



North Lake College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Education That Works.

CONTINUING EDUCATION SCHEDULE

Workforce, Business and Technology




Spring
2020
northlakecollege.edu



Check out one of these exciting courses!

- Continuing Professional Education (CPE) for Teachers
- Electronic Health Records
- Microsoft Office Suite Training
- Online Project Management Series
- Red Hat Linux



MISSION STATEMENT

North Lake College, created as a part of the Dallas County Community College District (DCCCD) in 1977, is a two-year public community college located in Irving, Texas. In addition to the Central Campus, three community campuses provide access to diverse communities in the service delivery area. The college utilizes an open-door admission policy, which anticipates and responds to the educational, training, and employment needs of the community. The college prepares people for successful living and responsible citizenship through quality educational programs.

We invite dynamic partnerships with all our constituencies: students, community, business and industry, public schools, and government. We celebrate a supportive environment in all aspects of the college experience. We are committed to providing equal access and quality learning experiences to a diverse student population in an environment characterized by excellence in service and responsible use of resources.

IMPORTANT DATES

FALL SEMESTER 2020

January 2 (R)	College buildings and offices open
January 20 (M)	Martin Luther King Jr. Day – Holiday
February 27-28 (R-F)	Professional Development Days Thursday and Friday day classes will not meet. Friday evening, Saturday, and Sunday classes will meet.
March 16-20 (M-F)	Spring Break – College buildings will be closed
April 10 (F)	Holiday
May 14 (R)	Semester Ends (16-week classes)

COME SEE US.

CONTINUING EDUCATION / WORKFORCE TRAINING OFFICE:
Room A405

HOURS:

Monday - Thursday 8:30 AM - 6:30 PM
Friday 9:00 AM - 4:30 PM

 **NLC 24-HOUR INFORMATION PHONE LINE 972-273-3360**

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Texas Public Education Grants (TPEGs), for tuition only, are available to individuals to take career or occupation-related courses. Eligibility is based on financial need.

Application must be filed in the Financial Aid Office 6-8 weeks prior to the beginning of class.

*** Courses or programs marked by an asterisk are taught by third-party vendors, not by North Lake College faculty.**

North Lake College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of North Lake College.

Normal inquiries about North Lake College, such as admission requirements, financial aid, and educational programs should be addressed directly to North Lake College and not to the Commission's office. The Commission is to be contacted only if there is evidence that appears to support an institution's significant noncompliance with a requirement or standard.

GENERAL INFORMATION

ACCOUNTING SERVICES/CASHIER

The Accounting Services Department processes payment for all tuition and fees, parking citations, financial blocks and loan repayments, and provides other services such as the sale of copier cards. Payments are accepted in the form of personal checks, cash, American Express, Mastercard, Visa, Discover, or debit card.

Room A416 972-273-3310
Room I113 214-891-1309 (South Campus)
Mon. - Thu. 8:30 AM - 7:00 PM
Friday 8:30 AM - 4:30 PM
(Open some Saturdays; please call ahead.)

AGE REQUIREMENTS

All Continuing Education (CE) courses are open to individuals 18 years of age or older, unless the course is specifically designed for children, youth, or adults 55 or older and is advertised as such. North Lake College (NLC) accepts no responsibility for minors on the college premises outside the classes in which they are enrolled.

BOOKS AND SUPPLIES

972-550-0509, Room K201

Students will be notified in the course description or the first class meeting if textbooks or other materials are required. Students are responsible for the purchase of books and supplies, unless the course description indicates that materials are included in the course fee.

Required textbooks, as well as supplies, snacks, and souvenirs, are available at the Follett College Bookstore.

CAREER SERVICES

972-273-3140, Room A430

The Department of Career Services is a resource center for North Lake students, college alumni, employers, and members of the community. Career Services offers a variety of services including career planning, career counseling, job search preparation, practice interviewing, résumé assistance, career fairs, on campus recruitment, career seminars, and an industry matched mentoring program.

CHANGES AND CANCELLATIONS

972-273-3360

Important: North Lake College reserves the right to make necessary scheduling changes with regards to published class dates based on unforeseen or emergency situations, to include inclement weather and faculty absences.

Instructors and room assignments are subject to change. There are three easy ways to access the most current information regarding changes: refer to your course fee receipt, access eConnect, or call. If a class is canceled due to low enrollment, the student receives an automatic 100% refund at the time of cancellation.

Every effort is made to contact students when changes or cancellations occur. It is important to keep your contact information accurate so that you will be contacted in a timely manner.

CONCURRENT ENROLLMENT

Continuing Education (CE) noncredit students cover the same course content as credit students. Because of this, many credit courses are available to CE students through concurrent enrollment. Availability is limited for concurrent classes and students are accepted on a first come, first served basis.

CONTINUING EDUCATION UNITS (CEUs)

A CEU (one CEU = 10 hours of participation) serves as a standard unit of measure to recognize an individual's participation in noncredit courses.

Students seeking to convert a CEU course to credit must be enrolled in a credit course the same semester that the conversion is requested. The student will submit the Application for Conversion of Noncredit to Credit form to the dean of the appropriate teaching and learning center. The dean will ensure that all supporting documentation is available and validate approval for the conversion of noncredit to credit. The student will pay a \$25 conversion fee. The program coordinator will supply the course grade, and the dean will then submit the form to the registrar for processing to ensure the course is transcribed.

North Lake College will award academic credit for coursework taken on a noncredit basis only when there is documentation that the noncredit coursework is equivalent to a designated credit experience. Courses to be converted to credit must be of duration and content equivalent to that of the credit course for which credit is sought. It is for that reason typically only concurrent noncredit offerings may be converted to credit.

GRANTS/FINANCIAL AID

972-273-3320, Room A419

Texas Public Education Grants (TPEG) are available to CE students based on need. A TPEG can be applied to CE career or occupational courses. Eligibility is determined upon review of the student's grant application by Financial Aid.

INCLEMENT WEATHER

972-273-3300

In the event of severe weather, check local radio and TV stations for school closings, or visit northlakecollege.edu.

PREREQUISITES

Some courses may have prerequisites, especially credit courses that are offered on a noncredit or concurrent basis. Course descriptions include prerequisite requirements.

REPEATING CLASSES

A higher tuition rate is charged to students registering for a third or subsequent time in a Credit Workforce CE course. Third attempts include courses taken within the DCCCD since the Fall 2002 semester. For more information, visit dccc.edu/thirdcourseattempt.

REFUND POLICY

A refund of 100% will be made if requested prior to the first scheduled meeting day. The request for a refund must be made during business hours prior to the first day of class to qualify for a 100% refund. A refund of 80% is allowed before the close of business on the day of the second class meeting. No refund is allowed after the second class meeting. Requests for refund petitions should be made directly with the Cashier's Office. Please allow up to 30 days for refunds to be processed.

REGISTRATION INFORMATION

972-273-3360, Room A405

Building A, 4th Floor Admissions Area

Workforce Education Course Manual (WECM)

The Workforce Education Course Manual (WECM) is a web-based inventory of current workforce education courses available for use by Texas public two-year colleges. WECM courses are meant to provide Texas colleges increased assistance and flexibility in responding to employer needs, enhance the portability of credentials for students, increase access for students to workforce education certificates, and provide career advancement for students. All course prefixes in this schedule not ending with a "Z" are classified as WECM and therefore meet the criteria listed above.

GENERAL PHONE NUMBERS

CAFETERIA (SUBWAY)

Room K207 972-273-3030

CAREER SERVICES

Room A430 972-273-3140

COLLEGE POLICE

Room C204 972-860-4290
(Available 24 hours a day, 7 days a week)

CONTINUING EDUCATION

Central Campus
Room A405 972-273-3360
Monday-Thursday 8:30 AM - 6:30 PM
Friday 9:00 AM - 4:30 PM

HEALTH SERVICES

Room C200 972-273-3170
(For emergencies, use the emergency call boxes in hallways to call college police for assistance)

LIBRARY SERVICES

L Building 972-273-3400
Monday-Thursday 8:00 AM - 9:00 PM
Friday 8:00 AM - 4:00 PM
Saturday 9:00 AM - 1:00 PM

SCHEDULE KEY

- M - Monday
- T - Tuesday
- W - Wednesday
- R - Thursday
- F - Friday
- S - Saturday
- U - Sunday

How to Read the Class Schedule

Course Title | Course Description | INET indicates online course

Night classes are shaded

Introduction to Project Management
This course presents critical project management concepts and methods to help get your project launched. Content includes: methods for planning and controlling projects, project management concepts and models, critical path, analysis of time/cost benefits, and resource utilization. Topics also include project charter development and scope statement, stakeholder analysis, and preliminary estimates used for financial justification. Textbook required.

BMGT 1021.70603	08/23-12/2	2:00 PM-4:30 PM	Central	TR	7hrs	\$149
Course Number	Start & End Dates	Class Time	Class Location	Day(s) of Class	Total Hours	Cost
Section Number						

4 WAYS TO REGISTER

Your enrollment is important to us!

If you encounter difficulty enrolling, please call. We are standing by to assist you at 972-273-3360.



Online

Only returning students can register online. Go to econnect.dcccd.edu. Click on the Continuing Education menu bar on the right. Have your student ID, email, course section number(s), and credit card handy.



Phone

Call 972-273-3360. Have your student ID (if you have enrolled at North Lake previously), course section number, and credit card handy.



In Person

Stop by CE Registrar's Office (Room A405) to register. Cash, check, money order, or credit cards are accepted. Save time by bringing the completed form with you.



Corporate Billing "Student Sponsorships"

Select your class, then prepare and present a sponsorship letter or voucher to the CE Registrar's Office when registering. The letter must be on company letterhead and include:

- Statement of authorization to bill
- Mailing address for invoice
- Total amount to be paid
- Course number(s) and class title(s)
- Student's name, phone, and email
- Student's social security number
- Company signature for approval
- Any limitations regarding amount or courses

APPLICATION



Dallas County
Community College District



Brookhaven
College



Cedar Valley
College



Eastfield
College



El Centro
College



Mountain View
College



North Lake
College



Richland
College



Dallas Colleges
Online

CONTINUING EDUCATION REGISTRATION

PLEASE CHECK THE COLLEGE YOU PLAN TO ATTEND

- Brookhaven College
 Cedar Valley College
 Eastfield College
 El Centro College
 Mountain View College
 North Lake College
 Richland College
 Dallas Colleges Online

HOW DID YOU HEAR ABOUT US

- Website
 Friend/Family
 Social Media
 Magazine
 Catalog
 Student/Employee
 Advertisement
 Other _____

Student Information For new students, additional information may be required.

- New Student
 Existing Student
 Gender: Male
 Female

DCCCD Student I.D. Number: _____ Occupation: _____

Ethnicity information is used to meet Texas State reporting requirements and providing this information is voluntary on your part.

- White, Non-Hispanic
 Black, Non-Hispanic
 International/Non-Immigrant
 No Response
 Hispanic
 Asian/Pacific Islander
 American Indian/Alaskan Native
 Other

Last Name	First Name	MI
Address	City	State Zip
Primary Phone	Email Address	Date of Birth
I verify that the above information is accurate.		Signature _____ Date _____

Course Information

TERM	COURSE TITLE	RUBRIC	COURSE #	SECTION #	FEE

PAYMENT INFORMATION

Payment will be made at the college business office. Cash, Check, and Credit/Debit Cards are accepted.

REFUND POLICY A refund of 100% will be made if requested prior to the first scheduled meeting day. Your request for a refund must be made during business hours prior to the first day to qualify for a 100% refund. A refund of 80% is allowed before the close of business on the day of the second class meeting. No refund is allowed after the second class meeting. Should the college cancel the class a 100% refund will be issued. Refunds may take up to four weeks to process.

The Colleges of the Dallas Community College District reserve the right to make changes that may include, but are not limited to, the days and times courses are offered, classroom location, instructors who teach the course, and cancellation of courses. If you have questions regarding refund policy, refer to www.dccd.edu/cerefunds.

Certain Continuing Education courses have entrance requirements that the student must meet prior to registration. Consult College for details.



Accelerated Accounting Entry-Level Bookkeeping (Concurrent)

Completing this series earns a Continuing Education Skills Achievement Award.

If you are interested in gaining the skills you need for an entry-level position in accounting as a bookkeeper or clerk, this semester-long program is for you. The flexible, online series of four courses is convenient for busy schedules and can put you on the path to a rewarding career in this growing industry.

