| 3  | COLLIN CORPORATE COLLEGE  |
|    | www.collin.edu/CorporateCollege |
| 6  | CAREER | WORKFORCE DEVELOPMENT  |
|    | www.collin.edu/ce/courses_workdev.html |
| 17 | COMPUTER EDUCATION  |
|    | www.collin.edu/courses_comped.html |
| 27 | CREATIVE CAREERS  |
|    | www.collin.edu/ce/creative-careers.html |
| 33 | HEALTH SCIENCES  |
|    | www.collin.edu/ce/courses_ahealth.html |
| 43 | LANGUAGES  |
|    | www.collin.edu/ce/courses_lang.html |
| 44 | COMMUNICATIONS IMPROVEMENT (ESL)  |
|    | www.collin.edu/ce/courses_lang.html |
| 46 | EXAM PREPARATION  |
|    | www.collin.edu/ce/courses_exam-prep.html |
| 49 | ONLINE LEARNING  |
|    | www.collin.edu/ce/courses_dl.html  
    | www.collin.edu/ce/courses/teacher-cpe.html |

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 972.881.5898V/TDD. For persons with hearing or speech impairments, please use the Texas Relay Services when offices or departments on campus do not list a TDD number. The Texas Relay number is 1.800.735.2989(TDD).
NEW SUMMER COURSES

CAREER | WORKFORCE DEVELOPMENT

Leadership
Creating High Performing Teams (Online)

Project Management
Agile Prep for Project Managers

COMPUTER EDUCATION

Business Applications
QuickBooks Online

Microsoft Certifications
MCSA 70-740 Installation, Storage, and Compute with Windows Server 2016
MCSA 70-741 Networking with Windows Server 2016
MCSA 70-742 Identity with Windows Server 2016

CREATIVE CAREERS

Instructional Design
Captivate 1
Captivate 2
Captivate 3
Office and Creative Development Tools

FREE CAREER TRAINING INFORMATION SESSIONS

Register for FREE information sessions to find out course details, ask questions, review textbooks and curriculum, through Continuing Education registration or through Continuing Education’s EventBrite page at http://bit.ly/CEevents. Information Sessions are held at the Courtyard Center, 4800 Preston Park Blvd., Plano, Texas 75093 unless otherwise noted.

CERTIFIED WEDDING & EVENT PLANNER

75523 Certified Wedding & Event Planner 5/31 R 6–8 pm

FOREIGN LANGUAGES

75470 Foreign Language Information 5/24 R 6–9 pm

FREE – ESL PLACEMENT TESTING

Courtyard Center in Plano
75462 5/15 T 6:30 pm
75463 5/16 W 12:30 pm
75464 5/17 R 6:30 pm
75465 5/22 T 6:30 pm
75466 5/23 W 12:30 pm
75467 5/24 R 6:30 pm

Central Park Campus in McKinney
75457 5/16 W 6:30 pm

Preston Ridge Campus in Frisco
75456 5/15 T 12:30 pm

ONLINE REGISTRATION

Online registration uses CougarWeb. http://cougarweb.collin.edu
Want step by step instructions?
Visit www.collin.edu/ce/regonline.html
Phone and walk-in registration will remain the same at the Courtyard Center.

HEALTH SCIENCES

Medical Billing & Coding
75431 5/2 W 9–10 am

Clinical Medical Assistant
75556 5/9 W 4–5 pm
77606 6/12 T 9–10 am
77607 7/16 M 2–3 pm
77608 8/13 M 2–3 pm

Medical Transcription Editor
75460 5/17 R 6–8 pm

Veterinary Assistant
75556 5/21 M 9–10 am
77573 7/30 M 4–5 pm

NONPROFIT

Nonprofit Management
75536 5/31 R 7–9 pm

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet March 30–April 1, May 28, July 4, August 17. All classes that meet for more than 5 hours will have a one-hour break for lunch.

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

Site Codes: AL–Allen Center CHEC–Collin Higher Education Center CC–Central Park Campus CY–Courtyard Center PG–Preston Ridge Campus RW–Rockwall Center SC–Spring Creek Campus WW–Online
Collin Corporate College

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. These classes are available for individual enrollment but can also be provided in a customized format, with flexible delivery options. Collin Corporate College distinguishes itself as the singular choice for corporate training and education for Collin County businesses through its commitment to top quality training at highly affordable pricing. At Collin Corporate College, your success is our business. Learn more today!

**Email CorporateCollege@collin.edu or call 972.599.3110**

Training for your company is available in these categories and more:

### Executive & Leadership Development

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

### Organizational Effectiveness

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

### Technical Training

| Microsoft Office | Prezi & Other Presentation Programs |
| Introductory, Intermediate & Advanced | Reports & Data Analytics |
| Excel | Web Analytics |
| Word for all levels | |
| PowerPoint | |

### Business Operations

| CRM Training: | Sales Success Academy |
| Salesforce for Administrators | Customer Service Excellence |
| Salesforce for Users | Call Center Management |
| Salesforce for Developers | Business Data & Analytics |
| CRM Selection: Selecting the right CRM for your company’s success | Recruiting & Retaining Top Talent |
| | Succession Planning |

### Business & Professional Communications

| Crisis Communication in the Digital Age: Protecting Your Brand On & Offline | Professional Email Etiquette |
| Online & Digital Marketing Campaigns | Microsoft Outlook for Beginners |
| Social Media & the Workplace | Time Management |
Collin Corporate College Summer 2018 Courses

These open enrollment courses offer an affordable, convenient way to send one or multiple team members to train for individual or organizational impact and improvement. All options also available as customized courses offered for your organization with registration of six or more.

Questions? Email CorporateCollege@collin.edu or call 972.599.3110

Managing Millennials for a Successful Work Team $150

Today’s workplace is a dynamic and evolving experience. Research shows that millennials are leading the way to create a more engaged, inclusive and flexible work culture. Learn important differences and opportunities to leverage the strengths of this emerging leadership group to help elevate your company’s success.

Tuesday, June 12 9–11 am  Collin Higher Education Center
McKinney, TX

Thursday, June 21 9–11 am  Collin Courtyard Center
Plano, TX

Diversity in the Workplace: Creating an Inclusive & Supportive Organizational Culture $150

Diversity and inclusivity in the workplace can help future proof your organization, encouraging collaboration, creativity, and engagement. Diverse and inclusive organizations enjoy higher employee satisfaction, retention, and productivity. This training will empower your organization to cultivate, foster, and sustain an open, safe, and engaged workplace where all employees feel valued and supported.

Wednesday, July 18 9–11 am  Collin Courtyard Center
Plano, TX

Salesforce Administrator Bootcamp $500

This course is designed as an introduction to Salesforce.com for any user group, with a focus on implementing Salesforce as part of your Daily Method of Operation, DMO.

Wednesday, June 13 8 am–5 pm Lunch Included  Collin Higher Education Center
McKinney, TX

Successful Sales Strategies in the Digital Age $250

The Digital Marketplace is highly competitive. This course will create a template for leveraging the latest in online sales techniques. Participants will create an accountability plan with identified tactics to drive their digital sales and performance to new levels.

Wednesday, August 8 9 am–2 pm  Collin Higher Education Center
McKinney, TX

CEO Book Club $125

Tools of Titans (Tim Ferris)

Successful CEOs read up to 100 books a year to help inform their leadership, influence their visioning, and inspire their creativity. Join us as we dig deep in to Tools of Titans: The Tactics, Routines, and Habits of Billionaires, Icons & World-Class Performers by Tim Ferris.

Monday, August 6 8–10 am Breakfast & Book Included  Collin Courtyard Center
Plano, TX

Performance Management: Leading & Motivating Teams $250

Leading & Motivating Teams: Understanding human motivation and performance is key to organizational success. This course will provide participants with a real world plan to lead and motivate teams at all levels.

Thursday, July 26 9 am–2 pm  Collin Higher Education Center
McKinney, TX
What does it mean to employers when someone has an industry recognized certification?

Having an industry recognized certification or license shows that you are committed to your chosen profession and seek to maintain the latest skills to do the job.

An industry recognized certification demonstrates your knowledge, skills, and abilities in a particular field and can be the difference in getting a job interview or being eligible for a promotion within your organization.

When is it a good idea to acquire a certification?

- When making a career change and you are looking to obtain an entry level position.
- When you are ready to advance your current career.
- When you are looking for a competitive advantage and want to prove your skill level.

How does an industry recognized certification differ from a certificate?

An industry recognized certification requires a certification or licensing exam. After a student takes and passes the exam, they have demonstrated competency in that field of study. Continuing Education offers many certificate series and courses that prepare students to sit for certification and licensing exams.

Continuing Education issues certificates (institutional Certificates of Completion) to show that a student successfully completed all courses within a certificate series. Some careers do not require certification, but do require an individual to prove they are proficient in the area they wish to work. Completing a certificate series with Continuing Education will help prove your proficiency and make you a more marketable candidate within your desired career.

Collin College Continuing Education offers courses that can lead to industry recognized certifications for entry level to experienced professionals. To understand which certifications fit your career goals, we’ve divided them by entry level and experienced level certifications.

### Entry Level Certifications

<table>
<thead>
<tr>
<th>Category</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer/IT</td>
<td>Comp Tia: A+</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Certified Health Unit Coordinator: CHUC</td>
</tr>
<tr>
<td></td>
<td>Veterinary Assistant: CVA-1</td>
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<tr>
<td></td>
<td>Medical Coding: CPC</td>
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<tr>
<td></td>
<td>Medical Administrative Assistant: MAA</td>
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<tr>
<td></td>
<td>Phlebotomy Technician: CPT</td>
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<tr>
<td></td>
<td>Certified Pharmacy Technician: CPhT</td>
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<tr>
<td></td>
<td>Certified Medical Assistant: CMA</td>
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<tr>
<td></td>
<td>Registered Dental Assistant: RDA</td>
</tr>
<tr>
<td>Business</td>
<td>Guest Service Gold Certification</td>
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<tr>
<td></td>
<td>Licensed Real Estate Agent</td>
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<tr>
<td></td>
<td>Notary Signing Agent</td>
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<tr>
<td>Trades</td>
<td>Certified Fiber Optics Courses: CFOT, CFOS/S, CFOS/T</td>
</tr>
<tr>
<td></td>
<td>Professional Truck Driver: CDL</td>
</tr>
<tr>
<td>Creative</td>
<td>Certified Wedding and Event Planner: CWEP</td>
</tr>
</tbody>
</table>

### Experienced Level Certifications

<table>
<thead>
<tr>
<th>Category</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer/IT</td>
<td>Computer Security: CISSP, CCFP</td>
</tr>
<tr>
<td></td>
<td>Comp Tia: Net+, Security+</td>
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<tr>
<td></td>
<td>Oracle DBA: OCA/OCP</td>
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<tr>
<td></td>
<td>Microsoft: MCSA Windows/SQL Server 2012</td>
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<td></td>
<td>SolidWorks: CSWA</td>
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<td>VMware vSphere: VCP</td>
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<tr>
<td>Health Sciences</td>
<td>Radiology: NCT</td>
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<tr>
<td></td>
<td>Patient Care Technician: PCT</td>
</tr>
<tr>
<td>Business</td>
<td>Certified Bookkeeper: CB</td>
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<tr>
<td></td>
<td>Payroll Professional: CPP</td>
</tr>
<tr>
<td></td>
<td>Project Management: PMP</td>
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<tr>
<td></td>
<td>SHRM® Certification: SHRM-CP®, SHRM-SCP®</td>
</tr>
</tbody>
</table>
CAREER | WORKFORCE DEVELOPMENT

ACCOUNTING

Accounting I
Subject: ACNT 7000  Hours: 27  Fee: $189
Required Materials: Text
CRN  Date(s)  Day(s)  Time  Location  Term
77209  6/5-7/3  TR  6:30-9:30 pm  CY  201874

Accounting II
Subject: ACNT 7005  Hours: 27  Fee: $189
Required Materials: Text
CRN  Date(s)  Day(s)  Time  Location  Term
77210  7/10-8/7  TR  6:30-9:30 pm  CY  201874

You may also be interested in Accounting & Record Keeping in a Small Business on page 7

ACCOUNTING CLERK CERTIFICATE SERIES


Accounting Clerk positions require applicants to have basic accounting knowledge and typically some computer training. The series is designed to give the students working knowledge of the way accounting is done in today's technological environment. Anticipated growth in the Metroplex is 4.6% over the next two years with a median wage of $19.67/hour.

