Career Skills Training

Over 400 ways to advance your career in 2019

Courses for every interest

Interior Design courses, page 32

Law Enforcement program, page 40

Health Sciences, pages 5-13
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Collin Corporate College</td>
</tr>
<tr>
<td>5</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>14</td>
<td>Computer Education</td>
</tr>
<tr>
<td>21</td>
<td>Career</td>
</tr>
<tr>
<td>31</td>
<td>Creative Careers</td>
</tr>
<tr>
<td>36</td>
<td>Exam Preparation</td>
</tr>
<tr>
<td>38</td>
<td>Languages</td>
</tr>
<tr>
<td>40</td>
<td>Public Safety</td>
</tr>
<tr>
<td>42</td>
<td>Online Learning</td>
</tr>
</tbody>
</table>

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/TTY. For persons with hearing or speech impairments, please use the Texas Relay Services when offices or departments on campus do not list a TDD number. The Texas Relay number is 1.800.735.2989 (TDD).
NEW SPRING COURSES

HEALTH SCIENCES

Entry-Level
- A&P Readiness
- CMA Refresher
- Diagnostic Electrocardiography
- Dialysis Technician
- Group Fitness Instructor
- Personal Trainer
- Phlebotomy Refresher

Small Animal Certificate
- Canine & Feline Clinical Management
- Veterinary Front Office
- Veterinary Medical Terminology
- Veterinary Parasitology

Medical Specialty Courses
- Foundations of Pediatrics
- Mental Health Services
- OB/GYN Fundamentals
- Principles of Health & Wellness
- Principles of Urgent Care

Veterinary Specialty Courses
- Cardiology for Veterinary Technicians
- Internal Medicine for Veterinary Technicians
- Introduction to Exotics

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.

FREE – ESL PLACEMENT TESTING
Subject: ESLP 9/400
Hours: 2
Fee: FREE
73455 1/8 T 6:30-8:30 pm 201972 CY
73456 1/9 W 12:30-2:30 pm 201972 CY
73457 1/15 T 6:30-8:30 pm 201972 CY
73460 1/16 W 12:30-2:30 pm 201972 CY
75284 3/8 F 12:30-2:30 pm 201973 CY
75285 3/13 W 12:30-2:30 pm 201973 CY

AVIATION
Aviation Open House
73293 1/19 S 10 am–noon

Convective Weather Overview
73296 2/2 S 10–11:30 am

Commercial Industrial Wiring
Subject: TRDE 7890
Hours: 19
Fee: $119
Prerequisites: Basic Electrical Wiring
75358 3/27–5/1 T 6:30–9:40 pm 201873 CY

Certified Wedding & Event Planner
Certified Wedding & Event Planner
73343 1/7 M 9–10 am
73344 1/17 R 6–7 pm

Nonprofit Management
Nonprofit Management
2/7 R 6–8 pm
Collin Corporate College offers corporate training to companies. Collin Corporate College offers targeted, specialized courses to help your company excel by optimizing organizational performance at every level. At Collin Corporate College, your success is our business.

Email: CorporateCollege@collin.edu
Phone: 972.599.3110

Customized training for your company is available in these categories and more:

**Business Operations**
- CRM Training
- Salesforce for Administrators
- Salesforce for Users
- Salesforce for Developers
- Customer Service Excellence
- Call Center Management
- Business Data & Analytics
- Recruiting & Retaining Top Talent
- Succession Planning

**Business & Professional Communications**
- Crisis Communication in the Digital Age: Protecting Your Brand
- Online & Digital Marketing Campaigns
- Social Media & the Workplace
- Professional Email Etiquette
- Time Management

**Executive & Leadership Development**
- Lean Six Sigma
- Change Leadership
- Kaizen
- Creating & Leading a Culture of Innovation
- The Spirit of Leadership
- Transformational Leadership
- Identifying Your Leadership DNA
- Negotiation & Collaboration for Leadership Success

**Organizational Effectiveness**
- Building & Managing Multi-generational Teams
- Strategic Planning
- Creating & Sustaining Positive Workplace Culture
- Franklin Covey
- Dale Carnegie
- Disney Institute
- Root Cause Analysis
- Maximizing & Motivating Teams for Performance

**Technical Training**
- Microsoft Office for all levels
- Prezi & Other Presentation Programs
- Reports & Data Analytics
- Web Analytics

What is a Linked Course?

Taking a Collin College credit course through continuing education is referred to as a Linked course.

Linked courses are taught by credit professors and Continuing Education students are held to the same performance standards as credit students. CE students earn Continuing Education Units (CEUs) instead of college credits.

CE students complete a quick admission process and space is limited for select Linked Courses

For updated list of Linked Courses, please go to www.collin.edu/ce/CE-Linked.html
3 EASY WAYS TO REGISTER

ONLINE REGISTRATION
Register online at http://cougarweb.collin.edu with your CougarWeb username and password. Step-by-step instructions available at www.collin.edu/ce/registration.html

PHONE REGISTRATION
Call 972.985.3711 and provide the course name, CRN, credit card number and expiration date (we accept VISA, Discover, or MasterCard)

WALK IN REGISTRATION
Courtyard Center (CY) – West Plano
M-Th: 8 am–8 pm
F: 8 am–5 pm
Sa: 9 am–1 pm (credit card payment only)

Frisco Campus (PC)
M-T: 8 am–8 pm
W-F: 8 am–5 pm

McKinney Campus (CC)
M-T: 8 am–5 pm
W: 8 am–8 pm
R-F: 8 am–5 pm

Plano Campus (SC)
M-Th: 8 am–8 pm
F: 8 am–5 pm

Registrations are accepted on a first-come, first-serve basis. Register early to secure a place in the course of your choice. Only paid registrants will be permitted in the classrooms. Payments must be made at the time of registration.

For more information: www.collin.edu/ce/registration.html

ADDITIONAL INFORMATION

ELIGIBILITY FOR ENROLLMENT
All courses are open to individuals who are 16 years of age or older unless otherwise noted. Unsupervised children are not permitted at Continuing Education training sites at any time.

WAITING LIST
If a class is full when you call, you may request to be placed on a waiting list. If space becomes available or an additional class section is scheduled, you will be notified.

TRANSCRIPTS
Continuing Education Units (CEUs) are awarded for successful course completion. For transcript requests, call 972.985.3721.

MINIMUM ENROLLMENT AND COURSE CANCELLATION
If a course is cancelled due to low enrollment, registered individuals will be advised by email and/or phone. If your course is cancelled, you will have two options: transfer to a different course before its third class session or receive a full refund.

TUITION REFUND GUIDELINES
• For CE students only.
• 100% refund if course is dropped prior to the first class meeting
• NO REFUND – after the start time of the first class meeting

The ONLY refunds that will be considered as an "exception" are due to an unforeseen medical condition or death in the family (documentation required for both).

EMERGENCY CLOSINGS
Local radio and TV stations will announce cancellations. Register for CougarAlert to be notified via email, voice or text at www.collin.edu/cougaralert.html

MAKEUP CLASSES
In the event a makeup class becomes necessary, students will be notified of the makeup date. There will be no makeup sessions due to student absences.

FINANCIAL AID
Financial Aid is available to qualifying CE students. For information and eligibility requirements, visit www.collin.edu/ce/financial-aid.html. Apply Early! The process takes about 5-6 weeks.
**Health Sciences**

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

### Health Career Success

**Subject:** HLTH 5350  
**Hours:** 24  
**Fee:** $109  
**Required Materials:** This class requires 100% attendance. Portions of this class may be online.

<table>
<thead>
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<td>2/2–3/9</td>
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<td>$60</td>
<td>CY</td>
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### Principles of Health and Wellness

**Subject:** MEDA 1007  
**Hours:** 40  
**Fee:** $329  
**Required materials:** text

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<td>2/1–3/29</td>
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<td>9 am–1 pm</td>
<td>$329</td>
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### Medical Secretary Certificate Series

National Certification as a Certified Medical Administrative Assistant (CMAA) is available through the National Healthcareer Association. The certificate series is 275 total hours and $1,840 in tuition.

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

- Health Career Success, pg 5
- Healthcare Ethics & HIPAA Compliance, pg 10
- Medical Billing & Reimbursement, pg 10
- Medical Front Office, pg 5
- Medical Terminology, pg 9
- Administrative Office Procedures, pg 21
- Microsoft Excel I, pg 15
- Microsoft Outlook I, pg 15
- Microsoft Word I, pg 14

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

### Medical Front Office

**Subject:** MOSS 5500  
**Hours:** 60  
**Fee:** $399  
**Prerequisite:** Basic computer skills and experience with Windows.

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**This is an online course**

**Other Recommended Courses:**

- Basic Anatomy & Physiology, 48 hours, $325, pg 9
- Medical Secretary Externship, 120 hours, $239
- Basic Life Support (BLS), 5 hours, $60, pg 5

Advising is available for Healthcare courses, please email CEHealthcare@collin.edu or call 972.985.3761 and ask for Nancy.
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<td>75299</td>
<td>3/5–4/30</td>
<td>TR</td>
<td>8:30 am–noon</td>
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<td>CY</td>
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## Certified Nurse Assistant (CNA) 📚

Join our 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. The course is taught using standards set by the Texas Department of Aging and Disability Services (DADS).

**CNA’s work in:**
- Hospitals,
- Nursing homes,
- Long term care facilities.

**Nurse Aide for Health Care**
Subject: NURA 1001 & NURA 1060  Hours: 128  Fee: $237
Prerequisite: Completed application and formal approval must be obtained prior to enrolling in this course.

Required materials: Textbooks are included in the cost of tuition and will be distributed at the beginning of class.

**Required Materials:**
- Textbooks are included in the cost of tuition.
- Scrubs, close-toed shoes.

**Clinical:**
- Classroom: 1/22–3/8  TR 5–9 pm  201972  CC
- Clinical: 3/18–4/26  To be arranged with instructor

**Other recommended courses:**
- Health Career Success, 24 hours, $109, pg 5
- Healthcare Ethics & HIPAA Compliance, 32 hours, $220, pg 10
- Basic Anatomy & Physiology, 48 hours, $325, pg 9
- Medical Terminology, 48 hours, $325, pg 9
- Long term care facilities.

## PATIENT CARE TECHNICIAN CERTIFICATE SERIES 📚

**Patient Care Technicians** traditionally work in hospitals performing patient care activities delegated and supervised by the professional staff. Students who successfully complete all 3 separate courses through Collin College Continuing Education are eligible for the Patient Care Technician (PCT) certification provided by the National Healthcareer Association. Courses may be taken in any order.

### Required Courses in this series:
- Nurse Aide Training (CNA), pg 6
- Electrocardiography (EKG), pg 6
- Phlebotomy, pg 6

NOW AVAILABLE: Patient Care Technician Externships! 160 hours, $349.


## Physical Therapy Aide (PHYT 5600) 📚
The 110-hour Physical Therapy Aide course includes 70 hours of classroom training PLUS 40 hours of externship.

Subject: PHYT 5600  Hours: 110  Fee: $1,299
Required Materials: Textbooks are included in the cost of tuition and will be distributed at the beginning of class.

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**Other Recommended Courses:**
- Medical Terminology, 48 hours, $325, pg 9
- Basic Anatomy & Physiology, 48 hours, $325, pg 9
- Healthcare Ethics & HIPAA Compliance, 32 hours, $220, pg 10
- Health Career Success, 24 hours, $109, pg 9

## Diagnostic Electrocardiography (EKG) 📚

Subject: DSAE 1040  Hours: 80  Fee: $250
Prerequisite: Completed application and formal approval must be obtained prior to enrolling in this course.

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## Electrocardiography (Clinical) 📚

Subject: ECRD 1011  Hours: 64  Fee: $197
Prerequisite: Completed application and formal approval must be obtained prior to enrolling in this course.

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## Phlebotomy Technician 📚

Subject: PHLB 5590  Hours: 60  Fee: $599
Prerequisite: Completed application and formal approval must be obtained prior to enrolling in this course.

Certificates of Completion will be issued for students who complete the Phlebotomy and Health Career Success courses, and a Phlebotomy Technician Externship.

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**PATIENT CARE TECHNICIAN CERTIFICATE SERIES 📚**

**Patient Care Technicians** traditionally work in hospitals performing patient care activities delegated and supervised by the professional staff. Students who successfully complete all 3 separate courses through Collin College Continuing Education are eligible for the Patient Care Technician (PCT) certification provided by the National Healthcareer Association. Courses may be taken in any order.

### Required Courses in this series:
- Nurse Aide Training (CNA), pg 6
- Electrocardiography (EKG), pg 6
- Phlebotomy, pg 6

NOW AVAILABLE: Patient Care Technician Externships! 160 hours, $349.


## Phlebotomy Refresher 📚

Subject: PHLP 2000  Hours: 24  Fee: $188
Prerequisite: Completed application and formal approval must be obtained prior to enrolling in this course.

The Phlebotomy refresher course is available to all actively practicing, and/or inactive phlebotomists, nurses, and medical assistants seeking to "refresh" their knowledge, as well as update and develop their clinical laboratory skills. A concise overview will be provided in the following areas:

- Working within a clinic, laboratory, and/or hospital setting
- Venipuncture using multiple techniques
- Assist with and perform laboratory procedures
- Laboratory supplies and equipment
- Specimen preparation and processing
- Patient assessment and preparation
- Administrative duties

The course will be composed of lecture, lab, as well as a required 100-hour externship. Externships will only be available to students who have successfully passed the lecture and lab competencies, and a section of Health Career Success.

**Phlebotomy Refresher Course:** $188
**Externship: $400**

*Students eligible for this course must either have an active U.S. nursing license, phlebotomy certification, and/or medical assisting certification. Students able to provide proof that they have taken and passed a comparable nursing, medical assisting, or phlebotomy course within the U.S. in the last 5 years are also eligible to apply. Students must be able to provide an up to date record of their vaccinations, BLS certification, TB Screen results, flu vaccination (during flu season) negative drug test, and clear criminal background history.*
Health Sciences

Clinical Medical Assistant (CMA) Certificate Series
MEDA 5404 & MEDA 5405


Are you ready to enter one of the most in demand and fastest growing careers within the medical field? Our Clinical Medical Assistant (CMA) Certificate Series is perfect for you! Total tuition for the CMA Certificate series is $2,829.

