

SUMMER 2020
noncredit
courses

DANVERS • LYNN • MIDDLETON



Courses for the summer in **Photography**

Healthcare, IT, Culinary Arts,
Business, Social Media, Design, Floral, and more.



Corporate & Professional
EDUCATION

northshore.edu/professional/today • 978-236-1200

DEAN'S MESSAGE



What wonderful opportunities abound at NSCC this summer! Along with our traditional offerings in Health Care, IT, Culinary Arts, Social Media, Design, Floral (and so much more), we have many courses for short-term training over the summer that provide skills for your new or existing career. Register for Nurse Assistant or many new grant-funded programs. If you are interested in becoming a Recovery Coach, we are offering opportunities to take both Part 1 and 2 this summer. Our Dental Assistant course is extremely popular and fills quickly. Call us at 978-236-1200 to register. Make sure you reserve your seat. Want to learn English or improve your language skills? ESL classes start on May 14. Come in to either of our campuses to take a placement test so you can be ready to register.



Our new AMTEP (Advanced Manufacturing Training Expansion Program) is gearing up. Funded through a General Electric Foundation grant, we are offering courses for those interested in becoming machinists. If you need to prepare for the HiSET (High School Equivalency Test), improve your English language skills, or simply need some foundational skills to get ready to move into machinist training, we have multiple programs starting up. Space is limited in this program. To inquire about your eligibility or about the dates for information sessions, you can call us at 978-236-1200 or call or email Sandra Efstratiou at MASSHIRE at 978-825-7209 or sefstratiou@masshire-nscareers.org.

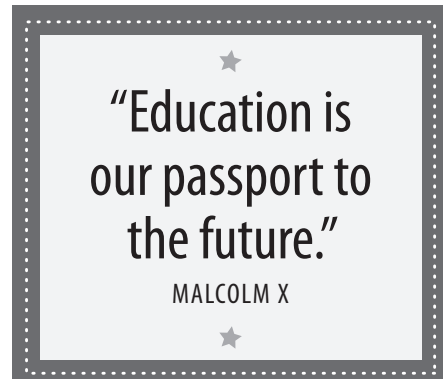
Go to northshore.edu/professional/today to check out our courses and programs. Call us to register at 978-236-1200.

Dianne Palter Gill

Dianne Palter Gill, Ed.D., *Dean, Corporate and Professional Education*

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LinkedIn

Would you like to be on our preferred customer email list to receive early notifications of new noncredit classes and special events? Send your email address to lboyd@northshore.edu.

Who is MassHire and Why Should I Care?



MassHire is the brand name for the Massachusetts Workforce System. The North Shore Career Center and North Shore Workforce Board are your local MassHire connections to job listings, labor market information and information about skills training opportunities here on the North Shore. MassHire-North Shore Career Center and MassHire-North Shore Workforce Board envisions a better future for area job seekers and businesses in this region through helping residents find great jobs with sustainable career pathways.

Need help with a job search or would you like to learn about new career training options?

MassHire-North Shore Career Centers are located in Salem, Lynn (on campus at North Shore Community College, Suite LE-102), and Gloucester. These locations are designed to help companies and individuals get all available services in the simplest and most efficient manner. Staff is prepared to help our customers explore career pathways, the skills needed in these industries, and where to find the training to get the jobs.

Do I have to be unemployed to use the Career Centers?

No. The career centers are open to everyone. As a matter of fact, many of our customers are currently students or employed but use our services to explore their new career options.

Am I eligible for re-training dollars?

The staff of the MassHire-North Shore Career Center can help determine if residents qualify for specialized skills training funds or other grant funded training programs. Training funds may be available to you if you are receiving unemployment benefits,

are on certain public assistance programs, meet eligibility criteria under the National Dislocated Worker Grant (NDWG) as a former employee of Garelick Farms, the Workforce Investment Opportunity Act (WIOA), and the Federal/State Financial Aid (Pell Grants, Scholarships and Stafford Loans).

How can I gain a competitive advantage in marketing my skills to employers?

The MassHire-North Shore Career Center and North Shore Community College work together to assist job seekers and students earn an industry-recognized National Career Readiness Certificate (NCRC) to certify that they possess the essential skills needed for workplace success.

As a business owner, what services can I receive from the Career Center?

Area businesses may list company job openings, get assistance with pre-screening job applicants, obtain information about the local labor market, assistance with basic worker recruitment or information related to participating in a job fair.

North Shore Community College offers many certificate and certification training programs that may qualify for funding. For more information visit www.masshire-nscareers.org or call 978-825-7200

Credit for Prior and Experiential Learning

Did you know you may be able to earn college credits for college-level learning obtained outside of the classroom? Gain a head start toward your North Shore Community College certificate or degree by using the knowledge you have acquired through prior learning. At the Center for Alternative Studies and Educational Testing (CAS) you may be able to receive college credit through Prior Learning Assessment and Experiential Learning that takes place via volunteering, employment, seminars, and workshops, completion of non-credit courses, military training, or cultural experiences.

Visit www.northshore.edu/cas/credit/evaluation-credit.html for more information.

Online Courses & Career Training Programs



Career Training

In as little as six-months, these open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Topics include:

- Cisco CCNA ■ Certified Ethical Hacker
- CBCS Medical Billing and Coding ■ Web Design Professional
- CompTIA Certification Training: A+, Network+, Security+
- Oracle SQL and PL/SQL ■ Python Developer

For a complete listing of courses and to register go to www.careertraining.ed2go.com/northshorecc

Professional Development & Personal Enrichment

Six-week courses start monthly, and you can work anytime and anywhere that is convenient for you. Topics include:

- Computer Applications ■ Web Design
- Spanish for Law Enforcement ■ LSAT Prep
- Grant Writing ■ HTML and Java Programming

For a complete listing of courses and to register go to www.ed2go.com/nsc



New! Connect LIVE. Online.

Connect LIVE. Online courses are taught in real time online by a live instructor based on a predetermined schedule.

- Project Management Professional (PMP)
- Six Sigma Green Belt ■ Medical Scribe
- CompTIA Security+

For a complete listing of courses and to register go to <https://nsc.theknowledgebase.org/connect-live-online/catalog>

Online Training + You = Success

Synchronous and self-paced online certificate programs can train you for the latest, in-demand job skills:

- Life Coach Career Prep ■ Spanish in the Workplace
- Emerging Technology for Teachers
- Smart Home Network Design and Configuration
- AutoCAD

For a complete listing of courses and to register go to <https://nsc.theknowledgebase.org/>

The Adult Learning Center

Creating Opportunities for Education and Career Exploration

Need your high school diploma? At least 16 years old? The new High School Equivalency Test (HiSET) preparation classes incorporate college, technology, and career readiness into the classroom, along with advising to assist with next steps after graduation. **All classes held on the Danvers campus.** You must be able to commit to three morning classes a week. Students must have:

- Level 3: at least ninth grade skills in reading and math
- Level 2: at least fifth to eighth grade skills in reading and math
- Level 1: at least second to fifth grade skills in reading and math

Schedule an appointment for an assessment to begin the process.

Contact Erin O'Brien at 978-236-1226 or visit www.northshore.edu/adult_learning to learn more.

Cannot attend classes in person? The Adult Learning Center offers an online Distance Learning option to help students study for their HiSET from their own homes. Students must be able to:

- Commit to five hours of Distance Learning work per week
- Attend an orientation session
- Participate in periodic face to face meetings
- Conduct ongoing email communication with instructors

To find out more, email Distance Learning Coach Zoe Fogarty at zfogarty01@northshore.edu.

Get into the TECH INDUSTRY!

This is for students with or without a high school diploma.

Earning industry certification can give you the edge up needed to advance in your career. A new integrated and education training program is offered at the Adult Learning Center. You will learn CyberSafe, CompTIA IT Fundamentals, Service Desk and Support Analyst, Microsoft Office Suite, and more!

Don't miss this opportunity! The median level wages for these jobs range from \$41,940-\$60,090. In addition to the IT classes, students will either study for their HiSET or work on Accuplacer skills to advance their reading or math proficiency.

Interested?

Contact Stacy at srandell@northshore.edu.



ADVANCED COMPUTER TRAINING

Information Technology is the fastest growing career field. Train now at NSCC for in demand IT jobs.

Information Technology (IT) is an area that is growing and always changing with new developments, increasing the need for employees with industry expertise and credentials. Gain the skills needed to work with computer hardware, software, multimedia, and network systems, design new computer equipment or games, ensure software and networks are working and secure. Earning industry certification can give you the edge you need to advance in your career!

HELP DESK SUPPORT PROFESSIONAL (XDH)

QUICK FACTS: Computer user support specialists help people solve problems with their computer hardware and software.	
Median Level Wages	\$60,240
Preparation	High school diploma or equivalent. Short-term training. Industry certification.
Required Courses (listed in recommended order): • INF307 CompTIA IT Fundamentals • INF300 CompTIA A+ Certification • INF106 CyberSafe You may enroll in any of these courses even if you are not in the certificate program. You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.	

– Data from Massachusetts Career Information Systems

CompTIA IT Fundamentals

CompTIA IT Fundamentals certification is your launch pad for an IT career. Course provides a strong IT foundation for non-technical professionals and advanced end-users at home, work, college, or high school. Focus on essential IT skills including features and functions of common operating systems and establishing network connectivity, identifying common software applications and their purpose, and using security and web browsing best practices. Prepares you for the CompTIA IT Fundamentals examination (Exam FC0-U61) and is a suggested prerequisite to CompTIA A+. Cost of the exam is not included in the cost of the program. **Textbook required:** For textbook information please call 978-236-1200. *Please note: No class on July 1.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF307 ADH	65171	JUN 3-JUL 29	6:00PM-9:00PM	WED	DANVERS	MOGA	\$399

CompTIA A+ Certification Prep

CompTIA A+ Certification is the foundation of your Information Technology Profession and provides you with an industry recognized, valued credential. Learn the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimized, and perform preventative maintenance of basic PCs, and the ability to connect users to the data they need to do their jobs regardless of the devices being used. This course prepares you to take the CompTIA A+ Certification Exams. Cost of the exam is not included in the cost of the program. **Textbook required:** For textbook information please call 978-236-1200. Class also available online or Live online. Please call 978-236-1200 for more information. *Please note: No class on July 2.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF300 ADH	65173	MAY 28-AUG 20	5:30PM-9:30PM	THU	DANVERS	STAFF	\$1,899

CompTIA Network+ with Exam Voucher: Online

CompTIA Network+ Certification is a widely recognized and respected credential within the Information Technology industry. Build on your existing IT knowledge by exploring computer-networking concepts, including layers of the OSI model and the TCP/IP model. This vendor neutral certification will give you the skills need to manage, troubleshoot, install, and configure basic network infrastructure. Prepares you to take the CompTIA Network+ Exam. Course includes textbooks and exam voucher. Classes begin each month. For more information, please call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc>. Search GES329. Also available Live online.

COURSE CODE: INF055	CRN: 65176	COURSES BEGIN EVERY MONTH	COST OF COURSE: \$1,695
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CompTIA Security+ with Exam Voucher: Online

Do your job responsibilities include securing network services, devices and traffic in your organization? If so, build on your knowledge and skills with CompTIA Security+ Certification to keep up with what today’s job market demands. Learn security fundamentals, networks, and organizational security as you acquire the specific skills required to implement basic security services on any type of computer network. Course prepares you to take the CompTIA Security+ Certification Exam. The exam is intended for candidates who possess Network+ certification and two years of experience in IT administration

with a security focus. Course includes textbooks and exam voucher. Classes begin each month. For more information, please call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc>. Search GES330. Also available Live online.

COURSE CODE: INF057 CRN: 65177 COURSES BEGIN EVERY MONTH COST OF COURSE: \$1,695

CompTIA Certification Training: A+, Security+, and Network+ with Exam Vouchers: Online

Careers in Information Technology are steadily growing, and what better way to train for a new career than to prepare for three respected certifications in one convenient online program? Build the foundational knowledge needed for employment in cutting-edge IT roles. Along with learning the fundamental INFs of IT, you will study a range of related disciplines, including building and managing a data network, troubleshooting networking issues, routing and switching, risk assessment, and data recovery. To gain further understanding, you will be able to practice the concepts being taught, using interactive virtual software. Possible careers include Tech Support, IT Specialist, Network Administrator, Network Installer, and Security Consultant. Upon successful completion you will receive exam vouchers for CompTIA™ A+ Exams 220-1001, 220-1002, CompTIA™ Network+ Exam N10-007 and CompTIA™ Security+ Exam SY0-501 at no additional cost. Classes begin each month, for more information please call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc>. Search GES327.

COURSE CODE: INF058 CRN: 65179 COURSES BEGIN EVERY MONTH COST OF COURSE: \$3,995

Video Game Design and Development

Online Video game design and development is challenging, but the rewards are worth it. Learn to master the skills that open doors to the growing video game industry. At completion you will have designed and created your own video game for the PC and will stand ready to join a team working on projects with larger scope or pursue independent development. Four major areas of study are covered: programming languages, mathematics skill, game asset creation, and modern real-time game engines. For more information call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc>. Search GES605.