General Accounting Basics
Basic Bookkeeping
Department Budget Essentials
Microsoft Excel I (pg. 19)
Quickbooks – Beginner (pg. 20)

General Accounting Basics
Subject: ACNT 7020  Hours: 18  Fee: $129
CRN  Date(s)  Day(s)  Time  Location  Term
77195  6/5-6/21  TR  6:30-9:30 pm  CY  201874
77199  6/11-6/27  MW  9 am-noon  CHEC  201874

Basic Bookkeeping
Subject: ACNT 7035  Hours: 9  Fee: $69
CRN  Date(s)  Day(s)  Time  Location  Term
77197  7/5-7/12  TR  6:30-9:30 pm  CY  201874
77208  7/9-7/16  MW  9 am-noon  CHEC  201874

Department Budget Essentials
Subject: ACNT 7015  Hours: 9  Fee: $69
CRN  Date(s)  Day(s)  Time  Location  Term
77196  6/26-7/3  TR  6:30-9:30 pm  CY  201874
77202  7/18-7/25  MW  9 am-noon  CHEC  201874

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

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

For more information, contact the Continuing Education Office at 972.985.3750

You may also be interested in SAP courses on page 20

ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE ASSISTANT CERTIFICATE SERIES


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

Administrative Office Procedures
Workplace Behaviors
Business Correspondence and Communication
Internet Communications and Research

Microsoft Office courses listed on page 19
Microsoft Word I
Microsoft PowerPoint I
Microsoft Outlook I
Microsoft Excel I
Microsoft Access I
Microsoft Word II or Microsoft Excel II

Administrative Office Procedures
Subject: BMGT 7670  Hours: 12  Fee: $85
CRN  Date(s)  Day(s)  Time  Location  Term
77174  6/18-6/27  MW  9 am-noon  CY  201874
77190  7/10-7/19  TR  6:30-9:30 pm  CY  201874
77192  7/24-8/2  TR  6:30-9:30 pm  CY  201874
77193  8/6-8/15  MW  9 am-noon  CY  201874

Business Correspondence and Communication
Subject: BMGT 7230  Hours: 12  Fee: $85
CRN  Date(s)  Day(s)  Time  Location  Term
77175  7/9-7/18  MW  9 am-noon  CY  201874
77194  8/21-8/30  TR  6:30-9:30 pm  CY  201874

Internet Communications and Research
Subject: BMGT 7490  Hours: 12  Fee: $85
CRN  Date(s)  Day(s)  Time  Location  Term
77176  7/23-8/1  MW  9 am-noon  CY  201874
77193  8/7-8/16  TR  6:30-9:30 pm  CY  201874

Workplace Behaviors
Subject: BMGT 7200  Hours: 12  Fee: $85
CRN  Date(s)  Day(s)  Time  Location  Term
77192  7/24-8/2  TR  6:30-9:30 pm  CY  201874
77177  8/6-8/15  MW  9 am-noon  CY  201874

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

AVIATION

Private Pilot Ground School
Subject: AIRP 7070  Hours: 48  Fee: $299
Required Materials: Text
CRN  Date(s)  Day(s)  Time  Location  Term
77527  5/15-8/28  T  7-10 pm  CY  201874

You may also be interested in SAP courses on page 20
## BOOKKEEPING

### Basic Bookkeeping
- **Subject:** ACNT 7035
- **Hours:** 9
- **Fee:** $69
- **CRN:** 77197
- **Date(s):** 7/5–7/12
- **Day(s):** TR
- **Time:** 6:30–9:30 pm
- **Location:** CY
- **Term:** 201874

### Certified Bookkeeper (CB)
- **Subject:** ACNT 7040
- **Hours:** 42
- **Fee:** $249
- **Prerequisite:** 1 to 2 years of bookkeeping experience
- **Required Materials:** Text (approx. $250)
- **CRN:** 77437
- **Date(s):** 6/7–8/30
- **Day(s):** R
- **Time:** 6:30–9:45 pm
- **Location:** CY
- **Term:** 201874

## BUSINESS WRITING

### Business Writing Skills
- **Subject:** BWRI 7210
- **Hours:** 24
- **Fee:** $129
- **CRN:** 77211
- **Date(s):** 6/5–6/28
- **Day(s):** TR
- **Time:** 6:30–9:30 pm
- **Location:** CHEC
- **Term:** 201874

## ENTREPRENEUR

### Entrepreneurial Certificate Series

**Certificate Series description:**

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

The Entrepreneurial Certificate Series includes the four core courses plus any two of the elective courses.

Students who complete the Entrepreneurship Certificate Series will receive 5 free hours of specialized business consulting with Collin Small Business Development Center, including free in depth market research reports. Email CEInfo@collin.edu for additional details.

**Take the four core courses:**
- How to Start and Operate a Small Business, pg 7
- How to Develop a Business Plan, pg 7
- Accounting & Record Keeping in a Small Business, pg 7
- How to Promote and Market Your Business, pg 7

**Choose two electives from the list of six:**
- Marketing and Business Management, pg 12
- Branding, Logos and Multimedia, pg 13
- Social, Local, Mobile and Email Marketing, pg 13
- Search Engine Marketing Optimization, pg 13
- Quickbooks - Beginner (higher level may be taken if already experienced with QuickBooks), pg 20
- Basic Bookkeeping, pg 7

### How to Sell and Earn an Income on Amazon
- **Subject:** SBMT 7835
- **Hours:** 7
- **Fee:** $69
- **CRN:** 77435
- **Date(s):** 6/12–6/19
- **Day:** T
- **Time:** 6:00–9:30 pm
- **Location:** CY
- **Term:** 201874

### How to Start a Business Using eBay
- **Subject:** ENTR 7840
- **Hours:** 9
- **Fee:** $79
- **CRN:** 77436
- **Date(s):** 7/14–7/28
- **Day:** S
- **Time:** 9 am–noon
- **Location:** CY
- **Term:** 201874

### PHOTOGRAPHY ENTREPRENEUR

**Photography Entrepreneur Certificate Series**


**Core Courses:**
- How to Start and Operate a Small Business, pg 7
- How to Develop a Business Plan, pg 7
- Accounting and Record Keeping in a Small Business, pg 7
- Presenting and Marketing Your Photographs, pg 29

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

**Collin SBDC**

[www.CollinSBDC.com](http://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.
Whether you are just formulating a business plan or have already started one, our courses can assist you in taking your business to the next level.

Enroll in the entire series or select the courses you need to strengthen your business.

Gain the skills for Entrepreneurial Success

CEinfo@collin.edu 972.985.3750 http://bit.ly/EntrepreneurialCertSeries

✔ Take 4 core courses + 2 electives

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

Electives
- Marketing and Business Management
- Branding, Logos and Multimedia
- Social, Local, Mobile and Email Marketing
- Search Engine Marketing Optimization
- Quickbooks - Beginner or higher level
- Basic Bookkeeping

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.
Build a Solid Career in Construction Project Management

Your Fast Track to Success
Collin College Continuing Education offers fast, affordable and flexible ways to increase your career opportunities in construction project management.

Collin College Fast Track to Success Careers to Consider
Construction Project Management

Job Responsibilities
- Plan projects
- Develop deliverables and timelines
- Provide a road map from start to completion for the construction team
- Build, develop and manage construction teams
- Coordinate and maintain equipment and materials
- Manage budgets
- Communicate with clients

Collin College Learning Opportunities

Projected Job Opportunities
Job opportunities are projected to grow by 10-16% in the DFW area.

Potential Earnings
Construction Project Managers earn $87,000 to $97,000 annually on average.

LEARN MORE:
972.985.3750  CEInfo@collin.edu  http://bit.ly/CEconstruct
Certified Wedding and Event Planner


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

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

FREE Information Session
75523 Thursday, May 31, 6–8 pm

Certified Wedding and Event Planner
Subject:  WEDD 7205  Hours:  40  Fee:  $995
Prerequisite: Familiarity with Microsoft Office Suite and basic computer skills.
Required Materials: All materials and texts included with tuition

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet March 30–April 1, May 28, July 4, August 17
All classes that meet for more than 5 hours will have a one-hour break for lunch.

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

Site Codes:
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CC–Central Park Campus  CY–Courtyard Center
PC–Preston Ridge Campus  RW–Rockwall Center
SC–Spring Creek Campus  WW–Online
<table>
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<tr>
<th>CRN</th>
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<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
<th>Term</th>
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<tbody>
<tr>
<td>77238</td>
<td>6/5-6/23</td>
<td>TR</td>
<td>6:30-9:30 pm</td>
<td>CY</td>
<td>201874</td>
</tr>
</tbody>
</table>

**Human Resource Management Certificate Series**

Subject: HRES 7405  
Hours: 72  
Fee: $479  

**Emerging Issues In Human Resources**

Subject: HRES 7480  
Hours: 12  
Fee: $89  

**Employee Labor Relations**

Subject: HRES 7380  
Hours: 12  
Fee: $89  

**Employment Compliance for Human Resources Management**

Subject: HRES 7490  
Hours: 12  
Fee: $89  

**HR Training and Development**

Subject: HRES 7445  
Hours: 12  
Fee: $89  

**Employment Practices And Processes**

Subject: HRES 7395  
Hours: 12  
Fee: $89  

**Total Pay**

Subject: HRES 7420  
Hours: 12  
Fee: $89  

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

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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 BoK™). 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 summer.**

**Colin Corporate College, page 4**

- Managing Millennials for a Successful Work Team
- Diversity in the Workplace: Creating an Inclusive & Supportive Organizational Culture
- Performance Management: Leading & Motivating Teams

**Human Resources, page 11**

- 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 13**

- Understanding Conflict and Resolution Strategies
- Mediation and Dispute Resolution Certificate Training
- Negotiation Skills
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%, (national growth only 3.0%) 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
77427 6/12-7/12 TR 6-10 pm CY 201874

**Technical Writing for the Insurance Professional**
Subject: BWRI 7220 Hours: 15 Fee: $79
77428 7/17-7/31 TR 6-9 pm CY 201874

**Time Management**
Subject: BMGT 7100 Hours: 9 Fee: $69
77635 8/2-8/16 R 6:30-9:30 pm CY 201874

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

**LEADERSHIP**

Creating High Performing Teams (ONLINE)
Subject: BMGT 7905 Hours 24 Fee: $129
Required Materials: Text
77135 6/25-7/30 This is an online course

**LEAN ENTERPRISE**

**Principles of Lean Enterprise Certificate Series**

**Introduction to Lean Processes**
Subject: LEAN 7500 Hours: 12 Fee: $79
77387 6/9-6/23 S 8 am-noon CY 201874

**The 5S (+S) Program and Suggestion Systems**
Subject: LEAN 7520 Hours: 12 Fee: $79
77388 6/30-7/14 S 8 am-noon CY 201874

**Lean Mapping and Standard Work**
Subject: LEAN 7505 Hours: 12 Fee: $79
77389 7/21-8/4 S 8 am-noon CY 201874

**Lean Team Design, Accounting and Scheduling**
Subject: LEAN 7510 Hours: 12 Fee: $79
77390 8/8-8/25 S 8 am-noon CY 201874

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

**LOGISTICS MATERIALS MANAGEMENT**

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

**Introduction to Logistics and Materials Management**
Subject: LOGI 7570 Hours: 8 Fee: $59
77315 6/9-6/16 S 12:30-4:30 pm CY 201874

**Material Planning Basics**
Subject: LOGI 7580 Hours: 8 Fee: $59
77316 6/23-6/30 S 12:30-4:30 pm CY 201874

**Forecasts and Customer Orders**
Subject: LOGI 7565 Hours: 8 Fee: $59
77317 7/7-7/14 S 12:30-4:30 pm CY 201874

**Purchasing and Receiving Raw and Purchased Components**
Subject: LOGI 7585 Hours: 8 Fee: $59
77318 7/21-7/28 S 12:30-4:30 pm CY 201874

**Executing the Plans for Buy Items**
Subject: LOGI 7560 Hours: 8 Fee: $59
77319 8/4-8/11 S 12:30-4:30 pm CY 201874

**Detailed Scheduling For Make Items**
Subject: LOGI 7550 Hours: 8 Fee: $59
77320 8/18-8/25 S 12:30-4:30 pm CY 201874

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

**MARKETING**

Marketing Project Certificate Series

**Marketing Principles**
Subject: MRKT 7640 Hours: 12 Fee: $79
77321 7/11-7/19 TR 6:30-9:30 pm CY 201874

**Marketing & Business Management**
Subject: MRKT 7630 Hours: 12 Fee: $79
77322 7/24-8/2 TR 6:30-9:30 pm CY 201874

**Developing an Effective Marketing Plan**
Subject: MRKT 7520 Hours: 12 Fee: $79
77323 8/7-8/16 TR 6:30-9:30 pm CY 201874

**Marketing Using the Internet**
Subject: MRKT 7650 Hours: 12 Fee: $79
77324 8/21-8/30 TR 6:30-9:30 pm CY 201874

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

You may also be interested in hands-on Digital Marketing courses found on page 13 & 21
### Marketing

**Digital Marketing & Brand Management Certificate Series**

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

### 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?

This series provides you with the knowledge in five core areas to develop, grow and sustain your nonprofit organization. Taught by experts in the nonprofit arena, students who complete the series will have a well-rounded understanding of the nonprofit sector and valuable tools to assist them in their nonprofit goals.