Here’s what you’ll be trained to do:
- Work under the direction of physicians, and/or practitioners
- Work in a clinic, and/or hospital setting
- Assist with examinations, and procedures
- Vital signs
- Blood draws, and other laboratory procedures
- Patient Health History, and Assessments
- Administer medication (Oral, and Injections)
- Administrative Duties
- Electrocardiograms

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

Testimonial: The CMA program helped prepare me for a career in the health field with minimal training needed after. The program was easy to apply for, and my instructor was amazing! I got into my externship quickly and starting working straight away. I highly recommend these programs. I learned a lot and had a fun time doing so! Student Erin N.

Other Required Courses of the CMA Certificate are:
- (may be taken at any time prior to externship)
  - Computers in the Medical Office, 32 hours, pg 10
  - Health Career Success, 24 hours, pg 5

Externships:
Externships are required for certification, and are available upon completion of all other courses. Externships are 160 hours, and tuition is $500. The application is available at http://bit.ly/HealthExterns, and must be submitted to the CE Health Science office within 90 days of completing the CMA course.
- Applications for externship are due by the 15th of each month for placement the following month.

Other recommended courses are:
- Medical Terminology, 48 hours, $325, pg 9
- Basic Anatomy & Physiology, 48 hours, $325, pg 9
- Healthcare Ethics & HIPAA Compliance, 32 hours, $220, pg 10
- Foundation of Pediatrics, 40 hours, $329, pg 8
- Mental Health Services, 32 hours, $249, pg 8
- OB/GYN Fundamentals, 40 hours, $329, pg 8
- Urgent Care, 40 hours, $329, pg 8
- Principles of Health and Wellness, 40 hours, $329, pg 5

See our Medical Specialty Courses on the next page!

Online Course Information
If you are considering one of the online courses offered through CE Health Sciences, please visit our online course information page at http://www.collin.edu/ce/online.html
It will give you information about logging in, tutorials to watch, and helpful phone numbers.

CMA Exam Review
Subject: MEDA 5410 Hours: 30 Fee: $229
73071 1/2-3/6 This is an online course 201972
73072 2/6-4/10 This is an online course 201972
### CLINICAL MEDICAL ASSISTANT (CMA) REFRESHER COURSE

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</table>

The CMA refresher course is available to all actively practicing, and/or inactive Medical Assistants seeking to “refresh” their knowledge, as well as update and develop their clinical skills. A concise overview will be provided in the following areas:

- Working under the direction of physicians, and/or practitioners
- Working within a clinic, and or hospital setting
- Assisting with examinations, and procedures

**Prerequisite:** Completed application and formal approval must be obtained prior to enrolling in this course.

*Students eligible for this course must either have an active U.S. Medical Assistant certification or be able to provide proof that they have taken and passed a comparable medical assistant course within the U.S. in the last 5 years. Individuals who have passed all parts of a medical assistant course with the exception of the skills exam are also eligible to apply. Students must be able to provide an up to date record of their vaccinations, BLS certification, TB Screen results, flu vaccination (during flu season) negative drug test, and clear criminal background history.

### MEDICAL SPECIALTY COURSES

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<th>Subject: MEDA 1000</th>
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<td>Subject: MEDA 5431</td>
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<td>Prerequisite: Suggested completion of RN, LVN, CMA program</td>
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<td><strong>Mental Health Services</strong></td>
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<tr>
<td>Subject: MEDA 5425</td>
<td>Hours: 32</td>
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<tr>
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<td><strong>Principles of Urgent Care</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Subject: MEDA 1091</td>
<td>Hours: 40</td>
<td>Fee: $329</td>
<td>Prerequisite: Suggested completion of RN, LVN, CMA program</td>
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<tr>
<td><strong>MEDICAL SPECIALTY COURSES</strong></td>
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<tr>
<td><strong>OB/GYN Fundamentals</strong></td>
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<tr>
<td>Subject: MEDA 5431</td>
<td>Hours: 40</td>
<td>Fee: $329</td>
<td>Prerequisite: Suggested completion of RN, LVN, CMA program</td>
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<tr>
<td><strong>Principles of Urgent Care</strong></td>
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<td></td>
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<tr>
<td>Subject: MEDA 1091</td>
<td>Hours: 40</td>
<td>Fee: $329</td>
<td>Prerequisite: Suggested completion of RN, LVN, CMA program</td>
</tr>
</tbody>
</table>

### A&P Readiness

**Are you getting ready to enter BIOL 2401?**

This self-paced course will help refresh your knowledge of high school biology and chemistry and help you prepare for the A&P Course Readiness Assessment.

- **Hours:** 16
- **Fee:** $64
- **Format:** Online

Courses offered every month, and last 4 weeks.

---

**TRAIN AT HOME TO WORK AT HOME**

The online career training in Medical Transcription and Editing available through Collin College empowers you to start a rewarding, at-home career in a year or less.

**CHOOSE OUR PROGRAM FOR:**

- Industry-approved curriculum that is proven to be the number one choice of employers
- Hands-on training so you graduate ready to work from home right away
- Job search resources upon graduation including resume review, job openings notifications, interview help, and more

**LEARN MORE AT:**

partner.careerstep.com/Collin | 1-877-225-7151
Or join us at free information sessions!
January 17, 2019 at 6:00 p.m.
Courtyard Center
4800 Preston Park Boulevard
Plano, TX 75093

Enroll today for a FREE laptop!
### Medical Billing Certificate Series

**Required Coursework:** (may be taken in any order)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Hours</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Medical Terminology (MEDC 5480)</td>
<td>216</td>
<td>$1,419</td>
</tr>
<tr>
<td>Computers in the Medical Office (MEDC 5490)</td>
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<td></td>
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<tr>
<td>Electronic Health Records (MEDC 5430)</td>
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<tr>
<td>Healthcare Ethics &amp; HIPAA Compliance (MEDC 5445)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Billing &amp; Reimbursement (MEDC 5460)</td>
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<td></td>
</tr>
<tr>
<td>Health Career Success (HLTH 5350)</td>
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<td></td>
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</tbody>
</table>

National certification through the AAPC® upon completion is strongly recommended.

**Other Recommended courses:**
- Health Career Success, 24 hours, $109, pg 5
- Medical Billing & Reimbursement, 48 hours, $325, pg 10

**Pathophysiology**

<table>
<thead>
<tr>
<th>Subject: MEDC 5485</th>
<th>Hours: 48</th>
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</thead>
<tbody>
<tr>
<td>Required Materials: Text, and access code for online section</td>
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<tr>
<td>75226</td>
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<td>TR</td>
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</table>

**INSTRUCTOR SPOTLIGHT**

Julie Centeno approaches the whole human in her healthcare practice and in her teaching in the classroom. “My classroom is a friendly, nonthreatening learning environment where students obtain, retain and utilize the tools needed for the profession,” remarked Julie. Most of her students are training for their second or third career. Mixed with humor to assess engagement and understanding, students experience lively lectures, discussions, quizzes and exams to prepare them to become Medical Billers and Coders. Julie teaches courses titled:

- Health Career Success
- Basic Anatomy & Physiology
- Medical Terminology
- Pathophysiology

“Learning something new gives the brain a challenge and changes the neuro-connections of the brain. These changes happen within weeks, maybe even days.”

### Computers in the Medical Office

**Subject:** MEDC 5490  **Hours:** 32  **Fee:** $220

Prerequisite: Typing, basic computer skills and experience with Windows.

Required Materials: Text, and access code for online sections

<table>
<thead>
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<th>Day(s)</th>
<th>Time</th>
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<tr>
<td>75229</td>
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### Medical Coding I

**Subject:** MEDC 5465  **Hours:** 48  **Fee:** $399

Prerequisite: Intro to Medical Coding, Pathophysiology

Required Materials: Text

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### Medical Coding II

**Subject:** MEDC 5470  **Hours:** 48  **Fee:** $399

Prerequisite: Medical Coding I

Required Materials: Text

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<th>Time</th>
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### Medical Coding I & II

**Subject:** MEDC 5471  **Hours:** 96  **Fee:** $798

Prerequisites: Intro to Medical Coding, Pathophysiology

Required Materials: Text, and access code

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### Healthcare Ethics & HIPAA Compliance

**Subject:** MEDC 5445  **Hours:** 32  **Fee:** $220

Required Materials: Text

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<td>9 am-noon</td>
<td>201973</td>
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### Medical Billing & Reimbursement

**Subject:** MEDC 5460  **Hours:** 48  **Fee:** $325

Required Materials: Text

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<th>CRN</th>
<th>Date(s)</th>
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<th>Time</th>
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### Electronic Health Records

**Subject:** MEDC 5430  **Hours:** 32  **Fee:** $220

Required Materials: Text

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<td>201972</td>
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**Online Course Information**

If you are considering one of the online courses offered through CE Health Sciences, please visit our online course information page at [http://www.collin.edu/ce/online.html](http://www.collin.edu/ce/online.html). It will give you information about logging in, tutorials to watch, and helpful phone numbers.

---

**Advising is available for Healthcare courses, please email CEHealthcare@collin.edu or call 972.985.3761 and ask for Nancy.**
Join our 150 hour training course to obtain the skills needed to work as a Dental Assistant in Texas. At the end of this course, you will take the Registered Dental Assistant exam, as required by the TX Board of Dental Examiners. Earning your RDA will allow you to gain entry-level employment in a variety of dental work environments.

This course meets at the Central Park Campus in McKinney TX and utilizes the newly remodeled Dental Hygiene clinic for lab activities. The course provides didactic lessons, as well as hands-on training and experience in a dental clinic setting.

Expected growth in the industry for Dental Assistants in Collin County is an average of 3.6% per year for the next 7 years. As a Registered Dental Assistant, you can expect to enter the field making approximately $11-14/hour. As you gain years of experience, earning potential in the field can be as much as $37-43k annually.

Testimonials:

“If you have ever thought about working on the clinical side of dentistry, I highly recommend Collin’s Dental Assisting Course. Your eagerness to learn and better yourself is met by the instructor who provides you with everything you need to succeed. Tons of hands on and immersive learning. Lessons are fun and interesting. The best part is you can work/attend school all while working towards your RDA.”

“Returning to college was a big decision, the easy choice was Collin Dental Assisting program. This program gives you the tools and knowledge to continue; to progress in your dental career. My instructor was fantastic. She gave us real life examples to coincide with the lesson plans. I highly recommend this program to anyone who is looking to pursue a dental career.”

What Dentists are saying...

“I have had the pleasure of meeting and working with a graduate of the program and it was readily apparent that she had been properly introduced and trained to most aspects of dentistry.”

Dental Assistant Training

<table>
<thead>
<tr>
<th>Subject: DENT 5285</th>
<th>Hours &amp; Fee: 100 Classroom ($1,695) + 50 Clinical ($300)</th>
<th>Prerequisite: Completed application and formal approval must be obtained prior to enrolling in this course:</th>
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</thead>
<tbody>
<tr>
<td>Required Material: Text, black scrubs, 882-E Scantron for State Board Exam</td>
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<table>
<thead>
<tr>
<th>Classroom</th>
<th>1/12-4/27</th>
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<th>9 am-4:30 pm</th>
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<tbody>
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<td>Clinicals</td>
<td>4/8-4/25</td>
<td>MW or TR</td>
<td>8 am-5 pm</td>
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<tr>
<td>Classroom</td>
<td>3/19-6/20</td>
<td>TR</td>
<td>6-9:30 pm</td>
</tr>
<tr>
<td>Clinicals</td>
<td>6/3-6/20</td>
<td>MW or TR</td>
<td>8 am-5 pm</td>
</tr>
<tr>
<td>Classroom</td>
<td>5/20-8/5</td>
<td>MWF</td>
<td>9 am-noon</td>
</tr>
<tr>
<td>Clinicals</td>
<td>7/16-8/1</td>
<td>TR</td>
<td>8 am-5 pm</td>
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Clinicals location and days will be assigned by the instructor.

Registered Dental Assistant Course & Exam

<table>
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<tr>
<th>Subject: DENT 5280</th>
<th>Hours: 8</th>
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<tbody>
<tr>
<td>Prerequisite: Completion of a Dental Assisting Program or Dental assisting for 6 months</td>
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<tr>
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<tr>
<td>73305</td>
<td>1/26</td>
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<tr>
<td>75177</td>
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Nitrous Oxide Course & Exam

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<th>Subject: DENT 5275</th>
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<tr>
<td>73314</td>
<td>2/8</td>
<td>F</td>
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<tr>
<td>XXXXX</td>
<td>5/4</td>
<td>S</td>
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</table>

Other recommended courses:

- Healthcare Ethics & HIPAA Compliance, 32 hours, $220, pg 10
- Health Career Success, 24 hours, $109, pg 5
### CERTIFIED VETERINARY ASSISTANT – LEVEL 1

Are you passionate about learning more about animals and increasing the quality of their life through veterinary health care? Then this is for you.

What does a Veterinary Assistant do?
- Perform exams
- Take radiographs
- Lab procedures
- Administer vaccines
- Assist with surgery
- Educate clients on the best care for their pets

Upon completion of the three courses, students are eligible to take the certification exam provided by the Texas Veterinary Medical Association for CVA Level 1. It doesn’t stop there! Once you have completed the TVMA CVA Level 1, students can continue for their Level 2 or Level 3 certificate through TVMA.