COURSE CODE: INF050 CRN: 65178 COURSES BEGIN EVERY MONTH COST OF COURSE: \$1,995

DIGITAL MARKETING CERTIFICATE (XDM)

QUICK FACTS: Digital marketers/public relations help build a positive public image for organizations.	
Median Level Wages	\$62,290
Preparation	High school diploma or equivalent. Short-term training. Excellent communication and media skills. Computer proficiency.
Required Courses:	
<ul style="list-style-type: none"> • INF238 Digital Marketing • INF233 Website Design and Management with WordPress 	<ul style="list-style-type: none"> • BAA228 Adobe Creative Cloud: Design Amazing Graphics • INF053 HTML Online • INF054 Creating Mobile Apps with HTML • INF240 Google Analytics
In addition: Students must provide documentation of 40 hours of supervised field work.	
You may enroll in any of these courses even if you are not in the certificate program.	
You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.	

– Data from Massachusetts Career Information Systems

Website Design and Management with Wordpress

WordPress has grown to become one of the world’s most popular content management systems (CMS) and blogging tools. Creating a simple blog or website no longer requires knowledge of any programming language. Learn how to get your blog or website started from installing and configuring the software, to using themes, plug-ins, and widgets. At conclusion, you will have begun to design and develop your first blog or website along with managing and changing content, creating posts, adding pages, embedding video and changing media files. Students must activate their My Northshore account prior to first class. *Please note: No class on June 10 or July 1.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF233 BDH	65310	MAY 20-JUL 8	6:00PM-9:00PM	WED	DANVER	PRATT	\$289

HTML and CSS Series

Looking to survive and excel in the fast-paced world of web publishing? Then you’re going to need to keep up with ever-evolving standard sites like the pros by learning the new standard for web developers—CSS3 and HTML5. Almost every web development tool, including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer, offers support for CSS3 and HTML5. These powerful languages make it easier for you to build and manage large websites, and allow more precise control over the appearance of every page you build. Course includes creating state-of-the-art websites using modern CSS3 and HTML5 techniques. Gain the foundation you’ll need to master two critical and fast-growing new web languages. Begin your transition to CSS3 and HTML5 today! For more information call 978-236-1200 or visit <https://ed2go.com/nscc>.

COURSE CODE: INF053 CRN:65166 COURSES BEGIN EVERY MONTH COST OF COURSE: \$299

Creating Mobile Apps with HTML

Want to discover a better way to build apps? Learn to make mobile apps that run on iPhone and iPad, as well as on Android, and Windows Phone without being forced to learn five different programming languages. Course covers how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that’s fast and runs on just about any smartphone or tablet computer. By the end you’ll have built your first mobile web app, and you’ll be on your way to making your dream of being a successful mobile app developer a reality! For more information call 978-236-1200 or visit <https://ed2go.com/nscc>.

COURSE CODE: INF054 CRN:65167 COURSES BEGIN EVERY MONTH COST OF COURSE: \$115

GRAPHIC DESIGN CERTIFICATE (XGD)

QUICK FACTS: Graphic designers create designs using print, electronic, and film media.	
Median Level Wages	\$60,530
Preparation	High school diploma or equivalent. Artistic aptitude. Short-term training.
<p>Required Courses:</p> <ul style="list-style-type: none"> • BAA100 Principles of Design • BAA227 Graphic Design Theory and Beyond • BAA228 Adobe Creative Cloud: Design Amazing Graphics: Part I • BAA232 Adobe Creative Cloud: Design Amazing Graphics: Part II • INF233 Website Design and Management with WordPress • BAA201 How to Manage Conflict in the Organization • BAA202 Time Management: Take Control <p>In addition: Students must provide documentation of 40 hours of supervised field work.</p> <p style="text-align: center;">You may enroll in any of these courses even if you are not in the certificate program.</p> <p style="text-align: center;">You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</p>	

– Data from Massachusetts Career Information Systems

Adobe Creative Cloud: Design Amazing Graphics: Part 1

An introduction to the software most widely used in the graphic and publishing industry today, Adobe Creative Cloud. Using bitmap (Photoshop), vector (Illustrator) and page layout (In Design) graphic software, you will learn to create outstanding print and digital designs. No prior design software knowledge required, but a familiarity with the mac/pc operating system and knowledge of computer file management required. *Please note: No class on June 30.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA228 ADH	65309	MAY 26-AUG 18	6:00PM-8:30PM	TUE	DANVERS	BURNS	\$449

Adobe Creative Cloud: Photoshop with InDesign: Part 1

Designed to familiarize you with the cloud base software that has become the industry standard in digital imaging. Learn computer imaging, scanning, memory management, and imaging basics for the World Wide Web. Also, learn InDesign’s typographic design and page layout principles. These skills will enable you to quickly and effectively produce attractive documents. Familiarity with the mac/pc operating system and knowledge of computer file management required.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA230 BDH	65329	MAY 26-JUL 7	6:00PM-8:30PM	TUE	DANVERS	BURNS	\$239

Adobe Creative Cloud: Illustrator with InDesign: Part 1

Looking to create high quality graphics using Adobe Cloud? Learn the program terms, menus, tools, palettes, objects, and type. Explore keyboard shortcuts and the pen tool, Illustrator’s most powerful tool. Learn to manipulate type to create artwork, manage color, make gradients, and create new illustrations. Adobe Cloud InDesign will also be covered. Familiarity with the mac/pc operating system and knowledge of computer file management.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA231 XDH	65330	JUL 14-AUG 18	6:00PM-8:30PM	TUE	DANVERS	BURNS	\$239

SOCIAL MEDIA

Social Media for Small Business

Learn to effectively use social media for a variety of professional purposes including connecting with larger networks, improving relationships with existing customers and businesses (as well as listening for new opportunities), creating a powerful employee advocacy program, and channeling relevant information to the right people. Learn the nuts and bolts of social media platforms including Facebook, Instagram, Twitter, LinkedIn, YouTube and Pinterest. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF230 ADH	65297	JUN 2-JUN 16	6:00PM-9:00PM	TUE	DANVERS	ST MARTIN	\$149

New! Facebook and Instagram for Small Business

Increase your visibility to develop and market your business successfully using Facebook and Instagram. Learn the importance of creating a brand page and having it updated with the right information so customers can find you. Turn likes, followers, tags, etc into business and understand the importance of listening to customers and responding in a timely fashion, especially in a public forum. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF250 BDH	65426	JUN 2	6:00PM-9:00PM	TUE	DANVERS	ST MARTIN	\$49

New! Brand and Grow Your Business Through Emailing and Blogging

Learn to grow and brand your small to midsize business through email and blogging. Learn to set up a database in Constant Contact, create a template plus messages for customers and prospects, schedule the email to stimulate interest in your company, create a WordPress blog on your website, and then learn to combine emails and social media to drive visitors to your blog and website. Students must have accounts set up with Constant Contact (basic, inexpensive plan fine!) as well as Facebook and LinkedIn plus bring photo suitable for business to first class. Instructor Cecilia Buckles is owner of Advertising That Works, an ad agency in Haverhill for over 25 years.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF247 BDH	65430	JUN 4-JUN 25	6:00PM-9:00PM	THU	DANVERS	BUCKLES	\$189

New! Twitter and LinkedIn for Small Business

In 2020, new customers (and potential employers) explore and research businesses online before they buy. That means if you own a business, managing LinkedIn pages and Twitter feeds is critical. Customers expect instant responses as well as engaging content. Learn how to maximize your presence and increase your customer base with these two very effective marketing tools. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF251 BDH	65427	JUN 9	6:00PM-9:00PM	TUE	DANVERS	ST MARTIN	\$49

Google Analytics: Why Every Business Should Be Using It

Do you know how many people visit your website, where visitors come from, what websites send traffic to YOUR website, and which pages are most popular? Learn the answer to these by gaining the skills on how google analytics works, the proper setup, navigating google analytics, understanding reports, and utilizing dashboard. Maximize now the amount of traffic directed to your website providing you with invaluable information for your business. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF240 ADH	65170	JUN 10-JUN 24	6:00PM-9:00PM	WED	DANVERS	TRAINOR	\$149

New! YouTube and Pinterest for Small Business

While YouTube and Pinterest may not be in your “social media marketing toolkit,” they can be valuable networks that can bring your marketing and brand presence to a new level. Add value to your business through visuals by sharing valuable images, videos, and tidbits to effectively reach a larger audience. Learn which audiences are best for these networks and how to make the most out of each video and pin. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF252 BDH	65428	JUN 16	6:00PM-9:00PM	TUE	DANVERS	ST MARTIN	\$49

Digital Marketing for Small Business

Have a lean mean marketing team? Are you looking to learn how to develop your online presence to grow your business through digital marketing? Learn the fundamentals of digital marketing including SEO, content marketing, social media, email campaigns and more that will help you achieve your goals. Students must activate their My Northshore account prior to the first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF238 XDH	65429	JUL 21-AUG 25	6:00PM-9:00PM	TUE	DANVERS	ST MARTIN	\$269

DRONE**Drones 101**

Did you know the FAA predicts there will be upward to 30,000 drones in the nation's skies by 2020 creating 70,000 new jobs in the industry? Now is the time to prepare for this exploding technology. Learn the first steps of becoming a drone pilot. Areas covered will be some of the ways a drone can be used and some of the most popular drones on the market and their features. Learn about what industries are using drones and how they are using them. Get an overview of some of the basic resources available to drone pilots, an overview of basic operations and some of the basic functions of drones. Learn about how to become a licensed drone pilot and how to take your first step to incorporating this new technology into your business.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF310 ADH	65439	MAY 19	6:00PM-9:00PM	TUE	DANVERS	MALGERI	\$49

Drone Pilot Commercial Certification Test Prep

Looking to become a commercial drone pilot? Drone technology is skyrocketing as more and more businesses recognize the potential and use of commercial drones. Learn the material you need to know to take the Part 107 Drone Pilot to become certified. Course includes classroom and field training. Must be 18 years or older. *Please note: No class on June 30.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF309 ADH	65437	JUN 2-JUL 14	6:00PM-9:00PM	TUE	DANVERS	MALGERI	\$279

CAD

AutoCAD: An Introduction

Through lecture, hands-on exercises, and drawing learn the introductory features of AutoCAD. Topics include starting and setting up drawings, point coordinate entry methods, creation of basic 2D drawing objects, layer management, line types and colors, selection sets, object snap modes, AutoSnap, polar tracking, object snap tracking, construction techniques, creating and managing text objects, editing geometry, display control, and drawing inquiry methods. Upon completing this course, you will be able to use AutoCAD's precision drawing tools and methods to construct accurate 2D drawings. Strong computer skills and knowledge of windows required. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF308 XDH	65325	AUG 5-SEP 23	6:00PM-8:30PM	WED	DANVERS	DRYDEN	\$389

SketchUp: Level 1

Designed to teach the fundamentals of both 2D and 3D computer aided drawing. Emphasis will be placed on fully understanding the SketchUp interface and inference system. Lectures, tutorials, and in class assignments will guide you through the use of SketchUps drawing, construction, and modification tools. By the end of the course you will have a 3D model constructed of groups and layers which will be ready for further development in the Level 2 SketchUp Course.

Flash drive required. Students must activate their My Northshore account prior to first class. *Please note: No class on July 2.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA110 ADH	65244	MAY 28-JUL 14	6:00PM-8:30PM	THU	DANVERS	DRYDEN	\$289

COMPUTER APPLICATIONS

MICROSOFT OFFICE SUITE CERTIFICATE (XMO)



QUICK FACTS: Administrative Assistants perform a variety of clerical and administrative duties needed to run an office.

Median Level Wages	\$46,440
Preparation	High school diploma or equivalent. Short-term-training.

Required Courses:

- INF101 Introduction to the Computer*
- INF110 Microsoft Word: Level 1
- INF111 Microsoft Word: Level 2
- INF120 Microsoft Excel: Level 1
- INF121 Microsoft Excel: Level 2
- INF130 Microsoft PowerPoint: Level 1
- INF140 Microsoft Outlook
- INF104 File Management Proficiency
- INF106 CyberSafe

* Students proficient with the computer may replace Introduction to the Computer for a more advanced class.

To receive an NSCC Certificate in Microsoft Office, students must complete the required courses. Workshops may not be used to fulfill requirements.

You may enroll in any of these courses even if you are not in the certificate program.

You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.