Introduction to Accounting I

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (Meets with ACNT 1303)

Introduction to Accounting II

Prerequisite: Introduction to Accounting I
This course builds on concepts learned in Introduction to Accounting I, with focus on merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. (Meets with ACNT 1304)

Introduction to Computerized Accounting

Course introduces use of computers in maintaining accounting records with primary emphasis on a general ledger package. Students gain hands-on experience with Microsoft QuickBooks, a commonly used workplace accounting program. Upon successful completion of this course, students have the knowledge to sit for QuickBooks User Certification. (Meets with ACNT 1311)

Computerized Accounting Applications

Focus is on use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. Students will develop Excel skills in this class for accountants. Upon successful completion of this course, students have the knowledge to sit for Excel MOS Certification. (Meets with ACNT 1313)

SCHEDULE – ACCELERATED ACCOUNTING ENTRY-LEVEL BOOKKEEPING (CONCURRENT)

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
ACNT 1003.74426	Introduction to Accounting I	01/21-03/12		INET	MTWRFSU	48hrs	\$177
ACNT 1004.74427	Introduction to Accounting II	03/24-05/13		INET	MTWRFSU	48hrs	\$177
ACNT 1011.74427	Intro. to Computerized Accounting	03/24-05/13		INET	MTWRFSU	64hrs	\$177
ACNT 1013.74426	Computerized Accounting Applications	01/21-03/12		INET	MTWRFSU	64hrs	\$177



ALLIED HEALTH

CPR for Health Care Providers

Do you know what to do in an emergency? Our certified Heartsaver instructors teach students to recognize and care for a variety of first aid emergencies such as burns, cuts, scrapes, sudden illnesses, head, neck, back injuries, and heat/cold emergencies. Learn how to respond to breathing and cardiac emergencies.

Learn and practice CPR for adults, children, and infants. Earn Heartsaver Provider CPR AED Certification (good for two years) upon successful completion of course. Course is open to the public and the medical community. Textbook and manual are required. American Heart Association Item: 15-1010. Digital CPR card processing fee of \$5 due on class day.

SCHEDULE – CPR FOR HEALTH CARE PROVIDERS

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
EMSP 1019.70651	CPR for Health Care Providers	01/11-01/11	8:00 AM-3:00 PM	Central	S	7hrs	\$70
EMSP 1019.70652	CPR for Health Care Providers	02/15-02/15	8:00 AM-3:00 PM	Central	S	7hrs	\$70
EMSP 1019.70653	CPR for Health Care Providers	03/28-03/28	8:00 AM-3:00 PM	Central	S	7hrs	\$70
EMSP 1019.70654	CPR for Health Care Providers	04/11-04/11	8:00 AM-3:00 PM	Central	S	7hrs	\$70

Electrocardiograph Technician/EKG

Completing this series earns a Continuing Education Skills Achievement Award. In addition, students can sit for the National Healthcareer Association Certified Electrocardiograph Technician (CET) Exam. EKG technicians play a key role in diagnosing patients with heart problems. Working closely with doctors, EKG technicians monitor EKG machines, keep equipment in working order, monitor patient readings, and review the quality of recorded data.

Prerequisite: High school diploma/GED, CPR certification card

In this 60-hour program, students will learn the fundamentals of cardiovascular anatomy and physiology, including basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. The \$115 exam fee is not included in tuition. National Healthcareer Association (NHA) test dates are to be determined.

NOTE: Students must register in person by bringing in proof of all required prerequisites.

SCHEDULE – ELECTROCARDIOGRAPH TECHNICIAN

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
ECRD 1011.70651	Electrocardiograph (EKG) Technician	01/13-03/03	2:00 PM-5:00 PM	Central	MTR	60hrs	\$600
		<i>No class meeting 01/20 or 02/27</i>					
ECRD 1011.70652	Electrocardiograph (EKG) Technician	03/23-05/05	2:00 PM-5:00 PM	Central	MTR	60hrs	\$600

Electronic Health Records

Upon completion of this series, students can sit for the National Healthcareer Association Electronic Health Record Specialist (CEHRS) exam.

Electronic Health Records (EHRs) are an integral part of the healthcare system. Digitized, real time, patient-centered EHRs make information available instantly and securely.

NLC's EHRs series is a completely online program. Each class runs for seven weeks. Student can progress through the classes at their own pace ensuring all competencies and assignments are completed at the end of the seven weeks. Multiple classes within the series can be taken concurrently. The exam is \$115 and not included in the cost of tuition.

NOTE: Registration ends one week prior to the first day of class.

Medical Terminology I

An introduction to the "language" of medicine, students study basic word structure, including roots, prefixes, and suffixes that form the basis of medical terms. Prior knowledge of anatomy, physiology, and chemistry is NOT required.

Medical Terminology II

Prerequisite: Medical Terminology I

Builds on knowledge of the "language" of medicine gained in Medical Terminology I with further exploration of anatomy, physiology, and major body systems.

Medical Office Procedures

Administrative front office duties and responsibilities are taught, including communication skills, filing, financial administration, and oversight of medical equipment. Students will also learn workplace etiquette and professional skills.

Working with Electronic Health Records (EHR)

Students apply knowledge from the Electronic Medical Records course to gain hands-on experience with medical records in a simulated EHR database. They learn skills to enter the medical community with comprehensive work experience and understanding of EHRs, and gain hands-on experience in computer systems used in the health care profession.

SCHEDULE – ELECTRONIC HEALTH RECORDS

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
HITT 1005.77651	Medical Terminology I	01/13-03/01		INET	MTWRFSU	32hrs	\$320
HITT 1003.77651	Medical Terminology II	01/13-03/01		INET	MTWRFSU	55hrs	\$550
MDCA 1021.77651	Medical Office Procedures	01/13-03/01		INET	MTWRFSU	64hrs	\$640
HITT 2011.77651	Working with Elect. Health Records	01/13-03/01		INET	MTWRFSU	60hrs	\$600
HITT 1005.77652	Medical Terminology I	03/23-05/10		INET	MTWRFSU	32hrs	\$320
HITT 1003.77652	Medical Terminology II	03/23-05/10		INET	MTWRFSU	55hrs	\$550
MDCA 1021.77652	Medical Office Procedures	03/23-05/10		INET	MTWRFSU	64hrs	\$640
HITT 2011.77652	Working with Elect. Health Records	03/23-05/10		INET	MTWRFSU	60hrs	\$600

Medical Billing and Coding

Upon completion of this series, students can sit for the National Healthcareer Association Certified Billing Coding & Specialist (CBCS) exam. Medical coding and billing skills are important to individuals interested in the area of medical records, billing, coding, and health information management. The health care industry, which includes hospitals, physician offices, clinics, nursing homes, home health agencies, HMOs, and government agencies, employs people who require this knowledge. This program develops skills in medical office procedures, anatomy and physiology, terminology, health insurance processing, and medical billing and coding. NLC's Electronic Health Records series is a completely online program. Each class runs for seven weeks. Students can progress through the classes at their own pace ensuring all competencies and assignments are completed at the end of the seven weeks. Some classes within the series can be taken concurrently. The exam cost (\$115) is not included in the cost of tuition.

Note: Registration ends one week prior to the first day of class.

Medical Terminology I

An introduction to the "language" of medicine, students study basic word structure, including roots, prefixes, and suffixes that form the basis of medical terms. Prior knowledge of anatomy, physiology, and chemistry is NOT required.

Medical Terminology II

Prerequisite: Medical Terminology I

Builds on knowledge of the "language" of medicine gained in Medical Terminology I with further exploration of anatomy, physiology, and major body systems.

Computerized Medical Billing

This course introduces students to the common administrative procedures performed in medical practices. Students learn to input patient information, bill insurance companies, and schedule appointments. Students will be able to run common reports associated with the medical practice such as day sheets, patient ledgers, and other financial reports that are important for daily financial operations of a medical practice.

Medical Coding

This course provides instruction needed to understand and work with medical insurance related to the application of ICD-10-CM, CPT, and HCPCS codes. The course teaches students how insurance reimbursement directly relates to proper code assignment. It provides a strong background in the coding process and teaches students how to assign ICD 10-CM, CPT, and HCPCS codes.

Medical Insurance Processing

This class reviews the procedures and processing in billing and coding occupations.

Medical Office Procedures

Administrative front office duties and responsibilities are taught, including communication skills, filing, financial administration, and oversight of medical equipment. Students will also learn workplace etiquette and professional skills.

SCHEDULE – MEDICAL BILLING AND CODING ONLINE PROGRAM

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
HITT 1005.77651	Medical Terminology I	01/13-03/01		INET	MTWRFSU	32hrs	\$320
HITT 1003.77651	Medical Terminology II	01/13-03/01		INET	MTWRFSU	55hrs	\$550
POFM 1017.77651	Computerized Medical Billing	01/13-03/01		INET	MTWRFSU	48hrs	\$480
HITT 1013.77651	Medical Coding	01/13-03/01		INET	MTWRFSU	55hrs	\$550
MDCA 1043.77651	Medical Insurance Processing	01/13-03/01		INET	MTWRFSU	48hrs	\$480
MDCA 1021.77651	Medical Office Procedures	01/13-03/01		INET	MTWRFSU	64hrs	\$640
HITT 1003.77652	Medical Terminology I	03/23-05/10		INET	MTWRFSU	32hrs	\$320
HITT 1005.77652	Medical Terminology II	03/23-05/10		INET	MTWRFSU	55hrs	\$550
POFM 1017.77652	Computerized Medical Billing	03/23-05/10		INET	MTWRFSU	48hrs	\$480
HITT 1013.77652	Medical Coding	03/23-05/10		INET	MTWRFSU	55hrs	\$550
MDCA 1043.77652	Medical Insurance Processing	03/23-05/10		INET	MTWRFSU	48hrs	\$480
MDCA 1021.77652	Medical Office Procedures	03/23-05/10		INET	MTWRFSU	64hrs	\$640

Pharmacy Technician

Completing this series earns a Continuing Education Skills Achievement Award. In addition, students can sit for the National Healthcareer Association Certified Pharmacy Technician (CPhT) exam or the Pharmacy Technician Certification Exam (PTCE) offered through the Texas State Board of Pharmacy. Both examinations are approved by the State of Texas.

Pharmacy technicians help licensed pharmacists provide medication and other health care products to patients. Technicians perform routine tasks such as counting tablets, labeling bottles, and pouring, weighing, measuring, and mixing medications.

NOTE: Students must register for both Pharmacy Practice and Pharmacy Technician Certification Review classes at the time of registration.

Pharmacy Practice

The first class in the Pharmacy Technician series, this course teaches medical terminology specific to pharmacies, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students learn dosage calculation, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement.

Pharmacy Technician Certification Review

This is the second class in the Pharmacy Technician series. This program helps students prepare for the National Healthcareer Association Certified Pharmacy Technician (CPhT) exam. The CPhT exam through NHA is approved by the State of Texas. Students must register for the exam with the Texas State Board of Pharmacy. Externship opportunities with our partner CVS require a criminal background check (\$37.50) and drug test (\$40).

Clinical Pharmacy Technician

Prerequisite: Successful completion of Pharmacy Skills (PHRA 1013) and Pharmacy Technician Certification Review (PHRA 1043), drug screening, background check, and Pharmacy Technician Trainee license

Apply your classroom knowledge and skills to gain hands-on experience as a pharmacy tech intern at CVS Pharmacy. Work side by side with pharmacists and certified pharmacy technicians to dispense medical prescriptions, respond to patient questions, and service customer needs. Gain real world experience in this high-demand career.

Students will complete 130 nonpaid work hours at a local CVS; internship hours will vary.

SCHEDULE – PHARMACY TECHNICIAN

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
PHRA 1060.70651	Clinical Pharmacy Technician	01/02-12/31	TBA	Off-Campus	MTWRF	130hrs	\$130
PHRA 1013.70652	Pharmacy Practice	01/22-04/13	1:00 PM-4:00 PM	Central	MW	64hrs	\$640
PHRA 1013.70651	Pharmacy Practice	01/22-03/30	5:45 PM-9:00 PM	Central	MW	64hrs	\$640
PHRA 1043.70651	Pharmacy Technician Cert. Review	04/01-04/15	5:45 PM-9:00 PM	Central	MW	16hrs	\$160
PHRA 1043.70652	Pharmacy Technician Cert. Review	04/15-05/03	1:00 PM-4:00 PM	Central	MW	16hrs	\$160



Phlebotomy Technician

Completing this series earns a Continuing Education Skills Achievement Award. In addition, students can sit for the National Healthcareer Association Certified Phlebotomy Technician (CPT) exam. Phlebotomists use a variety of methods to collect blood samples and prepare them for testing. Phlebotomy technicians play a key role in the clinical laboratory team. The Phlebotomy Technician program is taught in two parts that are designed to prepare students for certification. The program covers the roles and responsibilities of a phlebotomy technician, medical terminology, ethics, and professional skills, with the objective of preparing students for the written portion of the certification exam.

