# Table of Contents

**Health Sciences**
- Advanced Certifications .................................................. 11
- Basic Life Support ............................................................ 5
- Dental Assisting ............................................................... 10
- Entry-Level Certifications .................................................. 5
- Eye Care .......................................................................... 7
- Counselor Education ......................................................... 11
- Information Sessions ........................................................ 3
- Medical Coding/Medical Billing ......................................... 21
- Nursing Refresher ............................................................ 11
- Patient Care Technician .................................................... 7
- Radiology ........................................................................ 11
- Veterinary Assistant ........................................................ 10

**Computer Education**
- Afternoon Sampler Classes .............................................. 12
- Business Applications ...................................................... 15
- Cisco Networking Certifications ....................................... 20
- CompTIA Certifications .................................................... 20
- Computer Aided Design and Drafting ......................... 15–16
- Computer Keyboarding .................................................... 13
- Computer Programming ................................................... 19
- Computer Security ........................................................... 15
- Enterprise Computing ....................................................... 15
- In-A-Day Computer Business Applications .................. 15
- Information Sessions ....................................................... 13
- Internet Technologies ....................................................... 16–18
- Introductory Courses ....................................................... 13
- Java Programming ........................................................... 18–19
- Marketing ....................................................................... 16–18, 29
- Microsoft Certifications .................................................... 21
- Microsoft Office ............................................................... 14
- Mobile App Development ................................................ 18
- .NET ............................................................................. 21
- Operating Systems ........................................................... 13
- Oracle ............................................................................ 20–21
- Unix/Linux ..................................................................... 20
- Virtualization Technologies (VMware) ......................... 21
- Weekend Warrior Series .................................................. 12
- Workshops .................................................................... 12

**Workforce Development**
- Administrative Assistant Certificate Series ................ 26
- Aviation ......................................................................... 23
- Business Communications and Management .......... 26
- Business Finance .............................................................. 27
- Business Writing .............................................................. 27
- Construction Project Management .............................. 22
- Entrepreneur ................................................................. 30
- Fiber Optics .................................................................... 24
- Food Handlers Certificate ................................................ 31
- Human Resources Management ..................................... 28
- Information Sessions ....................................................... 3
- Instructional Design and Development ......................... 28
- Insurance ....................................................................... 24
- Lean Enterprise ............................................................... 22
- Logistics and Materials Management ......................... 23
- Marketing ....................................................................... 16–18, 29
- Mediation and Dispute Resolution .................................. 27
- Nonprofit Management .................................................... 31
- Operations Management ................................................ 23
- Project Management ......................................................... 22
- Real Estate ..................................................................... 25
- Small Business ................................................................ 30
- Supervisory Management ............................................... 29
- Teacher Training .............................................................. 31
- Technical Trades ............................................................. 23–24
- Training and Development ............................................. 28
- Truck Driving ................................................................. 23

**Distance/Online Learning**
- Online ............................................................................ 32

**Creative Careers**
- Creative Writing .............................................................. 36–37
- Culinary ......................................................................... 37
- Entertainment Industry ...................................................... 37
- Event Planning ................................................................. 38
- Fine Arts ......................................................................... 35–36
- Genealogy ....................................................................... 38
- Home & Garden and Home Décor & Design ................. 38
- Information Sessions ....................................................... 3
- Interior Design Concepts Certificate ............................ 38
- Jewelry Making ............................................................... 36
- Music .............................................................................. 37
- Photography and Video .................................................. 33–34, 37
- Publishing/Graphics ......................................................... 34–35

**Communications Improvement (ESL)**
- Business Communications Improvement ..................... 40
- Communications Improvement (ESL) .......................... 39
- ESL Conversation .......................................................... 40
- ESL Grammar ................................................................. 39–40
- ESL Pronunciation ........................................................... 40
- ESL Reading ..................................................................... 40
- ESL Writing .................................................................... 39

**Languages**
- American Sign Language ............................................... 41
- Foreign Languages .......................................................... 41–43
- Information Session ....................................................... 3

**Exam Prep**
- Exam Preparation ............................................................. 43

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**All Collin College campuses will be CLOSED and Continuing Education Classes will not meet December 24, 2015–Jan. 3, 2016, Jan. 18, March 11–13, March 25–27, May 30**

**Day Abbreviations:**
- M–Monday
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- PRC–Preston Ridge Campus
- SCC–Spring Creek Campus

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

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

Forms of payment accepted at these locations are cash, check or credit card (Visa, Master Card, Discover).

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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.
### NEW SPRING COURSES

#### COMPUTER EDUCATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Afternoon Sampler</strong></td>
<td>Afternoon: Introduction to Windows 10</td>
</tr>
<tr>
<td><strong>WeekEnd Warrior</strong></td>
<td>WeekEnd – Windows 10</td>
</tr>
<tr>
<td><strong>In-A-Day Computer Business Applications</strong></td>
<td>Windows 10 in a Day</td>
</tr>
<tr>
<td><strong>Operating Systems</strong></td>
<td>Windows 10 – Beginner</td>
</tr>
<tr>
<td><strong>Business Applications</strong></td>
<td>SAS Programming Fundamentals</td>
</tr>
<tr>
<td></td>
<td>SAS Intermediate Programming: SQL Procedure</td>
</tr>
<tr>
<td><strong>Mobile App Development</strong></td>
<td>iOS App Development 1 – Programming with Swift</td>
</tr>
<tr>
<td></td>
<td>iOS App Development 2 – Basics</td>
</tr>
<tr>
<td></td>
<td>iOS App Development 3 – Intermediate</td>
</tr>
<tr>
<td><strong>Oracle</strong></td>
<td>Oracle DB: Install and Upgrade Workshop</td>
</tr>
<tr>
<td></td>
<td>Oracle DB: Managing Multitenant Architecture</td>
</tr>
</tbody>
</table>

#### CREATIVE CAREERS

<table>
<thead>
<tr>
<th>Industry</th>
<th>Courses</th>
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</thead>
<tbody>
<tr>
<td><strong>Culinary</strong></td>
<td>Sanitation and Safety</td>
</tr>
<tr>
<td></td>
<td>Basic Food Preparation</td>
</tr>
<tr>
<td></td>
<td>Advanced Food Preparation</td>
</tr>
<tr>
<td></td>
<td>Nutrition and Menu Planning</td>
</tr>
<tr>
<td><strong>Fine Arts</strong></td>
<td>Painting Light</td>
</tr>
<tr>
<td><strong>Entertainment Industry</strong></td>
<td>Digital Platform Filmmaking: From Script to Computer Screen</td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td>Guitar I</td>
</tr>
<tr>
<td><strong>Creative Writing</strong></td>
<td>Planning The Series Novel</td>
</tr>
<tr>
<td></td>
<td>Writing Life Stories</td>
</tr>
</tbody>
</table>

#### WORKFORCE DEVELOPMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Communications and Management</strong></td>
<td>Negotiating for Competitive Advantage</td>
</tr>
<tr>
<td></td>
<td>Communications Skills in a Culturally Diverse Workplace</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>SHRM-CP and SHRM-SCP Certification Exam Preparation</td>
</tr>
</tbody>
</table>

#### LANGUAGES

<table>
<thead>
<tr>
<th>Language</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Japanese</strong></td>
<td>Japanese Culture Through Experience</td>
</tr>
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</table>

#### COMMUNICATIONS IMPROVEMENT (ESL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ESL Grammar</strong></td>
<td>English Grammar Usage</td>
</tr>
<tr>
<td><strong>ESL Writing</strong></td>
<td>ESL Advanced Writing</td>
</tr>
<tr>
<td><strong>ESL Conversation</strong></td>
<td>Accent Modification for Healthcare Professionals</td>
</tr>
</tbody>
</table>

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### Managers • Supervisors • Business Owners

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

**What can we do for you?**

Partnering with us connects you with one comprehensive source for grant-funded and contract opportunities for your business.

**You will gain the advantage of:**

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

---

**One Call. One Source. Many Training Solutions.**

www.collin.edu/cwed  972.599.3130
**FREE INFORMATION SESSIONS**

Register for FREE information sessions to find out course details, ask questions, review textbooks and curriculum. Information Sessions are held at the Courtyard Center, 4800 Preston Park Blvd., Plano, Texas 75093 unless otherwise noted.

### WHAT IS CONTINUING EDUCATION?

Attend one of these interactive sessions to understand what Continuing Education is. The CE Advisor will be on hand to provide information about specific Computer, Workforce, and Creative courses we offer and answer questions during this come and go session.

**2016-2017 Winter Session:**
- **January 9**
- **10 am–Noon**

**2016-2017 Spring Session:**
- **February 26**
- **10 am–Noon**

**2016-2017 Summer Session:**
- **June 1**
- **10 am–Noon**

**2016-2017 Fall Session:**
- **September 10**
- **10 am–Noon**

**CRN** | **Session** | **Location**
---|---|---
73589 | What is Continuing Education | 

### AVIATION

**How to Become a Pilot**
- **1/23**
- **Sa**
- **10 am–noon**

**Instrument Rating Ground School**
- **1/23**
- **Sa**
- **1–3 pm**

**Convective Weather Overview**
- **1/30**
- **Sa**
- **1–3 pm**

### COMPUTER & PHOTO

**Saturday, January 9 • 10 am–Noon**

**CRN** | **Session** | **Location**
---|---|---
73451 | Cisco Networking Certification | 
73263 | Comp TIA, Computer Security Certification | 
73359 | Computer Programming C to Java | 
73321 | Digital Photography Certificate | 
73397 | Graphic Design and Web Design Certificates | 
73102 | Internet Marketing Certificate | 
73146 | Introduction to SAP | 
73511 | Microsoft IT Professional Certification | 
73405 | Oracle DBA Certification | 
73299 | VMware Certification | 

### FOREIGN LANGUAGES

**CRN** | **Session** | **Location**
---|---|---
73361 | Foreign Language Information | 
73363 | Foreign Language Information | 

### CERTIFIED WEDDING & EVENT PLANNER

**CRN** | **Session** | **Location**
---|---|---
73225 | Certified Wedding & Event Planner | 

### HEALTH SCIENCES

**Healthcare Careers**
- **1/6**
- **W**
- **10 am–noon**
- **3/20**
- **Sa**
- **10–11 am**

**Medical Billing and Coding**
- **1/12**
- **Tu**
- **9–10 am**

**Phlebotomy, CNA, PCT**
- **1/12**
- **Tu**
- **9–10 am**
- **1/29**
- **F**
- **2–3 pm**

**Clinical Medical Assistant**
- **1/25**
- **M**
- **1–2 pm**
- **2/25**
- **Th**
- **1–2 pm**
- **75152**
- **4/8**
- **F**
- **10–11 am**

**Veterinary Assistant**
- **3/20**
- **Su**
- **1–2 pm**

### NONPROFIT

**Nonprofit Management**
- **1/21**
- **Th**
- **7–8 pm**

### TECHNICAL TRADES

**Electrician Wiring Overview**
- **1/30**
- **Sa**
- **10 am–noon**

### TRANSPORTATION

**Logistics**
- **1/23**
- **Sa**
- **9–11 am**

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

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**Find us on Facebook**
Collin College Continuing Education

www.facebook.com/collinconted
Welcome to Continuing Education!

Whether starting something new or enhancing your knowledge in your chosen career pathway, our staff and instructors are here to help you! Enroll in our upcoming free information sessions and meet with our advisors who are here to help guide you in making career path choices that can benefit you now and in the future.

As you browse the training schedule, you will see a wide selection of new courses, listed on page 2, that will enhance your current skills or provide new skills. We are excited to announce Continuing Education students may go through the college’s Culinary Program as a concurrent student at our Preston Ridge Campus. And Human Resources professionals now have the opportunity to prepare for the SHRM-CP and SHRM-SCP exams. Need to know more about Japanese culture in your business dealings? Find the Japanese Culture Through Experience course listed in the Languages section.

On the cover of this issue are three Health Science students. They are representative of our non-clinical healthcare courses, as well as the Veterinary Assistant and direct patient care programs. You can find all of the Healthcare courses on pages 5 through 11.

No matter what your chosen field or career goals are, we have courses that can help you be successful. National and/or state certification exams are available for many courses. Most of the Health Sciences certificates are entry-level, which means there is no prior experience or education required. You can simply take a course, gain the skills and be ready to get that job! Certifications are depicted with this symbol 🎓.