– Data from Massachusetts Career Information Systems

Excel for the Workplace: Level 1

Shave hours off your work time! Create budget and expense reports by entering and copying formulas and functions. Format spreadsheets with different fonts, styles, shading, and color. Create and print colorful bar, line, and pie graphs. Use the database functions to sort and print records. **Textbook and flash drive required:** Available at the Danvers Campus Bookstore. Must have some experience with Windows and the keyboard. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF120 ADH	65280	MAY 21-JUN 25	9:00AM-12:00PM	THU	DANVERS	GARCIA	\$299
INF120 XDH	65281	JUL 22-AUG 26	6:00PM-9:00PM	WED	DANVERS	MCNEIL	\$299

Excel for the Workplace: Level 2

Expand your Excel knowledge. Topics include tables, templates, linking sheets and workbooks, range names, database filter and sorts, subtotals and outlines, pivot tables, and macros. **Prerequisite:** Completion of Excel: Level 1 or equivalent experience. **Textbook and flash drive required:** Available at the Danvers Campus Bookstore. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF121 ADH	65282	MAY 20-JUN 24	6:00PM-9:00PM	WED	DANVERS	MCNEIL	\$299
INF121 XDH	65283	JUL 16-AUG 20	6:00PM-9:00PM	THU	DANVERS	GARCIA	\$299

Word for the Workplace: Level 1

Have some typing skills, familiar with the keyboard, and Windows? Time to take it to the next level. Learn to create, format, and print all types of documents. Discuss file management, text management, formatting, and much more. **Textbook and flash drive required:** Available at the Danvers Campus Bookstore. Students must activate their My Northshore account prior to first class. *Please note: No class on June 30.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF110 ADH	65276	MAY 26-JUL 7	9:00AM-12:00PM	TUE	DANVERS	PARTLAN	\$299

Word 2016 for the Workplace: Level 2

Ready to move beyond the basics? Learn how to create, sort, and modify tables, format styles and bookmarks, work with section breaks, insert graphic objects, work with advanced headers and footers, navigate with hyperlinks, create templates, format columns, create footnotes and endnotes, insert a table of figures, and create charts and diagrams. **Prerequisite:** A strong working knowledge of Microsoft Word. **Textbook and flash drive required:** Available at the Danvers Campus Bookstore. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF111 XDH	65279	JUL 21-AUG 25	9:00AM-12:00PM	TUE	DANVERS	PARTLAN	\$299

Microsoft Bootcamp with Google Apps

Stretch your mind and firm up your Microsoft and computer skills with this fun, fast-paced program that will provide a solid foundation of the Microsoft programs. Word, Excel, PowerPoint, and Outlook will be covered along with Google Apps and File Management Proficiency. Must have some experience with Windows and the keyboard. **Flash drive required.** Students must activate their My Northshore account prior to first class. *Please note: No class on July 1.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF161 ADH	65284	MAY 27-AUG 19	6:00PM-9:00PM	WED	DANVERS	PARTLAN	\$459

COMPUTER APPLICATION WORKSHOPS**Word for the Workplace: Level 1 Workshop**

Learn text editing, file management, formatting, creating tables and columns, and more. Must have some experience with Windows and the keyboard. **Flash drive required:** Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF113 ADH	65230	MAY 27-JUN 3	6:00PM-9:00PM	WED	DANVERS	PARTLAN	\$149

Excel for the Workplace: Level 1 Workshop

Learn to create multiple spreadsheets, enter formulas and basic functions, absolute a cell to use it in a formula, and apply specific formats to cells. Preview and set up of spreadsheets for printing and working with multiple charts will be covered. **Flash drive required.** Must have some experience with Windows and the keyboard. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF123 BDH	65232	JUN 10-JUN 17	6:00PM-9:00PM	WED	DANVERS	PARTLAN	\$149

Excel for the Workplace: Level 2 Workshop

Take Excel to the next level. Learn to convert a spreadsheet to a table/database, filter, advance filter, sort, subtotal data, manipulate and group worksheets, link and consolidate data, password protect workbooks, create and use named ranges in a formula. **Prerequisite:** Completion of Excel: Level 1 or equivalent experience. **Flash drive required.** Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF124 BDH	65233	JUN 23	9:00AM-3:00PM	TUE	DANVERS	GOULD	\$149

Excel: Just Formulas and Functions

Gain hands-on experience with formulas and functions. Learn to import data and employ calculations, along with conditional and Lookup functions to extract useful information. Functions covered include Average, If, VLookup, Count, CountIf and SumIf. Discuss function arguments including relative and absolute references to cells and ranges and keyboard and mouse shortcuts for commonly used actions. **Flash drive required.** Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF125 XDH	65234	JUL 27	6:00PM-9:00PM	MON	DANVERS	GOULD	\$59

Excel: Just Pivot Tables

Learn the analysis and consolidation of data using an Excel Pivot Table report. Learn to transform loosely organized lists of data into concise useful interactive summary reports that make it easy to visualize, use, and present your information in various configurations. Visual reports in the form of Pivot Charts will also be included. **Flash drive required.** Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF126 XDH	65235	AUG 17	6:00PM-9:00PM	MON	DANVERS	GOULD	\$59

File Management Proficiency

Create, delete, restore, rename, and copy files and folders. Organize and keep track of your files and folders more efficiently using 'My Computer' and the file manager Explorer. Become proficient in using a flash drive to store files and folders and transfer to another computer. Use a network drive and hierarchy to locate files and folders. Create shortcuts and perform searches. **Prerequisite:** Completion of Introduction to the Computer or equivalent computer experience. **Flash drive required.** Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF104 BDH	65237	JUN 1	09:00AM-3:00PM	MON	DANVERS	PARTLAN	\$149
INF104 XDH	65238	JUL 29-AUG 5	6:00PM-9:00PM	WED	DANVERS	PARTLAN	\$149

PowerPoint for the Workplace: Level 1 Workshop

Create professional looking overheads, slides, signs and on-screen presentations. Explore creating, viewing, editing and formatting through the use of fonts, color, clip art, and drawing tools. Review bar graphs, pie graphs and organization charts. **Flash drive required.** Must have some experience with Windows and the keyboard. Students must activate their My Northshore account prior to first class. *Please note: No class on July 1.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF132 BDH	65236	JUN 24-JUL 8	6:00PM-9:00PM	WED	DANVERS	PARTLAN	\$149

Outlook for the Workplace: Level 1 Workshop

There is much more to Outlook than just sending and responding to emails. Learn to manage your calendar, contact information and utilizing the Tasks and Notes features as well as discussing the importance of using email responsibly and effectively. **Flash drive required.** Must have some experience with Windows and the keyboard. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF145 XDH	65363	JUL 15-JUL 22	6:00PM-9:00PM	WED	DANVERS	PARTLAN	\$149

ADDITIONAL COMPUTER TRAINING**Computer: An Introduction**

An ideal beginner's class from learning computer hardware basics to exploring Windows and Microsoft Office (including Word). Learn through hands-on sessions to open, close, size and switch between windows; create, edit, format, save and print a document. Build the necessary foundation for further study in computers. Knowledge of the keyboard is necessary.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF101 ADH	65275	MAY 22-JUN 12	9:00AM-11:30	FRI	DANVERS	GARCIA	\$209

Keyboarding: Online

Do you want to learn to touch-type or improve your existing typing skills? If so, this is the course for you! Using the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, you will learn how to touch-type. That is, to type text you read from a printed page or a computer screen without looking at your keyboard. At completion, you will be able to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. For more information call 978-236-1200 or go to www.ed2go.com/nscc.

COURSE CODE: INF021	CRN: 65274	COURSES BEGIN EVERY MONTH				COST OF COURSE: \$115	
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CyberSafe

Attention all end-users of computers, mobile devices, networks, and the Internet! Time to use technology more securely to minimize digital risks. Learn and understand security compliance considerations, social engineering malware, and various other data security related concepts. Explore the hazards and pitfalls and learn how to use technology safely and securely. Book and CyberSafe Certification Exam included.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF106 ADH	65174	JUN 25	5:30PM-9:30PM	THU	DANVERS	STAFF	\$89
INF106 XDH	65175	AUG 20	5:30PM-9:30PM	THU	DANVERS	STAFF	\$89

Google Apps

Carefully examine Google Apps as a tool of communication, productivity and collaboration. Explore how to effectively use Google Docs, Google Drive, Gmail, Google Maps, Google+, Google Calendar, Youtube and more. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF105 BDH	65285	JUN 19	9:00AM-3:00PM	FRI	DANVERS	PARTLAN	\$149
INF105 XDH	65286	AUG 12-AUG 19	6:00PM-9:00PM	WED	DANVERS	PARTLAN	\$149

BUSINESS & ADMINISTRATION

BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA)



QUICK FACTS: Bookkeeping and accounting clerks manage the financial records of companies or clients.

Median Level Wages	\$46,180
Preparation	High school diploma or equivalent recommended. Short-term training.

Required Courses:

- BAA140 Bookkeeping and Accounting: Part I* • BAA147 Excel for Accounting: Part 1 • INF106 CyberSafe
- BAA141 Bookkeeping and Accounting: Part II • BAA148 Excel for Accounting: Part 2 • BAA201 How to Manage Conflict in the Organization
- INF143 QuickBooks Pro: Level 1 • BAA150 Taxes for Bookkeepers and Tax Preparers: Introduction • BAA202 Time Management: Take Control
- INF144 QuickBooks Pro: Level 2 • BAA142 How to Keep an Audit Trial
- INF145 QuickBooks Pro Payroll • INF104 File Management Proficiency

* Students must take Bookkeeping and Accounting: Part I, or have accounting experience before taking any QuickBooks course.

**You may enroll in any of these courses even if you are not in the certificate program.
You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.**

– Data from Massachusetts Career Information Systems

Bookkeeping and Accounting: Part 1

An introduction to bookkeeping and accounting covering the accounting cycle. Analyze and record transactions using debits, credits, and T accounts, along with posting in the journal and the ledger. Prepare trial balance, create adjustments, and produce financial statements. Calculator and ruler are required.

Textbook required: Available at the Danvers Campus Bookstore. Students must activate their My Northshore account prior to first class. **Prerequisite:** Excel Level 1 or equivalent experience. **Please note: No class on July 1.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA140 ADH	65262	MAY 27-JUL 8*	9:00AM-12:00PM	WED	DANVERS	TRANTOS	\$259
BAA140 XDH	65263	JUL 23-AUG 27	6:00PM-9:00PM	THU	DANVERS	MCLARNEY	\$259

Bookkeeping and Accounting: Part 2

Continue the accounting cycle in more depth, covering banking procedures, cash and understanding payroll and payroll taxes. Work with sales and cash receipts including credits and accounts receivables. Purchases and accounts payable posting procedures will be prepared. Calculator and ruler are required.

Textbook required (same as Bookkeeping and Accounting: Part 1): Available at Danvers Campus Bookstore. **Prerequisite:** Bookkeeping and Accounting Part I or equivalent experience. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA141 XDH	65264	JUL 22-AUG 26	9:00AM-12:00PM	WED	DANVERS	TRANTOS	\$259

QuickBooks: Level 1

An introduction to the current version of QuickBooks for Windows. Topics include chart of accounts, list of vendors, items, customers, cash sales, invoicing, payments, deposits, bank reconciliation, bill payments, and creating reports and graphs. Knowledge of computers and Windows required. **Flash drive required.** **Textbook required:** Available at Danvers Campus Bookstore. **Prerequisite:** Bookkeeping and Accounting: Part 1 or equivalent experience. Students must activate their My Northshore account prior to first class. **Please note: No class on July 2.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA143 ADH	65266	MAY 28-JUL 9*	6:00PM-9:00PM	THU	DANVERS	TOYE	\$299
BAA143 XDH	65265	JUL 21-AUG 25	9:00AM-12:00PM	TUE	DANVERS	TOYE	\$299

QuickBooks: Level 2

Learn the various areas of QuickBooks that go beyond the basics such as reconciliations, credit cards and other liabilities, class usage, 1099 reporting, sales tax, utilities including importing and exporting files and various back up choices, budgeting, forecasting, and journal entries. **Flash drive required.** **Textbook required:** Available at Danvers Campus Bookstore. **Prerequisite:** QuickBooks Level 1 or equivalent experience. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA144 XDH	65267	JUL 16-AUG 20	6:00PM-9:00PM	THU	DANVERS	TOYE	\$299

QuickBooks: Payroll

Add to your QuickBooks skills by learning how to set up payroll and employee accounts, distinguish between employees and 1099 subcontractors, prepare W2s and year-end reports, and the best way to pay taxes. Students must activate their My Northshore account prior to first class. **Prerequisite:** QuickBooks Level 1 or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA145 XDH	65269	JUL 27-AUG 10	6:00PM-9:00PM	MON	DANVERS	TOYE	\$179

QuickBooks: Just Reports

Discover all of the reporting capabilities QuickBooks has to offer. Learn to create and analyze job profitability reports, cash flow statements, year-to-year comparisons of operating activities, as well as segment reporting in order to analyze profitability within a company's regional activities or products. Generating reports related to Customers and Sales, Budget vs. Actual, and how to customize transaction reports will also be covered. **Prerequisite:** QuickBooks Level 1 or equivalent experience. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA146 YDH	65268	JUN 22	9:00AM-12:00PM	MON	DANVERS	TOYE	\$79

Audit Paper Trail

What to do with all that paperwork? Bookkeeping and accounting transactions originate from a document source. What happens to all those documents when you are done with them? What happens when you need to produce these documents upon audit? How long do you need to save these documents? These are some of the questions surrounding all those papers you need to put somewhere! Learn how to set procedures creating a proper audit trail. Covered topics include: accounts receivable, accounts payable, fixed assets, manual files, electronic files, scanning, shredding, sales tax returns, income tax returns, payroll and payroll tax returns and much more. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA142 XDH	65272	AUG 24	6:00PM-9:00PM	MON	DANVERS	TRIANOS	\$79

Excel for Accounting: Part 1

An ideal blend! Apply accounting principles to detailed, step-by-step instruction on using Microsoft Excel. This unique solution offers a sequential progression of material for both accounting and Excel topics, while simultaneously offering a variety of exercises that allow you to perfect the associated concepts and skills. Learn to apply your newly acquired Excel skills when solving real-world accounting problems. Accounting equations, journal entries, financial statements, cash flows, inventory costing and analysis and bank reconciliation will be covered. **Prerequisite:** Bookkeeping and Accounting Part 1 or equivalent experience. **Textbook required:** Available at the Danvers Campus Bookstore. Students must activate their My Northshore account prior to first class. *Please note: No class on June 30.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA147 BDH	65418	JUN 2-JUL 14	6:00PM-9:00PM	TUE	DANVERS	SEGAL	\$299

Making Money as a Freelance Bookkeeper

All businesses need a bookkeeper. Why not start your own business while working at your regular job or freelance from home part-time or full-time? Learn what it takes to start, how to build a client base, how much you should charge, and what the startup costs are. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA149 XDH	65273	AUG 31	6:00PM-9:00PM	MON	DANVERS	GARCIA	\$79

PROFESSIONAL BUSINESS SKILLS

Time Management: Take Control

Learn proven time management strategies for increasing your productivity and efficiency. Discover how to use effective systems for setting and achieving your goals and reducing on-the-job stress. Applying the tools and techniques outlined here, you will be prepared to meet your contemporary time challenges and balance the demands of work and personal life. Cost of class includes required textbook. *Please note: No class on July 1.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA202 ADH	65289	MAY 27-JUL 8	6:00PM-8:30PM	WED	DANVERS	ROBICHAUD	\$299

Business Writing

Learn the techniques and types of professional writing needed for a variety of business correspondence. Designed to help strengthen skills of effective business and professional communication in both oral and written modes. After successful completion of this course, students will have the skills necessary to communicate effectively in a variety of professional situations. Areas to be covered include: Business emails, memos, letters, PowerPoint presentations, cover letters and resume preparation. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA131 XDH	65288	JUL 21-AUG 25	6:00PM-8:00PM	TUE	DANVERS	SEGAL	\$259

Advertising on a Shoestring

Even if your small business has no advertising budget, there's plenty you can do to get the word out about your business and what it has to offer! Learn cost effective tactics like building your own website, blogging, social media, email blasts, press releases, networking, and more! Students must have an account with Constant Contact (the basic, inexpensive plan is fine!) as well as Facebook and LinkedIn, plus at least one photo suitable for business use. Instructor: Cecilia Buckles, owner, Advertising That Works, an ad agency in Haverhill for over 25 years.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA136 XDH	65447	AUG 4-AUG 25	6:00PM-9:00PM	TUE	DANVERS	BUCKLES	\$189

SHRM ESSENTIALS OF HUMAN RESOURCE MANAGEMENT (XSH)

QUICK FACTS: Human resource specialists recruit, screen, interview, and place qualified job applicants.