Prerequisite: High school diploma/GED, CPR certification card, completed immunizations

This course is an introduction to basic venipuncture and the skills required to draw blood. Multiple blood collection methods will be taught with focus on proper techniques and universal precautions. Emphasis is on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, and processing. This course provides the didactic information, skills, competencies, and required live sticks to successfully sit for and pass the National Healthcareer Association Certified Phlebotomy Technician Exam. The \$115 exam fee is not included in tuition. National Healthcare Association (NHA) test dates are to be determined. Textbook and scrub set required. Spring liability insurance is \$11 and is not included in the tuition, but due at the time of payment.

NOTE: Phlebotomy packets must be submitted in person to the Workforce and Continuing Education department, Room A405. Please contact Amy Campbell at amycampbell@dccc.edu or call the Workforce and Continuing Education department at 972-273-3360 to obtain the packet prior to registration. Students must register in person.

SCHEDULE – PHLEBOTOMY TECHNICIAN

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
PLAB 1023.70651	Phlebotomy Technician	01/13-03/09	9:00 AM-1:00 PM	Central	MTR	96hrs	\$960
PLAB 1023.70653	Phlebotomy Technician	03/23-05/14	9:00 AM-1:00 PM	Central	MTR	96hrs	\$960





Art

For more information, contact Joan Stephens (jmstephens@dcccd.edu).

Ceramic Art Jewelry

Using clay and a variety of techniques, students will learn to create one-of-a-kind jewelry. Methods include stamping, carving, and molding techniques to make pendants, broaches, earrings, necklaces, and buttons. Instructor will cover finishing techniques like glazing, staining, and painting. Supply list provided during first class. Supply Cost: \$25.

SCHEDULE – ART

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
ARTZ 1000.70152	Ceramic Art Jewelry	02/03-03/23	6:00 PM-9:15 PM	Central	M	24hrs	\$120

Art (Concurrent)

Explore your creativity and the world of art! Classes at North Lake College are taught by art faculty who are active artists with first-hand knowledge of each medium. You will have many opportunities to develop your visual awareness, engage in creative activity, and understand the heritage of art in our world. Concurrent CE seats are available for most sections with permission from the department coordinator, the Visual and Performing Arts Division office (972-273-3562), or Barbara Goldstein (bgoldstein@dcccd.edu). For more information, contact Byron Black (bblack@dcccd.edu), Brett Dyer (bdyer@dcccd.edu), or Trevor Bennett (trevorbennett@dcccd.edu).

Art Appreciation

Core Tier 2 - Humanity, Creativity and the Aesthetic Experience

Includes required visits to approved galleries or museums. Class meets face-to-face on campus and has a mandatory online component with some meetings at local museums or galleries. Films, lectures, slides, and discussions focus on the cultural and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. Required computer accessibility. (Meets with ARTS 1301)

Ceramics

Hand building methods such as coil-building, pinching, and slab construction are explored. Stoneware glazing and firing methods are included. Work on the potter's wheel is available after basic hand building. Glaze materials and firing is provided. Supply list provided during first class. Additional lab hours required; time options explained in first class. Approximate supply cost is \$80-\$120. (Meets with ARTS 2346)

Ceramics/Sculpture

Includes basic introduction to 3-D design and use of sculpture/ceramics media with varied techniques, including modeling and carving. The primary medium is clay. Additional lab hours required; time options explained in first class. (Meets with ARTS 2326/2346)

Drawing

Investigates various media, techniques, and subjects. A variety of drawing tools are used to explore perceptual and descriptive possibilities. Drawing is emphasized as a developmental process, as well as an end in itself. Kit is available at the campus bookstore. (Meets with ARTS 1316)

Figural Drawing

Prerequisite: ARTS 1311, ARTS 1316

Utilizes nude models and other figural resources: anatomical, expressive, and experimental with a diversity of ideas and media (wet, dry, printmaking). Supply list is given at the first class meeting. Approximate cost of supplies is \$90-\$120. (Meets with ARTS 2323)

Painting

Recommended: ARTS 1311, ARTS 1316

Stresses fundamental concepts of painting with acrylics or oils. Emphasis is on painting from still life and the imagination. Supply list provided during first class. (Meets with ARTS 2316)

Sculpture

Prerequisite: ARTS 1311, ARTS 1316

Students use a variety of 3-D materials such as clay, plaster, and wire, and are introduced to basic 3-D design and sculpture concepts. Partial supplies included. Supply list provided during first class. Approximate supply costs \$90 - \$120. (Meets with ARTS 2326)

CONCURRENT ENROLLMENT

Continuing Education (CE) noncredit students cover the same course content as credit students.

SCHEDULE – ART FOR CONCURRENT ENROLLMENT

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
ARTZ 1000.75407	Art Appreciation	01/21-03/12	7:15 PM-8:35 PM	Central	W	48hrs	\$177
ARTZ 1000.75416	Ceramics	01/21-05/14	9:30 AM-12:15 PM	Central	TR	96hrs	\$177
ARTZ 1000.75417	Ceramics	01/21-05/14	6:00 PM-9:45 PM	Central	T	96hrs	\$177
ARTZ 1000.75418	Ceramics	01/21-05/14	9:30 AM-12:15 PM	Central	F	96hrs	\$177
ARTZ 1000.75414	Ceramics/Sculpture	01/21-05/14	6:00 PM-9:45 PM	Central	W	96hrs	\$177
ARTZ 1000.75401	Drawing	01/21-05/14	5:45 PM-8:30 PM	Central	TR	96hrs	\$177
ARTZ 1000.75402	Drawing	01/21-05/14	10:00 AM-3:30 PM	Central	S	96hrs	\$177
ARTZ 1000.75405	Figural Drawing	01/21-05/14	9:45 AM-3:15 PM	Central	F	96hrs	\$177
ARTZ 1000.75404	Painting	01/21-05/14	1:30 PM-4:15 PM	Central	TR	96hrs	\$177
ARTZ 1000.75413	Sculpture	01/21-05/14	9:30 AM-12:15 PM	Central	MW	96hrs	\$177
ARTZ 1000.75415	Sculpture	01/21-05/14	9:30 AM-2:15 PM	Central	S	96hrs	\$177
ARTZ 1000.75406	Art Appreciation	03/24-05/13	8:00 AM-9:20 AM	Central	T	48hrs	\$177
ARTZ 1000.75409	Art Appreciation	03/24-05/13	5:45 PM-7:05 PM	Central	R	48hrs	\$177

Digital Art & Design (Concurrent)

Create and communicate in new and inventive ways through digital art and design. Digital art, design, and animation courses combine traditional studio education with industry-standard digital tools and technologies. For more information regarding digital art and design, contact Lisa Gabriel (lgabriel@dcccd.edu); regarding animation, contact Dane Sigua (dsigua@dcccd.edu).

Completing the series: Digital Imaging I, Computer Illustration, and Digital Publishing I earns a Workforce Skills Achievement Award for Graphic Designer. In addition, students can sit for the Adobe Certified Associate (ACA) exam.

2-D Animation 1

Software: Blender, 3-D Grease Pencil

This course stresses the design process, typography, and simple digital illustration. Topics include basic terminology and graphic design principles. Additional lab hours are required; time options are explained in first class.

(Meets with ARTV-2301)

3-D Animation 1

Software: Blender

Introductory level 3-D course introducing animation tools and techniques used to create movement. Emphasis on using the principles of animation. Additional lab hours required; time options explained in first class. (Meets with ARTV 1341)

3-D Animation 2

Prerequisite: ARTV 1341

Software: Blender

Advanced level 3-D course utilizing animation tools and techniques used to develop movement. Emphasis on advanced animation techniques. Additional lab hours required; time explained in first class. (Meets with ARTV 2351)

3-D Modeling and Rendering 1

Prerequisite: Basic computer skills, knowledge of internet

Software: Blender

Techniques of three-dimensional (3-D) modeling utilizing industry standard software. Includes the creation and modification of 3-D geometric shapes, use of a variety of rendering techniques, camera, light sources, texture, and surface mapping. Additional lab hours required; time options explained in first class. (Meets with ARTV 1345)

3-D Modeling and Rendering 2

Prerequisite: ARTV 1345

Software: Blender

A studio course focused on advanced 3-D modeling and rendering techniques using industry standard software, modeling techniques, camera settings, lighting, and surfacing to develop detailed environments. Additional lab hours required; time options explained in first class.

(Meets with ARTV 2345)

Basic Animation

Prerequisite: Prior knowledge of Photoshop and district computer skills requirement

Software: After Effects, Flash

Examination of animation concepts, principles, and storyboard for basic production. Emphasizes creating movement and expression utilizing traditionally or digitally generated image sequences. Additional lab hours required; time options explained in first class. (Meets with ARTV 1303)

Basic Graphic Design

Prerequisite: ARTC 1302 and district computer skills requirement

Software: Adobe Illustrator, Adobe InDesign

This course stresses the design process, typography, and simple digital illustration. Topics include basic terminology and graphic design principles. Additional lab hours are required; time options are explained in first class. (Meets with ARTC 1305)

Digital Imaging 1

Prerequisite: District computer skills requirement

Software: Adobe Photoshop, Adobe Bridge, Adobe Acrobat Pro, Microsoft Word

Introduction to the fundamental tools and concepts of digital imaging. Imaginative projects focus on digital collage, blending and illustration techniques, photo enhancement/correction, and more. Learn a practical skill that is creative and fun. (Meets with ARTC 1302)

Digital Imaging – Online

Prerequisite: District computer skills requirement

Software: Adobe Photoshop, Adobe Bridge, Adobe Acrobat Pro, Microsoft Word

All content is delivered through computers and multimedia. This course uses eCampus and may include CDs and audio/video streaming or publisher video cartridges. This is a totally online class with no on-campus testing or activities required; however, off-campus proctored exams may be required. (Meets with ARTC 1302)

CONCURRENT ENROLLMENT

Continuing Education (CE) noncredit students cover the same course content as credit students.

Typographic Design

Exploration of problems in typographic design including computer generated letterforms as elements of design. Includes theory and techniques of traditional, contemporary, and experimental typography. (Meets with ART 2317)

Web Design 1

Prerequisite: District computer skills requirement and ARTC 1302 or ARTS 2438

Software: Adobe Creative Cloud

Class meets face-to-face on campus AND has MANDATORY online component. Some written assignments are completed online. All content is delivered through computers and multimedia. The course uses eCampus and may include CDs and audio/video streaming or publisher video cartridges. (Meets with IMED 1316)

SCHEDULE - DIGITAL ART & DESIGN FOR CONCURRENT ENROLLMENT

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
ARTV 2001.75401	2-D Animation 1	01/21-05/14	5:45 PM-10:00 PM	Central	T	96hrs	\$177
ARTV 1041.75401	3-D Animation 1	01/21-05/14	5:45 PM-10:00 PM	Central	R	96hrs	\$177
ARTV 2051.75401	3-D Animation 2	01/21-05/14	5:45 PM-10:00 PM	Central	M	96hrs	\$177
ARTV 1045.75401	3-D Modeling and Rendering 1	01/21-05/14	12:30 PM-5:30 PM	Central	MW	96hrs	\$177
ARTV 2045.75401	3-D Modeling and Rendering 2	01/21-05/14	5:45 PM-10:00 PM	Central	M	96hrs	\$177
ARTV 1003.75401	Basic Animation	01/21-05/14	5:45 PM-10:00 PM	Central	M	96hrs	\$177
ARTC 1005.75401	Basic Graphic Design	01/21-05/14	12:45 PM-3:30 PM	Central	MW	96hrs	\$177
ARTC 1005.75402	Basic Graphic Design	01/21-05/14	5:45 PM-10:00 PM	Central	T	96hrs	\$177
ARTC 1002.75401	Digital Imaging 1	01/21-05/14	9:30 AM-12:15 PM	Central	TR	96hrs	\$177
ARTC 1002.75402	Digital Imaging - Online	03/24-05/13		INET	MTWRFSU	96hrs	\$177
IMED 1016.75401	Web Design 1	01/21-05/14	5:45 PM-10:00 PM	Central	W	96hrs	\$177
ARTC 1091.75401	Typographic Design	03/24-05/13	5:45 PM-8:15 PM	Central	T	96hrs	\$177



Dance (Concurrent)

Express yourself through movement! Whether for fun and exercise or creative self-expression, North Lake College offers the opportunity to perform, create, costume, and co-produce dance works. Concurrent CE seats are available for most sections with permission from the department coordinator, the Visual and Performing Arts Division office at 972-273-3562, or Barbara Goldstein (bgoldstein@dcccd.edu). For more information regarding dance, contact Brenda Parker-Braswell (bparker@dcccd.edu). All dance sections are three-hour classes.