Many careers require computer skills including keyboarding and Microsoft Office. Continuing Education provides Microsoft Access, Excel, PowerPoint, and Word training to help you increase your skills to remain competitive in your career. See pages 13 and 14.

Here’s what some of our former students have to say about the courses and instructors…

“The class environment was comfortable and professional. I truly believe that every penny invested was well worth the learning experience.”

“My teacher was amazing! He expanded on the textbook and figured out creative ways to teach us the knowledge we needed. He cares about his students - is patient and really helps us with the information.”

“The professionalism, compassion and passion exhibited by the instructors drive me to strive for excellence in the field.”

“I had a work interview at a local clinic and just letting you know it was awesome. I had a lot of fun and I got the job today! [after 3 weeks of training in class] Overall I want to say thank you for being a great teacher and for helping me make this opportunity possible. It means so much!”

Start your path to success by registering online today!
www.collin.edu/ce

Photo credits: Nick Young, Collin College photographer; BillionPhotos.com, BigStock contributor
**Health Sciences**

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

**Emergency Cardiovascular Care Programs**

- Basic Life Support for Healthcare Providers (CPR)
  - Hours: 5
  - Fee: $49
  - Materials Needed: Text to be purchased and read prior to class. Students who are late to this class will forfeit their tuition and seat in the class.
  - CRNs: 73085, 73086, 73087, 73128, 75054, 75055, 75056, 75057, 75058
  - Times: F 8 am–1:30 pm
  - Location: CYC

- BLS for Healthcare Providers – Renewal Course (CPR)
  - Hours: 3
  - Fee: $39
  - Materials Needed: Text to be purchased and read prior to class. Must have a current BLS card.
  - CRNs: 73088, 75062
  - Dates: 1/23, 3/19
  - Times: Sa 2–5 pm
  - Location: CYC

**Entry-Level Healthcare Training**

Health Career Success

- Hours: 24
- Fee: $99
- Prerequisites: Typing, basic computer skills and experience with Windows
- Materials Needed: Bring first draft of resume to first class session. This class requires 100% attendance.
- CRNs: 73129, 73130, 73131, 75105
  - Times: TuTh 6–10 pm, F 9 am–1 pm, MW 1–5 pm
  - Location: CYC

Medical Front Office

- Hours: 60
- Fee: $399
- Prerequisites: Basic computer skills and experience with Windows
- Materials Needed: Text
- CRN: 75106
  - Dates: 3/9–5/6
  - Time: This is an online course

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

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

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

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

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6-4/25</td>
<td>MWF, 9 am-noon</td>
<td>$2,000, 134 hours</td>
<td>Courtyard Center</td>
</tr>
<tr>
<td>3/9-7/25</td>
<td>MW, 6-9:30 pm</td>
<td>$2,000, 134 hours</td>
<td>Central Park Campus in McKinney</td>
</tr>
<tr>
<td>5/2-8/19</td>
<td>MWF, 9 am-noon</td>
<td>$2,000, 134 hours</td>
<td>Courtyard Center</td>
</tr>
</tbody>
</table>

Other required courses of the CMA Certificate are (may be taken at any time prior to externship):
- Computers in the Medical Office, 32 hours, $220, pg 18
- Health Career Success, 24 hours, $99, pg 15

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

Your PATHWAY to CMA Certification...

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

5 Steps to becoming a Certified Medical Assistant

1. Complete the Pre-Admission Application and check email for approval to register
2. Pass Computers in the Medical Office course
3. Pass Health Career Success course
4. Pass Clinical Medical Assistant courses
5. Submit Externship Application
6. Accept Externship site assignment
7. Complete Externship hours
8. Take and pass the National Certification Exam
9. Receive Certification
10. Apply for jobs and start career as a CMA!
### Health Unit Coordinator

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

### Math for Pharmacy Technicians

**Hours:** 12  
**Fee:** $69  
**CRN 73176**  
1/19–2/4 TuTh 6–8 pm  6 CYC

### Pharmacy Technician Certification Preparation

**Hours:** 50  
**Fee:** $1,099  
**CRN 73177**  
1/16–2/27 Sa 8:30 am–4:30 pm  7 CYC  
**CRN 73178**  
2/9–3/29 TuTh 6–9:30 pm  15 CPC  
**CRN 75137**  
3/2–4/22 MW 9 am–12:30 pm  15 CYC

### EYE CARE

Courses in this field prepare students for a rewarding career in the vision care industry. In the offices of an Ophthalmologist, Optometrist, or Optical stores. Opticians in the Dallas-Plano-Irving metroplex earned an average of $16.75 per hour in 2014. These positions are on the rise, with an expected growth of more than 22% by 2022. The Ophthalmic Assistant course includes 60 hours of classroom training and 20 hours at a local vision care facility for hands-on practical training. For more information, visit [http://bit.ly/ceOptician](http://bit.ly/ceOptician)

#### Optician Training

**Hours:** 60  
**Fee:** $1,995  
**Materials Needed:** Text  
**CRN 73183**  
1/13–4/27 MW 7–9 pm  30 CYC

#### Ophthalmic Assistant

**Hours:** 80  
**Fee:** $1,995  
**Materials Needed:** Text  
**CRN 73182**  
1/19–4/28 TuTh 7–9 pm  30 CYC

### Certified Nurse Assistant (CNA)

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

#### Nurse Aide Training

**Hours:** 60 Classroom + 40 Clinical  
**Fee:** $1,699  
**Prerequisites:** Completed application and formal approval must be obtained prior to enrolling in this course.  
**Materials Needed:** Text and workbook  
**CRN 75369**  
1/16–2/13 Sa 8 am–4 pm  4 CPC  
**CRN 75367**  
2/14–2/27 Sa/Su 6 am–4 pm  4 CPC

#### Electrocardiography (EKG)

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

### Phlebotomy Lab

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

### 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.

See more information on the [PCT](http://bit.ly/PCTce) program.
Medical Billing Certificate Series

The Medical Billing Certificate Series equips students with the skills required for an entry-level position in medical billing. Medical Billers are responsible for creating and submitting insurance claims, informing patients of their coverage, collecting and posting payments from patients and insurance companies, and maintaining patient insurance files. They communicate with patients, doctors, insurance companies, and other health care professionals to optimize revenue performance for a medical practice. Medical Billing Certification is important when applying for jobs such as Insurance Billing Specialist, Medical Biller, Reimbursement Specialist, Medical Billing Representative or Electronic Claims Processor. Externships are available for Medical Billing students who are interested and who meet academic and professionalism standards. See page 10 for details. Courses may be taken in any order; and can be finished in as little as 4 months. The certificate series is 210 total hours and $1,409 in tuition.

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

Series information can be found online at http://bit.ly/CEmedCodeBill

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 10 for details.

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

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

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

Series information can be found online at http://bit.ly/CEmedCodeBill

Online Course Information

If you are considering one of the online courses offered through CE Health Science, 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.

Medical Terminology
Hours: 48
Materials Needed: Text

<table>
<thead>
<tr>
<th>CRN</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Location</th>
</tr>
</thead>
<tbody>
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<td>1/13–3/2</td>
<td>MW</td>
<td>9 am–12:30 pm</td>
<td>14</td>
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<td>1/13–3/4</td>
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Basic Anatomy & Physiology
Hours: 48
Materials Needed: Text

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<th>Day(s)</th>
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Pathophysiology
Hours: 48
Prerequisites: Medical Terminology, Basic Anatomy and Physiology
Materials Needed: Text

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Introduction to Medical Coding
Hours: 48
Prerequisites: Medical Terminology
Materials Needed: Text

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Computers in the Medical Office
Hours: 32
Prerequisites: Typing, basic computer skills and experience with Windows
Materials Needed: Text

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<th>Day(s)</th>
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<td>75117</td>
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<tr>
<td>75114</td>
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Medical Coding I
Hours: 48
Prerequisites: Introduction to Medical Coding, Pathophysiology
Materials Needed: Text

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Medical Coding I and II–Online
Hours: 96
Prerequisites: Introduction to Medical Coding, Pathophysiology
Materials Needed: Text and online access code

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Healthcare Ethics & HIPAA Compliance
Hours: 32
Materials Needed: Text

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<td>75121</td>
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<td>T uTh</td>
<td>9 am–noon</td>
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Electronic Health Records
Hours: 32
Prerequisites: Typing, basic computer skills and experience with Windows
Materials Needed: Text

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Medical Billing & Reimbursement
Hours: 48
Materials Needed: Text

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<tr>
<td>75130</td>
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<td>MW</td>
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<td>11</td>
<td>CPC</td>
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</table>

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

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

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

Employment in this field is expected to grow faster than average, with projected annual job openings nation-wide of 25,250. Median income for medical secretaries in the Dallas-Plano-Irving Metroplex in 2014 was $14.95/hour. National Certification as a Certified Medical Administrative Assistant (CMAA) is available through the National Healthcareer Association. Courses may be taken in any order, and can be finished in as little as 8 months. The certificate series is 205 total hours and $1,391 in tuition.

Courses in this series may be taken in any order:

### Basic Life Support for Healthcare Providers (CPR)
- **Hours:** 5
- **Fee:** $49
- **Materials Needed:** Text to be purchased and read prior to class. Students who are late to this class will forfeit their tuition and seat in the class.

<table>
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<tr>
<td>73086</td>
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<tr>
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<tr>
<td>75055</td>
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<tr>
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### Health Career Success
- **Hours:** 24
- **Fee:** $99
- **Prerequisites:** Typing, basic computer skills and experience with Windows
- **Materials Needed:** Bring first draft of resume to first class session. This class requires 100% attendance.

<table>
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<tr>
<td>73129</td>
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<td>73130</td>
<td>1/24-2/28</td>
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<td>73131</td>
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<td>9 am–1 pm</td>
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### Healthcare Ethics & HIPAA Compliance
- **Hours:** 32
- **Fee:** $220
- **Materials Needed:** Text

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

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

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

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<td>6:30–9:30 pm</td>
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### Basic Bookkeeping
- **Hours:** 9
- **Fee:** $69

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

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<td>75077</td>
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### Microsoft Excel I
- **Hours:** 18
- **Fee:** $129
- **Prerequisites:** Microsoft Windows
- **Materials Needed:** Text

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

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

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</table>

Subscribe to the Continuing Education email newsletter today!

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

Physical Therapy Aide

The 100 hour Physical Therapy Aide course includes 60 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. The average wage for a Physical Therapist Aide in the Dallas-Plano-Irving Metroplex in 2014 was $12.03 per hour.

For more details, visit http://bit.ly/cePTaide

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

CRN: 75139
Date(s): 3/1–4/26
Day(s): TuTh
Time: 6–9:30 pm
Sessions: 17
Location: PRC

Certified Veterinary Assistant – Level 1

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

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

Upon completion of the four courses, students are eligible to take the certification exam provided by the Texas Veterinary Medical Association for CVA Level 1. The average wage for a Veterinary Assistant in the Dallas-Plano-Irving Metroplex in 2014 was $11.15 per hour.

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

What students are saying...

“The instructors have 100% of experience which made the course much more enriching.”
“I very much enjoyed this class. The instructors were positive and very helpful.”
“Wonderful teachers give real experience with what we are talking about.”

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

Orientation to Veterinary Medicine

Hours: 12
Fee: $89

Materials Needed: Text

CRN: 75377
Date(s): 4/3–4/17
Day(s): Su
Time: 1–5 pm
Sessions: 3
Location: CYC

Introduction to Veterinary Technology

Hours: 82
Fee: $499

Prerequisites: Orientation to Veterinary Medicine

Materials Needed: Text

CRN: 75378
Date(s): 4/24–8/28
Day(s): Su
Time: 1–5 pm
Sessions: 17
Location: CYC

Class will not meet 5/29 and 7/3

Practicum–Veterinary Assistant

Hours: 500
Fee: $750

Prerequisites: Co-Requisite: Orientation to Veterinary Medicine, Introduction to Veterinary Technology, and Health Career Success

Materials Needed: Text

CRN: 75379
To be arranged with instructors

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

Externship Opportunities

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

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


DENTAL ASSISTING

Dental Assistant Training

Hours: 100
Fee: $1,995

Prerequisites: Certificates of Completion will be issued for students who complete the Dental Assistant Training and externship.

