  - Location: 30 CYC
- **CRN:** 77151
  - Dates: 6/8-7/28
  - Days: MTuWTh
  - Time: 10 am-noon
  - Location: 30 CYC

#### LEVEL 4 Communication Improvement

- **Hours:** 60
- **Fee:** $159
- **Materials Needed:** Text
- **CRN:** 77157
  - Dates: 6/1-8/19
  - Days: MW
  - Time: 7-9:30 pm
  - Location: 24 CYC
- **CRN:** 77154
  - Dates: 6/8-7/28
  - Days: MTuWTh
  - Time: 8-10 am
  - Location: 30 CYC
- **CRN:** 77156
  - Dates: 6/8-7/28
  - Days: MTuWTh
  - Time: 10 am-noon
  - Location: 30 CYC

#### LEVEL 5 Communication Improvement

- **Hours:** 60
- **Fee:** $159
- **Materials Needed:** Text
- **CRN:** 77161
  - Dates: 6/1-8/19
  - Days: MW
  - Time: 7-9:30 pm
  - Location: 24 CYC
- **CRN:** 77159
  - Dates: 6/8-7/28
  - Days: MTuWTh
  - Time: 10 am-noon
  - Location: 30 CYC
### ESL PRONUNCIATION

#### Beginning Pronunciation & Speaking Skills
- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Intro and Level 1 students
- **Materials Needed:** Text
  - 77190 5/30-8/22 Sa 9:30 am–noon 12 CYC
  - 77191 6/15-8/3 MW 12:30-2:30 pm 15 CYC
  - 77192 6/16-8/4 TuTh 7–9 pm 15 CYC

#### Intermediate Pronunciation & Speaking Skills
- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 2 and 3 students
- **Materials Needed:** Text
  - 77196 5/30-8/22 Sa 9:30 am–noon 12 CYC
  - 77197 6/15-8/3 MW 12:30-2:30 pm 15 CYC
  - 77198 6/16-8/4 TuTh 7–9 pm 15 CYC

#### Advanced Pronunciation & Speaking Skills
- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 4 and 5 students
- **Materials Needed:** Text
  - 77199 5/30-8/22 Sa 9:30 am–noon 12 CYC
  - 77200 6/15-8/3 MW 12:30-2:30 pm 15 CYC
  - 77201 6/16-8/4 TuTh 7–9 pm 15 CYC

### ESL CONVERSATION

#### Beginning Conversation
- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 1 and 2 students
- **Materials Needed:** Text
  - 77202 6/15-8/3 MW 12:30-2:30 pm 15 CYC
  - 77203 6/16-8/4 TuTh 7–9 pm 15 CYC

#### Intermediate Conversation
- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 3 and 4 students
- **Materials Needed:** Text
  - 77204 5/30-8/22 Sa 9:30 am–noon 12 CYC
  - 77205 6/15-8/3 MW 12:30-2:30 pm 15 CYC
  - 77206 6/16-8/4 TuTh 7–9 pm 15 CYC

#### Advanced Conversation
- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 5 students
- **Materials Needed:** Text
  - 77207 5/30-8/22 Sa 9:30 am–noon 12 CYC
  - 77208 6/15-8/3 MW 12:30-2:30 pm 15 CYC
  - 77209 6/16-8/4 TuTh 7–9 pm 15 CYC

### ESL READING

#### Vocabulary Improvement
- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 4 and 5 students
- **Materials Needed:** Text
  - 77214 6/16-8/4 TuTh 12:30-2:30 pm 15 CYC

#### Reading & Vocabulary Comprehension
- **Hours:** 30
- **Fee:** $79
- **Materials Needed:** Text
  - 77217 5/29-8/21 F 9:30 am–noon 12 CYC

#### Intermediate Reading & Vocabulary Comprehension
- **Hours:** 30
- **Fee:** $79
- **Materials Needed:** Text
  - 77218 5/29-8/21 F noon–2:30 pm 12 CYC

#### Advanced Reading & Vocabulary Comprehension
- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 4 or 5 students
  - 77220 6/15-8/3 MW 12:30-2:30 pm 15 CYC