Ballet

Recommended: Enrollment in performance class. Advanced students may dance en pointe with permission from the instructor. Additional rehearsal hours required; times determined by student schedule. (Meets with DANC 1341)

Dance Rehearsal/Performance

Includes an examination of the principles of movement generation, phrasing, choreographic structure, and manipulation. Integration of choreographic principles fosters the growth of personal artistic style. Additional rehearsal hours required; times determined by student schedule. (Meets with DANC 1301)

Modern Dance (Mixes Styles)

Recommended: Enrollment in performance class. Class includes skills, techniques, and movements of mixed styles, including hip-hop, tap, modern, and dance workouts. Tap shoes are available for loan during class. Additional lab hours required; time explained in first class. (Meets with DANC 1345)

CONCURRENT ENROLLMENT

Continuing Education (CE) noncredit students cover the same course content as credit students.

SCHEDULE – DANCE FOR CONCURRENT ENROLLMENT

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
DANZ 1000.75403	Ballet	01/21-05/14	5:45 PM-7:05 PM	Central	MW	64hrs	\$177
DANZ 1000.75401	Dance Rehearsal/Performance	02/03-05/14	TBA	Central	MTWRFS	60hrs	\$177
DANZ 1000.75402	Dance Rehearsal/Performance	02/03-05/14	TBA	Central	MTWRFS	60hrs	\$177
DANZ 1000.75404	Modern Dance (Mixed Styles)	01/21-05/14	9:30 AM-10:50 AM	Central	MW	64hrs	\$177
DANZ 1000.75405	Modern Dance (Mixed Styles)	01/21-05/14	5:45 PM-7:10 PM	Central	MW	64hrs	\$177



Dramatic Arts (Concurrent)

The North Lake College Drama program provides students with a working knowledge of technical theatre and acting, and basic preparation for work in local community and professional theatre. Students become involved in every aspect of production, which includes onstage and backstage training. For more information, contact Alice Butler (abutler@dcccd.edu).

Stagecraft 1, 2

This course is a backstage introduction to production for both stage and television. Students can grow in technical experiences and become part of the North Lake Theatre production team. It is a hands-on course in how technical production works. Topics include shop procedures, planning and fabrication of scenic elements, and backstage operations. Emphasis is placed on the design process and individual projects. (Meets with DRAM 1330/DRAM 2331)

Voice for the Theatre

This class is valuable for ESOL students, actors, or anyone who will be using their voice to make a living (teachers, salespeople, lawyers, etc.) Emphasis is placed on the development of the voice and proper speaking techniques. Specific exercises are designed to meet the needs of the student. (Meets with DRAM 2336/SPCH 1342)

CONCURRENT ENROLLMENT

Continuing Education (CE) noncredit students cover the same course content as credit students.

SCHEDULE – DRAMATIC ARTS FOR CONCURRENT ENROLLMENT

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
DRAZ 1000.75402	Stagecraft 1, 2	03/02-03/14	2:00 PM-5:00 PM	Central	MW	80hrs	\$177
DRAZ 1000.75405	Voice for the Theatre	01/21-05/14	11:00 AM-12:20 PM	Central	MW	48hrs	\$177



Music (Concurrent)

The North Lake College Music Department is expanding its offerings of performing ensembles and digital music to better serve the needs of the community. We continue to offer coursework in music theory, musicianship, and jazz improvisation for all levels of musicians, as well as general education music appreciation and entry-level courses in piano, guitar, and voice, which are open to all students. Private music lessons are available for students participating in ensembles.

Our music program provides a broad base of experience to build basic musicianship skills with classes that transfer to any Texas public college as the first two years in a baccalaureate-level music degree. Transferring students must satisfy the competency and proficiency requirements of the receiving institution. Concurrent CE seats are available for most sections with permission from the department coordinator, the Visual and Performing Arts Division office at 972-273-3562, or Barbara Goldstein (bgoldstein@dcccd.edu). For more information, contact Jim Eger (jeger@dcccd.edu), 7music@dcccd.edu, or Barbara Goldstein. Note: online registration for MUAZ classes may not be available.

Group Guitar Class

This course is for students with limited experience reading music or playing guitar. It develops basic skills needed to play popular music. An acoustic or electric guitar is required. (Meets with MUSI 1192)

Group Piano Class

This course is for students with limited experience in reading music or playing piano. It develops basic skills needed to play popular music. (Meets with MUSI 1181)

Group Voice Class

This course is for students with limited experience in reading music or vocal training. It develops basic skills needed to enjoy vocal music. (Meets with MUSI 1184)

Jazz Ensemble

This ensemble is open to all qualified performers. It rehearses and performs a variety of jazz styles. (Meets with MUEN 1122)

Jazz Improvisation

This course is open to all qualified performers. In this performance class, participants learn to improvise solos in styles ranging from jazz to rock. (Meets with MUEN 1121)

CONCURRENT ENROLLMENT

Continuing Education (CE) noncredit students cover the same course content as credit students.

Music Appreciation

Core Tier 2 - Humanity, Creativity and the Aesthetic Experience

There are required visits to approved concerts. The basic elements of music are surveyed and examined in the music literature of Western civilization, particularly from the baroque period to the present. Cultural influences on the music of each era are observed. (Meets with MUSI 1306)

Music Theory

Prerequisite: Concurrent enrollment in MUSI 1116/MUSI 1311

Required for field of study in music majors and Level 2 Applied Music Classes. Designed for music majors and minors but open to all students. Emphasis is on notation, cadences, and classification of diatonic triads, scales, and modes. (Meets with MUSI 1311)

String Ensemble

This ensemble is open to all qualified instrumentalists. A group of string instrumentalists read and perform literature for small ensembles. (Meets with MUEN 1136)

Vocal Ensemble

This ensemble is open to anyone who would like to learn to sing with others, harmonize, arrange vocal parts, and perform. It performs a variety of styles – jazz, pop, musicals, and rock. (Meets with MUEN 1151)

SCHEDULE – MUSIC FOR CONCURRENT ENROLLMENT

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
MUAZ 1000.75410	Group Guitar Class	01/21-04/14	11:00 AM-11:55 AM	Central	TR	32hrs	\$59
MUAZ 1000.75411	Group Guitar Class	01/21-05/14	7:15 PM-9:05 PM	Central	W	32hrs	\$59
MUAZ 1000.75406	Group Piano Class	01/21-05/14	11:00 AM-11:55 AM	Central	MW	32hrs	\$59
MUAZ 1000.75407	Group Piano Class	01/21-05/14	11:00 AM-11:55 AM	Central	TR	32hrs	\$59
MUAZ 1000.75408	Group Piano Class	01/21-05/14	5:45 PM-7:35 PM	Central	T	32hrs	\$59
MUAZ 1000.75409	Group Voice Class	01/21-04/14	11:00 AM-11:55 AM	Central	M	32hrs	\$59
MUAZ 1000.75412	Music Appreciation	01/21-05/14	5:45 PM-7:05 PM	Central	T	48hrs	\$177
MUAZ 1000.75413	Music Theory	01/21-05/14	9:30 AM-10:50 AM	Central	MW	48hrs	\$177
MUAZ 1000.75402	Jazz Ensemble	02/03-05/14	12:30 PM-1:30 PM	Central	TR	48hrs	\$59
MUAZ 1000.75401	Jazz Improvisation	02/03-05/14	2:00 PM-3:20 PM	Central	TR	48hrs	\$59
MUAZ 1000.75404	String Ensemble	02/03-05/14	2:00 PM-4:45 PM	Central	M	48hrs	\$59
MUAZ 1000.75405	Vocal Ensemble	02/03-05/14	12:30 PM-1:50 PM	Central	TR	48hrs	\$59

Photography (Concurrent)

Whether you are a novice or an experienced photographer, North Lake College offers an educational experience in photography that can take you to another level. Students will explore recent advances in digital photography, learn fundamental elements, experiment with the medium, and gain confidence in the technical and conceptual quality of their work. For more information, contact Dan Tossing (dantossing@dcccd.edu).

Photo 1 (Digital)

Course is an introduction to basic digital photography, software, and lighting. Students complete fun, creative assignments. Cameras are available for free checkout. (Meets with COMM 1316/ARTS 2356)

Photo 2 (Digital)

Prerequisite: COMM 1316/ARTS 2356

Covers advanced concepts in the use of the computers and software for photographic manipulation and output. Lecture time includes one hour of mandatory lab time. Additional mandatory lab hours and time options are explained in first class. Textbook is recommended. Cameras are available for free checkout. (Meets with COMM 1317/ARTS 2357)

SCHEDULE – PHOTOGRAPHY FOR CONCURRENT ENROLLMENT

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
PHTC 1000.75404	Photo 1 (Digital)	01/21-03/12	9:30 AM-10:50 AM	Central	MW	96hrs	\$177
PHTC 1000.75407	Photo 1 (Digital)	01/21-03/12		INET	MTWRFSSU	96hrs	\$177
PHTC 1000.75408	Photo 1 (Digital)	01/21-05/14	7:15 PM-9:05 PM	Central	M	96hrs	\$177
PHTC 1000.75402	Photo 1 (Digital)	02/03-05/14	11:00 AM-12:20 PM	Central	MW	96hrs	\$177
PHTC 1000.75403	Photo 1 (Digital)	02/03-03/14	11:00 AM-12:20 PM	Central	TR	96hrs	\$177
PHTC 1000.75409	Photo 1 (Digital)	02/03-05/14	7:15 PM-9:05 PM	Central	T	96hrs	\$177
PHTC 1000.75401	Photo 1 (Digital)	03/24-05/13		INET	MTWRFSSU	96hrs	\$177
PHTC 1000.75405	Photo 1 (Digital)	03/24-05/14	12:30 PM-1:50 PM	Central	MW	96hrs	\$177
PHTC 1000.75406	Photo 1 (Digital)	03/24-05/13	12:30 PM-1:50 PM	Central	MW	96hrs	\$177
PHTC 2049.75401	Photo 2 (digital)	03/24-05/13	7:15 PM-9:05 PM	Central	W	96hrs	\$177

Video Technology (Concurrent)

Skilled video technicians are in high demand in the video production, television broadcast, and film industries. Learn the terminology and equipment used in video/film, the various stages of the filmmaking process, and the numerous jobs involved in taking a video/film from conception to script, production, post-production, and finished product. For more information, contact Greg Ruuska (gruuska@dcccd.edu).

Audio/Radio Production 1

Prerequisite: RTVB 1305 or concurrent enrollment in RTVB 1305 AND permission of instructor

Covers concepts and techniques of sound production, including basic recording, mixing, and editing techniques. Students learn to operate a variety of production equipment; define terminology applicable to the audio/radio industry; produce audio productions (including microphone techniques, recording, mixing, and editing); and design and complete audio productions from concept to scripting and post production. Additional lab hours required; time options explained in first class. (Meets with RTVB 1409)

Film and Video Editing

Prerequisite: District computer skills requirement

Software: Final Cut Pro X, DaVinci Resolve

The course is mandatory for all Video Technology students. It covers film and broadcast editing for the preparation and completion of shorts, trailers, documentaries, and features. Additional lab hours are required; time is explained in first class. (Meets with RTVB 2430)

Introduction to TV Technology

Mandatory for all Video Technology students, this course covers identification and operation of current television production equipment. It includes digital and analog signal concepts and use. Additional lab hours are required; time options are explained in first class. (Meets with RTVB 1305)

Scriptwriting

Blended Course

Prerequisite: TSI for reading and writing

Requirements: Computer accessibility, extensive eCampus proficiency

This writing intensive class will meet face-to-face on campus and has an extensive eCampus component that requires login and proficient use of eCampus. Assignments will be submitted through eCampus. (Meets with RTVB 1329)

Video Graphics/Visual Effects

Prerequisite: RTVB 2430 OR concurrent enrollment in RTVB 2430

Software: Adobe Creative Cloud

Online Course: No on-campus testing or on-campus activities are required; however, off-campus proctored exams may be required. Students create motion graphics and visual effects for TV using Adobe Photoshop, Adobe After Effects, and InScriber. Topics include: basic graphic design principles, motion graphics animation, and visual effects techniques. All content is delivered through computers and multimedia. Course uses eCampus and may include CDs and audio/video streaming or publisher video cartridges. (Meets with FLMC 1331/2331)

CONCURRENT ENROLLMENT

Continuing Education (CE) noncredit students cover the same course content as credit students.