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

CRN: 73529
Date(s): 1/8–5/6
Day(s): F
Time: 9 am–4:15 pm
Sessions: 29
Location: CYC

CRN: 73528
Date(s): 1/21–4/28
Day(s): TuTh
Time: 6–9:30 pm
Sessions: 29
Location: CYC

Registered Dental Assistant Course and Examination

Hours: 8
Fee: $199

Prerequisites: Completion of a Dental Assisting Program or Dental Assisting for 6 months

CRN: 73539
Date(s): 4/26–4/28
Day(s): TuTh
Time: 6–10 pm
Sessions: 2
Location: CYC

Nitrous Oxide Course and Exam

Hours: 8
Fee: $149

CRN: 75144
Date(s): 4/9
Day(s): Sa
Time: 9 am–5 pm
Sessions: 1
Location: CYC


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

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

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

Find us on Facebook
Collin College Continuing Education

www.facebook.com/CEHealthSciences
HEALTHCARE – HEALTH IT

Creating Virtual Medical Documents, Part 1
Hours: 32  Fee: $320
Prerequisites: Students must have completed all other coursework in the Health IT series.
Materials Needed: Text
73527  1/6–2/19  This is an online course

Creating Virtual Medical Documents, Part 2
Hours: 32  Fee: $320
Prerequisites: Creating Virtual Medical Documents, Part 1
Materials Needed: Text
75131  2/29–4/13  This is an online course

NURSING REFRESHER

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

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

Nursing Refresher
Hours: 80  Fee: $699
Prerequisites: Completed application and formal approval must be obtained prior to enrolling in this course.
Materials Needed: Text
73187  1/13–4/29  This is an online course

Clinical-Nursing Refresher
Hours: 80  Fee: $299
Prerequisites: Admissions application and Nursing Refresher course
75384  2/15–4/29  To be arranged with instructor

RADIOLOGY TRAINING SERIES

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

Total training is 120 hours/$1,350
For more information, visit http://bit.ly/CEradiology

<table>
<thead>
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<tr>
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<td>Radiology Training II</td>
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<td>Radiology Training III</td>
<td>6/13–7/27</td>
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Case Manager Certificate Series

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


The Case Management Process
Hours: 45  Fee: $349
Materials Needed: Text
73185  1/13–3/4  This is an online course

Case Management Coordination & Financial Management
Hours: 45  Fee: $349
Materials Needed: Text
73583  3/9–4/29  This is an online course

Case Studies in Healthcare Case Management
Hours: 45  Fee: $349
Materials Needed: Text
75382  3/9–4/29  This is an online course

COUNSELOR EDUCATION

Continuing Education Units (CEUs)
Collin College has been approved for CEUs for LPC’s, LMFT’s, LSW’s and for recertification of the Alcoholism and Drug Abuse Counselors.
Courses will meet Fridays at the Courtyard Center and cost $37 each. All courses are three hours and will instruct you through many different situations that counselors and social workers face every day.

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

Hours: 3  Fee: $37
Cultural Diversity in Death & Dying
73535  1/22  F  9 am–noon  1 CYC

Ethics I
73536  1/22  F  1–4 pm  1 CYC

Using Humor in Therapy
73537  2/19  F  9 am–noon  1 CYC

Personality Disorders
73538  2/19  F  1–4 pm  1 CYC

Ayurveda Viewpoints: Food as Medicine & Skin Care
75401  3/18  F  9 am–noon  1 CYC

Forgiveness – What it is and what it isn’t?
75402  3/18  F  1–4 pm  1 CYC

Drug Use & Abuse
75403  4/1  F  9 am–noon  1 CYC

Dual Diagnosis
75404  4/1  F  1–4 pm  1 CYC

Counseling Veterans & Their Families
75405  4/22  F  9 am–noon  1 CYC

Anger & Rage Addiction: How to Break the Cycle
75406  4/22  F  1–4 pm  1 CYC

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

**Computer Education**

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

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

**Call 972.985.3711 to enroll**

#### Introductory Computer

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Dates</th>
<th>Day(s)</th>
<th>Time</th>
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<td>Introduction to Windows 10</td>
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<td>2/2–2/11</td>
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<td>iPad</td>
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<td>2/12–3/4</td>
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<td>iPhone</td>
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<td>2/12–3/4</td>
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<td>Android Phone and Tablet</td>
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<td>3/18–4/15</td>
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<td>Protecting Online Privacy</td>
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#### Introductory Digital Photography

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<td>2/8–2/10</td>
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<td>Face-lifts with Photoshop Elements</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

<table>
<thead>
<tr>
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<td>PERL</td>
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<td>Excel Programming</td>
<td>73408</td>
<td>1/30–1/31</td>
<td>W</td>
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<td>Windows 10</td>
<td>73313</td>
<td>2/27–2/28</td>
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<td>XML</td>
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<td>Microsoft Project</td>
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<td>4/16–4/17</td>
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<td>4/30–5/1</td>
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#### Workshops

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

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

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<tr>
<th>Course Name</th>
<th>CRN</th>
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<td>LinkedIn - Advanced</td>
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<td>Apple iCloud - Basics</td>
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<td>2/10</td>
<td>W</td>
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<tr>
<td>Managing Collected</td>
<td>75274</td>
<td>3/6</td>
<td>Su</td>
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<td>Quick Edits Using</td>
<td>75277</td>
<td>3/5</td>
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<td>PhotoShop Elements (hands on)</td>
<td>75278</td>
<td>3/19</td>
<td>Sa</td>
<td>1–4 pm</td>
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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.
Computer Education

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

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

- Friday or *Saturday, 8 am–5 pm
- Fee: $99
- Materials needed: Text
- Location: Courtyard Center (CYC)

<table>
<thead>
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<td>Basic Access</td>
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<td>Advanced Access</td>
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**Operating Systems**

**Introduction to Personal Computers**

- Hours: 15
- Fee: $109
- Materials Needed: Text

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**Introductory Computer Courses**

**Windows 10 – Beginner**

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

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<td>73521</td>
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<td>TuTh</td>
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<td>CYC</td>
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<td>75356</td>
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<td>TuTh</td>
<td>9 am–noon</td>
<td>6</td>
<td>CYC</td>
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**Windows 10 – Intermediate**

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

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**Hot Job Skills**

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

**Can’t find a time that works into your schedule? Try an online course. See page 32.**

**Computer Keyboarding**

- Hours: 21
- Fee: $119
- Materials Needed: Text and USB flash drive — any capacity

<table>
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<td>73384</td>
<td>2/10–3/2</td>
<td>WF</td>
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All classes that meet for more than 5 hours will break one-hour for lunch.

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

**Site Codes:** AHS–Allen Center CHEC–Collin Higher Education Center CPC–Central Park Campus CYC–Courtyard Center PRC–Preston Ridge Campus SCC–Spring Creek Campus
**What software will I learn?**

- Adobe Creative Cloud
- Adobe Photoshop/Premiere Elements 14
- VMware vSphere 6
- Autodesk 3ds Max 2016
- Autodesk AutoCAD 2016
- Autodesk Revit 2016
- Intuit QuickBooks Pro 2015
- Microsoft Office 2013
- Microsoft Windows 10
- Oracle 12c
- SAP Crystal Reports 2011
- SolidWorks 2016

## MICROSOFT OFFICE

### Microsoft Office System

**Hours:** 24  
**Fee:** $159

**Prerequisites:** Microsoft Windows  
**Materials Needed:** Text

<table>
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<tr>
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<td>9 am-noon</td>
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<td>3/8-4/26</td>
<td>Tu</td>
<td>6:30-9:30 pm</td>
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### Microsoft Excel I

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

**Prerequisites:** Microsoft Windows  
**Materials Needed:** Text

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### Microsoft Excel II

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

**Prerequisites:** Microsoft Excel I  
**Materials Needed:** Text

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### Microsoft Excel III

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

**Prerequisites:** Microsoft Excel II  
**Materials Needed:** Text

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### Microsoft Word I

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

**Prerequisites:** Microsoft Windows and the ability to type at least 20 wpm  
**Materials Needed:** Text

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### Microsoft Word II

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

**Prerequisites:** Microsoft Word I  
**Materials Needed:** Text

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### Microsoft PowerPoint I

**Hours:** 15  
**Fee:** $109

**Prerequisites:** Microsoft Windows  
**Materials Needed:** Text

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### Microsoft Access I

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

**Prerequisites:** Microsoft Windows  
**Materials Needed:** Text

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### Microsoft Access II

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

**Prerequisites:** Microsoft Access I  
**Materials Needed:** Text

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### Microsoft Access III

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

**Prerequisites:** Microsoft Access II  
**Materials Needed:** Text

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### Microsoft Outlook I

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

**Materials Needed:** Text

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<td>1-4 pm</td>
<td>5</td>
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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 26 or the Medical Secretary Certificate Series on page 9.

---

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

### SAS Programming Fundamentals
- **Hours:** 28  
- **Fee:** $439  
- **Prerequisites:** Beginning Programming I, or equivalent programming experience  
- **Materials Needed:** Text  
- **CRN:** 73454  
- **Date(s):** 1/23-2/13  
- **Day(s):** Sa  
- **Time:** 9 am–5 pm  
- **Sessions:** 4  
- **Location:** CYC

### SAS Intermediate Programming: SQL Procedure
- **Hours:** 14  
- **Fee:** $229  
- **Prerequisites:** SAS Programming Fundamentals, or equivalent experience  
- **CRN:** 75319  
- **Date(s):** 4/2-4/9  
- **Day(s):** Sa  
- **Time:** 9 am–5 pm  
- **Sessions:** 2  
- **Location:** CYC

### SAS Intermediate Programming: Macro Facility
- **Hours:** 14  
- **Fee:** $229  
- **Prerequisites:** SAS Programming Fundamentals, or equivalent experience  
- **CRN:** 75327  
- **Date(s):** 4/23-4/30  
- **Day(s):** Sa  
- **Time:** 9 am–5 pm  
- **Sessions:** 2  
- **Location:** CYC

### Access VBA I
- **Hours:** 18  
- **Fee:** $159  
- **Prerequisites:** Access III  
- **Materials Needed:** Text  
- **CRN:** 73302  
- **Date(s):** 1/13-1/29  
- **Day(s):** WF  
- **Time:** 6:30-9:30 pm  
- **Sessions:** 6  
- **Location:** CYC

### SharePoint for End Users
- **Hours:** 18  
- **Fee:** $229  
- **Prerequisites:** Working knowledge of PC Windows environment  
- **Materials Needed:** Text  
- **CRN:** 73107  
- **Date(s):** 1/30-3/5  
- **Day(s):** Sa  
- **Time:** 1-4 pm  
- **Sessions:** 6  
- **Location:** CYC

### Online System for Small Business Success
- **Hours:** 18  
- **Fee:** $199  
- **Prerequisites:** Familiarity with PC and Internet.  
- **Materials Needed:** Text  
- **CRN:** 75350  
- **Date(s):** 3/10-4/14  
- **Day(s):** Th  
- **Time:** 6:30-9:30 pm  
- **Sessions:** 6  
- **Location:** CYC

### Database Fundamentals
- **Hours:** 18  
- **Fee:** $159  
- **Materials Needed:** Text  
- **CRN:** 75358  
- **Date(s):** 3/23-4/27  
- **Day(s):** W  
- **Time:** 6:30-9:30 pm  
- **Sessions:** 6  
- **Location:** CYC

### Creating Excel Dashboards
- **Hours:** 18  
- **Fee:** $159  
- **Prerequisites:** Excel III or equivalent experience.  
- **Materials Needed:** Text  
- **CRN:** 75187  
- **Date(s):** 4/1-5/6  
- **Day(s):** F  
- **Time:** 6:30-9:30 pm  
- **Sessions:** 6  
- **Location:** CYC

### Excel VBA I
- **Hours:** 24  
- **Fee:** $289  
- **Prerequisites:** MS Excel III or equivalent experience  
- **Materials Needed:** Text  
- **CRN:** 73306  
- **Date(s):** 2/1-2/24  
- **Day(s):** MW  
- **Time:** 6:30-9:30 pm  
- **Sessions:** 8  
- **Location:** CYC

### Excel VBA II
- **Hours:** 24  
- **Fee:** $289  
- **Prerequisites:** Excel VBA I  
- **Materials Needed:** Text  
- **CRN:** 75208  
- **Date(s):** 3/8-3/31  
- **Day(s):** TuTh  
- **Time:** 6:30-9:30 pm  
- **Sessions:** 8  
- **Location:** CYC

