

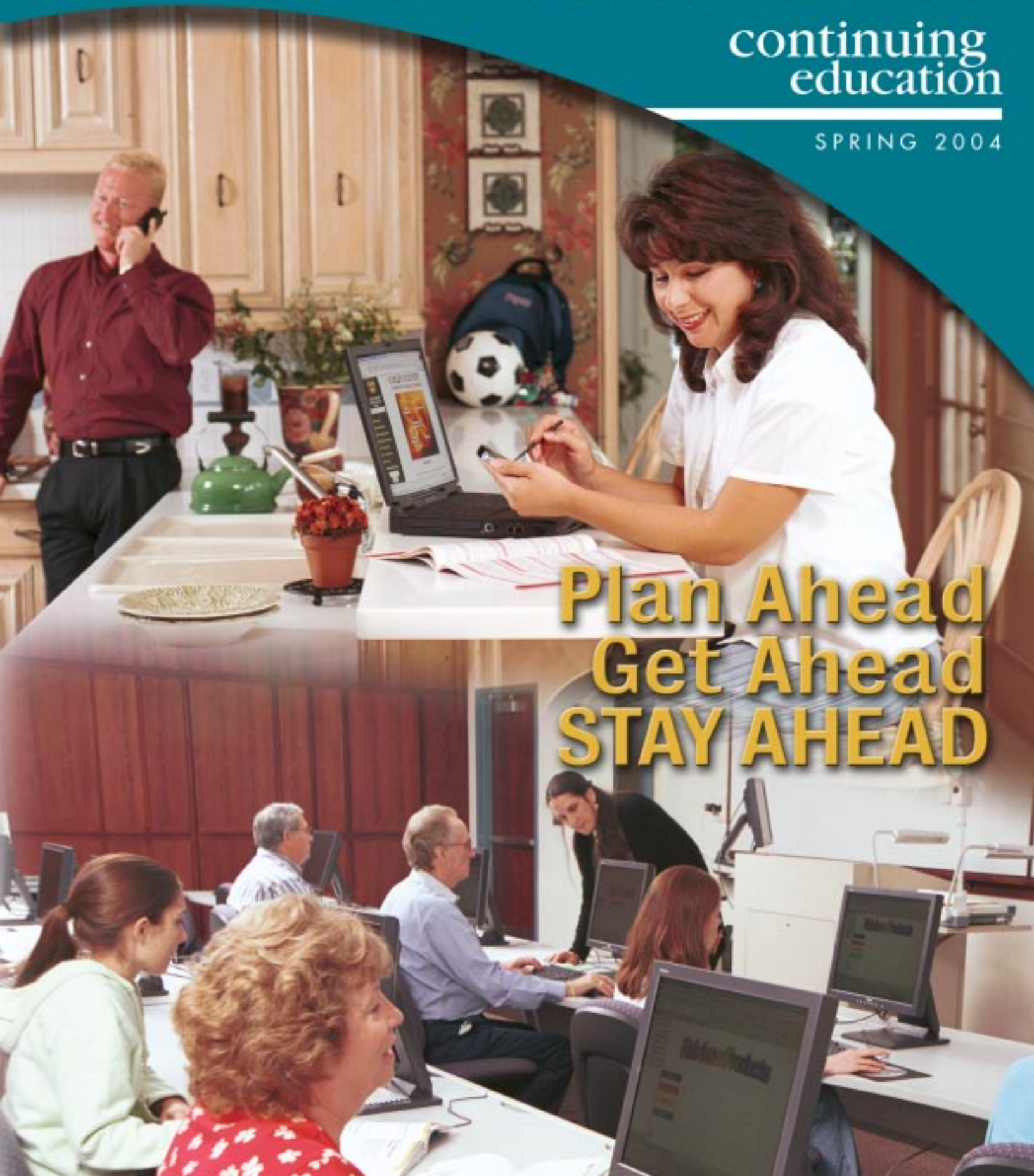


COLLIN
COUNTY
COMMUNITY
COLLEGE
DISTRICT

schedule

continuing
education

SPRING 2004



**Plan Ahead
Get Ahead
STAY AHEAD**

Plan Ahead Get Ahead STAY AHEAD



COLLIN COUNTY
COMMUNITY COLLEGE DISTRICT

Transforming Education.
www.ccccd.edu/ce

When you want to get ahead, start by planning. Develop a strategy. Collin County Community College District's continuing education classes are the right choice for polishing skills or gaining new ones. Designed for working adults and those seeking new career opportunities, new classes start every week -- begin a class when the time is right for you.

Sign up today!

My To Do List:

'To advance my career, I will:

- Identify skills needed
- Check out CE web site www.ccccd.edu/ce
- Attend a CE Open House
- Call staff with questions at (972) 985-3750
- Register for classes
- Take more classes next semester

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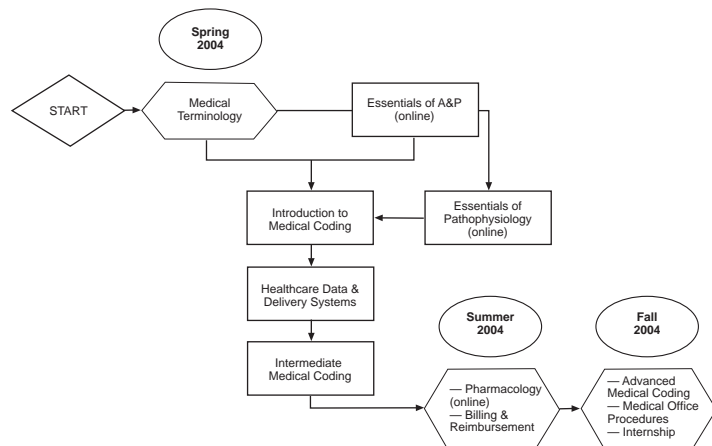
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CCCCD is an equal opportunity institution and provides education and employment opportunities without discrimination on the basis of race, color, religion, gender, age, national origin, disability or veteran status. For more information, contact ACCESS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

ALLIED HEALTH



Previous experience in Medical Terminology, Anatomy and Physiology is accepted.

Introduction to Medical Coding

Prerequisite(s): Medical Terminology

Explore the history, ethics and methodologies of medical coding. Receive a general overview of medical coding in hospitals, physician's and insurance offices, clinics and other health care settings. Examine basic principles of ICD-9, CPT-4, E&M guidelines and HCPCS coding. Tuition includes code book, workbook and either AHIMA or AAPC memberships.

Hours: 48

Fee: \$959

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.HITT1013.003	1/12-3/8	MW	6:30-9:30 pm	16	CYC
04B.HITT1013.004	1/13-3/4	TR	9 am-Noon	16	CYC

Essentials of A & P

Prerequisite(s): Medical Terminology

This online course will cover all basic information necessary for a general understanding of the structure and function of the human body. Topics include organization of the body, chemistry of life, cell structure and function, body tissues and membranes, blood, lymphatics, immunity, human development and birth, and human genetics. The body systems to be covered include integumentary, musculoskeletal, nervous, sensory, endocrine, circulatory, respiratory, digestive, urinary, and reproductive.

Hours: 45

Fee: \$229

Course	Date(s)	Course	Date(s)
04B.SCIT1091.001	1/5	04C.SCIT1091.004	4/5
04B.SCIT1091.002	2/5	04C.SCIT1091.005	5/5
04C.SCIT1091.003	3/5		

Essentials of Pathophysiology

Prerequisite(s): Medical Terminology

This online course will explore the pathophysiology of genetic diseases, hypersensitivity and autoimmune diseases, infectious diseases, neoplasia, and diseases of the circulatory, immune, digestive, reproductive, musculoskeletal and nervous systems.

Hours: 45

Fee: \$229

Course	Date(s)	Course	Date(s)
04B.HPRS2001.001	1/5	04C.HPRS2001.004	4/5
04B.HPRS2001.002	2/5	04C.HPRS2001.005	5/5
04C.HPRS2001.003	3/5		

Healthcare Data and Delivery Systems

Prerequisite(s): Introduction to Medical Coding

An introduction to the collection and uses of health data in hospitals and government agencies with emphasis on the functions of birth and death registration, service assignment, commonly computed healthcare rates and percentages, analysis of health data, and design formats for presentation of health data to medical staff and hospital administrative committees. Students will use computer applications for data display.

Hours: 48

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.HITT1001.001	2/5-5/20	R	6:30-9:30 pm	16	CYC

Intermediate Medical Coding

Prerequisite(s): Introduction to Medical Coding

In-depth coverage of surgical procedures and information regarding CPT and ICD-9 coding in preparation for the nationally recognized American Academy of Professional Coders (AAPC) and/or American Health Information Management Association (AHIMA) certification.

Hours: 48

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.HITT1013.005	3/22-5/12	MW	6:30-9:30 pm	16	CYC
04C.HITT1013.006	3/23-5/13	TR	9 am-Noon	16	CYC

Allied Health Information Session – FREE

Meet the instructors and explore opportunities.
12/13 9-11 am 04B.CEFC415.015

Medical Terminology

Course emphasis is placed on basic medical terminology for everyday practical use, particularly with medical records and insurance. Information such as lab tests, drugs, diagnostic procedures, and abbreviations are integrated into class lectures along with basic anatomy and physiology. You will be given written tests in class to determine competency. This course is recommended for anyone working in a medical office/health environment. It is a prerequisite for most medical coding classes.

Materials Needed: Text

Hours: 32

Fee: \$149

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.HITT1005.003	1/26-3/17	MW	7-9 pm	16	CYC
04C.HITT1005.004	3/30-5/20	TR	7-9 pm	16	CYC

Online Medical Transcription Part I, Part II and Part III will be offered upon request. For more information email cluckcock@ccccd.edu.

New Echocardiogram Training

See Back Cover

Optician Training

This course prepares the student for a rewarding career in the vision care industry or those who are already in the industry who wish to prepare for the American Board of Opticianry National Exam. Included will be externship sites where students will get hands-on experience. An optician would be employed by private Ophthalmologists, Optometrists, Optical stores or Corporate Opticals such as Pearl Vision, Sears Opticals, Target Opticals, Lenscrafters, Eyemasters and be a perfect career for the college student who needs to work odd hours. This course will include 60 hours of class time and 20 hours of clinical experience (to be arranged with instructor).

Hours: 80

Fee: \$1,895

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.OPTS1001.002	1/26-5/5	MW	7-9 pm	30	CYC

Ophthalmic Assisting

This program will provide you with the skills necessary to perform Ophthalmic procedures and to begin a career in the offices of an Ophthalmologist or an Optometrist. Outlines and guidance will be given to assist those who desire to become certified by JCAHPO, the National Certifying Agency. The Ophthalmic Assistant Examination, offered by the American Academy of Ophthalmology, will be given at the end of the program. The course will include 60 hours of lecture and 20 hours of clinical experience to be arranged with instructor.

Hours: 80

Fee: \$1,895

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.MDCA1091.002	1/20-4/29	TR	7-9 pm	30	CYC

Ophthalmic Technician

Prerequisite(s): Ophthalmic Assisting, or one year experience in the Ophthalmic field

This program will prepare the student for the Technician level exam offered by JCAHPO (the Joint Commission on Allied Health Professions in Ophthalmology). Clinical training will be done in local ambulatory Eyecare Surgical Centers. This course will include 60 hours of class time and 20 hours of clinical experience (to be arranged with instructor).

Hours: 80

Fee: \$1,895

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.OPTS2041.003	1/12-4/26	MW	7-9 pm	30	CYC

Activity Professional's Training (MEPAP II)

Prerequisite(s): MEPAP I or Licensed healthcare professional

Take the next level in this extensive learning program towards a career in recreational services in working with the elderly. This course will focus on various approaches and management styles used in either a clinical or community recreational setting. Students will be required to complete a 90-hour on-site practicum. This course was previously named: Advanced Management Course for Activity Professionals (AMC).

Hours: 90

Fee: \$429

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CMSW1005.002	2/4-4/21	WF	1-5 pm	23	CPC
Last class ends at 3 pm					

Dental Assistant Program

Prerequisite(s): High school diploma or GED

Dental Assistant courses provide both didactic instruction and clinical experience. Stimulating, fast-paced instruction relies heavily on student participation. Learn basic dental assisting skills and fundamental procedures then be prepared to seek a position as a trained chair side dental assistant. Studies include: chair side techniques, dental radiology, oral anatomy, dental theory & terminology, impressions & model trimming, tub & tray systems, front desk office management, sterilization & disinfection techniques.

Hours: 70

Fee: \$2,195

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.DNTA1091.003	1/13-3/18	TR	6-9:30 pm	20	CYC
04B.DNTA1091.004	1/16-3/19	F	8:30 am-5 pm	10	CYC

For more details on the Dental Assistant and Ophthalmic Programs please call 972.985.3758

Financial Aid (TPEG) is available for workforce training!

For information and eligibility requirements contact the Financial Aid Office at Preston Ridge Campus – 972.377.1760

Caring for the Aging Certificate Series

This series is designed to provide for the care of senior citizens. If you are responsible for the care of an aging individual, the courses in the series will give you the tools you need to provide a safe, healthy living environment – wherever that may be: your home, their home, or a nursing home. You must be present 90 percent of class meeting to fulfill the certificate requirements and receive an institutional certificate.

Hours: 78

Fee: \$499

Course	Date(s)	Sessions	Location
04B.GERS1092.005	1/13–5/11	26	CPC

For meeting days see course descriptions listed below.

Core Courses (60 hours)

- Introduction to Gerontology
- Aging Programs and Services
- Anatomy and Physiology of Aging
- Wellness and Aging
- End of Life Planning: The Death and Dying Process

Electives (18 hours) Choose 2

- Patient Rights for Seniors
- Special Topics in Aging
- Working Through Grief
- Women Later in Life

Requirement: To obtain a certificate, enrollment in and completion of the Certificate Series is necessary. Participants may take individual courses without a certificate, as desired.

Introduction to Gerontology

This course will give you a broad understanding of the adult lifespan, the physiological changes, and address topics relating to specific problems seniors face in today's society.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.GERS1092.006	1/13-1/22	TR	6:30-9:30 pm	4	CPC

Aging Programs and Services

This course is an intro to the history of social policy in aging. Derivations and directions of public policy and the interrelationships of federal and state agencies will be discussed.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.GERS1092.007	1/27-2/5	TR	6:30-9:30 pm	4	CPC

Anatomy and Physiology of Aging

This course will provide an overview of the biology of aging. Identify common illnesses and diseases, physical organ systems, sensory losses and understand the dementia process.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.GERS1092.008	2/11-2/20	WF	6:30-9:30 pm	4	CPC

Wellness and Aging

This course is designed to give basic approaches towards a healthy aging process with an emphasis on recreational interventions.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.GERS1092.009	2/25-3/5	WF	6:30-9:30 pm	4	CPC

End of Life Planning: The Death and Dying Process

Discussion in this course will focus on a Living Will/Advanced Directives, Medical Power of Attorney, Out-of-Hospital DRN and treatment decisions.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.GERS1091.010	3/17-/3/26	WF	6:30-9:30 pm	4	CPC

Patients' Rights for Seniors

This course will provide an overview of the rights of seniors regarding the health and medical care they receive. Topics include information on HIPAA, patient rights, and how to advocate for those rights with the dignity and respect rightly deserved by all our elderly.

Hours: 9

Fee: \$69

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.GERS1091.011	3/31-4/7	WF	6:30-9:30 pm	3	CPC

Special Topics in Aging

In the face of dramatic changes in family life brought upon by the aging of the population, this course provides students with an introduction to problem solving for late life issues.

Hours: 9

Fee: \$69

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.GERS1091.012	4/13-4/20	WF	6:30-9:30 pm	3	CPC

Working Through Grief

This course will give you the information and resources for handling the grieving process. Learn effective methods of coping with loss, mourning, acceptance and the process of rebuilding after the loss of a loved one.

Hours: 9

Fee: \$69

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.GERS1091.013	4/21-4/28	WF	6:30-9:30 pm	3	CPC

Women Later in Life

This course will cover the many issues that many women face later in life. Topics include loss of a spouse, financial considerations, later careers, long-term care, and establishing new relationships.

Hours: 9

Fee: \$69

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.GERS1091.014	5/4-5/11	TR	6:30-9:30 pm	3	CPC

AVIATION

How To Become A Pilot

If your goal is to become an astronaut, airline pilot, or a private pilot for recreation or business use, then this seminar will give you valuable information how to proceed. Flight physical, training requirements, and financial costs are discussed, as well as the requirements for the various levels of FAA licenses.

**Saturday, January 10
9 – 11 am**

04B.CEFC415.007 Free

**To register for this FREE overview session
please call 972.985.3711**

Private Pilot Ground School

You will obtain the necessary aeronautical knowledge and meet the prerequisites specified in Federal Aviation Regulations, Part 61 for a private pilot written test. Topics will include aircraft systems and performance, meteorology, interpreting weather data, basic navigation, radio navigation, aviation physiology, aerodynamics, flight planning and Federal regulations. To earn credit for the class, you must attend 90 percent of classes and pass written exams. After satisfactory completion of the course, you can sit for the FAA written exam. Tuition does not include the FAA exam fee.

Materials Needed: Text

Hours: 48

Fee: \$219

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.AIRP1017.002	1/22–5/6	R	6:30–9:30 pm	16	CYC

Instrument Rating Ground School

Prerequisite(s): Private Pilot Ground School

This instrument rating course includes flight instrument systems, altitude instrument flying, Federal Aviation Regulations, air traffic control system, instrument charts, instrument approaches, weather, graphic weather products, high altitude considerations and IFR flight planning. All instruction is designed to assist students in passing the examination and certification as an instrument-rated pilot. To earn credit for the class, participants must attend 90 percent of classes and pass written exams. After satisfactory completion of the course, participants can sit for the FAA written exam. Tuition does not include the FAA exam fee.

Materials Needed: Text

Hours: 48

Fee: \$219

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.AIRP1051.002	1/20–5/4	T	6:30–9:30 pm	16	CYC

FOOD PROTECTION MANAGEMENT

Food Handlers Certification. This course is specially designed to meet the needs of the hundreds of businesses now requiring Food Handler Certification by city ordinance. Prepare your staff with this essential training and contribute to a healthier, wiser community. Call 972.985.3758 for additional information.

Food Handlers Certification

This 2-hour course for food service workers meets the requirement of local health department ordinances. Food handlers involved in food preparation and service for public consumption are required to obtain a food handler card/certificate. A food handler certificate of completion will be issued to those who successfully complete the course. This certificate should be presented to local health departments to apply for reciprocity. The certificate remains valid for two (2) years.

Materials Needed: Text included

Hours: 2

Fee: \$29

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CEPD755.005	1/8	R	4–6 pm	1	CYC
04B.CEPD755.006	2/7	S	10 am–Noon	1	CYC
04C.CEPD755.007	3/9	T	6–8 pm	1	CYC
04C.CEPD755.008	4/17	S	10 am–Noon	1	CYC
04C.CEPD755.009	5/19	W	2–4 pm	1	CYC

Food Protection Management

Certified Food Service Managers—State Approved Course. This course is designed for those involved in the management, preparation and serving of food to the public. Course topics will include the risks associated with microorganisms in the preparation, cooking, cooling, serving and storing of food; personal hygiene, cleaning and sanitation. Crisis management, pest control, accident prevention, sanitation regulations and standards, and the elimination of undesirable conditions will all be discussed.

Materials Needed: Text optional

Hours: 16

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RSTO1041.008	1/6–1/13	T	9 am–6 pm	2	CYC
04B.RSTO1041.009	1/17–1/24	S	9 am–6 pm	2	CYC
04B.RSTO1041.010	2/9–2/18	MW	5:30–9:30 pm	4	CYC
04B.RSTO1041.011	2/21–2/28	S	9 am–6 pm	2	CYC
04C.RSTO1041.012	3/18–3/19	RF	9 am–6 pm	2	CYC
04C.RSTO1041.013	3/27–4/3	S	9 am–6 pm	2	CYC
04C.RSTO1041.014	4/20–4/27	T	9 am–6 pm	2	CYC
04C.RSTO1041.015	5/4–5/13	TR	1:30–5:30 pm	4	CYC
04C.RSTO1041.016	5/15–5/22	S	9 am–6 pm	2	CYC



Classes will not meet:

1/19, 3/20–3/21, 4/9–4/11, 5/29–5/31

Classes held at PSHS will not meet 3/9, 3/11

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

Travel Agent Training Online

See page 45

INSURANCE REGULATIONS

Texas Life & Health Insurance Agents

A partnership with DMR Training Institute

Texas Life and Health:
Two-day Test Prep and Certification Class

Insurance Regulations, Ethics
& Consumer Protection

For scheduling information, descriptions and fees
call Alice at 972-985-3749

Please Contact Us...

If you do not find all the courses you want in this schedule, if you have suggestions for new courses, or if you have any comments, please feel free to contact Janet Sheppard, Director of Continuing Education at Collin County Community College District.

Phone: 972.985.3750
Fax: 972.985.3765
Address: 4800 Preston Park Blvd.
P.O. Box 869055
Plano, TX 75086-9055
E-mail: jsheppard@ccccd.edu

REAL ESTATE

How to Buy, Lease & Manage Rental Houses for Profit

Kenneth Raupple, President of Castle Keepers, Inc., has designed this course for the real estate investor. Tips will be presented for buying, leasing and managing rental houses. Learn how to buy foreclosed, VA & FHA assumable homes below market value; how to fix them up, lease and manage them for profit and retirement income. Learn how to avoid legal pitfalls while increasing "the bottom line." Other topics include the rental application, the first month's rent, pet and security deposits, as well as credit check fees. The final session discussion will center on how you can "flip" a property, how to avoid paying mortgage insurance and write off more expenses on your tax return.

Hours: 15

Fee: \$99

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RELE1091.005	1/27-2/24	T	6:30-9:30 pm	5	CYC

For more information on the above course call 972.985.3758.

Buying and Selling Real Estate Tax Deferred or Tax Free See page 59

Sales Person's License

The courses required to obtain a salesperson's license are: Principles I, Principles II, Law of Contracts, and Law of Agency. They may be taken in any sequence. After completion of these courses the student is eligible to take the state exam. The application procedure and exam will be discussed in detail the first class session.



Real Estate Classes will not meet:
1/19, 3/20-3/21, 4/9-4/11, 5/29-5/31

Mandatory Continuing Education

TREC course No. 15-12-052-1689 by Provider No. 0027 is approved by the Texas Real Estate Commission for 15 hours of MCE credit, of which 12 hours are in legal topics. Textbook is included in MCE tuition and is available at first class session. The MCE course is for license renewal and will meet on Fridays & Saturdays from 8 am - 5 pm.

CE Course #	Credit Course #	Date
04B.RELE2003.007	RELE2103.XY1	1/23-1/24
04C.RELE2003.008	RELE2103.XY2	3/12-3/13
04C.RELE2003.009	RELE2103.XY3	4/16-4/17
04C.RELE2003.010	RELE2103.XY4	5/7-5/8

MCE State Requirement: No late admittance. Fee: \$69

Mini Semester I

Dates: January 20 – February 19

Fee: \$107

CE Course No.	Credit Course No.	Course Name	Day	Time
Central Park Campus				
04B.RELE1001.009	RELE1301.XC5	Principles I	TR	6–10:10 pm
Courtyard Center				
04B.RELE1001.010	RELE1301.XY1	Principles I	MW	8:30 am–12:40 pm
04B.RELE1001.011	RELE1301.XY2	Principles I	MW	8:30 am–12:40 pm
04B.RELE2001.007	RELE2301.XY1	Law of Agency	TR	8:30 am–12:40 pm
04B.RELE1001.012	RELE1301.XY5	Principles I	MW	6–10:10 pm
04B.RELE2009.007	RELE2309.XY5	Principles II	MW	6–10:10 pm
04B.RELE2001.008	RELE2301.XY5	Law of Agency	TR	6–10:10 pm
04B.RELE1015.002	RELE1315.XY5	Property Management	TR	6–10:10 pm

Mini Semester II

Dates: February 23 – April 1

Fee: \$107

CE Course No.	Credit Course No.	Course Name	Day	Time
Central Park Campus				
04C.RELE2001.009	RELE2301.XC5	Law of Agency	TR	6–10:10 pm
Courtyard Center				
04C.RELE2009.008	RELE2309.XY1	Principles II	MW	8:30 am–12:40 pm
04C.RELE2009.009	RELE2309.XY2	Principles II	MW	8:30 am–12:40 pm
04C.RELE1011.008	RELE1311.XY1	Law of Contracts	TR	8:30 am–12:40 pm
04C.RELE2009.010	RELE2309.XY6	Principles II	MW	6–10:10 pm
04C.RELE1025.003	RELE1325.XY5	Math	MW	6–10:10 pm
04C.RELE1011.009	RELE1311.XY5	Law of Contracts	TR	6–10:10 pm
04C.RELE1021.003	RELE1321.XY5	Sales & Marketing	TR	6–10:10 pm

Mini Semester III

Dates: April 5 – May 9

Fee: \$107

CE Course No.	Credit Course No.	Course Name	Day	Time
Central Park Campus				
04C.RELE1011.010	RELE1311.XC5	Law of Contracts	TR	6–10:10 pm
Courtyard Center				
04C.RELE1011.011	RELE1311.XY2	Law of Contracts	MW	8:30 am–12:40 pm
04C.RELE1025.004	RELE1325.XY1	Math	MW	8:30 am–12:40 pm
04C.RELE1001.013	RELE1301.XY3	Principles I	TR	8:30 am–12:40 pm
04C.RELE1021.004	RELE1321.XY1	Sales & Marketing	TR	8:30 am–12:40 pm
04C.RELE2001.012	RELE2301.XY6	Law of Agency	MW	6–10:10 pm
04C.RELE1001.014	RELE1301.XY6	Principles I	MW	6–10:10 pm
04C.RELE1011.010	RELE1311.XY6	Law of Contracts	TR	6–10:10 pm
04C.RELE1019.002	RELE1319.XY5	Finance	TR	6–10:10 pm

Weekend Offerings

Fee: \$39

Saturdays: 8 am – 6 pm		Sundays: 12:30 – 7:30 pm		
CE Course No.	Credit Course No.	Course Name	Days	Dates
Courtyard Center				
04B.RELE1005.003	RELE1105.XY1	Appraisal Ethics (USPAP)	SU	2/7–2/8
04C.RELE1005.004	RELE1105.XY2	Appraisal Ethics (USPAP)	SU	3/27–3/28
04C.RELE1005.005	RELE1105.XY3	Appraisal Ethics (USPAP)	SU	5/1–5/2

Weekend Offerings (Three consecutive weekends)

Fee: \$107

Fridays: 5:30 – 10:10 pm		Saturdays: 8 am – 1:10 pm		Sundays: 12:30 – 6:10 pm
CE Course No.	Credit Course No.	Course Name	Days	Dates
Courtyard Center				
04B.RELE1001.008	RELE1301.XY2	Principles I	FSU	1/30–2/15
04B.RELE2001.006	RELE2301.XY2	Law of Agency	FSU	2/20–3/7
04B.RELE1003.002	RELE1303.XY2	Appraisal	FSU	2/20–3/7
04C.RELE1011.007	RELE1311.XY2	Law of Contracts	FSU	3/12–4/4
Class will not meet weekend of 3/19				
04C.RELE2009.006	RELE2309.XY2	Principles II	FSU	4/16–5/2

Continuing Education offers concurrent enrollment in Real Estate for college credit or continuing education units (CEUs). All students must satisfy the attendance and syllabus requirements for each course. For more information on requirements, call Mary Milford at 972.985.3709, or Rod Rodriguez at 972.985.3707.

To register call 972.985.3711.

TEACHER TRAINING

The Montessori Pre-Primary Teacher Training Program is rooted in the traditional concepts developed by Dr. Maria Montessori and in her belief that, "there are many who hold as I do, that the most important period of life is not the age of university studies, but the first one, the period from birth to the age of six. For that is the time when man's intelligence itself, his greatest implement is being formed." The 120-hour certification program is designed to prepare individuals for instructional positions within pre-primary Montessori programs and schools. Instruction focuses on classroom management techniques, child development, and the Montessori philosophy. The program is presented in five, 24 hour modules. Students enrolled in the program must have a sponsored internship established with a Montessori school under the direction of a trained Montessori teacher within the second six weeks of the program.

Montessori Spring Workshop

"Revitalizing our Montessori Community"

Please make plans now to attend our first annual all-day Montessori event. Specifically created for the pre-primary Montessori teacher, director, and home school educator. Sessions include noted speakers, make and take projects and interactive sessions on current Montessori pedagogy. Register early for this fun, informative and revitalizing day. Space is limited. Lunch is included.