SCHEDULE - VIDEO TECHNOLOGY FOR CONCURRENT ENROLLMENT

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
RTVB 1040.75401	Audio/Radio Production 1	01/21-05/14	10:00 AM-1:15 PM	Central	TR	80hrs	\$177
FLMC 2044.75401	Film and Video Editing	01/21-05/14	6:00 PM-8:50 PM	Central	TR	96hrs	\$177
FLMC 2044.75402	Film and Video Editing	01/21-05/14	10:00 AM-3:30 PM	Central	R	96hrs	\$177
RTVB 1005.75401	Introduction to TV Technology	01/21-05/14	1:00 PM-4:40 PM	Central	M	64hrs	\$177
RTVB 1005.75403	Introduction to TV Technology	01/21-05/14	1:05 PM-4:40 PM	Central	S	64hrs	\$177
RTVB 1029.75401	Scriptwriting	01/21-05/14	1:00 PM-4:45 PM	Central	T	48hrs	\$177
FLMC 1031.75401	Video Graphics/Visual Effects	01/21-05/14		INET	MTWRFUSU	96hrs	\$177

STUDENT RESOURCE CENTER

The North Lake College Student Resource Center (Room L240) provides student access to current technology including computers, software, email, and internet. Teacher reserves and reference textbooks may be checked out for review. A student ID is required to use the Student Resource Center and to check out media items. A student ID may be obtained in L240.

Software: Windows 10 (some with CD burners), Mozilla Firefox, Google Chrome, Microsoft Office Suite, and Windows Movie Maker

Media: Telecourse CDs/DVDs (semester checkout), movie, and media items (three-day checkout)

Equipment: Fax machine, photocopy machines, scanner



PRINTING, COPYING, AND SCANNING

Color and black-and-white printing and copies are available using the PaperCut print system. No coins are accepted, only credit cards and cash. No refunds are given for money added to account.

TUTORING ASSISTANCE

Tutors are available by appointment and walk-in during set hours each semester. Tutors offer one-on-one and group assistance to students, free of charge. Tutoring is currently available in accounting and computer programming.

OTHER SERVICES

Student IDs and parking decals are both issued in the Student Resource Center.



BUSINESS AND PROFESSIONAL DEVELOPMENT

Logistics Management (Concurrent)

Logistics Management is the oversight of the flow and storage of materials and finished goods through the supply chain to the consumer – critical processes in today's economy. According to the U.S. Department of Commerce and Bureau of Labor Statistics, materials handling and logistics is one of America's largest and fastest growing industries. DFW is one of the largest points of distribution and logistics in the United States. For more information, contact the Workforce, Business and Technology Division at 972-273-3450.

Domestic & International Transportation Management

An overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States, as well as global distribution systems. (Meets with LMGT 1323)

Economics of Transportation and Distribution

Learn the basic economic principles and concepts applicable to transportation and distribution and the impact that alternative transportation methods have on distribution systems. (Meets with LMGT 1345)

Freight Loss and Damage Claims

An analysis of bill of lading contracts and liability for lost or damaged freight, including procedures for filing and documenting claims. (Meets with LMGT 1341)

International Logistics Management

Identification of the principles and practices involved in international distribution systems including multinational corporations. Attention to global strategic planning, production, supply, manpower/labor, geography, business communications, cultural, political, and legal issues affecting global distribution and firm/host relationships. (Meets with LMGT 2330)

Introduction to Business Logistics

A systems approach to managing activities associated with traffic, transportation, inventory management, warehousing, packaging, order processing, and materials handling. (Meets with LMGT 1319)

Introduction to Materials Handling

Introduces the concepts and principles of materials management to include inventory control and forecasting activities. (Meets with LMGT 1321)

Principles of Traffic Management

A study of the role and functions of a transportation traffic manager within a commercial or public enterprise. Includes training in rate negotiation, carrier and mode selection, carrier service evaluation, quality control, traffic pattern analysis, documentation for domestic and international shipments, claims, hazardous materials movement, and the state, federal, and international environments of transportation. (Meets with LMGT 2334)

Special Topics Logistics and Materials Management

Topics address current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (Meets with LMGT 1393)

Warehouse and Distribution Center Management

Emphasis on physical distribution and total supply chain management. Includes warehouse operations management, hardware and software operations, barcodes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party. (Meets with LMGT 1425)

CONCURRENT ENROLLMENT

Continuing Education (CE) noncredit students cover the same course content as credit students.

SCHEDULE – LOGISTICS FOR CONCURRENT ENROLLMENT

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
LMGT 1023 .74426	Domestic & Int. Transportation Mgmt	01/21-03/12		INET	MTWRFSU	48hrs	\$177
LMGT 1045.74426	Econ. of Transportation and Distrib.	01/21-03/12		INET	MTWRFSU	48hrs	\$177
LMGT 1019.74426	Introduction to Business Logistics	01/21-03/12		INET	MTWRFSU	48hrs	\$177
LMGT 1021 .74426	Introduction to Materials Handling	01/21-03/12		INET	MTWRFSU	48hrs	\$177
LMGT 1025 .74426	Warehouse and Dist. Center Mgmt.	01/21-03/12		INET	MTWRFSU	48hrs	\$177
LMGT 1041.74427	Freight Loss and Damage Claims	03/24-05/13		INET	MTWRFSU	48hrs	\$177
LMGT 2030.74427	International Logistics Management	03/24-05/13		INET	MTWRFSU	48hrs	\$177
LMGT 2034.74427	Principles of Traffic Management	03/24-05/13		INET	MTWRFSU	48hrs	\$177
LMGT 2030.74427	Spec. Topics Log. and Materials Mgmt.	03/24-05/13		INET	MTWRFSU	48hrs	\$177

PARKING DECALS

Parking decals are free. Visit the Student Resource Center in L240 or the Police Office in C204. Remember to bring your photo ID and vehicle information, including license plate number.



**STUDENTS AND EMPLOYEES
ATTENTION**

**WEAR YOUR
ID BADGE
ON CAMPUS**

Mortgage Banking (Concurrent)

Online classes require students to have a computer, stable internet connection, and email account. For more information, contact the Workforce, Business and Technology Division (972-273-3450) or Keith Baker (972-273-3467).

Analyzing Financial Statements

A study of the problems encountered by financial advisors when managing family financial affairs. This course covers advising clients on topics such as estate planning, retirement, home ownership, savings, and investment planning. (Meets with BUSG 1304)

Financial Literacy

Students learn to identify the concepts associated with the time value of money, identify the differences among various savings and investment programs and classes of securities, identify the options for insurance, describe retirement and estate planning techniques, explain owning versus renting real property, and describe consumer protection legislation. (Meets with BUSG 1304)

Loan Origination

This course teaches the basics of residential mortgage loan origination. It provides a detailed review of how a loan officer deals with mortgage customers – the prequalification process, loan application, and meeting federal and state regulatory requirements. (Meets with RELE 1324)

Loan Underwriting

Course addresses current events, skills, and behaviors pertinent to loan underwriting and to the professional development of the student. (Meets with BNKG 2372)

Loan Servicing

This course examines how mortgage lenders handle loans from the time a loan is closed until the final payment. Focus is on the legal aspects and actual procedures used in the daily operations of the loan servicing function. Topics include: escrow accounting, contract servicing, governmental regulations, taxing authorities and establishing tax rates, and the economic impacts of delinquency. (Meets with BNKG 1359)

Money and Banking

This course explores the role of monetary policy and its related effects upon financial intermediaries (S&Ls and credit unions) and provides an overview of financial markets, regulatory functions, and structures. It also covers how financial intermediaries fit into facilitating investments and funds management. (Meets with BNKG 1340)

Mortgage Lending

This course is recommended for individuals with no industry experience. It gives an overview of the mortgage lending market and mortgage banking process. Emphasis is on documentation, credit evaluation, federal regulation, and state laws related to mortgage loans. (Meets with BNKG 1353)

Principles of Finance

Course covers the financial dynamics of a business and includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. It emphasizes the time value of money. (Meets with BUSG 1303)

SCHEDULE – MORTGAGE BANKING FOR CONCURRENT ENROLLMENT

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
RELE 1024.74426	Loan Origination	01/21-05/14		INET	MTWRFSU	48hrs	\$177
BNKG 1059.74426	Loan Servicing	01/21-05/14		INET	MTWRFSU	48hrs	\$177
BNKG 1091.74427	Loan Underwriting	01/21-05/14		INET	MTWRFSU	48hrs	\$177
BNKG 1040.74426	Money and Banking	01/21-05/14		INET	MTWRFSU	48hrs	\$177
BNKG 1053.74426	Mortgage Lending	01/21-05/14		INET	MTWRFSU	48hrs	\$177
BNKG 1053.74470	Mortgage Lending	01/21-03/12	5:45 PM-9:45 PM	Central	W	48hrs	\$177
BNKG 1003.74426	Principles of Finance	01/21-03/12		INET	MTWRFSU	48hrs	\$177
BNKG 1056.74427	Analyzing Financial Statements	03/24-05/13		INET	MTWRFSU	48hrs	\$177
BNKG 1004.74427	Financial Literacy	03/24-05/13		INET	MTWRFSU	48hrs	\$177
RELE 1024.74470	Loan Origination	03/24-05/13	5:45 PM-9:45 PM	Central	W	48hrs	\$177
BNKG 1091.74470	Loan Underwriting	03/24-05/13	5:45 PM-9:45 PM	Central	M	48hrs	\$177

Online Project Management Series

North Lake College now offers one of its most popular courses – the Project Management Series – online. This allows students to study and learn at the times most convenient for their schedules. This three-month series grooms students for the role of project manager and prepares them for Project Management Institute certification exams. The self-paced series meets the 23-35 hours of education required to sit for the Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) exams offered by PMI. Students have only two face-to-face classes: orientation and PMP/CAPM exam prep. The remainder of the course, 36 hours of online delivery, details the role and responsibilities of a project manager; the project management life cycle; process groups of initiating, planning, executing, monitoring/controlling and closing; and project management certifications and how to obtain them.

The series is taught by a PMP certified instructor with more than 20 years project management experience and work on global IT enterprise programs. **NOTE: Students must enroll in Part I and II.**

Project Management Series - Part I Orientation

This class meets for orientation Saturday, January 25, 8:30 AM - 12:30 PM, where you will learn about the exam enrollment process and class format, plus obtain the syllabus. Afterwards, there will be 36 hours of self-paced, online coursework that includes class materials, assignments, and access to the instructor via online tools. No book is required.

Project Management Series - Part II Exam Review

This exam review course details how to study and gauge when you're ready to take the exam. This class meets Saturday, April 18 from 8:00 AM-5:00 PM for a full day of exam prep review.

SCHEDULE – PROJECT MANAGEMENT SERIES – ONLINE

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
BMGT 1040.70153	Project Management Series - Part 1	01/25-04/17		INET	MTWRFSU	40hrs	\$400
BMGT 2030.70154	Project Management Series - Part 2	04/18-04/18	8:00 AM-5:00 PM	Central	S	8hrs	\$80

Intro to Microsoft Project 2016

Microsoft Project is one of the most powerful and popular scheduling software programs available. Save time and effort learning to create robust schedules, track costs, and manage resources utilizing Project. In this course, students learn how to set up project and resource calendars, create task lists, determine and model task dependencies, create a project specific resource sheet, and assign resources to tasks. During this hands-on class, held in a computer lab, you work on sample project files. This course is taught by a project manager who brings real life experience on how to use this software.