---

### ENTERPRISE COMPUTING

### Data Visualization Fundamentals
- **Hours:** 18  
- **Fee:** $159  
- **Prerequisites:** Excel III or equivalent experience  
- **Materials Needed:** Text  
- **CRN:** 75041  
- **Date(s):** 4/11-4/27  
- **Day(s):** MW  
- **Time:** 6:30-9:30 pm  
- **Sessions:** 6  
- **Location:** CYC

### Excel PowerPivot
- **Hours:** 18  
- **Fee:** $219  
- **Prerequisites:** Excel III, PivotTables or equivalent experience  
- **Materials Needed:** Text  
- **CRN:** 75365  
- **Date(s):** 4/12-4/28  
- **Day(s):** TuTh  
- **Time:** 6:30-9:30 pm  
- **Sessions:** 6  
- **Location:** CYC

### Introduction to Crystal Reports
- **Hours:** 18  
- **Fee:** $129  
- **Materials Needed:** Text  
- **CRN:** 75044  
- **Date(s):** 4/12-4/26  
- **Day(s):** TuTh  
- **Time:** 6-9:30 pm  
- **Sessions:** 5  
- **Location:** CYC

### SAP Overview
- **Hours:** 24  
- **Fee:** $489  
- **Prerequisites:** Basic knowledge of the SAP system  
- **Materials Needed:** Text  
- **CRN:** 73516  
- **Date(s):** 1/30-2/13  
- **Day(s):** Sa  
- **Time:** 8 am–5 pm  
- **Sessions:** 3  
- **Location:** CYC

### Overview of SAP ERP (Enterprise Resource Planning)
- **Hours:** 24  
- **Fee:** $489  
- **Prerequisites:** SAP Overview or equivalent experience  
- **Materials Needed:** Text  
- **CRN:** 75387  
- **Date(s):** 3/5-4/2  
- **Day(s):** Sa  
- **Time:** 8 am–5 pm  
- **Sessions:** 3  
- **Location:** CYC

### Overview of SAP FICO (Financial and Control)
- **Hours:** 24  
- **Fee:** $489  
- **Prerequisites:** SAP Overview or equivalent experience  
- **Materials Needed:** Text  
- **CRN:** 75388  
- **Date(s):** 3/5-4/2  
- **Day(s):** Sa  
- **Time:** 8 am–5 pm  
- **Sessions:** 3  
- **Location:** CYC

### Overview of SAP CRM (Customer Relationship Management)
- **Hours:** 24  
- **Fee:** $489  
- **Prerequisites:** SAP Overview or equivalent experience  
- **Materials Needed:** Text  
- **CRN:** 75362  
- **Date(s):** 4/16-4/30  
- **Day(s):** Sa  
- **Time:** 8 am–5 pm  
- **Sessions:** 3  
- **Location:** CYC

### Overview of SAP SCM (Supply Chain Management)
- **Hours:** 24  
- **Fee:** $489  
- **Prerequisites:** SAP Overview or equivalent experience  
- **Materials Needed:** Text  
- **CRN:** 75326  
- **Date(s):** 4/16-4/30  
- **Day(s):** Sa  
- **Time:** 8 am–5 pm  
- **Sessions:** 3  
- **Location:** CYC

---

### COMPUTER AIDED DESIGN AND DRAFTING

### AutoCAD – Fundamentals
- **Hours:** 24  
- **Fee:** $529  
- **Prerequisites:** Basic familiarity with Windows-based programs  
- **Materials Needed:** Text Optional  
- **CRN:** 73452  
- **Date(s):** 1/11-1/15  
- **Day(s):** MW  
- **Time:** 8 am–5 pm  
- **Sessions:** 3  
- **Location:** CYC

- **CRN:** 75318  
- **Date(s):** 3/28-4/1  
- **Day(s):** MW  
- **Time:** 8 am–5 pm  
- **Sessions:** 3  
- **Location:** CYC

---

QuickBooks courses are listed on page 30.
What software will I learn?
Adobe Creative Cloud
Adobe Photoshop/Premiere Elements 14
VMware vSphere 6
Autodesk 3ds Max 2016
Autodesk AutoCAD 2016
Autodesk Revit 2016
Intuit QuickBooks Pro 2015
Microsoft Office 2013
Microsoft Windows 10
Oracle 12c
SAP Crystal Reports 2011
SolidWorks 2016

AutoCAD – Advanced
Hours: 18  Fee: $319
Prerequisites: Completed AutoCAD Fundamentals course or other recent basic to intermediate level AutoCAD experience; familiarity with Windows XP or Windows 7-based programs. Materials Needed: Text
73520  4/4-4/8  MWF  9 am-4 pm  3 CYC

Revit Architecture – Essentials
Hours: 24  Fee: $359
Prerequisites: Familiarity with Windows XP
73407  1/12-2/4  TuTh  6:30-9:30 pm  8 CYC

Revit Architecture – Advanced
Hours: 18  Fee: $319
Prerequisites: Revit Architecture – Essentials
Materials Needed: Text
73414  2/9-2/25  TuTh  6:30-9:30 pm  6 CYC

INTERNET TECHNOLOGIES

Internet Marketing Certificate

To be eligible to receive the certificate:

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

...take two of the 10 elective courses:
• Google AdSense
• How to Start a Business Using eBay I (pg. 30)
• Internet Marketing Technologies
• Internet Marketing Using Targeted Content
• Internet Marketing Using YouTube
• Joomla Website Development
• SEO for Small Business - Advanced
• SEO for Small Business Boot Camp
• Social Media Marketing Technologies
• Wordpress - Advanced

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

Adobe Muse CC
Hours: 18  Fee: $169
Prerequisites: Familiarity with computer operating system.
Materials Needed: Text
73431  2/1-2/12  MWF  6:30-9:30 pm  6 CYC

Adobe Edge Animate CC
Hours: 18  Fee: $169
Prerequisites: Familiarity with computer operating system.
Materials Needed: Text
73423  2/15-2/26  MWF  6:30-9:30 pm  6 CYC

WordPress – Basic
Hours: 18  Fee: $169
Prerequisites: Familiarity with the Internet
Materials Needed: Text
73151  1/19-2/4  TuTh  9 am-noon  6 CYC
73504  1/25-2/29  M  6:30-9:30 pm  6 CYC
75351  3/14-3/30  MW  9 am-noon  6 CYC

WordPress – Advanced
Hours: 18  Fee: $169
Prerequisites: WordPress – Basic or equivalent experience
Materials Needed: Text
73160  2/9-2/25  TuTh  9 am-noon  6 CYC
75347  3/7-4/11  M  6:30-9:30 pm  6 CYC
### Computer Education

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**Internet Marketing Using Targeted Content**

Hours: 18  
Fee: $169  
Prerequisites: Search Engine Optimization for Small Business – Basic  
Materials Needed: Text  
73148 1/14-2/18 Th 6:30-9:30 pm 6 CYC

**Earn Money Using Google AdSense**

Hours: 18  
Fee: $169  
Prerequisites: Search Engine Optimization for Small Business – Basic  
Materials Needed: Text  
73104 1/19-2/23 Tu 6:30-9:30 pm 6 CYC

**HyperText Markup Language**

Hours: 18  
Fee: $169  
Prerequisites: Familiarity with the Internet  
Materials Needed: Text  
73148 1/14-2/18 Th 6:30-9:30 pm 6 CYC

**Cascading Style Sheets**

Hours: 15  
Fee: $159  
Prerequisites: HyperText Markup Language  
Materials Needed: Text  
73105 1/22-2/26 F 6:30-9:30 pm 6 CYC

**Website Development Using HTML5 and CSS3**

Hours: 18  
Fee: $169  
Prerequisites: JavaScript, HTML, CSS and Dreamweaver or equivalent experience.  
Materials Needed: Text  
73197 2/8-2/24 6:30-9:30 pm 6 CYC

**SEO for Small Business Boot Camp**

Hours: 24  
Fee: $389  
Prerequisites: WordPress Basic or equivalent experience  
Materials Needed: Text  
73148 1/14-2/18 Th 6:30-9:30 pm 6 CYC

**Social Media Marketing Technologies**

Hours: 18  
Fee: $169  
Prerequisites: WordPress Basic, or equivalent experience  
Materials Needed: Text  
73148 1/14-2/18 Th 6:30-9:30 pm 6 CYC

**Dreamweaver I**

Hours: 24  
Fee: $249  
Prerequisites: Mac OS/X and HTML  
Materials Needed: Text  
73395 2/9-3/3 TuTh 9 am-noon 8 CYC

### Additional Information

- **Drupal Website Development I**  
  Hours: 18  
  Fee: $199  
  Prerequisites: Basic Internet and web usage experience.  
  Materials Needed: Text  
- **Joomla! Website Development**  
  Hours: 24  
  Fee: $219  
  Prerequisites: Familiarity with the Internet.  
  Materials Needed: Text  

**You may also be interested in Marketing courses found on page 29.**

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

Unless otherwise stated, course prerequisites are not strict requirements for enrolling in a course. However, they serve as a good guideline for student self-assessment of prior knowledge and experience before enrollment.
Dreamweaver II  
Hours: 24  
Fee: $249  
Prerequisites: Dreamweaver I for Mac  
Materials Needed: Text

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<td>6:30-9:30 pm</td>
<td>8</td>
<td>CYC</td>
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Flash I  
Hours: 15  
Fee: $159  
Prerequisites: Mac OS/X, basic Web page construction  
Materials Needed: Text

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

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Advanced JavaScript using jQuery  
Hours: 24  
Fee: $269  
Prerequisites: HTML, CSS, and Intro to JavaScript  
Materials Needed: Text

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Extensible Markup Language (XML)  
Hours: 18  
Fee: $199  
Prerequisites: HTML and some programming experience  
Materials Needed: Text

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Introduction to PHP & MySQL  
Hours: 24  
Fee: $269  
Prerequisites: HTML  
Materials Needed: Text

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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.

New Computer Education

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

Java Web Application Development I
Hours: 32  Fee: $389
Prerequisites: Java Programming II, HTML
Materials Needed: Text
73498  1/12–3/1  Tu  6–10 pm  8  CYC

Java Web Application Development II
Hours: 24  Fee: $329
Prerequisites: Java Web Application Development I
Materials Needed: Text
75348  3/8–4/12  Tu  6–10 pm  6  CYC

Introduction to Spring
Hours: 24  Fee: $329
Prerequisites: Java Programming II or equivalent experience
Materials Needed: Text
73501  1/21–2/25  Th  6–10 pm  6  CYC

Spring MVC I
Hours: 16  Fee: $219
Prerequisites: Java Web Application Development II,
Introduction to Spring or equivalent experience
Materials Needed: Text
75182  2/29–3/21  M  6–10 pm  4  CYC

Introduction to Struts 2 Framework
Hours: 24  Fee: $329
Prerequisites: Java Web Application Development I and
knowledge of JSP custom tags
Materials Needed: Text
75247  4/12–4/28  TuTh  6–10 pm  6  CYC

Introduction to Hibernate
Hours: 12  Fee: $149
Prerequisites: Java Programming II or equivalent experience
Materials Needed: Text
75249  4/20–4/29  WF  6:30–9:30 pm  4  CYC

Software Quality Assurance
Hours: 18  Fee: $259
Materials Needed: Text
75316  3/10–4/14  Th  6:30–9:30 pm  6  CYC

Beginning Programming I
Hours: 24  Fee: $269
Prerequisites: Windows 7 or equivalent experience
Materials Needed: Instructor handouts
73362  1/11–2/8  MW  6:30–9:30 pm  8  CYC

Beginning Programming II
Hours: 24  Fee: $269
Prerequisites: Beginning Programming I or equivalent experience
Materials Needed: Instructor handouts
73369  2/15–4/4  M  6:30–9:30 pm  8  CYC

Beginning Programming III
Hours: 24  Fee: $269
Prerequisites: Beginning Programming II or equivalent experience
Materials Needed: Instructor handouts
75243  2/27–4/30  Sa  9 am–noon  8  CYC

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

SQL Programming
Hours: 30  Fee: $279
Prerequisites: Microsoft Windows and ability to type 20
WPM. Must have some programming experience or must have completed Beginning Programming course. Must be competent in navigating in Windows environment.
Materials Needed: Text
73189  1/15–4/1  F  6:30–9:30 pm  10  CYC
73308  2/2–3/3  TuTh  6:30–9:30 pm  10  CYC