Enroll in the entire series or select the courses you need to strengthen your skills in the nonprofit sector.

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

### MEDIATION

**Understanding Conflict and Resolution Strategies**

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**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 (TexasADR).

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**Negotiation Skills**

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

You may also be interested in Notary courses on page 14

### Nonprofit Management Information Session
75536 Thursday, May 31 7-9 pm  CY

**Nonprofit Management Certificate Series**
Subject: NONP 7230  Hours: 63  Fee: $450

**How to Start a Nonprofit**
Subject: NONP 7810  Hours: 12  Fee: $99

**Grant Research and Development 101**
Subject: NONP 7225  Hours: 12  Fee: $99

**Digitally Marketing & Branding Your Nonprofit**
Subject: NONP 7665  Hours: 12  Fee: $99

**Budgeting Accounting and Reporting for Nonprofits**
Subject: NONP 7805  Hours: 15  Fee: $109

**Nonprofit Board and Volunteer Development**
Subject: NONP 7850  Hours: 12  Fee: $99

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

QuickBooks courses are listed on page 20

### ONLINE REGISTRATION

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

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

Phone and walk-in registration will remain the same at the Courtyard Center.
### NOTARY

**Notary Professional**
This course is a combination of both the Notary Public and Notary Signing Agent.

**Required Materials:** Text included with tuition

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**Notary Public / Texas Notary Law and Procedures**

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**Notary Signing Agent**
Prerequisite: Notary Public/Texas Notary Law and Procedures

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### OPERATIONS AND SUPPLY CHAIN MANAGEMENT

**Operations and Supply Chain Management Certificate Series**

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**Global Supply Chain Management**

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**Planning and Control**

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**Continuous Improvement**

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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)**

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**Payroll Professional (CPP)**

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### PROJECT MANAGEMENT

**Project Management Certificate Series**

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**Introduction to Project Management**

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**Integration and Scope Management**

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**Time and Cost Management**

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**Human Resources and Quality Management**

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**Communications and Risk Management**

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**Procurement and Stakeholder Management**

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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

**Agile Prep for Project Managers**

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**Project Management Certification Preparation**

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Students may order textbooks online at collin.bncollege.com for courses held at the Collin Higher Education Center (CHEC) and Allen Center (AL).

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

Only these 6 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 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/

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

REAL ESTATE LICENSURE CLASSES

REAL ESTATE

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Name</th>
<th>Start/End Dates</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>77421</td>
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Summer I

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<td>6/4-7/6</td>
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<tr>
<td>77567</td>
<td>34847</td>
<td>Law of Contracts</td>
<td>6/5-7/6</td>
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<td>Finance</td>
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Summer II

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How to Buy, Lease & Manage Houses for Profit

Subject: REAL 7695

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<th>Course Name</th>
<th>Start/End Dates</th>
<th>Day(s)</th>
<th>Time</th>
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<tbody>
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<td>77423</td>
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<td>77424</td>
<td>How to Buy, Lease &amp; Manage Houses for Profit</td>
<td>7/10-7/31</td>
<td>T</td>
<td>6-9 pm</td>
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</table>

Online Principles I & II

The following courses are self-paced. Online orientation, student log-on and course information is available at www.collin.edu/realestate. For questions, contact Bill Kukla at 469.365.1801 or wkukla@collin.edu.

Materials Needed: Text (available at PC Bookstore) Fee: $140 ea.

<table>
<thead>
<tr>
<th>CE CRN</th>
<th>Credit CRN</th>
<th>Course Name</th>
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SUPERVISORY MANAGEMENT

Supervisory Management Certificate Series


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<td>Supervisory Skills Of Managing</td>
<td>6/4-8/29</td>
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Fundamental Skills Of Managing

Subject: SuPR 7860

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<tr>
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<th>Day</th>
<th>Time</th>
<th>Location</th>
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<tbody>
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<td>Fundamentals Of Managing</td>
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Fundamental Skills Of Communicating

Subject: SuPR 7855

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<tr>
<td>77407</td>
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<td>Fundamentals Of Communicating</td>
<td>6/18-6/27</td>
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Selecting & Developing Organizational Talent

Subject: SuPR 7875

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<td>77408</td>
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<td>Selecting &amp; Developing Organizational Talent</td>
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Directing Employees Toward Success

Subject: SuPR 7850

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<tr>
<td>77409</td>
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<td>Directing Employees Toward Success</td>
<td>7/23-8/1</td>
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Managing Change at Work

Subject: SuPR 7865

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<th>Time</th>
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<td>77410</td>
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<td>Managing Change at Work</td>
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Managing Performance

Subject: SuPR 7870

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<th>Dates</th>
<th>Day</th>
<th>Time</th>
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</tr>
</thead>
<tbody>
<tr>
<td>77411</td>
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<td>Managing Performance</td>
<td>8/20-8/29</td>
<td>MW</td>
<td>6:30-9:30 pm</td>
<td>CY 201874</td>
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</tbody>
</table>

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


<table>
<thead>
<tr>
<th>Montessori Workshop</th>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
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<td><strong>75171</strong></td>
<td>5/5</td>
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<td>9 am-1 pm</td>
<td>CY</td>
<td>$69</td>
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<tr>
<td><strong>Subject:</strong> CHDV 7320</td>
<td><strong>77416</strong></td>
<td>6/23</td>
<td>S</td>
<td>9 am-1 pm</td>
<td>CY</td>
<td></td>
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<tr>
<td><strong>Subject:</strong> CHDV 7320</td>
<td><strong>77418</strong></td>
<td>7/21</td>
<td>S</td>
<td>9 am-1 pm</td>
<td>CY</td>
<td></td>
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</tbody>
</table>


**CEInfo@collin.edu**

---

### TECHNICAL TRADES

**Basic Electrical Wiring**

Subject: JRNY 7495  
**Hours:** 32  
**Fee:** $179

Required Materials: Text

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
<th>Term</th>
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<tbody>
<tr>
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<td>CY</td>
<td>201874</td>
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</tbody>
</table>

Last class ends at 9:15 pm

---

**ELECTRICIAN PRE-APPRENTICESHIP COURSE – ENROLLMENT GUIDELINE**

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

Contact Jeanne Johnson at JLJohnson@collin.edu for more details and registration information.

**Subject:** JRNY 7895  
**Hours:** 48  
**Fee:** $325

<table>
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<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
<th>Term</th>
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<tbody>
<tr>
<td>77742</td>
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<td>MW</td>
<td>6-9 pm</td>
<td>CY</td>
<td>201874</td>
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</table>

Class will not meet 7/2 and 7/4

---

### CAREERS IN FIBER OPTICS

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

Required Materials: All materials and texts included with tuition

<table>
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<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>77412</td>
<td>6/4-6/6</td>
<td>MTW</td>
<td>8 am-5 pm</td>
<td>CY</td>
<td>201874</td>
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</table>

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

Subject: FIBR 7365  
**Hours:** 16  
**Fee:** $675

Required Materials: All materials and texts included with tuition

<table>
<thead>
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<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>77413</td>
<td>6/7-8/8</td>
<td>RF</td>
<td>8 am-5 pm</td>
<td>CY</td>
<td>201874</td>
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</table>

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

Subject: FIBR 7370  
**Hours:** 16  
**Fee:** $675

Required Materials: All materials and texts included with tuition

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<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
<th>Term</th>
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<tr>
<td>77414</td>
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<td>S/U</td>
<td>8 am-6 pm/1-5 pm</td>
<td>CY</td>
<td>201874</td>
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### 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.


For local information call 972.599.3130

Submit applications at least two weeks prior to first class.

---

**Start a New Career in Truck Driving**

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 in four weeks to earn CDL license
- Interested students must be at least 21 and 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 a Collin County workforce office for details.

- Plano Workforce Center 469-229-0099
- McKinney Workforce Center 972-542-3381

- Median earnings in the DFW area are $21.19/hour, $44,080 annually
- Pre-qualified potential employers are brought in to speak to the students. The majority of our students have job offers after successful completion of our course.


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

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

### Afternoon Sampler Courses

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

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

**Call 972.985.3711 to enroll**

### Introductory Computer

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
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<tr>
<td>Introduction to Mac OS</td>
<td>75534</td>
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<td></td>
<td>77451</td>
<td>6/19-6/28</td>
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<td></td>
<td>77479</td>
<td>8/14-8/23</td>
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<tr>
<td>Introduction to Windows 10</td>
<td>77328</td>
<td>5/29-6/7</td>
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<td>Introduction to Microsoft Word</td>
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<td>7/17-7/26</td>
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<tr>
<td>Introduction to Microsoft Excel</td>
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<td>Protecting Online Privacy</td>
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<td>8/6-8/13</td>
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<td>iPad</td>
<td>77514</td>
<td>6/1-6/22</td>
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<td>2:30-4 pm</td>
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<td>iPhone</td>
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<td>6/1-6/22</td>
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<td>12:30-2 pm</td>
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<tr>
<td>Android Phone and Tablet</td>
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<td>6/4-6/25</td>
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<td>2:30-4 pm</td>
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<td>Organizing Digital Photos with Photoshop Elements</td>
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### Weekend Warrior Series

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

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

<table>
<thead>
<tr>
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<th>Location</th>
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<td>75490</td>
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<td>9 am–noon</td>
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<tr>
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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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**In-A-Day Computer Business Applications**

These 8-hour accelerated one-day courses provide refresher training for on-the-go professionals. (Not recommended for introductory training.)

- Friday or Saturday, 8 am–5 pm
- Fee: $99
- Materials needed: Text
- Location: Courtyard Center [CY]

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

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**What software version will I learn?**

- Adobe Creative Cloud
- Adobe Photoshop/Premiere Elements 2018
- VMware vSphere 6
- Autodesk 3ds Max 2018
- Autodesk AutoCAD 2018
- Autodesk Revit 2018
- Intuit QuickBooks 2018
- Microsoft Office 2016
- Microsoft Windows 10
- Oracle 11g
- SAP Crystal Reports 2011
- SolidWorks 2018

**INTRODUCTORY COMPUTER COURSES**

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

**Introduction To Personal Computers**

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**OPERATING SYSTEMS**

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**Windows 10 – Intermediate**

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## MICROSOFT OFFICE

### Microsoft Word I
Subject: MOFF 6655  
Hours: 18  
Fee: $129  
Prerequisite: Microsoft Windows and the ability to type at least 20 wpm

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### Microsoft Word II
Subject: MOFF 6660  
Hours: 18  
Fee: $129  
Prerequisite: Microsoft Word I

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Subject: MOFF 6625  
Hours: 18  
Fee: $129  
Prerequisite: Microsoft Windows

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### Microsoft Excel II
Subject: MOFF 6630  
Hours: 18  
Fee: $129  
Prerequisite: Microsoft Excel I

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Subject: MOFF 6635  
Hours: 18  
Fee: $129  
Prerequisite: Microsoft Excel II

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Fee: $129  
Prerequisite: Microsoft Windows

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Hours: 18  
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Prerequisite: Microsoft Access I

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Fee: $129

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### Microsoft PowerPoint I
Subject: MOFF 6650  
Hours: 15  
Fee: $109  
Prerequisite: Microsoft Windows

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### Microsoft Outlook I
Subject: MOFF 6645  
Hours: 24  
Fee: $119

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### Microsoft Office System
Subject: MOFF 6640  
Hours: 24  
Fee: $159  
Prerequisite: Microsoft Windows

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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 6 or the Medical Secretary Certificate Series on page 33.