### BUSINESS COMMUNICATIONS IMPROVEMENT

#### Business English for Conversations–Domestic and Global
- **Hours:** 40
- **Fee:** $129
  - 77229 5/2-8/29 Sa 9:30 am–noon 17 CYC

#### Adv Presentation Skills for the Workplace
- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Levels 4 or 5 students
- **Materials Needed:** Text
  - 77222 6/8-7/15 MW 12:30–3 pm 12 CYC
  - 77224 6/9-7/16 TuTh 7–9:30 pm 12 CYC

#### Adv Writing Skills for the Workplace
- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Communications Improvement (ESL) Level 4 or 5 students
- **Materials Needed:** Text
  - 77226 6/9-7/16 TuTh 12:30–3 pm 12 CYC
  - 77228 6/9-7/16 TuTh 7–9:30 pm 12 CYC

### Workplace Communication Skills Advanced Certificate

### Languages

#### American Sign Language

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**Beginning Sign Language**
- Hours: 24
- Fee: $99
- Materials Needed: Text

**Intermediate Sign Language**
- Hours: 24
- Fee: $99
- Prerequisites: Beginning Sign Language
- Materials Needed: Text
- CRN 77233: 6/30–8/6 TuTh 6:30–8:30 pm 12 CYC

#### Spanish

##### Workplace Spanish for Hospitals and Nurses
- Hours: 24
- Fee: $129
- Materials Needed: Text
- CRN 77504: 5/24–6/28 Su 1–5 pm 6 CYC

##### Spanish I
- Hours: 30
- Fee: $109
- Materials Needed: Text
- CRN 75483: 5/18–7/8 MW 5–7 pm 15 CYC
- CRN 77236: 5/20–8/26 Sa 9 am–noon 10 CYC
- CRN 77237: 6/1–7/8 MW 9:30 am–noon 12 CYC
- CRN 77238: 6/1–7/8 MW 7–9:30 pm 12 CYC
- CRN 77239: 6/2–7/9 TuTh 12:30–3 pm 12 CYC
- CRN 77241: 6/9–7/16 TuTh 7–9:30 pm 12 CYC

##### Spanish II
- Hours: 30
- Fee: $109
- Prerequisites: Spanish I or Spanish-speaking ability
- Materials Needed: Text
- CRN 77245: 5/30–6/8 Sa noon–3 pm 10 CYC
- CRN 77247: 7/8–8/26 MW 5–7 pm 15 CYC
- CRN 77248: 7/13–8/19 MW 9:30 am–noon 12 CYC
- CRN 77250: 7/13–8/19 MW 7–9:30 pm 12 CYC
- CRN 77251: 7/14–8/20 TuTh 12:30–3 pm 12 CYC
- CRN 77253: 7/21–8/27 TuTh 7–9:30 pm 12 CYC

##### Spanish III
- Hours: 30
- Fee: $139
- Prerequisites: Spanish I, II or Spanish-speaking ability
- Materials Needed: Text
- CRN 77254: 6/2–7/9 TuTh 9:30 am–noon 12 CYC
- CRN 77255: 6/2–7/9 TuTh 7–9:30 pm 12 CYC
- CRN 77256: 6/8–7/15 MW 9:30 am–noon 12 CYC

##### Spanish IV
- Hours: 30
- Fee: $139
- Prerequisites: Spanish III
- Materials Needed: Text
- CRN 77257: 7/14–8/20 TuTh 9:30 am–noon 12 CYC
- CRN 77258: 7/14–8/20 TuTh 7–9:30 pm 12 CYC
- CRN 77259: 7/20–8/26 MW 9:30 am–noon 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.
- CRN 75482: 5/7 Th 6–8 pm 1 CYC

**Spanish V**
- Hours: 30
- Fee: $139
- Prerequisites: Spanish IV
- Materials Needed: Text
- CRN 77261: 6/2–7/9 TuTh 7–9:30 pm 12 CYC