Advanced SQL Programming
Hours: 24  Fee: $299
Prerequisites: Intro SQL Programming or equivalent experience
Materials Needed: Text – OPTIONAL
75346  3/7–4/25  M  6:30–9:30 pm  8  CYC

Perl Programming – Intermediate
Hours: 18  Fee: $199
Prerequisites: Introduction to Perl Programming
Materials Needed: Text
75315  3/7–3/23  MW  6:30–9:30 pm  6  CYC

Agile Portfolio Management and Requirements Planning
Hours: 24  Fee: $259
Prerequisites: Familiarity of the software development process and a basic knowledge of standard software program management practices.
Materials Needed: Text
73513  1/12–2/25  TuTh  6:30–9:30 pm  8  CYC

Agile Development Methods
Hours: 24  Fee: $259
Prerequisites: Java Programming II or equivalent experience.
Materials Needed: Text OPTIONAL
73517  2/9–3/3  TuTh  6:30–9:30 pm  8  CYC

Agile Testing and Deployment
Hours: 18  Fee: $229
Prerequisites: Agile Development Methods or equivalent experience.
Materials Needed: Text
75355  3/10–4/14  Th  6:30–9:30 pm  6  CYC

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

**Introduction to Linux**
Hours: 24  
Fee: $329

**Shell Scripting I**
Hours: 8  
Fee: $119  
Prerequisites: Introduction to UNIX Using Linux or equivalent experience  
Materials Needed: Text

**Shell Scripting II**
Hours: 8  
Fee: $119  
Prerequisites: Shell Scripting I  
Materials Needed: Text

**Shell Scripting III**
Hours: 8  
Fee: $119  
Prerequisites: Shell Scripting II  
Materials Needed: Text

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

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**COMPUTER SECURITY**

**Hacking and Penetration Testing**
Hours: 30  
Fee: $789  
Prerequisites: CompTIA Network+, Security+ or equivalent experience  
Materials Needed: Text included in cost of class.

**Certified Information Systems Security Professional (CISSP)**
Hours: 30  
Fee: $789  
Prerequisites: CompTIA Network+, Security+ or equivalent experience  
Materials Needed: Text included in cost of class.

**CISCO NETWORKING**

Cisco courses fill fast, so register early!

**COMPTIA CERTIFICATIONS**

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

**CompTIA Healthcare IT Technician**
Hours: 30  
Fee: $389  
Prerequisites: CompTIA A+ or equivalent experience/training  
Materials Needed: Text

**CompTIA A+ Certification**
Hours: 36  
Fee: $449  
Materials Needed: Text

**CompTIA Net+ Certification**
Hours: 36  
Fee: $449  
Prerequisites: CompTIA A+ Certification  
Materials Needed: Text

**CompTIA Security+ Certification**
Hours: 36  
Fee: $449  
Prerequisites: CompTIA Net+ Certification  
Materials Needed: Text

**ORACLE**

**Oracle DB: SQL Fundamentals**
Hours: 40  
Fee: $849  
Materials Needed: Text included in cost of class.

**Oracle DB: Install and Upgrade Workshop**
Hours: 16  
Fee: $459  
Prerequisites: Oracle DB: SQL Fundamentals  
Materials Needed: Text included in cost of class.

**Oracle DB: Admin Workshop**
Hours: 40  
Fee: $849  
Prerequisites: Oracle DB: SQL Fundamentals  
Materials Needed: Text included in cost of class.
Oracle DB: Backup and Recovery Workshop

Hours: 40  Fee: $849
Prerequisites: Oracle DB: Admin Workshop
Materials Needed: Text included in cost of class.

75370  3/8-3/29  MTuW  9 am–1 pm  10  CYC
75372  3/9-4/4  MWF  6–10 pm  10  CYC

Oracle DB: Managing Multitenant Architecture

Hours: 16  Fee: $459
Prerequisites: Oracle DB: Backup and Recovery Workshop (Oracle DB: Admin II)
Materials Needed: Text included in cost of class.

75287  4/9-4/16  Sa  8 am–5 pm  2  CYC

Oracle DB: Program with PL/SQL

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

75286  4/6-4/27  MWF  6–10 pm  10  CYC

VIRTUALIZATION TECHNOLOGIES

VMware vSphere: Install, Configure, Manage

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

73592  1/20-2/22  MW  6–10 pm  10  CYC
75205  2/29-3/30  MW  6–10 pm  10  CYC
75213  4/2-4/30  Sa  8 am–5 pm  5  CYC

VMware vSphere: Optimize & Scale

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

73304  1/23-2/20  Sa  8 am–5 pm  5  CYC

.NET

Introduction to C# Visual Studio

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

73268  1/12-2/9  TuTh  6–10 pm  9  CYC

C# Web Programming with Visual Studio

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

75184  3/1-3/29  TuTh  6–10 pm  9  CYC

MICROSOFT CERTIFICATIONS

MCSA 70-410 Installing and Configuring Windows Server 2012

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

73512  1/11-2/15  MW  6–10 pm  10  CYC

MCSA 70-411 Administering Windows Server 2012

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

75318  2/17-3/21  MW  6–10 pm  10  CYC

MCSA 70-412 Configuring Advanced Windows Server 2012 Services

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

75317  3/22-4/25  MW  6–10 pm  10  CYC

MCSA 70-461 Querying MS SQL Server 2012

Hours: 40  Fee: $569
Prerequisites: Database Fundamentals, SQL Server 2008 Essentials, SQL Programming, or equivalent experience
Materials Needed: Text

73295  1/16-2/13  Sa  8 am–5 pm  5  CYC

MCSA 70-462 Admin MS SQL Server 2012 Databases

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

75196  2/20-4/2  Sa  8 am–5 pm  5  CYC

MCSA 70-463 Implementing a Data Warehouse w/MS SQL Server 2012

Hours: 40  Fee: $569
Prerequisites: MCSA 70-461, MCSA 70-462
Materials Needed: Text

75202  4/9-5/7  Sa  8 am–5 pm  5  CYC

SQL Server Essentials

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

73191  1/30-4/2  Sa  9 am–noon  8  CYC

SQL Server Analysis Services

Hours: 24  Fee: $359
Prerequisites: Working knowledge of the Windows environment
Materials Needed: Text

73193  1/30-4/2  Sa  1–4 pm  8  CYC

SQL Server Integration Services

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

73368  2/10-3/4  WF  6:30–9:30 pm  8  CYC

SQL Server Reporting Services

Hours: 24  Fee: $359
Prerequisites: Working knowledge of the Windows environment
Materials Needed: Text

75244  3/9-4/8  WF  6:30–9:30 pm  8  CYC

Visit www.microsoft.com/learning for course and certification information and look up www.prometric.com or www.vue.com/ms for testing sites in your area.
# WORKFORCE DEVELOPMENT

## PROJECT MANAGEMENT

### Project Management Certificate Series


<table>
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<tr>
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### Introduction to Project Management

Hours: 12  
Fee: $99

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### Integration and Scope Management

Hours: 12  
Fee: $99

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### Time and Cost Management

Hours: 12  
Fee: $99

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### Human Resources and Quality Management

Hours: 12  
Fee: $99

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### Communications and Risk Management

Hours: 12  
Fee: $99

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### Procurement and Stakeholder Management

Hours: 12  
Fee: $99

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

## Course below is not part of the Certificate Series

### Project Management Certification Preparation

Hours: 15  
Fee: $299

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## CONSTRUCTION PROJECT MANAGEMENT

### Construction Project Management Certificate Series


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### Close-out & Final Payment

Hours: 12  
Fee: $79

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

## LEAN ENTERPRISE

### Principles of Lean Enterprise Certificate Series


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

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

Logistics and Materials Management Certificate Series

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

OPERATIONS MANAGEMENT

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

<table>
<thead>
<tr>
<th>Hours</th>
<th>Fee</th>
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<td>48</td>
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**Courses**

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

**Process Design and Development**
Hours: 12
Fee: $79

**Strategic Operations Management**
Hours: 12
Fee: $79

**Continuous Improvement and Productivity**
Hours: 12
Fee: $79

**Start a New Career in Truck Driving**
Students complete 200 hours of training in four weeks to earn CDL license. Interested students must be able to read, write and speak English. Must have a valid Class C license and an acceptable driving record. Tuition includes physical, CDL licensing and books. This is a WIAO approved course. Tuition assistance available for eligible applicants.

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Training starts monthly. For more information and class dates, email CEAdvisor@collin.edu or call 972.985.3752

AVIATION

**Private Pilot Ground School**
Hours: 48
Fee: $249
Materials Needed: Text

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<td>16 CYC</td>
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**Instrument Rating Ground School**
Hours: 48
Fee: $249
Prerequisites: Private Pilot Ground School
Materials Needed: Text

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**Convective Weather for Pilots**
Hours: 9
Fee: $79

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Class breaks one hour for lunch

TECHNICAL TRADES

**Basic Electrical Wiring**
Hours: 32
Fee: $179

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Last class ends at 9:15 pm

**Commercial Industrial Wiring**
Hours: 16
Fee: $99
Prerequisites: Basic Electrical Wiring

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Last class ends at 9:30 pm
Enroll in our 2-3 day courses approved by the Fiber Optics Association (FOA). We offer both technician (CFOT) and specialist (CFOS/S, CFOS/T) training. No prior experience needed for the CFOT course. Specialist courses can be taken immediately after successful completion of CFOT course. Tuition includes all materials as well as FOA certification exam. Median hourly income in this region is $23.42. For more information, email CEAdvisor@collin.edu or call 972.985.3752.

Certified Fiber Optics Technician (CFOT) Hours: 24 Fee: $700
Materials Needed: Text is included in the fee
73219 2/1-2/3 MThW 8 am–5 pm 3 CYC

Certified Fiber Optics Specialist–Testing/Maintenance (CFOS/T) Hours: 16 Fee: $675
Prerequisites: Successful completion of FOA CFOT course within the preceding 12 months or renewal of FOA membership during that time frame.
Materials Needed: Text is included in the fee
73220 2/4-2/5 ThF 8 am–5 pm 2 CYC

Certified Fiber Optics Splicing Specialist (CFOS/S) Hours: 14 Fee: $675
Prerequisites: Successful completion of FOA CFOT course within the preceding 12 months or renewal of FOA membership during that time frame.
Materials Needed: Text is included in the fee
73221 2/6-2/7 SaSu 8 am–5 pm 2 CYC
Class meets noon-5 pm on Sunday

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

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

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

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

Are you ready to pursue a career in the insurance industry?
The 64 hour, three course Insurance Professional Certificate Series provides training for industry specific courses as well as time management skills to improve your work efficiency. Other essential knowledge, skills and abilities for the insurance industry include excellent verbal and written communication abilities as well as organizational skills. Anticipated growth in the next few years for the DFW area is 4%, (national growth only 1.4%) with a median hourly wage in the DFW area of $30.96.

Email CEAdvisor@collin.edu for details or call 972.985.3752

TX All-Lines Property & Casualty Pre-Licensing Adjuster Training Hours: 40 Fee: $249
73243 1/28-3/31 Th 6–10 pm 10 CYC

Technical Writing for the Insurance Professional Hours: 15 Fee: $79
75156 4/7-5/5 Th 6:30-9:30 pm 5 CYC

Time Management Hours: 9 Fee: $69
75015 5/12-5/26 Th 6:30-9:30 pm 3 CYC

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


All Collin College campuses will be CLOSED and Continuing Education Classes will not meet December 24, 2015–Jan. 3, 2016, Jan. 18, March 11–13, March 25–27, May 30
All classes that meet for more than 5 hours will break one-hour for lunch.

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

Find us on Facebook
Collin College Continuing Education
www.facebook.com/collinconted
REAL ESTATE LICENSURE CLASSES

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

To register call 972.985.3711 or register online at www.collin.edu/ce/register
For more information on Real Estate requirements, contact Mary Milford at 469-365-1801 or mmilford@collin.edu or Richard “Dick” Helgeson at 469-365-1803 or rhelgeson@collin.edu.

Materials Needed: Text (available at Preston Ridge Campus, Frisco Bookstore) 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 Mary Milford at 469-365-1801, mmilford@collin.edu or contact Richard “Dick” Helgeson at 469-365-1803, rhelgeson@collin.edu.