### QuickBooks courses are listed on page 20

---

**All Collin College campuses will be CLOSED and Continuing Education Classes will not meet March 30–April 1, May 28, July 4, August 17.**

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

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

**Site Codes:**  
AL–Allen Center  
CHEC–Collin Higher Education Center  
CC–Central Park Campus  
CY–Courtyard Center  
PC–Preston Ridge Campus  
RW–Rockwall Center  
SC–Spring Creek Campus  
WW–Online

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19  
Summer 2018  
To Register, call or click: 972.985.3711  
http://cougarweb.collin.edu
### BUSINESS APPLICATIONS

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

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

Required Materials: Text

#### QuickBooks – Intermediate
Subject: ACNT 6010  
hours: 16  
Fee: $144  
Prerequisite: QuickBooks – Beginner.

Required Materials: Text

#### QuickBooks – Advanced
Subject: ACNT 6000  
Hours: 12  
Fee: $119  
Prerequisite: QuickBooks Intermediate or equivalent experience.

Required Materials: Text

#### QuickBooks User Certification
Subject: ACNT 6015  
Hours: 16  
Fee: $144  
Required Materials: Text

#### Access VBA I
Subject: BAPP 6155  
Hours: 18  
Fee: $159  
Prerequisite: Access III

#### Excel VBA I
Subject: BAPP 6180  
Hours: 24  
Fee: $289  
Prerequisite: MS Excel III or equivalent experience.

Required Materials: Text

#### Excel VBA II
Subject: BAPP 6185  
Hours: 24  
Fee: $289  
Prerequisite: Excel VBA I

Required Materials: Text

#### Creating Excel Dashboards
Subject: BAPP 6160  
Hours: 18  
Fee: $159  
Prerequisite: Excel III or equivalent experience.

Required Materials: Text

#### Excel PowerPivot
Subject: BAPP 6175  
Hours: 18  
Fee: $219  
Prerequisite: Excel III, PivotTables or equivalent experience

Required Materials: Text

#### Sharepoint for End Users
Subject: BAPP 6210  
Hours: 18  
Fee: $229

#### Database Fundamentals
Subject: BAPP 6170  
Hours: 18  
Fee: $159

#### Introduction To Crystal Reports
Subject: BAPP 6190  
Hours: 18  
Fee: $129  
Required Materials: Text

#### SAS Programming Fundamentals 1
Subject: BAPP 7300  
Hours: 15  
Fee: $239

#### SAS Programming Fundamentals 2
Subject: BAPP 7305  
Hours: 15  
Fee: $239  
Prerequisite: SAS Programming Fundamentals 1

#### SAS Intermediate Programming: Macro Facility
Subject: BAPP 6195  
Hours: 15  
Fee: $239  
Prerequisite: SAS Programming Fundamentals, or equivalent experience

#### SAP Overview
Subject: BERP 6235  
Hours: 24  
Fee: $489  
Prerequisite: Basic knowledge of the SAP system

Required Materials: Text

#### Overview of SAP ERP (Enterprise Resource Planning)
Subject: BERP 6220  
Hours: 24  
Fee: $489  
Prerequisite: SAP Overview or equivalent experience

Required Materials: Text

#### Overview of SAP FICO (Financial and Control)
Subject: BERP 6225  
Hours: 24  
Fee: $489  
Prerequisite: SAP Overview or equivalent experience

Required Materials: Text

#### Overview of SAP CRM (Customer Relationship Management)
Subject: BERP 6215  
Hours: 24  
Fee: $489  
Prerequisite: SAP Overview or equivalent experience

Required Materials: Text

#### Overview of SAP SCM (Supply Chain Management)
Subject: BERP 6230  
Hours: 24  
Fee: $489  
Prerequisite: SAP Overview or equivalent experience

Required Materials: Text
**COMPUTER AIDED DESIGN AND DRAFTING**

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


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


- CRN: 77543  Term: 7/7–7/21  Days: S  Time: 8 am–5 pm  Location: CY 201874

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


**Revit Architecture – Advanced**
Subject: CADD 6265  Hours: 18  Fee: $319
Prerequisite: Revit Architecture – Essentials, or equivalent experience
Required Materials: Text


**INTERNET TECHNOLOGIES**

**Digital Marketing Certificate**
Effective Internet marketing requires understanding and proper application of today’s powerful search engine optimization, analysis and social media technologies.

- **Take the four core classes:**
  - 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

- **Then take four elective courses:**
  - E-Commerce for WordPress – Basic
  - E-Commerce for WordPress – Advanced
  - Internet Marketing Using YouTube
  - SEO for Small Business - Advanced
  - Social Media Marketing Technologies - Basics
  - WordPress - Intermediate
  - WordPress – Advanced
  - Photoshop 1 (pg. 32)

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


- CRN: 77294  Term: 7/11–7/30  Days: MWF  Time: 9 am–4 pm  Location: CY 201874

**WordPress – Intermediate**
Subject: WEBT 7196  Hours: 18  Fee: $169
Prerequisite: WordPress – Basic, or equivalent experience; working knowledge of HTML, CSS, PH


**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
Prerequisite: WordPress – Basic


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

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<td><strong>Search Engine Optimization for Small Business – Advanced</strong>&lt;br&gt;Subject: WEBT 7160 Hours: 18 Fee: $169&lt;br&gt;Prerequisite: Search Engine Optimization for Small Business – Basic Required Materials: Text&lt;br&gt;77156 7/11-7/30 MW 6:30-9:30 pm CY 201874</td>
<td><strong>SEO for Small Business Boot Camp</strong>&lt;br&gt;Subject: WEBT 7170 Hours: 24 Fee: $389&lt;br&gt;Prerequisite: WordPress Basic or equivalent experience Required Materials: Text&lt;br&gt;77232 8/4-8/18 S 8 am-5 pm CY 201874</td>
<td><strong>Email Marketing</strong>&lt;br&gt;Subject: WEBT 7380 Hours: 18 Fee: $189&lt;br&gt;75515 5/16-6/20 W 6:30-9:30 pm CY 201873</td>
<td><strong>Internet Marketing – The Value First Strategy</strong>&lt;br&gt;Subject: WEBT 7385 Hours: 12 Fee: $129&lt;br&gt;Prerequisite: WordPress Basic&lt;br&gt;77496 7/17-7/26 TR 6:30-9:30 pm CY 201874</td>
<td><strong>Internet Marketing Using Google AdWords</strong>&lt;br&gt;Subject: WEBT 7125 Hours: 18 Fee: $169&lt;br&gt;Prerequisite: Search Engine Optimization for Small Business – Basic Required Materials: Text&lt;br&gt;77159 8/8-8/22 MWF 6:30-9:30 pm CY 201874</td>
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**Mac**

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

**Introduction to JavaScript**

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

- CRN 75539 5/9-6/6 MW 6:30-9:30 pm CY 201873
- CRN 77283 5/30-6/25 MW 9 am-noon CY 201874

**Advanced JavaScript using jQuery**

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

- CRN 77489 6/13-7/2 MW 6-10 pm CY 201874

**AngularJS Framework**

Subject: WEBT 7390 Hours: 24 Fee: $289
Prerequisite: Introduction to JavaScript
Required Materials: Text

- CRN 77499 8/1-8/27 MW 6:30-9:30 pm CY 201874

**MOBILE APP DEVELOPMENT**

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

Subject: MAPP 6545 Hours: 18 Fee: $199

- CRN 77537 5/21-7/2 M 6:30-9:30 pm CY 201874

**iOS App Development 2 – Basics**

Subject: MAPP 6550 Hours: 18 Fee: $199
Prerequisite: Programming with Swift or equivalent experience
Required Materials: Text

- CRN 77545 7/9-8/13 M 6:30-9:30 pm CY 201874

**iOS App Development 3 – Intermediate**

Subject: MAPP 6555 Hours: 18 Fee: $199
Prerequisite: iOS App Development 2
Required Materials: Text

- CRN 77538 5/21-7/2 M 6:30-9:30 pm CY 201874

**Android App Development I**

Subject: MAPP 6530 Hours: 18 Fee: $199
Prerequisite: Java Core or equivalent experience
Required Materials: Text

- CRN 77347 6/4-7/9 M 6:30-9:30 pm CY 201874

**Android App Development II**

Subject: MAPP 6535 Hours: 18 Fee: $199
Prerequisite: Java Core, Android App Development I
Required Materials: Text

- CRN 77354 7/16-8/20 M 6:30-9:30 pm CY 201874

**Android App Development III**

Subject: MAPP 6540 Hours: 18 Fee: $199
Prerequisite: Java Core, Android Application Development II and RESTful Web Services.
Required Materials: Text

- CRN 75514 5/11-6/15 F 6:30-9:30 pm CY 201873

**EARN A WEB DEVELOPER CERTIFICATE!**

## JAVA PROGRAMMING

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

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

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### Java Programming III
Subject: JAVA 6510  
Hours: 24  
Fee: $319  
Prerequisite: Java Programming II  
Required Materials: Text  

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

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

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### Spring MVC I
Subject: JAVA 6525  
Hours: 16  
Fee: $219  
Prerequisite: Java Web Application Development II, Introduction to Spring or equivalent experience.  
Required Materials: Text  

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

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## COMPUTER PROGRAMMING

### Beginning Programming I
Subject: CPGM 6340  
Hours: 24  
Fee: $269  
Prerequisite: Windows 7 or equivalent experience.  

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### Beginning Programming II
Subject: CPGM 6345  
Hours: 24  
Fee: $269  
Prerequisite: Beginning Programming I or equivalent experience.  

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### Beginning Programming III
Subject: CPGM 6350  
Hours: 24  
Fee: $269  
Prerequisite: Beginning Programming II or equivalent experience  

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### SQL Programming
Subject: CPGM 6370  
Hours: 30  
Fee: $279  
Prerequisite: Microsoft Windows and ability to type 20 WPM. Must have some programming experience or must have completed Beginning Programming course. Must be competent in navigating in Windows environment.  
Required Materials: Text  

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

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### Introduction to Perl Programming
Subject: CPGM 6355  
Hours: 18  
Fee: $199  
Prerequisite: Some programming experience  
Required Materials: Text  

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### Agile Portfolio Management and Requirements Planning
Subject: CPGM 6330  
Hours: 24  
Fee: $259  
Prerequisite: Familiarity of the software development process and a basic knowledge of standard software program management practices.  
Required Materials: Text  

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### Agile Development Methods
Subject: CPGM 6325  
Hours: 24  
Fee: $259  
Prerequisite: Java Programming II or equivalent experience.  

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### Software Quality Assurance
Subject: CPGM 6365  
Hours: 18  
Fee: $259  
Required Materials: Text  

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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.


For local information call 972.599.3130

Submit applications at least two weeks prior to first class.
**UNIX / LINUX**

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<thead>
<tr>
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**CISCO NETWORKING**


**COMPTIA CERTIFICATIONS**

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

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**CYBERSECURITY**

Certified Information Systems Security Professional (CISSP)

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**ORACLE**

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**ORACLE WORKFORCE DEVELOPMENT PROGRAM**

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<td><strong>Oracle DB: Admin Workshop I</strong></td>
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<td>77233</td>
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<td>MWF</td>
<td>9 am-1 pm</td>
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</table>

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.

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet March 30–April 1, May 28, July 4, August 17. All classes that meet for more than 5 hours will have a one-hour break for lunch.

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

Site Codes: AL–Allen Center CHEC–Collin Higher Education Center CC–Central Park Campus CY–Courtyard Center PC–Preston Ridge Campus RW–Rockwall Center SC–Spring Creek Campus WW–Online
### VIRTUALIZATION TECHNOLOGIES

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

- **Subject:** VIRT 7060
- **Hours:** 40
- **Fee:** $679
- **Prerequisite:** System administration experience on Microsoft Windows or Linux operating.
- **Required Materials:** Text included in cost of class.

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**VMware vSphere: Optimize & Scale**

- **Subject:** VIRT 7340
- **Hours:** 48
- **Fee:** $849
- **Prerequisite:** VMware vSphere: Install, Configure, Manage.
- **Required Materials:** Text included in cost of class.

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**VMware vSphere Fast Track: ICM + Optimize & Scale**

- **Subject:** VIRT 7340
- **Hours:** 48
- **Fee:** $849
- **Prerequisite:** System administration experience with Microsoft Windows or Linux.