SCHEDULE – INTRO TO MICROSOFT PROJECT 2016

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
ITSC 1018.70155	Intro to Microsoft Project 2016	05/02-05/02	8:30 PM-4:30 PM	Central	S	7hrs	\$70

Real Estate (Concurrent)

Find your path to financial independence by getting a jump start in the challenging but rewarding real estate profession where you may work with educational and governmental bodies, tax assessments, and consumers. North Lake College prepares you to sit for licensure as a Texas real estate agent or broker. For license requirements, contact the Texas Real Estate Commission (www.trec.state.tx.us). For course information, contact 972-273-3360 or Theda Redwine (tredwine@dcccd.edu).

Principles of Real Estate I

An overview of licensing as a real estate broker or salesperson, this course includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. It covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment, plus fulfills at least 30 of the 60 hours required instruction for a salesperson license. (Meets with RELE 1301)

Principles of Real Estate II

A continuing overview of licensing as a broker or salesperson, this course includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. It covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. It fulfills at least 30 of the 60 hours of required instruction for a salesperson license. (Meets with RELE 1338)

Contract Forms and Addenda

Course covers promulgated contract forms, including unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use of forms, case studies involving use of forms, and more. (Meets with RELE 1300)

Law of Agency

This course includes principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of an agency. (Meets with RELE 2301)

Law of Contracts

Includes elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, and owner disclosure requirements. (Meets with RELE 1311)

Property Management

Course explores the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act. (Meets with RELE 1315)

Real Estate Brokerage

A study of law of agency; planning and organization; operational policies and procedures; recruiting, selection, and training of personnel; records and control; and real estate firm analysis and expansion criteria. (Meets with RELE 2331)

Real Estate Finance

Covers monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, the Community Reinvestment Act, and the state housing agency. (Meets with RELE 1319)

Real Estate Mathematics

Students learn basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration, and estimation of closing statements. (Meets with RELE 1325)

CONCURRENT ENROLLMENT

Continuing Education (CE) noncredit students cover the same course content as credit students.

Continuing Education ► **SPRING 2020** SECTION ► Business and Professional Development
SCHEDULE – REAL ESTATE FOR CONCURRENT ENROLLMENT

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
RELE 1001.74470	Principles of Real Estate I	01/21-05/14	5:45 PM-7:05 PM	Central	W	48hrs	\$177
RELE 1001.74471	Principles of Real Estate I	01/21-03/12	5:45 PM-7:05 PM	Central	W	48hrs	\$177
RELE 1038.74470	Principles of Real Estate II	01/21-03/12	7:15 PM-8:35 PM	Central	W	48hrs	\$177
RELE 2001.74470	Law of Agency	01/21-03/12	5:45 PM-7:05 PM	Central	T	48hrs	\$177
RELE 1011.74426	Law of Contracts	01/21-03/12		INET	MTWRFSU	48hrs	\$177
RELE 1001.74426	Principles of Real Estate I	01/28-03/12		INET	MTWRFSU	48hrs	\$177
RELE 1038.74426	Principles of Real Estate II	01/28-03/12		INET	MTWRFSU	48hrs	\$177
RELE 1000.74426	Contract Forms and Addenda	01/28-03/12		INET	MTWRFSU	48hrs	\$177
RELE 2001.74426	Law of Agency	01/28-03/12		INET	MTWRFSU	48hrs	\$177
RELE 1011.74427	Law of Contracts	01/28-03/12		INET	MTWRFSU	48hrs	\$177
RELE 1015.74426	Property Management	01/28-03/12		INET	MTWRFSU	48hrs	\$177
RELE 1003.74426	Real Estate Appraisal	01/28-03/12		INET	MTWRFSU	48hrs	\$177
RELE 2031.74426	Real Estate Brokerage	01/28-03/12		INET	MTWRFSU	48hrs	\$177
RELE 1019.74426	Real Estate Finance	01/28-03/12		INET	MTWRFSU	48hrs	\$177
RELE 1025.74426	Real Estate Mathematics	01/28-03/12		INET	MTWRFSU	48hrs	\$177
RELE 2001.74475	Law of Agency	03/24-05/13	5:45 PM-7:05 PM	Central	T	48hrs	\$177
RELE 1011.74475	Law of Contracts	03/24-05/13		INET	MTWRFSU	48hrs	\$177
RELE 2001.74427	Law of Agency	03/31-05/13		INET	MTWRFSU	48hrs	\$177
RELE 1038.74427	Principles of Real Estate II	03/31-05/13		INET	MTWRFSU	48hrs	\$177
RELE 1003.74427	Real Estate Appraisal	03/31-05/13		INET	MTWRFSU	48hrs	\$177
RELE 2031.74427	Real Estate Brokerage	03/31-05/13		INET	MTWRFSU	48hrs	\$177
RELE 1019.74427	Real Estate Finance	03/31-05/13		INET	MTWRFSU	48hrs	\$177
RELE 1025.74427	Real Estate Mathematics	03/31-05/13		INET	MTWRFSU	48hrs	\$177





COMPUTER AND INFORMATION TECHNOLOGY

Cisco (Concurrent)

North Lake College is an approved Cisco Networking Academy, offering training for Cisco Certified Networking Associate (CCNA) and Cisco Certified Networking Professional (CCNP). Through this structured program you quickly develop competence and skills to earn a certificate that is recognized as proof of your technical achievement. All Cisco classes have additional MANDATORY lab time to be discussed with instructor at the first class session. Open labs are available Monday-Thursday 1:00 PM - 5:00 PM and Friday 1:00 PM - 9:00 PM. For more information, contact the Workforce, Business & Technology Office at 972-273-3450.

Cisco 1

This course introduces the architecture, structure, functions, components, and models of the internet. It describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. It covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Students build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implement IP addressing schemes. (Meets with ITCC 1414)

Cisco 2

Recommended: ITCC 1014 (Cisco Exploration 1)

This course describes the architecture, components, and operation of routers and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. They learn to recognize and correct common routing issues and problems, and model and analyze routing processes. (Meets with ITCC 1440)

Cisco 3

Recommended: ITCC 1040 (Cisco Exploration 2)

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. It includes detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing and wireless network operations. Students analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. (Meets with ITCC 2412)

Cisco 4

Recommended: ITCC 2012 (Cisco Exploration 3)

This course explains the principles of traffic control and access control lists and provides an overview of the services and protocols at the data link layer for wide-area access. It describes user access technologies and devices. Students discover how to implement and configure Point-to-Point Protocol, Point-to-Point Protocol over Ethernet, DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. The course discusses special network services required by converged applications and gives an introduction to quality of service. (Meets with ITCC 2413)

Cisco 5

Recommended: ITCC 2013 (Cisco Exploration 4)

The course covers how to implement, monitor, and maintain routing services in an enterprise network. Students learn to plan, configure, and verify the implementation of complete enterprise LAN and WAN routing solutions using a range of routing protocols in IPv4 and IPv6 environments. It includes configuration of secure routing solutions to support branch offices and mobile workers. (Meets with ITCC 2454)

CCNA Security

Recommended: ITCC 2013 (Cisco Exploration 4)

Covers overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies; products and solutions; firewall and secure router design; installation, configuration, and maintenance; AAA implementation using routers and firewalls; and VPM implementation using routers and firewalls. (Meets with ITCC 2441)

Red Hat Linux Level 1

This introduction to Red Hat Linux operating system includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. It emphasizes hands-on setup, administration, and management of Red Hat Linux. (Meets with ITSC 1416)

Red Hat Linux Level 2

Providing instruction in advanced open-source Linux operating system, students learn to develop LDAP directory services to clients and support users remotely, to install and configure network services, plus to install, administer, and manage an advanced Linux network environment. Course demonstrates Linux utilities, configurations, deployment of secure networks, as well as integration of Linux networks with existing networks. (Meets with ITSC 2425)

SCHEDULE – CISCO FOR CONCURRENT ENROLLMENT

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
ITCC 1014.74420	CISCO 1	01/21-03/12	8:00 AM-12:00 PM	Central	MW	112hrs	\$236
ITCC 1014.74450	CISCO 1	01/21-03/12	9:00 AM-5:00 PM	Central	S	112hrs	\$236
ITCC 1014.74470	CISCO 1	01/21-03/12	6:00 AM-6:00 PM	Central	MW	112hrs	\$236
ITCC 1014.74425	CISCO 1	03/24-05/13	8:00 AM-12:00 PM	Central	MW	112hrs	\$236
ITCC 1014.74455	CISCO 1	03/24-05/13	9:00 AM-5:00 PM	Central	S	112hrs	\$236
ITCC 1014.74475	CISCO 1	03/24-05/13	6:00 PM-10:00 PM	Central	MW	112hrs	\$236
ITCC 1040.74420	CISCO 2	01/21-03/12	8:00 AM-12:00 PM	Central	TR	112hrs	\$236
ITCC 1040.74450	CISCO 2	01/21-03/12	9:00 AM-5:00 PM	Central	S	112hrs	\$236
ITCC 1040.74470	CISCO 2	01/21-03/12	6:00 PM-10:00 PM	Central	TR	112hrs	\$236
ITCC 1040.74425	CISCO 2	03/24-05/13	8:00 AM-12:00 PM	Central	TR	112hrs	\$236
ITCC 1040.74455	CISCO 2	03/24-05/13	9:00 AM-5:00 PM	Central	S	112hrs	\$236
ITCC 1040.74475	CISCO 2	03/24-05/13	6:00 PM-10:00 PM	Central	TR	112hrs	\$236
ITCC 2012.74420	CISCO 3	01/21-03/12	8:00 AM-12:00 PM	Central	MW	112hrs	\$236
ITCC 2012.74450	CISCO 3	01/21-03/12	9:00 AM-5:00 PM	Central	S	112hrs	\$236
ITCC 2012.74470	CISCO 3	01/21-03/12	6:00 PM-10:00 PM	Central	MW	112hrs	\$236
ITCC 2012.74425	CISCO 3	03/24-05/13	8:00 AM-12:00 PM	Central	MW	112hrs	\$236
ITCC 2012.74455	CISCO 3	03/24-05/13	9:00 AM-5:00 PM	Central	S	112hrs	\$236
ITCC 2012.74475	CISCO 3	03/24-05/13	6:00 PM-10:00 PM	Central	MW	112hrs	\$236
ITCC 2013.74420	CISCO 4	01/21-03/12	8:00 AM-12:00 PM	Central	TR	112hrs	\$236
ITCC 2013.74450	CISCO 4	01/21-03/12	9:00 AM-5:00 PM	Central	S	112hrs	\$236
ITCC 2013.74470	CISCO 4	01/21-03/12	6:00 PM-10:00 PM	Central	TR	112hrs	\$236
ITCC 2013.74425	CISCO 4	03/24-05/13	8:00 AM-12:00 PM	Central	TR	112hrs	\$236
ITCC 2013.74455	CISCO 4	03/24-05/13	9:00 AM-5:00 PM	Central	S	112hrs	\$236
ITCC 2013.74475	CISCO 4	03/24-05/13	6:00 PM-10:00 PM	Central	TR	112hrs	\$236
ITCC 2054.74420	CISCO 5	01/21-03/12	8:00 AM-12:00 PM	Central	MW	112hrs	\$236
ITCC 2054.74450	CISCO 5	01/21-03/12	9:00 AM-5:00 PM	Central	S	112hrs	\$236
ITCC 2054.74470	CISCO 5	01/21-03/12	6:00 PM-10:00 PM	Central	MW	112hrs	\$236
ITCC 2054.74425	CISCO 5	03/24-05/13	8:00 AM-12:00 PM	Central	MW	112hrs	\$236

(Continued on next page)

SCHEDULE – CISCO FOR CONCURRENT ENROLLMENT (CONTINUED)