**Spanish VI**
- Hours: 30
- Fee: $139
- Prerequisites: Spanish V
- Materials Needed: Text
- CRN 75484: 5/18–6/29 MW 7–9:30 pm 12 CYC

**Spanish VII**
- Hours: 36
- Fee: $159
- Prerequisites: Spanish VI
- Materials Needed: Text
- CRN 77262: 6/1–7/29 MW 9:30 am–noon 18 CYC
- CRN 77263: 6/1–7/29 MW 7–9:30 pm 18 CYC

**Spanish VIII**
- Hours: 36
- Fee: $159
- Prerequisites: Spanish VII
- Materials Needed: Text
- CRN 77265: 6/30–8/27 TuTh 7–9 pm 18 CYC

**Spanish IX**
- Hours: 36
- Fee: $159
- Prerequisites: Spanish VI or above and Spanish speaking ability.
- Materials Needed: Text
- CRN 77266: 6/30–8/27 TuTh 7–9 pm 18 CYC

**Spanish Conversation – Beginning I**
- Hours: 30
- Fee: $139
- Prerequisites: Completion of Spanish II or III
- Materials Needed: Text
- CRN 77269: 5/28–8/18 F 9:30 am–noon 12 CYC
  - Class will not meet 7/3 and 8/14

**Spanish Conversation – Beginning II**
- Hours: 30
- Fee: $139
- Prerequisites: Completion of Spanish II or III
- Materials Needed: Text
- CRN 77270: 6/2–8/18 Tu 6:30–9 pm 12 CYC

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For CE advising, please email CEAdvisor@collin.edu.
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### Introduction to Spanish Verbs I

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### Spanish Conversation Review

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### French Conversation – Intermediate I

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### French Conversation Review

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### French I

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

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### PORTUGUESE

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**Sign up for our e-mail Newsletter today!**


The Continuing Education e-Newsletter connects you to the training you seek. You’ll read about upcoming courses and new courses. When a new course section is created for one of our more popular courses, you’ll read about it here.

---

**Use your mobile device to scan the QR code.**
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

<table>
<thead>
<tr>
<th>Course Name</th>
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PHOTOGRAPHY AND VIDEO

Photographer

A picture is worth a thousand words. Talented photographers use their technical expertise and creativity to produce and preserve a moment in time. Continuing Education provides courses and certificate series to enhance technical, creative and business skills to give you an edge in this highly competitive hot job.


Average Hourly Earnings: Depending on experience and industry, the median earnings were $13.36/hr. in 2013.

Other titles used: Advertising Photographer, Commercial Photographer, Newspaper Photographer, Owner/Photographer, Photo Editor, Photographer, Photojournalist, Portrait Photographer, Sports Photographer, Studio Owner


Digital Photography – Basics – Point ‘n Shoot
Hours: 16
Materials Needed: Text and point & shoot camera

75537 5/12–6/9 Tu 6:30-9:45 pm 5 CYC
Last class ends at 9:30 pm

Digital Photography – Basics – dSLR
Hours: 18
Materials Needed: Digital SLR Camera. Text optional

77530 5/11–6/22 M 1–4 pm 6 CHEC
75507 5/12–5/28 TuTh 6:30-9:30 pm 6 CYC
75513 5/16–6/20 Sa 9 am–noon 6 CYC
77396 6/2–6/18 TuTh 6:30-9:30 pm 6 CYC
77399 6/8–7/13 M 9 am–noon 6 CYC
77406 7/8–7/27 MW 6:30-9:30 pm 6 CYC
77538 7/21–8/25 Tu 9 am–noon 6 CHEC

Digital Photography – Advanced Skills
Hours: 18
Prerequisites: Digital Photography – Basics – dSLR
Materials Needed: Digital SLR. Text optional

77403 6/23–7/28 Tu 6:30-9:30 pm 6 CYC
77408 7/11–8/15 Sa 9 am–noon 6 CYC
77410 7/16–8/20 Th 6:30-9:30 pm 6 CYC
77412 7/20–8/24 M 9 am–noon 6 CYC


Develop and hone your skills as a professional photographer in the Digital Photography Certificate Series. Begin by learning the many technical abilities now afforded in using digital cameras and imaging software, including printing. Survey the various aspects of this profession from lighting to photo essays and get a thorough grasp of what is involved in becoming a photographer. Explore the business aspects of professional photography such as designing your marketing plan, finding the right gallery and the importance of networking.