Hours: 8

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.CDEC1032.001	3/27	S	9 am–5 pm	1	CYC

Montessori 3: Language Exercises

Prerequisite(s): Students must have a high school diploma and be able to write and speak English fluently.

The Montessori language materials and exercises offer a systematical breakdown of the essential elements of reading, emphasizing the fundamentals of the phonics approach to reading. The individual exercises develop the child's vocabulary, writing and reading skills. The exercises include a variety of gross and fine motor skill activities that help the child develop hand and eye coordination.

Hours: 24

Fee: \$225

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CDEC1092.003	1/8–2/12	R	6–10 pm	6	CYC

Montessori 1 and 2 are scheduled during the Fall semester

Montessori 4: Math Exercises

Prerequisite(s): Students must have a high school diploma and be able to write and speak English fluently.

Instruction in the fourth module of the training program focuses on activities and exercises that introduce the child to counting, the numerical symbols, and the four basic mathematical operations. These concepts are introduced to the child through the use of concrete materials. The child obtains a visual concept of the math operations. The first hour of instruction each session focuses on the study of classroom management and the Montessori philosophy.

Hours: 24

Fee: \$225

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.CDEC1092.004	2/19–4/1	R	6–10 pm	6	CYC
Class will not meet 3/11					

Montessori 5: Geography/Cultural Exercises

Prerequisite(s): Students must have a high school diploma and be able to write and speak English fluently.

Instruction focuses on exercises that introduce the young child to his environment and culture and then expands to other countries and cultures. This study begins with introducing the child to a series of globes, and terms such as continents and oceans, etc. The child furthers his studies with the use of puzzle maps, flags, land forms, classified nomenclature cards, and basic science concepts. The first hour of each session is devoted to the study of classroom management and the Montessori philosophy.

Hours: 24

Fee: \$225

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.CDEC1092.005	4/8–5/13	R	6–10 pm	6	CYC

TECHNICAL TRADES

Electrical Code: Journeyman's Exam Prep

Prerequisite(s): Four years' experience as an electrician

This course covers questions and problems found on the Journeyman's Electrician's Exam. The student will learn the layout of the National Electrical Code (NEC); calculate branch circuit loads, size conductors, conduits, wireways, gutters, devices, junction and pull boxes, motor loads, conductors and over current and overload protection for the primary and secondary of a transformer; range and dryer calculations, and basic wiring methods and materials.

Materials Needed: Text

Hours: 36

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ELPT2001.002	1/14-3/31	W	6-9 pm	12	CPC
04C.ELPT2001.003	3/9-5/25	T	6-9 pm	12	CYC

Electrical Code: Master's Exam Prep

Prerequisite(s): Two years' experience as a Journeyman Electrician

Learn to manage, solve and calculate electrical problems. Become familiar with questions and problems found on the Master's Exam.

Materials Needed: Text

Hours: 40

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.EECT1091.007	2/19-5/13	R	6-9 pm	13	CYC
Last class ends at 10 pm					

Electrical Code: Residential Specialist Exam Prep

This course is for those wishing to obtain a Residential Specialist License or have an understanding of the residential section of the electrical code. Topics covered will be required receptacles and spacing, lighting, grounding and services. Practice exams will be given in preparation for the SBCCI exam.

Materials Needed: Text

Hours: 15

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.EECT1091.008	1/15-2/12	R	6-9 pm	5	CYC

ONLINE REGISTRATION FOR CE CLASSES

It's fast and easy!!!

www.ccccd.edu/ce

Blueprint Reading - Commercial/Residential

This course is designed for contractors, superintendents and workers on construction projects. The focus will be on how to read and interpret construction documents and specifications and how they are used in construction. A review of drawing symbols, drawing terminology, drawing methods and construction document organization will make up the body of this course. Discussion will include how architects and engineers use drawings to communicate design intent to contractors, various formats and the purpose of specifications to supplement drawings.

Materials Needed: Text

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.DFTG1093.002	2/17-2/26	TR	6:30-9:30 pm	4	AHS

International Building Code 2000 (IBC 2000)

This course is a broad overview of the non-structural provisions of the 2000 IBC. The building code regulates building size, height, structural stability, adequate means of egress, minimum levels of protection to property from fire and overall safety of the public welfare in homes and buildings. Major elements of discussion will be IBC classification of occupancies, means of egress, fire-resistive construction, and fire protection systems. Note: Residential Building code is not included in this course.

Materials Needed: Text

Hours: 15

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.CNBT1091.003	3/16-3/30	TR	6:30-9:30 pm	5	AHS

Certificate in Supply Chain Management Distance Learning Series

04B.BMGT1092.033 • \$549

These courses also cover the subject matter in the APICS (The Educational Society for Resource Management) CPM (Certified in Production and Inventory Management) certification.

04B.BMGT1092.007	Supply Chain Management Fundamentals	1/21-2/27
04B.BMGT1092.013	Master Scheduling & Forecasting	2/18-3/26
04C.BMGT1092.020	Inventory Management, MRP & Capacity Planning	3/17-4/23
04C.BMGT1092.026	Production Scheduling, Implementation & Shop Floor Control	4/21-5/28
04C.BMGT1092.032	Advanced Topics in Supply Chain Management	5/19-6/25

After registering for Series 04B.BMGT1092.033, please go to www.ed2go.com/cccdce and click on **Orientation** to obtain password and instructor information. Each of these individual courses consists of 12 sessions, delivered twice a week starting on the start date.

BUSINESS COMMUNICATIONS & MANAGEMENT

The Continuing Education & Workforce Development Division offers high-quality workforce training and educational courses to meet the needs of area businesses and residents. Professional instructor-led classes equip participants with information that can be implemented right away. Stay ahead of the competition by enrolling in one of the many Workforce Development classes today! Let Collin County Community College become your center for corporate or personal training!

Applied Project Management Techniques

Learn and practice the proven techniques of how to jump start a successful project. Participate in a project integration workshop, where you will develop a project objective statement, identify requirements, develop a scope of work, develop a flexibility matrix, develop a work breakdown structure (WBS), identify activities, assign durations, sequence activities, calculate critical path and learn how to realign activities and personnel resources to accommodate project constraints using the critical path method, PERT, crashing and fast tracking. Develop risks and conduct a risk evaluation. Gather assumptions, issues and definitions and learn how to follow up. Conduct a stakeholder analysis and develop an outline for a communications plan. Learn the ways to develop project cost estimates, establish a project budget and track actual costs.

Hours: 12

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BMGT1091.092	1/23-2/13	F	6:30-9:30 pm	4	CYC

Project Management Certification Preparation

This course is a three-day refresher and will cover the fundamental concepts tested in the Project Management Institute (PMI) certification exam for the Project Manager Professional (PMP). You will get a review of the five project management processes: Initiation, Planning, Executing, Controlling and Closeout as well as an overview of the nine knowledge areas of the Project Management Body of Knowledge (PMBOK)TM. This course is for Project Managers kicking off their effort for the certification process, as well as a refresher for Project Managers familiar with the PMBOK and appearing for the exam. You will walk away with resource materials, references for further preparation and knowledge about the certification process, types of questions and test taking tips.

Hours: 15

Fee: \$299

Course	Date(s)	Day(s)	Sessions	Location
04B.BMGT1091.093	2/27-2/29	FSU	3	CYC
Class will meet Fri 6:30-9:30 pm, Sat 9 am-5 pm, Sun 1-6 pm				

Mastering Presentation Skills

This practical and highly participatory program prepares participants to control their nervousness and emotions. Learn how to organize for understanding and clarity, add action with body language, strengthen message with voice and rate of speech and facilitate depth and understanding with a variety of visuals and to speak confidently on a moment's notice.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.COMG1091.043	1/12-1/26	MW	6:30-9:30 pm	4	CYC

Time Management

Learn techniques to help you gain control of your day and accomplish the varied responsibilities of your position. You will discover how to organize yourself and your office, recognize and control time wasters, prioritize your work, and plan effectively.

Hours: 4

Fee: \$49

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CEPD735.002	1/27-1/29	TR	6-8 pm	2	CYC

Fundamentals of Purchasing

The fundamentals and a functional overview of purchasing will be given. Learn the role of purchasing within an organization, sources and types of law, selection of suppliers and innovations in the purchasing process.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BMGT1092.003	2/2-2/11	MW	6:30-9:30 pm	4	CYC
04C.BMGT1092.004	3/6-3/13	S	8 am-3 pm	2	CYC

Supply Chain Management

Learn the details of supply chain inventory management. Topics such as transportation systems, distribution networks, databases and communication systems will be covered.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BMGT1092.005	2/16-2/25	MW	6:30-9:30 pm	4	CYC
04C.BMGT1092.006	3/27-4/3	S	8 am-3 pm	2	CYC

Multi-cultural Communication

Do you have a desire to conduct business in another country? Diversity in the U.S. workforce has grown rapidly and the need to understand cultural patterns has become a necessity to effective communications and business transactions. You will learn the definition and origin of conflicts, cultural and gender differences, the use of understanding to facilitate differences, and discussions on cultural differences with the focus on similarities.

Hours: 7

Fee: \$59

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.COMG1091.044	2/3-2/17	T	6:30-8:50 pm	3	CYC

Negotiating Successfully

Learn negotiation techniques and skills to bring about the outcome desired. Understand the differences between distributive bargaining and integrative negotiation. The process of defining what is important, the objectives that drive a negotiation strategy, and the planning process. Learn how to manage the negotiation dance, and arrive at the zone of possible agreement.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.COMG1091.045	1/29-2/19	R	6:30 pm-9:30 pm	4	CYC
04C.COMG1091.066	4/17-5/1	S	9 am-1 pm	3	CYC

Fundamentals of Public Speaking

Does speaking in front of a group seem challenging? Must you be able to effectively express yourself in a group meeting? If you answered "yes", this class is for you! In a comfortable, supportive and fun learning environment, learn how to speak well without the stress. Learn how to use verbal and non-verbal skills to make your points clearly and effectively. You will gain and practice skills to build confidence through competence!

Hours: 7

Fee: \$59

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.COMG1091.046	2/9-2/11	MW	6-9:30 pm	2	CYC

Consultative Selling Skills

In this highly participative workshop, salespeople will learn how to first understand your customers' business problems for which your products or services are a solution, and then to professionally present your solution in a way that results in an agreement to do business together. You will gain new skills for both getting the business and for building long-term sales relationships. Class discussions and interaction with other sales professionals will help the learning be effective and profitable for you, your organization and your customers and clients. Recommended for those with at least 6 months to one year of sales experience.

Hours: 9

Fee: \$69

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BMGT1098.004	2/10-2/17	TR	6:30-9:30 pm	3	CYC

Database Concepts for Non-Technical Managers

Databases are incredibly powerful tools, but they are also very complex. Learn about the strengths and weaknesses of database management systems. Discussion will include documenting your needs in preparation for programming, understanding data models, and determining when a database is better than a spreadsheet.

Hours: 15

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSW1021.001	2/24-3/9	TR	6:30-9:30 pm	5	CYC

Power Communication Skills for Women

Understanding the differences between how the genders communicate, how they are perceived, and effective ways to be more powerful is the focus in this supportive and empowering course. The topics presented are Getting Heard and Being Understood, Setting Boundaries and Staying Cool, Communicating Styles and What Works, Dealing with Difficult Situations, Eliminating Self Sabotage, and Turning Failure into Success. Exercises include an effectiveness survey, conflict scenarios, and an interactive discussion of a solution to a conflict.

Hours: 7

Fee: \$59

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.COMG1091.048	3/9-3/16	T	6:30-10 pm	2	CYC

Certificate in Project Management Principles Distance Learning Series

04B.BMGT1043.002 • \$649

This program equips you with required skills necessary in setting up project plans, scheduling work and monitoring progress in order to achieve desired project goals and results. In addition, you will increase your readiness and confidence to run projects and to participate successfully as a team member. Course one presents an overview of Project Management. Courses two through four focus on planning and control, basic contract types, work breakdown structure, performance measurements, learning the project team, project management tools, risk management and project scheduling. Course five consists of a sample project that the student originates and completes and a final exam to prepare students for certification exams.

04B.BMGT1091.145	Overview of Project Management	1/21-2/27
04B.BMGT1091.151	Planning, Executing and Controlling	2/18-3/26
04C.BMGT1091.157	Project Management Techniques	3/17-4/23
04C.BMGT1091.163	The Human Element	4/21-5/28
04C.BMGT1091.169	Putting it all Together: Sample Project	5/19-6/25

Certificate in Sales Management Distance Learning Series

04B.BMGT1091.170 • \$319

This Sales Management Certificate Series is designed to develop and apply a framework for dealing with sales management. It will develop skills in planning sales strategy, in recruiting, selecting, training, motivating, organizing and controlling a field sales force; and in persuasive communication. This series demonstrates how effective sales strategy creation and team leadership improves the company's ability to form relationships with its customers and provide value-added services.

04B.MRKG1091.015	Professional Sales Skills	1/21-2/27
04B.MRKG1091.021	Effective Selling	2/18-3/26
04C.MRKG1091.027	Principles of Sales Management	3/17-4/23

After registering for Series 04B.BMGT1043.002 or 04B.BMGT1091.170, please go to www.ed2go.com/cccdce and click on **Orientation** to obtain password and instructor information. Each of these individual courses consists of 12 sessions, delivered twice a week beginning on the start date.

Managing Remotely

For managers who have limited "in person" time with those whom they manage. You will gain skills for planning, asking questions, leading conference calls and other approaches for effectively coaching others even when you rarely see them. Learn how to effectively manage a team of individual contributors by helping them motivate and coach themselves!

Hours: 7

Fee: \$59

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.BMG1091.101	3/22-3/24	MW	6:30-10 pm	2	CYC

Process Documentation

Document even the most complex process by learning how to break it down into simple steps. Discussion will center on process mapping, process decomposition and writing style. Creating charts manually and with current software applications will be discussed.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.BMG1095.001	3/30-4/8	TR	6:30-9:30 pm	4	CYC

Communicating Face-to-Face

This communication skills building program is for the professional whose interaction requires effective communication skills in order to be productive and successful. Emphasis is on how to express wants and needs clearly and to understand the needs of others. Learn what impact your body language has on your audience. You will learn the selection of choice words for productive results, become aware of the different communication styles, and learn techniques for facilitating teams.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.COMG1091.049	4/12-4/21	MW	6:30-9:30 pm	4	CYC

Increasing your Word Power

Increase your vocabulary and improve your confidence in meetings and social settings. Using the right words can make lasting impressions in many business and personal settings. This course will strengthen your vocabulary and verbal skills.

Materials Needed: Text

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.COMG1091.050	5/18-5/27	TR	6:30-9:30 pm	4	CYC

Strategic Partnering

Learn how strategic partnering with companies that compliment existing products and services can contribute to increasing your company's market leverage and competitive edge. Topics include the advantages and disadvantages of partnering, identifying and approaching partners and strategic alliance building. Discuss examples of partnerships that have succeeded and failed, and what were the contributing factors in each case. Apply the lessons and principles discussed in each class to your business needs.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.BMG1091.102	5/11-5/20	TR	6:30-9:30 pm	4	CYC

Friday Lunch Time Certificate Series

Fridays • 11:30 am – 1:30 pm • Bring Your Lunch

Those starting out in a leadership position will establish a foundation for success; those with experience will discover new best practices to incorporate into existing skill sets. You will take away useful ideas and tidbits to improve your effectiveness and broaden your awareness.

LEADERSHIP SERIES

Leadership is everyone's responsibility. All members of the workplace can learn to take the role of the leader. Whether leading by being proactive, by generating new ideas, by being an effective communicator, or by being a productive member of the team through accomplishing goals...YOU are a leader. Learn how to be a good leader for the benefit of yourself, your coworkers, your customers, and your organization!

Two ways to register:

Series Course #: 04B.BMG1091.090

Fee: \$179

Individual Sessions: \$19

Course #	Course Name	Date
04B.CEPD325.031	Leadership Styles	1/23
04B.CEPD325.032	Communication Skills	2/6
04B.CEPD325.033	Coaching and Mentoring Skills	2/20
04C.CEPD325.034	Motivating Employees	3/5
04C.CEPD325.035	Delegating Successfully	3/19
04C.CEPD325.036	Groups & Teamwork	4/2
04C.CEPD325.037	Managing Change	4/16
04C.CEPD325.038	Managing Diversity	4/30
04C.CEPD325.039	Managing Conflict	5/14
04C.CEPD325.040	Goal Setting	5/28

MANAGEMENT DEVELOPMENT SERIES

The Leadership series has been revised to introduce new topics for those in management positions or for those striving to be. These topics will look at what it takes to be a leader. You will leave these sessions with at least one progressive idea to implement.

Need more information? Call 972.985.3758

Two ways to register:

Series Course #: 04B.BMG1091.091

Fee: \$179

Individual Sessions: \$19

Course #	Course Name	Date
04B.CEPD325.041	Balanced Scorecard	1/23
04B.CEPD325.042	Knowledge Management Concepts	2/6
04B.CEPD325.043	Managing Effective Meetings	2/20
04C.CEPD325.044	Critical Thinking	3/5
04C.CEPD325.045	Time Management - Time Wasters	3/19
04C.CEPD325.046	Time Management - Delegation	4/2
04C.CEPD325.047	Process Mapping	4/16
04C.CEPD325.048	Customer Service - Focus on the Company	4/30
04C.CEPD325.049	Customer Service - Focus on the Staff	5/14
04C.CEPD325.050	Performance Appraisals	5/28

BUSINESS FINANCE

American Payroll Association's Payroll Professional Learning Series – 2004



The APA Program is a three-part series designed to prepare you to sit for the Fundamental Payroll Certification (FPC) exam and/or the Certified Payroll Professional (CPP) exam. The three courses include the Primary Payroll Skills course and the Essential Payroll Skills course, both 24-hours in length. The Advanced Payroll Skills 30-hour course completes the Series. For your convenience the entire series is offered Monday nights or Saturday mornings. By completing the first two series in the program you will have covered a majority of the content found on the FPC exam.

Course No.	Course Name	Date(s)	Day(s)	Time	Session(s)	Location	Fee
04B.ACNT1015.003	Primary Payroll Skills	1/26–3/15	M	6:30–9:30 pm	8	CYC	\$395
04B.ACNT1015.004	Essential Payroll Skills	1/10–2/14	S	9 am–1 pm	6	CYC	\$395
04C.ACNT1015.006	Essential Payroll Skills	4/5–5/24	M	6:30–9:30 pm	8	CYC	\$395
04B.ACNT1015.005	Advanced Payroll Skills	2/28–5/8	S	9 am–12:20 pm	9	CYC	\$425
Class will not meet 3/20, 4/10							

Students sitting for the FPC Exam must take both the Primary and the Essential Payroll Skills courses.
You must have worked 3 out of the preceeding 5 years to sit for the CPP exam.

Need more detailed information?

For more information visit www.ccccd.edu/ce,
call 972.985.3758, or email cluckcock@cccd.edu

Ask for the 2004 Professional Learning Series brochure

National exam dates for the Fundamental Payroll Certification (FPC) exam and the Certified Payroll Professional (CPP) exam are scheduled for:

**April 5 – May 15, 2004
September 1 – October 9, 2004**

Accounting I

This course will take you from little or no knowledge of accounting to understanding proper accounting systems. Topics include basic accounting systems, basic operating cycles, basic financial statements and other introductory concepts. The course spans general journal entries, financial statements, and analysis.

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

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ACNT1002.002	1/12–3/22	M	6:30–9:30 pm	10	CYC

Certified Public Accountants

CCCCD (No. 2514) is a provider of CPE credits for accountants. The Texas State Board of Public Accountancy will recognize courses offered 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. Forty (40) hours of CPEs are required each year.

**For more information, contact the
Continuing Education Office at 972.985.3750**

Accounting II

Prerequisite(s): Accounting I

This is a continuation of Accounting I. Topics include accounting for merchandise inventory, long-term assets, and partnerships. Also covered are corporation organization and capital stock, earnings and distributions, bonds, statement of cash flow, analysis of financial statements, and departmental and manufacturing accounting.

Materials Needed: Text used in Accounting I

Hours: 24

Fee: \$99

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ACNT1092.005	4/1–5/20	R	6:30–9:30 pm	8	CYC

Income Tax Preparation

Fundamentals of personal and Small Business tax forms, filing status, personal and dependent exemptions, home office and Schedule A deductions and record keeping will be covered.

Hours: 7

Fee: \$59

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ACNT2043.004	1/13–1/15	TR	6:30–10 pm	2	CYC
04C.ACNT2043.005	3/6–3/6	S	9 am–5 pm	1	CYC
04C.ACNT2043.006	4/3–4/3	S	9 am–5 pm	1	CYC

Business Math Refresher

Review the essential math skills you have forgotten since high school. Discussion will include calculating percentages, tax, and interest, and working with fractions. We will focus on common business functions, such as managing a bank account, creating invoices, and managing loans and credit.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BSKL1091.003	1/27-2/5	TR	6:30-9:30 pm	4	CYC

Finance for Non-Accountants

Designed for new managers, secretaries, administrative assistants, small business owners and investors. This course removes the mystery from the accounting process and financial statements. Learn the accounting terminology and how to read and interpret a company's balance sheet, income statement, and cash flow statement. Utilize basic financial ratios to evaluate the components of the financial statements and the company's financial position.

Hours: 12

Fee: \$69

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ACNT1091.013	1/27-2/5	TR	6:30-9:30 pm	4	CYC

Cost Accounting

Explore the role of cost accounting as it relates to planning and control, management decisions and product costing. Topics address budgeting, cost control systems, analytical tools, and decision theory. Identify methods such as job order costing, process costing, standard costing, joint and by-product costing and activity based costing.

Hours: 18

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ACNT1091.014	3/23-4/8	TR	6-9 pm	6	CYC

Operational Auditing

You will receive in-depth coverage of opportunities for improving your organization's operations. Topics show how the economy, rapid changes, risk and competition make operational auditing useful for not only operation managers but accountants as well.

Hours: 18

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ACNT1091.015	4/20-5/6	TR	6:30-9:30 pm	6	CYC

Calculating Performance Measures

Devise and calculate performance measures. Determine the calculation process. Coordinate the gathering of data, setting up the calculation system, determining frequency of calculation and how to weigh measures in order to achieve corporate objectives.

Hours: 9

Fee: \$69

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.BUSG1093.002	5/10-5/17	MW	6:30-9:30 pm	3	CYC

QuickBooks 2004 Introduction

Prerequisite(s): Familiarity with computers and Windows

Learn how to use the latest version of QuickBooks to make your bookkeeping easy and insightful. QuickBooks 2004 is used in the course; however this course is appropriate for any recent version of QuickBooks. Topics include creating a new company; setting up customers, vendors, account charts, and invoices; using accounts receivable and accounts payable; invoicing; printing checks; and generating monthly reports.

Materials Needed: Text

Hours: 15

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ACNT1091.016	1/20-2/3	TR	6:30-9:30 pm	5	CYC

QuickBooks 2004 Payroll

Prerequisite(s): QuickBooks Introduction or equivalent knowledge

This class is designed to demonstrate how QuickBooks can simplify your payroll. Topics include an overview of payroll in QuickBooks, setup, setting up employee payroll information, writing and printing payroll checks, tracking tax liabilities, practice paying payroll taxes, and payroll reports.

Materials Needed: Text

Hours: 15

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ACNT1091.017	2/10-2/24	TR	6:30-9:30 pm	5	CYC

QuickBooks 2004 Job Costing

Prerequisite(s): QuickBooks Introduction or equivalent knowledge

Learn how to use QuickBooks estimates, progress invoices, and time tracking for project control and job costing. Topics include creating job estimates and invoices, project reports, updating a job's status, making an estimate inactive, tracking time worked on a project, invoicing for time worked, and paying non-employees for time worked.

Materials Needed: Text

Hours: 15

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ACNT1091.018	3/2-3/16	TR	6:30-9:30 pm	5	CYC

QuickBooks 2004 Inventory and Sales Tax

Prerequisite(s): QuickBooks Introduction or equivalent knowledge

Learn how QuickBooks helps track and automate inventory and sales tax. Topics include an overview of inventory in QuickBooks, purchase orders, tracking inventory, adjusting inventory to enter a stock loss or increase, inventory reports, setting up sales tax and applying it to a sale, B&O tax, determining sales tax liability and sales tax reports.

Materials Needed: Text

Hours: 15

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ACNT1091.019	3/23-4/6	TR	6:30-9:30 pm	5	CYC

Resume and Interview Workshop

Be prepared for your next job opportunity with a professional resume. Create an effective communication tool or optimize existing resumes by giving it a tune-up, to enable you to better market your skills and abilities. Learn how to highlight your skill sets and use keywords to get more exposure and interest. Increase your visibility with employers and recruiters and upgrade your placement in job candidate listings. Learn the different interviewing techniques used by potential employers that require specific preparation on your part.

Hours: 3

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CEPD657.003	1/24	S	9 am-Noon	1	CYC
04C.CEPD657.004	3/13	S	9 am-Noon	1	CYC

A FREE workshop brought to you by the Continuing Education Division and Business Solutions Group at Collin County Community College designed to assist you in your job search.

BUSINESS WRITING

Technical Writing Skills

This course will cover the concepts and principles necessary for effectively communicating technical material in writing, as well as the rules for grammar, numbers, word choice and self-editing. Writing assignments will be given. Materials Needed: Text

Hours: 15

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.COMG1091.041	2/3-3/16	T	7-9 pm	7	CYC
Last class ends at 10 pm					

Editing & Proofing for Business

Emphasis will be placed on editing and revising business communications for correct grammar, spelling, punctuation, consistency and organization. Students will also learn to identify and use outside resources, such as reference manuals, to find specific information essential to effective writing. The class will concentrate on different writing situations, including letters, e-mail and memos.

Hours: 8

Fee: \$59

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.COMG1091.047	3/8-3/15	MW	6:30-9 pm	3	CYC
Last class ends at 9:30 pm					

Business Writing Skills

Learn to write clear, concise and grammatically correct letters, reports and memos. This extended course provides a review of English Grammar and instruction on composition. It is designed for those who want to improve their writing for job success. Pre-writing, outlining, formatting and revising/editing will be emphasized through interactive instruction, hands-on exercises and writing assignments. Other topics will include style, tone, audience and word selection. NOTE: You are encouraged to bring a writing sample to the first class.


Hours: 30

Fee: \$149

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.COMG1091.042	4/13-5/13	TR	6:30-9:30 pm	10	AHS


OSHT-OSHA Regulations for Industry
10 and 30 hour courses on OSHA policies

Contact Daphne Hall-Babcock 972.377.1640



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or see page 44-45 for more information.

Supervisory Management Certificate Series

This series is designed to provide new and current supervisors with the necessary skills that you need in your leadership role at work. The goal of this series is to give you the fundamental skills of managing and communication, dealing with change and conflict, delegating effectively, developing and coaching performance issues. You must be present 90 percent of class meeting to fulfill the certificate requirements and receive an institutional certificate.

Hours: 72

Fee: \$399

Course	Date(s)	Sessions	Location
04B.BMGT1091.094	1/13-5/6	24	CYC

For meeting days see course descriptions listed below.

- Fundamental Skills of Managing
- Fundamental Skills of Communicating
- Managing Conflict During Change
- Delegating Effectively
- Developing Performance Standards
- Coaching for Improved Performance

Requirement: To obtain a certificate, enrollment in and completion of the Certificate Series is necessary. Participants may take individual courses without a certificate, as desired.