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### MICROSOFT .NET

**Introduction To C# Visual Studio**

- **Subject:** DNET 6415
- **Hours:** 36
- **Fee:** $489
- **Prerequisite:** Experience programming in C, C++, Visual Basic, Java or other programming language.
- **Required Materials:** Text

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**ASP.NET Web Programming**

- **Subject:** DNET 6410
- **Hours:** 36
- **Fee:** $489
- **Prerequisite:** Basic understanding of C#.
- **Required Materials:** Text

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**MS SQL Server Essentials**

- **Subject:** MCER 6605
- **Hours:** 24
- **Fee:** $359
- **Prerequisite:** Database Fundamentals, SQL Server 2012 Essentials, SQL Programming, or equivalent experience.
- **Required Materials:** Text

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**SQL Server Analysis Services**

- **Subject:** MCER 6590
- **Hours:** 24
- **Fee:** $359
- **Prerequisite:** Working knowledge of the Windows environment.
- **Required Materials:** Text

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**SQL Server Integration Services**

- **Subject:** MCER 6595
- **Hours:** 24
- **Fee:** $359
- **Prerequisite:** SQL Server Administration.
- **Required Materials:** Text

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**SQL Server Reporting Services**

- **Subject:** MCER 6600
- **Hours:** 24
- **Fee:** $359
- **Prerequisite:** Working knowledge of the Windows environment.
- **Required Materials:** Text

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### Data Analytics & Visualization market is expected grow exponentially

As almost all organizations have started investing heavily to analyze, present and deliver actionable business intelligence from troves of data being collected.

By completing this course, you will become proficient in delivering stunning visualizations and facilitate discovery of critical and actionable business intelligence.

**For more information visit** [http://collince.colaberry.com/](http://collince.colaberry.com/)

**For registration instructions, email** CEinfo@collin.edu

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**For registration instructions, email** CEinfo@collin.edu

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

#### Drawing I
Subject: ARTF 9009  
Hours: 21  
Fee: $129  

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#### Drawing II
Subject: ARTF 9010  
Hours: 21  
Fee: $129  
Prerequisite: Drawing I

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#### Drawing with Color
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Hours: 21  
Fee: $129

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#### Oil/Landscape Beginner – Intermediate
Subject: ARTF 9045  
Hours: 21  
Fee: $129

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#### Watercolor I
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Fee: $129

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#### Watercolor II
Subject: ARTF 9030  
Hours: 21  
Fee: $129

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### CREATIVE WRITING

#### Basics of Writing a Novel
Subject: CWRI 9216  
Hours: 24  
Fee: $149

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#### Blueprinting Your Novel
Subject: CWRI 9200  
Hours: 15  
Fee: $129  
Prerequisite: Basics of Writing a Novel

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#### How to Make Your Living as a Writer
Subject: CWRI 9210  
Hours: 15  
Fee: $99

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#### Market and Promote Your Novel
Subject: CWRI 9215  
Hours: 12  
Fee: $119

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#### Memoir Writing I
Subject: CWRI 9226  
Hours: 12  
Fee: $89

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#### Memoir Writing II
Subject: CWRI 9227  
Hours: 12  
Fee: $89

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**Site Codes:**  
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CHEC–Collin Higher Education Center  
CC–Central Park Campus  
CY–Courtyard Center  
PC–Preston Ridge Campus  
RW–Rockwall Center  
SC–Spring Creek Campus  
WW–Online

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**ONLINE REGISTRATION**  
Online registration uses CougarWeb.  
[http://cougarweb.collin.edu](http://cougarweb.collin.edu)  
Want step by step instructions?  
Visit [www.collin.edu/ce/regonline.html](http://www.collin.edu/ce/regonline.html)  
Phone and walk-in registration will remain the same at the Courtyard Center.
ENTERTAINMENT INDUSTRY

Screenwriting Fundamentals
Subject: CWRI 9261  Hours: 27  Fee: $179
77594  6/22-8/17  F  6:30-9:30 pm  CY 201874

Introduction to Video Editing
Subject: PHOT 6890  Hours: 18  Fee: $159
Prerequisite: Familiarity with using computer.
Required Materials: Text
Mac
77522  6/19-7/5  TR  6:30-9:30 pm  CY 201874
PC
Subject: PHOT 6895  Hours: 18  Fee: $159

Advanced Video Editing
Subject: PHOT 6825  Hours: 18  Fee: $179
Prerequisite: Introduction to Video Editing
77529  7/10-7/26  TR  6:30-9:30 pm  CY 201874

Introduction to Adobe AfterEffects
Subject: PHOT 6880  Hours: 18  Fee: $169
Prerequisite: Familiarity with using computer.
Required Materials: Text
Mac
77526  7/2-7/23  MW  6:30-9:30 pm  CY 201874
PC
Subject: PHOT 6885  Hours: 18  Fee: $169
77525  7/2-7/23  MW  6:30-9:30 pm  CY 201874

Introduction to Filmmaking
Subject: PHOT 6901  Hours: 18  Fee: $159
Prerequisite: Digital Photography – Basics – dSLR, or equivalent experience.
77512  5/29-6/14  TR  6:30-9:30 pm  CY 201874

Online Marketing for Filmmakers
Subject: PHOT 6900  Hours: 18  Fee: $179
Prerequisite: Familiarity with Internet
77532  7/25-8/29  W  6:30-9:30 pm  CY 201874

Audio Editing and Color Grading
Subject: PHOT 6835  Hours: 18  Fee: $179
Prerequisite: Advanced Video Editing
77535  7/31-8/16  TR  6:30-9:30 pm  CY 201874

Film Short Writing and Production
Subject: FILM 6500  Hours: 26  Fee: $159
77593  6/5-7/3  TR  6:30-9:30 pm  CY 201874

HOME DÉCOR & DESIGN


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

Core certificate courses
- Interior Design Concepts I
- Accessorize Your Environment

Select 2 additional core certificate courses
- Lighting Concepts
- Color in Interior Design
- Color in Your World
- Drawing Interior Design Spaces
- Interior Design Project Overview

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

Interior Design Concepts I
Subject: INDS 9460  Hours: 24  Fee: $119
75570  5/1-5/24  TR  9:30 am-12:30 pm  CY 201873

Color in Your World
Subject: INDS 9395  Hours: 12  Fee: $79
77609  6/2-6/23  S  10 am-1 pm  CY 201874

Accessorize Your Environment
Subject: INDS 9455  Hours: 18  Fee: $109
77610  6/4-7/9  M  6:30-9:30 pm  CY 201874

Color in Interior Design
Subject: INDS 9396  Hours: 8  Fee: $59
77611  6/12-6/21  TR  9:30 am-11:30 am  CY 201874

Lighting Concepts I
Subject: INDS 9495  Hours: 8  Fee: $59
77612  7/23-8/13  M  6:30-8:30 pm  CY 201874

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

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

JEWELRY MAKING

Making Jewelry with Silver Clay I
Subject: ARTF 9024  Hours: 24  Fee: $159
77636  6/5-6/28  TR  9:30 am-12:30 pm  CY 201874

Making Jewelry with Silver Clay II
Subject: ARTF 9025  Hours: 24  Fee: $159
77592  7/10-8/2  TR  9:30 am-12:30 pm  CY 201874

MUSIC

Guitar I
Subject: MUSI 6400  Hours: 48  Fee: $199
75560  5/7-8/27  M  1-4 pm  CH 201873
# Creative Careers

## PHOTOGRAPHY & VIDEO

### Digital Photography – Basics – Point ‘n Shoot

- **Subject:** PHOT 6855
- **Hours:** 16
- **Fee:** $149
- **Required Materials:** Text and Point & Shoot camera.
- **CRN:** 77361
- **Date(s):** 5/18–6/15
- **Day(s):** F
- **Time:** 9 am–12:15 pm
- **Location:** CY
- **Term:** 201874

### Smartphone Photography

- **Subject:** PHOT 6945
- **Hours:** 16
- **Fee:** $149
- **Required Materials:** Text
- **CRN:** 77379
- **Date(s):** 7/30–8/27
- **Day(s):** M
- **Time:** 6:30–9:45 pm
- **Location:** CY
- **Term:** 201874

### Digital Photography – Basics – dSLR

- **Subject:** PHOT 6850
- **Hours:** 18
- **Fee:** $159
- **Required Materials:** Text and Digital SLR Camera.
- **CRN:** 75517
- **Date(s):** 5/8–5/24
- **Day(s):** TR
- **Time:** 6:30–9:30 pm
- **Location:** CY
- **Term:** 201873

### Digital Photography – Advanced Skills

- **Subject:** PHOT 6845
- **Hours:** 18
- **Fee:** $159
- **Prerequisite:** Digital Photography – Basics – dSLR
- **Required Materials:** Text
- **CRN:** 77179
- **Date(s):** 5/22–6/26
- **Day(s):** T
- **Time:** 9 am–noon
- **Location:** CHEC
- **Term:** 201874

### Digital Photography – Learning to See Creatively

- **Subject:** PHOT 6860
- **Hours:** 16
- **Fee:** $149
- **Prerequisite:** Digital Photography – Advanced Skills
- **Required Materials:** Text
- **CRN:** 77180
- **Date(s):** 5/22–6/19
- **Day(s):** T
- **Time:** 6:30–9:45 pm
- **Location:** CHEC
- **Term:** 201874

### Foundations in Photographic Style

- **Subject:** PHOT 6875
- **Hours:** 15
- **Fee:** $149
- **Prerequisite:** Digital Photography – Basics – dSLR
- **Required Materials:** Text
- **CRN:** 77381
- **Date(s):** 8/9–8/24
- **Day(s):** RF
- **Time:** 6:30–9:30 pm
- **Location:** CY
- **Term:** 201874

### Outdoor Photography Lighting

- **Subject:** PHOT 7355
- **Hours:** 16
- **Fee:** $159
- **Prerequisite:** Digital Photography Basics or equivalent experience.
- **CRN:** 77555
- **Date(s):** 8/4–8/25
- **Day(s):** S
- **Time:** 1–5 pm
- **Location:** CY
- **Term:** 201874

### Studio Lighting

- **Subject:** PHOT 6955
- **Hours:** 16
- **Fee:** $149
- **Prerequisite:** Digital Photography – Basics dSLR
- **Required Materials:** Text and Digital SLR Camera.
- **CRN:** 77369
- **Date(s):** 6/6–6/27
- **Day(s):** W
- **Time:** 6–10 pm
- **Location:** CY
- **Term:** 201874

### 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:** 77370
- **Date(s):** 6/15–7/20
- **Day(s):** F
- **Time:** 6:30–9:30 pm
- **Location:** CY
- **Term:** 201874

### Building a Photography Business

- **Subject:** PHOT 6840
- **Hours:** 18
- **Fee:** $159
- **Required Materials:** Text
- **CRN:** 77364
- **Date(s):** 5/19–6/23
- **Day(s):** S
- **Time:** 1–4 pm
- **Location:** CY
- **Term:** 201874

### Presenting And Marketing Your Photographs

- **Subject:** PHOT 6935
- **Hours:** 16
- **Fee:** $149
- **Prerequisite:** Digital Photography – Advanced Skills
- **Required Materials:** Text
- **CRN:** 77534
- **Date(s):** 7/30–8/20
- **Day(s):** M
- **Time:** 6–10 pm
- **Location:** CY
- **Term:** 201874

### Photograping People

- **Subject:** PHOT 6910
- **Hours:** 16
- **Fee:** $149
- **Prerequisite:** Digital Photography – Advanced Skills
- **Required Materials:** Text
- **CRN:** 77362
- **Date(s):** 5/18–6/8
- **Day(s):** F
- **Time:** 6–10 pm
- **Location:** CY
- **Term:** 201874

### Photograping High School Seniors

- **Subject:** PHOT 7340
- **Hours:** 16
- **Fee:** $159
- **Prerequisite:** Digital Photography – Basics or equivalent experience.
- **CRN:** 773519
- **Date(s):** 5/15–6/19
- **Day(s):** T
- **Time:** 10 am–12:45 pm
- **Location:** CY
- **Term:** 201873

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**DIGITAL PHOTOGRAPHER CERTIFICATE SERIES**

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

**Digital Photographer Certificate Series description:**


To be eligible to receive the certificate, students must complete the five core courses and four electives with 90% attendance.
**Wedding Photography**
Subject: PHOT 6960  Hours: 16  Fee: $149
Prerequisite: Digital Photography – Advanced Skills
Required Materials: Text
CRN 75526  5/9-6/6  W  9 am-noon  CY  201873

**Street Photography**
Subject: PHOT 6950  Hours: 16  Fee: $149
Prerequisite: Digital Photography – Advanced, or equivalent experience
Required Materials: Text
CRN 77510  5/25-7/6  F  6:30-9:30 pm  CY  201874

**Photographing Food and Jewelry**
Subject: PHOT 6905  Hours: 16  Fee: $149
Prerequisite: Digital Photography – Advanced Skills.
Required Materials: Text and Digital SLR Camera.
CRN 77518  5/5-5/30  W  6-10 pm  CY  201873

**Action Photography**
Subject: PHOT 6810  Hours: 16  Fee: $149
Prerequisite: Digital Photography – Basics dSLR
Required Materials: Text and Digital SLR Camera.
CRN 77368  6/4-6/25  M  6-10 pm  CY  201874

**Architectural and Landscape Photography**
Subject: PHOT 6830  Hours: 16  Fee: $149
Prerequisite: Digital Photography – Basics – dSLR
CRN 77377  7/21-8/18  S  1-4:15 pm  CY  201874

**Fashion Photography**
Subject: PHOT 6871  Hours: 18  Fee: $159
CRN 77550  7/25-8/29  W  6:30-9:30 pm  CY  201874

**Adobe Lightroom – Advanced**
Subject: PHOT 7010  Hours: 15  Fee: $159
Mac
CRN 77517  6/13-7/18  W  9 am-noon  CY  201874
PC
CRN 77518  6/13-7/18  W  9 am-noon  CY  201874

**Photoshop Elements for Digital Photographers**
Subject: PHOT 6915  Hours: 18  Fee: $159
Prerequisite: Have a basic understanding of Microsoft Windows.
Required Materials: Text
Mac
CRN 77439  5/18-6/22  F  1-4 pm  CY  201874
PC
CRN 77440  5/18-6/22  F  1-4 pm  CY  201874
CRN 77444  6/5-6/21  TR  6:30-9:30 pm  CY  201874
CRN 77464  7/10-7/26  TR  9 am-noon  CY  201874

**Photoshop for Digital Photographers**
Subject: PHOT 6925  Hours: 21  Fee: $189
Prerequisite: Digital Photography – Basic – dSLR
Required Materials: Text
Mac
CRN 77510  5/25-7/6  F  6:30-9:30 pm  CY  201874
PC
CRN 77511  5/25-7/6  F  6:30-9:30 pm  CY  201874

You may be interested in the NEW Photography Entrepreneur Certificate Series on page 7.