Median Level Wages \$68,110

Preparation High school diploma or equivalent. Short-term training.

– Data from Massachusetts Career Information Systems

Knowledge of HR essentials can make you a better manager, protect your company from needless litigation, and help advance your career. In cooperation with the Society for Human Resources Management (SHRM), this course covers real-life HR issues including employment law, selecting qualified employees, compensation, the employee performance process, and much more. Earn a Certificate of Completion from SHRM and earn 1.5 CEUs. Cost of class includes required textbook.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA132 ADH	65293	MAY 19-JUN 23	6:00PM-8:30PM	TUE	DANVERS	DABRIO	\$499

SHRM LEARNING SYSTEM CERTIFICATION PREP COURSE (XSL)

QUICK FACTS: Human resource managers' plan and direct policies about employees.

Median Level Wages \$117,330 – \$123,750

Preparation High school diploma or equivalent. Bachelor's degree. Five years or more work experience in human resources. Industry certification.

– Data from Massachusetts Career Information Systems

Stay tuned for the SHRM Learning System course in Fall 2020 and Winter/Spring 2021!

REAL ESTATE

Real Estate Salesperson's Exam Preparation

Designed to provide knowledge and understanding of real estate principles and practices necessary to qualify for a position as a real estate salesperson. Prepare for the Massachusetts Real Estate Salesperson's Examination. Learn state required content including property, contracts, closing, financing, brokerage, housing, zoning, appraisal, Massachusetts' license law, and real estate math. Students must attend all 40 hours of class to receive their certificate of completion to sit for the exam. Taught by Massachusetts certified instructor. **Textbook required.** Available for purchase online: *Modern Real Estate Practice*, 20th Edition (ISBN: 9781475463729) and *Mass Real Estate Practice & Law* (ISBN: 9781475456684). *Please note: No class on June 30 and July 2.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA160 ADH	65294	MAY 26-JUL 16*	6:00PM-9:00PM	TUE/THU	DANVERS	HEIL	\$399
BAA160 XDH	65295	AUG 11-SEP 24	9:00AM-12:00PM	TUE/THU	DANVERS	STAFF	\$399

EVENT PLANNING CERTIFICATE (XEP)

QUICK FACTS: Meeting and conventions planners organize events for groups of people.

Median Level Wages \$52,480

Preparation High school diploma or equivalent recommended. Short-term training.

Required Courses:

- BAA120 Event Planning I
- BAA121 Event Planning II
- BAA122 Event Design and Décor
- BAA203 Successful Negotiations
- BAA201 How to Manage Conflict in the Organization
- BAA202 Time Management: Take Control

Recommended Supporting Courses:

- Microsoft Word
- Microsoft Excel

In addition: Students must provide documentation of 40 hours of supervised field work.

You may enroll in any of these courses even if you are not in the certificate program.

You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.

– Data from Massachusetts Career Information Systems

Event Planning: Part I

Looking to become a successful event planner? Learn the fundamentals of event planning exploring the various responsibilities and details of an event planner's job, defining industry terms, and gaining practical insight into the valuable tools and resources available to help you succeed. *Please note: No class on July 1.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA120 ADH	65306	MAY 27-JUL 22	6:00PM-8:00PM	WED	DANVERS	KARSADI-TADIELLO	\$299

INTERIOR DESIGN CERTIFICATE (XID)

QUICK FACTS: Interior designers plan and design spaces and furnish interiors.

Median Level Wages \$62,840

Preparation High school diploma or equivalent recommended. Short-term training.

Required Courses (listed in suggested order):

- BAA100 Principles of Design
- BAA101 Drafting for Interior Designers
- BAA102 Fundamentals of Interior Design
- BAA103 Color 3D Less Theory More Practice
- BAA104 Textiles and Materials
- BAA105 History of Furniture Styles
- BAA106 Window Treatments and Soft Furnishing Design
- BAA110 SketchUp
- BAA111 Interior Design Studio: Living Space*
- BAA112 Interior Design Studio: Master Suite*
- BAA201 How to Manage Conflict in the Organization
- BAA202 Time Management: Take Control

Recommended Supporting Courses:

- AutoCAD
- Adobe Photoshop

In addition: Students must provide documentation of 40 hours of supervised field work.

* Students must take Principles of Design, Fundamentals of Interior Design and Drafting for Interior Designers before any Studio course.

**You may enroll in any of these courses even if you are not in the certificate program.
You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.**

– Data from Massachusetts Career Information Systems

Principles of Design

Line, shape, texture and negative space are only a few of the building blocks in the world of design. Strengthen your visual skills with hands on exercises in a constructive, friendly environment. Learn how to use the various elements of design (line, shape, texture etc.) along with how to apply the basic principles of design (balance, contrast, rhythm etc.) in order to create well designed works of art, graphic compositions, web designs, interior spaces, or exterior landscapes. Open to beginners and more experienced students in any visual field.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA100 ADH	65425	MAY 19-JUN 23	6:00PM-8:00PM	TUE	DANVERS	COLLINS JERMAIN	\$229

Fundamentals of Interior Design

Discuss new construction, renovations, and provide the information required to enable designers to work with architects and to read/understand blueprints; provide basic knowledge of space planning, lighting, kitchen and bath design overviews; flooring selection and installation; study of imported and designer area carpets and rugs; and current trends in wall treatments and finishes. Consists of instructor lecture, guest lecturers and distributed materials. Materials list will be emailed a week prior to class starting.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA102 XDH	65241	JUL 14-SEP 1	6:00PM-8:00PM	TUE	DANVERS	HAZELTON	\$289

Drafting for Interior Designers

Learn the basic fundamentals of drafting, the tools of the trade and how to use them, and what is needed to provide a crisp, clean, legible drawing. Learn how to draw floor plans, elevations, and sections; how to measure; and how to read scales and architectural plans. **Prerequisite:** Principles of Design. *Please note: No class on July 1.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA101 BDH	65240	MAY 20-JUL 15	6:00PM-8:00PM	WED	DANVERS	CARBIN	\$339

Staging: Part I

Positive first impressions are essential for staging to be successful. Learn the art of choosing what to place where in your design scheme and how to best utilize the space for both residential and business. One lucky student will have a free consultation in exchange for hosting the class at their space one time during the course.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA109 XDH	65246	AUG 5-SEP 23	9:30AM-11:30AM	WED	DANVERS	STEEVES-GLIDDEN	\$289

PROFESSIONAL PHOTOGRAPHY

Digital Camera: Part I

Your digital camera can capture decent images when set on Auto. Great shots require taking control of your camera. Learn the different features on your camera, how to use them, and techniques that result in more creative images. Topics include exposure controls (ISO, aperture, and shutter speed), histograms, lens choice and use of flash. The camera required for this class needs to allow you to leave Auto and work in other modes. Bring your digital camera each week as we explore technical and artistic ways to better your photography. **Please note: No class on July 2.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA173 ADH	65313	MAY 21-JUL 9*	9:30AM-11:30AM	THU	DANVERS	CONWAY	\$189
BAA173 XLH	65314	JUL 7-AUG 18	6:30PM-8:30PM	TUE	LYNN	ROZAVSKY	\$189

Mastering Your Digital Camera and Post Production Using Adobe Lightroom

Master your digital camera in the morning and perfect and organize your images with Lightroom in the afternoon. Learn photographic shooting techniques, utilizing camera controls and developing a sense of quality imaging. Unleash both the creative and technical features of your digital camera with a thorough understanding of how your camera captures images. Utilize and become confident in a variety of features designed for specific shooting conditions. You will also establish an efficient and effective workflow with Adobe Lightroom. Topics will include the Lightroom Classic interface, catalog creation, interface customization and preference settings, importing files, viewing options, naming and moving files/folders, flagging/rating/categorizing, key wording, creating collections, cropping, applying global adjustments, exporting files and file/catalog backup/archiving. A digital camera (preferably with interchangeable lens capability) is required. **Textbook required:** *Complete Digital Photography*, 9th Edition by Ben Long.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA171 XDH	65431	JUL 6-AUG 10	9:00AM-2:30PM	MON	DANVERS	WEST	\$459

Mastering Your Digital Camera

Both a cognitive and hands-on approach to developing photographic shooting techniques, utilizing camera controls and developing a sense of quality imaging. Unleash both the creative and technical features of your digital camera with a thorough understanding of how your camera captures images. Utilize and become confident in a variety of features designed for specific shooting conditions. You will be guided through the education and mastery of your own digital camera through readings, written assignments for exploring your cameras, shooting assignments that will be critiqued in class by the instructor and peers, and the development of a portfolio of your best images. A digital camera (preferably with interchangeable lens capability) is required. **Textbook required:** *Complete Digital Photography*, 9th Edition by Ben Long.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA172 XDH	65432	JUL 6-AUG 10	9:00AM-12:00PM	MON	DANVERS	WEST	\$289

Post Production Using Adobe Lightroom

Establish an efficient and effective workflow with Adobe Lightroom, the most popular photo management program for photographers. Topics will include the Lightroom Classic interface, catalog creation, interface customization and preference settings, importing files, viewing options, naming and moving files/folders, flagging/rating/categorizing, key wording, creating collections, cropping, applying global adjustments, exporting files and file/catalog backup/archiving. From these basics you will extend your abilities in Lightroom to include advanced global editing skills, applying local adjustments, portrait retouching, using smart previews, tethered shooting, creating slide shows, building photo albums, printing and publishing photos and using the map module.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA175 XDH	65433	JUL 6-AUG 10	12:30PM-2:30PM	MON	DANVERS	WEST	\$189

iPhone Photography: Image Capture and Enhancement

Time to get the most out of your iPhone camera and all the features. Learn camera controls, shooting, image enhancement and manipulation, and editing. Alternative camera apps and inexpensive accessories will be introduced to enhance our images.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA186 XDH	65434	JUL 8-AUG 12	9:30AM-11:30AM	WED	DANVERS	WEST	\$189

iPhone Photography: Image Capture

Learn to get the most from your iPhone's camera. Examine camera controls, shooting techniques, alternative camera apps and inexpensive accessories that can expand the iPhone's photographic capabilities.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA187 XDH	65435	JUL 8-JUL 22	9:30AM-11:30AM	WED	DANVERS	WEST	\$89

iPhone Photography: Image Enhancement

Image capture is only the first half of iPhone photography—the other, more creative half, is the in-camera processing that follows. Whether you are enhancing an image, editing out unwanted elements, or artistically creating something unique, this course will introduce image manipulation with several powerful and inexpensive apps.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA188 XDH	65436	JUL 29-AUG 12	9:30AM-11:30AM	WED	DANVERS	WEST	\$89

HEALTH CARE



Jobs in Health Care continue to be in high demand. Train now!

Consider a career in allied health: train to provide direct care and treatment for patients to improve their health, or train to sterilize and prepare surgical instruments and medical equipment, or if you are bilingual, train to become a Medical Interpreter. These programs and others offered at NSCC could be your first step in your career in healthcare.

You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.