### Introduction to Veterinary Technology

**Subject:** VETA 5640  
**Hours:** 82  
**Fee:** $549

**Required Materials:** Text

- **CRN:** 73357  
  **Date(s):** 2/3-6/30  
  **Day(s):** U  
  **Time:** 1-5 pm  
  **Term:** 2019  
  **Location:** CY

- **CRN:** 73364  
  **Date(s):** 1/7-4/12  
  **Day(s):** This is an online course  
  **Term:** 2019  
  **Location:** WW

- **CRN:** 73366  
  **Date(s):** 1/8-4/2  
  **Day(s):** TR  
  **Time:** 6-9 pm  
  **Term:** 2019  
  **Location:** CHE

**Veterinary Assistant – Practicum**

**Subject:** VETA 5650  
**Hours:** 500  
**Fee:** $599

**Prerequisite:** Completed application and formal approval must be obtained prior to enrolling in this course.

Have additional questions about our Certified Veterinary Assistant program? Email us at CEHealthcare@collin.edu

In the veterinary field, it is important to not only have love for the animals, but basic speaking and writing, biology, math, and computer skills to help you excel in the career.

### SMALL ANIMAL CERTIFICATE

Are you passionate about expanding your knowledge in the Veterinary field as a technician? Our Small Animal Certificate has five courses to help expand that knowledge in specific areas to prepare you for your new career.

Below are the five courses that are included in the Small Animal Certificate. Upon completion of the three courses, students are eligible to take the certification exam provided by the Texas Veterinary Medical Association for CVA Level 1. It doesn’t stop there! Once you have completed the TVMA CVA Level 1, students can continue for their Level 2 or Level 3 certificate through TVMA.

### Introduction to Veterinary Technology

**Subject:** VETA 5640  
**Hours:** 82  
**Fee:** $549

**Required Materials:** Text

- **CRN:** 73357  
  **Date(s):** 2/3-6/30  
  **Day(s):** U  
  **Time:** 1-5 pm  
  **Term:** 2019  
  **Location:** CY

- **CRN:** 73364  
  **Date(s):** 1/7-4/12  
  **Day(s):** This is an online course  
  **Term:** 2019  
  **Location:** WW

- **CRN:** 73366  
  **Date(s):** 1/8-4/2  
  **Day(s):** TR  
  **Time:** 6-9 pm  
  **Term:** 2019  
  **Location:** CHE

**Veterinary Assistant – Practicum**

**Subject:** VETA 5650  
**Hours:** 500  
**Fee:** $599

**Prerequisite:** Completed application and formal approval must be obtained prior to enrolling in this course.

### ADVANCED TRAINING COURSES

Expand your knowledge in these areas of interest. Six months experience in the field or completion of Introduction to Veterinary Technology recommended.

### Introduction to Exotics

**Subject:** VETA 5658  
**Hours:** 33  
**Fee:** $249

**Required Materials:** Text

- **CRN:** 73484  
  **Date(s):** 1/9-3/20  
  **Day(s):** W  
  **Time:** 6-9 pm  
  **Term:** 2019  
  **Location:** CY

**Veterinary Medical Terminology**

**Subject:** VETA 5643  
**Hours:** 33  
**Fee:** $199

**Required Materials:** Text

- **CRN:** 73393  
  **Date(s):** 1/6-3/29  
  **Day(s):** This is an online course  
  **Term:** 2019  
  **Location:** WW

**Veterinary Front Office**

**Subject:** VETA 5642  
**Hours:** 33  
**Fee:** $249

**Required Materials:** Text

- **CRN:** 75292  
  **Date(s):** 3/6-5/15  
  **Day(s):** W  
  **Time:** 6-9 pm  
  **Term:** 2019  
  **Location:** CY

**Veterinary Parasitology**

**Subject:** VETA 5644  
**Hours:** 66  
**Fee:** $449

**Required Materials:** Text

- **CRN:** 75293  
  **Date(s):** 4/1-6/21  
  **Day(s):** F  
  **Time:** 6-9 pm  
  **Term:** 2019  
  **Location:** CY

### Health Career Success

**Subject:** HLTH 5350  
**Hours:** 24  
**Fee:** $109

**See options listed on pg 5**

### TVMA CVA Review and Exam

**Subject:** VETA 5641  
**Hours:** 7  
**Fee:** $159

**Prerequisite:** Introduction to Veterinary Technology, Health Career Success, and Vet Assistant Practicum

### Cardiology for Veterinary Technicians

**Subject:** VETA 5657  
**Hours:** 33  
**Fee:** $249

**Required Materials:** Text

- **CRN:** 73481  
  **Date(s):** 1/6-3/29  
  **Day(s):** This is an online course  
  **Term:** 2019  
  **Location:** CY

### VTNE Prep Course

**Subject:** VETA 5658  
**Hours:** 33  
**Fee:** $249

**Required Materials:** Text

- **CRN:** 73553  
  **Date(s):** 1/3-3/14  
  **Day(s):** R  
  **Time:** 6-9 pm  
  **Term:** 2019  
  **Location:** CY

- **CRN:** 75322  
  **Date(s):** 4/4-6/13  
  **Day(s):** R  
  **Time:** 6-9 pm  
  **Term:** 2019  
  **Location:** CY

**Advising is available for Healthcare courses, please email CEHealthcare@collin.edu or call 972-985-3761 and ask for Nancy.**
NURSING REFRESHER

RNSG 5535 & RNSG 5536
Designed for inactive Registered Nurses and Licensed Vocational Nurses returning to active practice. The intention of this course is to enable nurses to reintroduce and develop their knowledge bases, nursing skills, and confidence in practice by reviewing current technology, equipment, nursing trends and practices and legalities. Individuals must be eligible for a temporary nursing license (RN) through the TX Board of Nursing, or hold a current TX RN license. Students will complete 80 hours of online training, 2 days of skills training and 80 hours of clinical at a local facility. Curriculum includes current professional nursing practice as related to the clinical areas of medical-surgical, maternal-child, mental health, and community health nursing care.

Nursing Refresher
Subject: RNSG 5535  Hours: 80  Fee: $749
Prerequisite: Admissions application.
Required Material: Text, scrubs and close-toed shoes
73004  1/11-4/12 This is an online course  201972 WW

Clinical - Nursing Refresher
Subject: RNSG 5536  Hours: 80  Fee: $349
Prerequisite: Admissions application and Nurse Refresher course
Required Material: Text, scrubs and close-toed shoes
73005  2/4-4/12 To be arranged with instructor  201972

Other Recommended Courses:
Healthcare Ethics & HIPAA Compliance, 32 hours, $220, pg 10
Medical Terminology, 48 hours, $325, pg 9

MEDICAL VISION CARE

This course will prepare students for a rewarding career in the vision care industry, in the offices of an Ophthalmologist, Optometrist, or Optical stores. These positions are on the rise, with an expected growth of more than 22% by 2022. The course includes 60 hours of classroom training and 20 hours at a local vision care facility for hands-on practical training.

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

Ophthalmic Assistant | Optician Training
Subject: OPTM 5565  Hours: 80  Fee: $1,995
73006  1/15-4/25  TR  7-9 pm  201972 CY

HEALTH UNIT COORDINATOR CERTIFICATE

Health Unit Coordinator
Subject: HLTH 5355  Hours: 128  Fee: $1,199
Required Materials: Text. Certificates of Completion will be issued for students who complete the Health Unit Coordinator, Health Career Success, and a HUC Externship.
73423  2/4-3/29 This is an online course  201972 WW

Health Unit Coordinator Externship
Externship is available upon completion of the Health Unit Coordinator and Health Career success courses. Externships are 120 hours, and tuition is $349. The application is available at http://bit.ly/HealthExterns. Complete application and submit to the CE Health Science office within 90 days of completing the Health Unit Coordinator course.

Other recommended courses:
• Healthcare Ethics & HIPAA Compliance, 32 hours, $220, pg 10
• Medical Terminology, 48 hours, $325, pg 9

RADIOLOGY TRAINING SERIES

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

• Total training is 120 hours, and $1,425
• Days: Mondays and Wednesdays
• Time: 6:30–9:30 pm
• Materials Needed: Text
• Location: Courtyard Center
• Prerequisites: CMA, CNA, or 6 months direct patient care experience
• Courses must be taken in sequential order

Course name  Dates
Radiology I  4/1-5/13
Radiology II  5/15-7/1
Radiology III  7/8-8/21

COUNSELOR EDUCATION

6 CEU WORKSHOP!
Join us for a 1-day workshop in association with Changes Outpatient of Plano. Earn six CE hours in one day with lunch provided at noon.


PD: Counselor Education
Subject: CNSL 5260  Hours: 6  Fee: $60
73516  2/8  F  9 am–4 pm  201972 CY
75310  4/5  F  9 am–4 pm  201972 CY

For department permits, please visit http://bit.ly/CEhealthcare for course information and application forms.

Online Course Information
If you are considering one of the online courses offered through CE Health Sciences, please visit our online course information page at http://www.collin.edu/ce/online.html. It will give you information about logging in, tutorials to watch, and helpful phone numbers.
Unless otherwise stated, course prerequisites are not strict requirements for enrolling in a course. However, they serve as a good guideline for student self-assessment of prior knowledge and experience before enrollment.

**In-A-Day Computer Business Applications**

These 8-hour accelerated one-day courses provide refresher training for on-the-go professionals. (Not recommended for introductory training.)
- Friday or *Saturday, 8 am–5 pm
- Fee: $99
- Required Materials: Text
- Location: Courtyard Center (CY)

### Computer Education

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<th>Time</th>
<th>Term</th>
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**Workshops**

Learn how to use these popular applications with ease in a hands-on computer lab.
- Fee: $39 for 1-session courses
- Location: Courtyard Center (CY)

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**What software version will I learn?**

- Adobe Creative Cloud
- Autodesk 3ds Max 2019
- Autodesk AutoCAD 2019
- Autodesk Revit 2019
- Intuit QuickBooks Pro 2018
- Microsoft Office 2016
- Microsoft Windows 10
- SolidWorks 2018

**Weekend Warrior Series**

Upgrade your skills in one weekend. Spend all day Saturday and half of Sunday with us and gain the knowledge you need. All classes cover basic to intermediate software features in a hands-on computer lab. Saturday class breaks one hour for lunch.
- Hours: 12
- Fee: $149
- Saturdays 8 am–5 pm and Sundays 1–5 pm
- Materials Needed: Text
- Location: Courtyard Center (CY)

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**Don’t forget to check out our Afternoon Sampler Courses on page 41!**

**INTRODUCTORY COMPUTER COURSES**

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

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**Introduction To Personal Computers**
Subject: COMP 6305  Hours: 15  Fee: $109
Required Materials: Text

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**Windows 10 – Beginner**
Subject: COMP 6315  Hours: 18  Fee: $129
Prerequisites: Computer Keyboarding or ability to type at least 20 WPM
Required Materials: Text

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**Microsoft Word I**
Subject: Moff 6655  Hours: 18  Fee: $129
Prerequisite: Microsoft Windows and the ability to type at least 20 wpm
Required Materials: Text

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**Microsoft Excel II**
Subject: MOFF 6625  Hours: 18  Fee: $129
Required Materials: Text

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**Microsoft Office System**
Subject: MOFF 6640  Hours: 24  Fee: $159
Prerequisite: Microsoft Windows
Required materials: Text

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**BIZINESS APPLICATIONS**

**QuickBooks – Beginner**
Subject: ACNT 6005  Hours: 16  Fee: $144
Prerequisite: Familiarity with computer keyboarding and Microsoft Windows.
Required material: Text

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**QuickBooks – Intermediate**
Subject: ACNT 6010  Hours: 16  Fee: $144
Prerequisite: QuickBooks – Beginner.
Required material: Text

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**QuickBooks – Advanced**
Subject: ACNT 6000  Hours: 12  Fee: $119
Prerequisite: QuickBooks Intermediate or equivalent experience
Required materials: Text

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**QuickBooks User Certification**
Subject: ACNT 6015  Hours: 16  Fee: $144
Required material: Text

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**QuickBooks Online**
Course is conducted in classroom, not online.
Subject: ACNT 6020  Hours: 32  Fee: $280
Required materials: Text

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**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 21 or the Medical Secretary Certificate Series on page 5.
AutoCAD – Fundamentals
Subject: CADD 6255 Hours: 24 Fee: $529
Prerequisite: Familiarity with Windows OS
Required Materials: Text
73193 1/28-2/1 MWF 8 am–5 pm 201972 CY
75073 2/26-3/21 TR 6:30-9:30 pm 201973 CY
75158 3/9-3/30 S 8 am–5 pm 201973 CY

AutoCAD – Advanced
Subject: CADD 6250 Hours: 18 Fee: $319
Prerequisite: AutoCAD – Fundamentals, or equivalent experience
Required Materials: Text
75077 3/26-4/11 TR 6:30-9:30 pm 201973 CY
75160 4/6-4/27 S 9 am–4 pm 201973 CY

Revit Architecture – Essentials
Subject: CADD 6270 Hours: 24 Fee: $359
Prerequisite: Familiarity with Windows OS
Required Materials: Text
73157 1/8-1/31 TR 6:30-9:30 pm 201972 CY

SolidWorks Essentials
Subject: CADD 6280 Hours: 18 Fee: $219
Prerequisite: Mechanical design experience and familiarity with Windows operating system
Required Materials: Text
73273 1/12-2/16 S 1–4 pm 201972 CY

SolidWorks Advanced
Subject: CADD 6275 Hours: 24 Fee: $249
Prerequisite: SolidWorks Essentials
Required Materials: Text
75156 2/23-4/27 S 1–4 pm 201973 CY

WEB TECHNOLOGIES

Interested in Digital Marketing or becoming a Social Media Manager or Director?

The certificate series listed below can help you achieve that goal. Businesses seek Digital Marketing & Social Media Managers with skills who can use cross functional approaches to generate leads, sales and revenue; customer retention and loyalty; future sales for new or existing customers.

The following courses provide a structured method to acquire these skills, taught by industry-leading digital marketing and social media professionals.

You may also be interested in Marketing courses found on page 25.