Fundamental Skills of Managing

This fundamental management course will give you the skills you need to deal with your team members on a day-to-day basis. You will learn how to assess performance based on behaviors, use effective listening techniques, increase employee's motivation and get your team members to participate in setting goals, solving problems and making decisions.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BMGT1091.095	1/13-1/22	TR	6:30-9:30 pm	4	CYC

Fundamental Skills of Communicating

This fundamental communicating course will help you see that communication is a two-way process. Learn how to construct clear, concise messages, look for non-verbal clues, listen to communicate and overcome situational barriers to communication and understanding.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BMGT1091.096	2/3-2/12	TR	6:30-9:30 pm	4	CYC

Developing Performance Standards

Learn to identify and set performance standards that are specific, measurable, attainable, results-oriented and time-framed using concrete active language. You will learn how to design and negotiate performance standards for team members that address both desired results and team member's capabilities.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.BMGT1091.097	2/24-3/4	TR	6:30-9:30 pm	4	CYC

Delegating Effectively

This course will help you understand the importance of effective delegation as well as the problems associated with the lack of delegating. You will learn how to use delegation as a powerful motivational tool, specify team member's responsibility for a delegated task, establish a team member's authority for the task with those affected and improve overall team participation.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.BMGT1091.098	3/15-3/24	MW	6:30-9:30 pm	4	CYC

Managing Conflict During Change

Managing change invariably requires techniques in conflict management. This comprehensive class covers personal change management skills including empowerment, leadership and action plan segments to positively affect change in the organization. Conflict management techniques are included to provide a skill set to manage the conflicts that arise during turbulent change.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.BMGT1091.099	4/5-4/14	MW	6:30-9:30 pm	4	CYC

Coaching for Improved Performance

This course will help you understand the special nature of coaching as a one-on-one activity. Learn to distinguish between performance problems that require coaching and those that can be handled by other means. Understand the importance of observation and analysis before coaching and establish effective controls by setting up performance reviews.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.BMGT1091.100	4/27-5/6	TR	6:30-9:30 pm	4	CYC

BUSINESS MARKETING

Business Marketing Certificate Series

As the spectrum of business expands both regionally and internationally, the need for effective marketing skills is a necessity for success. This certificate series is designed to provide you with the marketing skills needed to help you and your organization be competitive in today's business environment.

This 60 hour program has been created for participants who desire a certificate from Collin County Community College for time spent in classroom studies/or to satisfy a requirement by your employer. For anyone interested in participating in the certificate program, please email jmerritt@ccccd.edu after your coursework has been completed.

Core Courses (36 hours)

Core Courses (36 hours)	Hours
Marketing Principles	12
Marketing Strategies	12
Marketing & Business Management	12

Electives (24 hours) Choose Two

Electives (24 hours) Choose Two	Hours
Developing an Effective Marketing Plan	12
Integrated Marketing Communications	12
Marketing Using the Internet	12

Requirement: You must be present 90 percent of class meeting to fulfill the certificate requirements and receive an institutional certificate.

Marketing Principles

This course will set the foundation basis for you to design your marketing venture. The course will cover what marketing is, how to design a marketing plan, the four most important marketing ingredients, and the challenges and strategies you will encounter as you develop your marketing plan. We will look at how to determine what would be the best market, how to coordinate your business plan with your marketing plan, human resource issues and your marketing plan.

Hours: 12 Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.MRKG1091.007	1/6-1/15	TR	6:30-9:30 pm	4	CYC

Marketing Strategies

We will use real business examples to develop your all-important strategic plan and what factors will create distinctive competencies to position your product or service in the market place. You will cover situation analysis, market entry strategies and barriers, strategic alliances, and how to determine economic trends.

Hours: 12 Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.MRKG1091.008	1/27-2/5	TR	6:30-9:30 pm	4	CYC

Integrated Marketing Communication

A managerial approach to coordinating all promotional activities including direct marketing, advertising, sales promotion, personal selling, public relations, publicity, and packaging, to produce a unified, market-focused message.

Hours: 12 Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.MRKG1091.009	2/17-2/26	TR	6:30-9:30 pm	4	CYC

Marketing & Business Management

This course is designed to give owners and employees of businesses up-to-date information that is necessary to compete in today's marketing environment. You will study the management of small and large marketing organizations to prepare you for the supervisory and mid-management responsibilities for today's marketing executive.

Hours: 12 Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.MRKG1091.010	3/9-3/18	TR	6:30-9:30 pm	4	CYC

Developing an Effective Marketing Plan

This course will guide you in how to determine if there is a market for your idea, what is the size of that market, are there any potential entry barriers for the initial implementation. You will determine what the best process for your success is and you will analyze what social and ethical issues can impact the firm's marketing plan. You will use your own business organization ideas to build your marketing plan.

Hours: 12 Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.MRKG1091.011	3/30-4/8	TR	6:30-9:30 pm	4	CYC

Marketing Using the Internet

This course will offer hands on use of the Internet for growing your marketing capabilities. We will look at Internet resources, building a business using the Internet, how to determine your audience, and methods to support brick and mortar enterprises. In addition you will develop customer profiles and effective methods of attracting customers.

Hours: 12 Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.MRKG1091.012	4/20-4/29	TR	6:30-9:30 pm	4	CYC

HUMAN RESOURCES MANAGEMENT

Human Resources Management Certificate Series

This series of integrated modular courses is designed as a certificate series for functions typically found in the contemporary HR department of small to mid-sized companies. The goal is to provide you with practical information needed to perform the daily tasks required by today's HR professional. Appropriate computer programs used to support the HR office are interspersed within the curriculum. Legal issues common to all HR functions are identified, addressed and discussed in order to equip you as HR practitioners.

Requirement: You must be present 90 percent of class meeting to fulfill the certificate requirements and receive an institutional certificate.

Hours: 72	Course No.	Dates	Days	Time	Sessions	Location	Fee: \$399
	04B.HRPO1091.012	1/13-5/6	TR	6:30-9:30 pm	24	CYC	

For course descriptions see listings below

- HR Cash and Non-Cash Compensation Programs
- Employee Benefits and Incentive Programs
- Employee and Labor Relations
- Emerging Issues in HR
- HR Training and Development
- Employment Practices and Processes

To obtain a certificate, enrollment in and completion of the Certificate Series is necessary.
Participants may take individual courses without a certificate, as desired.

Employee Benefits and Incentive Programs

You will learn the history of employee benefits and how it has developed into the different types of benefit programs in the workplace today. You will study and share examples and components of these current benefits programs. You will examine trends that influence benefit program design and ways that employee needs are driving benefits design, as well as methods to communicate benefit plans with and without technology.

Hours: 12 Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.HRPO1091.013	1/13-1/22	TR	6:30-9:30 pm	4	CYC

Emerging Issues in Human Resources

This introductory course to the HR Management Certificate Series will explore current changes in the workplace and employee/employer expectations, current recruitment and retention issues, the changing nature of the work environment and diversity through globalization, as well as the "longing for belonging" - connecting people to the organization.

Hours: 12 Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.HRPO1091.014	2/3-2/12	TR	6:30-9:30 pm	4	CYC

HR Cash and Non-cash Compensation Programs

The Fair Labor Standards Act (FLSA) established the need for the systems used in cash compensation program development administration. This course will examine various types of pay and incentive programs, methods and areas to analyze pay surveys and pay ranges. You will discuss current steps for evaluating compensation programs, issues of employee classification and what you should know, as an HR professional, about Professional Employment Organizations (PEO).

Hours: 12 Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.HRPO1091.015	2/24-3/4	TR	6:30-9:30 pm	4	CYC

HR Training and Development

You will become familiar with various types of current training and development programs and receive tools and information that help identify the types of learners and methods to successfully address different learning styles. You will also receive information to help managers with effective coaching methods, employee empowerment and effective delegation, as well as ways for your company to help employees develop skills and knowledge on life issues and life-long learning.

Hours: 12 Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.HRPO1091.016	3/16-3/25	TR	6:30-9:30 pm	4	CYC

Employment Practices and Processes

You will discuss the importance of setting and implementing the framework for potential employee expectations. The interview/selection/hire or rejection process, what should be included and how HR can help in the process will be covered in detail. You will learn characteristics of effective job descriptions, compensation and benefit packages, how they affect new employees and the relationship with the employer.

Hours: 12 Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.HRPO1091.017	4/6-4/15	TR	6:30-9:30 pm	4	CYC

Employee and Labor Relations

You will learn the importance and ways to pay "psychological paychecks". Learn about unions and their changing roles and ethical employer's practices. Compare leadership and management control measures and how they both affect employee relations. Employee Assistance Programs (EAP), employee surveys, termination processes and documentation, family leave and assistance issues will also be covered.

Hours: 12 Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.HRPO1091.018	4/27-5/6	TR	6:30-9:30 pm	4	CYC

SMALL BUSINESS SUCCESS SERIES - CORE COURSES

Small Business Certificate Series

These courses provide practical and realistic information based on sound business theories and are presented by experienced professionals. Learn how to develop your business plan and strategies for putting it together. You will receive instruction on financing and marketing your business. Learn how essential tax and technology issues impact your business.

This program has been created for participants who desire a certificate from Collin County Community College for time spent in classroom studies / or to satisfy a requirement by your employer. For anyone interested in participating in the certificate program, please email jmerriitt@ccccd.edu after your core courses have been completed.

Core Courses (46 hours)

	Hours
How to Start & Operate a Small Business (Mandatory)	12
Accounting & Recording Keeping in a Small Business	10
How to Promote your Business without Going Broke	12
How to Develop a Business Plan	12

Electives (Minimum 21 hours)

	Hours
Avoiding Common Entrepreneurial Mistakes	14
Developing an Effective Small Business Web Site	18
Funding Start-ups and Expansions	7
How to Develop a Successful Consulting Business	12
Is Franchising for Me?	3
Tax Essentials	12

Accounting I may be used as a substitute for an elective. See Business Finance, page 13-14.

Requirement: You must be present 90 percent of class meetings to fulfill the certificate requirements.

How to Start and Operate a Small Business

Gain insight into operating and owning your business. Learn business planning, capital formation, marketing planning, cash flow planning, tax compliance, insurance and legal planning.

Materials Needed: Text

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BUSG1025.031	1/13-1/22	TR	7-10 pm	4	CYC
04C.BUSG1025.032	3/23-4/1	TR	7-10 pm	4	CYC

Accounting & Record Keeping in a Small Business

Revenues, expenses, ledgers, and journals—these are the tools used in record keeping for small businesses. Learn proven methods to help you comply with reporting requirements of financial institutions and governmental agencies, such as the IRS. Class discussion will cover the selection of manual systems currently on the market.

Materials Needed: Text

Hours: 10

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BUSG1020.002	1/26-2/4	MW	6-8:30 pm	4	CYC

How to Develop a Business Plan

Learn to prepare and carry out a successful business plan. Topics include developing a mission statement, conducting market analysis, developing marketing strategies, preparing financial projections and estimating capital resource requirements. You will get hands-on guidance in launching a business from the drawing board and a review of funding sources.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BUSG1025.033	2/10-2/19	TR	6:30-9:30 pm	4	CYC

How to Promote Your Business Without Going Broke

You have got a great product or service. You may even have a marketing plan or some brochures. But you cannot get your foot in the door with potential customers. Learn the secrets of promotional tactics that will attract and keep good customers. The right analysis of your potential customers and shaping your products and services to get them to buy is the first step. The other steps are the tactics, such as advertising, direct mail, publicity, trade shows, brochures, and more, presented so you can execute them yourself.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.BUSG1025.034	4/6-4/15	TR	6:30-9:30 pm	4	CYC



Classes will not meet:

1/19, 3/20-3/21, 4/9-4/11, 5/29-5/31

Classes held at PSHS will not meet 3/9, 3/11

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

SMALL BUSINESS SUCCESS SERIES - SPECIALTY COURSES

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

A partnership program with the U.S. Small Business Administration

Purpose: The Small Business Development Center (SBDC) is designed to provide you with practical assistance so that your business will survive, grow and prosper.

Counseling: Free one-on-one counseling is offered for start up and existing businesses, as well as for individuals who would like to go into business. The SBDC has SCORE counselors available for small business counseling. SCORE is the *Service Corps of Retired Executives*. They offer expertise in a specific industry or business.

Training: As part of our effort to serve the small business community, the SBDC works with Continuing Education to provide courses and workshops ranging from introductory topics for those planning to start a business to more advanced seminars aimed at the experienced business owner.

Resource Center: The SBDC has access to a wide range of information for business success. Let us give you that extra advantage needed in today's competitive business environment.

Appointments: Hours: 8 am-5 pm, Monday-Friday. In order to provide quality service for clients, appointments are preferred.

Location: The SBDC is located within the Courtyard Center, 4800 Preston Park Blvd., Suite A126, Plano, Texas 75093, 972.985.3770.

The Small Business Development Center is partially funded by the U.S. Small Business Administration. The support given by the U.S. Small Business Administration to this activity does not constitute an express or implied endorsement of any of the co-sponsor(s) or participant(s) opinions, products or services.

Director of Small Business Development Center
Mark Langford, 972.985.3771

Developing an Effective Small Business Web Site

This course is designed for anyone who has the responsibility of either creating a new web site or refreshing a currently existing one. It explains web site goals, success metrics and fundamentals as well as usability, navigation conventions and the basics of search engine optimization.

Hours: 18

Fee: \$99

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.MRKG1091.013	1/26-2/11	MW	6-9 pm	6	CYC
04C.MRKG1091.014	5/10-5/26	MW	6-9 pm	6	CYC

Avoiding Common Entrepreneurial Mistakes

Avoid the typical and often ignored mistakes that most often cause business owners unnecessary difficulty, unbudgeted expenses, and can lead to business failure. Important steps to take and detrimental actions to avoid in starting or building your business will be discussed. Topics of planning, structure, personnel, delegation, control, styles of communication, effective prioritization, sources and uses of funds, legal issues, and building value for future sale will be covered.

Hours: 14

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BUSG1025.035	1/28-3/10	W	7-9 pm	7	CYC

Tax Essentials

Learn to use materials developed by the IRS for its Small Business Tax Education Program. Learn the basic types of business organizations, federal tax responsibilities, the employer/employee relationship, record keeping, business deductions and accounting methods. Learn the basics of depositing and reporting withheld taxes. Forms SS-4, W-2, W-3, W-4, W-9, 1096, 1099-MISC and 8109 are covered, as well as preparation of employment tax returns, forms 941 and 940, and use of the withholding tables in the Employer's Tax Guide (Circular E).

Materials Needed: Calculator

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.BUSG1021.002	2/24-3/4	TR	6:30-9:30 pm	4	CYC

Is Franchising for Me?

This seminar will help you make an informed decision about buying a franchise. The session will cover the obligations of the franchisor and franchisee. The steps for purchasing a "typical" franchise business will be discussed; how to negotiate with the franchisor; and how to take some of the guesswork out of the decision making process.

Hours: 3

Fee: \$39

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.CEPD085.001	3/6-3/6	S	9 am-Noon	1	CYC

Funding Start-ups and Expansions

You will learn detailed methods to secure funding for your business or idea. You will review common methods of securing the funds you need, plus some you may not have considered. You will move from a sole proprietorship to incorporation to initial public offering. You will explore from A to Z on financing your business.

Hours: 7

Fee: \$59

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.BUSG1027.002	3/15-3/17	MW	6-9:30 pm	2	CYC

How to Develop a Successful Consulting Business

Whether your consulting business is already operating or you are in the early stages of putting the business together, development of a consulting business for the long-term requires certain strategies and tactics. This course covers competitive factors, service packaging, pricing, marketing and selling, building long-term business relationships, intelligence gathering, legal issues, business structure and human resource issues and more.

Hours: 12

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.BUSG1025.036	4/27-5/6	TR	6:30-9:30 pm	4	CYC

Small Business Owner Success Series

Thursdays • 11:30 am – 1:30 pm
Bring Your Lunch

Offered below are a variety of topics designed for the small business owner to increase skills that make a business professional successful. Some of the topics will cover sales strategies, and others are designed to increase your awareness in the many legal aspects that you will face as a business owner, such as litigation and collections.

Two ways to register:

Series Course #: 04B.BMGT1091.103

Fee: \$179

Individual Sessions: \$19

Course #	Course Name	Date
04B.CEPD325.051	Introduction to Professional Sales	1/22
04B.CEPD325.052	Secrets of Persuasion	2/5
04B.CEPD325.053	Consultative Selling: Questioning Skills	2/19
04C.CEPD325.054	Laser Listening	3/4
04C.CEPD325.055	Turn Setbacks into Success!	3/18
04C.CEPD325.056	Closing the Sale	4/1
04C.CEPD325.057	Employment Laws – Federal & State	4/15
04C.CEPD325.058	Unemployment and the System	4/29
04C.CEPD325.059	Debt Collection	5/13
04C.CEPD325.060	Negotiation Skills	5/27

Series held on Thursdays at Courtyard Center (CYC)
For more information email cluckock@cccd.edu

TELECOMMUNICATIONS

Introduction to Telecommunications

This overview course of the telecommunications industry—past, present and future—is provided for the non-engineering professional. Topics include a detailed description of the public switched network, data communications including local area networks, and current and future products and services. An analysis of telecommunications companies and products will also be provided.

Materials Needed: Text

Hours: 30

Fee: \$149

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.EECT1091.009	3/1-3/31	MW	6-9 pm	10	CYC

Convergence Technologies Professional

Prerequisite(s): Students must have completed CCNT course or have equivalent networking knowledge.

This course is designed to teach fundamental concepts, standards and practices that combine telephony and data networks into convergence networks. Topics include industry standards and protocols, Voice over Internet Protocol (VoIP), and network convergence. Includes preparation for the TIA CTP certification examination.

Materials Needed: Text

Hours: 32

Fee: \$495

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.EECT1092.002	4/17-5/8	S	8 am-5 pm	4	PRC

COMPUTER EDUCATION

Where do I start???

IF you *cannot* type 20 words per minute, take **Computer Keyboarding**

IF you type 20 words per minute but *do not* know – how to use a mouse, what a file is, or understand terminology used in computer ads, and other computer basics, you should take **Introduction to Microcomputers**.

IF you type 20 words per minute and understand the information above but are *not* familiar with creating folders and shortcuts, moving and copying files, finding documents, organizing and deleting files, and using dialog boxes, you should take **Windows (98 or 2000)**.

COMPUTER EDUCATION

Open Houses for Computer Education

The FREE open house sessions will be held on Thursday, December 11 • 7–9 pm

Do you have questions regarding our Computer courses? Do you need assistance deciding what to take first or next?

If you answered "yes" to either of these questions then hurry and register for these informative sessions. All are FREE of charge and provide you the opportunity to meet with our instructors, review the curriculum and textbooks and ask questions.

Getting Started with PC or Mac Open House

Learn more about Introductory classes, Windows and Microsoft Applications.

Register for 04B.CEFC415.008 FREE

Internet Technology with PC Open House

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Engineering and Technology Open House

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Register for 04B.CEFC415.012 FREE

Call 972.985.3711 to register for Open Houses, space is limited. Open Houses will be held at the Courtyard Center.

COMPUTER KEYBOARDING

Computer Keyboarding

Learn the keyboarding basics on the personal computer. Learn correct fingering, speed, accuracy, editing, proofreading and formatting skills. Computer Keyboarding can be taken concurrently with Introduction to Microcomputers.

Materials Needed: Text and one 3.5"HD diskette

Hours: 21

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.POFT1014.005	1/5-1/21	MWF	1-4 pm	7	CYC
04B.POFT1014.006	1/17-2/28	S	1-4 pm	7	CYC
04B.POFT1014.007	2/9-2/23	MWF	6:30-9:30 pm	7	CYC

✓ **Many of our computer classes require that you have keyboarding speeds of at least 20 words per minute.**

INTRODUCTORY COURSES

Introduction to Microcomputers

This course is for the new computer user. Learn about the computer's hardware. Explore the potential of application software. Learn how files are saved and organized. Understand terminology needed to upgrade, expand, or buy a PC.

Materials Needed: Text and one 3.5" HD diskette

Hours: 15

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSC1002.022	1/5-1/9	MTWRF	6:30-9:30 pm	5	CYC
04B.ITSC1002.029	1/20-2/3	TR	9 am-Noon	5	CYC
04B.ITSC1002.023	1/24-2/21	S	9 am-Noon	5	CYC
04B.ITSC1002.024	2/10-2/24	TR	6:30-9:30 pm	5	CYC
04C.ITSC1002.030	3/8-3/17	MWF	1-4 pm	5	CYC

INTRO COURSES EN ESPANOL

Introduccion a la Computadora

Este curso se ofrece al nuevo usuario de la computadora. Aprenda las funciones y herramientas importantes del software. Explore paso a paso las operaciones principales del hardware del sistema como el teclado, el ratón, el monitor, el módem, el procesador central, la memoria, y la impresora. Utilicé la computadora para crear los documentos, los bases de datos, y las horas de balance. Aprenda las características más importantes de tomar en cuenta a la hora de comprar una computadora nueva. Ya no le tenga miedo a la computadora! Nosotros se la explicaremos en su idioma.

Materials Needed: Libro y un 3.5" HD diskette

Hours: 15

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSC1002.027	1/10-2/7	S	9 am-Noon	5	CYC
04B.ITSC1002.028	2/16-2/25	MWF	6:30-9:30 pm	5	CYC

Introduccion a Microsoft Windows

Prerequisite(s): Introduction to Microcomputers

Aprenda los conceptos básicos de Microsoft Windows. Infórmese el poder de las varias pantallas del Windows y aprenda la importancia del uso simultáneo de ellas. Crea, modifique, y organicé sus documentos en los archivos. Comparta sus expedientes con otras personas a través de las redes. Utilicé los íconos y modifique las configuraciones de la computadora en el panel de control para que usted realizase su trabajo de manera eficiente. No se quede atrás. Aprenda Microsoft Windows en Español.

Materials Needed: Libro y un 3.5" HD diskette

Hours: 18

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSC1006.049	2/14-3/27	S	9 am-Noon	6	CYC
04C.ITSC1006.048	3/1-3/12	MWF	6:30-9:30 pm	6	CYC

Introduccion a Microsoft Word

Prerequisite(s): Microsoft Windows

Aprenda el software más realizado hoy en día para crear y redactar los documentos. Microsoft Word le ofrece la mejor manera de darle formato a sus documentos tan importantes. Aprenda cambiar el estilo del texto, el formato de las tablas, y la posición de los imagines en sus expedientes. Utilicé las utilidades de Word para redactar y corregir el deletreo y la gramática. Desarrolle su conocimiento de este programa para que usted se salga adelante.

Materials Needed: Libro y un 3.5" HD diskette

Hours: 18

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.POFT2035.013	3/22-4/2	MWF	6:30-9:30 pm	6	CYC
04C.POFT2035.014	4/17-5/22	S	9 am-Noon	6	CYC

MACINTOSH

Introduction to Mac OS X

Prerequisite(s): Keyboarding

Let us guide you through the Mac using the latest operating system, version X (10). Learn the essentials from turning on your Mac to saving files and locating them again.

Materials Needed: Text

Hours: 15

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSC1006.037	1/5-1/14	MWF	6:30-9:30 pm	5	CYC
04B.ITSC1006.038	2/6-3/5	F	9 am-Noon	5	CYC

Office X for Mac

Prerequisite(s): Mac OS

Learn the basics of Word, Entourage, Excel and PowerPoint using Macintosh OS/X as your operating system.

Materials Needed: Text

Hours: 24

Fee: \$159

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW2048.015	1/21-2/6	MWF	6:30-9:30 pm	8	CYC
04C.ITSW2048.016	3/27-5/22	S	9 am-Noon	8	CYC

Adobe Acrobat Writer for Mac

Prerequisite(s): Mac OS and Word Processing

Learn how to create secure electronic forms reducing your paper-base workflow. Adobe Writer allows authors to add electronic signatures, efficiently review works-in-progress and archive searchable documents. Also learn how to distribute documents for print via the Internet while keeping your margins, colors and topography intact.

Hours: 9

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW1058.042	2/9-2/16	MW	9 am-Noon	3	CYC
04C.ITSW1058.043	5/4-5/11	TR	6:30-9:30 pm	3	CYC

Adobe PageMaker for Mac

Prerequisite(s): Mac OS

Design professional brochures, newsletters and reports with this easy to learn layout program. Learn how to best use templates and clip art to add flair to your education and business publications.

Materials Needed: Text

Hours: 18

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ARTC1091.008	2/9-2/20	MWF	6:30-9:30 pm	6	CYC

Adobe Photoshop for Mac

Prerequisite(s): Mac OS

Learn digital image editing with this popular software widely used by graphics professionals. Topics will cover selection tools, layering basics, masks and photo retouching.

Materials Needed: Text

Hours: 24

Fee: \$199

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ARTC1091.009	2/23-3/10	MWF	6:30-9:30 pm	8	CYC

Adobe Illustrator for Mac

Prerequisite(s): Familiarity with Macintosh or Windows operating systems

Perfect for creating artwork and animation for Web sites or printed publications, Illustrator is a powerful tool. Learn basic tool kit applications to create illustrations using bezier curves, scanned artwork and various text effects.

Materials Needed: Text

Hours: 24

Fee: \$199

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ARTC1090.065	1/6-1/29	TR	6:30-9:30 pm	8	CYC
04C.ARTC1090.066	3/15-3/31	MWF	6:30-9:30 pm	8	CYC

Adobe Premiere for Mac

Prerequisite(s): Mac OS, Photoshop

Learn how to use this powerful editing tool to create professional, broadcast-quality video. Create custom titles and use animation tools to add roll and crawl options. Add soundtracks using SmartSound Quicktracks and mix your own audio. Also use Adobe After Effects filters to polish your video.

Materials Needed: Text

Hours: 24

Fee: \$189

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FLMC1092.009	1/24-3/13	S	1-4 pm	8	CYC
04C.FLMC1092.010	4/5-4/28	MW	6:30-9:30 pm	8	CYC

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Adobe GoLive for Mac

Prerequisite(s): Mac OS

Learn how to use the Go Live site design and site-building tools, editors, and powerful site management features to create your next web page. This application works with Illustrator, Photoshop, and Premiere seamlessly to create animations, rollovers and other web effects, making your web site something to stop and look at.

Materials Needed: Text

Hours: 24

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW1050.025	5/3-5/26	MW	6:30-9:30 pm	8	CYC

Adobe InDesign for Mac

Prerequisite(s): Mac OS

Prepare professional layouts ready for print with this popular designing tool. Go from concept to finished product and learn how to integrate other Adobe products such as Photoshop, Illustrator and Writer.

Materials Needed: Text

Hours: 24

Fee: \$199

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ARTC1090.063	1/10-2/28	S	9 am-Noon	8	CYC
04C.ARTC1090.064	4/6-4/29	TR	6:30-9:30 pm	8	CYC

QuarkXpress for Mac

Prerequisite(s): Familiarity with Macintosh or Windows operating systems

Still considered the preferred desktop publishing program among graphic designers, QuarkXpress allows for quick, polished publications and creative flexibility. Learn how to use tools, manipulate graphics, import and format text files and create a newspaper or magazine style document.

Materials Needed: Text

Hours: 24

Fee: \$199

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ARTC1090.067	2/10-3/4	TR	6:30-9:30 pm	8	CYC

Advanced QuarkXpress for Mac

Prerequisite(s): QuarkXPress for Mac

Create a portfolio of 3-4 finished Quark products in this simulated working art shop. With the instructor as the Creative Director, learn how to develop a marketing plan, estimate a job and create the actual layout for any Quark job.

Materials Needed: Text

Hours: 24

Fee: \$199

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ARTC1090.068	3/9-4/1	TR	6:30-9:30 pm	8	CYC

WINDOWS OPERATING SYSTEMS

Microsoft Windows XP

Prerequisite(s): Introduction to Microcomputers

Become proficient in Microsoft's latest operating system, Windows XP. Explore new system features as well as all the basics including saving, transferring and organizing your files, plus learn how to personalize your windows environment.

Materials Needed: Text and one 3.5" HD diskette

Hours: 18

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSC1006.040	1/13-1/29	TR	1-4 pm	6	CYC
04B.ITSC1006.041	2/9-2/25	MW	9 am-Noon	6	CYC
04C.ITSC1006.042	4/19-4/30	MWF	6:30-9:30 pm	6	CYC

Microsoft Windows 2000

Prerequisite(s): Introduction to Microcomputers

Learn the basic concepts of Windows 2000. Understand the Windows desktop and how to work with multiple windows. Learn how Windows applications open and save files and transfer data between applications. Create folders, copy and move files. Create desktop icons and other shortcuts, and customize your computer using Control Panel. Use system tools.

Materials Needed: Text and one 3.5" HD diskette

Hours: 18

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSC1006.043	1/10-2/14	S	1-4 pm	6	CYC
04C.ITSC1006.044	3/1-3/12	MWF	6:30-9:30 pm	6	CYC

WORD PROCESSING

Microsoft Word I

Prerequisite(s): Microsoft Windows and the ability to type at least 20 wpm

This class introduces basic features of word processing software. Topics include creating, editing, and printing documents; formatting and enhancing text; creating and formatting tables; and using Word wizards and the Help, Spelling, and Grammar utilities.

Materials Needed: Text and one 3.5" HD diskette

Hours: 18

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.POFT2035.008	1/12-1/26	MWF	6:30-9:30 pm	6	CYC
04B.POFT2035.015	1/27-2/12	TR	9 am-Noon	6	CYC
04C.POFT2035.009	2/21-4/3	S	1-4 pm	6	CYC
04C.POFT2035.010	3/1-3/17	MW	9 am-Noon	6	CYC

Microsoft Word II

Prerequisite(s): Microsoft Word I

Builds on basic word processing concepts learned in Word I. You will learn advanced features to manage long documents using footnotes and endnotes; work in outline view and customize the outline format; organize long documents; manage templates and create online forms; perform mail merge and create, edit, and apply macros.