Courses Included in the Certificate
Take the 5 core classes:
• Digital Photography Basics - dSLR Camera
• Digital Photography - Advanced Skills
• Foundations in Photographic Style
• Presenting and Marketing Your Photographs
• Photoshop for Digital Photographers OR Photoshop Elements for Digital Photographers - Mac or PC

Choose 4 of the 13 elective classes:
• Action Photography
• Adobe Lightroom - Mac or PC
• Advanced Photoshop Elements for Digital Photographers - Mac or PC
• Architectural and Landscape Photography
• Building a Photography Business
• Flash Photography
• Learning to See Creatively
• Night, Low Light
• Photographing Food and Jewelry
• Photographing People
• Studio Lighting
• Photojournalism
• Wedding Photography
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**Unless otherwise stated, course prerequisites are not strict requirements for enrolling in a course. However, they serve as a good guideline for student self-assessment of prior knowledge and experience before enrollment.**
### Creative Careers

#### PUBLISHING / GRAPHICS

**Graphic Design Certificate Series**


**Graphic Designer**

Graphic Designers have the unique ability to take a client’s concept or idea and turn it into a visual design that incorporates text, graphics and/or photography to communicate a message. These messages can exist in print, billboards, digital signage, web, and even package design. Continuing Education provides courses and certificate series to add to your technical skills as a graphic design professional.

**North Texas Hot Job Ranking:** Estimated 1,668 openings out of 7,329 positions between 2014-2019.

**Average Hourly Earnings:** Depending on experience and industry, the median earnings were $21.80/hr. in 2013.

**Other titles used:** Graphic Designer, Graphic Artist, Designer, Creative Director, Artist, Design Director, Composing Room Supervisor, Creative Manager, Desktop Publisher, Graphic Designer/Production


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

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### CRN Date(s) Day(s) Time Sessions Location

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### Creative Careers

**All Collin College campuses will be CLOSED and Continuing Education Classes will not meet May 25, July 3-5 and August 14 (All College Day)**

**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

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### CRN Date(s) Day(s) Time Sessions Location

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### Adobe Lightroom

Hours: 15  
Fee: $159  
Materials Needed: Text

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### Adobe Lightroom

Hours: 15  
Fee: $159  
Materials Needed: Text

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### Introduction to Adobe AfterEffects

Hours: 18  
Fee: $169  
Prerequisites: Familiarity with using computer.
Materials Needed: Text

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### Introduction to Adobe AfterEffects

Hours: 18  
Fee: $169  
Prerequisites: Familiarity with using computer.
Materials Needed: Text

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### Introduction to Video Editing

Hours: 18  
Fee: $169  
Prerequisites: Familiarity with using computer.
Materials Needed: Text

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### Introduction to Video Editing

Hours: 18  
Fee: $169  
Prerequisites: Familiarity with using computer.
Materials Needed: Text

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### Adobe PhotoShop I

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

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<th>Sessions</th>
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<tr>
<td>75522</td>
<td>5/12–6/2</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>7</td>
<td>CYC</td>
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<tr>
<td>75528</td>
<td>5/16–6/27</td>
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<td>9 am–noon</td>
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<tr>
<td>77470</td>
<td>6/15–6/29</td>
<td>MWF</td>
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<tr>
<td>77502</td>
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<td>MWF</td>
<td>6:30–9:30 pm</td>
<td>7</td>
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### Adobe PhotoShop I

Hours: 21  
Fee: $189  
Prerequisites: Familiarity with Adobe PhotoShop I  
Materials Needed: Text

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<td>77486</td>
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<td>Sa</td>
<td>9 am–noon</td>
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</table>
Creative Careers

SAIL is an educational program operated by and for individuals 55+ and offers a wide variety of non-credit classes in history, literature, art appreciation and many other subjects. This program is sponsored by Collin College Continuing Education and affiliated with Elderhostel Institute Network. SAIL offers classes in the spring and fall semesters, a brown bag lunch series and movie and discussion classes during the summer, and social activities throughout the year. Anyone who is 55 years of age or better can join, regardless of residency. Members pay $85 per spring and fall semester for an unlimited number of SAIL courses.