DIGITAL MARKETING CERTIFICATE

Take the four core classes (pg. 17):

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

PLUS take four elective courses from this list:

- E-Commerce for WordPress – Basic
- E-Commerce for WordPress – Advanced
- Social Media Marketing Technologies - Basics
- WordPress - Intermediate
- WordPress – Advanced
- Photoshop I (pg. 35)

Expand your skills by completing the Social Media Certificates after completing the Digital Marketing Certificate! See the next page for the Social Media Certificates.

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

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<td>73128</td>
<td>2/19-3/7</td>
<td>TR</td>
<td>6:30–9:30 pm</td>
<td>201972</td>
<td>CY</td>
<td>75012</td>
<td>3/19-3/28</td>
<td>TR</td>
<td>6:30-9:30 pm</td>
<td>201973</td>
<td>CY</td>
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<td>75052</td>
<td>3/13-4/1</td>
<td>MW</td>
<td>9 am–noon</td>
<td>201973</td>
<td>CY</td>
<td>75074</td>
<td>3/13-4/17</td>
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<td>6:30-9:30 pm</td>
<td>201973</td>
<td>CY</td>
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<tr>
<td>73126</td>
<td>2/5-2/21</td>
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<td>9 am–noon</td>
<td>201972</td>
<td>CY</td>
<td>75009</td>
<td>4/8-4/29</td>
<td>MF</td>
<td>6:30–9:30 pm</td>
<td>201973</td>
<td>CY</td>
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<td>75005</td>
<td>3/12-3/28</td>
<td>TR</td>
<td>6:30–9:30 pm</td>
<td>201973</td>
<td>CY</td>
<td>75054</td>
<td>4/11-4/25</td>
<td>R</td>
<td>6:30-9:30 pm</td>
<td>201973</td>
<td>CY</td>
</tr>
</tbody>
</table>

#### WordPress.com Basics
Subject: WEBT 7435  Hours: 9  Fee: $89

#### WordPress – Basic
Subject: WEBT 7195  Hours: 18  Fee: $169
Prerequisites: Familiarity with the Internet
Required Materials: Text

#### WordPress – Intermediate
Subject: WEBT 7196  Hours: 18  Fee: $169
Prerequisites: WordPress – Basic, or equivalent experience; working knowledge of HTML, CSS; PHP experience a plus, but not required
Required Materials: Text

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

#### E-Commerce for WordPress – Basic
Subject: WEBT 7374  Hours: 12  Fee: $129
Prerequisites: WordPress – Basic

#### E-Commerce for WordPress – Intermediate
Subject: WEBT 7376  Hours: 12  Fee: $129
Prerequisites: WordPress – Basic, or equivalent experience; working knowledge of HTML, CSS; PHP experience a plus, but not required

#### E-Commerce for WordPress – Advanced
Subject: WEBT 7375  Hours: 12  Fee: $129
Prerequisites: E-Commerce for WordPress - Intermediate

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

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

#### SEO for Small Business Boot Camp
Subject: WEBT 7170  Hours: 24  Fee: $389
Prerequisite: WordPress Basic or equivalent experience.
Required Materials: Text

#### Email Marketing
Subject: WEBT 7380  Hours: 18  Fee: $189

#### Internet Marketing – The Value First Strategy
Subject: WEBT 7385  Hours: 12  Fee: $129
Prerequisites: WordPress – Basic

#### Internet Marketing Using Google AdWords
Subject: WEBT 7125  Hours: 18  Fee: $169
Prerequisites: Search Engine Optimization for Small Business – Basic
Required Materials: Text

#### Business Intelligence Using Google Analytics
Subject: WEBT 7085  Hours: 18  Fee: $169
Prerequisites: Search Engine Optimization for Small Business – Basic
Required Materials: Text

#### Internet Marketing Using YouTube
Subject: WEBT 7135  Hours: 18  Fee: $169
Prerequisite: Search Engine Optimization for Small Business – Basic,
Required Materials: Text

#### Social Media Marketing Technologies – Basics
Subject: WEBT 7180  Hours: 18  Fee: $169
Prerequisite: WordPress Basic, or equivalent experience.
Required Material: Text

#### Social Media Marketing Technologies – Advanced
Subject: WEBT 7175  Hours: 18  Fee: $169
Prerequisites: Social Media Marketing Technologies – Basic

#### Facebook Blueprint
Subject: WEBT 7115  Hours: 12  Fee: $149
Prerequisites: WordPress Basic or equivalent experience

#### Amplify Reach across Multiple Social Networks
Subject: WEBT 7080  Hours: 9  Fee: $129
Prerequisites: WordPress Basic, Social Media Marketing Technologies – Advanced

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

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

CRN Date(s) Day(s) Time Term Location

Internet Marketing Using Targeted Content
Subject: WEBT 7130 Hours: 18 Fee: $169
Prerequisite: Search Engine Optimization for Small Business – Basic.
Required Materials: Text
73130 1/15–1/31 TR 6:30–9:30 pm 201972 CY

LinkedIn Strategies for Businesses
Subject: WEBT 7155 Hours: 8 Fee: $119
Prerequisites: Social Media Marketing Technologies – Basic, or experience with using LinkedIn
75039 3/9 S 8 am–5 pm 201973 CY

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

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

Social Media Director Certificate
After completing the Digital Marketing Certificate and the Social Media Manager Certificate, complete two additional electives to earn a Social Media Director Certificate.
- Amplify Reach across Multiple Social Networks
- Email Marketing
- Facebook Blueprint
- Internet Marketing – The Value First Strategy
- Internet Marketing Using Targeted Content
- LinkedIn Strategies for Businesses
- Social Media Marketing Technologies - Advanced

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

WEB DEVELOPMENT

HyperText Markup Language
Subject: WEBT 7120 Hours: 18 Fee: $169
Prerequisite: Familiarity with the Internet.
Required material: Text
73121 1/18–2/22 F 6:30–9:30 pm 201972 CY
73152 2/6–2/25 MW 9 am–noon 201972 CY
75007 3/23–5/4 S 1–4 pm 201973 CY

Cascading Style Sheets
Subject: WEBT 7090 Hours: 15 Fee: $159
Prerequisite: HyperText Markup Language
Required Materials: Text
75004 3/1–4/5 F 6:30–9:30 pm 201973 CY
75032 3/13–3/27 MW 9 am–noon 201973 CY

UX/UI Basics with Adobe XD
Subject: WEBT 7430 Hours: 18 Fee: $179
75109 3/21–4/25 R 6:30–9:30 pm 201973 CY

EARN A WEB DEVELOPER CERTIFICATE!
For details go to http://bit.ly/CEwebDev

Adobe Animate 1
Subject: WEBT 7345 Hours: 15 Fee: $159
Prerequisite: Basic knowledge of web page construction
Mac
75117 3/6–3/18 MWF 6:30–9:30 pm 201973 CY
PC
75118 3/6–3/18 MWF 6:30–9:30 pm 201973 CY

Adobe Animate 2
Subject: WEBT 7355 Hours: 15 Fee: $159
Prerequisite: Adobe Animate 1
Required Materials: Text
Mac
75119 3/20–3/29 MWF 6:30–9:30 pm 201973 CY
PC
75120 3/20–3/29 MWF 6:30–9:30 pm 201973 CY

Introduction to PHP & MySQL
Subject: WEBT 7145 Hours: 24 Fee: $269
Prerequisite: HTML
Required Materials: Text
75047 2/22–4/26 F 6:30–9:30 pm 201973 CY

Introduction to JavaScript
Subject: WEBT 7140 Hours: 24 Fee: $269
Prerequisite: HTML Basic knowledge of scripting helpful, but not necessary
Required Materials: Text
73129 1/9–2/6 MW 6:30–9:30 pm 201972 CY
73173 1/30–2/25 MW 9 am–noon 201972 CY

Advanced JavaScript using jQuery
Subject: WEBT 7075 Hours: 24 Fee: $269
Prerequisite: HTML, CSS, and Intro to Javascript
Required Materials: Text
73136 2/13–3/4 MW 6–10 pm 201972 CY

AngularJS Framework
Subject: WEBT 7390 Hours: 24 Fee: $289
Prerequisites: Introduction to JavaScript
Required Materials: Text
75010 3/6–4/1 MW 6:30–9:30 pm 201973 CY

Node.js Basics
Subject: WEBT 7425 Hours: 24 Fee: $289
73135 2/12–2/28 TR 6–10 pm 201972 CY

MOBILE APP DEVELOPMENT

Introduction to Mobile Application Development
Subject: MAPP 6565 Hours: 18 Fee: $229
75159 3/18–4/22 M 6:30–9:30 pm 201973 CY

iOS App Development 1 – Programming with Swift
Subject: MAPP 6545 Hours: 18 Fee: $199
73240 1/28–3/4 M 6:30–9:30 pm 201972 CY

Classes titled “for Mac and PC” are taught in a blended environment. Select the CRN (Course Number) corresponding to your PC/Mac preference.
**Spring 2019**

To Register, call or click: 972.985.3711  
http://cougarweb.collin.edu

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**COMPUTER PROGRAMMING**

**Android App Development I**
Subject: MAPP 6530  
Hours: 18  
Fee: $199  
Prerequisite: Java Core or equivalent experience.  
Required Materials: Text

**Android App Development II**
Subject: MAPP 6535  
Hours: 18  
Fee: $199  
Prerequisite: Java Core, Android App Development I.  
Required Material: Text

**JAVA PROGRAMMING**

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

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

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

**Java Web Application Development II**
Subject: JAVA 6520  
Hours: 24  
Fee: $329  
Prerequisite: Java Web Application Development I  
Required Materials: Text

**Introduction to Spring**
Subject: JAVA 6490  
Hours: 24  
Fee: $329  
Prerequisite: Java Programming II or equivalent experience  
Required Materials: Text

**Introduction to Hibernate**
Subject: JAVA 6485  
Hours: 12  
Fee: $149  
Prerequisite: Java Programming II or equivalent experience  
Required Materials: Text

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**UNIX / LINUX**

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

---

**CISCO NETWORKING**

Cisco courses fill fast, so register early!  
Linked course details and schedules:  
www.collin.edu/ce/CE-Linked.html

---

**COMPTIA CERTIFICATIONS**

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

**CompTIA A+ Certification**
Subject: CTIA 6375  
Hours: 36  
Fee: $449  
Prerequisite: Experience with another programming language.  
Required Materials: Text

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

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

---

**Computer Education**

19

Spring 2019  
To Register, call or click: 972.985.3711  
http://cougarweb.collin.edu

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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.
Enroll Your Employees in These Classes for FREE!

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

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

For local information call 972.599.3130
Submit applications at least two weeks prior to first class.

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet Nov. 21-25, Dec. 22-Jan. 1, Jan. 21, March 15-17, April 19-21

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

LEGEND FOR DAYS AND LOCATIONS

Day Abbreviations: M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday U–Sunday

Location Abbreviations: AL–Allen Center CC–McKinney Campus CH–Collin Higher Education Center CY–Courtyard Center PC–Plano Campus RC–Rockwall Center SC–Smallest Campus WW–Online

CRN  Date(s)  Day(s)  Time  Term  Location

CYBERSECURITY

Certified Information Systems Security Professional (CISSP) ▶ Subject: CYBR 6405  Hours: 30  Fee: $789
Prerequisite: CompTIA Network+, Security+ or equivalent experience.
75026  3/18-4/4  MTWR  6:30-10:15 pm  201973  CY

Hacking and Penetration Testing Subject: CYBR 7320  Hours: 30  Fee: $789
Prerequisites: CompTIA Network+, Security+ or equivalent experience.
73139  1/14-1/31  MTWR  6:30-10:15 pm  201972  CY

MICROSOFT .NET

Introduction To C# Visual Studio Subject: DNET 6415  Hours: 36  Fee: $489
Prerequisites: Experience programming in C, C++, Visual Basic, Java or other programming language
Required Materials: Text
73144  2/7-3/7  TR  6-10 pm  201972  CY

ASP.NET Web Programming
Subject: DNET 6410  Hours: 36  Fee: $489
Prerequisite: Basic understanding of C#
Required Materials: Text
75024  3/12-4/9  TR  6-10 pm  201973  CY

MICROSOFT CERTIFICATIONS

MCISA 70-740 Installation, Storage, and Computer with Windows Server 2016 Subject: MCER 7355  Hours: 40  Fee: $569
Required Materials: Text
73161  1/9-2/13  MW  6-10 pm  201972  CY

MCISA 70-741 Networking with Windows Server 2016 Subject: MCER 7340  Hours: 40  Fee: $569
Required Materials: Text
73162  2/20-3/25  MW  6-10 pm  201972  CY

MCISA 70-742 Identity with Windows Server 2016 Subject: MCER 7345  Hours: 40  Fee: $569
Required Materials: Text
75045  3/27-4/29  MW  6-10 pm  201973  CY

SQL Server Essentials Subject: MCER 6605  Hours: 24  Fee: $359
Required Materials: Text
73150  2/2-3/30  S  9 am-noon  201972  CY

We also offer semester-long Linked Microsoft Certification courses. See listings at www.collinedu.ce/CE-Linked.html

Visit www.microsoft.com/learning for course and certification information and look up www.prometric.com or www.vue.com/ms for testing sites in your area.
You may also be interested in Accounting & Record Keeping in a Small Business on page 22

ACCT 7015
Department Budget Essentials
Subject: ACNT 7000
Hours: 27
Fee: $189
73200 1/22-2/19 TR 6:30-9:30 pm 201972 CY

ACCT 7035
Basic Bookkeeping
Subject: ACNT 7005
Prerequisite: Accounting I
Required Materials: Text
Hours: 12
Fee: $189
75084 2/26-3/26 TR 6:30-9:30 pm 201973 CY

Certified Public Accountants
Enhance your professional competency by enrolling in our CE courses!
Collin College Continuing Education is an approved CPE Sponsor (ID# 2514) with the Texas State Board of Public Accountancy www.tsbpa.texas.gov
For CPE questions, contact the CPE Division, TSBPA at (512) 305-7800

Microsoft Excel I or higher level (pg. 15)
Quickbooks – Beginner or higher level (pg. 15)
To be eligible to receive a certificate, students must complete all 5 courses with 90% attendance.