Materials Needed: Text and one 3.5" HD diskette

Hours: 18

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.POFT2037.008	2/2-2/13	MWF	6:30-9:30 pm	6	CYC
04C.POFT2037.010	3/22-4/7	MW	9 am-Noon	6	CYC
04C.POFT2037.009	4/17-5/22	S	1-4 pm	6	CYC

Adobe Acrobat Writer

Prerequisite(s): Windows OS and Word Processing

Learn how to create secure electronic forms reducing your paper-base workflow. Adobe Writer allows authors to add electronic signatures, efficiently review works-in-progress and archive searchable documents. Also learn how to distribute documents for print via the Internet while keeping your margins, colors and topography intact.

Hours: 9

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW1058.054	1/10-1/24	S	9 am-Noon	3	CYC

OFFICE SUITES

Microsoft Office Professional

Prerequisite(s): Microsoft Windows

An introduction to basic components of Microsoft Office 2002: Word, Access, Excel, and PowerPoint. This course is designed for beginners. Learn about the features common to all Office 2002 products and use "basic" features in Word and PowerPoint to prepare and edit documents and presentations. Using Excel, you will create worksheets with simple functions, formulas and charts. Use Access to organize and manage data. Learn about integration features of Office 2002.

Materials Needed: Text

Hours: 24

Fee: \$159

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW2048.017	2/3-2/26	TR	1-4 pm	8	CYC
04C.ITSW2048.018	3/15-3/31	MWF	6:30-9:30 pm	8	CYC

For more choices visit
www.ccccd.edu/ce and click
 on link for Distance Learning.

SPREADSHEETS

Microsoft Excel I

Prerequisite(s): Microsoft Windows

This class introduces basic spreadsheet concepts of Microsoft Excel and identifies the advantage of using electronic worksheets. Topics include creating, formatting, and printing worksheets; creating simple formulas; writing formulas using Excel functions; naming cell ranges; and using the Help system. Materials Needed: Text and two 3.5" HD diskettes

Hours: 18

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW1022.016	1/5-1/16	MWF	6:30-9:30 pm	6	CYC
04B.ITSW1022.021	1/12-2/2	MW	9 am-Noon	6	CYC
04B.ITSW1022.019	1/30-3/5	F	1-4 pm	6	CYC
04C.ITSW1022.017	2/21-4/3	S	9 am-Noon	6	CYC
04C.ITSW1022.018	3/23-4/8	TR	6:30-9:30 pm	6	CYC

Microsoft Excel II

Prerequisite(s): Microsoft Excel I

This class builds on basic spreadsheet concepts learned in Excel I. Topics include: enhancing chart formats and modifying chart data; creating and using advanced database features; working with multiple worksheets and workbooks; querying external databases; outlining and consolidating worksheet data; and using VBA with Excel and importing external data into Excel. Materials Needed: Text and two 3.5" HD diskettes

Hours: 18

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW1046.010	1/21-2/2	MWF	6:30-9:30 pm	6	CYC
04B.ITSW1046.013	2/9-2/25	MW	1-4 pm	6	CYC
04C.ITSW1046.012	4/13-4/29	TR	6:30-9:30 pm	6	CYC
04C.ITSW1046.011	4/17-5/22	S	9 am-Noon	6	CYC

DATABASES

Microsoft Access I

Prerequisite(s): Microsoft Windows

This class introduces the basic features of Access and databases. Create tables, queries, customized forms, and reports. Customize field properties; navigate a datasheet; define table relationships; find, replace, and sort data; define select queries; create, format, and print custom reports and use Help. Materials Needed: Text and two 3.5" HD diskettes

Hours: 18

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW1053.013	1/6-1/22	TR	6:30-9:30 pm	6	CYC
04B.ITSW1053.016	1/16-2/20	F	6:30-9:30 pm	6	AHS
04B.ITSW1053.014	2/7-3/13	S	1-4 pm	6	CYC
04C.ITSW1053.015	4/12-4/23	MWF	9 am-Noon	6	CYC

Microsoft Access II

Prerequisite(s): Microsoft Access I

This class builds on the basic database concepts learned in Access I. New topics include displaying totals in queries, creating calculations in queries, automatically updating a table, using parameter and crosstab queries, enhanced form design (including combo boxes and subforms), creating and using PivotTable Forms; creating and using a Switchboard; customizing reports to group and sort data, working with macros, and creating command buttons for macros; using the Access Analyze tool and using Access data in other applications.

Materials Needed: Text and one 3.5" HD diskette

Hours: 18

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW1055.013	2/3-2/19	TR	6:30-9:30 pm	6	CYC
04C.ITSW1055.015	2/27-4/2	F	9 am-Noon	6	AHS
04C.ITSW1055.014	4/26-5/7	MWF	9 am-Noon	6	CYC

Introduction to Crystal Reports

Prerequisite(s): Learner must complete the tutorial in the Crystal Reports User's Guide and have a proficient knowledge of Windows.

This course is designed for the novice Crystal Reports user who needs to quickly become proficient in creating and modifying reports. Some of the topics include planning a report, creating a basic report, working in Crystal Design interface, record selection, sorting, grouping and summarizing, basic formulas, and exporting. Materials Needed: Text

Hours: 18

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW2048.019	1/12-2/2	MW	6:30-9:30 pm	6	CYC
04B.ITSW2048.020	2/7-3/13	S	9 am-Noon	6	CYC

Advanced Crystal Reports

Prerequisite(s): Introduction of Crystal Reports. Relational database knowledge is recommended.

This course is designed to build on the topics learned in Introduction to Crystal Reports to increase report design skills and discover the reporting power of Crystal Reports. Along with hands-on practice, the course covers the parameter fields, Cross-Tabulations, Advanced Grouping, Running Totals, Top 'N' Reports, Advanced Linking of Tables, Subreports, Arrays and Variables, Advanced Functions and Operators in Formulas, Charting and Mapping.

Materials Needed: Text

Hours: 18

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW2048.021	2/9-2/25	MW	6:30-9:30 pm	6	CYC
04C.ITSW2048.022	3/27-5/8	S	9 am-Noon	6	CYC

BUSINESS GRAPHICS

Visio 2002 Creating Basic Business Diagrams & Flowcharts

Prerequisite(s): Students should be familiar with basic MS Office functionality, e.g. how to drag and drop, save, print, change fonts, etc

Course content includes using objects and shapes, grouping and merging shapes, creating and printing diagrams, modifying diagrams and pages and customizing stencils.

Materials Needed: Text

Hours: 9

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW1058.050	2/16-2/20	MWF	6:30-9:30 pm	3	CYC

Microsoft PowerPoint

Prerequisite(s): Microsoft Windows

This class introduces the basic features of this popular presentation software. Learn to create and edit slides, overheads, handouts, and speaker notes. Use drawing tools and WordArt. Learn basics of running a slide show and how to use special effects to keep your audience's attention.

Materials Needed: Text and two 3.5" HD diskettes

Hours: 15

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW1058.051	1/9-2/6	F	5:30-8:30 pm	5	CYC
04C.ITSW1058.053	3/2-3/16	TR	6:30-9:30 pm	5	CYC
04C.ITSW1058.052	3/8-3/22	MW	9 am-Noon	5	CYC

FAST-TRACK COMPUTER BUSINESS APPLICATIONS

These 8-hour classes are designed for the on-the-go professional who needs accelerated one-day training in the basic components of Microsoft Office – Word, Access, Excel, and PowerPoint.

- Materials needed: Text and one 3.5" HD diskette
- Prerequisite: Microsoft Windows
- Day: Thursday
- Location: Spring Creek Campus
- Room 1123
- Course fee: \$99

Excel in a Day	04B.ITSW1022.015	1/15
Word in a Day	04B.POFT1042.008 04C.POFT1042.007	1/29 4/8
Access in a Day	04B.ITSW1053.012	2/5
PowerPoint in a Day	04B.ITSW1058.048	2/19
Outlook in a Day	04C.ITNW1007.028	3/11
Visio in a Day	04C.ITSW1058.049	3/25
FrontPage in a Day	04C.ITNW1050.035	4/22
Web Site Prep and Launch in a Day	04C.ITSW1050.036	5/6

SENIOR CITIZENS COMPUTER PROGRAM

The Senior Program is designed to offer a variety of courses at a reduced fee for lifelong learners age 55 and over who want to continue learning about ever changing technology and develop new interests and skills. Come experience the challenge and enjoyment of continuing education in the affordable stimulating environment of CCCCD!

For course descriptions and hours, see page noted.
Courses held at CYC (Courtyard Center) or SCC (Spring Creek Campus).

Course	Date(s)	Day(s)	Time	Sessions	Location	Fee
Introduction to Microcomputers (page 22)						
04B.ITSC1002.025	1/12-1/23	MWF	1-4 pm	5	SCC	\$55
04B.ITSC1002.026	2/3-2/17	TR	1-4 pm	5	CYC	\$55
Introduction to Windows XP (page 25)						
04B.ITSC1006.046	1/13-1/29	TR	1-4 pm	6	CYC	\$65
04B.ITSC1006.045	1/26-2/6	MWF	1-4 pm	6	SCC	\$65
Introduction to Mac OSX (page 23)						
04B.ITSC1006.039	1/26-1/30	MTWRF	1-4 pm	5	CYC	\$55
Microsoft Word I (page 25)						
04B.POFT2035.012	2/16-2/27	MWF	1-4 pm	6	SCC	\$69
04C.POFT2035.011	3/16-4/1	TR	1-4 pm	6	CYC	\$69
Microsoft Windows 2000 (page 25)						
04C.ITSC1006.047	2/24-3/11	TR	1-4 pm	6	CYC	\$65
Microsoft Excel I (page 26)						
04C.ITSW1022.020	3/8-3/19	MWF	1-4 pm	6	SCC	\$69
Microsoft Access I (page 26)						
04C.ITSW1053.017	4/6-4/22	TR	1-4 pm	6	CYC	\$69

APPLICATION WORKSHOP

Learn or refresh your application skills with these one-day application specialty classes. Focus specifically on the tools and techniques that will allow you to go back to the job knowledgeable and ready to take on the task. We are always interested in offering what you need. Email your suggestions for other application workshop courses to ngreenwell@cccd.edu.

Microsoft Word - Updating Your Resume

Prerequisite(s): Microsoft Word

Make your resume stand out and get noticed using Microsoft's most used application tool. Learn how to use MS Word resume templates and Internet information to create your most polished resume. Bring your old resume and work history information and a floppy disk.

Hours: 7

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSC1004.010	1/16	F	9 am-5 pm	1	CYC

Microsoft Word - Mail Merge

Prerequisite(s): General knowledge of application and Intro to Microcomputers

Learn or reacquaint yourself with Mail Merge in this quick and focused specialty class. Return to work no longer needing to type individual addresses. Use your database information effectively and lighten your workload.

Hours: 7

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSC1004.011	4/23	F	9 am-5 pm	1	CYC

Microsoft Access - Queries

Prerequisite(s): General knowledge of application and Intro to Microcomputers

Learn how to grab the information you need when you need it.

Hours: 7

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSC1004.012	3/12	F	9 am-5 pm	1	CYC

Microsoft Excel - Charting and Tables

Prerequisite(s): General knowledge of application and Intro to Microcomputers

Learn how to create Pivot Tables and Charts and use them to better analyze your data.

Hours: 7

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSC1004.013	5/14	F	9 am-5 pm	1	CYC

Microsoft Excel - Advanced Features

Prerequisite(s): Excel I and II

Expand your knowledge of this most useful tool. Learn to analyze your data using Goal Seek, Solver and the Analysis ToolPak Add-In. Create an amortization table to calculate long-term payments. Also learn how to integrate Excel with other applications and use Excel on the Web.

Hours: 7

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSC1004.015	2/13	F	9 am-5 pm	1	CYC

Microsoft Office - Shortcuts

Prerequisite(s): Microsoft Office

Be the envy of the office for always being the first to complete your tasks by learning multiple shortcuts in each of the most popular Microsoft Office applications. Find out inside tips and where to locate them for later use.

Hours: 7

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSC1004.014	1/30	F	9 am-5 pm	1	CYC

MICROSOFT OFFICE SPECIALIST CERTIFICATION

MOS Certification Package (formerly titled MOUS)

Prerequisite(s): Microsoft Windows

Prepare for your MOS certification in this immersion class covering Word, Excel, Access, PowerPoint and Outlook exam criteria. Build on your knowledge with each class session. Exam dates and information will be discussed during the first class.

Materials Needed: Texts

Hours: 111

Fee: \$689

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.POFI1001.002	1/21-5/26	MW	9 am-Noon	37	AHS

PUBLISHING / GRAPHICS**Adobe Photoshop**

Prerequisite(s): Microsoft Windows

This digital image editing software has the tools for editing scanned photographs and creating realistic images. Topics include: selection techniques, image retouching, toolbox menus, palettes, layers, filters, cropping, rotation and resizing.

Materials Needed: Text

Hours: 18

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW1058.044	1/6-1/22	TR	6:30-9:30 pm	6	CYC
04B.ITSW1058.056	2/2-2/18	MW	9 am-Noon	6	CYC
04C.ITSW1058.045	3/22-4/7	MW	6:30-9:30 pm	6	AHS

Adobe Photoshop - Tips and Tricks

Prerequisite(s): Adobe Photoshop

Learn techniques for quickly creating attractive textures for backgrounds, and simulating surface reflections and shadows. Use filters to create advanced effects; use channel operations and blending modes to simulate 3D surfaces; create type effects including distressing and popping out of a background; use layer masks and clipping groups. Use image slicing and animation in Photoshop Image Ready and learn powerful shortcuts to enhance productivity.

Materials Needed: Text

Hours: 12

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW1058.046	1/27-2/5	TR	6:30-9:30 pm	4	CYC
04C.ITSW1058.047	4/12-4/21	MW	6:30-9:30 pm	4	AHS

Photo Retouching with Photoshop

Prerequisite(s): Adobe Photoshop

Do you have a digital photograph that needs touching up? This course is designed for the Photoshop user who has precious or favorite old photographs damaged by time, nature or neglect. You will learn to fix scratched, torn, faded or even mildewed photos.

Hours: 16

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW1058.055	1/20-2/12	TR	6:30-8:30 pm	8	CYC

For Macintosh classes
See pages 23-24.

COMPUTER DESIGN / DRAFTING

Please contact Karen Landers, 972.377.1615
for more information on the
Computer Aided Design and Drafting classes.

AutoCAD 2002 Fundamentals

This course is designed for students with little or no computer aided design and drafting software experience. Practice drawings are used extensively to demonstrate use of commands and to provide the student with topic-specific drawings for hands-on experience. Topics include applications; creating, storing, and retrieving predefined components; placing, rotation, and scaling components; modifying; rubber banding; adding text and dimensions to drawings, multilayering drawings, girds, orthogonal mode; data storage format for writing auxiliary programs; input and output devices; resolution and physical limitations.

Materials Needed: Text

Hours: 24

Fee: \$529

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.DFTG1050.005	1/16-1/30	F	8 am-5 pm	3	AHS
04B.DFTG1050.004	2/6-2/20	F	8 am-5 pm	3	AHS
04C.DFTG1050.003	4/16-4/30	F	8 am-5 pm	3	AHS

DISTANCE LEARNING CLASSES

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- Do you want a new way to learn?

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Visit our Website

www.ccccd.edu/ce

or see page 44-45 for more information.

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PROJECT MANAGEMENT

Microsoft Project

Prerequisite(s): Microsoft Windows and understanding of project management terminology and concepts such as GANTT and PERT charts

Learn to use project management software to manage personnel, time, and resources for any type of business activity. Learn to create project files and schedules, attach resources and costs to the schedule, and track a project. Integrate outlining, maintain and set task relationships, project filters, calendars, and print reports and charts.

Materials Needed: Text

Hours: 15

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSC1091.011	2/18-3/17	W	6:30-9:30 pm	5	AHS

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BASIC INTERNET SKILLS

Introduction to the Internet

Prerequisite(s): Microsoft Windows

This overview course is for those new to the "Information Superhighway." You'll learn the basics of the Internet and browsers and how to connect to the NET from home. Use search engines, e-mail, and learn how to download software (shareware). Materials Needed: Text

Hours: 12

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1007.024	1/5-1/8	MTWR	6:30-9:30 pm	4	CYC
04B.ITNW1007.025	2/14-3/6	S	1-4 pm	4	CYC

Microsoft Outlook

Outlook handles e-mail, contact information, scheduling, tasks lists, notes and works well with Access data. Become better organized with this handy application used widely in this hands-on course. Also prepares you for the Outlook portion on the MOS certification.

Materials Needed: Text

Hours: 15

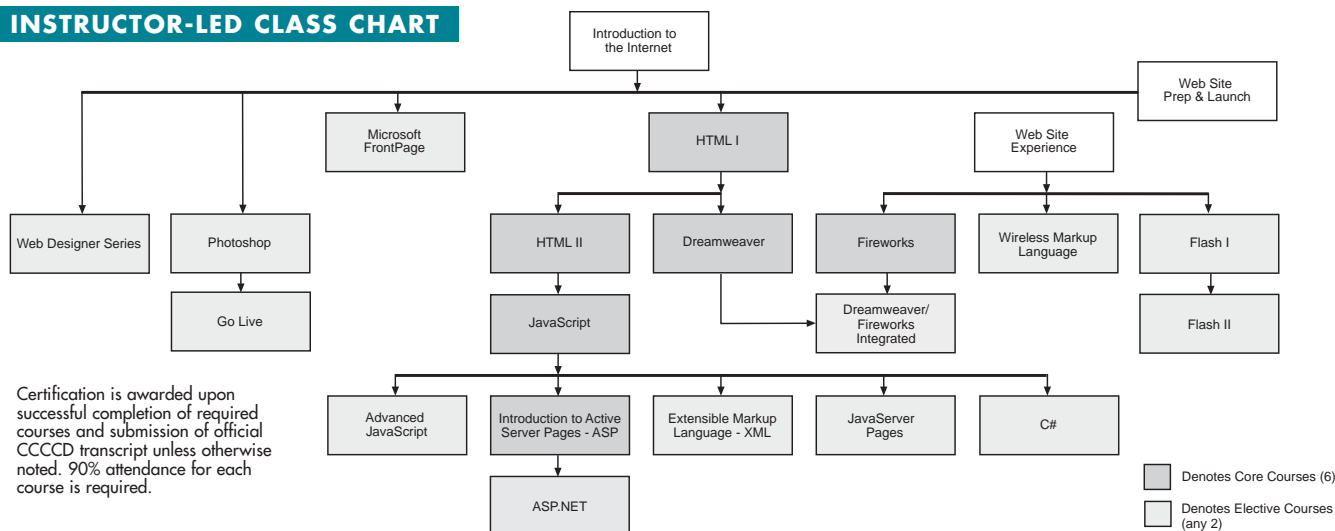
Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1007.026	1/10-2/7	S	1-4 pm	5	CYC
04C.ITNW1007.027	3/1-3/15	MW	6:30-9:30 pm	5	CYC

INTERNET TECHNOLOGIES

EARN A WEB MASTER CERTIFICATION!

Given the emerging and ever expanding importance of the World Wide Web to most businesses and organizations, it's no surprise there are over 70 Web Profession job titles in the Metroplex alone. The Web Master Certification is a great start for those interested in entering the Web field. Web Masters require both creative and technical skill sets. Some current job titles enlisting Web Masters skills include - Data Warehouse Specialist, Web Content Specialist, Web Designer, Web Editor, Web Associate Producer, Web Technical Producer. Certification is awarded upon successful completion of required courses and submission of official CCCCD transcript unless otherwise noted. The Registrar's office requires a minimum of 90% attendance for class to be transcribed.

INSTRUCTOR-LED CLASS CHART

To register call 972.985.3711 from Plano or 972.548.6855 from McKinney

Instructor-LED Classes for Web Master Certification

For the Web Master Certification in the instructor-led classes, there are six required core courses. Students can choose their two electives from 12 courses, which offer the Web Master candidate an opportunity to fully explore the wide range of Internet web development. Certificates for the instructor-led courses will be awarded upon successful completion of the six core courses and two electives. See the chart on our web site: www.ccccd.edu/ce for a visual guide to prerequisites, core and elective courses.

Core Courses

HTML I	JavaScript
HTML II	Fireworks
Dreamweaver	Introduction to Active Server Pages

For course descriptions see pages 31–33

Elective Courses

Flash I & II	Cold Fusion
Wireless Markup Language	Extensible Markup Language XML
Microsoft FrontPage	Java Server Pages
Advanced JavaScript	ASP.NET
Photoshop (for PC or Mac)	C#
Dreamweaver/Fireworks Integrated	

Web Designer Series - Styles, Trends and Software

Using the World Wide Web as your reference, critically review dozens of sites to discover what makes a web page successful. Research current design trends and learn what software titles to consider when you decide to create or commission your own web site.

Materials Needed: Text

Hours: 9

Fee: \$99

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1050.034	2/23–2/27	MWF	6:30–9:30 pm	3	CYC

Web Site Prep and Launch

This class was created for everyone who is unclear on the details of how to put (launch) your web page onto the big, World Wide Web. Learn about Servers, Search Engines, purchasing Domains, and most importantly, how to launch in this informative survey class. No web experience required.

Hours: 12

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1050.030	1/5–1/14	MW	6:30–9:30 pm	4	AHS

Microsoft FrontPage

Prerequisite(s): Microsoft Windows and Introduction to the Internet

See why reviewers raved, "Programming your VCR should be this easy." Learn how to create and manage a World Wide Web site using Microsoft FrontPage, a Web-publishing application designed for non-programmers. Topics include using FrontPage Editor to create and format text, graphics, tables, bulleted and numbered lists, FrontPage Bots, hyperlinks, and clickable image maps; and using the FrontPage Explorer to create, view, and manage Web sites.

Materials Needed: Text

Hours: 15

Fee: \$159

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1050.032	1/12–1/23	MWF	9 am–Noon	5	CYC
04B.ITNW1050.031	1/26–2/9	MW	6:30–9:30 pm	5	AHS
04C.ITNW1050.033	3/2–3/16	TR	6:30–9:30 pm	5	CYC

HyperText Markup Language I

Prerequisite(s): Introduction to the Internet

Learn to design and create your own Web page. Learn basic HTML tag syntax. Create hypertext links. Add color, graphics, tables and frames.

Materials Needed: Text

Hours: 15

Fee: \$159

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1059.008	1/6–1/20	TR	6:30–9:30 pm	5	AHS
04B.ITNW1059.009	1/10–2/7	S	9 am–Noon	5	CYC

HyperText Markup Language II

Prerequisite(s): Hyper Text Markup Language I

This course builds on the basic concepts learned in HTML I. You will create Web-based forms, work with style sheets and multimedia, learn how to interact with CGI scripts, and explore the capabilities of JavaScript.

Materials Needed: Text

Hours: 15

Fee: \$159

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW2036.032	1/22–2/5	TR	6:30–9:30 pm	5	AHS
04B.ITNW2036.033	2/14–3/13	S	9 am–Noon	5	CYC

Dreamweaver

Prerequisite(s): Microsoft Windows, Introduction to the Internet and HyperText Markup Language I

Learn good Web page design plus how to utilize text, graphics, lists, tables, frames, forms and links to create an appealing and useful Web site. Special features like layers, libraries and templates will make your work easier. Also included will be how to put your creation on the Web and how to maintain and publicize it.

Materials Needed: Text

Hours: 18

Fee: \$189

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1050.027	1/12–1/26	MWF	6:30–9:30 pm	6	CYC
04B.ITNW1050.026	2/17–3/4	TR	6:30–9:30 pm	6	AHS
04C.ITNW1050.028	3/5–4/16	F	9 am–Noon	6	CYC

Fireworks

Prerequisite(s): Experience with Web page design

Learn to use this graphics production tool that allows Web graphic designers to work with both vector art and bitmap images. This course gives the Web designer the freedom to develop imaginative design ideas and easy-to-use "live" effects, animation, and custom style features. Work with professional design tools such as slices, color palettes, effects, precise cursors, brush and pencil tools.

Materials Needed: Text

Hours: 12

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSC1040.009	2/2-2/11	MW	6:30-9:30 pm	4	CYC
04C.ITSC1040.008	3/9-3/18	TR	6:30-9:30 pm	4	AHS

Dreamweaver & Fireworks Integrated

Prerequisite(s): Students must take introductory courses in Dreamweaver and Fireworks, or have strong working knowledge/experience in both programs and the Internet

Through this advanced course learn how to use both programs to create a web site and optimize workflow to completion. Explore time saving features; the use of templates, and how to optimize files for faster downloads. Synchronizing the local web site with the remote hosted site for easy site management will also be addressed. The course is not an introductory class. A brief, basic usage exercise will be given during the first class to determine student capability.

Hours: 18

Fee: \$189

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW1050.029	3/30-4/15	TR	6:30-9:30 pm	6	AHS

Flash I

Prerequisite(s): Microsoft Windows, basic Web page construction

Create Web content for the Internet, CD's and presentations using Flash 5. You will cover most software features to illustrate the use of vector graphics construction and animation tools to create attractive, interactive visuals.

Materials Needed: Text and one 3.5" HD diskette

Hours: 15

Fee: \$159

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ARTC1090.069	1/13-1/27	TR	6:30-9:30 pm	5	CYC
04C.ARTC1090.070	4/20-5/4	TR	6:30-9:30 pm	5	AHS

Flash II

Prerequisite(s): Flash Part I

Continue your learning experience in the second half of this very popular course for Web developers. Basic ActionScripting and Movie Clips will be covered as advanced topics.

Materials Needed: Text and one 3.5" HD diskette

Hours: 15

Fee: \$159

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ARTC1090.071	2/3-2/17	TR	6:30-9:30 pm	5	CYC
04C.ARTC1090.072	5/11-5/25	TR	6:30-9:30 pm	5	AHS

Introduction to JavaScript

Prerequisite(s): HTML I and HTML II. Basic knowledge of scripting helpful, but not necessary

Add interactivity and flexibility to Web sites with this powerful object-based scripting language. You will create scripts that work with HTML forms, frames, and multiple windows, and create exciting rollover effects on your Web pages.

Materials Needed: Text

Hours: 24

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1091.048	1/5-3/1	M	6:30-9:30 pm	8	SCC

Advanced JavaScript & Dynamic HTML (DHTML)

Prerequisite(s): Introduction to JavaScript and HTML II

Learn how to develop and use custom objects, and develop complex client side applications. The course will also cover Cascading Style Sheets (CSS), and their use in conjunction with JavaScript and HTML to produce dynamic capabilities using client-side programming. Topics to be covered include: the extensive use of cross-browser compatible layers, dynamic menus, and animation. The techniques learned in this course will allow you to write client -side code that is compatible with both Netscape and Internet Explorer browsers (Version 4 and above).

Materials Needed: Text

Hours: 24

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSE1091.049	3/8-4/26	M	6:30-9:30 pm	8	SCC

Intro to Java Server Pages

See page 38.

Extensible Markup Language (XML)

Prerequisite(s): HTML II, and some programming experience

Learn why XML is becoming the standard for information transfer. Learn basics of XML, become familiar with XSL (Extensible Stylesheet Language) as a technique to combine the information storage capabilities of XML with the presentation capabilities of HTML and style sheets. At the completion of the course you should feel comfortable using XML and XSL in Internet applications.

Materials Needed: Text

Hours: 24

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW2036.030	1/7-2/25	W	6:30-9:30 pm	8	SCC

Introduction to Active Server Pages

Prerequisite(s): HTML II, JavaScript and knowledge of a high-level programming language

Active Server Pages (ASP) is an object model for use with compatible Web Servers. Using ASP and server side scripting to create dynamic Web pages, interact with files and databases, create Web applications, and manipulate server objects.