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

Mini Semester I  * Make up date for Monday, 1/18 will be Friday, 2/12.

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<td>4</td>
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<tr>
<td>73116</td>
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<td>TuTh</td>
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<tr>
<td>73117</td>
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<tr>
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<tr>
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<td>MW</td>
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Mini Semester II  Classes do not meet March 7–11

<table>
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Mini Semester III

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<tr>
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<td>TuTh</td>
<td>6–10:10 pm</td>
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<td>H208</td>
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</table>

Weekend Schedule  Note: Each weekend course is held for three consecutive weekends at the following meeting times:

<table>
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<tr>
<td>73205</td>
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<td>FSoSu</td>
<td></td>
<td>4</td>
<td>H208</td>
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</table>
Administrative Assistant Certificate Series

This 150 hour, 10-course certificate series is designed to give students training in efficient office operations, effective communication, records management and the use of common office technology and software vital to Administrative Assistants. Anticipated growth in job openings in the DFW Metroplex is 6.6% with a median hourly wage of $15.99/hour. Experienced Executive Administrative Assistants earn a median hourly wage of $26.04, which is higher than the national average of $24.65.

<table>
<thead>
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<td>73136</td>
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<td>CYC</td>
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<tr>
<td>75011</td>
<td>3/29–4/7</td>
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**Workplace Behaviors**

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</thead>
<tbody>
<tr>
<td>73137</td>
<td>2/22–3/2</td>
<td>MW</td>
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<td>CYC</td>
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<tr>
<td>75012</td>
<td>4/12–4/21</td>
<td>TuTh</td>
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**Business Correspondence and Communication**

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<tr>
<td>75014</td>
<td>5/17–5/26</td>
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**Internet Communications and Research**

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

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

Enroll Your Employees in These Classes for FREE!

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


For local information call 972.599.3130

Submit applications at least two weeks prior to first class.
### BUSINESS WRITING

**Resume and Interview Workshop**  
Hours: 3  
Fee: FREE  
73142 2/20 Sa 9 am–noon 1 CYC  
75021 5/7 Sa 9 am–noon 1 CYC

**Business Writing Skills I**  
Hours: 30  
Fee: $149  
75019 3/15–4/14 TuTh 6:30–9:30 pm 10 CHEC

**Business Writing Skills II**  
Hours: 12  
Fee: $79  
Prerequisites: Business Writing Skills  
75020 4/19–4/28 TuTh 6:30–9:30 pm 4 CHEC

---

### BUSINESS FINANCE

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

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

#### General Accounting Basics  
Hours: 18  
Fee: $129  
73139 2/2–2/18 TuTh 6:30–9:30 pm 6 CYC

#### Basic Bookkeeping  
Hours: 9  
Fee: $69  
75016 2/23–3/1 TuTh 6:30–9:30 pm 3 CYC

#### Department Budget Essentials  
Hours: 9  
Fee: $69  
75017 3/29–4/5 TuTh 6:30–9:30 pm 3 CYC

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

---

### MEDICATION AND DISPUTE RESOLUTION

**Mediation and Dispute Resolution Certificate Training**  
This 40-hour Basic Mediation Certificate Series provides necessary education, training and skill development for students to be able to serve as a neutral third party court appointed mediator. Analyze various case studies. Role play a Mediation Session.  
These courses will meet the 40 hour exam requirement per Texas State Law Section 154.052. The course will also meet the Standards of the Texas Alternative Dispute Resolution Procedures Act (Texas ADR).  
**Hours: 40**  
**Fee: $299**  
**Materials Needed: Text**  
73192 1/26–3/8 TuTh 6:30–9:30 pm 13 PRC  
**Last two sessions will end at 10pm**

**Family Law Mediation Training**  
**Hours: 40**  
**Fee: $299**  
**Materials Needed: Text**  
75073 3/15–4/26 TuTh 6:30–9:30 pm 13 PRC  
**Last two sessions will end at 10pm**

**For CE advising, please email CEAdvisor@collin.edu.**
## HUMAN RESOURCES MANAGEMENT

<table>
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<tr>
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### Statement

**HUMAN RESOURCES MANAGEMENT**

Human Resource Management Certificate Series


**HUMAN RESOURCES MANAGEMENT**

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### Statement

**HUMAN RESOURCES MANAGEMENT**

Employment Compliance for HR Management

Hours: 12
Fee: $89

### Statement

**HUMAN RESOURCES MANAGEMENT**

Employee Labor Relations

Hours: 12
Fee: $89

### Statement

**HUMAN RESOURCES MANAGEMENT**

HR Training and Development

Hours: 12
Fee: $89

### Statement

**HUMAN RESOURCES MANAGEMENT**

Total Pay

Hours: 12
Fee: $89

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<td>75030</td>
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### Statement

**HUMAN RESOURCES MANAGEMENT**

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

---

### Statement

**HUMAN RESOURCES MANAGEMENT**

Course below is not part of the Certificate Series

**SHRM-CP and SHRM-SCP Certification Exam Preparation**

Certificate Series: [SHRM CERTIFICATION](http://bit.ly/CEhrCert)

**SHRM-CP** and **SHRM-SCP**

<table>
<thead>
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### Statement

**HUMAN RESOURCES MANAGEMENT**

Materials Needed: Text included in cost of class

---

## TRAINING AND DEVELOPMENT

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### Statement

**TRAINING AND DEVELOPMENT**

Training and Development Certificate Series


**TRAINING AND DEVELOPMENT**

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### Statement

**TRAINING AND DEVELOPMENT**

Materials Needed: Text

---

### Statement

**TRAINING AND DEVELOPMENT**

Instructional Design and Development Certificate Series

Hours: 18
Fee: $169

Prerequisites: Familiarity with using Microsoft Word; Essentials of Instructional Design

Materials Needed: Text

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### Statement

**TRAINING AND DEVELOPMENT**

Instructional Design Authoring Tools

Hours: 18
Fee: $169

Prerequisites: Familiarity with using Microsoft Word; Essentials of Instructional Design

Materials Needed: Text

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### Statement

**TRAINING AND DEVELOPMENT**

Instructional Design Presentation Technology

Hours: 18
Fee: $169

Prerequisites: Familiarity with using Microsoft Word

Materials Needed: Text

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### Statement

**TRAINING AND DEVELOPMENT**

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

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

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

### Marketing Project Certificate Series

<table>
<thead>
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### Marketing Principles

Hours: 12  Fee: $79

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### Marketing & Business Management

Hours: 12  Fee: $79

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### Developing an Effective Marketing Plan

Hours: 12  Fee: $79

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### Marketing Using the Internet

Hours: 12  Fee: $79

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

You may also be interested in Internet Marketing courses found on page 16

### Marketing Brand Management Certificate Series

<table>
<thead>
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### Digital Brand Management

Hours: 12  Fee: $79

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### Branding, Logos and Multimedia

Hours: 12  Fee: $79

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<td>9 am-4 pm</td>
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<td>CYC</td>
</tr>
</tbody>
</table>

### Social, Local, Mobile and Email Marketing

Hours: 12  Fee: $79

<table>
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### Search Engine Marketing Optimization

Hours: 12  Fee: $79

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

### Supervisory Management

### Directing Employees Toward Success

Hours: 12  Fee: $79

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</table>

### Managing Change at Work

Hours: 12  Fee: $79

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<td>75115</td>
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### Managing Performance

Hours: 12  Fee: $79

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<tr>
<td>75116</td>
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<td>CYC</td>
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</table>

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

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

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

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

#### Choose two electives from the list of six:
- Marketing and Business Management pg 29
- Branding, Logos and Multimedia pg 29
- Social, Local, Mobile and Email Marketing pg 29
- Search Engine Marketing Optimization pg 29
- Quickbooks - Beginner (higher level may be taken if already experienced with QuickBooks) pg 30
- Basic Bookkeeping pg 27

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

---

### QuickBooks – Beginner

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Fee: $89

Prerequisites: Familiarity with computer keyboarding and Microsoft Windows

Materials Needed: Text

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### QuickBooks – Intermediate

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Fee: $144

Prerequisites: QuickBooks – Beginner

Materials Needed: Text

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### QuickBooks – Advanced

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Fee: $119

Prerequisites: QuickBooks Intermediate or equivalent experience

Materials Needed: Text

---

### QuickBooks User Certification

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Fee: $144

Prerequisites: QuickBooks – Advanced, or equivalent experience

Materials Needed: Text

---

### How to Start a Business Using eBay, I

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Fee: $139

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### How to Sell and Earn an Income on Amazon

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<td>CYC</td>
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</table>

Fee: $69

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**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.
**NONPROFIT MANAGEMENT**

**NONPROFIT MANAGEMENT CERTIFICATE SERIES**

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

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

Enroll in all five courses or select the ones you need to strengthen your skills in the nonprofit sector.

**Free Nonprofit Management Information Session**
73198 Thursday, January 21, 2016 7–8 pm

**How to Start a Nonprofit**
Hours: 9 Fee: $89
73201 2/2–2/9 TuTh 6:30–9:30 pm 3 CYC

**Grant Writing 101 for Non-Profits**
Hours: 9 Fee: $89
73202 11/2–11/18 TuTh 6:30–9:30 pm 3 CYC

**Marketing and Branding your Nonprofit through Social Media**
Hours: 12 Fee: $99
75081 2/20–3/5 Sa 9 am–1 pm 3 CYC

**Budgeting, Accounting and Reporting for Nonprofits**
Hours: 15 Fee: $109
75082 3/8–3/22 TuTh 6:30–9:30 pm 5 CYC

**Nonprofit Board and Volunteer Development**
Hours: 9 Fee: $89
75084 3/24–3/31 TuTh 6:30–9:30 pm 3 CYC

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

**FOOD HANDLER’S CERTIFICATE**

**Food Handler’s Certificate**
Hours: 2 Fee: $29
73229 2/6 Sa 10 am–noon 1 CYC
75138 4/7 Th 6–8 pm 1 CYC

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

**TEACHER TRAINING**

Learn about the Montessori Program:

**Montessori Workshop**
Hours: 4 Fee: $69
75147 4/9 Sa 9 am–1 pm 1 CYC

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

**Montessori 3: Language Exercises**
Hours: 24 Fee: $300
Prerequisites: Students must have a high school diploma and be able to write and speak English fluently
73230 1/11–2/15 M 6–10 pm 6 CYC
Second session will meet Thursday, 1/14
73322 1/14–2/18 Th 6–10 pm 6 CYC

**Montessori 4: Math Exercises**
Hours: 24 Fee: $300
Prerequisites: Students must have a high school diploma and be able to write and speak English fluently
75141 2/22–4/4 M 6–10 pm 6 CYC
Class will not meet 3/7
75143 2/25–4/7 Th 6–10 pm 6 CYC
Class will not meet 3/10

**Montessori 5: Geography/Cultural Exercises**
Hours: 24 Fee: $300
Prerequisites: Students must have a high school diploma and be able to write and speak English fluently
75145 4/11–5/16 M 6–10 pm 6 CYC
75146 4/14–5/19 Th 6–10 pm 6 CYC

**Child Care Directors Management Training Certificate Series**

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

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

For full details on workshop topics visit, http://bit.ly/ChildCareCert or email CEAdvisor@collin.edu

**Register for the individual course at $99 each**
73234 Topics for Directors 2/6 Sa 9 am–6 pm CYC
Meeting the Needs of Children, Staff & Parents
75149 Topics for Directors 4/23 Sa 9 am–6 pm CYC
Setting and Maintaining Quality Standards

*For full details visit http://bit.ly/ChildCareCert*

**How to Start a Child Care Business**
Hours: 8 Fee: $109
Prerequisites: Students must have a high school diploma and be able to write and speak English fluently
73233 2/20 Sa 9 am–6 pm 1 CYC

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

Spring 2016 To Register, call or click: 972.985.3711 www.collin.edu/ce/register
Online Courses anytime, anywhere... just a click away!

Learn More...

Online Courses Include:

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

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

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

Courses Start as Low as:

$99

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Online Career Training Programs

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

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

The GES Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these 100-300 course hour programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion from Collin College Continuing Education. All the tools that you need to learn are included in the registration fee and each course has an instructor available to answer questions and help you solve problems.