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

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

INFO Session: Aviation Open House
73293 1/19 S 10 am-noon
INFO Session: Convective Weather Overview
73296 2/2 S 10-11:30 am

Private Pilot Ground School
Subject: AIRP 7070
Prerequisites specified in Federal Aviation Regulations, Part 61 for a private pilot written test.
Required Materials: Text
Hours: 48
Fee: $299
73294 1/21-5/16 R 7-10 pm 201972 CY

Convecative Weather for Pilots
Subject: AIRP 7060
Hours: 9
Fee: $79
73297 2/16-2/23 S 9:30 am-3 pm 201972 CY

Instrument Rating Ground School
Subject: AIRP 7065
Prerequisites: Private Pilot Ground School
Required Materials: Text
Hours: 48
Fee: $249
73298 1/24-5/9 R 6:30-9:30 pm 201972 CY

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

INFO Session: Aviation Open House
73293 1/19 S 10 am-noon
INFO Session: Convective Weather Overview
73296 2/2 S 10-11:30 am

Private Pilot Ground School
Subject: AIRP 7070
Prerequisites specified in Federal Aviation Regulations, Part 61 for a private pilot written test.
Required Materials: Text
Hours: 48
Fee: $299
73294 1/21-5/16 R 7-10 pm 201972 CY

Convecative Weather for Pilots
Subject: AIRP 7060
Hours: 9
Fee: $79
73297 2/16-2/23 S 9:30 am-3 pm 201972 CY

Instrument Rating Ground School
Subject: AIRP 7065
Prerequisites: Private Pilot Ground School
Required Materials: Text
Hours: 48
Fee: $249
73298 1/24-5/9 R 6:30-9:30 pm 201972 CY

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

Certified Bookkeeper (CB)
Subject: ACNT 7040  
Hours: 42  
Fee: $299
Prerequisite: 1 to 2 years of bookkeeping experience
Required Materials: Text

73299  2/7-5/9  R  6:30-9:30 pm  201972  CY

**BUSINESS WRITING**

Business Writing Skills
Subject: BWR1 7210  
Hours: 24  
Fee: $129

73210  1/22-2/14  TR  6:30-9:30 pm  201972  CHE

Interested in Payroll courses?  
See page 27 for details!

**ENTREPRENEUR**

**ENTREPRENEURIAL CERTIFICATE SERIES**

Certificate Series description:

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

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

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

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

**How to Start and Operate a Small Business**
Subject: SBMT 7865  
Hours: 12  
Fee: $89

73222  1/29-2/7  TR  6:30-9:30 pm  201972  CY
75093  3/25-4/3  MW  6:30-9:30 pm  201973  PC

**How To Develop a Business Plan**
Subject: SBMT 7825  
Hours: 12  
Fee: $89

73223  2/12-2/21  TR  6:30-9:30 pm  201972  CY
75094  4/8-4/17  MW  6:30-9:30 pm  201973  PC

**How To Promote and Market Your Business**
Subject: SBMT 7830  
Hours: 12  
Fee: $89

75091  2/26-3/7  TR  6:30-9:30 pm  201973  CY
75095  4/22-5/1  MW  6:30-9:30 pm  201973  PC

**Accounting & Record Keeping in a Small Business**
Subject: SBMT 7815  
Hours: 9  
Fee: $89

75092  3/12-3/19  TR  6:30-9:30 pm  201973  CY
75096  5/6-5/13  MW  6:30-9:30 pm  201973  PC

**Choose two electives from the list of six:**
- Marketing and Business Management  pg 25
- Branding, Logos and Multimedia  pg 25
- Social, Local, Mobile and Email Marketing  pg 25
- Search Engine Marketing Optimization  pg 25
- Quickbooks - Beginner (higher level may be taken if already experienced with QuickBooks)  pg 15
- Basic Bookkeeping  pg 21

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

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Collin SBDC
www.CollinSBDC.com

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

Helping qualified businesses grow through access to capital and increase jobs in our community.

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All Collin College campuses will be CLOSED and Continuing Education Classes will not meet Nov. 21–25, Dec. 22-Jan. 1, Jan. 21, March 15–17, April 19-21
All classes that meet for more than 5 hours will have a one-hour break for lunch.

**LEGEND FOR DAYS AND LOCATIONS**

Day Abbreviations:  Location Abbreviations:
- M–Monday  AL–Allen Center
- T–Tuesday  CC–McKinney Campus
- W–Wednesday  CH–Collin Higher Education Center
- R–Thursday  CY–Courtyard Center
- F–Friday  PC–Frisco Campus
- S–Saturday  RW–Rockwall Center
- U–Sunday  SC–Plano Campus
- WW–Online  WW–Online

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Collin College | Continuing Education
Enroll now in our successful Wedding and Event Planner Certification course! Build a career in creating special events or launch your own special events business. This interactive training offers many exciting features:

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

**FREE INFORMATION SESSION**

Tuesday, Jan. 22 6-8 pm

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

**Certified Wedding and Event Planner**

Subject: WEDD 7205  Hours: 40  Fee: $995
E-Book included with tuition

73212  2/5-4/23  T  6-9:20 pm  201972  CY
To be eligible to receive a certificate, students must complete all 6 courses with 90% attendance.

SHRM-CP or SHRM-SCP credential-holders continue to build their skills and capabilities by earning professional development credits (PDCs) for qualified activities that relate to the SHRM Body of Competency and Knowledge™ (SHRM BoCK™). They must earn 60 PDCs within a 3-year recertification period that ends on the last day of the credential-holder's birth month, or retake the certification exam, in order to maintain their credentialed status.

Register for these courses to earn PDCs this spring:

- Emerging Issues In Human Resources
- Employee Labor Relations
- Employment Compliance for Human Resources Management
- HR Training and Development
- Employment Practices And Processes
- Total Pay

Mediation, page 10
- Understanding Conflict and Resolution Strategies
- Mediation and Dispute Resolution Certificate Training
- Negotiation Skills

INSURANCE

Are you ready to pursue a career in the insurance industry? The 64 hour, three course Insurance Professional Certificate Series provides training for industry specific courses as well as time management skills to improve your work efficiency. Other essential knowledge, skills and abilities for the insurance industry include excellent verbal and written communication abilities as well as organizational skills. Anticipated growth in the next few years for Texas is 17%, with a median hourly wage in the DFW area of $31.78.

Email CEInfo@collin.edu for details or call 972.985.3750

TX All Lines Property & Casualty Pre-Licensing
Subject: INSR 7485 Hours: 40 Fee: $249
73285 2/5-3/7 TR 6-10 pm 201972 CY

Technical Writing for the Insurance Professional
Subject: INSR 7486 Hours: 15 Fee: $79
75164 3/19-4/2 TR 6:30-9:30 pm 201973 CY

Time Management
Subject: BMGT 7100 Hours: 9 Fee: $69
75311 4/9-4/23 T 6:30-9:30 pm 201973 CY

To be eligible to receive a certificate, students must complete all 3 courses with 90% attendance.
**Logistics Materials Management Certificate Series**


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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Subject</th>
<th>Hours</th>
<th>Fee</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to Logistics and Materials Management</strong></td>
<td>LOGI 7570</td>
<td>8</td>
<td>$59</td>
<td>CY</td>
</tr>
<tr>
<td><strong>Material Planning Basics</strong></td>
<td>LOGI 7580</td>
<td>8</td>
<td>$59</td>
<td>CY</td>
</tr>
<tr>
<td><strong>Forecasts and Customer Orders</strong></td>
<td>LOGI 7565</td>
<td>8</td>
<td>$59</td>
<td>CY</td>
</tr>
<tr>
<td><strong>Purchasing and Receiving Raw and Purchased Components</strong></td>
<td>LOGI 7585</td>
<td>8</td>
<td>$59</td>
<td>CY</td>
</tr>
<tr>
<td><strong>Executing the Plans for Buy Items</strong></td>
<td>LOGI 7560</td>
<td>8</td>
<td>$59</td>
<td>CY</td>
</tr>
<tr>
<td><strong>Detailed Scheduling For Make Items</strong></td>
<td>LOGI 7550</td>
<td>8</td>
<td>$59</td>
<td>CY</td>
</tr>
</tbody>
</table>

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

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**Marketing Project Certificate Series**


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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Subject</th>
<th>Hours</th>
<th>Fee</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td><strong>Marketing Principles</strong></td>
<td>MRKT 7640</td>
<td>12</td>
<td>$79</td>
<td>CY</td>
</tr>
<tr>
<td><strong>Marketing &amp; Business Management</strong></td>
<td>MRKT 7630</td>
<td>12</td>
<td>$79</td>
<td>CY</td>
</tr>
<tr>
<td><strong>Developing an Effective Marketing Plan</strong></td>
<td>MRKT 7520</td>
<td>12</td>
<td>$79</td>
<td>CY</td>
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<tr>
<td><strong>Marketing Using Digital Platforms</strong></td>
<td>MRKT 7650</td>
<td>12</td>
<td>$79</td>
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**Digital Marketing & Brand Management Certificate Series**


<table>
<thead>
<tr>
<th>Course Title</th>
<th>Subject</th>
<th>Hours</th>
<th>Fee</th>
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<tr>
<td><strong>Digital Brand Management</strong></td>
<td>MRKT 7625</td>
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<tr>
<td><strong>Branding, Logos and Multimedia</strong></td>
<td>MRKT 7615</td>
<td>12</td>
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<tr>
<td><strong>Social, Local, Mobile and Email Marketing</strong></td>
<td>MRKT 7660</td>
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<tr>
<td><strong>Search Engine Marketing Optimization</strong></td>
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To be eligible to receive a certificate, students must complete all 4 courses with 90% attendance.

---

**Digital Marketing Bootcamp**


<table>
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<tr>
<td><strong>Digital Marketing Bootcamp</strong></td>
<td>MRKT 7670</td>
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To be eligible to receive a certificate, students must complete all 4 courses with 90% attendance.

---

**Marketing Managers, Brand Managers, Product Managers, and Merchandise Managers are in demand!**

Businesses are seeking individuals who are proficient in building complete marketing campaigns that utilize multiple platforms and tools for optimal sales and marketing results. The Digital Marketing & Brand Management series and the Marketing Project certificate series are ideal for these individuals.

Our courses are taught by industry-leading marketing professionals who are knowledgeable about current trends and technologies.

You may also be interested in hands-on Digital Marketing courses found on page 16.

---

To Register, call or click: 972.985.3711  [http://cougarweb.collin.edu](http://cougarweb.collin.edu)
MEDIATION

CERTIFICATE IN CONFLICT MANAGEMENT

Understanding Conflict and Resolution Strategies
Subject: MEDI 7540 Hours: 15 Fee: $115
73334 1/15-1/29 TR 6:30-9:30 pm 201972 PC

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

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

Subject: MEDI 7535 Hours: 40 Fee: $299
73335 2/5-3/19 TR 6:30-9:30 pm 201972 PC

Negotiation Skills
Subject: MEDI 7545 Hours: 15 Fee: $115
Prerequisites: Understanding Conflict and Resolution Strategies; Basic Mediation Certificate
75192 3/26-4/9 TR 6:30-9:30 pm 201973 PC

Family Law Mediation Training
Subject: MEDI 7530 Hours: 40 Fee: $299
75193 4/11-5/23 TR 6:30-9:30 pm 201973 PC

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

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

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

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

For local information call 972.599.3130
Submit applications at least two weeks prior to first class.

NONPROFIT

NONPROFIT MANAGEMENT CERTIFICATE SERIES
Are you involved with a nonprofit or passionate about a nonprofit idea? Have you considered starting a nonprofit, but unsure where to begin? Is your nonprofit struggling to sustain economic viability?

Our nonprofit courses provide you with the knowledge in six core areas to develop, grow and sustain your nonprofit organization. Taught by experts in the nonprofit arena, students who complete the series will have a well-rounded understanding of the nonprofit sector and valuable tools to assist them in their nonprofit goals.
Enroll in the entire series or select the courses you need to strengthen your skills in the nonprofit sector. Students who complete at least five courses are eligible to receive a certificate.

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

How to Start a Nonprofit
Subject: NONP 7810 Hours: 12 Fee: $99
73336 2/19-2/28 TR 6:30-9:30 pm 201972 CY

Nonprofit Strategic Business Planning & Best Practices
Subject: NONP 7855 Hours: 12 Fee: $99
75198 3/5-3/14 TR 6:30-9:30 pm 201973 CY

Budgeting, Accounting, and Reporting for Nonprofits
Subject: NONP 7805 Hours: 15 Fee: $109
75199 3/19-4/2 TR 6:30-9:30 pm 201973 CY

Grant Research and Development 101
Subject: NONP 7225 Hours: 12 Fee: $99
75200 4/4-4/16 TR 6:30-9:30 pm 201973 CY

Nonprofit Board and Volunteer Development
Subject: NONP 7655 Hours: 12 Fee: $99
75201 4/18-4/30 TR 6:30-9:30 pm 201973 CY

Digitally Marketing and Branding Your Nonprofit
Subject: NONP 7665 Hours: 12 Fee: $99
75202 5/2-5/14 TR 6:30-9:30 pm 201973 CY

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

QuickBooks courses are listed on page 15
### NOTARY

**Notary Professional**
- **Subject**: NOTA 7010  
  **Hours**: 9  
  **Fee**: $169  
  Required Materials: All materials and texts included with tuition.