Materials Needed: Text

Hours: 24

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW2036.031	3/3-4/21	W	6:30-9:30 pm	8	SCC

Web Design Certificate Distance Learning Course Series

04B.ITSE2013.002 • \$499

This program prepares students to design, create, and enhance web sites. Includes browser compatibility issues and performance issues (such as efficient downloads). Successful completion of this program enables students to:

- Design web pages using HTML authoring and JavaScript
- Utilize graphics, image maps, and forms
- Create and apply Style Sheets
- Learn web-authoring software packages

Course No.	Course Name	Dates
04B.ITNW1059.010	Creating Web Pages	1/21-2/27
04B.ITNW2036.014	Intermediate Web Pages	2/18-3/26
04C.GRPH1096.039 or 04C.GRPH1096.034	Microsoft FrontPage or Dreamweaver MX	3/17-4/23
04C.GRPH1096.055 or 04C.ARTC1090.081	Creating Web Graphics or Flash MX for the Absolute Beginner	4/21-5/28
04C.ITSE1091.053	JavaScript Programming for the Web	5/19-6/25

After registering for this series (04B.ITSE2013.002), go to www.ed2go.com/cccdce and click on Orientation to obtain a password for access to classroom. Each of these individual courses consists of 12 sessions, delivered twice a week.

Upon completion of all requirements email jshad@cccd.edu to request your certificate.

Advanced Web Developer Certificate Distance Learning Course Series

04B.ITSE1011.002 • \$450

Expand your web development knowledge by adding programming, advanced graphics and multimedia applications in this new certification program.

Course No.	Course Name	Dates
04B.ITNW2036.049 or 04B.ITNW2036.039	Advanced Web Pages or Introduction to XML	1/21-2/27 2/18-3/26
04C.ITSC1040.011	Creating Multimedia for the Web	3/17-4/23
04C.GRPH1096.049	Creating Cascading Style Sheets	4/21-5/28
04C.INTW1050.045	CGI Programming for the Web	5/19-6/25

After registering for this series (04B.ITSE1011.002), go to www.ed2go.com/cccdce and click on Orientation to obtain a password for access to classroom. Each of these individual courses consists of 12 sessions, delivered twice a week.

Upon completion of all requirements email jshad@cccd.edu to request your certificate.

CISCO

**Please contact Karen Landers, 972.377.1615
for more information on the CISCO classes.**

Fundamentals of Wireless LANs

Prerequisite(s): Completion of CCNA or CCNA I and CCNA II Networking Academy courses

This course covers designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs) including security issues and vendor interoperability strategies. Particular emphasis on hands-on skills in troubleshooting, 802.11a & 802.11b technologies, site Surveys, resilient WLAN design, WLAN Security – 802.1x, EAP, LEAP, WEP, SSID.

Materials Needed: Text optional

Hours: 70

Fee: \$495

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW1051.001	3/23-5/20	TR	6-10 pm	18	PRC

Cisco IT Essentials I: Network Operating Systems – A+

Prerequisite(s): Some background in both computer hardware and software

This Cisco Sponsored Curriculum course was developed by Cisco and sponsored by HP to introduce students to information technology and data communications. This hands-on course emphasizes lab safety and teamwork while helping the student to prepare for the A+ certification examination.

Materials Needed: Text

Hours: 70

Fee: \$495

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITCC1091.001	1/17-3/13	S	8 am-5 pm	9	CPC
Last class ends at 3 pm					

UNIX/LINUX

Linux Certification Preparation for Red Hat and CompTIA

Prepare for the two most sought after Linux certifications: CompTIA's Linux+ and Red Hat's Certified Technician (RHCT) in this in-depth study of Open Source Software.

Materials Needed: Text

Hours: 30

Fee: \$449

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1091.065	1/24-4/3	S	1-4 pm	10	CYC

Introduction to Unix Using Linux

This course will provide you with the basic information needed to understand and navigate through the UNIX operating system. Topics include an historical overview of UNIX, basic operations, simple commands and filters, files and directories, file types and ownership, simple shell scripting, networking commands and advanced commands. This is a hands-on course using the Linux Operating System.

Hours: 30

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1010.005	1/5-3/15	M	6:30-9:30 pm	10	CYC

Unix System Administration Part I

Prerequisite(s): Intro to UNIX or experience with UNIX systems

Learn the role of the systems administrator, file system administration, data transfer and the file system backup, security, process management, user accounts and managing system resources in this comprehensive course for UNIX users.

Materials Needed: Text

Hours: 30

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW1010.006	3/22-5/24	M	6:30-9:30 pm	10	CYC

Linux for Oracle DBAs: Managing Oracle on Linux

Prerequisite(s): Knowledge of another O/S, Oracle DBA Fundamentals I and II.

Gain a firm understanding of the components required to successfully deploy an Oracle 9i database on Linux. Learn how to tune the database to take advantage of the Linux OS and the enterprise level features. File system choices, automated startup and shutdown scripts, network configs and customizing the database for Linux will all be covered.

Materials Needed: Text

Hours: 24

Fee: \$349

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSC2036.002	3/6-5/8	S	9 am-Noon	8	CYC

ORACLE

Begin your journey to becoming an Oracle Certified Associate (OCA) and proceed to becoming an Oracle Certified Professional (OCP) in our comprehensive Oracle Workforce Development Program. The curriculum is created by Oracle University. As students you will receive a free trial subscription to Oracle Learning Network, 40% discount on exams, access to Oracle Technology Network and Oracle Magazine. Now is the time to join the 75,000+ certified OCP workforce. Classes are taught by Oracle Certified instructors.

Oracle 9i - DBA Day Package Part I

Complete your entire Oracle DBA training in this convenient 2-part, daytime course, specially packaged to save you over \$400. All classes are hands-on and prepare you for the Oracle 9i DBA exams. These classes are all taught in our new Solaris lab. Part I covers the Intro to Unix for Oracle Users, Intro to Oracle 9i SQL, and DBA Fundamentals I.

Materials Needed: Text

Hours: 96

Fee: \$1,095

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE2056.002	2/2-3/11	MTWR	9 am-1 pm	24	CYC

Oracle 9i - DBA Day Package Part II

Prerequisite(s): Part I

Complete your entire Oracle DBA training in this convenient 2-part, daytime course, specially packaged to save you over \$400. All classes are hands-on and prepare you for the Oracle 9i DBA exams. These classes are all taught in our new Solaris lab. Part II covers the DBA Fundamentals II, and Database Performance Tuning.

Materials Needed: Text

Hours: 80

Fee: \$1,000

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSE2058.002	3/15-4/15	MTWR	9 am-1 pm	20	CYC

Introduction to Unix for Oracle Users

Quickly get up to speed using Unix as you prepare for our Oracle 9i DBA certification. Class will be taught in our brand new Sun Solaris lab.

Materials Needed: Text

Hours: 16

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1010.004	1/5-1/9	MTWRF	6:30-9:45 pm	5	CYC
Last class ends at 9:30 pm					

Oracle 9i - Intro to Oracle 9i SQL

Prerequisite(s): Basic SQL Programming

This introductory class covers writing basic SQL Select Statements, restricting and sorting data single-row functions, displaying data from multiple tables, and aggregating data using group functions. This workshop will prepare you for the Oracle Certified Professional exam, #1Z0-007.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1091.038	1/12-2/16	MW	6-10 pm	10	CYC

Oracle 9i - DBA Fundamentals I

Prerequisite(s): Introduction to Oracle 9i Part I and II

Gain a conceptual understanding of the Oracle 9i Database architecture and how the architectural structures work and interact with one another. Also learn how to create an operational DB and properly manage the various structures in an effective and efficient manner. This course is designed to prepare you for Oracle Certified Associate Exam #1Z0-031.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSE1091.040	2/23-3/24	MW	6-10 pm	10	CYC

Oracle 9i - DBA Fundamentals II

Prerequisite(s): SQL and DBA Fundamentals I

Learn database loading and transporting and the utilities used to perform these activities. This course includes two interactive workshops that provide you the opportunity to walk through numerous real-world networking, backup, and recovery case studies. This course is designed to prepare you for the corresponding Oracle Certified Professional exam: Exam #1Z0-032

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSE1091.041	3/29-4/28	MW	6-10 pm	10	CYC

Oracle 9i - Database Performance Tuning

Prerequisite(s): Oracle9i Part IV, Fundamentals II

Gain practical experience tuning an Oracle database. Using Oracle tools, learn how to recognize, troubleshoot and resolve common performance related problems in administering an Oracle database. Receive a 40% discount voucher for exam # 1Z0-003.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSE1091.039	5/3-5/24	MWF	6-10 pm	10	CYC

Oracle 9i - Program with PL/SQL

Effectively manipulate data in your Oracle database with PL/SQL, Oracle's Procedural Language extension to SQL. This course, developed by Oracle University, teaches you how to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications.

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1091.037	1/10-3/13	S	9 am-1 pm	10	CYC

Oracle 9iAS Release 2: Basic Administration

Prerequisite(s): Intro to the Internet

Learn the basic tasks that enable you to effectively administer, monitor and secure an Oracle 9iAS environment. Gain hands-on experience configuring components and modules including HTTP Server, Web Cache and Oracle 9iAS Containers for J2EE. Oracle 9iAS SSO and OID are introduced as part of the security concept. Prepares you for exam #1Z0-301

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW1091.050	4/6-5/6	TR	6-10 pm	10	CYC

SOLARIS

Solaris 9 Operating Environment SCCSA Part 1

Prerequisite(s): Knowledge of Unix

This introductory course provides you with the necessary knowledge and skills to perform essential system administration tasks in the Solaris 9 OS, such as installing software, managing file systems, performing system boot procedures, performing user and security administration, managing network printers and system processes, and performing system backups and restores. This course prepares you for the Sun Certified System Administration certification exam CX-310-014.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW2026.001	1/20-2/19	TR	6-10 pm	10	CYC

Solaris 9 Operating Environment SCCSA Part 2

Prerequisite(s): Solaris 9 Part 1

Acquire the necessary knowledge and skills to perform network basics, manage virtual file systems and core dumps, manage storage volumes, control access and configure system messaging, set up naming services, and perform installation procedures. This course prepares you for Sun System Administration certification exam CX-310-015.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW2026.002	3/2-4/1	TR	6-10 pm	10	CYC

COMPUTER PROGRAMMING

Object-Oriented Analysis & Design with UML

Prerequisite(s): You must have experience in writing programs in one or more high-level programming languages (object-oriented language not required)

Object-Oriented Analysis and Design is intended as a first course in object-oriented methodology, focusing on the difference between older process-oriented methods and object methodology. While this is not a programming course, the emphasis is on understanding the techniques and methods of object-oriented analysis, design, and programming that contributes to a safer, more reliable system. Specific object-oriented languages will be referenced only for the purpose of relating object-oriented constructs within the languages. This is a lecture class.

Materials Needed: Text

Hours: 24

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1091.043	1/14-3/3	W	6:30-9:30 pm	8	SCC

ANSI C

Prerequisite(s): Familiarity with DOS, another programming or macro language, and ability to use a text editor and type at least 20 WPM

Learn to write, compile, debug, and run simple programs that illustrate the concepts, structure and syntax of the ANSI C programming language.

Materials Needed: Text

Hours: 30

Fee: \$239

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1042.027	1/5-2/9	MW	6:30-9:30 pm	10	CYC

ANSI/ISO C++

Prerequisite(s): ANSI C

Learn to write, compile, debug and run simple C++ programs that illustrate the concepts of object-oriented programming, and the structure and syntax of the C++ programming language.

Materials Needed: Text

Hours: 30

Fee: \$239

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1042.026	1/10-3/13	S	9 am-Noon	10	SCC

SQL Programming

Prerequisite(s): Microsoft Windows and ability to type 20 WPM

Using Sybase Sqlanywhere, this course covers ANSI/SQL where students will learn, through hands-on tasks and lectures, the SQL statements to retrieve from and modify data in relational databases, aggregate and group data using summary functions; create stored procedures and triggers; data integrity and database normalization principles; query optimization and use of indexes; transaction management and locking schemes and learn to create a database and tables.

Materials Needed: Text

Hours: 30

Fee: \$279

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1042.028	1/13-2/12	TR	6:30-9:30 pm	10	CYC

GAME PROGRAMMING

Game Theory

Enter into the mind of the game developer in this introductory course. Learn strategy, planning and logic and how it is used to create some of the most popular computer games.

Materials Needed: Text

Hours: 12

Fee: \$159

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSC1004.009	2/17-3/9	T	6:30-9:30 pm	4	CYC

Game Programming with Direct X

Prerequisite(s): Introductory programming

This course will introduce beginning game theory and creation using the Microsoft's Direct X.

Materials Needed: Text

Hours: 30

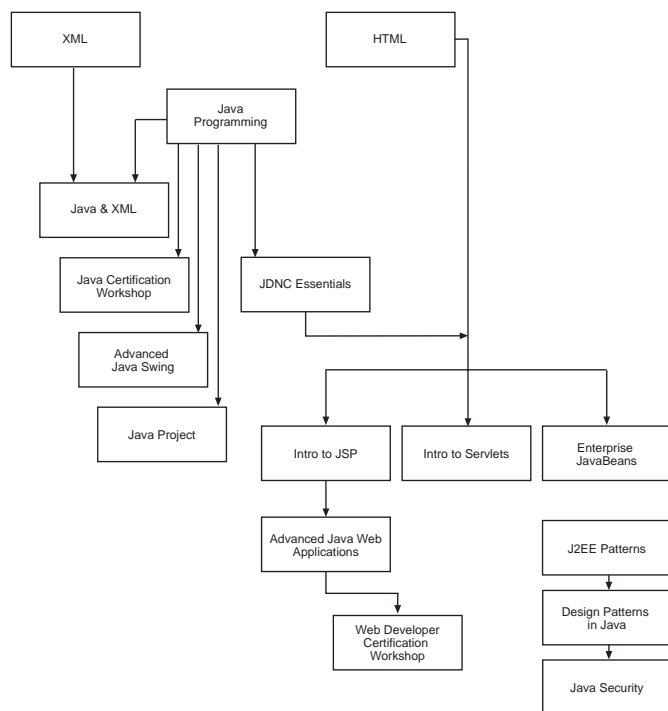
Fee: \$329

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSE1003.017	3/4-5/6	R	6:30-9:30 pm	10	CYC

JAVA PROGRAMMING

We are now offering more Java than ever before. Begin by preparing for Sun Certified Programmer exams with our new Introductory Java Programming Language classes. For advanced level Java users we have added a number of new classes that will enhance your programming knowledge. Look for more Java classes in the coming semesters.

JAVA ROAD MAP



Java Core

Prerequisite(s): Microsoft Windows, knowledge of a text editor and experience with another programming language

Learn the basics of Java language constructs and object-oriented programming. Gain practical experience by editing, compiling, and executing Java applications. Learn about data types, literals, variables, expressions and operators. Program with classes and objects, and use class inheritance.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1091.044	1/8-4/1	R	6:30-9:30 pm	13	CYC
Last class ends at 10:30 pm					
04B.ITSE1091.045	2/7-4/24	S	1-5 pm	10	SCC

JDBC Essentials

Prerequisite(s): Java Core

JDBC technology is an API that lets you access virtually any tabular data source from the Java programming language. It provides cross-DBMS connectivity to a wide range of SQL databases and it also provides access to other tabular data sources, such as spreadsheets or flat files. Get the extra practice and instruction you need in this short Java Database Connectivity class.

Hours: 12

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSE2032.012	4/8-4/29	R	6:30-9:30 pm	4	CYC

Introduction to Java Servlets

Prerequisite(s): Java Core or a working knowledge of Java, and HTML II

Learn how to design, develop and deploy server-side Java applications using Java servlets. This course will cover the details of the J2EE servlet specification, (version 2.3), and database connectivity through the JDBC API. The course will involve extensive use of HTML, Java and the Tomcat (J2EE compliant) reference servlet container.

Materials Needed: Text

Hours: 24

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW2036.029	2/20-4/16	F	5:30-8:30 pm	8	CYC

Advanced JFC Swing

Prerequisite(s): Java Core or hands-on experience with topics covered in the Core Java programming class

Advanced coverage of Graphical User Interface (GUI) programming using the "Swing" Java Foundation Classes (JFC). Review the UI class hierarchy, even handling, and basic JFC controls from Core Java, and learn all advanced JFC controls via lectures and interactive labs. How to build custom controls is also discussed. Tips and techniques for creating sophisticated UI applications will be covered, including Model-View-Controller (MVC) architecture and Garbage Collection (GC) considerations.

Hours: 18

Fee: \$239

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSE2032.014	2/17-3/23	T	6:30-9:30 pm	6	CYC

Java Project Lab

Prerequisite(s): Java Core and GUI Java knowledge recommended

Exercise the Java knowledge gained from prior Java courses in this 100% lab time (no lecture) project lab. Work on the Java project of your choice. It can be your own project or choose from the project ideas offered as part of this course. An experienced instructor will be available during lab time to help with your design questions, assist in problem resolution, provide feedback on your coding style and answer questions on the Java technology.

Hours: 18

Fee: \$239

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE2032.016	1/9-2/13	F	5:30-8:30 pm	6	CYC

Java Certification Workshop

Prerequisite(s): Java Core

This course will help get you prepared to take the Sun Java Programmers Certification. The course will be conversational with instructor led discussions of all the objectives set forth by Sun for the Certification exam. The course will include some hands-on Java coding, but the majority of the course will cover discussions of practice exam questions and related material.

Materials Needed: Text

Hours: 15

Fee: \$229

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1003.018	1/10-2/7	S	9 am-Noon	5	CYC

Introduction to Java Server Pages

Prerequisite(s): Working knowledge of Java, and HTML II

This course introduces the techniques that allow Java to be used for server-side Internet programming. Course will include development of Java Server Pages Construction and database connectivity through JDBC. After completion of this course the student will be able to develop portable platform independent dynamic Web applications. The class will involve extensive hands-on use of both HTML and Java programming.

Materials Needed: Text

Hours: 24

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW2036.027	1/7-2/25	W	6:30-9:30 pm	8	CYC

Java & XML

Prerequisite(s): Java Core & Intro to XML

This course will apply the concepts learned in the Intro to XML class to real world problems. Students will discover how to read, write and transform XML documents, and read and write to relational databases using Java programming techniques. Common Java-based software packages (such as Xerces & Xalan) will be introduced to the student.

Hours: 18

Fee: \$239

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1042.029	1/6-2/10	T	6:30-9:30 pm	6	CYC

Advanced Java Web Applications

Prerequisite(s): Introduction to Java Server Pages

This course builds on the Introduction to Java Server pages course. In this course, you will learn how to use custom JSP tag libraries, and develop your own tag libraries. You will also become proficient in designing and developing web applications using the MVC pattern, and the Struts architecture. Hands-on development projects will use Jakarta Ant extensively.

Materials Needed: Text

Hours: 24

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW2036.028	3/3-4/7	W	6-10 pm	6	CYC

Design Patterns in Java

Design Patterns map common programming problems into object-oriented solutions. This course will introduce Java programmers to these tools in the Java Programming Language. Design Patterns are essential to developing and understanding modern object-oriented applications. Learn how to use and program these patterns in a hands-on course.

Hours: 32

Fee: \$499

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSE2032.013	4/6-5/25	T	6-10 pm	8	SCC

Enterprise JavaBeans Programming

Prerequisite(s): Java Core and HTML

The Enterprise JavaBeans Programming course provides students with the information needed to create an Enterprise JavaBeans (EJB) component that is compliant with Java 2 Platform, Enterprise Edition (J2EE) and combine them into robust enterprise applications. Instruction and practical hands-on exercises cover these essential topics: Session and entity beans, the Container framework in which EJB components function, transaction and security management features. Participants use the standard J2EE Reference Implementation server in lab exercises.

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1091.047	1/6-3/30	T	6:30-9:30 pm	13	SCC
Last class ends at 10 pm					

J2EE Patterns

The Java 2 Enterprise Edition Patterns course provides students with a thorough understanding of Sun's Java 2 Enterprise Edition (J2EE) architectural patterns and how to use them. J2EE concepts and origins are explained, with emphasis on how blueprints and patterns provide a platform for a scalable solution. The course provides practical examples to demonstrate how to use J2EE patterns.

Materials Needed: Text

Hours: 32

Fee: \$479

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSE2032.017	4/6-5/25	T	6-10 pm	8	CYC

Web Developer Certification Workshop

Prerequisite(s): Intro to JSP, Adv. JSP, Intro to Servlets

This course will help get you prepared to take the Web Developers Certification. The course will be conversational with instructor-led discussions of all the objectives set forth by Sun for the Certification exam. The course will include some hands on Java, JSP, and Servlet coding, but the majority of the course will cover discussions of practice exam questions and related material.

Materials Needed: Text

Hours: 15

Fee: \$229

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSE2032.015	4/21-5/19	W	6:30-9:30 pm	5	CYC

Java Security

Prerequisite(s): Java Core

Security features, JVM security, using security packages, signing Java programs.

Materials Needed: Text

Hours: 24

Fee: \$259

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1091.046	2/6-3/26	F	5:30-8:30 pm	8	SCC

NETWORKING FUNDAMENTALS

Configuring Wireless Home Networks

Prerequisite(s): Intro to Computers and Internet

Learn how to set up Wireless Networks for home users with this newly created and timely course. Discover the basics of Wi-Fi, learn the differences in IEEE 802.11b, a, and g and find out what net cards, access points and dsl/cable routers to buy. This class will allow everyone to set up a wireless network in lab and security issues will be discussed.

Materials Needed: Text

Hours: 9

Fee: \$179

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1092.005	2/14-2/28	S	9 am-Noon	3	CYC
04C.ITNW1092.006	5/6-5/20	R	6:30-9:30 pm	3	CYC



Classes will not meet:

1/19, 3/20-3/21, 4/9-4/11, 5/29-5/31

Classes held at PSHS will not meet 3/9, 3/11

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

Personal and Small Business Connectivity

Prerequisite(s): General computer knowledge

This course covers basic information needed to connect personal computers, printers, scanners, etc. in a small business or home. Topics include basic networking, wireless "dos and don'ts", basic security and basic troubleshooting.

Materials Needed: Text

Hours: 8

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW1091.001	3/27	S	8 am-5 pm	1	PRC

SECURITY

Cyber Crime Protection

Prerequisite(s): Knowledge of Windows/PC and basic terminology, i.e. RAM, Hard Drive, NIC

Become knowledgeable in the real and potential threats to home and office networks and more importantly how to combat virii and hackers. Examine the laws pertaining to computer security, explore the different types of attacks, and how to best safeguard your system using defense mechanisms and implementing new policies.

Materials Needed: Text

Hours: 36

Fee: \$299

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSY1091.001	2/25-5/12	W	6:30-9:30 pm	12	CYC

Network and Internet Security Certificate

Build on your existing network administration knowledge and update your skills by learning the latest in network and internet security. This certificate builds from introductory topics to the capstone experience of creating and managing a security plan for an enterprise.

Course	Course Name	Date(s)	Hours	Fee
04B.ITSY2000.001	Operating System Security	1/27-3/4	48	\$495
04C.ITSY2001.001	Firewalls and Network Security	3/9-4/22	48	\$495

Summer 2004

ITSY2042 Incident Response and Handling
ITSY2059 Security Assessment and Auditing

Fall 2004

ITSY2043 Computer Forensics
ITSY2041 Security Management Practices

For more information contact Karen Landers 972.377.1615

MICROSOFT CERTIFICATIONS

Are you re-tooling, upgrading or changing careers? We offer Microsoft training from entrance to advanced levels to help you succeed. Study our road maps to find your path to MCSA, MCSE, MCDBA, or MCAD for .NET certification. Classes all use the Microsoft course numbering in the titles to aid you in finding and keeping track of your certification training. For more detailed information, attend our Open House, December 11, 2003 at 7 p.m. here at the Courtyard Center.

As a Microsoft IT Academy Training Provider
CCCCD is proud to offer all the following courses using
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Microsoft Upgrade Exams MCSA Server 2003 requires 1 exam – 70-292 (Workshop 2209)
MCSE Server 2003 requires 2 exams: 70-292 and 70-296 (Workshop 2210)

MCSA: Microsoft Certified Systems Administrator on Server 2003
 3 core exams and 1 elective required.

MS Course #	Core/Elective	Course Title	Exam Number
2274	Core	Managing a MS Windows Server in a 2003 Environment	70-290
2275	Core	Maintaining a MS Windows Server 2003 Environment	70-290
2276	Core	Implementing a MS Windows Server 2003 Network Infrastructure: Network Hosts	70-291
2277	Core	Implementing, Managing & Maintaining a MS Windows Server 2003 Network Infrastructure: Network Services	70-291
2285	Core	Installing, Configuring, and Administering MS Windows XP Professional	70-270
2159	Elective	Deploying & Managing Microsoft Internet Security & Acceleration Server 2000	70-227

*MCSA Day Package includes all of these courses

MCSA: Microsoft Certified Systems Administrator
 3 core exams and 1 elective required.

MS Course #	Core/Elective	Course Title	Exam Number
2151	Core	MS Windows 2000 Network & Operating Systems Essentials	70-210 & 70-215
2152	Core	MS Windows 2000 Professional and Server	70-210 & 70-215
2126	Core	Managing a MS Windows 2000 Network Environment	70-218
2153	Elective	Administering Windows 2000 Network Infrastructure	70-216
2072	Elective	Administering a MS SQL Server 2000 Database	70-228

MCSE: Microsoft Certified Systems Engineer on Server 2003 **NEW!**
 6 core exams and 1 elective required.

MS Course #	Core/Elective	Course Title	Exam Number
2274	Core	Managing a MS Windows Server in a 2003 Environment	70-290
2275	Core	Maintaining a MS Win Server 2003 Environment	70-290
2276	Core	Implementing a MS Server 2003 Network Infrastructure: Network Hosts	70-291
2277	Core	Implementing, Managing & Maintaining a MS Windows Server 2003 Network Infrastructure: Network Services	70-291
2278	Core	Planning & Maintaining a MS Win Server 2003 Network Infrastructure	70-293
2279	Core	Planning, Implementing & Maintaining a MS Wind Server 2003 Active Directory Infrastructure	70-294
2285	Core OS	Installing, Configuring & Administering MS Win XP Professional	70-270
2830	Core Design	Designing Security for MS Networks	70-298
2159	Elective	Deploying & Managing MS Internet Security and Acceleration Server 2000	70-227

*MCSE Day Package along with MCSA Day Package includes all of these courses

MCSE: Microsoft Certified Systems Engineer
 5 core exams and 2 electives required.

MS Course #	Core/Elective	Course Title	Exam Number
2151	Core	MS Windows 2000 Network & Operating Systems Essentials	70-210 & 70-215
2152	Core	MS Windows 2000 Professional and Server	70-210 & 70-215
2153	Core	Administering Windows 2000 Network Infrastructure	70-216
2154	Core	Admin Windows 2000 Directory Services Infrastructure	70-217
1561	Core Elective	*Design Windows 2000 Directory Services Infrastructure	70-219
2072	Elective	Administering a MS SQL Server 2000 Database	70-228
2073	Elective	Programming a MS Sequel Server Database	70-229
2126	Elective	Managing a MS Windows 2000 Network Infrastructure	70-218
2150	Core Elective	*Design Security for Windows 2000 Network Infrastructure	70-220
2379	Elective	Developing and Deploying MS BizTalk Server 2000 Solutions	70-230

*Candidates must choose one of the Design courses for one of the 5 core requirements. Additional Design courses may be used for an elective.

MCDBA: Microsoft Certified Database Administrator
 3 core exams and 1 elective required.

MS Course #	Core/Elective	Course Title	Exam Number
2072	Core	Administering a MS SQL Server 2000 Database	70-228
2073	Core	Programming a MS SQL Server 2000 Database	70-229
2152	Core	MS Windows 2000 Professional and Server	70-215
2153	Elective	Administering Windows 2000 Network Infrastructure	70-216

MCAD for .NET: Microsoft Certified Applications Developer

2 core exams and 1 elective required.

MS Course #	Core/Elective	Course Title	Exam Number
2310	Core	Developing MS ASP.NET Web Applications Using Visual Studio.NET	70-305 & 70-315
2389	Core	Programming ADO.NET	70-305 & 70-315
2373	Core	Programming with Microsoft Visual Basic.NET	70-305
2524	Core	Developing XML Web Services Using ASP.NET	70-310
2557	Core	Building COM and Applications Using MS.NET Enterprise Services	70-310
2379	Elective	Developing and Deploying MS BizTalk Server 2000 Solutions	70-230
2072	Elective	Administering a MS SQL Server 2000 Database	70-228

For additional course and exam information visit www.microsoft.com/traincert.**MCSA Server 2003 Day Package**

Prerequisite(s): TCP/IP and Networking helpful

The NEW Microsoft Certified Systems Administrator Server 2003 requires only three core exams and one elective. That's it! And to make it even better, we've packaged all the MOC classes you will need to prepare for the four exams. The MCSA curriculum includes MOCs 2274, 2275, 2276, 2277, 2285 and 2159. This certification leads directly into Microsoft Certified System Engineer.