Program Features:

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

Programs are available in the following areas:

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

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

Learn more http://bit.ly/onlineCTC
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.
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<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
<th>Location</th>
<th>Materials Needed</th>
<th>Prerequisites</th>
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<td>Sa</td>
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<td>5</td>
<td>CYC</td>
<td>Digital SLR cameras strongly recommended for this class to guarantee proper operation with studio flash equipment.</td>
<td>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).</td>
</tr>
<tr>
<td>73486</td>
<td>2/5–3/4</td>
<td>F</td>
<td>6:30–9:45 pm</td>
<td>5</td>
<td>CYC</td>
<td>Digital SLR cameras strongly recommended for this class to guarantee proper operation with studio flash equipment.</td>
<td>Digital SLR cameras strongly recommended for this class to guarantee proper operation with studio flash equipment.</td>
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<tr>
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<td>MW</td>
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<td>CYC</td>
<td>Adobe Lightroom</td>
<td>Have a basic understanding of Microsoft Windows or Mac OS.</td>
</tr>
<tr>
<td>73401</td>
<td>2/9–2/25</td>
<td>TuTh</td>
<td>6:30–9:30 pm</td>
<td>6</td>
<td>CYC</td>
<td>Adobe Lightroom</td>
<td>Have a basic understanding of Microsoft Windows or Mac OS.</td>
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<tr>
<td>75342</td>
<td>4/4–4/25</td>
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<td>6:30–9:30 pm</td>
<td>7</td>
<td>CYC</td>
<td>Adobe Lightroom</td>
<td>Have a basic understanding of Microsoft Windows or Mac OS.</td>
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<tr>
<td>75295</td>
<td>1/23–2/27</td>
<td>Sa</td>
<td>1–4 pm</td>
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<td>CYC</td>
<td>Adobe Lightroom</td>
<td>Have a basic understanding of Microsoft Windows or Mac OS.</td>
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<tr>
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<td>1/13–2/10</td>
<td>W</td>
<td>9 am–noon</td>
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<td>CYC</td>
<td>Adobe Lightroom</td>
<td>Have a basic understanding of Microsoft Windows or Mac OS.</td>
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<td>Adobe Lightroom</td>
<td>Have a basic understanding of Microsoft Windows or Mac OS.</td>
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<td>Adobe Lightroom</td>
<td>Have a basic understanding of Microsoft Windows or Mac OS.</td>
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<td>Have a basic understanding of Microsoft Windows or Mac OS.</td>
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<td>CYC</td>
<td>Adobe Lightroom</td>
<td>Have a basic understanding of Microsoft Windows or Mac OS.</td>
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**PUBLISHING / GRAPHICS**

**GRAPhIC DESIGN CERTIFICATE SERIES**

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

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


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

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

**Hours:** 21  
**Fee:** $189  
**Prerequisites:** Adobe Photoshop I  
**Materials Needed:** Text  

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<td>Sa</td>
<td>9 am–noon</td>
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### Adobe Illustrator I

**Hours:** 24  
**Fee:** $219  
**Prerequisites:** Familiarity with Microsoft Windows or Mac OS  
**Materials Needed:** Text  

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### Adobe Illustrator II

**Hours:** 24  
**Fee:** $219  
**Prerequisites:** Adobe Illustrator I  
**Materials Needed:** Text  

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<td>75293</td>
<td>4/2–5/7</td>
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### Adobe InDesign I

**Hours:** 24  
**Fee:** $219  
**Prerequisites:** Familiarity with Microsoft Windows or Mac OS  
**Materials Needed:** Text  

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<tr>
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<td>Sa</td>
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### Adobe InDesign II

**Hours:** 24  
**Fee:** $199  
**Prerequisites:** Adobe InDesign I  
**Materials Needed:** Text  

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### Adobe InDesign III

**Hours:** 21  
**Fee:** $129  
**Prerequisites:** Adobe InDesign I  
**Materials Needed:** Text  

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### Drawing I

**Hours:** 21  
**Fee:** $129  
**Materials Needed:** See supply list  

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### Drawing II

**Hours:** 21  
**Fee:** $129  
**Prerequisites:** Drawing I  
**Materials Needed:** See supply list  

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### Drawing with Color I

**Hours:** 21  
**Fee:** $129  
**Prerequisites:** Drawing I or drawing proficiency  
**Materials Needed:** See supply list  

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### Drawing with Color II

**Hours:** 21  
**Fee:** $129  
**Prerequisites:** Drawing with Color I  

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### Watercolor I

**Hours:** 21  
**Fee:** $129  
**Materials Needed:** See supply list  

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### Watercolor II

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

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### Advanced Watercolor I

**Hours:** 21  
**Fee:** $129  
**Prerequisites:** Watercolor I and II or experience  

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### Advanced Watercolor II

**Hours:** 21  
**Fee:** $129  
**Prerequisites:** Advanced Watercolor I  

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**Creative Careers**

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**FINE ARTS**


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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.
### Oil or Acrylic Painting I
- **Hours:** 21
- **Materials Needed:** See supply list
- **CRN:** 73255
- **Date(s):** 1/5-2/16
- **Day(s):** Tu
- **Time:** 1–4 pm
- **Session:** 7
- **Location:** CYC
- **Fee:** $129

### Landscape Painting I
- **Hours:** 21
- **Materials Needed:** See supply list
- **CRN:** 73524
- **Date(s):** 1/14-2/25
- **Day(s):** Th
- **Time:** 6:30–9:30 pm
- **Session:** 7
- **Location:** CYC
- **Fee:** $129

### Paint Light
- **Hours:** 21
- **CRN:** 75179
- **Date(s):** 1/5–2/16
- **Day(s):** Tu
- **Time:** 9 am–noon
- **Session:** 7
- **Location:** CYC
- **Fee:** $129

### JEWELRY MAKING

#### Silver Metal Clay-Rolling, Texturing & Painting
- **Hours:** 24
- **CRN:** 73530
- **Date(s):** 1/19-3/8
- **Day(s):** Tu
- **Time:** 9:30 am–12:30 pm
- **Session:** 8
- **Location:** CYC
- **Fee:** $159

#### Silver Metal Clay-Molding & Texturing
- **Hours:** 24
- **CRN:** 75390
- **Date(s):** 4/5-5/24
- **Day(s):** Tu
- **Time:** 9:30 am–noon
- **Session:** 8
- **Location:** CYC
- **Fee:** $159

#### Elegant Wire Based Jewelry
- **Hours:** 12
- **Materials Needed:** See supply list
- **CRN:** 73531
- **Date(s):** 1/21-2/11
- **Day(s):** Th
- **Time:** 9:30 am–12:30 pm
- **Session:** 4
- **Location:** CYC
- **Fee:** $79

#### New! Oil or Acrylic Painting I
- **Hours:** 21
- **Materials Needed:** See supply list
- **CRN:** 73532
- **Date(s):** 1/19-3/8
- **Day(s):** Tu
- **Time:** 1–4 pm
- **Session:** 7
- **Location:** CYC
- **Fee:** $129

### Creative Writing

#### The Magic of Character
- **Hours:** 18
- **CRN:** 75304
- **Date(s):** 3/23-4/27
- **Day(s):** W
- **Time:** 6:30–9:30 pm
- **Session:** 6
- **Location:** CYC
- **Fee:** $119

#### Elements of Plotting
- **Hours:** 15
- **CRN:** 75305
- **Date(s):** 1/21-3/10
- **Day(s):** Th
- **Time:** 9:30 am–12:30 pm
- **Session:** 8
- **Location:** CYC
- **Fee:** $149

#### Writing Life Stories
- **Hours:** 12
- **CRN:** 75312
- **Date(s):** 3/2-3/23
- **Day(s):** W
- **Time:** 9:30 am–12:30 pm
- **Session:** 6
- **Location:** CYC
- **Fee:** $89

#### The 10 Things Every New Writer Should Know
- **Hours:** 12
- **CRN:** 75313
- **Date(s):** 3/16-4/13
- **Day(s):** W
- **Time:** 6:30–9:30 pm
- **Session:** 5
- **Location:** CYC
- **Fee:** $89

#### Market and Promote Your Novel
- **Hours:** 18
- **CRN:** 75307
- **Date(s):** 2/24-3/30
- **Day(s):** W
- **Time:** 6:30–9:30 pm
- **Session:** 6
- **Location:** CYC
- **Fee:** $119

#### Formatting for E-book Publication
- **Hours:** 8
- **CRN:** 73462
- **Date(s):** 2/2-2/16
- **Day(s):** Tu
- **Time:** 6:30–9:30 pm
- **Session:** 3
- **Location:** CYC
- **Fee:** $69

### NEW! Oil or Acrylic Painting I
- **Hours:** 21
- **Materials Needed:** See supply list
- **CRN:** 73532
- **Date(s):** 1/19-3/8
- **Day(s):** Tu
- **Time:** 1–4 pm
- **Session:** 7
- **Location:** CYC
- **Fee:** $129

### Creative Careers

**SAIL** is an educational program operated by and for individuals 55+ and offers a wide variety of non-credit classes in history, literature, art appreciation and many other subjects. This program is sponsored by Collin College Continuing Education and affiliated with Elderhostel Institute Network. SAIL offers classes in the spring and fall semesters, a brown bag lunch series and movie and discussion classes during the summer, and social activities throughout the year. Anyone who is 55 years of age or better can join, regardless of residency. Members pay $85 per spring and fall semester and $20 for summer semester for an unlimited number of SAIL courses.

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

For detailed information go to [www.collin.edu/sail](http://www.collin.edu/sail) or email [wjmartin@collin.edu](mailto:wjmartin@collin.edu) to receive a schedule of SAIL classes.
### Creative Careers

#### ENTERTAINMENT INDUSTRY

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**Formatting for Print on Demand Publication**

- Hours: 8
- Fee: $69
- Prerequisites: Basic understanding of Microsoft Word

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**Turn Your Blogging into a Book**

- Hours: 8
- Fee: $69
- Prerequisites: Basic understanding of Microsoft Word

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**Social Networking for Writers**

- Hours: 8
- Fee: $59

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**Memoir Writing I**

- Hours: 12
- Fee: $89

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**Memoir Writing II**

- Hours: 12
- Fee: $89
- Prerequisites: Memoir Writing I or experience

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**Inspirational Writing**

- Hours: 18
- Fee: $119

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**Screenwriting Fundamentals**

- Hours: 27
- Fee: $179
- Prerequisites: None

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

- Hours: 24
- Fee: $159

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**Film Short Writing and Production**

- Hours: 26
- Fee: $159

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**Shooting Video with Your dSLR**

- Hours: 18
- Fee: $159
- Prerequisites: Digital Photography – Basics – dSLR

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**Introduction to Video Editing**

- Hours: 18
- Fee: $159
- Prerequisites: Familiarity with using computer.

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**Advanced Video Editing**

- Hours: 18
- Fee: $179
- Prerequisites: Introduction to Video Editing

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**Audio Editing and Color Grading**

- Hours: 18
- Fee: $179
- Prerequisites: Advanced Video Editing

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**Introduction to Adobe AfterEffects**

- Hours: 18
- Fee: $169
- Prerequisites: Familiarity with using computer.

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**Online Marketing for Filmmakers**

- Hours: 18
- Fee: $179
- Prerequisites: Familiarity with Internet

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### MUSIC

**Guitar I**

- Hours: 48
- Fee: $199

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### CULINARY

If you have wanted to work in the culinary or pastry field, here’s your opportunity to take concurrent courses at the Preston Ridge Campus!

Attend one of the mandatory culinary/pastry orientation sessions to be eligible to register for concurrent culinary courses through Continuing Education.