If you have a desire to learn, attend social events and make many new friends, SAIL is the place for you.

For detailed information go to www.collin.edu/sail or email wjmartin@collin.edu to receive a schedule of SAIL classes.

JOIN SAIL
SENIORS ACTIVE IN LEARNING

FINE ARTS

Marketing Your Art and Fine Crafts

Hours: 14  Fee: $89
77603 6/6–6/27 Sa 9:30 am–1 pm 4 CYC

Drawing I

Hours: 21  Fee: $129
Materials Needed: See supply list
75560 5/4–6/22 M 1–4 pm 7 CYC
75573 5/5–6/16 Tu 6:30–9:30 pm 7 CYC

Drawing II

Hours: 21  Fee: $129
Prerequisites: Drawing I
Materials Needed: See supply list
77618 6/23–8/4 Tu 6:30–9:30 pm 7 CYC
77589 7/6–8/17 M 1–4 pm 7 CYC

Adobe Illustrator I

Hours: 24  Fee: $219
Prerequisites: Familiarity with Microsoft Windows or Mac OS
Materials Needed: Text
Mac
75530 5/16–6/20 Sa 1–5 pm 6 CYC
77480 6/30–7/16 TuTh 6–10 pm 6 CYC
PC
75531 5/16–6/20 Sa 1–5 pm 6 CYC
77481 6/30–7/16 TuTh 6–10 pm 6 CYC

Adobe Illustrator II

Hours: 24  Fee: $219
Prerequisites: Adobe Illustrator I
Materials Needed: Text
Mac
77495 7/18–8/22 Sa 1–5 pm 6 CYC
PC
77496 7/18–8/22 Sa 1–5 pm 6 CYC


Drawing with Color I

Hours: 21  Fee: $129
Prerequisites: Drawing I or drawing proficiency
Materials Needed: See supply list
75561 5/5–6/16 Tu 1–4 pm 7 CYC
77602 5/27–7/8 W 6:30–9:30 pm 7 PRC

InDesign for Digital Publishing I

Hours: 18  Fee: $169
Prerequisites: InDesign I
Materials Needed: Text
Mac
77521 7/11–8/15 Sa 1–4 pm 6 CYC
PC
77522 7/11–8/15 Sa 1–4 pm 6 CYC

Adobe Illustrator I

Hours: 24  Fee: $219
Prerequisites: Familiarity with Microsoft Windows or Mac OS
Materials Needed: Text
Mac
75526 5/13–5/27 MWF 6–10 pm 6 CYC
75540 5/16–6/20 Sa 1–5 pm 6 CYC
PC
75527 5/13–5/27 MWF 6–10 pm 6 CYC
75541 5/16–6/20 Sa 1–5 pm 6 CYC

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

Drawing I

Hours: 21  Fee: $129
Materials Needed: See supply list
75560 5/4–6/22 M 1–4 pm 7 CYC
75573 5/5–6/16 Tu 6:30–9:30 pm 7 CYC

Drawing II

Hours: 21  Fee: $129
Prerequisites: Drawing I
Materials Needed: See supply list
77618 6/23–8/4 Tu 6:30–9:30 pm 7 CYC
77589 7/6–8/17 M 1–4 pm 7 CYC

Advancing Watercolor I

Hours: 21  Fee: $129
Prerequisites: Watercolor I and II or experience
75572 5/7–6/18 Th 6–9 pm 7 CYC

Drawing with Color I

Hours: 21  Fee: $129
Prerequisites: Drawing I or drawing proficiency
Materials Needed: See supply list
75561 5/5–6/16 Tu 1–4 pm 7 CYC
77602 5/27–7/8 W 6:30–9:30 pm 7 PRC