Materials Needed: Text

Hours: 112

Fee: \$2,300

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1091.055	1/5-3/17	MTWR	9 am-1 pm	42	CYC

Student must also be enrolled in ITNW1014.002.

MCSE Server 2003 Day Package

Prerequisite(s): Completion of MOCs 2274, 2275, 2276, 2277 and 2285

Students must enroll and attend the MCSA Server 2003 Day Package prior to enrolling in this MCSE Day Package to fully prepare for all of the MCSE Server 2003 certifications exams. This class will include MOCs 2278, 2279 & 2282. Visit www.microsoft.com/traincert/ to view detail information including course syllabi on each of these MOCs.

Materials Needed: Text

Hours: 104

Fee: \$1,500

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW1091.056	3/22-5/4	MTWR	9 am-1 pm	26	CYC

1561 Design Win 2000 Dir Serv Infrastructure

Prerequisite(s): Completion of course 1560 or course 2154

This course provides students with the knowledge and skills necessary to design a MS Windows 2000 directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization, and then designing an Active Directory structure that meets those needs. This course will prepare you for exam 70-219.

Materials Needed: Text

Hours: 24

Fee: \$359

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1091.053	1/10-2/14	S	9 am-1 pm	6	CYC

1562 Design Win 2000 Net Serv Infrastructure

Prerequisite(s): Completion of course 1579, 1560 or 2154

This course provides students with the information and skills needed to create a networking services infrastructure design that supports the required network applications. Each module provides a solution based on the needs of the organization. This course will prepare you for exam 70-221.

Materials Needed: Text

Hours: 32

Fee: \$479

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW1091.054	2/21-4/24	S	9 am-1 pm	8	CYC

2072 Administering a MS SQL Server 2000 Database

Prerequisite(s): Must have experience with MS Win 2000 OS, or completed 2151 and 2152, an understanding of basic relational database concepts and familiarity with the role of the database administrator

This course provides students with the knowledge and skills required to install, configure, administer and troubleshoot MS SQL Server 2000. This is a revision of course #832 System Admin for MS SQL Server 7.0.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1091.051	1/6-2/5	TR	6-10 pm	10	CYC

2073 Programming a MS SQL Server 2000 Database

Prerequisite(s): Experience using MS Win 2000 OS, or completion of 2151 and 2152, an understanding of relational database concepts and knowledge of basic Transact-SQL syntax

This course provides technical skills required to program a database solution by using Microsoft SQL Server 2000, design a SQL Server enterprise application architecture; create and manage databases and their related components; implement data integrity; plan for the use of indexes; create and use data views; implement user-defined functions; design, create and use stored procedures; program across multiple servers using distributed queries and manage transaction and locks to ensure data concurrency and recoverability.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1091.052	2/10-3/11	TR	6-10 pm	10	CYC

2150 Design Secure Win 2000 Network

Prerequisite(s): Completion of course 2154

This course provides knowledge and skill necessary to design a security framework for small, medium and enterprise networks. You will learn to identify security risks, develop strategies for securing networks and define security requirements for a Windows 2000 network. This course will prepare you for exam 70-220.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW1091.063	4/5-5/5	MW	6-10 pm	10	CYC

2151 MS Windows 2000 Network & Operating Systems Essentials

This course is to provide individuals who are new to MS Windows 2000 with the knowledge to understand and identify the tasks involved in supporting Windows 2000 networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in Windows 2000.

Materials Needed: Text

Hours: 24

Fee: \$359

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1091.059	1/5-1/16	MWF	6-10 pm	6	CYC

2152 MS Win 2000 Prof & Server

Prerequisite(s): Completion of course 2151

This course provides students with the knowledge and skills necessary to install and configure MS Windows 2000 Professional on stand-alone and client computers that are parts of a workgroup or domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, Web, and terminal servers. This course will prepare you for exam 70-210/70-215.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1091.060	1/21-2/11	MWF	6-10 pm	10	CYC

2153 Admin Win 2000 Net Infrastructure

Prerequisite(s): Completion of course 2152

This course is for support professionals who are new to MS Windows 2000 and will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the MS Windows 2000 Server products. This course will prepare you for exam 70-216.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1091.061	2/16-3/8	MWF	6-10 pm	10	CYC

2154 Admin Win 2000 Dir Services Infrastructure

Prerequisite(s): Completion of course 2151 and course 2152

This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer MS Windows 2000 Active Directory services. Course also focuses on implementing Group Policy and performing the Group Policy - related tasks that are required to centrally manage users and computers. This course will prepare you for exam 70-217.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW1091.062	3/10-3/31	MWF	6-10 pm	10	CYC

2379 Developing and Deploying MS BizTalk Server 2000

Prerequisite(s): 2151, 2152, 2072 and Experience in XML, ASP and VB

This course is intended for BizTalk Server 2000 specialists who will be responsible for installing BizTalk Server 2000 and developing solutions that automate business processes.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW1091.064	3/23-4/22	TR	6-10 pm	10	CYC

2210 Update Sys Engineer Skills from Win 2K to Server 2003

Prerequisite(s): MCSE 2000 certified

This workshop provides you with the knowledge and new skills needed to plan, implement, and maintain a Microsoft Windows Server 2003 networked environment. This course content consists primarily of labs that provide hands-on experience focused exclusively on the skills and objectives that align with Exam 70-296.

Materials Needed: Text

Hours: 24

Fee: \$329

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITMC1038.001	2/14-3/27	S	2-6 pm	6	CYC

2209 Update Sys Admin Skills from Win 2K to Win Server 2003

Prerequisite(s): MCSE 2000 certified

This workshop provides you with the knowledge and skills to manage and maintain a Microsoft Windows Server™ 2003 networked environment. The course content consists primarily of labs that provide hands-on experience focused exclusively on the skills and objectives that align with Exam 70-292.

Materials Needed: Text

Hours: 16

Fee: \$239

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITMC2000.001	1/10-1/31	S	2-6 pm	4	CYC

.NET**2373 VB.NET**

Prerequisite(s): Programming background and knowledge of Visual Basic

VB.NET, a part of Microsoft's .NET initiative, is significantly more flexible and powerful than previous versions of Visual Basic. This course will provide developers hands-on opportunities to learn the .NET Framework and get an overview of the key concepts of VB.NET. Learn the deployment and versioning, the common type system, memory and resource management, file and network I/O, serialization, remoting and Web services.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1091.042	1/5-2/9	MW	6-10 pm	10	CYC

2640 Upgrading Web Development Skills from ASP to ASP.NET

Prerequisite(s): Intro to Active Server Pages or experience in ASP

For Web developers on the cutting edge, ASP.NET is here. Gain hands-on experience and learn how ASP.NET supports client side validation and compiled code pages. Course topics will also cover error handling, page events, web controls and data binding among others.

Materials Needed: Text

Hours: 24

Fee: \$329

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1050.023	2/16-3/3	MW	6-10 pm	6	CYC

2389 ADO.NET

Prerequisite(s): Experience with a .NET language such as VB.NET, C# or C++, and understanding of Object Oriented concepts. Experience developing distributed applications, web-based applications

This course will teach developers to build data-centric, applications and Web Services with ADO.NET, SQL Server 2000 and the Microsoft .NET Framework.

Materials Needed: Text

Hours: 24

Fee: \$329

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW1050.024	3/15-3/31	MW	6-10 pm	6	CYC

2609 Introduction to C#

Prerequisite(s): Experience programming in C, C++, Visual Basic, Java or other programming language

C# is a simple, modern, object oriented, and type safe programming language derived from C and C++. It will immediately be familiar to C and C++ programmers. C# aims to combine the high productivity of Visual Basic and the raw power of C++. The course provides you with the knowledge and skills needed to develop C# applications for the new Microsoft.NET platform. Course content will focus on C# program structure, language syntax, and implementation details.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE1042.025	1/6-2/5	TR	6-10 pm	10	CYC

2349 C# Advanced

Prerequisite(s): Introduction to C#

Continue learning this new powerful language and how it works in the .NET environment.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSE2032.011	2/17-3/18	TR	6-10 pm	10	CYC

2310 Dev. MS ASP.NET Web App Using VisualStudio.NET

Prerequisite(s): HTML/DHTML

VB programmers and beginning Web developers learn the fundamentals of Web application site implementation by using ASP.NET and VB.NET. This course focuses on using the Visual Studio.NET environment and the Microsoft .NET platform to create an ASP.NET Web application that delivers dynamic content to a Web site.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITNW1091.057	1/10-3/13	S	1:30-5:30 pm	10	CYC
04C.ITNW1091.058	4/13-5/13	TR	6-10 pm	10	CYC

2524 Dev. XML Web Services Using MS ASP.NET

Prerequisite(s): Familiarity with C# or VB.NET, programming knowledge in C++, Java, VB and XML

Become knowledgeable in the skills needed to develop XML Web services-based solutions to solve common problems in the distributed application domain. Focus will be on using MS Visual Studio.NET and ASP.NET to build, deploy, locate and consume Web services.

Materials Needed: Text

Hours: 24

Fee: \$349

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITNW2036.026	3/23-4/8	TR	6-10 pm	6	CYC

2557 Dev. Component-Based App. Using .NET Enter. Serv.

Prerequisite(s): MOC 2389

Learn how to effectively build scalable, distributed applications that use MS .NET Enterprise Services and the MS .NET Framework.

Materials Needed: Text

Hours: 40

Fee: \$599

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ITSE1093.002	4/5-5/5	MW	6-10 pm	10	CYC

All .NET courses use Microsoft Official Curriculum unless otherwise stated

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Marketing Your Business or Organization on the Internet
Achieving Top Search Engine Positions

Web Page Design

Creating Web Pages
Designing Effective Websites
Introduction to Dreamweaver MX
Introduction to Microsoft FrontPage 2002
Introduction to Microsoft FrontPage 2000
Creating Cascading Style Sheets
Web Programming with ColdFusion
Intermediate Web Pages
Advanced Web Pages

Web Graphics and Multimedia

Creating Web Graphics with Paint Shop Pro 8 New
Imaging for the Web Using Fireworks 4.0
Introduction to Flash MX
Flash MX for the Absolute Beginner
Creating Multimedia for the Web

Web Programming

Web Programming with ColdFusion
Creating Cascading Style Sheets
Introduction to XML
JavaScript Programming for the Web
CGI Programming for the Web
Introduction to JSP Programming – NEW
Java for the Absolute Beginner
Introduction to Java 2 Programming
Intermediate Java 2 Programming

Basic Computer Literacy

Introduction to Windows XP
Windows File & Disk Management
Working With Your OS X iMac and Macintosh
Working with your OS 9 iMac and Macintosh
101 Tips and Tricks for the iMac and Macintosh
Introduction to Windows 2000 Professional

Computer Applications

Introduction to Microsoft Word
Intermediate Microsoft Word
Advanced Microsoft Word
Introduction to Microsoft Excel
Intermediate Microsoft Excel
Introduction to Microsoft Access
Intermediate Microsoft Access 2002 – NEW
Intermediate Microsoft Access 2000
Introduction to Microsoft PowerPoint 2002
Introduction to Microsoft PowerPoint 2000
Intermediate Microsoft PowerPoint 2002
Introduction to Microsoft Publisher 2002
Introduction to Microsoft Publisher 2000
Introduction to Outlook 2002

Desktop Publishing & Imaging

Photoshop 7 for the Absolute Beginner
Introduction to Photoshop 7
Intermediate Photoshop 7 – NEW
Introduction to Photoshop 6
Introduction to QuarkXPress 5.0 for Windows
Introduction to QuarkXPress 5 for the Macintosh – NEW
Introduction to Adobe Acrobat 5

Computer Troubleshooting & Networking

Introduction to PC Troubleshooting
Creating a Home or Small Office Network
Introduction to Networking
Intermediate Networking

Computer Programming & Database Management

Introduction to Database Development
Introduction to SQL
Introduction to Oracle
Introduction to Sybase – NEW
Introduction to the Game Industry
C++ for the Absolute Beginner – NEW
Introduction to Perl Programming
Introduction to Visual Basic 6.0

Certification Prep

Basic A+ Certification Prep
Intermediate A+ Certification Prep
Advanced A+ Certification Prep
CCNA 2.0 Certification Prep 1
CCNA 2.0 Certification Prep 2
CCNA 2.0 Certification Prep 3

Palm Pilot & Pocket PC

Navigating Your Palm Pilot
Discover the Pocket PC
Creating Documents for Palm OS Handhelds

Digital Photography & Digital Video

Discover Digital Photography
Mastering Digital Photography:
Photographing People
Digital Photography OUTPUT!
Introduction to Adobe Premiere 6

Languages

Grammar Refresher
Grammar for ESL

Writing Courses

Fundamentals of Technical Writing
The Keys to Effective Editing
Effective Business Writing
The Craft of Magazine Writing
Your Screenwriting Career
Business Marketing Writing
Publish It Yourself: How to Start and Operate Your Own Publishing Business
Funny Side of Writing

DISTANCE LEARNING

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Songwriting Success

Grant Writing & Nonprofit Management

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A to Z Grantwriting
Writing Effective Grant Proposals
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Introduction to Nonprofit Management

Business Planning & Entrepreneurial Courses

Creating a Successful Business Plan
Learn to Buy and Sell on eBay
Start and Operate your own Home-Based Business
Start Your Own Consulting Practice
Basics to Building an Online Business

Sales & Marketing

Professional Sales Skills
Effective Selling – NEW
Principles of Sales Management
Certificate in Sales Management – NEW

Accounting

Accounting Fundamentals
Introduction to QuickBooks
Performing Payroll in QuickBooks
Introduction to Peachtree First Accounting
Quicken for Windows

Business Administration & Management

Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II – NEW
Understanding the Human Resources Function
Customer Service Fundamentals – NEW
Employment Law Fundamentals
Project Management Fundamentals – NEW
Project Management Applications – NEW
Project Management @ e-Speed
Introduction to Business Analysis
Administrative Assistant Fundamentals – NEW
Managing Technology
Managing Technical Professionals

Project Management Principles 1
Project Management Principles 2
Project Management Principles 3
Project Management Principles 4
Project Management Principles 5
Supply Chain Management Fundamentals – NEW
Master Scheduling & Forecasting – NEW
Inventory Management, MRP & Capacity Planning – NEW
Production Scheduling, Implementation & Shop Floor Control – NEW
Advanced Topics in Supply Chain Management – NEW
Certificate in Supply Chain Management – NEW

Test Prep

GED Test Preparation
GRE Preparation - Part 1
GRE Preparation - Part 2
SAT/ACT Preparation - Part 1
SAT/ACT Preparation - Part 2
GMAT Preparation
Grammar for ESL

Personal and Career Development

Twelve Steps to a Successful Job Search
Hidden Market Job Search Strategies
Grammar Refresher
Resume Writing Workshop – NEW

Personal Finance

Debt Elimination Techniques That Work
Introduction to Stock Options
Introduction to TurboTax – NEW
Quicken for Windows

Health Care

Medical Terminology: A Word Association Approach
Introduction to Gerontology – NEW

For course numbers, course descriptions and prices, visit www.ccccd.edu/ce and click on the link for Distance Learning. Register for a Distance Learning class just like any other CE class – Online, in-person, phone-in, mail-in or fax-in!

Orientation

Once you registered and PAID for your Education to Go class, the next step will be to attend orientation by going to www.ed2go.com/cccdce and clicking the link at top **Orientation**. During the orientation, you will learn about the specific requirement for your course and how to contact your instructor. You will also be granted an opportunity to select the password that you will use to access your course materials.

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AMERICAN SIGN LANGUAGE

Beginning Sign Language

This course provides a comprehensive introduction to all facets of deaf culture including the finger-spelling alphabet, 700 manual signs, deaf culture/disability awareness, practice games and activities.

Materials Needed: Text

Hours: 24

Fee: \$99

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.SLNG1001.002	1/13-2/19	TR	6:30-8:30 pm	12	CYC

Intermediate Sign Language

Prerequisite(s): Beginning Sign Language

This course is the next step for those interested in a higher proficiency of the language. Continue developing additional manual signs and deaf culture/disability awareness with games and activities.

Materials Needed: Text

Hours: 24

Fee: \$99

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.SLNG1002.002	2/24-4/1	TR	6:30-8:30 pm	12	CYC

ENGLISH AS A SECOND LANGUAGE (ESL)

Non-native speakers can study Standard American English through classes in English as a Second Language (ESL). Classes range from Introduction to Level 5. Introduction English courses are for students who speak little or no English. Beginning and intermediate English course Levels 1-5 provide a foundation in speaking, listening, reading and writing skills in English. New students must take an ESL Assessment test by attending one of the free sessions listed. This assists instructors in placing students in the most appropriate class. Please refer to the schedule listed and reserve an assessment time by calling 972.985.3711.

Testing, Advisement and Registration.

Free testing sessions are held at Courtyard Center (CYC), 4800 Preston Park Blvd., Plano. Collin County Community College invites anyone who wants to study ESL to attend one of the free information sessions listed. Teachers will answer questions, test for appropriate placement and assist students in registering for classes. Testing begins promptly at the time given. Students need to arrive at the test site 10 minutes before the start of the test.

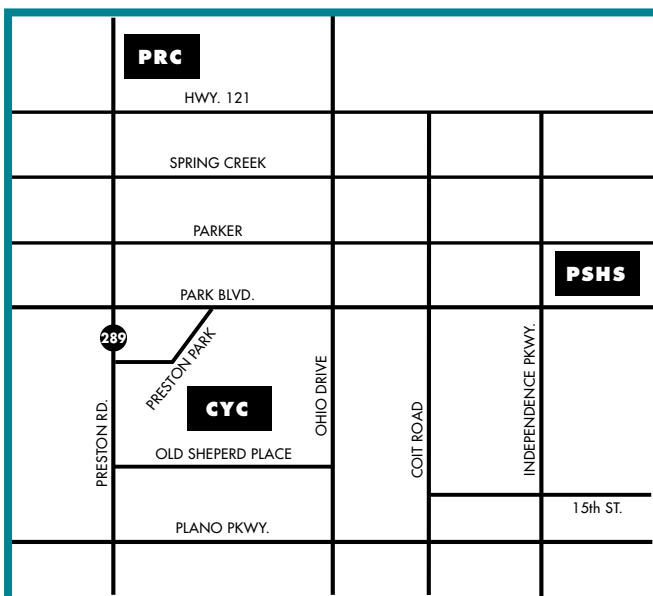
For classes starting January 26, please attend one of the following:

Course	Date(s)	Day	Time
04B.CEFC907.006	January 13	Tuesday	6:30-8:30 pm
04B.CEFC907.007	January 14	Wednesday	12:30-2:30 pm
04B.CEFC907.008	January 15	Thursday	6:30-8:30 pm
04B.CEFC907.009	January 20	Tuesday	12:30-2:30 pm
04B.CEFC907.010	January 21	Wednesday	6:30-8:30 pm
04B.CEFC907.011	January 22	Thursday	12:30-2:30 pm

For classes starting March 22, please attend one of the following:

Course	Date(s)	Day	Time
04C.CEFC907.012	March 5	Friday	12:30-2:30 pm
04C.CEFC907.013	March 12	Friday	12:30-2:30 pm
04C.CEFC907.014	March 19	Friday	12:30-2:30 pm

Map



Introduction English-Part 1

This class is for people who understand or speak a little or no English. Basic speaking and listening skills are emphasized along with related reading and writing essentials.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.080	1/26-3/15	MW	8-10 am	15	CYC
04B.RDCS1003.082	1/26-2/18	MTWR	10 am-Noon	15	CYC
04B.RDCS1003.081	1/26-2/18	MTWR	10 am-Noon	15	CYC
04B.RDCS1003.083	1/26-3/15	MW	7-9 pm	15	CYC
04B.RDCS1003.084	1/26-3/15	MW	7-9 pm	15	CYC
04C.RDCS1003.085	3/22-4/14	MTWR	10 am-Noon	15	CYC
04C.RDCS1003.086	3/22-4/14	MTWR	10 am-Noon	15	CYC

Introduction English-Part 2

Part 2 is a continuation of Part 1.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.087	2/23-3/17	MTWR	10 am-Noon	15	CYC
04B.RDCS1003.088	2/23-3/17	MTWR	10 am-Noon	15	CYC
04C.RDCS1003.089	3/22-5/10	MW	8-10 am	15	CYC
04C.RDCS1003.090	3/22-5/10	MW	7-9 pm	15	CYC
04C.RDCS1003.091	3/22-5/10	MW	7-9 pm	15	CYC
04C.RDCS1003.092	4/19-5/12	MTWR	10 am-Noon	15	CYC
04C.RDCS1003.093	4/19-5/12	MTWR	10 am-Noon	15	CYC

Level 1 English-Part 1

This beginning course focuses on developing basic speaking skills and vocabulary. Students receive instruction and practice pronunciation, vocabulary, listening and related reading skills. English for the workplace will be emphasized.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.094	1/26-3/15	MW	8-10 am	15	CYC
04B.RDCS1003.096	1/26-2/18	MTWR	10 am-Noon	15	CYC
04B.RDCS1003.095	1/26-2/18	MTWR	10 am-Noon	15	CYC
04B.RDCS1003.098	1/26-3/15	MW	7-9 pm	15	CYC
04B.RDCS1003.097	1/26-3/15	MW	7-9 pm	15	CYC
04C.RDCS1003.099	3/22-4/14	MTWR	10 am-Noon	15	CYC
04C.RDCS1003.100	3/22-4/14	MTWR	10 am-Noon	15	CYC

Level 1 English-Part 2

Part 2 is a continuation of Part 1.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.102	2/23-3/17	MTWR	10 am-Noon	15	CYC
04B.RDCS1003.101	2/23-3/17	MTWR	10 am-Noon	15	CYC
04C.RDCS1003.103	3/22-5/10	MW	8-10 am	15	CYC
04C.RDCS1003.105	3/22-5/10	MW	7-9 pm	15	CYC
04C.RDCS1003.104	3/22-5/10	MW	7-9 pm	15	CYC
04C.RDCS1003.107	4/19-5/12	MTWR	10 am-Noon	15	CYC
04C.RDCS1003.106	4/19-5/12	MTWR	10 am-Noon	15	CYC

Level 2 English-Part 1

Conversation, listening, vocabulary and reading skills will be taught. Workplace English skills and basic grammar will be emphasized.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.108	1/26-3/15	MW	8-10 am	15	CYC
04B.RDCS1003.109	1/26-2/18	MTWR	10 am-Noon	15	CYC
04B.RDCS1003.110	1/26-2/18	MTWR	10 am-Noon	15	CYC
04B.RDCS1003.111	1/26-3/15	MW	7-9 pm	15	CYC
04B.RDCS1003.112	1/26-3/15	MW	7-9 pm	15	CYC
04C.RDCS1003.114	3/22-4/14	MTWR	10 am-Noon	15	CYC
04C.RDCS1003.113	3/22-4/14	MTWR	10 am-Noon	15	CYC

Level 2 English-Part 2

Part 2 is a continuation of Part 1.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.115	2/23-3/17	MTWR	10 am-Noon	15	CYC
04B.RDCS1003.116	2/23-3/17	MTWR	10 am-Noon	15	CYC
04C.RDCS1003.117	3/22-5/10	MW	8-10 am	15	CYC
04C.RDCS1003.119	3/22-5/10	MW	7-9 pm	15	CYC
04C.RDCS1003.118	3/22-5/10	MW	7-9 pm	15	CYC
04C.RDCS1003.121	4/19-5/12	MTWR	10 am-Noon	15	CYC
04C.RDCS1003.120	4/19-5/12	MTWR	10 am-Noon	15	CYC

Level 3 English-Part 1

Students continue building vocabulary and speaking skills along with listening, reading and writing. Pronunciation and English skills necessary for the workplace will be emphasized.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.122	1/26-3/15	MW	8-10 am	15	CYC
04B.RDCS1003.123	1/26-2/18	MTWR	10 am-Noon	15	CYC
04B.RDCS1003.124	1/26-2/18	MTWR	10 am-Noon	15	CYC
04B.RDCS1003.125	1/26-3/15	MW	7-9 pm	15	CYC
04B.RDCS1003.126	1/26-3/15	MW	7-9 pm	15	CYC
04C.RDCS1003.127	3/22-4/14	MTWR	10 am-Noon	15	CYC
04C.RDCS1003.174	3/22-4/14	MTWR	10 am-Noon	15	CYC

Level 3 English-Part 2

Part 2 is a continuation of Part 1.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.130	2/23-3/17	MTWR	10 am-Noon	15	CYC
04B.RDCS1003.129	2/23-3/17	MTWR	10 am-Noon	15	CYC
04C.RDCS1003.131	3/22-5/10	MW	8-10 am	15	CYC
04C.RDCS1003.132	3/22-5/10	MW	7-9 pm	15	CYC
04C.RDCS1003.133	3/22-5/10	MW	7-9 pm	15	CYC
04C.RDCS1003.135	4/19-5/12	MTWR	10 am-Noon	15	CYC
04C.RDCS1003.134	4/19-5/12	MTWR	10 am-Noon	15	CYC

TOEFL Preparation

See page 58

Level 4 English—Part 1

This class emphasizes speaking/conversation fluency and reading, writing and vocabulary skills for mastering English. Focus will be placed on reading and writing proficiency in job-related situations.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.136	1/26–3/15	MW	8–10 am	15	CYC
04B.RDCS1003.137	1/26–2/18	MTWR	10 am–Noon	15	CYC
04B.RDCS1003.138	1/26–2/18	MTWR	10 am–Noon	15	CYC
04B.RDCS1003.139	1/26–3/15	MW	7–9 pm	15	CYC
04C.RDCS1003.141	3/22–4/14	MTWR	10 am–Noon	15	CYC
04C.RDCS1003.140	3/22–4/14	MTWR	10 am–Noon	15	CYC

Level 4 English—Part 2

Part 2 is a continuation of Part 1.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.143	2/23–3/17	MTWR	10 am–Noon	15	CYC
04B.RDCS1003.142	2/23–3/17	MTWR	10 am–Noon	15	CYC
04C.RDCS1003.144	3/22–5/10	MW	8–10 am	15	CYC
04C.RDCS1003.145	3/22–5/10	MW	7–9 pm	15	CYC
04C.RDCS1003.146	4/19–5/12	MTWR	10 am–Noon	15	CYC
04C.RDCS1003.147	4/19–5/12	MTWR	10 am–Noon	15	CYC

Level 5 English—Part 1

This course is designed for students who have high intermediate to advanced ESL speaking, reading and writing skills. It focuses on techniques and skills necessary for successfully communicating in business social and academic settings. Emphasis will be placed on expanding speaking/conversation, vocabulary, reading and writing skills.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.148	1/26–3/15	MW	8–10 am	15	CYC
04B.RDCS1003.149	1/26–2/18	MTWR	10 am–Noon	15	CYC
04B.RDCS1003.150	1/26–2/18	MTWR	10 am–Noon	15	CYC
04B.RDCS1003.151	1/26–3/15	MW	7–9 pm	15	CYC
04C.RDCS1003.152	3/22–4/14	MTWR	10 am–Noon	15	CYC
04C.RDCS1003.153	3/22–4/14	MTWR	10 am–Noon	15	CYC

Level 5 English—Part 2

Part 2 is a continuation of Part 1.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.155	2/23–3/17	MTWR	10 am–Noon	15	CYC
04B.RDCS1003.154	2/23–3/17	MTWR	10 am–Noon	15	CYC
04C.RDCS1003.156	3/22–5/10	MW	8–10 am	15	CYC
04C.RDCS1003.157	3/22–5/10	MW	7–9 pm	15	CYC
04C.RDCS1003.158	4/19–5/12	MTWR	10 am–Noon	15	CYC
04C.RDCS1003.159	4/19–5/12	MTWR	10 am–Noon	15	CYC

Beg. English Conversation

Students will build speaking and listening skills through directed conversation and discussion. Vocabulary development and pronunciation will be emphasized.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.160	2/2–3/22	MW	12:30–2:30 pm	15	CYC
04B.RDCS1003.161	2/2–3/22	MW	12:30–2:30 pm	15	CYC
04B.RDCS1003.162	2/3–3/30	TR	7–9 pm	15	PSHS
Class will not meet 3/9, 3/11					
04C.RDCS1003.164	3/29–5/17	MW	12:30–2:30 pm	15	CYC
04C.RDCS1003.163	3/29–5/17	MW	12:30–2:30 pm	15	CYC

English Conversation, Levels 3 and 4

Students will continue to build and practice speaking and listening skills for the workplace and the community. Emphasis will be placed on increased vocabulary and pronunciation.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.165	1/31–5/1	S	9:30 am–Noon	12	CYC
04B.RDCS1003.167	2/2–3/22	MW	12:30–2:30 pm	15	CYC
04B.RDCS1003.166	2/2–3/22	MW	12:30–2:30 pm	15	CYC
04B.RDCS1003.168	2/3–3/30	TR	7–9 pm	15	PSHS
Class will not meet 3/9, 3/11					
04C.RDCS1003.170	3/29–5/17	MW	12:30–2:30 pm	15	CYC
04C.RDCS1003.169	3/29–5/17	MW	12:30–2:30 pm	15	CYC

Adv. English Conversation

Prerequisite(s): Level 4 or Conversation Levels 3 & 4

This course is designed for students who want to develop advanced conversation and listening skills. Emphasis will be placed on vocabulary, pronunciation practice and speaking.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1003.171	2/2–3/22	MW	12:30–2:30 pm	15	CYC
04B.RDCS1003.172	2/3–3/30	TR	7–9 pm	15	PSHS
Class will not meet 3/9, 3/11					
04C.RDCS1003.173	3/29–5/17	MW	12:30–2:30 pm	15	CYC

Beg. Pronunciation & Speaking Skills

Prerequisite(s): Currently enrolled or completion of Levels 1 or 2

Focus will be on improving comprehensibility of spoken English. Improvement will be measured by the consistency of accurate pronunciation of English in everyday conversation. Emphasis will be on articulation, intonation, stress, and connected speech.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1006.015	1/31–5/1	S	9:30 am–Noon	12	CYC
04B.RDCS1006.016	2/2–3/22	MW	12:30–2:30 pm	15	CYC
04B.RDCS1006.017	2/3–3/30	TR	7–9 pm	15	PSHS
Class will not meet 3/9, 3/11					
04C.RDCS1006.018	3/29–5/17	MW	12:30–2:30 pm	15	CYC

Pronunciation and Speaking Skills

Prerequisite(s): Currently enrolled or completion of ESL Levels 3, 4, 5, or Advanced Conversation

This course is designed for people who have advanced speaking skills and a good knowledge of the sounds of American English. Focus will be on improving comprehensibility of spoken English. Improvement will be measured by the consistency of accurate pronunciation of English in everyday conversation. Emphasis will be on articulation, intonation, stress, and connected speech.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1006.019	1/31–5/1	S	9:30 am–Noon	12	CYC
04B.RDCS1006.020	2/2–3/22	MW	12:30–2:30 pm	15	CYC
04B.RDCS1006.021	2/3–3/30	TR	7–9 pm	15	PSHS
Class will not meet 3/9, 3/11					
04C.RDCS1006.022	3/29–5/17	MW	12:30–2:30 pm	15	CYC

Accent Modification

Prerequisite(s): Enrollment in or completion of English Level 4 or 5

This course is designed for advanced ESL students who want to learn techniques for speaking more precise North American English and speech patterns. Concentration will be placed on individual sound production, articulation, connected speech and intonation.