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**Notary Public / Texas Notary Law and Procedures**
- **Subject**: NOTA 7000  
  **Hours**: 4  
  **Fee**: $79

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**Notary Signing Agent**
- **Subject**: NOTA 7005  
  **Hours**: 5  
  **Fee**: $109  
  Prerequisite: Notary Public/Texas Notary Law and Procedures

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### OPERATIONS AND SUPPLY CHAIN MANAGEMENT

**Operations and Supply Chain Management Certificate Series**

**Introduction to Operations and Supply Chain Management Principles**
- **Subject**: OPMT 7110  
  **Hours**: 12  
  **Fee**: $79

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**Global Supply Chain Management**
- **Subject**: OPMT 7120  
  **Hours**: 12  
  **Fee**: $79

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**Planning and Control**
- **Subject**: OPMT 7125  
  **Hours**: 12  
  **Fee**: $79

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**Continuous Improvement**
- **Subject**: OPMT 7105  
  **Hours**: 12  
  **Fee**: $79

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

### PAYROLL

**Fundamentals Payroll Certification (FPC)**
- **Subject**: ACNT 7045  
  **Hours**: 30  
  **Fee**: $629  
  Required Materials: All materials and texts included with tuition.

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**Payroll Professional (CPP)**
- **Subject**: ACNT 7050  
  **Hours**: 36  
  **Fee**: $699  
  Required Materials: All materials and texts included with tuition.

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### PROJECT MANAGEMENT

**Project Management Certificate Series**

**Introduction to Project Management**
- **Subject**: PMGT 7141  
  **Hours**: 12  
  **Fee**: $99

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**Integration and Scope Management**
- **Subject**: PMGT 7140  
  **Hours**: 12  
  **Fee**: $99

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**Time and Cost Management**
- **Subject**: PMGT 7165  
  **Hours**: 12  
  **Fee**: $99

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**Human Resources and Quality Management**
- **Subject**: PMGT 7135  
  **Hours**: 12  
  **Fee**: $99

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**Communications and Risk Management**
- **Subject**: PMGT 7130  
  **Hours**: 12  
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**Procurement and Stakeholder Management**
- **Subject**: PMGT 7150  
  **Hours**: 12  
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*To be eligible to receive a certificate, students must complete all 6 courses with 90% attendance.*

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

**Project Management Certification Preparation**
- **Subject**: PMGT 7160  
  **Hours**: 15  
  **Fee**: $299

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Students may order textbooks online at collin.bncollege.com.

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

### ONLINE REGISTRATION

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

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

### Flipping Texas
Subject: REAL 7800  
Hours: 12  
Fee: $89  
73303  2/6-2/27  W  6:30-9:30 pm  201972  CY

### How to Buy, Lease & Manage Houses for Profit
Subject: REAL 7695  
Hours: 12  
Fee: $89  
73302  1/19-2/19  T  6:30-9:30 pm  201972  CY  
75173  3/14-4/16  T  6:30-9:30 pm  201973  CY

### Home Staging
Subject: REAL 7690  
Hours: 8  
Fee: $69  
73301  2/16-2/23  S  9 am–1 pm  201972  CY

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### Online Principles of Real Estate I & II

#### The following courses are offered online using Canvas.

**Fee:** $150 ea.

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### REAL ESTATE LICENSURE CLASSES

Only these six courses count towards the Real Estate Sales Agent license: Principles I, Principles II, Law of Agency, Law of Contracts, Finance and Contract Forms. Courses may be taken in any sequence except Law of Contracts must be taken before Contract Forms. The Real Estate courses may be taken through Continuing Education as a linked course or for college credit. All students must satisfy the attendance and syllabus requirements for each course.

To register call 972-985-3711 or register online at [http://cougarweb.collin.edu/](http://cougarweb.collin.edu/)

For more information on Real Estate requirements, contact Bill Kukla at 469.365.1801 or wkukla@collin.edu.

Textbooks approx. cost: $225 at the CY bookstore or the PC bookstore in Founder’s Hall.

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

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### Mini Semester I

#### Fee: $150

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### Mini Semester II

#### Fee: $150

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<td>RELE1038.XP2</td>
<td>Principles of Real Estate II</td>
<td>2/25–4/6</td>
<td>MW</td>
<td>8:30 am–12:40 pm</td>
</tr>
<tr>
<td>73374</td>
<td>22157</td>
<td>RELE1038.XP7</td>
<td>Principles of Real Estate II</td>
<td>2/25–4/6</td>
<td>MW</td>
<td>6 pm–10:10 pm</td>
</tr>
<tr>
<td>75232</td>
<td>21220</td>
<td>RELE1011.XP1</td>
<td>Law Contracts</td>
<td>2/26–4/6</td>
<td>TR</td>
<td>6 pm–10:10 pm</td>
</tr>
<tr>
<td>75233</td>
<td>21501</td>
<td>RELE1011.XP1</td>
<td>Law Contracts</td>
<td>2/26–4/6</td>
<td>TR</td>
<td>6 pm–10:10 pm</td>
</tr>
</tbody>
</table>

### Mini Semester III

#### Fee: $150

<table>
<thead>
<tr>
<th>CE CRN</th>
<th>Credit CRN</th>
<th>Subject</th>
<th>Course Name</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>75235</td>
<td>22158</td>
<td>RELE1019.XP1</td>
<td>Real Estate Finance</td>
<td>4/8–5/11</td>
<td>MW</td>
<td>8:30 am–12:40 pm</td>
</tr>
<tr>
<td>75237</td>
<td>22496</td>
<td>RELE1019.XP8</td>
<td>Real Estate Finance</td>
<td>4/8–5/11</td>
<td>MW</td>
<td>6 pm–10:10 pm</td>
</tr>
<tr>
<td>75238</td>
<td>21630</td>
<td>RELE1000.XP1</td>
<td>Contract Forms and Addenda</td>
<td>4/9–5/11</td>
<td>TR</td>
<td>8:30 am–12:40 pm</td>
</tr>
<tr>
<td>75239</td>
<td>21632</td>
<td>RELE1000.XP7</td>
<td>Contract Forms and Addenda</td>
<td>4/9–5/11</td>
<td>TR</td>
<td>6 pm–10:10 pm</td>
</tr>
</tbody>
</table>

### Weekend Schedule I

#### Note: Held for three consecutive weekends at the following meeting times:

#### Fee: $150

<table>
<thead>
<tr>
<th>CE CRN</th>
<th>Credit CRN</th>
<th>Subject</th>
<th>Course Name</th>
<th>Dates</th>
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</tr>
</thead>
<tbody>
<tr>
<td>73376</td>
<td>22488</td>
<td>RELE1007.XP8</td>
<td>Real Estate Investments</td>
<td>1/25–2/10</td>
<td>F</td>
<td>5:30 pm–10:10 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>8 am–1 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>U</td>
<td>12:30 pm–6:10 pm</td>
</tr>
</tbody>
</table>

### Weekend Schedule II

#### Note: Held for five consecutive weekends at the following meeting times:

#### Fee: $150

<table>
<thead>
<tr>
<th>CE CRN</th>
<th>Credit CRN</th>
<th>Subject</th>
<th>Course Name</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>73379</td>
<td>24316</td>
<td>RELE1038.XP6</td>
<td>Principles of Real Estate II</td>
<td>1/25–2/24</td>
<td>F</td>
<td>5:30 pm–9:40 pm</td>
</tr>
<tr>
<td>75241</td>
<td>24321</td>
<td>RELE1011.XP6</td>
<td>Law of Contracts</td>
<td>3/1–4/7</td>
<td>F</td>
<td>5:30 pm–9:40 pm</td>
</tr>
<tr>
<td>75242</td>
<td>24323</td>
<td>RELE1000.XP6</td>
<td>Contract Forms and Addenda</td>
<td>4/12–5/12</td>
<td>S</td>
<td>8 am–1:10 pm</td>
</tr>
</tbody>
</table>

Collin College | Continuing Education  
Linked Course  
Industry Recognized Certification  
New Course
TEACHER TRAINING


Montessori Workshop
Subject: CHDV 7320 Hours: 4 Fee: $69
73385 2/2 S 9 am-1 pm 201972 CY
75250 4/6 S 9 am-1 pm 201973 CY
75251 5/4 S 9 am-1 pm 201973 CY
For more information http://bit.ly/MontessoriWksp email CEInfo@collin.edu

Montessori 3: Language Exercises
Subject: CHDV 7300 Hours: 24 Fee: $300
Prerequisite: Students must have a high school diploma and be able to write and speak English fluently
73378 1/7-2/11 M 6-10 pm 201972 CY
73391 1/8-2/12 T 6-10 pm 201972 WW
73380 1/10-2/14 R 6-10 pm 201972 CY

Montessori 4: Math Exercises
Subject: CHDV 7305 Hours: 24 Fee: $300
Prerequisite: Students must have a high school diploma and be able to write and speak English fluently.
Required Materials: Text
75243 2/18-4/1 M 6-10 pm 201973 CY
75259 2/19-4/2 T 6-10 pm 201973 WW
75244 2/21-4/4 R 6-10 pm 201973 CY
Class will not meet 3/11-3/14

Montessori 5: Geography/Cultural Exercises
Subject: CHDV 7310 Hours: 24 Fee: $300
Prerequisite: Students must have a high school diploma and be able to write and speak English fluently.
Required Materials: Text
75245 4/8-5/13 M 6-10 pm 201973 CY
75260 4/9-5/14 T 6-10 pm 201973 WW
75246 4/11-5/16 R 6-10 pm 201973 CY

Pre-Service Training For Child Care Personnel
Subject: CHDV 7335 Hours: 8 Fee: $109
73384 1/19 S 9 am-6 pm 201972 CY

How to Start A Child Care Business
Subject: CHDV 7355 Hours: 8 Fee: $109
Prerequisite: Students must have a high school diploma and be able to write and speak English fluently.
73386 2/23 S 9 am-6 pm 201972 CY

Enroll Your Employees in These Classes for FREE!
Apply for the Skills for Small Business grant through the Texas Workforce Commission and receive between $900 to $1,800 per employee for any Workforce Development or Computer Education courses in our Continuing Education schedule.
Apply through TWC Workforce Business Solutions at http://bit.ly/TXGrant
For local information call 972.599.3130
Submit applications at least two weeks prior to first class.

TEACHERS! Complete your CPE hours ONLINE

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Below are just a few of our most popular continuing education courses:

- Creating the Inclusive Classroom: Strategies for Success
- Differentiated Instruction in the Classroom
- Enhancing Language Development in Childhood
- Integrating Technology in the Classroom
- Survival Kit for New Teachers
- Teaching Students With Autism: Strategies for Success

Over 25 Continuing Education Certified Online Courses!
Enroll Now! www.collin.edu/ce/courses/teacher-cpe.html
972.985.3711

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

Please consult your Professional Development Coordinator for continuing education approval.

Prices Start at $109

Spring 2019 To Register, call or click: 972.985.3711 http://cougarweb.collin.edu
ELECTRICIAN PRE-APPRENTICESHIP

Interested in becoming an Electrician? Prepare to enter an Apprenticeship Program and train with an electrical contractor.

Contact CEInfo@collin.edu for more details and registration information.

Subject: JRNY 7895  Hours: 48  Fee: $325
2/11–4/3  MW  6–9 pm  201972  CY

FIBER OPTICS

Enroll in our 2-3 day courses approved by the Fiber Optics Association (FOA). We offer both technician (CFOT) and specialist (CFOS/S, CFOS/T) training. No prior experience needed for the CFOT course. Specialist courses can be taken immediately after successful completion of CFOT course. Tuition includes all materials as well as FOA certification exam. Median hourly income in the DFW region is $23.24.

Certified Fiber Optics Technician (CFOT)
Subject: FIBR 7375  Hours: 24  Fee: $700
75254  3/4–3/6  MTW  8 am–5 pm  201973  CY

Certified Fiber Optics Specialist-Testing/Maintenance (CFOS/T)
Subject: FIBR 7365  Hours: 16  Fee: $675
Prerequisite: Successful completion of FOA CFOT course within the preceding 12 months or renewal of FOA membership during that time frame.

75256  3/7–3/8  RF  8 am–5 pm  201973  CY

Certified Fiber Optics Splicing Specialist (CFOS/S)
Subject: FIBR 7370  Hours: 16  Fee: $675
Prerequisite: Successful completion of FOA CFOT course within the preceding 12 months or renewal of FOA membership during that time frame.

75257  3/9–3/10  S  8 am–6 pm  201973  CY

To qualify for a CDL, students must register in both Professional Truck Driving I and Professional Truck Driving II.

Professional Truck Driving I
Subject: CDLT 9050  Tuition and Fee: $2,300
Professional Truck Driving II
Subject: CDLT 9055  Tuition and Fee: $2,300

• Students complete 200 hours of training to earn CDL license
• Interested students must be able to read, write and speak English
• Must have a valid Class C license and an acceptable driving record
• Tuition includes CDL licensing and instructional materials
• WIOA approved course

Please contact your local workforce office for details.