Drawing with Color II

Hours: 21  Fee: $129
Prerequisites: Drawing with Color I
77590 7/7–8/17 Tu 1–4 pm 7 CYC

Advanced Watercolor I

Hours: 21  Fee: $129
Prerequisites: Watercolor I and II or experience
75572 5/7–6/18 Th 6–9 pm 7 CYC
### Advanced Watercolor II
- **Hours:** 21
- **Fee:** $129
- **Prerequisites:** Advanced Watercolor I
- **CRN:** 77616
- **Dates:** 6/25-8/6
- **Days:** Th 6-9 pm
- **Sessions:** 7
- **Location:** CYC

### Oil or Acrylic Painting I
- **Hours:** 21
- **Fee:** $129
- **Materials Needed:** See supply list
- **CRN:** 75576
- **Dates:** 5/5-6/16
- **Days:** Tu 1-4 pm
- **Sessions:** 7
- **Location:** CYC

### Oil or Acrylic Painting II
- **Hours:** 21
- **Fee:** $129
- **Prerequisites:** Oil or Acrylic Painting I
- **Materials Needed:** See supply list
- **CRN:** 77621
- **Dates:** 6/23-8/4
- **Days:** Tu 1-4 pm
- **Sessions:** 7
- **Location:** CYC

### Landscape Painting I
- **Hours:** 21
- **Fee:** $129
- **Materials Needed:** See supply list
- **CRN:** 75575
- **Dates:** 5/6-6/17
- **Days:** W 6:30-9:30 pm
- **Sessions:** 7
- **Location:** CYC

### Landscape Painting II
- **Hours:** 21
- **Fee:** $129
- **Prerequisites:** Previous painting experience
- **Materials Needed:** See supply list
- **CRN:** 77620
- **Dates:** 6/24-8/5
- **Days:** W 6:30-9:30 pm
- **Sessions:** 7
- **Location:** CYC

### Classical Oil Painting I
- **Hours:** 21
- **Fee:** $129
- **Materials Needed:** See supply list
- **CRN:** 77617
- **Dates:** 6/5-7/24
- **Days:** F 10 am-1 pm
- **Sessions:** 7
- **Location:** PRC

### Calligraphy
- **Hours:** 20
- **Fee:** $139
- **Materials Needed:** Materials have been packaged for student convenience and may be purchased at the Courtyard (CYC) bookstore.
- **CRN:** 77591
- **Dates:** 6/15-8/3
- **Days:** M 6-8:30 pm
- **Sessions:** 8
- **Location:** CYC

### The 10 Things Every New Writer Should Know
- **Hours:** 12
- **Fee:** $89
- **CRN:** 77628
- **Dates:** 6/1-6/22
- **Days:** M 6:30-9:30 pm
- **Sessions:** 4
- **Location:** CYC

### Elements of Plotting
- **Hours:** 18
- **Fee:** $119
- **Prerequisites:** The Magic of Character or a work in progress
- **CRN:** 77622
- **Dates:** 6/10-7/15
- **Days:** W 6:30-9:30 pm
- **Sessions:** 6
- **Location:** CYC

### Market and Promote Your Novel
- **Hours:** 18
- **Fee:** $119
- **CRN:** 77623
- **Dates:** 7/6-7/27
- **Days:** M 6:30-9:30 pm
- **Sessions:** 4
- **Location:** CYC

### Inspirational Writing
- **Hours:** 18
- **Fee:** $119
- **CRN:** 77594
- **Dates:** 6/3-7/8
- **Days:** W 6:30-9:30 pm
- **Sessions:** 6
- **Location:** CYC

### Writing the Romance/Suspense Novel I
- **Hours:** 15
- **Fee:** $99
- **CRN:** 77624
- **Dates:** 6/10-7/29
- **Days:** W 6:30-9:30 pm
- **Sessions:** 8
- **Location:** CYC