Hours: 30

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1006.025	2/3–3/23	TR	7–9 pm	15	CYC

Vocabulary Development

Prerequisite(s): Enrolled in Level 4 or 5

Students will have the opportunity to acquire and practice American English vocabulary skills. NOTE: This class is designed for high intermediate to advanced-level students.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1006.023	2/3–3/23	TR	12:30–2:30 pm	15	CYC
04C.RDCS1006.024	3/30–5/18	TR	12:30–2:30 pm	15	CYC

Beg. English Grammar, Part 1

Prerequisite(s): Level 1 or 2

This course will focus on an overview of the essential elements of American English grammar. It is designed to reinforce and expand grammar skills learned in current ESL classes. Emphasis will be placed on verb forms, sentence structure, punctuation and written expressions.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1006.026	2/3–3/23	TR	12:30–2:30 pm	15	CYC
04B.RDCS1006.027	2/3–3/30	TR	7–9 pm	15	PSHS

Beg. English Grammar, Part 2

Prerequisite(s): Complete Part 1 or Level 1 or 2 student

Part 2 is a continuation of Part 1.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.RDCS1006.028	3/30–5/18	TR	12:30–2:30 pm	15	CYC
04C.RDCS1006.029	4/1–5/20	TR	7–9 pm	15	PSHS

Interm. English Grammar, Part 1

Prerequisite(s): Level 3

This course is an intermediate study of the essential elements of American English grammar. It is designed to reinforce and expand grammar skills learned in current ESL classes. Emphasis will be placed on verb forms, sentence structures, punctuation, and written expressions.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1006.030	2/3–3/23	TR	12:30–2:30 pm	15	CYC
04B.RDCS1006.031	2/3–3/30	TR	7–9 pm	15	PSHS
Class will not meet 3/9, 3/11					

Interm. English Grammar, Part 2

Prerequisite(s): Complete Part 1 or Levels 3 student

Part 2 is a continuation of Part 1.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.RDCS1006.032	3/30–5/18	TR	12:30–2:30 pm	15	CYC
04C.RDCS1006.033	4/1–5/20	TR	7–9 pm	15	PSHS

Adv. English Grammar, Part 1

Prerequisite(s): Level 4 or 5

This course is an advanced study of the essential elements of American English grammar. It is designed to reinforce and expand grammar skills learned in current ESL classes. Emphasis will be placed on verb forms, sentence structure, punctuation, and written expressions.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.RDCS1006.034	2/3–3/23	TR	12:30–2:30 pm	15	CYC
04B.RDCS1006.035	2/3–3/30	TR	7–9 pm	15	PSHS
Class will not meet 3/9, 3/11					

Adv. English Grammar, Part 2

Prerequisite(s): Complete Part 1 or Level 4 or 5 student

Part 2 is a continuation of Part 1.

Materials Needed: Text

Hours: 30

Fee: \$79

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.RDCS1006.036	3/30–5/18	TR	12:30–2:30 pm	15	CYC
04C.RDCS1006.037	4/1–5/20	TR	7–9 pm	15	PSHS

FOREIGN LANGUAGE

SPANISH

Spanish I

This course will introduce you to the Spanish language with emphasis on grammatical concepts, vocabulary and conversation. Culture, traditions, social and business etiquette of Spanish-speaking countries will be presented. This class is designed for those with no Spanish-speaking skills.

Materials Needed: Text, Que Tal, 6th ed., chapters 1-3

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.085	1/10-3/13	S	9 am-Noon	10	CYC
04B.FRNL1001.086	1/11-4/4	U	2-4:30 pm	12	CYC
04B.FRNL1001.087	1/12-2/23	MW	9:30 am-Noon	12	CYC
04B.FRNL1001.088	1/12-2/23	MW	7-9:30 pm	12	CYC
04B.FRNL1001.089	1/12-2/23	MW	7-9:30 pm	12	CPC
04B.FRNL1001.090	2/3-3/11	TR	12:30-3 pm	12	CYC
04B.FRNL1001.092	2/3-3/11	TR	7-9:30 pm	12	AHS
04B.FRNL1001.091	2/3-3/11	TR	7-9:30 pm	12	CYC
04C.FRNL1001.093	3/16-4/22	TR	7-9:30 pm	12	CYC

Spanish II

Prerequisite(s): Spanish I or Spanish-speaking ability

A continuation of Spanish I. Focus will be on improving pronunciation, vocabulary, grammar, conversation, and simple business phrases. Culture and traditions of Spanish-speaking countries will also be discussed.

Materials Needed: Text, Que Tal, 6th. ed., chapters 4-6

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.094	1/10-3/13	S	9 am-Noon	10	CYC
04B.FRNL1001.095	1/11-4/4	U	2-4:30 pm	12	CYC
04B.FRNL1001.096	1/12-2/23	MW	9-11:30 am	12	CYC
04B.FRNL1001.097	1/13-2/19	TR	7-9:30 pm	12	CYC
04C.FRNL1001.098	3/1-4/7	MW	9:30 am-Noon	12	CYC
04C.FRNL1001.099	3/1-4/7	MW	7-9:30 pm	12	CYC
04C.FRNL1001.100	3/1-4/7	MW	7-9:30 pm	12	CPC
04C.FRNL1001.101	3/16-4/22	TR	12:30-3 pm	12	CYC
04C.FRNL1001.103	3/16-4/22	TR	7-9:30 pm	12	AHS
04C.FRNL1001.102	3/16-4/22	TR	7-9:30 pm	12	CYC

"ASK AN INSTRUCTOR" Language Information Session

If you are unsure where to begin or want more information on course placement, then plan to attend this free information session at the Courtyard Center for Spanish and French.

Call 972.985.3711 to register for this free session.

Tuesday, January 6, 6:30 - 8:30 pm

Course Number 04B.CEFC906.002

Students needing assistance/information for languages other than Spanish and French please call 972.985.3747

Spanish III

Prerequisite(s): Spanish I, II or Spanish-speaking ability

A continuation of Spanish II. Improve pronunciation, vocabulary, grammar and conversation. Culture and traditions of Spanish-speaking countries will also be discussed.

Materials Needed: Text, Que Tal, 6th ed., chapters 7-9

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.104	1/10-3/13	S	1-4 pm	10	CYC
04B.FRNL1001.105	1/12-2/23	MW	12-2:30pm	12	CYC
04B.FRNL1001.106	1/12-2/23	MW	7-9:30 pm	12	CYC
04B.FRNL1001.107	1/13-2/19	TR	7-9:30 pm	12	CYC
04C.FRNL1001.108	3/1-4/7	MW	9-11:30 am	12	CYC
04C.FRNL1001.109	3/2-4/8	TR	7-9:30 pm	12	CYC

Spanish IV

Prerequisite(s): Spanish I-III

This course is a continuation of Spanish III, focusing on chapters 10-12 in Que Tal for developing proficient conversation and grammar skills.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.110	1/10-3/13	S	9 am-Noon	10	CYC
04B.FRNL1001.111	1/13-2/19	TR	7-9:30 pm	12	CYC
04C.FRNL1001.169	3/1-4/7	MW	12-2:30pm	12	CYC
04C.FRNL1001.112	3/1-4/7	MW	7-9:30 pm	12	CYC

Spanish V

Prerequisite(s): Spanish IV

Chapters 13-15 of Que Tal will be studied in this intermediate-level Spanish. Oral proficiency and increased vocabulary will be stressed in addition to advanced grammar elements. Spanish culture and traditions will be presented in the context of everyday activities.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.113	1/10-3/13	S	1-4 pm	10	CYC
04B.FRNL1001.115	1/12-2/23	MW	7-9:30 pm	12	CYC

Spanish Conversation - Beginning

Prerequisite(s): Enrollment in Spanish II

This course is designed to give additional listening and speaking practice to beginning students in Spanish II. Learn basic conversation skills and build your vocabulary in this fun class.

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.117	1/10-3/13	S	1-4 pm	10	CYC
04B.FRNL1001.118	1/14-3/31	W	7-9:30 pm	12	CYC
04B.FRNL1001.119	1/16-4/2	F	9-11:30 am	12	CYC

Spanish Conversation - Intermediate

Prerequisite(s): Enrollment in Spanish III or IV

Continue to reinforce your Spanish learning experience with this supplemental conversation course. Active participation in listening and conversation exercises will allow you; the student, to expand your vocabulary, use tenses appropriately and work on pronunciation. Class may be repeated. Designed to complement Spanish Levels III or IV. Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.120	1/10-3/13	S	1-4 pm	10	CYC
04B.FRNL1001.121	1/13-3/30	T	7:15-9:45 pm	12	CYC
04B.FRNL1001.122	1/16-4/2	F	12:30-3 pm	12	CYC

Spanish Conversation - Advanced

Prerequisite(s): Enrollment in Spanish V or above

This intensive, interactive conversation class will emphasize listening and speaking skills in preparation to achieve oral proficiency.

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.123	1/15-4/1	R	7:15-9:45 pm	12	CYC

FRENCH

French I

This course will introduce you to the French language using the French in Action immersion method. Emphasis is on oral skills, vocabulary and grammar. French culture and traditions will be presented in the context of everyday activities. This class is designed for those with no French-speaking ability.

Materials Needed: French in Action text and workbook required, lessons 1-7

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.152	1/10-4/3	S	9:30 am-Noon	12	CYC
04B.FRNL1001.153	1/11-4/4	U	12:30-3 pm	12	CYC
04B.FRNL1001.174	1/20-4/6	T	12:30-3 pm	12	CYC
04B.FRNL1001.154	1/21-3/1	MW	7-9:30 pm	12	CYC
04C.FRNL1001.155	3/2-4/8	TR	7-9:30 pm	12	CYC

French II

Prerequisite(s): French I

A continuation of French I. Focus will be on improving pronunciation, grammar and speaking skills. French culture and traditions will also be discussed.

Materials Needed: French in Action textbook and workbook required, lessons 8-12

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.156	1/10-4/3	S	12:30-3 pm	12	CYC
04B.FRNL1001.157	1/11-4/4	U	3-5:30 pm	12	CYC
04B.FRNL1001.158	1/13-2/19	TR	7-9:30 pm	12	CYC
04C.FRNL1001.159	3/8-4/14	MW	7-9:30 pm	12	CYC

French III

Prerequisite(s): French II or French-speaking ability

A continuation of French II, this course will provide intensive conversation, vocabulary and interaction opportunities for students.

Materials Needed: French in Action textbook and workbook required, lessons 13-18

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.160	1/22-4/8	R	7-9:30 pm	12	CYC

French IV

Prerequisite(s): French III or French-speaking ability

This course is a continuation of French III using the French in Action program.

Materials Needed: French in Action textbook and workbook required, lessons 19-25

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.161	1/20-4/6	T	7-9:30 pm	12	CYC

French V

Prerequisite(s): French IV or French-speaking ability

This course is a continuation of French IV using the French In Action program.

Materials Needed: French in Action textbook and workbook, lessons 26-32

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.163	1/14-3/31	W	7-9:30 pm	12	CYC
04B.FRNL1001.162	1/22-4/8	R	12:30-3 pm	12	CYC

French VII

Prerequisite(s): French VI

A continuation of French VI using French in Action program.

Materials Needed: French in Action textbook and workbook, lessons 39-45.

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.164	1/12-4/5	M	7-9:30 pm	12	CYC

French VIII

Prerequisite(s): French VII or French speaking ability

Continuation of French VII.

Materials Needed: Text, French in Action, Lesson 46-52

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.165	1/22-4/8	R	7-9:30 pm	12	CYC

French Conversation - Beginning

Prerequisite(s): Enrollment in French II

This course is designed to reinforce your beginning French course. It helps you acquire listening and speaking skills more quickly. Intensive speaking/basic conversation is practiced in every session. Designed to complement French Levels I & II.

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.166	1/16-4/30	F	6-8 pm	15	CYC

French Conversation - Intermediate

Prerequisite(s): Completion of French III or IV

This course allows you to reinforce and continue your acquisition of intermediate listening and speaking skills more quickly. Intensive speaking/conversation and pronunciation exercises are practiced in each session. Designed to complement French Levels III-V.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.167	1/10-3/13	S	9:30 am-12:30 pm	10	CYC

French Conversation - Advanced

Prerequisite(s): Completion of French V or French-speaking ability

Intensive conversation and interaction are emphasized. Focus is on achieving a higher level of oral proficiency. This is an advanced-level course designed to complement levels VI and above.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.168	1/10-3/13	S	9:30 am-12:30 pm	10	CYC

ARABIC

Arabic I

This course focuses on the basics of Arabic language. It emphasizes basic vocabulary and everyday expressions as well as grammatical concepts. It also provides a basic insight into the Arabic culture and its traditions.

Materials Needed: Text

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.124	2/2-3/22	MW	7-9 pm	15	CYC

Arabic II

Prerequisite(s): Arabic I

Continuation of Arabic course.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.FRNL1001.125	3/29-5/17	MW	7-9 pm	15	CYC

Arabic Conversation

Presentation of additional listening and speaking practice to students of Arabic I and II. Practice speaking skills and build a vocabulary suitable for business and social situations.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.FRNL1001.126	3/2-4/20	TR	7-9 pm	15	CYC

FARSI

Farsi (Persian) I

Take part in our most requested Indo-European language offering. Learn both speaking and reading skills in this beginning course. Intermediate and advanced courses planned for the following semester.

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.127	1/20-2/26	TR	6-8:30 pm	12	CYC

Farsi (Persian) II

Prerequisite(s): Farsi I

A continuation of Farsi I course.

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.FRNL1001.128	3/2-4/8	TR	6-8:30 pm	12	CYC

IRANIAN CULTURE

Iranian (Persian) Culture

This course will study recorded events of the past along with the wealth and development of life in Iran. Areas of discussion include culture and tradition, the differing roles of men and women, and religion. Participants will gain a new understanding of one of the world's vital regions. This course will be conducted in English.

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1091.002	1/26-3/15	MW	6:30-8:30 pm	15	CYC

GERMAN

German I

Become acquainted with German culture and language in this introductory course. Learn to construct simple sentences and converse with your fellow classmates. Active student participation highly recommended.

Materials Needed: Text

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.129	1/27-2/26	TR	6:30-9:30 pm	10	CYC

German II

Prerequisite(s): German I

A continuation of German I, this course is designed to increase your vocabulary, grammar and ability to string several simple sentences together. Instructor will use simulated, real-life situations to allow for extended conversation practice.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.FRNL1001.130	3/2-4/1	TR	6:30-9:30 pm	10	CYC

ITALIAN

Italian I

Learn basic conversation and cultural awareness in this beginning course. Emphasis is on oral communication and practical vocabulary. Basic grammar, reading and writing are also included.

Materials Needed: Text

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.131	2/1-4/18	U	12:30-3:30 pm	10	CYC

Italian II

Prerequisite(s): Italian I

Intensive Italian conversation, vocabulary and interaction opportunities are provided for students.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.132	2/1-4/18	U	3:30-6:30 pm	10	CYC

Italian III

Prerequisite(s): Italian II

A continuation of Italian II, this course will provide intensive conversation, vocabulary and interaction opportunities for students.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.133	2/1-4/18	U	6:30-9:30 pm	10	CYC

JAPANESE

Japanese I

Communicating for business and social purposes will be emphasized in this beginning course. Focus will be placed on acquiring basic conversational skills for a variety of practical situations and business dealings. Vocabulary, expressions, basic forms of the language, and culture will be studied while proficiency of basic Japanese language is acquired.

Materials Needed: Text

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.134	1/24-5/15	S	9-11 am	15	CYC

Japanese II

Prerequisite(s): Japanese I

Continuation of Japanese I.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.135	1/20-4/27	T	6:30-8:30 pm	15	CYC

Japanese III

Prerequisite(s): Japanese II

Continuation of Japanese II.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.136	1/24-5/15	S	12:00 PM-2:00 PM	15	CYC

Japanese IV

Prerequisite(s): Japanese III

Continuation of Japanese III.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.137	1/24-5/15	S	2:30 PM-4:30 PM	15	CYC

Japanese V

Prerequisite(s): Japanese IV

Continuation of Japanese IV.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.138	1/22-4/29	R	6:30-8:30 pm	15	CYC

Japanese VI

Prerequisite(s): Japanese V

Continuation of Japanese V.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.139	1/21-4/28	W	6:30-8:30 pm	15	CYC

CHINESE

Mandarin Chinese I

This course is designed for those who intend to travel or engage in business with China. Practical colloquial Chinese will be taught along with basic analysis of the character alphabet. Conversational idioms will be taught, as well as customs and culture. Vocabulary and phrases for business use will be introduced.

Materials Needed: Text

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.140	1/31-5/1	S	9:30 am-Noon	12	CYC

Mandarin Chinese II

Prerequisite(s): Mandarin Chinese I

Continuation of Mandarin Chinese I.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.141	1/31-5/1	S	12:30-3 pm	12	CYC

Mandarin Chinese III

Prerequisite(s): Mandarin Chinese II

Continuation of Mandarin Chinese II.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.142	2/1-5/2	U	12:30-3 pm	12	CYC

Mandarin Chinese Conversation

Prerequisite(s): Mandarin Chinese III or Chinese-speaking ability

Develop fundamental skills in listening, speaking, reading and writing Mandarin Chinese, to gain a basic understanding of Chinese culture.

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.143	2/1-5/2	U	3-5:30 pm	12	CYC

POLISH

Polish I

This course focuses on the basic of the Polish language. It emphasizes basic vocabulary and everyday expressions as well as some grammatical concepts.

Materials Needed: Text

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.144	1/31-4/17	S	9 am-Noon	10	CYC

Polish II

Prerequisite(s): Polish I

Continuation of Polish I.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.145	1/31-4/17	S	12:30-3:30 pm	10	CYC

PORTUGUESE

Portuguese I

This beginning course will teach grammatical concepts, vocabulary and conversation. Brazilian Portuguese will be emphasized. Culture, traditions and social etiquette of Portuguese-speaking countries will be discussed.

Materials Needed: Text

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.146	1/31-5/1	S	9-11:30 am	12	CYC
04B.FRNL1001.170	2/9-3/17	MW	9-11:30 am	12	CYC

Portuguese II

Prerequisite(s): Portuguese I or Portuguese-speaking ability

The continuation of Portuguese I focuses on building oral proficiency for Brazilian Portuguese.

Materials Needed: Text

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.147	2/2-5/10	M	6:30-8:30 pm	15	CYC

Portuguese III

Prerequisite(s): Portuguese II or Portuguese-speaking ability

The continuation of Portuguese II focuses on building oral proficiency for Brazilian Portuguese..

Hours: 30

Fee: \$139

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.173	1/31-5/1	S	11:30 am-2 pm	12	CYC

RUSSIAN

Russian I

Learn basic conversation and develop cultural awareness in this beginning course. Emphasis will be on oral communication using real-life situations and practical vocabulary. Basic grammar, reading and writing will also be included.

Materials Needed: Text

Hours: 24

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.149	1/13-3/4	TR	5:30-7 pm	16	CYC

VIETNAMESE

Vietnamese I

Learn basic conversation and develop cultural awareness. Emphasis in this course will be on oral communication using real-life situations in a workplace environment. Basic grammar and listening skills will be included.

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.150	2/3-3/4	TR	6-9 pm	10	CYC

WELSH

Welsh Language and Culture

This course provides a good working vocabulary and understanding of spoken Welsh, including background lectures on the cultural heritage of Wales, its ancient poetry, folklore, and legend, as well as the current history of this unique Celtic country.

Materials Needed: Text

Hours: 30

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FRNL1001.151	2/5-4/22	R	7-9:30 pm	12	CYC

ART AND PHOTOGRAPHY

Ceramics I

A class for the novice potter. Learn to throw on the wheel, build slab pots and glaze. All methods taught are hand built and thrown. Make boxes, bowls, cups, and vases. Register early! Enrollment limited. Supply fee of \$50 due to instructor first night of class for pottery supplies and kiln firing. Some pottery tools are recommended - will be discussed first night of class.

Hours: 18

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ARTC1090.050	1/26-3/1	M	6-9 pm	6	AHS
04B.ARTC1090.051	2/12-3/25	R	6-9 pm	6	AHS
04C.ARTC1090.052	3/15-4/19	M	6-9 pm	6	AHS

Drawing

Rediscover the power of a pencil rendering and the beauty of pen and ink as you explore line, texture, shape, and tone in this fast-paced drawing class. You will also learn to create 3-dimensional looking works. This is the class to take whether you are new to drawing or experienced.

Materials Needed: For supply list see www.ccccd.edu/ce or call 972.985.3750.

Hours: 18

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ARTC1090.058	1/26-3/1	M	1-4 pm	6	CYC
04B.ARTC1090.059	1/29-3/18	R	7-9:30 pm	7	PSHS
Last class ends at 10 pm					
04C.ARTC1090.060	3/17-4/21	W	6-9 pm	6	PRC

Oils or Acrylics

Basic media materials and techniques used for painting will be introduced. The instructor will give class demonstrations and individual instruction. Visual expression and style are encouraged, whether traditional, abstract or portrait. This course is designed to provide instruction for the beginning to the advanced student. Choose one media only: oil, acrylics or water-based oils.

Materials Needed: For supply list see www.ccccd.edu/ce or call 972.985.3750.

Hours: 21

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ARTC1090.053	1/12-3/1	M	6-9 pm	7	PRC
04B.ARTC1090.054	1/17-2/28	S	11 am-2 pm	7	PRC

Watercolor I

The focus of this course will be COLOR. Learn how the shade, tint and value of color can distinctly change the very same painting from somber to exhilarating. Create expressive watercolor pieces using traditional techniques under the watchful eye of the instructor.

Materials Needed: For supply list see www.ccccd.edu/ce or call 972.985.3750.

Hours: 18

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ARTC1090.055	1/17-2/21	S	1-4 pm	6	PRC
04B.ARTC1090.056	1/20-2/24	T	6-9 pm	6	PRC

Mixed Media, Painting and Collage

Create an abstraction, a still life, or landscape using two or more media within the composition. Artworks may consist of oil or acrylic paint combined with torn paper (textured oriental papers or any other paper), fabric scraps, found objects or precious memory items to build a unique image. Artworks may also include enhancement with pastel, pencils and other individual touches.

Materials Needed: For supply list see www.ccccd.edu/ce or call 972.985.3750.

Hours: 21

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ARTC1090.057	1/21-3/3	W	6-9 pm	7	PRC

Pastels

Focus in this course will be on introducing you to basic drawing techniques using chalk and/or oil pastels on colored pastel drawing papers. Study of color theory, design and composition will be discussed with many demonstrations provided by the instructor. Beginner and advanced students welcome.

Materials Needed: For supply list see www.ccccd.edu/ce or call 972.985.3750.

Hours: 21

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ARTC1090.061	3/15-4/26	M	6-9 pm	7	PRC

Portraiture with Mixed Media

Learn the art of Portraiture in a variety of mediums. In this beginning class you will learn to draw facial features in detail. You will create your drawings by viewing a live model, and photographs to create compositions. The mediums used will be graphite, watercolor, acrylics or oil, and pastels.

Hours: 21

Fee: \$149

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ARTC1090.062	3/27-5/15	S	11 am-2 pm	7	PRC

Digital or 35mm Photography?

- Do you want to know more about a Digital Camera before you invest in one?
- Should you throw out that old 35mm camera and buy a Digital camera?
- What kind of Digital camera should you buy?
- What are the trade-offs of a 35mm camera versus digital images?

These questions and more will be discussed in this 2 Hour Introductory Program

Saturday, January 10 • 9 – 11 am
04B.CEFC415.014 Free

To register for this FREE session
 please call 972.985.3711

Basics of 35mm Photography

Learn the technical and aesthetic aspects of 35mm photography through demonstrations and hands-on experience. You will learn about light, film, camera handling/care, and the basics of exposure, lenses and composition. This course is designed for beginners and those with limited experience.

Materials Needed: A 35mm SLR camera, print/slide film

Hours: 16

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.PHTC1004.018	1/14-3/3	W	7-9 pm	8	CYC
04C.PHTC1004.019	3/4-4/22	R	7-9 pm	8	AHS

Intermediate 35mm Photography

This course is a continuation and extension of principles and techniques introduced in Basics of 35mm Photography. Class will focus on composition and will address creative choices available in the control of focal length, shutter speed, aperture, depth of field and other photographic considerations.

Materials Needed: A 35mm SLR camera, print/slide film

Hours: 16

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.PHTC2004.002	3/17-5/5	W	7-9 pm	8	CYC
04C.PHTC2004.003	3/23-5/11	T	7-9 pm	8	CPC

Digital Photography - Getting Started

Learn the basics of digital photography in this hands-on course designed for those with limited knowledge of digital camera techniques. The class will focus on digital camera features, storage capabilities, shooting techniques, resolution, image size and sharing photos by email and printing.

Materials Needed: Digital Camera. Text optional

Hours: 14

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.PHTC1004.015	1/15-2/26	R	7-9 pm	7	CYC
04B.PHTC1004.016	2/3-3/16	T	7-9 pm	7	AHS

Adobe Photoshop
 See pages 24 & 29

Digital Photography - Improving Skills

Prerequisite(s): Digital Photography-Getting Started or proficiency with digital camera

This course will build on the skills learned in the Getting Started course. Topics will include using advanced digital camera features: editing techniques for improved photos; organizing and archiving image files. Photo assignments will expand your creativity by exploring composition, lighting and viewpoint.

Materials Needed: Digital Camera. Text optional

Hours: 14

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.PHTC1004.017	3/4-4/15	R	7-9 pm	7	CYC

Photo Retouching with Photoshop

Prerequisite(s): Adobe Photoshop

Do you have a digital photograph that needs touching up? This course is designed for the Photoshop user who has precious or favorite old photographs damaged by time, nature or neglect. You will learn to fix scratched, torn, faded or even mildewed photos.