NURSE ASSISTANT/HOME HEALTH AIDE (XCN)

QUICK FACTS: Nursing assistants give personal care to patient in hospitals and nursing homes. They work under the direction of nurses and doctors. Home health aides care for recovering patients, the elderly, or people with disabilities in their own homes

Median Level Wages	\$32,310
Preparation	High school diploma or equivalent recommended. Be at least 16 years old. Short-term training program, and pass the Massachusetts state licensing exam.
10 Year Projected Growth	Massachusetts: 10.0%

– Data from Massachusetts Career Information Systems

Nurse Assistant training prepares you for an entry-level career in healthcare. Training includes preparation for the State Board exam to become certified, along with certifications in Home Health Aide, CPR, and CMS Hand in Hand Dementia Training. Fulfill your classroom hours on campus and your clinical experience in a local nursing facility with Registered Nurse Instructors. The skills taught in our state-licensed certificate program include vital signs, moving and turning patients, personal care basics, bed-making, bed, bath and feeding, record keeping and responding to emergencies. Open to students 16 years of age and older. Students must take and pass the State Board examination to become a Certified Nurse Assistant in the state of Massachusetts. The cost of the state exam is not included in the cost of tuition. **Textbook required:** Available at the Danvers and Lynn Campus Bookstores. Read the first four chapters in the textbook prior to the first class. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Math & Science Building 106C to complete (at least two weeks before class starts. (3) Proof of immunizations and a negative TB test is required. **Please note: No class on June 30 and July 2.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA100 ADH	65185	MAY 26-AUG 18*	9:00AM-2:00PM	TUE/THU	DANVERS	DONAHUE	\$1,279
HEA100 YLH	65187	JUL 6-SEP 11	8:00AM-12:00PM	MON/WED/FRI	LYNN	STAFF	\$1,279
HEA100 XDH	65188	JUL 13-AUG 19	5:00PM-10:00PM	MON-THU	DANVERS	STAFF	\$1,279

CENTRAL STERILE PROCESSING (XSP)

QUICK FACTS: Medical equipment preparers clean and sterilize surgical instruments and medical equipment. They also prepare instruments and equipment for use.

Median Level Wages	\$43,370
Preparation	High school diploma or equivalent required. Short-term training with moderate on-the-job-training. Certification will increase wage.
10 Year Projected Growth	Massachusetts: 8.2%

– Data from Massachusetts Career Information Systems

Stay tuned for Central Sterile Processing courses in Fall 2020 and Winter/Spring 2021!

COMMUNITY HEALTH WORKER

QUICK FACTS: Community health workers provide basic medical care to the public.

Median Level Wages	\$42,330
Preparation	High school diploma or equivalent required. Short-term training. Currently employed in healthcare.
10 Year Projected Growth	Massachusetts: 10.4%

– Data from Massachusetts Career Information Systems

Stay tuned
for Community
Health Worker courses
in Fall 2020 and
Winter/Spring
2021!

PHLEBOTOMIST (XPH)

QUICK FACTS: Phlebotomists draw blood from people to be analyzed or donated.

Median Level Wages	\$38,880
Preparation	High school diploma or equivalent recommended for training, required for certification. Short-term training program.
10 Year Projected Growth	Massachusetts: 16.1%

– Data from Massachusetts Career Information Systems

Learn to collect blood specimens from clients for the purpose of laboratory analysis, and learn all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Includes CPR and optional clinical rotation as part of the program. At program conclusion, you are eligible to sit for the National Health Career Association's (NHA) Certified Phlebotomy Technician (CPT) exam. This exam is not included in the cost of the program. Cost includes required textbook. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Math & Science Building Room 106C to complete. (3) Proof of immunizations and a negative TB test is required. (4) Drug Screening. *Please note: No class on June 29 and July 1.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA103 ADH	65190	MAY 27-AUG 26	8:30AM-12:00PM	MON/WED	DANVERS	STAFF	\$1,899

EKG TECHNICIAN (XET)

QUICK FACTS: EKG technicians use machines and monitors to perform diagnostic cardiac testing on patients.

Median Level Wages	\$56,850
Preparation	High school diploma or equivalent required. Short-term training program.
10 Year Projected Growth	Massachusetts: 8.5%

– Data from Massachusetts Career Information System

Prepare to take the ASPT, Electrocardiograph (EKG) Technician Exam. Learn anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics and legal aspects of patient contact, electrocardiography and stress testing. Practice with EKG equipment and perform hands-on labs including the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices. **Prerequisites:** It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. Cost includes required textbook. Exam not included in the cost of the program. *Please note: No class on June 30 and July 2.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA102 XDH	65192	JUN 2-AUG 4	9:00AM-12:00PM	TUE/THU	DANVERS	STAFF	\$999

Phlebotomy and EKG Career Path

This combined Phlebotomy and EKG Technician program provides the necessary clinical skills required to function as a vital member of a health care services team. Become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Additionally, you will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the Holter monitor, the normal anatomy of the chest wall for proper lead placement, echocardiography, 12-lead placement and other clinical practices. Includes CPR and optional Phlebotomy clinical rotation as part of the program. At program conclusion, you are eligible to sit for the National Health Career Association's (NHA) Certified Phlebotomy Technician (CPT) exam and ASPT, Electrocardiograph (EKG) Technician Exam and other National Certification Exams. These exams are not included in the cost of the program. Cost includes required textbooks. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building Room 106C to complete at least two weeks before class starts. (3) Proof of immunizations and a negative TB test is required. (4) Drug Screening. *Please note: No class on June 29 and July 1.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA115 BDH	65191	MAY 27-AUG 31	5:30PM-9:00PM	MON/WED	DANVERS	STAFF	\$2,499

DENTAL ASSISTANT (XDA)

QUICK FACTS: Dental assistants help dentists with patient care, office tasks, and lab duties.

Median Level Wages	\$45,760
Preparation	High school diploma or equivalent required. Short-term training.
10 Year Projected Growth	Massachusetts: 6.1%

– Data from Massachusetts Career Information Systems

Entry-level positions in dental assisting is one of the fastest growing health care fields. Learn all areas of pre-clinical dental assisting including the professional skills required to function as an assistant in a dental practice. Administrative aspects include: the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, policies and guidelines. Clinical topics include: introduction to oral anatomy, dental operator, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, sterilization, and other areas. Also included is CPR and an optional clinical rotation. Designed to prepare students to sit for the DANB National Entry Level Dental Assistant Exam (NELDA). NELDA includes Radiology Health and Safety Exam (RHS), Infection Control Exam (ICE), and Anatomy, Morphology, and Physiology Exam (AMP). The state of Massachusetts requires that any dental office employee who will be performing radiological procedures (X-Rays) must take and pass the DANB RHS exam. The cost of this exam is not included as part of the cost of this program. The DANB exam is administered at PearsonVue Testing Centers. Cost includes required textbook. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Math & Science Building 106C to complete (at least two weeks before class starts.) (3) Proof of immunizations and a negative TB test is required. **Please note: No class on June 29 and July 1.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA106 ADH	65183	MAY 27-AUG 26*	6:00PM-9:00PM	MON/WED	DANVERS	STAFF	\$1,699
HEA106 XLH	65184	AUG 3-SEP 30	9:00AM-12:00PM	MON/WED/FRI	LYNN	STAFF	\$1,699

MEDICAL INTERPRETING (XMC)

QUICK FACTS: Interpreters and translators convert spoken or written words from one language to another.

Median Level Wages	\$53,280
Preparation	High school diploma or equivalent recommended. Short-term training.
10 Year Projected Growth	Massachusetts: 13.3%

– Data from Massachusetts Career Information Systems

If you are bilingual, have good speaking and listening skills, and enjoy working with people, you may have a future as a medical interpreter. Medical interpreters are in great demand nationwide, including Massachusetts where interpreters are legally required to be in acute care hospitals and behavioral health facilities. The Department of Labor Statistics reports employment of interpreters and translators is expected to grow 42 percent from 2010 to 2020, much faster than the average for all occupations. Course provides a working knowledge of the various aspects of medical interpreting such as the standards of practice, ethics, HIPAA regulations, cultural competency, and medical vocabulary development. You will have the opportunity to perform role-plays via Skype with individual language coach/facilitators and you can opt to continue working with the language coach upon completion of the course. **Prerequisite:** Must be fluent in English and a second language. Screening required, call 978-236-1200 to request a screening appointment after registration. **Textbook required:** Available at Amazon.com. *What You Need To Know to Become a Medical Interpreter* (ISBN: 9780578411910). *Please note: No class on June 29 and July 1.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA110 BLH	65193	JUN 15-AUG 19	6:30PM-9:30PM	MON/WED	LYNN	STAFF	\$1,199

ONLINE HEALTH PROGRAMS

QUICK FACTS: Medical coders and billers assign codes to illnesses, injuries, and medical procedures based on doctor's and nurse's notes. They enter these codes on insurance forms.

Median Level Wages	\$46,303
Preparation	High school diploma or equivalent required. Short-term training. Certified coders earn more than non-certified coders.
10 Year Projected Growth	Massachusetts: Emerging

– Data from Massachusetts Career Information Systems

CBCS Certified Medical Administrative Assistant with Medical Billing and Coding: Online

Are you interested in obtaining a career in the healthcare industry but have little or no experience? Here's the place to start. Learn the foundation of medical vocabulary and essential medical office management skills needed to become a Medical Administrative Assistant. Prepares students to sit for the Certified Billing and Coding Specialist (CBCS) and the Certified Medical Administrative Assistant (CMAA) exams offered by National Health Career Association (both exams included in tuition). Also prepares students for Certified Professional Coder (CPC) exam and the Certified Coding Associate (CCA) exam (cost not included). For more information call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc>.

COURSE CODE: HEA001	CRN: 65204	COURSES BEGIN EVERY MONTH	COST OF COURSE: \$2,795
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DIALYSIS (XDT)

QUICK FACTS: Dialysis technology programs prepare people to help patients with severe kidney problems.

Median Level Wages	\$39,649
Preparation	High school diploma or equivalent required. Complete formal training program.
10 Year Projected Growth	Massachusetts: 10.0%

– Data from Massachusetts Career Information Systems

Provides a detailed introduction to the knowledge needed to perform the responsibilities of a Dialysis Technician. Course covers normal kidney physiology, the basic principles of hemodialysis, kidney dialysis machines, dialyzer preparation and reprocessing as well as how to assist dialysis patients in managing their disease and treatment. For more information call 978-236-1200.

COURSE CODE: HEA 107 CRN: 65205

COURSES BEGIN EVERY MONTH

COST OF COURSE: \$1,299

PHARMACY TECHNICIAN (XPT)

QUICK FACTS: Pharmacy technicians help pharmacists provide medicines and other health care products to patients.

Median Level Wages	\$35,490
Preparation	High school diploma or equivalent required. Short-term training. Pass the Massachusetts certification and licensing exams.
10 Year Projected Growth	Massachusetts: 8.8%

– Data from Massachusetts Career Information Systems

Prepares prospective healthcare technicians to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Content includes pharmacy medical terminology, pharmacy calculations, reading and interpreting prescriptions, defining generic and brand names drugs and much, much more! Includes optional clinical externship through a local pharmacy. To be eligible for the optional clinical externship, you must successfully complete the 50 hour program, submit to a thorough background check (CORI), drug screening and meet other requirements. Upon successful completion, students are prepared to sit for the Pharmacy Technician Certification Board (PTCB), Certified Pharmacy Technician Exam (CPhT). For exam information visit www.ptcb.org. For more information call 978-236-1200.

COURSE CODE: HEA116 CRN: 65206

COURSES BEGIN EVERY MONTH

COST OF COURSE: \$1,299

RECOVERY COACH TRAINING

QUICK FACTS: Recovery coaches work with persons with active addictions as well as persons already in recovery.

Median Level Wages	\$44,360
Preparation	High school diploma or equivalent recommended. Short-term training. Massachusetts certificate in Recovery Coaching.
10 Year Projected Growth	Massachusetts: 17.6%

– Data from Massachusetts Career Information Systems

Recovery Coach Training: Part I

The gold standard for Recovery Coach Training fulfills 30 of the 60 educational hours required to become a Massachusetts Certified Addiction Recovery Coach. Recovery Coaches play a vital role in the community; they serve as guides and mentors to individuals with drug and alcohol problems, and empower people on their personal journey by providing many options and 'paths' to recovery. Training participants will receive tools and resources designed to help people heal from the devastating effects of addiction, whether they are just entering recovery or looking to deepen and sustain their recovery. For individuals considering a career as a recovery coach or peer mentor, or individuals who simply want to learn more effective methods for supporting people through their recovery process. Taught by Michelle Simons who brings a professional and life experience to her work with individuals, families and organizations. Cost of class includes \$50 materials fee and Recovery Coach manual. Please bring your lunch each day.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA300 XLH	65261	AUG 3-AUG 6	9:00AM-5:00PM	MON-THU	LYNN	SIMONS	\$499

Recovery Coach Training: Part II

Recovery Coach Academy fulfills 30 of the 60 educational hours required to become a Massachusetts Certified Addiction Recovery Coach. Designed to provide those seeking to work as Recovery Coaches with a thorough overview of addiction science, the various substances of misuse and their effects, and how addiction impacts mental health, physical health, and overall wellness. Stages of change related to recovery are examined, along with Motivational Interviewing, an evidence-based intervention used to promote recovery goal attainment. The course utilizes case studies and experiential exercises that will strengthen the students' cultural awareness and responsiveness to differences. A great deal of time is spent examining the accepted ethical standards for coaches-how best to navigate boundaries and 'stay in the lane' of a Recovery Coach. There are no prerequisites for attending this class; all are welcome. Training participants will receive knowledge and resources designed to help people heal from addiction, whether they are just entering recovery or looking to deepen and sustain their recovery. Course materials are included in the cost of the class. Please bring your lunch each day.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA301 BLH	65258	JUN 22-JUN 25	9:00AM-5:00PM	MON-THU	LYNN	SIMONS	\$499

Recovery Coach Training Part II—Days 1 and 2: Addiction Education

For individuals interested in learning more about addiction this course provides a thorough overview of addiction science, the various substances of misuse and their effects, and how addiction impacts mental health, physical health, and overall wellness. Stages of change as relates to recovery are examined, along with Motivational Interviewing, an evidence-based method used to help people get 'unstuck' from problem behaviors. Also included are case examples to illustrate how culture plays a role in helping relationships, and how best to remain sensitive to individual differences. Fulfills the 14 hours of required training on Addiction 101, Mental Health, Motivational Interviewing, and Cultural Competency for those pursuing certification as a Massachusetts Addiction Recovery Coach. Course materials are included in the cost of the class. Please bring your lunch each day.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA302 BLH	65260	JUN 22-JUN 23	9:00AM-5:00PM	MON/TUE	LYNN	SIMONS	\$279

Recovery Coach Training Part II—Days 3 and 4: Ethical Responsibilities for Recovery Coaches

Learn the accepted ethical standards for Recovery Coaches, how best to navigate boundaries and 'stay in the lane' of a Recovery Coach, and how to develop an ethical decision-making model. Includes discussions and exercises related to ethical dilemmas, self-disclosure, and power-dynamics, among other subjects. Fulfills the 16 hours of required training on Ethical Responsibility needed to become a Massachusetts Certified Addiction Recovery Coach. Course materials are included in the cost of the class. Please bring your lunch each day.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA303 BLH	65259	JUN 24-JUN 25	9:00AM-5:00PM	WED/THU	LYNN	SIMONS	\$279

HOLISTIC HEALTH

REIKI MASTER CERTIFICATION

QUICK FACTS: Reiki is used to aid in relaxation, assist in the body's natural healing processes and develop emotional, mental, and spiritual well-being.