Information can be found at the link: http://bit.ly/TWC-training
• Tuition assistance available for eligible applicants. http://bit.ly/FinAid4CE
• Median earnings in the DFW area are $21.19/hour, $44,080 annually


For additional information on information session and class dates, please email CollinTrucking@collin.edu
### ARTS

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CE Subject</th>
<th>Credit Subject</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
<th>Fee: $129</th>
<th>Location</th>
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<tbody>
<tr>
<td><strong>Drawing I</strong></td>
<td>ARTF 9009</td>
<td></td>
<td>1/24-3/7</td>
<td>R</td>
<td>9 am– noon</td>
<td>CY</td>
<td></td>
</tr>
<tr>
<td><strong>Drawing I: An Overview</strong></td>
<td>ARTF 9016</td>
<td></td>
<td>3/5-3/26</td>
<td>T</td>
<td>6:30-8:30 pm</td>
<td>CY</td>
<td></td>
</tr>
<tr>
<td><strong>Drawing II</strong></td>
<td>ARTF 9010</td>
<td></td>
<td>3/21-5/2</td>
<td>R</td>
<td>9 am– noon</td>
<td>CY</td>
<td></td>
</tr>
<tr>
<td><strong>Drawing with Color</strong></td>
<td>ARTF 9005</td>
<td></td>
<td>1/22-3/5</td>
<td>T</td>
<td>9 am– noon</td>
<td>CY</td>
<td></td>
</tr>
<tr>
<td><strong>Drawing with Color II</strong></td>
<td>ARTF 9015</td>
<td></td>
<td>3/19-4/30</td>
<td>T</td>
<td>9 am– noon</td>
<td>CY</td>
<td></td>
</tr>
<tr>
<td><strong>Oil/Landscape Beginner – Intermediate</strong></td>
<td>ARTF 9045</td>
<td></td>
<td>1/29-3/12</td>
<td>T</td>
<td>2-5 pm</td>
<td>CY</td>
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<tr>
<td><strong>Watercolor I</strong></td>
<td>ARTF 9018</td>
<td></td>
<td>1/22-3/5</td>
<td>T</td>
<td>9 am-noon</td>
<td>CY</td>
<td></td>
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<tr>
<td><strong>Watercolor I, Advanced</strong></td>
<td>ARTF 9029</td>
<td></td>
<td>1/24-3/7</td>
<td>R</td>
<td>6-9 pm</td>
<td>CY</td>
<td></td>
</tr>
<tr>
<td><strong>Watercolor II</strong></td>
<td>ARTF 9030</td>
<td></td>
<td>3/12-4/23</td>
<td>T</td>
<td>6-9 pm</td>
<td>CY</td>
<td></td>
</tr>
</tbody>
</table>

Continuing Education students can take semester-long dance courses at the Frisco campus (Preston Ridge)!

Students receive instruction in the fundamental techniques and concepts associated with beginning and intermediate ballet, jazz and modern dance.

[http://www.collin.edu/department/dance/](http://www.collin.edu/department/dance/)

### CREATIVE WRITING

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Type</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
<th>Fee: $149</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basics of Writing a Novel</strong></td>
<td>CWRI 9216</td>
<td>1/7-3/4</td>
<td>M</td>
<td>6:30-9:30 pm</td>
<td>CY</td>
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<tr>
<td><strong>Blueprinting Your Novel</strong></td>
<td>CWRI 9200</td>
<td>3/18-4/22</td>
<td>M</td>
<td>9 am– noon</td>
<td>CY</td>
<td></td>
</tr>
<tr>
<td><strong>Memoir Writing I</strong></td>
<td>CWRI 9226</td>
<td>1/9-2/13</td>
<td>W</td>
<td>10 am– noon</td>
<td>CY</td>
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<tr>
<td><strong>Memoir Writing II</strong></td>
<td>CWRI 9227</td>
<td>1/9-2/13</td>
<td>W</td>
<td>12:30-2:30 pm</td>
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### GENEALOGY

<table>
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<tr>
<th>Course Name</th>
<th>Type</th>
<th>Dates</th>
<th>Day</th>
<th>Time</th>
<th>Fee: $139</th>
<th>Location</th>
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<tbody>
<tr>
<td><strong>Genealogy II</strong></td>
<td>GENE 6505</td>
<td>1/16-3/6</td>
<td>W</td>
<td>6:30-9 pm</td>
<td>CY</td>
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<tr>
<td><strong>Using Microsoft OneNote for Genealogy</strong></td>
<td>CWRI 9815</td>
<td>2/23-3/2</td>
<td>S</td>
<td>8:30 am-12:30 pm</td>
<td>CY</td>
<td></td>
</tr>
</tbody>
</table>

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Students receive instruction in the fundamental techniques and concepts associated with beginning and intermediate ballet, jazz and modern dance.

[http://www.collin.edu/department/dance/](http://www.collin.edu/department/dance/)

Interested? Contact: Meghan Cardwell-Wilson
PRC Dance Professor
mcwilson@collin.edu

or
Tiffanee Arnold
Dance Discipline Lead
SCC Dance Professor
tarnold@collin.edu
All residential and commercial interior designs follow certain principles and concepts. This series teaches students to apply design principles and concepts to spaces through placement, color and lighting.

Take these 2 core courses:
• Interior Design Concepts I
• Accessorize Your Environment

PLUS select 2 electives from below:
• Lighting Concepts
• Color in Interior Design
• Color Appreciation
• Drawing Interior Design Spaces
• Interior Design Project Overview
• Preserving Historic Interiors

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

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

## Interior Design Concepts Certificate


<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
<th>Location</th>
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<tbody>
<tr>
<td>73449</td>
<td>1/5–2/23</td>
<td>S</td>
<td>9 am–noon</td>
<td>201972</td>
<td>CY</td>
</tr>
</tbody>
</table>

### Interior Design Concepts I
Subject: INDS 9460  Hours: 24  Fee: $149

### Accessorize Your Environment
Subject: INDS 9455  Hours: 18  Fee: $109

### Drawing Interior Design Spaces
Subject: INDS 9510  Hours: 8  Fee: $59

### Color Appreciation
Subject: INDS 9396  Hours: 18  Fee: $109

### Interior Design Project Overview
Subject: INDS 9500  Hours: 8  Fee: $59

### Color in Interior Design
Subject: INDS 9395  Hours: 12  Fee: $89

### Lighting Concepts I
Subject: INDS 9495  Hours: 8  Fee: $59

### Preserving Historic Interiors
Subject: INDS 9520  Hours: 18  Fee: $109

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**Making Silver Jewelry with Silver Metal Clay I**

Subject: ARTF 9024  Hours: 24  Fee: $159

Supplies for this class average $150 to $175 and must be purchased the first day of class.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
<th>Location</th>
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<tbody>
<tr>
<td>73453</td>
<td>1/8–1/31</td>
<td>TR</td>
<td>9:30 am–12:30 pm</td>
<td>201972</td>
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</table>

**Guitar I**

Subject: MUSI 6400  Hours: 48  Fee: $199

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<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
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<tbody>
<tr>
<td>73454</td>
<td>1/28–5/13</td>
<td>M</td>
<td>6:30–9:30 pm</td>
<td>201972</td>
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**Guitar II**

Subject: MUSI 6500  Hours: 48  Fee: $199

<table>
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<th>CRN</th>
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<th>Day(s)</th>
<th>Time</th>
<th>Term</th>
<th>Location</th>
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<tbody>
<tr>
<td>73539</td>
<td>1/31–5/16</td>
<td>R</td>
<td>6:30–9:30 pm</td>
<td>201972</td>
<td>CH</td>
</tr>
</tbody>
</table>

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**JEWELRY MAKING**

**MUSIC**

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All Collin College campuses will be CLOSED and Continuing Education Classes will not meet Nov. 21–25, Dec. 22–Jan. 1, Jan. 21, March 15–17, April 19–21

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

**LEGEND FOR DAYS AND LOCATIONS**

Day Abbreviations:  M–Monday  T–Tuesday  W–Wednesday  R–Thursday  F–Friday  S–Saturday  U–Sunday

Location Abbreviations:  AL–Allen Center  CC–McKinney Campus  CH–Collin Higher Education Center  CY–Courtyard Center  PC–Frisco Campus  RW–Rockwall Center  SC–Plano Campus  WW–Online
DIGITAL PHOTOGRAPHER CERTIFICATE SERIES


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

Complete five core courses:
- Digital Photography Basics – dSLR Camera
- Digital Photography - Advanced Skills
- Adobe Photoshop I - Mac or PC pg 35 OR Adobe Lightroom - Mac or PC
- Foundations in Photographic Style
- Presenting and Marketing Your Photographs

Complete four elective courses
(all elective are not offered every semester)
- Action Photography
- Adobe Lightroom - Advanced - Mac or PC
- Architectural and Landscape Photography
- Building a Photography Business
- Flash Photography
- Learning to See Creatively
- Digital Photography - Night, Low Light
- Photographing Food and Jewelry
- Photographing People
- Studio Lighting
- Wedding Photography

“I love unlocking the creativity of my DSLR. I have bad my camera for over 10 years. After taking three classes of digital photography and Lightroom, I am able to see an improvement in my skill and confidence. The instructors are patient and encourage me to stretch my abilities.”

Janet W., CE Digital Photography student

Digital Photography – Basics – dSLR
Subject: PHOT 6850  Hours: 18  Fee: $159
Required Materials: Text and Digital SLR Camera.
73205  1/19-2/23  S  9 am– noon  201972  CY
73216  1/22-2/7  TR  6:30-9:30 pm  201972  CY
73241  1/23-2/27  W  6:30-9:30 pm  201972  CHE
73251  2/2-3/9  S  1–4 pm  201972  CHE
73217  2/4-3/11  M  9 am– noon  201972  CY
75099  3/6-3/25  MW  6:30-9:30 pm  201973  CY

Digital Photography – Advanced Skills
Subject: PHOT 6845  Hours: 18  Fee: $159
Prerequisite: Digital Photography – Basics – dSLR
Required Materials: Text
73225  2/14-3/21  R  6:30-9:30 pm  201972  CY
75098  3/2-4/13  S  9 am– noon  201973  CY
75100  3/18-4/22  M  9 am– noon  201973  CY

Foundations in Photographic Style
Subject: PHOT 6875  Hours: 15  Fee: $149
Prerequisite: Digital Photography – Basics – dSLR
Required Materials: Text
75105  4/4-4/18  RF  6:30-9:30 pm  201973  CY

Presenting And Marketing Your Photographs
Subject: PHOT 6935  Hours: 16  Fee: $149
Prerequisite: Digital Photography – Advanced Skills
Required Materials: Text
75143  3/25-4/15  M  6-10 pm  201973  CY

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

Digital Photography – Learning to See Creatively
Subject: PHOT 6860  Hours: 16  Fee: $149
Prerequisite: Digital Photography – Advanced Skills
Required Materials: Text
73224  2/12-3/12  T  6:30-9:45 pm  201972  CY

Studio Lighting
Subject: PHOT 6955  Hours: 16  Fee: $149
Prerequisite: Digital Photography – Basics dSLR
Required Materials: Text and Digital SLR Camera.
73219  2/6-2/27  W  6-10 pm  201972  CY

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

Spring 2019  To Register, call or click: 972.985.3711  http://cougarweb.collin.edu
**Flash Photography**  
Subject: PHOT 6870  
Hours: 18  
Fee: $159  
Prerequisite: Digital Photography – Advanced, or be well versed in basic photography concepts including shooting in Manual Mode, and setting the exposure using Aperture Value (Aperture Priority) and Time Value (Shutter Priority).  
Required Materials: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Term** | **Location**  
---|---|---|---|---|---  
75097 | 2/15-3/29 | F | 6:30-9:30 pm | 201973 | CY  

**Introduction to Drone Aerial Photography**  
Subject: PHOT 7005  
Hours: 18  
Fee: $179  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Term** | **Location**  
---|---|---|---|---|---  
73289 | 1/19-2/23 | S | 9 am–noon | 201972 | PC  

**Introduction to Astrophotography**  
Subject: PHOT 7015  
Hours: 18  
Fee: $179  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Term** | **Location**  
---|---|---|---|---|---  
75161 | 2/15-3/29 | F | 6:30-9:30 pm | 201973 | CY  

**Building a Photography Business**  
Subject: PHOT 6840  
Hours: 18  
Fee: $159  
Required Material: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Term** | **Location**  
---|---|---|---|---|---  
73206 | 1/19-2/23 | S | 1–4 pm | 201972 | CY  

**Photographing High School Seniors**  
Subject: PHOT 7340  
Hours: 16  
Fee: $159  
Prerequisites: Digital Photography – Basics or equivalent experience.  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Term** | **Location**  
---|---|---|---|---|---  
73207 | 1/22-2/26 | T | 10 am–12:15 pm | 201972 | CY  

**Digital Photography – Night, Low Light**  
Subject: PHOT 6865  
Hours: 16  
Fee: $149  
Prerequisite: Digital Photography – Advanced Skills  
Required Materials: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Term** | **Location**  
---|---|---|---|---|---  
75103 | 3/27-4/24 | W | 6:30-9:45 pm | 201973 | CY  

**Photographing Food and Jewelry**  
Subject: PHOT 6905  
Hours: 16  
Fee: $149  
Prerequisite: Digital Photography – Advanced Skills.  
Required Materials: Text and Digital SLR Camera.  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Term** | **Location**  
---|---|---|---|---|---  
73202 | 1/9-1/30 | W | 6–10 pm | 201972 | CY  

**Architectural and Landscape Photography**  
Subject: PHOT 6830  
Hours: 16  
Fee: $149  
Prerequisite: Digital Photography – Basics – dSLR  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Term** | **Location**  
---|---|---|---|---|---  
75102 | 3/23-4/27 | S | 1–4:15 pm | 201973 | CY  

**Fashion Photography**  
Subject: PHOT 6871  
Hours: 18  
Fee: $159  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Term** | **Location**  
---|---|---|---|---|---  
75101 | 3/19-4/23 | T | 1–4 pm | 201973 | CY  

**Adobe Lightroom**  
Subject: PHOT 6815  
Hours: 15  
Fee: $159  
Required Materials: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Term** | **Location**  
---|---|---|---|---|---  
73228 | 1/9-2/6 | W | 9 am–noon | 201972 | CY  
73257 | 1/30-2/13 | MW | 6:30-9:30 pm | 201972 | CY  

**Adobe Lightroom – Advanced**  
Subject: PHOT 7010  
Hours: 15  
Fee: $159  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Term** | **Location**  
---|---|---|---|---|---  
73261 | 2/13-3/13 | W | 9 am–noon | 201972 | CY  
73262 | 2/13-3/13 | W | 9 am–noon | 201972 | CY  

**Photoshop for Digital Photographers**  
Subject: PHOT 6925  
Hours: 21  
Fee: $189  
Prerequisite: Digital Photography – Basic – dSLR  
Required Materials: Text  
**CRN** | **Date(s)** | **Day(s)** | **Time** | **Term** | **Location**  
---|---|---|---|---|---  
73252 | 1/25-3/8 | F | 6:30-9:30 pm | 201972 | CY  
73253 | 1/25-3/8 | F | 6:30-9:30 pm | 201972 | CY  

**Creative Careers**
PUBLISHING / GRAPHICS

**GRAPHIC DESIGN CERTIFICATE SERIES**

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

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


To be eligible to receive the certificate, students must complete six core courses and four electives with 90% attendance. Students may order textbooks online at collin.bncollege.com.