- **Thursday, Dec. 10, 2015**
  - 1 pm or 6 pm
- **Friday, Jan. 8, 2016**
  - 1 pm
- **Tuesday, Jan. 12, 2016**
  - 1 pm or 6 pm

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

- **Sanitation and Safety**
- **Basic Food Preparation**
- **Nutrition and Menu Planning**
- **Advanced Food Preparation**


Find us on Facebook
Collin College Continuing Education
[www.facebook.com/collincontinued](http://www.facebook.com/collincontinued)

Spring 2016  To Register, call or click: 972.985.3711  www.collin.edu/ce/register
### EVENT PLANNING

**Certified Wedding and Event Planner**

**Course description:**

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

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

**Certified Wedding and Event Planner**

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For more details email CEAdvisor@collin.edu

### HOME & GARDEN AND HOME DÉCOR & DESIGN

**Home & Garden, Home Décor & Design and Cake Decorating supply lists are available at this link.** http://bit.ly/CEhmList

**Building Your Dream House**

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Materials Needed: For text information see supply list

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### GENEALOGY

**Genealogy II**

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**Using Microsoft OneNote for Genealogy**

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You may also be interested in Computer Aided Design and Drafting courses on page 15
## Communications Improvement (ESL)

### ESL Placement Testing

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### INTRO Communication Improvement

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

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### LEVEL 1 Communication Improvement

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

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### LEVEL 2 Communication Improvement

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

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### LEVEL 3 Communication Improvement

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

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### LEVEL 4 Communication Improvement

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

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### ESL Advanced Writing

- **Hours:** 24
- **Materials Needed:** Text
- **Fee:** $119

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### Prerequisites

- Level 5 Communication Improvement (ESL) student
- Advanced English skills

### ESL GRAMMAR

### LEVEL 5 Communication Improvement

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

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### ESL WRITING

### Beginning Grammar, Part 1

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

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### Intermediate Grammar, Part 1

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

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### Advanced Grammar, Part 1

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

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### Advanced Grammar, Part 2

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

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**ESL PRONUNCIATION**

**Beginning Pronunciation & Speaking Skills**

- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Intro and Level 1 students
- **Materials Needed:** Text
- **CRN:** 73334
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  - Sa
  - 9:30 am–noon
  - 12 CYC
- **CRN:** 73335
  - 2/1–3/28
  - MW
  - 12:30–2:30 pm
  - 15 CYC
- **CRN:** 73336
  - 2/2–3/29
  - TuTh
  - 7–9 pm
  - 15 CYC
- **CRN:** 75228
  - 4/4–5/23
  - MW
  - 12:30–2:30 pm
  - 15 CYC

**Intermediate Pronunciation & Speaking Skills**

- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 2 and 3 students
- **Materials Needed:** Text
- **CRN:** 73337
  - 1/30–4/30
  - Sa
  - 9:30 am–noon
  - 12 CYC
- **CRN:** 73338
  - 2/1–3/28
  - MW
  - 12:30–2:30 pm
  - 15 CYC
- **CRN:** 73339
  - 2/2–3/29
  - TuTh
  - 7–9 pm
  - 15 CYC
- **CRN:** 75229
  - 4/4–5/23
  - MW
  - 12:30–2:30 pm
  - 15 CYC

**Advanced Pronunciation & Speaking Skills**

- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 4 and 5 students
- **Materials Needed:** Text
- **CRN:** 73340
  - 1/30–4/30
  - Sa
  - 9:30 am–noon
  - 12 CYC
- **CRN:** 73341
  - 2/1–3/28
  - MW
  - 12:30–2:30 pm
  - 15 CYC
- **CRN:** 73342
  - 2/2–3/29
  - TuTh
  - 7–9 pm
  - 15 CYC
- **CRN:** 75230
  - 4/4–5/23
  - MW
  - 12:30–2:30 pm
  - 15 CYC

**ESL CONVERSATION**

**Beginning Conversation**

- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 1 and 2 students
- **Materials Needed:** Text
- **CRN:** 73343
  - 2/2–3/29
  - TuTh
  - 12:30–2:30 pm
  - 15 CYC
- **CRN:** 73344
  - 2/2–3/29
  - TuTh
  - 7–9 pm
  - 15 CYC
- **CRN:** 75231
  - 4/5–5/24
  - TuTh
  - 12:30–2:30 pm
  - 15 CYC

**Intermediate Conversation**

- **Hours:** 30
- **Fee:** $79
- **Prerequisites:** Level 3 and 4 students
- **Materials Needed:** Text
- **CRN:** 73345
  - 1/30–4/30
  - Sa
  - 9:30 am–noon
  - 12 CYC
- **CRN:** 73346
  - 2/2–3/29
  - TuTh
  - 12:30–2:30 pm
  - 15 CYC
- **CRN:** 73347
  - 2/2–3/29
  - TuTh
  - 7–9 pm
  - 15 CYC
- **CRN:** 75232
  - 4/5–5/24
  - TuTh
  - 12:30–2:30 pm
  - 15 CYC
### Spanish

**Materials Needed:** Text

**Materials Needed:** Text

**Materials Needed:** Text

**Materials Needed:** Text

**Materials Needed:** Text

**Materials Needed:** Text

**Materials Needed:** Text

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**Materials Needed:** Text

**Materials Needed:** Text

### Language Information Session

Learning a new language is a great skill. If you are unsure which course level to begin or want more information on course placement, then plan to attend our free information session. For additional information please call 972.985.3752 or email our advisor at CEAdvisor@collin.edu.

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### Spanish VI

**Fee:** $139

**Prerequisites:** Spanish V.

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### Spanish VII

**Fee:** $159

**Prerequisites:** Spanish VI

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### Spanish VIII

**Fee:** $159

**Prerequisites:** Spanish VII

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### Spanish IX

**Fee:** $159

**Prerequisites:** Spanish VI or above and Spanish speaking ability.

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### Introduction to Spanish Verbs I

**Fee:** $139

**Prerequisites:** Completion of Spanish I or Spanish II student

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<td>7–9:30 pm</td>
<td>12</td>
<td>CYC</td>
</tr>
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</table>

### Spanish Conversation – Beginning I

**Fee:** $139

**Prerequisites:** Completion of Spanish II or III

<table>
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<tr>
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<th>Time</th>
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<tbody>
<tr>
<td>73611</td>
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### Spanish Conversation – Intermediate I

**Fee:** $139

**Prerequisites:** Spanish IV or V

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<tbody>
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<td>Tu</td>
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### Spanish Conversation – Intermediate II

**Fee:** $139

**Prerequisites:** Spanish IV or V

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<td>73379</td>
<td>2/5–5/6</td>
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### FRENCH

<table>
<thead>
<tr>
<th>Course</th>
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<th>Fee</th>
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<th>Date(s)</th>
<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
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<tbody>
<tr>
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<td>30</td>
<td>$109</td>
<td>Text</td>
<td>73402</td>
<td>1/30-4/30</td>
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<td><strong>French II</strong></td>
<td>30</td>
<td>$109</td>
<td>Text</td>
<td>73403</td>
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<td>Su 1-3:30 pm</td>
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<td>CYC</td>
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<tr>
<td><strong>French V</strong></td>
<td>30</td>
<td>$139</td>
<td>Text</td>
<td>73404</td>
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<td>12 CYC</td>
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</table>

### ITALIAN

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<tr>
<th>Course</th>
<th>Hours</th>
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<th>Day(s)</th>
<th>Time</th>
<th>Sessions</th>
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<tbody>
<tr>
<td><strong>Italian I</strong></td>
<td>30</td>
<td>$109</td>
<td>Text</td>
<td>73421</td>
<td>1/31-4/17</td>
<td>Su 12:30-3 pm</td>
<td>10 CYC</td>
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<td><strong>Italian II</strong></td>
<td>30</td>
<td>$139</td>
<td>Text</td>
<td>73422</td>
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### JAPANESE

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<th>Course</th>
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<td>73429</td>
<td>1/20-3/23</td>
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<td>30</td>
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<td>73431</td>
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### ARABIC

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<td><strong>MANDARIN CHINESE</strong></td>
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<td>TOEFL Preparation</td>
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<td>GRE Test Preparation Review</td>
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<td>2/3-4/6</td>
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<td>CYC</td>
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</tr>
</tbody>
</table>

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

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

All Collin College campuses will be CLOSED and Continuing Education Classes will not meet December 24, 2015–Jan. 3, 2016, Jan. 18, March 11–13, March 25–27, May 30
All classes that meet for more than 5 hours will break one-hour for lunch.
Day Abbreviations: M–Monday Tu–Tuesday W–Wednesday Th–Thursday F–Friday Sa–Saturday Su–Sunday
Site Codes: AHS–Allen Center CHEC–Collin Higher Education Center CRC–Central Park Campus CYC–Courtyard Center PRC–Preston Ridge Campus SCC–Spring Creek Campus
**REGISTRATION INFORMATION**

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

**Eligibility for Enrollment/Attendance**
All courses are open to individuals who are 16 years of age or older, unless otherwise noted. Unsupervised children are not permitted at Continuing Education training sites at any time. Only paid registrants will be permitted in the classroom. Students must bring proof of payment on first day.

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

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

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

**Transcripts**
Continuing Education Units (CEUs) are awarded for successful course completion. One CEU is awarded for each 10 contact hours of instruction included in a specified continuing education program or activity. Successful completion is attendance-based, unless otherwise noted with “Passed Competencies” under “CEUs Earned.” 90 percent attendance is required for successful completion. For transcript requests call, 972.985.3721.

**Minimum Enrollment & Course Cancellation**
A minimum enrollment is required to cover the costs of providing the course. We may have to cancel the course if the minimum is not met. The decision to cancel the course is usually made two business days before the start date.

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

You will have two options: transfer to another course or 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).

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

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

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

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

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

**Day Abbreviations**

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

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

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

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

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

**Textbook Return Policy**
If you change courses, select the wrong book(s), or the course has been cancelled, you may return the books for a refund under the following conditions:

1. The book is returned by the day after the first class day. If it is a one-day course, book must be returned prior to the start of the course.
2. The original (no photocopies) cash register receipt must be presented.
3. The new book is returned in original condition. New books that are written in will not be accepted for a refund.
4. Books in shrink wrap must be returned unopened, in the original package.
5. Books purchased more than 14 days prior to the course start date are not eligible for return.

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

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

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

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
</table>
| CYC—Courtyard Center, Plano | M–Th: 8 am–8 pm  
|                          | F: 8 am–5 pm  
|                          | Sa: 9 am–1 pm  
|                          | No cash payments or checks accepted on Saturdays.  
|                          | No credit student registrations on Saturdays. |
| PRC—Preston Ridge Campus, Frisco | M–F: 8 am–5 pm  
|                          | Tu: 8 am–8 pm |
| CPC—Central Park Campus, McKinney | M–F: 8 am–5 pm  
|                          | W: 8 am–8 pm |
| SCC—Spring Creek Campus, Plano | M–Th: 8 am–8 pm  
|                          | F: 8 am–5 pm  
|                          | Sa: 8 am–Noon  

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

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

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.thechb.state.tx.us

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

Find us on Facebook
Collin College Continuing Education
www.facebook.com/collinconte
<table>
<thead>
<tr>
<th>NAME</th>
<th>SS#</th>
<th>CWID#</th>
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Student’s full LEGAL name is required for registration.

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<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
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Social Security numbers (SS#) are required for first time students.

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Zip Code</th>
<th>City</th>
<th>State</th>
<th>Home Phone</th>
<th>Business Phone</th>
<th>Cell Phone</th>
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</table>

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

<table>
<thead>
<tr>
<th>Ethnicity Code</th>
<th>Race Code</th>
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<tbody>
<tr>
<td>[ ] Hispanic or Latino</td>
<td>[ ] Not Hispanic or Latino</td>
</tr>
<tr>
<td>[ ] White</td>
<td>[ ] Black or African American</td>
</tr>
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</table>

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

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

Collin Continuing Education Registration Worksheet

46
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.

PLEASE DELIVER DECEMBER 1-7, 2015

POSTAL CUSTOMER

Certified Bookkeeper: CB
Certified Fiber Optics Courses: CFOT, CFOS/S, CFOS/T
Certified Wedding and Event Planner: CWEP
Computer Security: CISSP, CCFP
Certified Health Unit Coordinator: CHUC
Certified Medical Assistant: CMA

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

Comp TIA: A+, Net+, Security+, Linux+, Health IT
Certified Medical Administrative Assistant: MAA
Medical Coding: CPC
Licensed Real Estate Agent
Microsoft: MCSA
Oral DBA: OCA/OCP
Professional Truck Driver: CDL
Comp TIA: A+, Net+, Security+, Linux+, Health IT
Licensed Real Estate Agent
Microsoft: MCSA
Oral DBA: OCA/OCP
Professional Truck Driver: CDL

Patient Care Technician: PCT
Project Management: PMP
Certified Professional Truck Driver: CDL
SolidWorks: CSWA
Veterinary Assistant: CVA-1
VMware vSphere: VCP

Medical Coding: CPC
Notary Signing Agent
Oracle DBA: OCA/OCP
Fundamental Payroll Certification: FPC
Payroll Professional: CPP
Phlebotomy Technician: CPT

www.facebook.com/collinconted