Median Level Wages \$25-\$60/hour. Many Reiki practitioners volunteer.

Preparation High school diploma or equivalent recommended. Short-term training and continued experience. Certification.

— Data from Massachusetts Career Information Systems

Stay tuned for
Reiki Levels III & IV
in Fall 2020!

Reiki Usui/Holy Fire III: Level One

Learn about the concepts, energies, history, and lineages of Usui and Holy Fire III Reiki, a form of Reiki developed by the International Center for Reiki Training. It is a powerful yet gentle form of healing that provides purification, empowerment and guidance. Gain a general understanding of the concepts of chakras, auras and Reiki energy healing using scanning and traditional Reiki hand positions. Learn to give yourself, your friends, family, and even your pets Reiki. For beginners or for anyone interested in learning more about Holy Fire Reiki. Training consists of lecture and discussion, Holy Fire III Reiki placement/attunement, hands-on practice, as well as the Reiki Healing. Cost of class includes \$25 material fee and certificate of Completion of Usui/Holy Fire III Reiki Level One.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA200 BDH	65195	JUN 12	9:00AM-5:00PM	FRI	DANVERS	STAFF	\$189

Reiki Usui/Holy Fire III: Level Two Practitioner Certification

Enhance your healing power and intuition as well as your confidence and skills with Level Two training. Learn full treatment session techniques including advanced body scanning and traditional Japanese Reiki techniques. At course completion you will have an understanding of the following concepts: clearing negative energy from your clients and their homes, distance healing, healing of emotional problems and trauma, and changing unwanted habits. As a Usui/Holy Fire III Reiki Level Two Practitioner, you can see clients and open your own Reiki healing practice if you chose to do so. Cost includes \$25 materials fee.

Prerequisite: Successful completion of any level 1 Reiki lineage.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA201 BDH	65197	AUG 14	9:00AM-5:00PM	FRI	DANVERS	STAFF	\$189

Reflexology: Hand and Foot

Learn the ancient yet modern way to bring about health and relaxation through reflexology. Learn the different points on the hands and feet that can enhance internal organ function and improve health. Be prepared to give and receive a foot and hand rub. Please bring a foot basin and towel to class. Instructor Donna Clifford, RN BSN, is a licensed massage therapist, certified in body centered meditation and transformational breath work, Registered Polarity Practitioner, Kushi Institute trained macrobiotic teacher.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA206 BDH	65198	JUN 23	6:00PM-9:00PM	TUE	DANVERS	CLIFFORD	\$39

Holistic View of Digestive Health

Digestion is the foundation of all health. Learn about the macrobiotic diet, chakra healing, meditation and the power of affirmations, as well as facial diagnosis and transformational breath work to improve health in yourself and others. Instructor Donna Clifford, RN BSN, is a licensed massage therapist, certified in body centered meditation and transformational breath work, Registered Polarity Practitioner, and a Kushi Institute trained macrobiotic teacher.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA207 XDH	65199	JUL 21-AUG 4	6:00PM-8:00PM	TUE	DANVERS	CLIFFORD	\$89

TEAS TEST PREPARATION

TEAS Test Preparation for Health Programs: Science

Preparation for those planning on taking the TEAS test. Life science, human body science and vocabulary, chemical and physical science, and general science will be covered. **Textbook required:** Available at the Danvers and Lynn Campus Bookstores. *Please note: No class on June 29.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD104 ADH	65157	JUN 1-JUL 13	6:00PM-8:00PM	MON	DANVERS	ST PIERRE	\$159

TEAS Test Preparation for Health Programs: Math

Preparation for those planning on taking the TEAS test. Focus on whole numbers, fractions and decimals, percentages, ration and proportion, metric conversions, and algebraic equations. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD106 XDH	65159	JUL 14-JUL 30	10:15AM-12:15PM	TUE/THU	DANVERS	MCGUINNESS	\$159

TEAS Test Preparation for Health Programs: Verbal

Preparation for those planning on taking the TEAS test. Reading development (including maps, charts, and graphs), English grammar and punctuation will be covered. If time allows, other areas will be reviewed according to student interest and need, and by specific student request. Students must have a basic knowledge of English grammar and punctuation.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD105 XDH	65158	JUL 14-JUL 30	8:00AM-10:00AM	TUE/THU	DANVERS	ROBICHAUD	\$159

CPR

Professional Rescuer CPR

As a public safety professional or healthcare provider, it is your duty to respond to cardiac or breathing emergencies until more advanced medical personnel can take over. Utilizing the most current guidelines, you will be taught basic life support skills for all ages of patients (infant, child, and adult) including rescue breathing, foreign body airway obstruction, 2-person CPR and AED use. Successful completion of all skill stations and the final exam earns a certificate from the American Heart Association for Professional Rescuer CPR, valid for two years. Attendance for the entire course is required for successful completion. The course cost includes a full-color text to be picked up at the Danvers Math & Science Building 106C. Note: This course is the American Heart Association Basic Life Support (BLS). Meets the CPR requirement for accepted Health Professions students at NSCC.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA212 BDH	65414	JUN 10	5:30PM-10:00PM	WED	DANVERS	MOORE	\$89
HEA212 XDH	65202	JUL 8	5:30PM-10:00PM	WED	DANVERS	MOORE	\$89
HEA212 YDH	65203	AUG 5	5:30PM-10:00PM	WED	DANVERS	MOORE	\$89

PERSONAL FITNESS TRAINER (XPF)

QUICK FACTS: Fitness trainers and aerobics instructors help people get in shape. They teach classes or set up individual training programs.

Median Level Wages	\$54,770
Preparation	High school diploma or equivalent required. Short-term training. Pass a certification exam.
10 Year Projected Growth	Massachusetts: 9.1%

– Data from Massachusetts Career Information Systems

Certified Personal Trainer Course with CPR

Two Nationally Certified Personal Trainer Certifications, CPR Certification, and Level 1 Certified Personal Trainer Test Vouchers for one price! Gain all the required skills and knowledge needed to become a Certified Personal Trainer with in-depth instruction and hands-on practical labs. Topics include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessments to game plan a solid program for your client. Hands-on practical training labs include role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. For Level 1 Certified Personal Trainer you must successfully complete the written and practical exams. For Level 2 Nationally Certified Personal Trainer you must successfully complete your Level 1 exams followed by a 30 hour internship. Hands-on practical training occurs off-site and you must provide your own transportation. It is strongly recommended that students take the Accuplacer Placement Exam in the Center for Alternative Studies and Testing prior to registration for advising purposes. Program includes workbook, access to online student study tools and test voucher. W.I.T.S. Certified Personal Trainer is NCCA Accredited. **Textbook required:** Not included in the price of the course. *The Fitness Professional's Handbook*, 7th edition with web resources available for purchase online (ISBN: 13:9781492523376). An e-book is also available for purchase online (ISBN: 13:9781492535935). You can also order the book through W.I.T.S. by calling 1-888-330-9487. *Please note: No class on June 30 or July 2.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
PSS210 BDH	65194	JUN 2-JUL 23	9:00AM-4:00PM	TUE/THU	DANVERS	STAFF	\$889

AGRICULTURE & FOOD SERVICE

BASIC CULINARY ARTS CERTIFICATE (XCR)



QUICK FACTS: Chefs and dinner cooks measure, mix, and cook food.

Median Level Wages	Earn \$30,720 – \$56,070
Preparation	High school diploma or equivalent recommended. ServSafe Certification.

Required Courses:

- AFS100 Culinary Arts: Part 1*
- AFS101 Culinary Arts: Part 2*
- AFS102 Culinary Arts: Part 3*
- AFS103 Baking Fundamentals
- AFS104 Menu Development and Costing
- AFS105 Global Cuisine
- AFS106 ServSafe Food Sanitation
- AFS108 Fundamentals of Starting a Food Service Business
- BAA201 How to Manage Conflict in the Organization
- BAA202 Time Management: Take Control

In addition: Students must provide documentation of 40 hours of supervised field work

* Culinary Arts: Part 1, Part 2, and Part 3 must be taken in order.

You may enroll in any of these courses even if you are not in the certificate program.

You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.

– Data from Massachusetts Career Information Systems

Culinary Arts: Part I

Discover and learn hands-on techniques of professional chefs. Explore basic culinary techniques including safe and handy knife skills, proper cutting techniques of fruits, vegetables, and meats. Identify herbs, spices, tools and equipment used in a professional kitchen. Hands-on daily cooking demonstrations and individual participation in the seven cooking techniques of braising, roasting, sauteing, grilling, poaching, deep frying, and combination cooking. Create and taste your accomplishments at the conclusion of each class. To ensure that proper sanitation guidelines are followed, this class requires that each student come prepared to cook. Comfortable clothing is suggested; sneakers or nonskid shoes, a baseball cap, apron, knife, cutting board and containers must be brought to each class. Happy Cooking! Cost of class includes a \$95 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS100 ADH	65331	MAY 19-JUN 23	6:30PM-9:30PM	TUE	MIDDLETON	DUNN	\$384

New! Dim Sum and Dumplings

Learn the art of creating a perfect pleated dumpling with a variety of fillings along with other small bites and sauces using vibrant flavors and ingredients unique to Asian Cuisine. To ensure that proper sanitation guidelines are followed, this class requires that each student come prepared to cook. Comfortable clothing is suggested; sneakers or nonskid shoes, a baseball cap, apron, knife, cutting board and containers must be brought to each class. Cost of class includes a \$30 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS029 AMH	65441	MAY 28-JUN 4	6:00PM-9:00PM	THU	MIDDLETON	DUNN	\$119

New! Mexican Street Tacos and Salsas

Spice up your life with homemade Mexican street tacos with a variety of salsas. Learn to char ingredients to enhance flavors, dry roast, work with authentic ingredients, and even make homemade tortillas to make mouth-watering tacos. To ensure that proper sanitation guidelines are followed, this class requires that each student come prepared to cook. Comfortable clothing is suggested; sneakers or nonskid shoes, a baseball cap, apron, knife, cutting board and containers must be brought to each class. Cost of class includes a \$30 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS036 AMH	65442	JUN 11-JUN 18	6:00PM-9:30PM	THU	MIDDLETON	DUNN	\$119

New! Flatbreads Galore

Learn to make homemade flatbread and delicious toppings to create sensational appetizers, meals, and mouth-watering desserts! To ensure that proper sanitation guidelines are followed, this class requires that each student come prepared to cook. Comfortable clothing is suggested; sneakers or nonskid shoes, a baseball cap, apron, knife, cutting board and containers must be brought to each class. Cost of class includes a \$20 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS037 BMH	65443	JUN 25	6:00PM-9:00PM	THU	MIDDLETON	DUNN	\$69

New! Farm to Table

Everyone's talking farm to table cooking! Learn exciting new recipes for main dishes, sides, and desserts using the freshest ingredients from the North Shore. To ensure that proper sanitation guidelines are followed, this class requires that each student come prepared to cook. Comfortable clothing is suggested; sneakers or nonskid shoes, a baseball cap, apron, knife, cutting board and containers must be brought to each class. Cost of class includes a \$30 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS021 XMH	65444	JUL 16-JUL 23	6:00PM-9:00PM	THU	MIDDLETON	DUNN	\$119

FLORAL DESIGN CERTIFICATE (XFL)

QUICK FACTS: Floral designers cut and arrange live, dried, and artificial flowers and plants.	
Median Level Wages	\$32,840
Preparation	High school diploma or equivalent recommended. Short-term training.
Required Courses:	
<ul style="list-style-type: none"> • AFS230 Floral Design I: Bring on the Flower Power • AFS231 Floral Design II: Let your Creativity Bloom • AFS232 Floral Design III: Beyond the Rule of Three 	<ul style="list-style-type: none"> • AFS233 Floral Merchandising and Business Practice • BAA201 How to Manage Conflict in the Organization • BAA202 Time Management: Take Control
In addition: Students must provide documentation of 40 hours of supervised field work.	
You may enroll in any of these courses even if you are not in the certificate program.	
You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.	