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
ITCC 2054.74455	CISCO 5	03/24-05/13	9:00 AM-5:00 PM	Central	S	112hrs	\$236
ITCC 2054.74475	CISCO 5	03/24-05/13	6:00 PM-10:00 PM	Central	MW	112hrs	\$236
ITCC 2054.74475	CISCO 5	03/24-05/13	6:00 PM-10:00 PM	Central	MW	112hrs	\$236
ITSC 1016.74420	Red Hat Linux level 1	01/21-03/12	8:00 AM-12:00 PM	Central	TR	96hrs	\$236
ITSC 1016.74470	Red Hat Linux level 1	01/21-03/12	6:00 PM-10:00 PM	Central	TR	96hrs	\$236
ITSC 1016.74425	Red Hat Linux level 1	03/24-05/13	8:00 AM-12:00 PM	Central	TR	96hrs	\$236
ITSC 1016.74475	Red Hat Linux level 1	03/24-05/13	6:00 PM-10:00 PM	Central	TR	96hrs	\$236
ITSC 2025.74420	Red Hat Linux level 2	01/21-03/12	8:00 AM-12:00 PM	Central	MW	112hrs	\$236
ITSC 2025.74425	Red Hat Linux level 2	03/24-05/13	8:00 AM-12:00 PM	Central	MW	112hrs	\$236
ITSC 2025.74470	Red Hat Linux level 2	01/21-03/12	6:00 PM-10:00 PM	Central	MW	112hrs	\$236
ITSC 2025.74475	Red Hat Linux level 2	03/24-05/13	6:00 PM-10:00 PM	Central	MW	112hrs	\$236
ITCC 2041.74420	CCNA Security	01/21-03/12	8:00 AM-12:00 PM	Central	MW	112hrs	\$236
ITCC 2041.74426	CCNA Security	01/21-03/12		INET	MTWRFSU	112hrs	\$236
ITCC 2041.74475	CCNA Security	01/21-03/12	6:00 PM-10:00 PM	Central	MW	112hrs	\$236
ITCC 2041.74425	CCNA Security	03/24-05/13	8:00 AM-12:00 PM	Central	MW	112hrs	\$236
ITCC 2041.74427	CCNA Security	03/24-05/13		INET	MTWRFSU	112hrs	\$236
ITCC 2041.74475	CCNA Security	03/24-05/13	6:00 PM-10:00 PM	Central	MW	112hrs	\$236

CompTIA A+ (Concurrent)

A+ Certification is an industry standard developed by the Computing Technology Industry Association (CompTIA). Courses provide hands-on, project-oriented instruction to develop employment skills and assist in preparing for the CompTIA A+ Certification examination. To prepare for the exam, students must sign up for Essentials/ITSC 1025, followed by Technician/ITSC 1005 classes. For more information, contact the Workforce, Business and Technology Office at 972-273-3450.

A+ Core 1 (220-1001)

A study of current personal computer hardware, including assembly, upgrading, setup, configuration, and troubleshooting. Students learn to diagnose and isolate faulty components; optimize system performance; and install/connect peripherals. Textbook is required. (Meets with ITSC 1425)

A+ Core 2 (220-1002)

This course is an introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. (Meets with ITSC 1405)

SCHEDULE – COMPTIA A+ FOR CONCURRENT ENROLLMENT

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
ITSC 1025.74426	A+ Core 1 (220-1001)	01/21-03/12		INET	MTWRFSU	96hrs	\$236
ITSC 1025.74455	A+ Core 1 (220-1001)	03/24-05/13	9:00 AM-5:00 PM	Central	S	96hrs	\$236
ITSC 1025.74470	A+ Core 1 (220-1001)	01/21-03/12	6:00 PM-10:00 PM	Central	TR	96hrs	\$236
ITSC 1005.74450	A+ Core 2 (220-1002)	01/21-03/12	9:00 AM-5:00 PM	Central	S	96hrs	\$236
ITSC 1005.74427	A+ Core 2 (220-1002)	03/24-05/13		INET	MTWRFSU	96hrs	\$236
ITSC 1005.74475	A+ Core 2 (220-1002)	03/24-05/13	6:00 PM-10:00 PM	Central	TR	96hrs	\$236

Cloud Based Technologies

For more information, contact the Workforce, Business and Technology Division at 972-273-3450 or email John Morgan (jmorgan@dccc.edu).

Salesforce Administrator Bootcamp

North Lake College's new 40-hour Salesforce Administrator program helps you gain the skills you need to become an administrator for the Salesforce domain and prepare for the Salesforce Administrator Certification exam. Using cloud technology, this course gives you hands-on experience in real world situations. Through projects and case studies, students learn how to set up and manage new users, run reports, and oversee data management. Sign up today to advance your CRM skills.

Salesforce App Builders

Prerequisite: Salesforce Certified Administrator with prior Salesforce experience

This course will build your knowledge of app deployment, automation tools, security, UI customization, and more!

SCHEDULE – CLOUD BASED TECHNOLOGIES

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
ITSC 1004.70651	Salesforce Administrator Bootcamp	01/13-03/02	6:00 PM-9:00 PM	Central	MW	40hrs	\$400
ITSC 1004.70652	Salesforce Administrator Bootcamp	01/14-03/03	9:00 AM-12:00 PM	Central	TR	40hrs	\$400
ITSC 2032.70655	Salesforce App Builders	01/14-03/03	6:00 PM-9:00 PM	Central	TR	40hrs	\$400
ITSC 1004.70653	Salesforce Administrator Bootcamp	03/23-05/06	6:00 PM-9:00 PM	Central	MW	40hrs	\$400
ITSC 1004.70654	Salesforce Administrator Bootcamp	03/23-05/07	9:00 AM-12:00 PM	Central	TR	40hrs	\$400
ITSC 2032.70656	Salesforce App Builders	03/24-05/07	6:00 PM-9:00 PM	Central	TR	40hrs	\$400

IT Academy (Concurrent)

Looking for a fast, effective way to enter the workforce, change careers, or update your technical skills? Technical certifications are the hottest credentials in today's high-tech job market because they guarantee that what you know is what businesses need. Get the in-depth training necessary to land jobs in information technology (IT). Networking degrees, awards, and certificates require basic understanding of personal computers and operating systems.

Fundamentals of Networking

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (Meets with ITNW 1425)

Programming Logic and Design

If you are new to programming, this is the course for you! Learn basic problem solving, application of structured techniques, and algorithm representation. Gain experience with Python – an interpreted, object-oriented, high-level programming language used in rapid application development. Other topics include testing, evaluation, and documentation. (Meets with ITSE 1429)

SCHEDULE – IT ACADEMY FOR CONCURRENT ENROLLMENT

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
ITNW 1025.74426	Fundamentals of Networking	01/21-03/12		INET	MTWRFSSU	112hrs	\$236
ITNW 1025.74427	Fundamentals of Networking	03/24-05/13		INET	MTWRFSSU	112hrs	\$236
ITSE 1029.74420	Programming Logic and Design	01/21-05/14	9:00 AM-1:00 PM	Central	F	112hrs	\$236
ITSE 1029.74426	Programming Logic and Design	01/21-05/14		INET	MTWRFSSU	112hrs	\$236
ITSE 1029.74470	Programming Logic and Design	01/21-05/14	6:00 PM-8:45 PM	Central	MW	112hrs	\$236

Microsoft Office Suite Software Training

Hands-on instruction in the Microsoft Office Suite puts you on the road to success for your personal or business needs! North Lake's Microsoft software classes are taught in our computer lab by Microsoft certified instructors. The trainers utilize Microsoft Office version 2016 in the class, which is also compatible with 2013, 2010, and 2007 versions. Texas Public Education Grant (TPEG) is available to financially assist those who meet the income criteria. For more information, contact Amy Middleton (amiddleton@dcccd.edu).

MS Excel 1 - Introduction

Prerequisite: Basic computer skills

Excel is one of the most widely used programs in the business world because of its ability to track and manage large amounts of numerical data. In the Introduction to Excel course, you will learn the basic functions of the program, including how to create rows and columns; enter, sort, and filter data; build a spreadsheet; and use simple formula functions. No textbook required; please bring a USB flash drive to class each day.

MS Excel 2 - Intermediate

Prerequisite: Excel 1 or in-class proficiency test

Build on the basic skills learned in Excel 1 and practice additional software functions, including data analysis and organization, and converting data into charts and tables for presentations and complex formulas. No textbook required; please bring a USB flash drive to class each day.

MS Excel 3 - Advanced

Prerequisite: Excel 2 or in-class proficiency test

Take your Excel skills to new heights. Advanced Excel will teach students how to use logical functions, complex formulas, as well as data functions. They will be introduced to VLookup, macros, and pivot tables. No textbook required; please bring a USB flash drive to class each day.

MS Access

Prerequisite: MS Excel 1

While Excel tracks and analyzes numerical data in spreadsheets, Access is used to build databases for tracking and processing information. Access is commonly used for sales and marketing mailing lists. This course will cover how to build and edit tables, run queries, and create forms and reports. No textbook required; please bring a USB flash drive to class each day.

MS PowerPoint

Prerequisite: Basic computer skills

This course is an introduction to PowerPoint and its uses. Students learn how to create presentations, including layout, editing, and inserting simple graphics, tables, and images. Basic presentation etiquette will be reviewed. No textbook required; please bring a USB flash drive to class each day.

MS Word

Prerequisite: Basic computer skills

Word is a simple and useful tool to write letters, create résumés and reports, or just keep track of your to-do list. This class will teach you how to write, edit, save, and manage documents. No textbook required; please bring a USB flash drive to class each day.

SCHEDULE – MICROSOFT OFFICE SUITE SOFTWARE TRAINING

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
ITSW 1022.70150	MS Excel 1 - Introduction	01/28-02/20	6:00 PM-9:00 PM	Central	TR	24hrs	\$192
ITSW 1022.70151	MS Excel 1 - Introduction	02/01-02/22	9:00 AM-3:00 PM	Central	S	24hrs	\$192
POFI 1024.70150	MS Word	03/09-04/08	6:00 PM-9:00 PM	Central	MW	24hrs	\$192
ITSW 1037.70150	MS PowerPoint	04/20-05/13	6:00 PM-9:00 PM	Central	MW	24hrs	\$192
ITSW 1046.70150	MS Excel 2 - Intermediate	03/10-04/09	6:00 PM-9:00 PM	Central	TR	24hrs	\$192
ITSW 1053.70150	MS Access	03/14-04/18	9:00 AM-3:00 PM	Central	S	24hrs	\$192
ITSW 1046.70151	MS Excel 2 - Intermediate	03/14-04/18	9:00 AM-3:00 PM	Central	S	24hrs	\$192
ITSW 2049.70150	MS Excel 3 - Advanced	04/21-05/14	6:00 PM-9:00 PM	Central	TR	24hrs	\$192
ITSW 2049.70151	MS Excel 3 - Advanced	04/25-05/16	9:00 AM-3:00 PM	Central	S	24hrs	\$192



GED

Taking the GED exam is a first step to continuing your education and planning a career. For more information, contact Joan Stephens (jmstephens@dccc.edu).

GED en Español – Fast Track

Requisitos: Pre-GED o equivalencia académica de grado 11

Este curso intensivo en español es una preparación para el examen de GED en ciencias sociales, lectura, ciencias y matemáticas. Este curso es para aquellos individuos que no hayan completado la preparatoria (high school) y recibirán instrucción para ayudarles a pasar el examen.

GED Preparation - Fast Track

Prerequisite: Completion of grade 11 or higher

Before taking the new GED test, take this fast-paced, intensive refresher course in all four exam subject areas: Reasoning through Language Arts (reading and writing), Mathematical Reasoning, Social Studies, and Science. The fast-track course version provides a comprehensive review of these subjects and instruction in GED test-taking procedures. This class offers test-takers a guided approach to taking and passing the exam by building on the skills they already have. Textbook required.

SCHEDULE – GED

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
GEDZ 1000.70168	GED Preparation - Fast Track	01/27-03/04	9:00 AM-12:00 PM	Central	MW	36hrs	\$81
GEDZ 1000.77160	GED en Español - Fast Track	01/27-03/04	6:00 PM-9:00 PM	South	MW	36hrs	\$81
GEDZ 1000.70163	GED Preparation - Fast Track	01/27-03/04	6:00 PM-9:00 PM	Central	MW	36hrs	\$81
GEDZ 1000.77161	GED en Español - Fast Track	02/01-05/09	9:00 AM-12:00 PM	South	S	36hrs	\$81
GEDZ 1000.70164	GED Preparation - Fast Track	02/01-05/09	9:00 AM-12:00 PM	Central	S	36hrs	\$81
GEDZ 1000.77162	GED en Español - Fast Track	03/23-05/06	6:00 PM-9:00 PM	South	MW	36hrs	\$81
GEDZ 1000.70166	GED Preparation - Fast Track	03/23-05/06	6:00 PM-9:00 PM	Central	MW	36hrs	\$81



FITNESS AND LEISURE

Fitness Center

Get in shape using the North Lake College Fitness Center! Work various muscle groups using weight machines, free weights, Stair-Masters, treadmills, and programmable stationary cycles. Or, head outside to walk/jog on our half-mile Lakeview Trail. Registration is available for a full three-month access through Continuing Education, regardless of when you register.