### Writing Children’s Books
- **Hours:** 10
- **Fee:** $79
- **CRN:** 77607
- **Dates:** 7/6-8/3
- **Days:** M 6:30-8:30 pm
- **Sessions:** 5
- **Location:** CYC

### Turn Your Blogging into a Book
- **Hours:** 8
- **Fee:** $69
- **Prerequisites:** Basic understanding of Microsoft Word
- **CRN:** 77596
- **Dates:** 7/8-7/22
- **Days:** W 6:30-9:10 pm
- **Sessions:** 3
- **Location:** CYC

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**CREATIVE WRITING**

**Writer/Author**

Whether you write for a publication, blog on the web, write song lyrics or working on your next novel or short story, writers and authors have mastered the art of storytelling. This hot job is expected to grow 14% over the next five years. Continuing Education provides courses to enhance your writing and storytelling skills.

**North Texas Hot Job Ranking:** Estimated 1,679 openings out of 7,147 positions between 2014-2019.

**Average Hourly Earnings:** Depending on experience and industry, the median earnings were $20.06/hr. in 2013.

**Other titles used:** Writer, Author, Editor, Technical Writer, Blogger, Novelist, Poet, Lyricist, Song Writer


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**All Collin College campuses will be CLOSED and Continuing Education Classes will not meet May 25, July 3-5 and August 14 (All College Day)**

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**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

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**Find us on Facebook**

Collin College Continuing Education

[www.facebook.com/collinconted](http://www.facebook.com/collinconted)
Creative Careers

ENTERTAINMENT INDUSTRY

Music Publishing
Hours: 8
Fee: $59
77597 6/2–6/23 Tu 6:30–8:30 pm 4 CYC

Screenwriting Fundamentals
Hours: 27
Fee: $179
77598 6/5–6/28 F 6:30–9:30 pm 9 CYC

Film Short Writing and Production
Hours: 26
Fee: $159
77608 6/2–7/28 Tu 6:30–9:30 pm 9 CYC

You may also be interested in
Photography & Video courses on page 36 and
Publishing/Graphics courses on page 38

EVENT PLANNING

Certified Wedding and Event Planner

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

This interactive training offers many exciting features:

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

Free information session
75491 Tuesday, May 5 6–8 pm CYC

Certified Wedding and Event Planner
Hours: 40
Fee: $995
77128 6/9–7/30 TuTh 6:30–9 pm 16 CYC

For more details email CEAdvisor@collin.edu
Home Landscaping Certificate Series

Course description:  
http://bit.ly/ceHmLandscape

To be eligible to receive the certificate, students must complete the four courses below.

- Landscaping w/Native and Well-adapted Plants
- Plan Your Own Landscape
- Water Conservation for Your Home Landscape
- Container Gardening

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

Container Gardening

Hours: 8  Fee: $59  
77599  6/3–6/24  W  7–9 pm  4  CYC

Landscaping w/Native and Well-adapted Plants

Hours: 8  Fee: $59  
77600  8/13–9/3  Th  1–3 pm  4  CYC

Plan Your Own Landscape

Hours: 8  Fee: $59  
Materials Needed: See supply list  
77609  8/13–9/3  Th  7–9 pm  4  CYC

Interior Design Concepts Certificate

Course description:  

All residential and commercial interior designs follow certain principles and concepts. This series teaches students to apply design principles and concepts to spaces through placement, color and lighting. Courses may be taken in any order.

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

Mandatory certificate courses

- Interior Design Concepts I
- Accessorize Your Environment

Select 2 additional mandatory certificate courses

- Lighting Concepts
- Color in Interior Design
- Fundamentals of FreeHand Drafting for Interior Design
- Client Interview to Project Completion

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  
77626  5/30–7/25  Sa  9 am–noon  8  CYC

Accessorize Your Environment

Hours: 18  Fee: $109  
Materials Needed: See supply list  
77601  6/4–7/9  Th  6:30–9:30 pm  6  CYC

Color in Interior Design

Hours: 8  Fee: $59  
77627  8/1–8/22  Sa  10 am–noon  4  CYC

You may also be interested in Computer Aided Design and Drafting courses on page 9

HOT Jobs!