– Data from Massachusetts Career Information Systems

Floral Design I: Bring on the Flower Power

From round, long and low, vertical, loose and airy, and cottage garden styles, learn to create a beautiful arrangement to take home each week. Includes flowering plant care, culture, and handling. Fresh cut flowers and florist supplies are available in class. Please bring scissors, knife, ribbon cutters and wire cutters to class. **Textbook required:** Available at the Danvers Campus Bookstore. Cost of class includes a \$90 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS230 ADH	65162	MAY 19-JUN 23	6:00PM-8:30PM	TUE	DANVERS	ALEXANDRA	\$309
AFS230 XDH	65445	JUL 15-AUG 19	9:00AM-11:30AM	WED	DANVERS	MIGLIGCCIO	\$309

Floral Design II: Let Your Creativity Blossom

Keep your creativity flowing! Create more challenging arrangements using tropical flowers, exotics, lilies, Dutch flowers, and several species of roses. Use an unusual and diverse variety of greenery and interesting containers to complement each arrangement. Discuss cut flower identification and preservation. Fresh cut flowers and floral supplies are available in class. Please bring scissors, knife, ribbon cutters and wire cutters to class. **Textbook required (same as Floral Design I):** Available at the Danvers Campus Bookstore. **Prerequisite:** Floral Design I or equivalent experience. Cost of class includes a \$120 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS231 XDH	65163	JUL 21-AUG 25	6:00PM-8:30PM	TUE	DANVERS	ALEXANDRA	\$339

Floral Design III: Beyond the Rule of Three

Take your passion of floral design to an advanced level by improving your design skills and speed with the principles and elements of floral design along with floral terminology. Reviewing what you have learned from Design I and Design II, you will expand on the concepts. Sessions will include a lecture and demo, followed by each student creating a design. Please bring scissors, wire cutters, and floral clippers to the class. **Textbook required (same as Floral Design I and II):** Available at the Danvers Campus Bookstore. **Prerequisite:** Floral Design I and Floral Design II or equivalent experience. Cost of class includes \$120 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS232 ZDH	65164	JUL 8-AUG 12	6:00PM-8:30PM	WED	DANVERS	ALEXANDRA	\$339

Floral Merchandising and Business Practices

Learn valuable information on merchandising flowers, gift plants, decorative accessories, window displays, end caps, focal areas, promotional publications, and building customer loyalty. Explore bookkeeping systems used extensively by florists, become acquainted with credit card changes, wire service, time management, product pricing, and personal productivity skills. **Prerequisite:** Floral Design I and Floral Design II or equivalent experience. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS233 BDH	65446	MAY 20-JUN 24	6:00PM-8:00PM	WED	DANVERS	MIGLIGCCIO	\$289

Field to Vase

Field to vase movement is hot! Learn the art of arranging beautiful picked flowers from the garden, local fields, or local farm. Please bring scissors, knife, ribbon cutters and wire cutters to class. Cost of class includes a \$20 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS245 BDH	65420	JUN 18	9:30AM-11:30AM	THU	DANVERS	ALEXANDRA	\$59

New! Wedding Bouquet Designs

Wedding bells are ringing! Learn the art of the beautiful custom bouquet styles that will wow the bride-to-be. Please bring scissors, knife, ribbon cutters and wire cutters to class. Cost of class includes a \$35 perishables fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS243 ADH	65419	MAY 18	6:00PM-9:30PM	MON	DANVERS	ALEXANDRA	\$89

LANDSCAPE DESIGN CERTIFICATE (XLD)

QUICK FACTS: Landscape architects design and plan outdoor areas for use and beauty.

Median Level Wages	\$71,880
Preparation	High school diploma or equivalent. Formal training including an internship.

Required Courses:

- AFS211 Landscape Design Drawing: Session 1*
- AFS212 Landscape Design Drawing: Session 2*
- AFS213 Landscape Design Drawing: Session 3*
- AFS214 Landscape Design Drawing: Session 4*
- BAA100 Principles of Design (formerly Basic Design)
- AFS210 Perennials, Annuals and Vines—ID and Culture*
- AFS215 Trees—Identification and Culture
- AFS217 Shrubs—Identification and Culture
- AFS219 The Business of Landscaping
- AFS200 Landscape Garden Maintenance—Spring**
- AFS201 Landscape Garden Maintenance—Summer**
- AFS202 Landscape Garden Maintenance—Fall**
- AFS203 Materials and Methods of Landscape Construction

Recommended Supporting Courses:

- AutoCAD
- Adobe Photoshop

In addition: Students must provide documentation of 120 hours of supervised field work.

* Please note Landscape Graphics I and II and Landscape Design Basics I and II have been revised please contact Professional Education if you are unsure of which class you need to complete your certificate.

** See Landscape and Garden Maintenance box for course information.

**Earn a certificate by passing the required courses. Courses vary every semester.
You may enroll in any of these courses even if you are not in the certificate program.
You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.**

– Data from Massachusetts Career Information Systems

Landscape Design Drawing: Session 1

Learn the basic design principles and techniques to create an accurate construction document to effectively communicate with contractors and clients. Simple line drawing to basic universal design principals will be discussed and practiced in class. Weekly drawing assignments will be given in addition to weekly class work. Designed for the novice garden designer. Some basic drawing tools will be required. **Textbook required:** Available at the Danvers Campus Bookstore. *Please note: No class on July 1.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS211 ADH	65303	MAY 27-JUL 15	6:30PM-8:30PM	WED	DANVERS	DRYDEN	\$249

LANDSCAPE & GARDEN MAINTENANCE CERTIFICATE (XLG)

QUICK FACTS: Landscapers and groundskeepers plant and take care of flowers, lawns, shrubs, and trees.

Median Level Wages	\$27,000 – \$46,880
Preparation	Complete a hands-on or on-the-job training. Valid driver’s license.

Required Courses:

- AFS200 Landscape and Garden Maintenance—Spring
- AFS201 Landscape and Garden Maintenance—Summer
- AFS202 Landscape and Garden Maintenance—Fall

In addition: Students must provide documentation of 120 hours of supervised field work.

**You may enroll in any of these courses even if you are not in the certificate program.
You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.**

– Data from Massachusetts Career Information Systems

Landscape and Garden Maintenance: Summer

Gain hands-on experience at Long Hill, an outstanding country estate with historic gardens in Beverly owned by The Trustees of Reservations. Participate in summer landscaping and garden maintenance supervised by the Long Hill staff horticulturists. Learn about planting, weed identification/removal, garden rejuvenation, summer pruning (including hedges), mulching, propagation and cuttings, stone laying, landscape equipment, design of summer containers, and more. Informational handouts provided.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS201 BEH	65302	JUN 2-AUG 6	9:00AM-12:00PM	TUE/THU	FIELD	BOUCHARD	\$249

GARDENING WORKSHOPS

Growing and Using Herbs

Nothing enhances meals like the taste of fresh herbs and most are easy to grow. Come explore a variety of under-used perennial and annual herbs in addition to the more common ones. Learn how to grow healthy and productive plants indoors and out.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS223 ADH	65305	MAY 20	6:30PM-8:30PM	WED	DANVERS	FLANAGAN	\$39

Gardening in Containers

Want to add punch to your patios, window boxes and walkways? Add garden containers. Through lecture and demonstration, learn the best plants for containers, great color combinations, designs and how to maintain healthy and attractive plants. Texture and containers will also be covered.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS222 BDH	65421	JUN 17	6:30PM-8:30PM	WED	DANVERS	FLANAGAN	\$39

LANGUAGE & COMMUNICATION



Basic English as a Second Language

NSCC'S English as a Second Language Department aims to provide non-native speakers of English with skills necessary for their personal, professional, and academic development. Using both traditional and communicative teaching methods and providing a supportive environment, the ESL department assists students as they work towards the level of linguistic competence necessary for their participation in the local and global community. We are committed to respecting individual cultural and linguistic diversity at North Shore Community College. No appointment is necessary. Come to the CAS Testing Center located in LS-215 in Lynn or DB213 in Danvers. Please show up at least two hours before we close as testing usually takes between one and two hours. Please note: Occasionally an office will not be open during regular hours.

Tiene alguna pregunta? Si no está seguro por dónde empezar y desea mas información, llame al 781-593-6722 x2131 o comuníquese por email a: gguetierr@northshore.edu.

For more information call the ESL hotline: 781-477-2188.

Basic English as a Second Language I

Introduction to English for true beginners whose first language is not English. Course includes extensive vocabulary development, simple reading and writing tasks, basic grammatical concepts, speaking, listening and student interaction. (Basic ESL I) **Textbook required:** Available at the Lynn Campus Bookstore.

Prerequisite: Must complete Placement Test administered at the Lynn campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC100 ALH	65207	MAY 14-JUN 25	6:00PM-9:00PM	TUE/THU	LYNN	DESHAIS	\$229
LAC100 BLH	65208	JUN 1-AUG 24	9:00AM-12:00PM	MON	LYNN	BUZZI	\$229
LAC100 XLH	65209	JUL 14-AUG 20	6:00PM-9:00PM	TUE/THU	LYNN	BUZZI	\$229

Basic English as a Second Language II

Vocabulary development is taught, integrated with grammar topics such as plural formation, question words, and basic parts of speech. Write short paragraphs, develop basic strategies for listening comprehension, and improve oral skills. **Textbook required:** Available at the Lynn Campus Bookstore.

Prerequisite: Must have completed Basic ESL I, or tested into ESL II according to the test administered at the Lynn Campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC101 ALH	65210	MAY 14-JUN 25	6:00PM-9:00PM	TUE/THU	LYNN	BUZZI	\$229
LAC101 BLH	65211	JUN 2-AUG 25	9:00AM-12:00PM	TUE	LYNN	SHAMS	\$229
LAC101 XLH	65212	JUL 13-AUG 19	6:00PM-9:00PM	MON/WED	LYNN	JOBITY	\$229

Basic English as a Second Language III

Learn more complex grammar structures. Practice writing short paragraphs and increase your vocabulary by reading a variety of texts. Speaking skills will be emphasized throughout the course. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must complete ESL II or test into ESL III according to the test administered at the Lynn campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC102 ALH	65213	MAY 14-JUN 25	6:00PM-9:00PM	TUE/THU	LYNN	STRAGER	\$229
LAC102 BLH	65214	JUN 3-AUG 26	9:00AM-12:00PM	WED	LYNN	STEVENS	\$229
LAC102 XLH	65215	JUL 14-AUG 20	6:00PM-9:00PM	TUE/THU	LYNN	RADJEWski	\$229

Basic English as a Second Language IV

A high-beginning course that focuses on improving reading skills and building vocabulary. Students plan and write short paragraphs and continue to work on speaking and listening skills. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must have completed ESL III or test into ESL IV according to the test administered at the Lynn campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC103 ALH	65216	MAY 13-JUN 24	6:00PM-9:00PM	MON/WED	LYNN	FUCILLO	\$229
LAC103 BLH	65217	JUN 2-AUG 25	9:00AM-12:00PM	TUE	LYNN	FUCILLO	\$229
LAC103 XLH	65218	JUL 14-AUG 20	6:00PM-9:00PM	TUE/THU	LYNN	WASSON	\$229

Integrated Skills for Low-Intermediate ESL Students

Recommended for students intending to take credit ESL classes next semester. Concentrate on reinforcing and developing individual reading, writing, and oral skills in preparation for Intermediate ESL classes. Some sessions will take place in the ESL Multimedia Lab where you will use a variety of audio and video material. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must have completed ESL IV or tested into Integrated Skills according to test administered at the Lynn campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC105 ALH	65219	MAY 14-JUN 25	6:00PM-9:00PM	TUE/THU	LYNN	GRIFFITH	\$229
LAC105 BLH	65220	JUN 4-AUG 27	9:00AM-12:00PM	THU	LYNN	WHEELER	\$229
LAC105 XLH	65221	JUL 13-AUG 19	6:00PM-9:00PM	MON/WED	LYNN	WASSON	\$229

Integrated Skills for Advanced ESL Students

Intended for High-Intermediate and Advanced speakers of English as a Second Language who would like to improve their reading, writing, listening, and speaking skills. Emphasis will be placed on building vocabulary, and increasing fluency and accuracy in all areas. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must have completed Integrated Skills for High/Intermediate ESL or tested into Integrated Skills Advanced according to test administered at Lynn campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC107 ALH	65222	MAY 13-JUN 24	6:00PM-9:00PM	MON/WED	LYNN	RADJEWSKI	\$229
LAC107 XDH	65223	JUL 13-AUG 19	6:00PM-9:00PM	MON/WED	DANVERS	KIM	\$229

Integrated Skills for High-Intermediate ESL Students

Focus on developing writing, reading, grammar and listening and speaking skills in preparation for more advanced ESL credit courses and to improve English skills for work. Some of the classes will be held in the ESL Multimedia lab using a variety of audio and video material, as well as online resources and exercises.

Textbook required: Available at the Lynn Campus Bookstore. **Prerequisite:** Must have completed Intermediate Integrated Skills for Low-Intermediate ESL or tested into Integrated Skills for High-Intermediate according to test administered at the Lynn Campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC106 ADH	65224	MAY 14-JUN 25	6:00PM-9:00PM	TUE/THU	DANVERS	KIM	\$229
LAC106 XLH	65225	JUL 13-AUG 19	6:00PM-9:00PM	MON/WED	LYNN	RINCON	\$229

Integrated Skills High Advanced

Intended for advanced speakers of English as a Second Language looking to build further on their reading, writing, grammar, listening, and speaking skills.