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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### GRAPHIC DESIGN CERTIFICATE SERIES

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

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


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

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#### Adobe Photoshop I
Subject: PUBL 7005  Hours: 21  Fee: $189
Prerequisite: Familiarity with Microsoft Windows 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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**Adobe Illustrator I**

Subject: PUBL 6965  Hours: 24  Fee: $219
Prerequisite: Familiarity with Microsoft Windows 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 Illustrator III**

Subject: PUBL 6985  Hours: 24  Fee: $219
Prerequisite: Adobe Illustrator I
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 Illustrator III**

Subject: PUBL 6985  Hours: 24  Fee: $219
Prerequisite: Adobe Illustrator I
Required Materials: Text

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**Adobe InDesign I**

Subject: PUBL 6990  Hours: 24  Fee: $199
Prerequisite: Adobe Illustrator I
Required Materials: Text

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**Adobe InDesign II**

Subject: PUBL 6995  Hours: 24  Fee: $199
Prerequisite: Adobe Illustrator I
Required Materials: Text

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Students may order textbooks online at collin.bncollege.com for courses held at the Collin Higher Education Center (CHEC) and Allen Center (AL).

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

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**ONLINE REGISTRATION**

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

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

Phone and walk-in registration will remain the same at the Courtyard Center.

---

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet March 30 – April 1, May 28 – July 4, August 17

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

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

Site Codes: AL-Allen Center CHEC-Collin Higher Education Center CC-Central Park Campus CY-Courtyard Center PC-Preston Ridge Campus RW-Rockwall Center SC-Spring Creek Campus WW-Online
INSTRUCTIONAL DESIGN

These certificate series provide a systematic method to analyze, design and develop learning solutions in support of classroom, virtual and web-based training. Students will apply practical knowledge and skills to real world problems that they bring to the classroom. A layered, building-block approach to learning is stressed in which learners read, participate in active class activities, and work through their significant class project. Contact us today to learn more about a rewarding career in instructional design and development.


Take the required four core courses in the order listed below, prior to beginning any specialty certificate courses:

1. Principles of Adult Learning
2. Instructional Design Theory and Practice
3. Principles of Visual and Textual Communication
4. Fundamentals of Instructional System Technology

Specialty Certificates

Complete the four core courses. Then select and complete one or more certificates below.

Class Facilitation Certificate
- Instructional Design for Class Facilitation
- Foundation in Class Facilitation and Administration
- Online Synchronous and Asynchronous Facilitation Technologies
- Developing for Live Classroom

Instructional Design Certificate
- Intermediate Principles of Instructional Design
- Deliverables Content Design Principles
- Project Management for Instructional Design

Learning Systems Certificate
- Survey of Content Management and Social Media Systems
- System Administration Using Blackboard, Moodle or Canvas
- SCORM for Learning System Administrators
- Performance Support, Measurement and Reporting

Multimedia Instructional Development Certificate
- Office and Creative Development Tools
- Storyline or Captivate I, II, III
- Developing in Learning Management System (LMS)
- Mobile Learning Development Principles
- SCORM and xAPI (Tin Can)

Instructional Design Master Certificate
- Completing all four certificates qualifies the student for the Master Certificate.

Fundamentals of Instructional System Technology

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Office and Creative Development Tools

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Principles of Visual and Textual Communications

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Captivate 1

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Captivate 2

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Captivate 3

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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.

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

- Medical Administrative Assistant (CMAA)
- Phlebotomy Technician
- Clinical Medical Assistant
- Patient Care Technician
- Medical Secretary (Certified Administrative Medical Assistant)
- Electrocardiography technician

**MEDICAL SECRETARY**

Medical Front Office
Subject: MOSS 5500 Hours: 60 Fee: $399
Prerequisite: Basic computer skills and experience with Windows.
Required materials: Online access code
75454 5/7–6/25 This is an online course WW 201873

**MEDICAL SECRETARY CERTIFICATE SERIES**

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

Employment in this field is expected to grow faster than average, with projected annual job openings nation-wide of 25,250. National Certification as a Certified Medical Administrative Assistant (CMAA) is available through the National Healthcareer Association. Courses may be taken in any order, and can be finished in as little as 8 months. The certificate series is 275 total hours and $1,840 in tuition.

Required courses in this series (may be taken in any order):
- Health Career Success, pg 33
- Healthcare Ethics & HIPAA Compliance, pg 38
- Medical Billing & Reimbursement, pg 38
- Medical Front Office, pg 33
- Medical Terminology, pg 37
- Administrative Office Procedures, pg 6
- Microsoft Excel I, pg 19
- Microsoft Outlook I, pg 19
- Microsoft Word I, pg 19

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

Other Recommended Courses:
- Basic Anatomy & Physiology, 48 hours, $325, pg 37
- Medical Secretary Externship, 120 hours, $239, pg 38
- Basic Life Support (CPR), pg 33

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.
### CERTIFIED NURSE ASSISTANT (CNA)


Join our 100-hour training course to obtain the skills needed to work as a Nurse Aide. Upon completion of this course, you will be eligible to take the National Nurse Aide Assessment Examination. Earning your CNA will allow you to gain entry-level employment in a variety of healthcare work environments including hospitals, nursing homes and other long term care facilities, home health agencies and rehabilitation facilities. The course is taught using standards set by the Texas Department of Aging and Disability Services. This class requires 100% attendance, as mandated by the State of TX Dept of Aging and Disability Services.

#### Nurse Aide for Health Care

**Subject:** NURA 1001  **Hours:** 80  **Fee:** $170  
**Prerequisite:** Completed application and formal approval must be obtained prior to enrolling in this course.  
**Required Materials:** Text, scrubs, close-toed shoes

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#### Clinical – Nursing Assistant/Aide and Patient Care Assistant/Aide

**Subject:** NURA 1060  **Hours:** 48  **Fee:** $51  
**Prerequisite:** Completed application and formal approval must be obtained prior to enrolling in this course.  
**Required Materials:** Text, scrubs, close-toed shoes

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**Other recommended courses:**
- Healthcare Ethics and HIPAA Compliance, 32 hours, $220, pg 38
- Health Career Success, 24 hours, $99, pg 33
- Medical Terminology, 48 hours, $325, pg 37

#### Physical Therapy Aide

**PHYT 5600**

The 110-hour Physical Therapy Aide course includes 70 hours of classroom training PLUS 40 hours of externship. Physical Therapy Aides assist physical therapists in providing services to help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Tasks may also include administering active or passive manual therapeutic exercises, therapeutic massage, or heat, light, sound, water, or electrical modality treatments such as ultrasound.


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

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**Other Recommended Courses:**
- Medical Terminology, 48 hours, $325, pg 37
- Basic Anatomy and Physiology, 48 hours, $325, pg 37
- Healthcare Ethics and HIPAA Compliance, 32 hours, $220, pg 38
- Health Career Success, 24 hours, $109, pg 33

### 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) exam provided by the National Healthcareer Association. Courses may be taken in any order.

#### Required Courses in this series:
- Nurse Aide Training (CNA), pg 34
- Electrocardiography (EKG), pg 34
- Phlebotomy, pg 34

**Testimonial:** “The Phlebotomy Technician classes at Collin College were outstanding. The instructor was very motivating and professional in this field and brought fantastic personal experiences into her teaching. My clinical externship was a great success, the coordinator placed me at an excellent hospital, and because I was very flexible with the hours I could work for the externship, I completed the 100 hours within two and a half weeks.

“I recommend these classes for everyone interested in phlebotomy: I learned an extraordinary amount about the cardiovascular and lymphatic systems, up to date infection control, and phlebotomy practice and quality assessment. Thank you Collin College!”

**Student Lisa F.**

**Other Recommended Courses:**
- Medical Terminology, 48 hours, $325, pg 37
- Basic Anatomy and Physiology, 48 hours, $325, pg 37
- Healthcare Ethics and HIPAA Compliance, 32 hours, $220, pg 38


### ONLINE REGISTRATION

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

Want step by step instructions?  
Visit [www.collin.edu/ce/regonline.html](http://www.collin.edu/ce/regonline.html)  
Phone and walk-in registration will remain the same at the Courtyard Center.
Earning your Clinical Medical Assistant Certificate will allow you to work in a physician office or clinic, performing clinical and administrative duties under the direction of a physician. Duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, administering medications as directed by physician, scheduling appointments, and maintaining medical records. Total tuition for the CMA Certificate series is $2,829.


Other Required Courses of the CMA Certificate are:
- Computers in the Medical Office, pg 38
- Health Career Success, pg 33
- CMA Externship, pg 39

Testimonial: I took the CMA and Radiology programs simultaneously. The CMA program helped prepare me for a career in the health field with minimal training needed after. The programs was easy to apply for and my instructor was amazing. I got into my externship quickly and starting working straight away. I work in Pediatrics and I love it. Putting scared children at ease make my days that much better. At night I took the Radiology courses. That class was so much fun and informative. Learning to take x-rays prepared me for additional work and higher pay as a medical assistant. I highly recommend these programs. I learned a lot and had a fun time doing so!

Student Erin N.

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.

Other recommended courses are:
- Medical Terminology, 48 hours, $325, pg 37
- Basic Anatomy & Physiology, 48 hours, $325, pg 37
- Healthcare Ethics and HIPAA Compliance, 32 hours, $220, pg 38

5 Steps to becoming a Certified Medical Assistant

START HERE
- Complete the Pre-Admission Application and check email for approval to register

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

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

TAKE CERTIFICATION EXAM
- Take and pass the National Certification Exam
- Receive Certification

GET A JOB
- Apply for jobs and start career as a CMA!

For Clinical Medical Assistant, Nurse Aide, Dental Assistant, Phlebotomy or Nursing Refresher department approvals, please visit http://bit.ly/CEhealthcare for course information and application forms.
## DENTAL ASSISTING

### Dental Assistant (RDA)
**DENT 5285**

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.”

“I have gained so much from this class. All of the information you will learn will be utilized on an everyday basis. Ms. Priscilla is an awesome instructor and you will have no problem getting a job at the end of the course! Wonderful experience. If you are looking to get into the dental field, I would definitely recommend this class!”

### 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

**Subject:** DENT 5285  
**Hours & Fee:** 100 Classroom ($1,695) + 50 Clinical ($300)  
**Prerequisites:** Completed application and formal approval must be obtained prior to enrolling in this course.  
**Materials Needed:** Text, black scrubs

| Classroom | 5/12–8/11 | S | 9 am–4:30 pm |
| Clinicals | 7/23–8/9 | MW or TR | 8 am–5 pm |

| Classroom | 7/10–10/11 | TR | 6–9:30 pm |
| Clinicals | 9/25–10/10 | MW or TR | 8 am–5 pm |

Clinicals location and days will be assigned by the instructor.