Hours: 16

Fee: \$129

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ITSW1058.055	1/20-2/12	TR	6:30-8:30 pm	8	CYC

AVID Editing Certificate

Avid Technology is the premier provider of digital editing and video production software and hardware to the commercial motion picture and broadcasting industries.

Course	Course Name	Date(s)	Day(s)	Time	Sessions
04B.RTVB1091.001	Avid Editing I	1/20-1/29	TR	6-9 pm	4
04B.RTVB1091.002	Avid Editing II	2/10-2/19	TR	6-9 pm	4
04C.RTVB1091.003	Avid Editing III	3/2-3/11	TR	6-9 pm	4

Avid classes will be held at Allen High School (AHS).

Each 12-hour class is \$695

Or register for the series: 04B.RTVB1091.004 for \$1,895

For course descriptions see www.ccccd.edu/ce.

For more information email cluckcock@cccd.edu

In these three courses, taken consecutively and each building on the other, you will learn the principles of non-linear editing processes, including selection of clips, editing segments, creating special effects and mixing audio for video. You will be using the latest Avid Editing Software and Digital Video Cameras. Classes are for both beginners in digital editing for those seeking to enhance their skills. The classes will be taught by an Avid Authorized instructor using the Avid curriculum and materials.

Upon successful completion of all three parts, Avid Basics, Intermediate and Advanced, you will become an Avid Certified Editor.

CREATIVE WRITING

Professional Songwriting

Songwriting is a craft. This course will focus on developing successful song structures, and creating great song ideas for the seasoned songwriter or the beginner. You will learn by studying your favorite tunesmiths, and work on your craft through classroom and individual instruction. Two field trips will have you listening and learning in a professional setting.

Hours: 24

Fee: \$159

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.CEPD012.001	3/1-4/19	M	6:30-9:30 pm	8	PRC

Basics of Writing a Novel

From the first spark of an idea to the final two words, "The End," writing a novel is a creative adventure. Learn how to enhance your ideas and develop your own fictional world with Patricia Burroughs. Discussion will include characters, setting, structure, dialogue, emotion and more.

Hours: 24

Fee: \$159

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ETWR1091.028	1/26-3/15	M	9 am-Noon	8	CYC
04B.ETWR1091.029	1/26-3/15	M	7-10 pm	8	CYC

Get Published! Writing for Magazines

In this course you will learn how to get your work published and how writing for magazines can help you get your book in print. Discussion will focus on the in's and out's of writing for magazines and how to show editors and agents your writing skills. At the end of the course, you will have a query letter ready to mail and a good start on your first magazine article.

Hours: 16

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ETWR1091.030	2/3-2/26	TR	6:30-8:30 pm	8	CYC

So You Want To Be a Writer

Billye Johnson, a professional writer for more than 25 years will share her knowledge and expertise to help you get started in your career as a writer. Learn the basics of successful writing from developing your ideas, outlining the story, putting the story on paper, selling your work with a query letter, business etiquette and promoting yourself and your writing. Class will explore many different types of writing.

Hours: 12

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.ETWR1091.031	2/5-2/26	R	6:30-9:30 pm	4	CYC

Public Relations Writing

In this course you will learn to write news releases and press kits that will grab and hold media attention. This course offers an introduction to the basic formulas for creating effective media materials. It is designed for novice writers who want to improve their skills. It is particularly useful for business professionals, community volunteers or anyone who wants to get out the word about their company or organization. Through real-world assignments and one-on-one editing, you will learn how to write winning headlines, leads and quotes for news releases; and how to outline and develop the essential elements of a press kit.

Hours: 12

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ETWR1091.032	3/1-3/22	M	6:30-9:30 pm	4	CYC

Writing to Inspire

Inspirational writing truly comes from the heart. Learn how to turn your inspirational moments into essays and books for a wider audience. Examine the many types of inspirational writing from personal essays to stories of others and self-help books. Explore the rapidly growing market of inspirational/devotional columns, essays and books. This course is taught by Billye Johnson, receiver of Polly Bond Award for best inspirational column in 2001.

Hours: 12

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ETWR1091.033	3/4-3/25	R	6:30-9:30 pm	4	CYC

Blueprinting Your Novel

Prerequisite(s): Basics of Writing a Novel

You've read the books and taken the classes, but somehow haven't been able to put it all together. This is the push you need.

Materials Needed: Notebook, loose-leaf paper, a zippered bag, a package of 4"x6" index cards and a pen or pencil.

Hours: 15

Fee: \$99

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ETWR1091.034	3/29-5/3	M	9:30 am-Noon	6	CYC
04C.ETWR1091.035	3/29-5/3	M	7-9:30 pm	6	CYC

Travel Writing

Your leisure time could become a moneymaker as a travel writer. Learn how to turn your writing skills and sense of adventure into great travel articles. The class covers writing enticing travel articles, photography for the travel writer, what are the hottest markets and how to sell to them.

Hours: 12

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ETWR1091.036	4/6-4/27	T	6:30-9:30 pm	4	CYC

The Funny Side of Writing

Are you the next Dave Barry or Erma Bombeck? Do you leave your friends in stitches when you speak? Humor writing could be right up your alley. You will learn about the varied types of humor writing, current markets, and ways to sell your sense of humor for others to enjoy. Class assignments are designed to tap into your funny bone and put your sense of humor on paper and your name in a byline.

Hours: 12

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.ETWR1091.037	5/4-5/25	T	6:30-9:30 pm	4	CYC

EXAM PREPARATION

Math Refresher and Review

Sharpen your math skills by attending this course that will focus on basic skills, short-cuts and algebra/geometry review. This course is designed for anyone who wants to improve job performance or overcome general math anxiety.

Materials Needed: Text

Hours: 18

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BSKL1091.002	1/26-3/22	M	6:30-8:30 pm	9	CYC

SAT Verbal Review

Test-taking skills and strategies for the verbal part of SAT will be covered. Vocabulary, analogies and critical reading will be emphasized. Sample questions and practice tests will be used.

Materials Needed: Text

Hours: 12

Fee: \$69

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CEPD310.015	1/31-3/6	S	10:30 am-12:30 pm	6	CYC

SAT Math Review

An overview of SAT math will be presented in this special course. Skills, strategies, sample problems and practice tests will be the focus.

Materials Needed: Text

Hours: 12

Fee: \$69

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CEPD310.016	1/31-3/6	S	1:30-3:30 pm	6	CYC

TOEFL Preparation

This course will provide review and test-taking strategies for the TOEFL exam. Four review areas will be covered: listening, reading, writing and grammar.

Materials Needed: Text

Hours: 48

Fee: \$179

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CEPD309.002	2/2-3/26	MWF	6:30-8:30 pm	24	CYC

GMAT Test Preparation Review

The Graduate Management Admissions Test (GMAT). In addition to specific knowledge, certain techniques and strategies are required for successful performance on the exams. The review course is designed to familiarize students with the format, content, specific techniques and strategies for taking the GMAT. Adaptive strategies are learned for the computer-based exams. Review and reinforcement of the major subject areas will be taught. Practice tests will be given and students will be expected to complete out-of-class materials for maximum reinforcement and review. GMAT focuses on: reading comprehension, critical reasoning, data evaluation, sentence correction, charts/graphs, data sufficiency and math. On-going test dates are held throughout the year. Contact your college/university for an application.

Materials Needed: Text

Hours: 30

Fee: \$169

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CEPD312.006	2/2-4/5	M	6:30-9:30 pm	10	CYC

GRE Test Preparation Review

The Graduate Record Examination (GRE). In addition to specific knowledge, certain techniques and strategies are required for successful performance on the exams. The review course is designed to familiarize students with the format, content, specific techniques and strategies for taking the GRE exam. Adaptive strategies are learned for the computer-based exams. Review and reinforcement of the major subject areas will be taught. Practice tests will be given and students will be expected to complete out-of-class materials for maximum reinforcement and review. This course will concentrate on: sentence completion, analogies, antonyms, reading comprehension, analytical reasoning and math review. On-going test dates are held throughout the year. Contact your college/university for an application.

Materials Needed: Text

Hours: 30

Fee: \$169

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CEPD314.010	2/4-4/7	W	6:30-9:30 pm	10	CYC

FINANCIAL PLANNING

Making Smart Employee Stock Option Decisions

Employee stock options are one of the most important financial planning strategies you can pursue. Discussion and case studies will focus on types of options commonly offered employees; tax implications; how and when to exercise your options. Learn how to avoid pitfalls and maximize potential earnings. Discussions will include methods to reduce your downside risk and protect your position, how to hedge your portfolio without cost, Alternative Minimum Tax (AMT), stock swaps, 83-b rule, and new and proposed legislation.

Hours: 3

Fee: \$39

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CEPD742.007	2/3	T	6-9 pm	1	CYC

Invest in Your Debt

This course will show you how to pay off student loans, credit cards, car payments and consumer debt in 1 to 3 years, then own your own home in another 3 to 4 years ... all by using only your current income. Based on a Linear Math, Variable Path methodology, you will learn how to eliminate debt, live on cash, spend smarter by "reverse budgeting," and make logical decisions when you buy. Bring a calculator and your bills to work out a personal debt elimination target date!

Materials Needed: Text optional

Hours: 3

Fee: \$39

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CEPD742.008	2/12	R	6:30-9:30 pm	1	CYC
04C.CEPD742.009	4/29	R	6:30-9:30 pm	1	CYC

Buying and Selling Real Estate Tax Deferred or Tax Free

This session is designed for those interested in buying and selling real estate for investment purposes only, how to keep the proceeds Tax Deferred or Tax Free, how you can buy and sell through your IRA, and learn how a 1031 exchange can keep the profits from a sale of an investment property tax deferred. Discussion will also center on when and why the IRS or the State of Texas will allow this to be done.

Hours: 3

Fee: \$39

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CEPD002.005	1/18	R	6-9 pm	1	CYC

Lump-Sum Payment Strategies

Changing jobs, retirement and divorce are events in your life that may put you into a situation where you will be receiving a lump-sum payment. By receiving this money you will be forced to make decisions on how to invest this money for growth and protection. This class will help you understand tax consequences from receiving this money, IRA distribution rules when you turn 70, whether to pay off any debt you may have, what to do with your 401k rollover when you retire or since you have changed jobs. Investment topics will include Mutual Funds, Bonds, Stocks, Annuities, Private Portfolio Management and Real Estate.

Hours: 5

Fee: \$49

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.CEPD742.010	2/12-2/19	R	6:30-9 pm	2	CYC

Managing Investment Risk and Volatility

Focus will be on the inherent risks associated with investing in the equities and fixed income markets. The class will examine methods that can be utilized to reduce volatility and risk in portfolios. Investment vehicles such as stocks, bonds and mutual funds combined with passive and active management will provide a framework for this class. Asset allocation and rebalancing, sector rotation, constructing a portfolio hedge through stock and indexed options are several of the topics to be covered. A combination of technical and fundamental analysis will be used.

Hours: 8

Fee: \$59

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BUSG1094.016	1/8-1/29	R	7-9 pm	4	CYC

Understanding Investments

In this course, designed for the beginning investor, you will learn the role of a financial planner, and what to look for in a good stock, bond or mutual fund. Class topics will include: asset allocation; detecting expenses on mutual funds; mutual funds vs. private portfolio management; commission broker vs. fee based financial advisor; and finding long-term stock investments.

Hours: 8

Fee: \$59

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BUSG1094.017	1/22-2/5	R	6:30-8:50 pm	3	CYC

Financial Management for Women

This course is designed for the unique financial needs that women have. Discussions will center on managing your money and making it grow, whether for your future retirement, to pay for your children's college education, or simply to make your money go further. You will learn: Cash Management, Risk Management, Investment Planning, Tax Planning, Retirement Planning, Estate Planning and Divorce and Widowhood. You may bring a guest at no additional cost.

Materials Needed: Workbook provided by instructor at first session to paid registrant

Hours: 7

Fee: \$59

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BUSG1094.018	2/2-2/9	M	9:15-11:45 am	2	CYC
04C.BUSG1094.019	3/1-3/8	M	9:15-11:45 am	2	CYC
04C.BUSG1094.020	4/19-4/26	M	9:15-11:45 am	2	CYC

Financial Workshop for Individual Investors

This course begins with the very basics of finances, including examining some of the most common reasons why people fail to meet their investment goals, money management tips that can help make sure you don't fall into those traps and rules that every investor should know and follow. Focus will be on examining many of the investments available today and a look at retirement planning and ways to ensure your senior years will be your golden years.

Hours: 8

Fee: \$59

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BUSG1094.015	2/3-2/12	TR	7-9 pm	4	CYC

Stock Market Strategies

Prerequisite(s): For a fuller understanding of this class, it is recommended you first take Managing Investment Risk & Volatility

Maximize the present and prepare for your future by learning the methods and techniques used to develop a disciplined way of stock investing. The economy/market cycles and stock industry groups/sector performance will be discussed along with value vs. growth, investor psychology, strategic, fundamental and technical reasons to buy or sell a stock. Other topics will include tracking company/stock performance, technical analysis and when to buy and sell. The class will also review stocks selected by the students. Instruction on reading and maintaining Point & Figure charts will be covered.

Hours: 10

Fee: \$69

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.BUSG1094.022	2/12-3/4	R	7-9:30 pm	4	CYC

GENEALOGY

Genealogy I

This basic course will acquaint you with the methodology for conducting successful family history research, including preliminary information gathering, organizing your research, introduction to original and published records through such research tools as the library, Family History Center, and the Internet, and evaluating and documenting research findings. Student goals are assimilated into the curriculum together with assigned homework to acquaint researchers with research methods. Course is designed for the beginner; those returning to genealogy; and for the researcher seeking professional credentials.

Materials Needed: Text

Hours: 20

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CEPD720.006	1/8-3/4	R	6:30-9 pm	8	PRC
Class will not meet 2/5. Two field trips to be scheduled by instructor					

Genealogy II

This advanced course will build on the methods introduced in the basic course to further acquaint you with original records sources, and to enhance skills in interpreting, extracting, transcribing and abstracting records, research planning, analyzing evidence and documenting research findings.

Materials Needed: Text

Hours: 20

Fee: \$119

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.CEPD720.007	4/8-5/27	R	6:30-9 pm	8	PRC
One field trip to be scheduled by instructor					

HOME AND GARDEN

Building Your Dream House

Explore in detail the design and construction of your dream house with architect John Donaghey, AIA-E. You may elect to produce on going drawings and/or a study model of your class produced design. Topics covered in class will include: site considerations, defining your activity spaces, design and costs parameters, design elements and building codes, consultants and their roles, construction documents, contractors and contracts, and building activity to completion. You will receive original drawings in handouts, assistance with your designs, question-answer time, and opportunity to study sun angles by rotating your model on a heliodon.

Materials Needed: Text optional. For supply list call 972.985.3750 or see our web site at www.ccccd.edu/ce.

Hours: 16

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.CNBT1091.004	1/27-3/23	T	7-9 pm	8	PSHS

Plan Your Own Landscape

This course will offer the basic steps in planning and designing your personal landscape and how to begin implementing your ideas. Optional materials to bring to class: pencil, graph paper, measuring tape, and compass.

Materials Needed: Text optional

Hours: 8

Fee: \$59

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.HALT1093.002	2/2-2/11	MW	7-9 pm	4	CYC

Landscaping with Native Plants

Learn about native trees, shrubs and perennials that are useful in the home landscape. Included will be tips on planning your landscape.

Materials Needed: Text optional

Hours: 10

Fee: \$69

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.HALT1093.003	2/23-3/8	MW	7-9 pm	5	CYC

Interiors Designed for You I

Learn to apply interior design principles to room function, space planning, color schemes, furniture styles, window, floor and wall treatments, lighting and accessories.

Hours: 24

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.INDS1005.004	2/2-3/29	M	10 am-1 pm	8	CYC

Interiors Designed for You II

Prerequisite(s): Interiors Designed for You

Continue learning about design principles and applying knowledge through hands-on projects.

Hours: 24

Fee: \$109

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.INDS1005.005	2/4-3/31	W	10 am-1 pm	8	CYC

Floral Design I

Learn methods of floral design for home and commercial interiors that include fresh flower arranging, composition, types of flowers, greenery and materials. Specific arranging will be done with bouquets, centerpieces, baskets and corsages.

Materials Needed: A \$45 floral supply fee payable to instructor at the first class.

Hours: 12

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04B.FMKT1091.005	2/5-2/26	R	6:30-9:30 pm	4	AHS

Floral Design II

Prerequisite(s): Basics of Floral Design

This course is a continuation of the Basics of Floral Design. Students will continue learning and practicing design techniques for traditional and contemporary arrangements.

Materials Needed: A \$45 floral supply fee payable to instructor at the first class.

Hours: 12

Fee: \$89

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.FMKT1091.006	3/4-3/25	R	6:30-9:30 pm	4	AHS

Decorating with Silk & Dried Flowers I

This practical course focuses on the principles and techniques of arranging silk and dried flowers with flair and originality. It is ideal for both the beginner and more advanced flower arranger. Topics include wiring flowers, preparing containers, and constructing circular and hanging arrangements. Note: This course has additional costs for purchase of silk flowers to build arrangements. Cost will vary according to participant and number of arrangements made.

Materials Needed: For supply list see our web site at www.ccccd.edu/ce or call 972.985.3750.

Hours: 18

Fee: \$99

Course	Date(s)	Day(s)	Time	Sessions	Location
04C.FMKT1091.007	4/6-5/11	T	6:30-9:30 pm	6	PSHS

Continuing Education and Workforce Development

Director of Continuing Education Janet Sheppard 972-985-3755

JSheppard@cccd.edu

Professional Development Program Director Natalie Greenwell 972-985-3753

NGreenwell@cccd.edu

Computer Education

Teacher Training

Workforce Development Program Director Jim Merritt 972-985-3747

JMerritt@cccd.edu

Business Marketing

Business Communication and Management

Business Writing

Supervisory Management

English as a Second Language (ESL)

Small Business Development

Business Finance

Foreign Languages

Allied Health

Human Resources

Exam Preparation

Medical Coding

Associate Program Director Carol Luckock 972-985-3758

CLuckock@cccd.edu

Real Estate

Payroll Professional

Travel – Online

Aviation

Creative Writing

Counselor Education

Insurance Regulations

Dental Assistant

Nursing Home Activity Director (MEPAP)

Food Protection Management

Medical Terminology

Medical Transcription

Technical Trades

Financial Planning

Art and Photography

Home and Garden

For any other information on Continuing Education, please contact Betty Wilson, 972-985-3750 or email bwilson@cccd.edu

Continuing Education Information

For specific details about a course, call the Continuing Education Division at 972.985.3750. To register for a course, call the Admissions and Records Office at 972.985.3711.

Registration

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

Concurrent Enrollment

The Continuing Education Division works closely with the credit program to offer concurrent enrollment in some credit classes. Space is limited for concurrent participants.

Participants in concurrent courses are expected to attend class regularly, complete all assignments and take tests. Concurrent students earn CEUs, not semester credit hours. Refunds are based on CE refund policy. If you wish to receive semester credit hours for a concurrent course, you must enroll through the credit registration process rather than through Continuing Education. For more information, call 972.881.5790, ext. 6778 or, for McKinney residents, 972.548.6778.

Waiting List

If a class is filled when you call, you may request to be placed on a waiting list. You will be notified if space becomes available or an additional class is scheduled. No message pertaining to class openings will be left.

Eligibility for Enrollment

All courses are open to individuals who are 18 years of age or older unless otherwise noted. Unsupervised children are not permitted on Continuing Education training sites at any time. Only paid registrants will be permitted in classrooms.

Transcripts

Continuing Education Units (CEUs) are awarded for successful course completion. One CEU is awarded for each ten (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." Ninety percent attendance is required for successful completion. For transcript requests call, 972.985.3721.

Dropping a Class

If you drop a class 2 days before the first scheduled class day, 100 percent of tuition is refunded. If dropped the day before or on the day of the first scheduled class day, 80 percent is refunded. Drops after that result in no refund. Allow two to four weeks to receive your refund. You must call the Admissions & Records Office at 972.985.3711 to drop a class or email cerreg@ccccd.edu (CE students only).

Class Cancellation

A class is cancelled when there is insufficient enrollment three working days prior to the first class meeting. You will be notified of the cancellation by phone by the CE Admin office or CE Division. A 100 percent refund is processed automatically. Please allow two to four weeks to receive your refund.

Makeup Classes

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

Emergency Closings

The president or his designee shall have the authority to discontinue instructional sessions due to extreme weather or other emergency conditions. Local radio and television stations will announce cancellations. A decision is usually made by 6 am for day classes, and by 3 pm for evening classes.

Books and Supplies

For courses that require books and supplies, please refer to the course description. Books and supplies needed for courses taught at the Courtyard Center will be available through the Courtyard Center Bookstore, 972.985.3710.

Courtyard Bookstore hours are:

Monday–Thursday: 8:30 am–1:15 pm and 2:45–7 pm

Friday: 10 am–1:15 pm and 2:45–5 pm

Saturday: 9 am–1 pm

Sunday: Closed

Textbook Return Policy

If you change courses, select the wrong books, or your class 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 scheduled class. If it is a one-day course, book must be returned prior to the first class day.
2. You must have the cash register receipt for a refund.
3. Do not write in new books until you are certain you have the correct ones. New books that are written in will not be accepted for a refund.
4. Books in shrink wrap (plastic or vinyl packaging) must be returned unopened, in the original package.
5. Books purchased more than 14 days prior to class start date may not be eligible for return.

Room Assignments

Refer to the posted room assignments on the first night of class to locate your classroom.

Day Abbreviations

M – Monday	F – Friday	MW – Monday & Wednesday
T – Tuesday	S – Saturday	TR – Tuesday & Thursday
W – Wednesday	U – Sunday	MTWR – Monday–Thursday
R – Thursday		

Site Codes

AHS – Allen High School	OT – Other Site
CPC – Central Park Campus	PRC – Preston Ridge Campus
CYC – Courtyard Center	SCC – Spring Creek Campus

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 Preston Ridge Campus, 972.377.1760. It is recommended that you apply as soon as possible to allow for adequate application processing time.

REGISTRATION INSTRUCTIONS

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

CYC – Courtyard Center, Plano

M–R: 8 am–8 pm
F: 8 am–5 pm
S: 9 am–1 pm

PRC – Preston Ridge Campus, Frisco

M–F: 8 am–5 pm
T: 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–R: 8 am–8 pm
F: 8 am–5 pm

AHS – Allen High School, Allen

MTW: 8 am–8 pm
R: 8 am–6 pm
F: 9 am–1 pm

2. Phone-in Registration-Credit Card Required

Reserve your place by calling Continuing Education Registration. Please have the course name and number, your VISA, MasterCard or Discover number and expiration date ready when you call: McKinney 972.548.6855 or Plano 972.985.3711

3. Mail-in Registration-Check or Credit Card Required

Mail the completed registration form with payment enclosed to:

Registrar's Office
CCCCD Courtyard Center
4800 Preston Park Blvd., Box 12,
Plano, Texas 75093

4. Fax Registration-Credit Card Required

Fax the completed registration form with your VISA, Discover or MasterCard number and expiration date to:

Courtyard Center 972.985.3723.

5. Register online www.ccccd.edu/ce

Registration will close at 5 pm 3/8–3/12

Facility Locations

This Map indicates sites where Continuing Education holds classes:

Central Park Campus (CPC)

2200 W. University Dr.
P.O. Box 8001
McKinney, Texas 75069-8001
972.548.6790

Courtyard Center (CYC)

4800 Preston Park Blvd.
P.O. Box 869055
Plano, Texas 75086-9055
972.985.3790

Preston Ridge Campus (PRC)

9700 Wade Blvd.
Frisco, Texas 75035
972.377.1790

CCCCD@ALLEN (AHS)

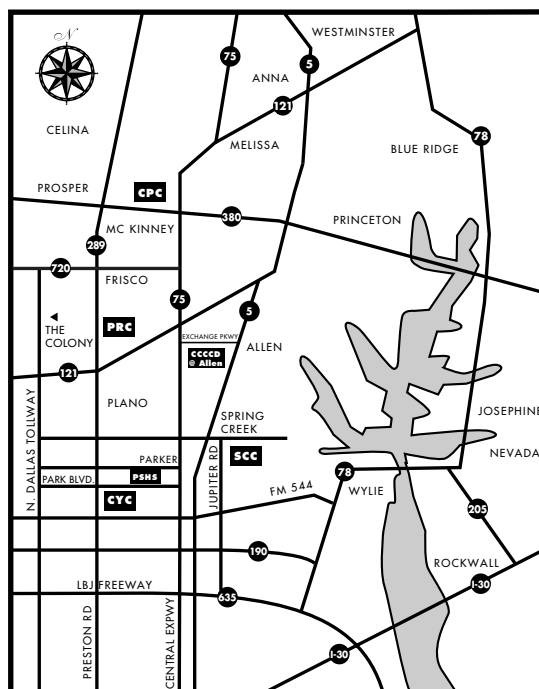
300 Rivercrest Blvd.
Allen, Texas 75002
214.495.5780

Spring Creek Campus (SCC)

2800 E. Spring Creek Pkwy.
Plano, Texas 75074
972.881.5790

Plano Senior High School (PSHS)

B Building,
2200 Independence Pkwy.
Plano, Texas 75075



Continuing Education Registration Form

LAST NAME

FIRST NAME

DATE

Social Security Number

Birth Date

Street Address

Apt. Number

City

State

Zip

Day Phone

Mobile Phone

Evening Phone

Email Address

Course Number

Course Name

Site

Days

Start Date

Time

Fee

Course Number

Course Name

Site

Days

Start Date

Time

Fee

Course Number

Course Name

Site

Days

Start Date

Time

Fee

Course Number

Course Name

Site

Days

Start Date

Time

Fee

Method of Payment (payment must accompany form):

☐ Check☐ Cash☐ MasterCard☐ VISA☐ Discover☐ ATM/Debit Card

TOTAL FEE(s):

Check Number

DL#

State

Card Number

Expiration Date

Signature

(Signature required to process credit card payment.)

Fax to: 972.985.3723 or

Mail to: CCCC-Courtyard Center • Registrar's Office

4800 Preston Park Blvd. • P.O. Box 869055 • Plano, TX 75086-9055

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Anita Wormald
Director of Business Solutions Group
972.985.3754



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ECHOCARDIOGRAM TECHNICIAN TRAINING

Course(s)	Date(s)	Day(s)	Time	Sessions	Location	Fee
04B.CVTT1060.001	1/6-6/22	Tues/Thur	6-10 pm	49	CCCCD/Courtyard Center	\$1,649 (Classroom)
04C.CVTT1060.002	3/3-8/18	Wed	6-10 pm	25	Medical Center of Plano	\$849 (lab)

** Please be sure to enroll in both courses for the classroom training and the lab training.*

Echocardiogram Technicians focus on one of our most essential organs – the heart. Learn the basics of echocardiogram in this entry-level training program. Upon completion of this course you will be able to perform a diagnostic study of the heart. You will gain a basic understanding of ultrasound physics, anatomy of the heart, and how to diagnose heart through the analysis of multiple data derived from echocardiograms. The lab training will encompass the use of two dimensional images, color flow, pulse, and continuous wave Cardiac Doppler. This program also includes EKG training. Classroom portion is 196 hours. 100-hours of lab practice will begin on March 3rd at Medical Center of Plano.

For more information please call 972.985.3750

“New classes starting each week”

Allied Health

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Caring for the Aging Certificate Series
Essentials of A & P
Essentials of Pathophysiology
Introduction to Medical Coding
Healthcare Data & Delivery Systems
Intermediate Medical Coding

Workforce Development

Montessori Spring Workshop
Business Math Refresher
Database Concepts for Non-Technical Manager

Developing an Effective
Small Business Web Site
Process Documentation
QuickBooks 2004

Computer Education

PC and Network Security
2273 Managing and Maintaining a MS
Win Server 2003 Environment
2278 Planning and Maintain a MS Win
Server 2003 Network Infrastructure
2279 Planning, Implementing and
Maintaining a MS Win Server 2003
Active Directory Infrastructure

2209 Updating Systems Admin Skills
from MS Win 2000 to Win Server 2003
2210 Updating Systems Engineer Skills
from MS Win 2000 to Win Server 2003
Solaris 9 Operating Environment SCSA
Firewalls and Network Security
Fundamentals of Wireless LANs
Operating System Security

and even more inside!

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