Interior Designers are at the center of determining a client’s preferences, needs, wants and budget to design a space that is practical and aesthetically pleasing. This hot job coordinates with architects, engineers, and contractors to ensure the project is a success and finishes on time and on budget. Continuing Education provides courses and certificate series to enhance your knowledge as an interior design professional.


Average Hourly Earnings:  Depending on experience and industry, the median earnings were $25.97/hr. in 2013.

Other titles used:  Color and Materials Designer, Commercial Interior Designer, Decorating Consultant, Designer, Interior Design Consultant, Interior Design Coordinator, Interior Design Director, Interior Designer


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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
### EXAM PREPARATION

<table>
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<td>77588</td>
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</table>

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Have you seen the new Collin CE schedule?
I’m looking at it!
Several look interesting.
Wanna take something together?
OK. How do we register?
Online, by phone or @ Courtyard Center at least 2 weeks before the start date.
Can’t wait to learn something new!
Can we go register Saturday?
Sure, see you Saturday 10 am at the Courtyard Center.

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Sign up for our e-mail newsletter today!

Use your mobile device to scan the QR code.

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Find us on Facebook
Collin College Continuing Education
www.facebook.com/collinconted
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 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  F - Friday
Tu - Tuesday  Sa - Saturday
W - Wednesday  Su – Sunday
Th – Thursday

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.
**REGISTRATION INSTRUCTIONS**

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

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

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

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

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

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

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

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

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

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**WECM**

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

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

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**Facility Locations**

This map indicates sites where Continuing Education holds classes.

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

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

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

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

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

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

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**Please go to the General Information on CE Home page for directions to class locations, bookstore information and other important registration information.**

www.collin.edu/ce
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Days/Time</th>
<th>Location</th>
<th>Fee</th>
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</table>

To Register by Telephone: Please call (972) 985-3711 or (972) 985-3721
Our Physical Address is: Courtyard Center, 4800 Preston Park Blvd., Plano, Texas 75093

Registration Hours: Mon–Thurs 8 AM–8 PM, Fri 8 AM–5 PM, Sat 9 AM–1 PM (Registration hours are subject to change.)

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

Payment in full is due at the time of registration for all Continuing Education courses.

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The following information is required for internal, state, and federal reports and funding. All information will be held in strictest confidence.

- Please select one Ethnicity Code:
  - [ ] Hispanic or Latino
  - [ ] Not Hispanic or Latino

- Please select as many Race codes as applicable:
  - [ ] White
  - [ ] Black or African American
  - [ ] Asian
  - [ ] Native Hawaiian or other Pacific Islander
  - [ ] American Indian or Alaskan Native

- Do you have a disability?
  - [ ] Yes
  - [ ] No

Please select as many Race codes as applicable:

Social Security numbers (SSN) are required for first time students in order to comply with state and federal requiring laws. If you do not have a Social Security number, please write "none" in the field. Some form of picture ID is required to process your registration.

COURSE #      COURSE TITLE      START DATE      DAYS/TIME      LOCATION      $FEE

NAME           SS#    CWID#
Last   First   Middle

Student’s full LEGAL name is required for registration.

Do you have a disability?

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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.

CONTINUING EDUCATION

Please deliver April 7-13

Postal Customer

In 5 weeks to 5 months you can:
Learn a New Skill
Enter a New Career
Move Up in Your Career

Certified Bookkeeper: CB
Certified Fiber Optics Courses: CFOT, CFOS/S, CFOS/T
Certified Wedding and Event Planner
Computer Security: CISSP
Citrix XenServer Administration
Comp TIA: A+, Net+, Security+, Health IT Certifications

Dental Assistant: RDA
Graphic Design Certificate Series
Health Information Technology
Licensed Real Estate Agent
Marketing Project Certificate Series
Microsoft: MCSA Windows/SQL Server 2012

Professional Truck Driver: CDL
Project Management: PMP
SolidWorks: CSWA
Supervisory Management
VMware vSphere: ICM, Optimize & Scale
Web Developer Certificate Series

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