### Nitrous Oxide Course and Exam

**Subject:** DENT 5275  
**Hours:** 8  
**Fee:** $149  
**Required Materials:** 882-E Scantron for State Board Exam  
75567  
5/11  
F  
9 am–5 pm  
CC  
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### Registered Dental Assistant Course And Examination

**Subject:** DENT 5280  
**Hours:** 8  
**Fee:** $199  
**Prerequisite:** Completion of a Dental Assisting Program or Dental assisting for 6 months  
**Required Materials:** 882-E Scantron for State Board Exam  
75568  
5/18  
F  
9 am–5 pm  
CC  
201873

### Other recommended courses:

- Healthcare Ethics and HiPAA Compliance, 32 hours, $220, pg 38
- Health Career Success, 24 hours, $109, pg 33

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**For Clinical Medical Assistant, Nurse Aide, Dental Assistant, Phlebotomy or Nursing Refresher department approvals, please visit http://bit.ly/CEhealthcare for course information and application forms.**
The Medical Billing Certificate Series equips students with the skills required for an entry-level position in medical billing. Medical Billers are responsible for creating and submitting insurance claims, informing patients of their coverage, collecting and posting payments from patients and insurance companies, and maintaining patient insurance files. They communicate with patients, doctors, insurance companies, and other health care professionals to optimize revenue performance for a medical practice. Medical Billing Certification is important when applying for jobs such as Insurance Billing Specialist, Medical Biller, Reimbursement Specialist, Medical Billing Representative or Electronic Claims Processor. Externships are available for Medical Billing students who are interested and who meet academic and professionalism standards. See page 39 for details. Courses may be taken in any order, and can be finished in as little as 4 months. The certificate series is 216 total hours and $1,419 in tuition.

**Required Coursework:** [may be taken in any order]
- Medical Terminology (MEDC 5480)
- Computers in the Medical Office (MEDC 5490)
- Electronic Health Records (MEDC 5430)
- Healthcare Ethics & HIPAA Compliance (MEDC 5445)
- Medical Billing & Reimbursement (MEDC 5460)
- Health Career Success (HITH 5350)


Medical Billing Externships are available upon completion of all 6 required courses. The application is available at [http://bit.ly/HealthExterns](http://bit.ly/HealthExterns). Externships are 120 hours, and tuition is $299. Complete application and submit to the CE Health Science office within 90 days of completing the required courses.

* Application deadlines are: 4/25 and 6/20.

**FAST TRACK SCHEDULE OPTION**

The Medical Billing Certificate is now available at the Spring Creek Campus (SC) as a fast track option. All courses meet in the evenings, and are scheduled to allow students to complete the Series in 14 weeks!

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

<table>
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**MEDICAL CODING CERTIFICATE SERIES**

The Medical Coding Certificate Series helps students progress through courses designed to prepare for an entry-level position in medical coding. National certification through the AAPC® upon completion is strongly recommended. Medical Coders review medical documents, assign diagnosis and/or treatment codes, and create medical claims. They work in doctor offices and hospitals, for insurance companies, at private billing companies, and in government offices. Externships are available for Medical Coding students who are interested and who meet academic and professionalism standards, see page 39 for details.

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

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

**Semester 1:**
- Medical Coding I (MEDC 5465)
- Healthcare Ethics & HIPAA Compliance (MEDC 5445)
- Medical Coding II (MEDC 5470)

**Semester 2:**
- Medical Coding Externship, 160 hours, $299, pg 39
- Medical Billing and Reimbursement, 48 hours, $325, pg 38

**Other Recommended courses:**
- Health Career Success, 24 hours, $109, pg 33
- Medical Coding Externship, 160 hours, $299, pg 39
- Medical Billing and Reimbursement, 48 hours, $325, pg 38

**Medical Terminology**

Subject: MEDC 5480 Hours: 48 Fee: $325

Required Materials: Text

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**Basic Anatomy & Physiology**

Subject: MEDC 5310 Hours: 48 Fee: $325

Required Materials: Text

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**Pathophysiology**

Subject: MEDC 5485 Hours: 48 Fee: $325

Prerequisite: Medical Terminology and Basic Anatomy & Physiology

Required Materials: Text

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**Introduction to Medical Coding**

Subject: MEDC 5455 Hours: 48 Fee: $325

Prerequisite: Medical Terminology

Required Materials: Text

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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 I and II**

Subject: MEDC 5471  
Hours: 96  
Fee: $798  
Prerequisite: Intro to Medical Coding I  
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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**Healthcare Ethics & HIPAA Compliance**

Subject: MEDC 5445  
Hours: 32  
Fee: $220  
Required Materials: Text

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<td>9 am–noon</td>
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**Electronic Health Records**

Subject: MEDC 5430  
Hours: 32  
Fee: $220  
Required Materials: Text

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**Medical Billing and Reimbursement**

Subject: MEDC 5460  
Hours: 48  
Fee: $325  
Required Materials: Text

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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.

---

**Testimonial:**

“I am very happy to inform you of my passing grade on the PTCB exam. Thank you again for providing a great learning environment and moral support! I look forward to embarking on my pharmacy school prerequisites this coming semester.” — Student Hector P.

---

**Math for Pharmacy Technicians**

Subject: PHAR 5575  
Hours: 12  
Fee: $75  
Required Materials: This course is optional

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**Pharmacy Technician**

Subject: PHAR 5585  
Hours: 50  
Fee: $1,099  
Prerequisite: Certificates of Completion will be issued for students who complete Pharmacy Technician, Health Career Success, and a Pharmacy Tech Externship  
Required Materials: Textbooks are included in the cost of tuition and will be distributed the first class day.

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**Pharmacy Technician Externship**

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

- Applications for externship are due by the 15th of each month for placement the following month.

**Health Career Success**

Subject: HLTH 5330  
Hours: 24  
Fee: $109  
Prerequisite: Typing, basic computer skills and experience with Windows  
Required Materials: This class requires 100% attendance. Portions of this class may be online.

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**Industry Recognized Certification**

Collin College | Continuing Education
### Externship Opportunities

Participating in a clinical externship allows the student to work temporarily in a local healthcare facility, gaining valuable experience and networking within hiring companies. The externship course will reinforce concepts learned in the classroom and give the students an opportunity to apply their knowledge in a real-world setting. Students are assigned an instructor of Collin College, and given a clinical mentor at the assigned partner location who will guide their skills practice. Health Career Success, pg 33 is a prerequisite for most externships. Externships are available for most healthcare courses including:

- Clinical Medical Assistant+ | 160 hours | $500
- Dental Assistant+ | 50 hours | $300
- Electrocardiography (EKG) | 120 hours | $299
- Health Unit Coordinator | 120 hours | $349
- Medical Billing | 120 hours | $299
- Medical Coding | 160 hours | $299
- Medical Secretary | 120 hours | $239
- Pharmacy Technician | 120 hours | $349
- Phlebotomy Technician | 100 hours | $400
- Physical Therapy Aide | included with cost of course
- Veterinary Assistant+ | 500 hours | $799


### Heath Unit Coordinator Certificate

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

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

Testimonial: “The HUC program was a great program. Through the internship program I met my current employer. The class taught me a lot and helped with my entry level position.”  
Student Rachel Z.

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<thead>
<tr>
<th>Health Unit Coordinator</th>
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<tr>
<td>Subject: HLTH 5355</td>
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<td>Hours: 128</td>
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<td>Fee: $1,199</td>
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<td>Prerequisite: Certificates of Completion will be issued for students who complete Health Unit Coordinator, Health Career Success, and a HUC Externship.</td>
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**Certified Health Unit Coordinator**

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

**Required Materials:** This class requires 100% attendance. Portions of this class may be online.

| **77044** | 6/8–7/30 | WW | 201874 |

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

- **Application deadlines are:** 4/25 and 6/20

**Other recommended courses:**

- **Healthcare Ethics and HIPAA Compliance,** 32 hours, $220, pg 38
- **Medical Terminology,** 48 hours, $325, pg 38

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**ONLINE REGISTRATION**

Online registration uses CougarWeb.

http://cougarweb.collin.edu

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

Phone and walk-in registration will remain the same at the Courtyard Center.
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
- Administer vaccines
- Lab procedures
- Assist with surgery
- Take radiographs
- Educate clients on the best care for their pets

Upon completion of the four courses, students are eligible to take the certification exam provided by the Texas Veterinary Medical Association for CVA Level 1. 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.

Worried about job placement? Our instructors will help you find placement in a clinic or hospital to complete your Practicum. Most of these hosting hospitals hire their externs once their hours are completed.

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

Other Required Courses:

- Health Career Success, 24 hours, $109, pg 33

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

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

What students are saying...

“I am so grateful for Collin offering the Veterinary Assistant Program. The instruction was excellent and the instructor provided hands on experience and insight to veterinary care. The program was well worth my time and money!”

“Wonderful teachers give real experience with what we are talking about.”

What doctors are saying...

“Half of our current staff got their CVA training at Collin College and did their CVA practicum with our clinic. Our clinic requires the CVA as a condition for continued employment. The 2017 TVMA directory lists our entire staff as CVA certified. This resource is a reference that veterinarians check for job applicants. We are very pleased with the job performance of CVA recipients.”

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.
NURSING REFRESHER

RNSG 5535 & RNSG 5536

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

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

Nursing Refresher
Subject: RNSG 5535  Hours: 80  Fee: $749
Prerequisite: Completed application and formal approval must be obtained prior to enrolling in this course.
Required Materials: Text
75451  5/7–8/6  This is an online course  WW  201873

Clinical – Nursing Refresher
Subject: RNSG 5536  Hours: 80  Fee: $349
Prerequisite: Completed application and formal approval must be obtained prior to enrolling in this course.
77021  6/4–8/10  To be arranged with instructor  201874

Other Recommended Courses:
Healthcare Ethics and HIPAA Compliance, 32 hours, $220, pg 38

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
75459  5/18  F  9 am–4 pm  CY  201873

ADVANCED CERTIFICATIONS

FOR CLINICAL MEDICAL ASSISTANT, NURSE AIDE, DENTAL ASSISTANT, PHLEBOTOMY OR NURSING REFRESHER department approvals, please visit http://bit.ly/CEhealthcare for course information and application forms.

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 services upon graduation including resume review, job opening notifications, interview help, and more.

LEARN MORE AT:
CareerStep.com/collin | 1-877-225-7151
Or join us at free information sessions!
Thursday, May 17th at 6:00 P.M.
CareerStep
4800 Preston Park Boulevard
Plano, TX 75093

Enroll today for a FREE laptop!
Collin College Career Centers

Explore career possibilities, develop interviewing skills and connect with potential job opportunities at one of Collin College’s Career Centers. Located at the Courtyard Center and on the Central Park, Preston Ridge and Spring Creek campuses, the career centers are great starting points for selecting a course of study, planning a career, developing job-search strategies and more. Whether you are trying to find the career field that fits you or you are just looking for tips on how to polish up your résumé, Collin College’s Career Centers have the resources you need.

Stop in today to see how our career center team members can help you, and keep an eye out for information on career fairs and on-campus interviewing sessions throughout the year.

Career Center locations:

<table>
<thead>
<tr>
<th>Central Park Campus (CP)</th>
<th>Courtyard Center (CY)</th>
<th>Preston Ridge Campus (PR)</th>
<th>Spring Creek Campus (SC)</th>
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<tbody>
<tr>
<td>2200 W. University Drive</td>
<td>4800 Preston Park Boulevard</td>
<td>9700 Wade Boulevard</td>
<td>2800 E. Spring Creek Parkway</td>
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<tr>
<td>McKinney, TX 75071</td>
<td>Plano, TX 75093</td>
<td>Frisco, TX 75035</td>
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<td>Room B-106</td>
<td>Room 113</td>
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Barnes & Noble at the Courtyard Center

Bookstore Hours
Monday & Tuesday: noon–7 pm
Wednesday & Thursday: noon–5 pm
Friday: 8 am–1 pm
Open 24/7 online

Visit collin.bncollege.com for:
- Textbook information
- Easy Ordering for Home Delivery & In Store Pickup

Contact us at Sm8223@bncollege.com or 972.985.3710

How to Read the Schedule

**Commercial Industrial Wiring**

Subject: TRDE 7890  Hours: 19  Fee: $119
Prerequisites: Basic Electrical Wiring

<table>
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<tr>
<th>COURSE NUMBER (CRN)</th>
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<th>COURSE TITLE</th>
<th>START &amp; END DATES</th>
<th>START &amp; END TIMES</th>
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### Languages

**Class will not meet 5/28 and 7/4**

All Languages courses require textbooks.