The Fitness Center will monitor your membership and let you know when it is time to renew. Any student enrolled in a PHEZ course can use the weight room for free. For more information, contact Greg Sommers at 972-273-3518.

You must be 18 years of age to participate.

FITNESS CENTER HOURS

Mondays and Wednesdays	9:30 AM - 5:30 PM	Fridays	9:30 AM - 3:30 PM
Tuesdays and Thursdays	3:30 PM - 7:30 PM	Saturdays and Sundays	Closed

Fitness Center for North Lake College Students

Register for this membership to the Fitness Center if you are a current North Lake College student (credit or noncredit) not currently enrolled in a PE course, but you want to use the Fitness Center. This lets you access the center at a reduced rate and enjoy the benefits of a full line of fitness options during the entire semester.

Fitness Center for the Community

Register for this membership to the Fitness Center if you are not currently enrolled in a North Lake College course but would like to use the Fitness Center. This lets you access the center and enjoy the benefits of a full line of fitness options during the entire semester.

SCHEDULE - FITNESS CENTER

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
PHEZ 1000.70156	Fitness Center for NLC Students	01/21-05/13	Varies	Central	MTWRF	100hrs	\$25
PHEZ 1000.70159	Fitness Center for the Community	01/21-05/13	Varies	Central	MTWRF	100hrs	\$45

Fitness Classes

For more information, contact Joan Stephens (jmstephens@dcccd.edu).

Dance Cardio I

We'll get you moving, shaking, and shuffling to great tunes that'll increase your heart rate and help you burn calories. Following the instructor's choreographed steps, you'll work your entire body and your workout time will fly by! Dress in comfortable exercise clothes and bring a towel and water.

Yoga I

Improve your flexibility, strength, balance, and breathing techniques. Each class ends with deep relaxation. Bring a towel, blanket, water bottle, and sticky mat. Wear nonrestrictive clothing for ease in movement (no belted pants).

SCHEDULE - FITNESS CLASSES

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
PHEZ 1000.70150	Dance Cardio I	01/27-04/15	6:00 PM-6:55 PM	Central	MW	20hrs	\$100
PHEZ 1000.70151	Yoga I	01/27-04/15	7:00 PM-7:55 PM	Central	MW	20hrs	\$100





WORKFORCE LANGUAGES

Quick Spanish

Quick Spanish courses give students the opportunity to learn the second most used language in the world. Along with learning key words and phrases that will help in everyday life, they will have fun learning with people from the community. For more information, contact Joan Stephens at jmstephens@dcccd.edu.

Quick Spanish

Quick Spanish introduces students to the basic concepts of Spanish. The course includes greetings, the alphabet, and pronunciations. Students will also learn expressions with the verb “to have” (tener), other irregular verbs, reflexive verbs, indirect object pronouns, and more. Students completing the course will be able to recognize and understand how to correctly use different verb tenses and conduct a basic conversation in Spanish. No textbook is required.

SCHEDULE – QUICK SPANISH

Course Sect #	Title	Begin/End	Time	Location	Days	Hours	Fee
FRNL 1001.70167	Quick Spanish	01/27-03/23	6:00 PM-9:00 PM	Central	M	24hrs	\$72
FRNL 1001.70165	Quick Spanish	02/01-05/09	10:00 AM-12:00 PM	Central	S	24hrs	\$72

Look for the ELP (English Language Program) fall schedule on campus.



NEED TO FIND A JOB?

Visit North Lake College Career Services (Room A430) for resources and more information.

Monday – Thursday: 8:30 AM - 6:30 PM

Friday: 9 AM - 4:30 PM

Saturday and Sunday: Closed

northlakecollege.edu/careerservices

INTERESTED IN EARNING COLLEGE CREDIT?

AREAS OF STUDY INCLUDE:

- Allied Health and STEM
- Information Technology
- Logistics
- Video Technology
- Construction Management
- Computer Graphics
- Business Management and more!

Register for Flex classes anytime!

northlakecollege.edu/schedule



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North Lake College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

northlakecollege.edu

CONTINUING PROFESSIONAL EDUCATION (CPE) K-12 Educators

North Lake College is excited to offer more than 30 online TEA-Approved CPE courses for Texas teachers. Through our partner Virtual Education Software, Inc. (VESI), K-12 educators can advance their teaching skills.

- Work at your own pace
- Choose from a wide variety of courses
- Receive course completion certificate
- Convenient schedules meet the demands of educators
- New courses begin every Monday

Advanced Classroom Management
Attention Deficit/Hyperactivity Disorder
Autism & Asperger's Disorder
Behavior is Language
Building School Communities
Child Abuse
Drugs & Alcohol in Schools
Early Childhood: Family-Centered Services
Early Childhood: Observation & Assessment
Early Childhood: Program Planning
Early Childhood: Typical & Atypical Development
Educational Assessment
English Language Learner: Language Acquisition
English Language Learner: Methods & Materials
Harassment, Bullying & Cyber-Intimidation in Schools
Inclusion
Infant & Toddler Mental Health
Learning Disabilities
Reading & Writing in Content Area
Reading Fundamentals #1
Reading Fundamentals #2

Reading Fundamentals #3
Response to Intervention
Six Traits of Writing Model
Talented & Gifted
Teaching Diversity
Teaching Elementary Math Conceptually
Teaching Secondary Math Conceptually
Traumatized Child
Try DI!
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Understanding & Implementing Common Core Standards
Violence in Schools
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To learn more visit:
www.virtualeduc.com/nlc

Call 972-273-3360 to register.
Start earning CPE credits today!

WORKFORCE, BUSINESS AND TECHNOLOGY

Customized Services Today, Tomorrow & Beyond

Some of our company partners



How We Can Help

North Lake College Workforce, Business and Technology delivers top-notch training at affordable prices to small, medium, and large businesses.

Leadership

- Business Communication
- Conflict/Dispute Resolution
- Project Management Certificate

Languages

- Accent Reduction
- English for Speakers of Other Languages (ESOL)
- Workforce Spanish

Computer & Software

- CISCO Network Administrator
- Computer Programming
- MS Office Suite

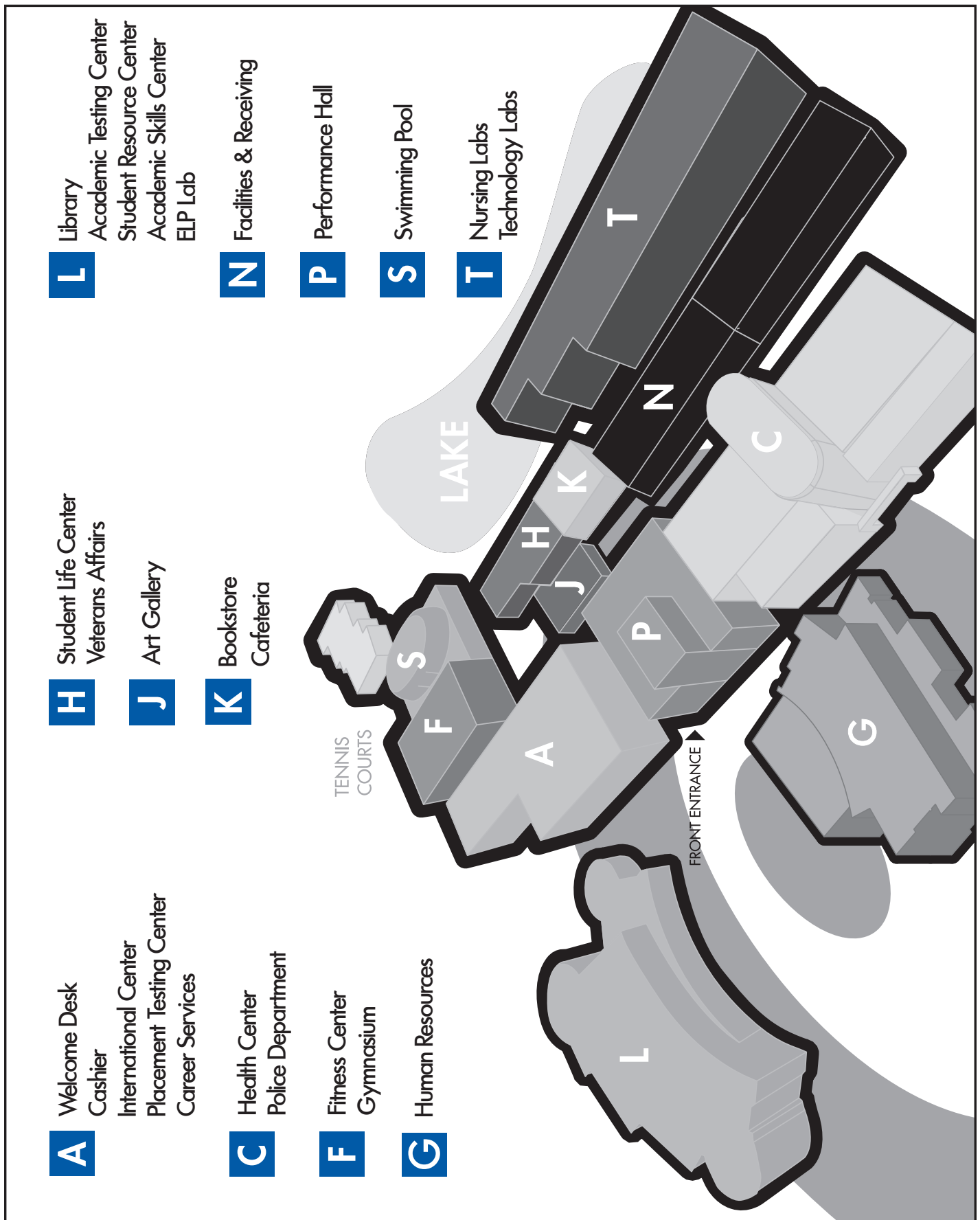
Building & Technical

- Construction Management
- Construction Technology
- Electrical Technology

Customized curriculum training/development. Job skills training. Needs assessment consultation and development services.

Notes

CENTRAL CAMPUS MAP





972-273-3000

1 North Lake College Central Campus
5001 N. MacArthur Blvd., Irving, TX 75038



214-860-4400

2 North Lake College North Campus
101 S. Royal Lane, Coppell, TX 75019



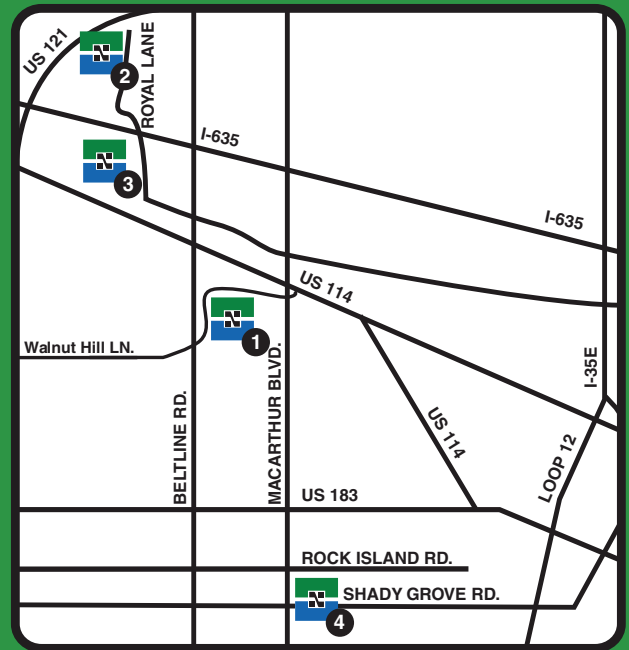
972-860-7873

3 North Lake College West Campus
1401 Royal Lane West, DFW Airport, TX 75261



214-891-1342

4 North Lake College South Campus
1081 W. Shady Grove Rd, Irving, TX 75060



Ride the Orange Line



Take the bus to Central Campus
Route 401 or 504
Take the bus to South Campus
Route 501



www.dart.org



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Spring 2020

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