Lesser requirements for enrolling in a course. However, they serve as a good guideline for student self-assessment of prior knowledge and experience before enrollment.

---

**Adobe Illustrator I**

Subject: PUBL 6965  
Hours: 24  
Fee: $219  
Prerequisite: Familiarity with Microsoft Windows XP or Mac OS  
Required Materials: Text

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**Adobe Illustrator II**

Subject: PUBL 6975  
Hours: 24  
Fee: $219  
Prerequisite: Adobe Illustrator I  
Required Materials: Text

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**Adobe InDesign I**

Subject: PUBL 6985  
Hours: 24  
Fee: $219  
Prerequisite: Familiarity with Microsoft Windows XP or Mac OS  
Required Materials: Text

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**Adobe InDesign II**

Subject: PUBL 6995  
Hours: 24  
Fee: $199  
Prerequisite: Adobe InDesign I  
Mac

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PC

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**Adobe Photoshop I**

Subject: PUBL 7005  
Hours: 21  
Fee: $189  
Prerequisite: Familiarity with Microsoft Windows XP or Mac OS  
Required Materials: Text

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**Adobe Photoshop II**

Subject: PUBL 7015  
Hours: 21  
Fee: $189  
Prerequisite: Adobe PhotoShop I – Mac  
Required Materials: Text

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**Introduction to Digital Drawing**

Subject: PUBL 7435  
Hours: 21  
Fee: $219  
Prerequisite: Adobe PhotoShop I – Mac  
Required Materials: Text

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

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**LEGEND FOR DAYS AND LOCATIONS**

Day Abbreviations:  
M–Monday  
T–Tuesday  
W–Wednesday  
R–Thursday  
F–Friday  
S–Saturday  
U–Sunday  

Location Abbreviations:  
AL–Allen Center  
CC–Collin Higher Education Center  
CY–Courtyard Center  
PC–Frisco Campus  
WW–Online  

---

Students may order textbooks online at collin.bncollege.com.  
For textbook information for continuing education classes, please call 972.985.3710.  

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

GMAT Test Preparation Review
Subject: TEST 9000
Hours: 30
Fee: $189
Required Materials: Text
CRN: 73432
Date(s): 2/4–4/8
Day(s): M
Time: 6:30–9:30 pm
Term: 201972
Location: CY

GRE Test Preparation Review
Subject: TEST 9005
Hours: 30
Fee: $189
Required Materials: Text
CRN: 73434
Date(s): 2/6–4/10
Day(s): W
Time: 6:30–9:30 pm
Term: 201972
Location: CY

Pre-TOEFL
Subject: TEST 9050
Hours: 12
Fee: $129
CRN: 73436
Date(s): 1/7–1/16
Day(s): MW
Time: 6:30–9:30 pm
Term: 201972
Location: CY

TOEFL
Subject: TEST 9010
Hours: 48
Fee: $269
CRN: 73437
Date(s): 1/28–4/1
Day(s): MW
Time: 7–9:30 pm
Term: 201972
Location: CY

SAT Math Review
Subject: TEST 9015
Hours: 12
Fee: $129
CRN: 73431
Date(s): 1/30–3/6
Day(s): W
Time: 6:30–8:30 pm
Term: 201972
Location: CHE

SAT Verbal Review
Subject: TEST 9020
Hours: 20
Fee: $169
CRN: 73273
Date(s): 4/8–5/8
Day(s): MW
Time: 6:30–8:30 pm
Term: 201973
Location: CHE

COMMUNICATIONS IMPROVEMENT (ESL)

Subject: ESLP 9400
Hours: 2
Fee: FREE
CRN: 73455
Date(s): 1/8
Day(s): T
Time: 6:30–8:30 pm
Term: 201972
Location: CY

Subject: ESLP 9450
Hours: 60
Fee: $159
CRN: 73308
Date(s): 1/28–5/15
Day(s): MW
Time: 8 am–10 am
Term: 201972
Location: CY

Subject: ESLP 9410
Hours: 60
Fee: $159
CRN: 73310
Date(s): 1/28–5/15
Day(s): MW
Time: 8 am–10 am
Term: 201972
Location: CY

Communication Improvement, Level 1
Subject: ESLP 9415
Hours: 60
Fee: $159
CRN: 73311
Date(s): 1/28–5/15
Day(s): MW
Time: 8 am–10 am
Term: 201972
Location: CY

Communication Improvement, Level 2
Subject: ESLP 9415
Hours: 60
Fee: $159
CRN: 73313
Date(s): 1/28–5/15
Day(s): MW
Time: 8 am–10 am
Term: 201972
Location: CY

Accent Modification
Subject: ESLP 9200
Hours: 30
Fee: $90
Prerequisite: Level 4 and 5 students
CRN: 73419
Date(s): 2/4–4/1
Day(s): MW
Time: 12:30–2:30 pm
Term: 201972
Location: CY

Business English for Conversations – Domestic and Global
Subject: BMGT 7900
Hours: 30
Fee: $109
Prerequisite: Level 4 or higher
CRN: 73416
Date(s): 2/4–4/29
Day(s): M
Time: 6:30–9 pm
Term: 201972
Location: CY

All Language and ESL courses require textbooks.
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**Conversation, Intermediate**

Subject: ESLP 9389  Hours: 30  Fee: $90  
Prerequisite: Level 3 and 4 students

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**Conversation, Advanced**

Subject: ESLP 9390  Hours: 30  Fee: $90  
Prerequisite: Level 5 students

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**ESL Grammar**

**Grammar, Beginning, Part 1**

Subject: ESLP 9300  Hours: 30  Fee: $90  
Prerequisite: Level 1 or 2

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**Grammar, Beginning, Part 2**

Subject: ESLP 9305  Hours: 30  Fee: $90  
Prerequisite: Complete Part 1 or Level 1 or 2 student  
Required Materials: Text

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**Grammar, Intermediate, Part 1**

Subject: ESLP 9320  Hours: 30  Fee: $90  
Prerequisite: Level 3

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**Grammar, Intermediate, Part 2**

Subject: ESLP 9325  Hours: 30  Fee: $90  
Prerequisite: Complete Part 1 or Level 3 student  
Required Materials: Text

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**Grammar, Advanced, Part 1**

Subject: ESLP 9335  Hours: 30  Fee: $90  
Prerequisite: Level 4 or 5

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**Grammar, Advanced, Part 2**

Subject: ESLP 9340  Hours: 30  Fee: $90  
Prerequisite: Complete Part 1 or Level 5

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All language and ESL courses require textbooks.  
## LANGUAGES

**AMERICAN SIGN LANGUAGE**

**Sign Language, Beginning**  
Subject: FRNL 9294  
Hours: 24  
Fee: $99  
73429 2/5-3/14 TR 6:30-8:30 pm 201972 CY

**Sign Language, Intermediate**  
Subject: FRNL 9295  
Hours: 24  
Fee: $99  
Prerequisites: Beginning Sign Language.  
Required Materials: Text  
75272 3/19-4/25 TR 6:30-8:30 pm 201973 CY

**ARABIC**

**Arabic I**  
Subject: FRNL 9030  
Hours: 30  
Fee: $120  
73474 1/28-3/6 MW 7-9:30 pm 201972 CY

**Arabic II**  
Subject: FRNL 9035  
Hours: 30  
Fee: $139  
Prerequisite: Arabic I  
Required Materials: Text  
75291 3/18-4/24 MW 7-9:30 pm 201973 CY

**FRENCH**

**French I**  
Subject: FRNL 9050  
Hours: 30  
Fee: $120  
73467 1/28-3/6 MW 7-9:30 pm 201972 CY  
73468 2/2-5/4 S 9:30 am- noon 201972 CY

**French II**  
Subject: FRNL 9055  
Hours: 30  
Fee: $120  
Prerequisite: French I  
75290 3/18-4/24 MW 7-9:30 pm 201973 CY

**French III**  
Subject: FRNL 9060  
Hours: 30  
Fee: $139  
Prerequisite: French II or French-speaking ability  
73469 1/24-4/11 R 7-9:30 pm 201972 CY

**French IV**  
Subject: FRNL 9065  
Hours: 30  
Fee: $139  
Prerequisite: French III or French-speaking ability  
73471 1/22-4/9 T 7-9:30 pm 201972 CY

**French Conversation, Advanced**  
Subject: FRNL 9572  
Hours: 30  
Fee: $139  
Prerequisite: Completion of French VIII or French-speaking ability  
73472 1/19-5/11 S 2-4 pm 201972 CY  
73473 1/26-4/6 S 9:30 am-12:30 pm 201972 CY

**GERMAN**

**German I**  
Subject: FRNL 9095  
Hours: 30  
Fee: $120  
73444 2/5-3/7 TR 6:30-9:30 pm 201972 CY

**German II**  
Subject: FRNL 9100  
Hours: 30  
Fee: $139  
Prerequisite: German I  
Required Materials: Text  
75278 3/19-4/18 TR 6:30-9:30 pm 201973 CY

**ITALIAN**

**Italian I**  
Subject: FRNL 9110  
Hours: 30  
Fee: $120  
73447 2/3-4/14 U 12:30-3:30 pm 201972 CY

**Italian II**  
Subject: FRNL 9115  
Hours: 30  
Fee: $139  
Prerequisite: Italian I  
73448 2/3-4/14 U 3:30-6:30 pm 201972 CY

**JAPANESE**

**Japanese I**  
Subject: FRNL 9135  
Hours: 30  
Fee: $120  
73476 1/26-4/27 S 9:30 am- noon 201972 CY

**Japanese III**  
Subject: FRNL 9145  
Hours: 30  
Fee: $139  
Prerequisite: Japanese II  
73477 1/30-4/17 W 9:30 am- noon 201972 CY

**Japanese IV**  
Subject: FRNL 9150  
Hours: 30  
Fee: $139  
Prerequisite: Japanese III  
73478 1/30-4/17 W 6:30-9 pm 201972 CY

**Japanese VII**  
Subject: FRNL 9165  
Hours: 30  
Fee: $139  
Required Materials: Genki II  
73479 1/26-4/27 S 1-3:30 pm 201972 CY

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Languages

**SPANISH**

Spanish I
Subject: FRNL 9245 Hours: 30 Fee: $120
Required Materials: Text
73489 1/14-2/25 MW 9:30 am– noon 201973 PC
73461 1/14-2/25 MW 7–9:30 pm 201972 CY
73463 1/19-4/13 S 9 am–11:30 am 201972 CY
73468 1/22-2/28 TR 7–9:30 pm 201972 CY
75286 3/19-4/25 TR 12:30–3 pm 201973 CY

Spanish II
Subject: FRNL 9250 Hours: 30 Fee: $120
Prerequisite: Spanish I or Spanish-speaking ability
Required Materials: Text
73464 1/29–3/7 TR 9:30 am– noon 201972 CY
75294 3/4-4/10 MW 9:30 am– noon 201973 PC
75287 3/4-4/10 MW 7–9:30 pm 201973 CY

Spanish III
Subject: FRNL 9255 Hours: 30 Fee: $139
Prerequisite: Spanish I, II or Spanish–speaking ability
75295 4/15-5/22 MW 9:30 am– noon 201973 PC
75288 4/15-5/22 MW 7–9:30 pm 201973 CY

Spanish V
Subject: FRNL 9270 Hours: 30 Fee: $139
Prerequisite: Spanish IV
Required Materials: Text
73490 1/22-4/30 T 7–9 pm 201972 CY

Spanish IX
Subject: FRNL 9265 Hours: 36 Fee: $159
Prerequisite: Spanish VI or above and Spanish speaking ability.
73464 1/29-3/7 TR 9:30 am– noon 201972 CY

Spanish Conversation – Beginning
Subject: FRNL 9300 Hours: 30 Fee: $139
Prerequisite: Completion of Spanish I or Spanish II student
Required Materials: Text
73465 1/19-4/13 S 11:30 am–2 pm 201972 CY

Spanish Conversation – Advanced
Subject: FRNL 9540 Hours: 30 Fee: $139
Prerequisite: Spanish V or above student
73466 1/26-4/6 S 1–4 pm 201972 CY

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet Nov. 21–25, Dec. 22-Jan. 1, Jan. 21, March 15–17, April 19-21. All classes that meet for more than 5 hours will have a one-hour break for lunch.

**MANDARIN CHINESE**

Mandarin Chinese I
Subject: FRNL 9175 Hours: 30 Fee: $109
73554 1/19-4/13 S 9:30 am– noon 201972 CY

Mandarin Chinese II
Subject: FRNL 9180 Hours: 30 Fee: $139
Prerequisite: Mandarin Chinese I
73482 1/19-4/13 S 12:30–3 pm 201972 CY

Mandarin Chinese V
Subject: FRNL 9196 Hours: 30 Fee: $159
73485 1/22-4/16 T 6:45–9:15 pm 201972 CY

Mandarin Chinese X
Subject: FRNL 9198 Hours: 30 Fee: $159
73499 1/19-4/13 S 2:30–5 pm 201972 CY

**PORTUGUESE**

Portuguese I
Subject: FRNL 9220 Hours: 30 Fee: $120
Required Materials: Text
73480 1/25-3/29 F 6–9 pm 201972 CY

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The Basic Peace Officer course is a 775-hour training program accredited by the Texas Commission on Law Enforcement (TCOLE). Successful completion of the Basic Peace Officer course is a requirement to become a licensed peace officer in Texas. The Collin College Law Enforcement Academy in McKinney, Texas currently offers the Basic Peace Officer course as a full-time program.

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estewart@collin.edu
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McKinney Campus
2200 W. University Drive
McKinney, TX 75071

Frisco Campus
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Plano Campus
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