#### American Sign Language

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## SPANISH

### ESLP 9400
- **ESL Placement Testing**
  - Subject: ESLP 9400
  - Hours: 2
  - Fee: FREE
  - **Courtyard Center in Plano**
    - CRN: 75462
      - 5/15: T 6:30 pm
    - CRN: 75463
      - 5/16: W 12:30 pm
    - CRN: 75464
      - 5/17: R 6:30 pm
    - CRN: 75465
      - 5/22: T 6:30 pm
    - CRN: 75466
      - 5/23: W 12:30 pm
    - CRN: 75467
      - 5/24: R 6:30 pm
  - **Central Park Campus in McKinney**
    - CRN: 75457
      - 5/16: W 6:30 pm
  - **Preston Ridge Campus in Frisco**
    - CRN: 75456
      - 5/15: T 12:30 pm

### Communication Improvement, Level 1
- **ESL 9410**
  - Subject: ESLP 9410
  - Hours: 60
  - Fee: $159
  - **Central Park Campus in McKinney**
    - CRN: 77079
      - 6/4-7/25: MTWR 8-10 am
    - CRN: 77085
      - 6/4-7/25: MTWR 10 am-noon
    - CRN: 77055
      - 6/4-7/25: MTWR 10 am-noon
    - CRN: 77061
      - 6/4-7/25: MTWR 7-9 pm
    - CRN: 77091
      - 6/4-8/27: MW 7-9:30 pm

### Communication Improvement, Level 2
- **ESL 9415**
  - Subject: ESLP 9415
  - Hours: 60
  - Fee: $159
  - **Central Park Campus in McKinney**
    - CRN: 77080
      - 6/4-7/25: MTWR 8-10 am
    - CRN: 77086
      - 6/4-7/25: MTWR 10 am-noon
    - CRN: 77056
      - 6/4-7/25: MTWR 10 am-noon
    - CRN: 77062
      - 6/4-7/25: MTWR 7-9 pm
    - CRN: 77092
      - 6/4-8/27: MW 7-9:30 pm

### Language & ESL Courses

#### Communication Improvement, Level 5
- **ESL 9430**
  - Subject: ESLP 9430
  - Hours: 60
  - Fee: $159
  - **Central Park Campus in McKinney**
    - CRN: 77083
      - 6/4-7/25: MTWR 8-10 am
    - CRN: 77089
      - 6/4-7/25: MTWR 10 am-noon
    - CRN: 77059
      - 6/4-7/25: MTWR 10 am-noon
    - CRN: 77067
      - 6/4-7/25: MTWR 7-9 pm
    - CRN: 77095
      - 6/4-8/27: MW 7-9:30 pm

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### All Language and ESL courses require textbooks.


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### COMMUNICATIONS IMPROVEMENT (ESL)

**Class will not meet 5/28 and 7/4**

All Communications Improvement (ESL) courses require textbooks.
## ESL CONVERSATION

### Business English for Conversations – Domestic and Global
- **Subject:** ESLP 9325  
  **Prerequisite:** Level 3
  - **6/5-7/12** TR 12:30-3 pm CY 201874
  - **7/24-8/30** TR 12:30-3 pm CY 201874

### Accent Modification
- **Subject:** ESLP 9320  
  **Prerequisite:** Level 4 and 5 students
  - **6/11-8/1** MW 12:30-2:30 pm CY 201874

### Conversation, Beginning
- **Subject:** ESLP 9305  
  **Prerequisite:** Level 1 and 2 students
  - **6/2-8/18** S 9:30 am-noon CY 201874
  - **6/12-7/31** TR 12:30-2:30 pm CY 201874

### Conversation, Intermediate
- **Subject:** ESLP 9390  
  **Prerequisite:** Level 3 and 4 students
  - **6/2-8/18** S 9:30 am-noon CY 201874

### Conversation, Advanced
- **Subject:** ESLP 9390  
  **Prerequisite:** Level 5 students
  - **6/2-8/18** S 9:30 am-noon CY 201874

## ESL PRONUNCIATION

### Pronunciation & Speaking, Beginning
- **Subject:** ESLP 9389  
  **Prerequisite:** Level 2 and 3 students
  - **6/12-7/31** TR 7-9 pm CY 201874

### Pronunciation & Speaking, Intermediate
- **Subject:** ESLP 9389  
  **Prerequisite:** Level 3, 4 and 5 students
  - **6/12-7/31** TR 7-9 pm CY 201874

### Pronunciation & Speaking, Advanced
- **Subject:** ESLP 9389  
  **Prerequisite:** Level 4 and 5 student
  - **6/5-7/31** F 9:30 am-noon CY 201874

## ESL GRAMMAR

### Grammar, Beginning, Part 1
- **Subject:** ESLP 9300  
  **Prerequisite:** Level 1 and 2 students
  - **6/5-7/12** TR 12:30-3 pm CY 201874

### Grammar, Beginning, Part 2
- **Subject:** ESLP 9305  
  **Required Materials:** Text
  - **6/24-8/30** TR 12:30-3 pm CY 201874

### Grammar, Intermediate, Part 1
- **Subject:** ESLP 9320  
  **Prerequisite:** Level 3
  - **6/5-7/12** TR 12:30-3 pm CY 201874

### Grammar, Intermediate, Part 2
- **Subject:** ESLP 9325  
  **Required Materials:** Text
  - **6/12-7/31** TR 7-9 pm CY 201874

## ESL READING

### Reading & Vocabulary Comprehension, Beginning
- **Subject:** ESLP 9455  
  - **6/1-8/17** F 9:30 am-noon CY 201874

### Reading & Vocabulary Comprehension, Intermediate
- **Subject:** ESLP 9460  
  - **6/1-8/17** F noon-2:30 pm CY 201874

### Speed Reading
- **Subject:** ESLP 9470  
  - **6/12-6/21** TR 6:30-9:30 pm CY 201874

## ESL WRITING

### ESL Advanced Writing
- **Subject:** ESLP 9380  
  - **6/12-7/19** TR 12:30-3 pm CY 201874
### EXAM PREPARATION

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### STATE CERTIFICATIONS FOR PROFESSIONAL FIREFIGHTERS

- Are you looking to advance in your career as a firefighter?
- Do you want to obtain state certifications leading to extra pay and promotions?
- Did you know that Collin College offers state certifications for professional firefighters beyond entry-level positions?

Collin College offers a variety of courses leading to state certifications from the Texas Commission on Fire Protection (TCFP).

**Course offerings include:**
- Fire Instructor I and II
- Fire Inspector
- Fire Officer I, II, II and IV
- Fire Investigator
- Incident Safety Officer
- Driver/Operator-Pumper

*Select courses are offered on-line.*

Make the most of your career in the fire service by advancing through the ranks with multiple state certifications.

For information on upcoming courses, visit [www.collin.edu/firescience](http://www.collin.edu/firescience), or call 972.548.6836.

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### STATE LICENSURE FOR PEACE OFFICERS

- **Have you ever considered a career in law enforcement?**
- **Do you want to serve your community?**
- **Did you know that Collin College offers the Basic Peace Officer Course?**

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

If you would like to become a law enforcement officer contact us at 972.548.6813 or visit our website at [http://iws2.collin.edu/lawenforcement/](http://iws2.collin.edu/lawenforcement/)

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

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

REgistration Information

1. Register online with a Collin College ID number
http://cougarweb.collin.edu

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

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

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

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

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

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

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

ONLINE REGISTRATION
Online registration uses CougarWeb. http://cougarweb.collin.edu
Want step by step instructions? Visit www.collin.edu/ce/regonline.html
Phone and walk-in registration will remain the same at the Courtyard Center.

REGISTRATION INFORMATION
Continuing Education registration information and policies can be found at: www.collin.edu/ce/inforegistrar.html

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

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

Please go to the General Information menu tab on the CE Home page for directions to class locations, bookstore information and other important registration information.
www.collin.edu/ce
Eligibility for Enrollment

All courses are open to individuals who are 16 years of age or older, unless otherwise noted. With permission from the appropriate Program Manager, 14 and 15 year old students may register for some courses; for permission call the Continuing Education office at 972-985-3750. Unsupervised children are not permitted at Continuing Education training sites at any time.

Registration

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. Payment must be made at the time of registration.

Waiting List

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

Transcripts

Continuing Education Units (CEUs) are awarded for successful course completion. For transcript requests call, 972-985-3721.

Minimum Enrollment & Course Cancellation

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

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 Policy for Continuing Education Courses

This policy is for CE students only.

• 100% refund - If course dropped 2 business days before scheduled class day
• 80% refund - If course dropped one day before or if course is dropped before the start time of the first class meeting
• NO REFUND - after the start time of the first class meeting

The ONLY refunds that will be considered as an “Exception” are due to unforeseen medical condition (documentation required) or death in the family (documentation required).

If you meet the criteria for a refund, you can complete a Petition for Refund at http://www.collin.edu/ce/ExceptionRefund.html.

Emergency Closings

Local radio and television stations will announce cancellations. Register for CougarAlert to be notified via email, voice or text message at http://www.collin.edu/cougaralert.html.

Makeup Classes

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

Financial Aid

Financial Aid is available to qualifying Continuing Education students. For information and eligibility requirements, visit www.collin.edu/ce/financialaid.html.

Apply Early! The Continuing Education Financial Aid Application process takes about 5-6 weeks.

How to Read the Schedule

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>Commercial Industrial Wiring</th>
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<tbody>
<tr>
<td>Subject:</td>
<td>TRDE 7890</td>
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<tr>
<td>Prerequisites:</td>
<td>Basic Electrical Wiring</td>
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<td>Course Number (CRN):</td>
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<td>Start &amp; End Dates:</td>
<td>3/27-5/1 T</td>
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<td>Start &amp; End Times:</td>
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<td>Term:</td>
<td>TUESDAY</td>
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Colaberry School of Data Analytics

Online Data Analytics and Visualization courses

Data Analytics & Visualization market is expected grow exponentially as almost all organizations have started investing heavily to analyze, present and deliver actionable business intelligence from troves of data being collected.

By completing this course, you will become proficient in delivering stunning visualizations and facilitate discovery of critical and actionable business intelligence.

For more information visit http://collince.colaberry.com/
For registration instructions, email CEinfo@collin.edu

Find us on Facebook
Collin College Continuing Education
www.facebook.com/collinconted
Jump Start your Career
Online Programs

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program.

Course Features:
- 24-Hour Access
- 6-18 month format
- All materials included
- Industry certification

Microsoft Office 2016 Master Certification Training
Vouchers Included (245 HRS)
Master your skills in Excel, Word, PowerPoint and Outlook while preparing for the Microsoft Office Specialist Certification Exams.

Professional Bookkeeping with QuickBooks 2017 (120 HRS)
Prepare for a career in the high-demand field of bookkeeping as you master QuickBooks 2017—the leading financial software tool for small businesses. By the end of this program, you’ll be an expert in everything from basic accounting to double-entry bookkeeping.

Paralegal (300 HRS)
Prepare for success in this growing career field with this online program. Learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

Purchasing and Supply Chain Management (300 HRS)
Develop essential managerial skills, and learn to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you’ll learn in this online program.

Project Management Essentials with CAPM® Prep (60 HRS)
Project Management career opportunities continue to increase. This program provides the educational pre-requisites for the Certified Associate In Project Management (CAPM®) certification offered through the Project Management Institute (PMI)®

Call or visit us for a full list of programs

972.985.3750
careertraining.ed2go.com/collince/

Quick. Affordable. Effective.
Online Courses

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners.

Course Features:
- 24-Hour Access
- Online Discussion Areas
- 6 Week Format
- Monthly start sessions

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

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Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. Follow up by giving yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

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Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

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Learn how to design, create, and post your very own site on the Internet’s World Wide Web using HTML. Discover low-cost marketing techniques and search engine strategies.

Introduction to Microsoft Excel
Become proficient in using Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Introduction to Microsoft Word
Learn how to create and modify documents using MS Word, the world’s most popular word processing program.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Call or visit us for a full list of courses

972.985.3750
www.ed2go.com/collince/
PLEASE DELIVER MARCH 26 - APRIL 2

POSTAL CUSTOMER

Continuing Education courses are available at a campus near you!

Allen Center
Collin Higher Education Center
Courtyard Center
Central Park Campus
Preston Ridge Campus
Spring Creek Campus

MESSAGE TO OUR RESIDENTS: Collin College mails this class schedule to all residents three times a year to inform you about what the college offers. It can be recycled with your newspapers. Because it is addressed to “Resident,” we are not able to remove individuals from our distribution route.