The class will focus on advanced vocabulary, essay writing, and grammar. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must have completed Integrated Skills for Advanced ESL or tested into Integrated Skills High Advanced according to the test administered at the Lynn campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC108 ALH	65226	MAY 14-JUN 25	6:00PM-9:00PM	TUE/THU	LYNN	STEVENS	\$229

English Pronunciation and Oral Practice

For non-native speakers of English who want to improve their pronunciation of English sounds so that they can be more easily understood by native English speakers. You will meet individually with the instructor to help identify the sounds that are difficult. Pronunciation practice will include oral dialogues, poem recitation, and short presentations. Learn to understand the phonetic pronunciation symbols in dictionaries. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must have completed ESL III, or tested into Basic IV.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC104 ALH	65227	MAY 14-JUN 25	6:00PM-9:00PM	TUE/THU	LYNN	MAESTRANZI	\$229

Intermediate Listening Comprehension and Oral Fluency

Designed for intermediate to advanced students, this course engages students with a variety of listening and speaking activities in every day conversation, and professional and academic contexts. Students develop greater confidence with their listening comprehension and speaking fluency while improving their ability to understand and produce the sounds and rhythms of spoken English. **Textbook required:** Available at the Lynn Campus Bookstore. Recommended for students who have completed Basic IV (LAC 103), or tested into Low Intermediate Skills (LAC 105) within the year.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC204 XLH	65228	JUL 14-AUG 20	6:00PM-9:00PM	TUE/THU	LYNN	MAESTRANZI	\$229

ESL: Writing

Recommended to help Low Intermediate ESL and Basic IV students learn how to write correct English at the Low Intermediate level to improve your writing skills. The focus will be on creating grammatically correct sentences, organizing ideas, learning the academic writing process, and revising and self-editing drafts. Learn to open a document in MS Word and attach a file to an e-mail message. **Textbook required:** Available at the Lynn Campus Bookstore.

Prerequisite: Must have completed Basic III, or tested into Basic IV according to the test administered at the Lynn Campus within the year.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC109 ALH	65416	MAY 13-JUN 24	6:00PM-9:00PM	MON/WED	DANVERS	MAESTRANZI	\$229

FOREIGN LANGUAGES**Italian I**

Vogliamo Imparare L'italiano? Learn how to understand and carry on simple conversations in Italian. Explore cultural aspects along with various dialects spoken throughout Italy.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC120 ADH	65322	MAY 12-JUN 23	6:30PM-8:45PM	TUE	DANVERS	BOWERS	\$239

Italian II

Expand on your proficiency in listening and speaking skills in Italian, with an emphasis on increased conversation.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC121 XDH	65423	JUL 28-SEP 15	6:30PM-8:30PM	TUE	DANVERS	BOWERS	\$239

Spanish I

An informal approach to learning the Spanish language through interactive in-class communication, exchanging greetings, engaging in simple conversations and learning useful everyday vocabulary. You'll enjoy conversing in class, at home, at work, or on vacation using your newly learned Spanish skills.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC122 ADH	65323	MAY 13-JUN 24	6:30PM-8:45PM	WED	DANVERS	STARK	\$239
LAC122 XLH	65424	JUL 7-AUG 25	6:00PM-8:00PM	TUE	LYNN	SHAMS	\$239

SAT TEST PREPARATION

SAT Verbal: Preparation for the College Board

Prepare to achieve the highest possible score. Develop skills and strategies to cope with the reading comprehension, grammar, and essay sections. During class time you will write one essay and receive feedback from the instructor. For all high school students.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD100 XDH	65155	JUL 14-JUL 30	10:15AM-12:15PM	TUE/THU	DANVERS	ROBICHAUD	\$159
OTD100 YDH	65156	AUG 11-AUG 27	10:15AM-12:15PM	TUE/THU	DANVERS	ROBICHAUD	\$159

SAT Mathematics: Preparation for the College Board

More questions, more word problems, and more scientifically based formulas. Prepare to achieve the highest possible score. Discuss test-taking strategies such as time utilization, guessing possibilities, and problem types. For both high and low aptitude students, those who have never taken the SATs, and for those who have and wish to raise their scores. For all high school students. Course can be worth 100 or more points to the diligent student. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD101 XDH	65153	JUL 14-JUL 30	8:00AM-10:00AM	TUE/THU	DANVERS	MCGUINNESS	\$159
OTD101 ZDH	65154	AUG 11-AUG 27	8:00AM-10:00AM	TUE/THU	DANVERS	MCGUINNESS	\$159

WRITING & LITERATURE

Creative Writing

Do you have a story to tell or an emotion to convey? Begin each class with an exercise that will initiate you into the process of creative writing. Explore the genre of short fiction, but you are also welcome to explore creative non-fiction and poetry. Topics of discussion will include strategies for keeping the process flowing in the midst of our busy lives and ways to publish your work in print or online. You will have the opportunity to share your work and receive feedback from other writers. Current writers are welcome, but no prior experience is necessary. *Please note: No class on July 2.*



COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC149 ADH	65319	MAY 28-JUL 9	6:30PM-8:30PM	THU	DANVERS	GANGI	\$169

E-Book: How to Write and Get It Published

See your work published tomorrow! Yes, you read that right. You could be a published author ASAP thanks to the world of E-book publishing and self-publishing. Join us for an in-depth look at some of the best publishers around today and how to avoid some of the pitfalls that most authors make when venturing out on their own in this brave new world.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC148 BDH	65320	AUG 11	9:30AM-11:30AM	TUE	DANVERS	GANGI	\$39

OCCUPATIONAL TRADES

AUTO DAMAGE APPRAISAL (XAD)

QUICK FACTS: Appraisers and assessors estimate the value of items.

Median Level Wages \$75,250

Preparation High school diploma or equivalent. Two years experience or formal education. Pass the Massachusetts licensing exam.

— Data from Massachusetts Career Information Systems

Auto Damage Appraisal—60-Hour Test Prep

Have some automotive experience? Obtain the necessary knowledge needed to get your Automobile Appraisal License in this State approved course. Learn to read, write, and appraise auto damage and prepare for the state certification exam. Cost includes required manual. Bring a 3-ring binder to first class. *Please note: No class on June 30 and July 2.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD150 BLH	65326	MAY 26-AUG 6	6:00PM-9:00PM	TUE/THU	LYNN	NAZZARO	\$599

GENERAL INFORMATION

CAMPUS LOCATIONS

DANVERS. The Danvers Campus at 1 Ferncroft Road is located off Route 1 and houses administrative offices, a Health Professions and Science Building, and Frederick E. Berry Building, a new state-of-the-art academic building and Learning Resource Center.

From the south to Ferncroft Road, Danvers. Route 1 North to Danvers or Route 95 North to Danvers, Exit 50. From either route follow signs for NSCC onto Route 1 South. Take right onto Ferncroft Road. NSCC Campus first left.

From the north to Ferncroft Road, Danvers. Route 95 south to Danvers, Exit 50, Route 1 South. Right onto Ferncroft Road. NSCC Campus first left.

From Route 128 South. Take Route 62 West toward Middleton. Take Route 1 North—passing the Route 95 exit—to Route 1 South (you will essentially be making a U-turn from Route 1 North to South). Take the first right onto Ferncroft Road. NSCC is on your left.

MIDDLETON. North Shore Business Center, 30 Log Bridge Road, Middleton, MA (978-762-4000).

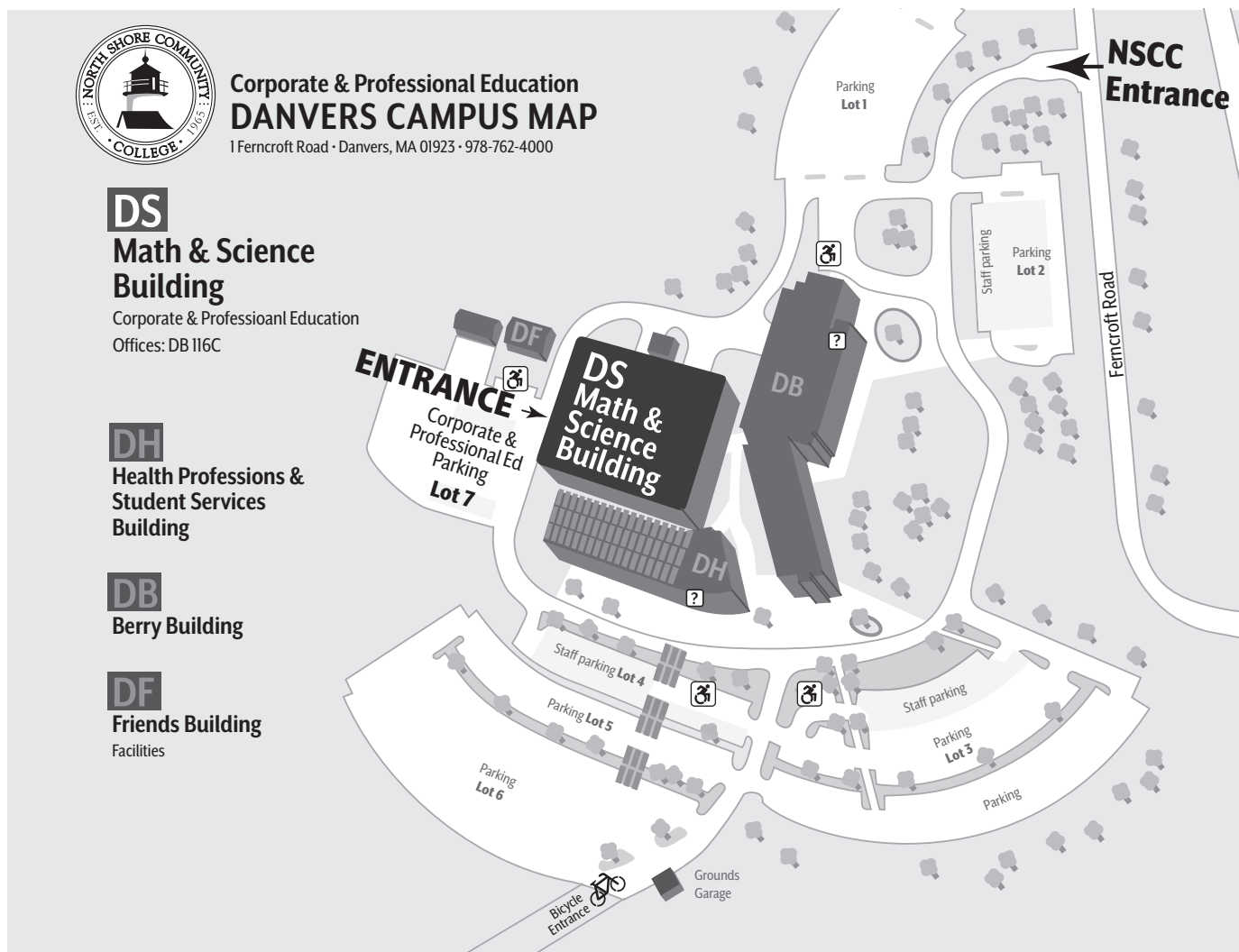
LYNN. The Lynn Campus located at 300 Broad Street, adjacent to the Lynnway, includes science and technology laboratories and a library. The College also houses Community Education courses, classrooms, offices and the Campus Police Office at the MBTA station across from the Lynn Campus on the corner of Broad and Market Streets.

From south on Route 1A to Lynn Campus, 300 Broad Street. Route 1A from Callahan Tunnel onto the Lynnway. Follow signs for Route 1A/Downtown Lynn. At second light take right onto Broad Street. Campus immediately on right. To park: right onto Washington Street. Parking lot is on right, behind campus building.

From north/south to Lynn Campus, 300 Broad Street. Route 128 to Route 1 South. From Route 1 South, take Route 129 East. Follow Route 129 past Atlanticare Medical Center to traffic lights at intersection of Boston Street (pond on your left). Continue straight onto Chestnut Street (Route 129A) and follow to end (intersection of Lewis and Broad Streets). Right onto Broad Street. Pass through five sets of lights, campus (McGee Building) on left. To park: before campus, take left from Broad Street onto Washington Street. Parking lot is on right behind campus building.

PARKING. Parking permits are available from the Campus Police Officer on duty at the Lynn and Danvers campuses. Free parking for students is provided within the white lined spaces.

OFF CAMPUS. Call 978-236-1200 for locations and directions.



POLICIES

Affirmative Action/Equal Opportunity. North Shore Community College is an affirmative action/equal opportunity employer and does not discriminate on basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX), and Part 104 (Section 504). All inquiries concerning application of the above should be directed to the College's Affirmative Action Officer and/or the College's Coordinator of Title IX and Section 504. A complete copy of the Affirmative Action Policy is available in the Library, in the Human Resources Office, and on the college website.

Accessibility Services. Accessibility Services works one-on-one with students to set up reasonable academic accommodations and services for students in credit and noncredit courses. We assist with the implementation of accommodations and provide guidance to students with disabilities. We also serve as a resource to faculty and staff and promote disability awareness throughout our community. Students with documented disabilities who anticipate the need for accommodations are encouraged to visit www.northshore.edu/accessibility and follow the outlined procedure to request accommodations at least four to six weeks before the start of classes. For more information, please visit our website or call: Danvers Campus: 978-762-4000 x4501 or the Lynn Campus: 781-593-6722 x2134.

Alcohol and Drug Policy. The use of alcohol in any form and the illegal use of drugs at any College-sponsored activity is strictly forbidden, regardless of location. Violators will be subject to disciplinary action by the appropriate governing body.

Drug Free Schools and Campuses. North Shore Community College is committed to maintaining a drug-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, Appendix C to 45 C.F.R. part 620, Subpart F-Certification regarding Drug-Free Workplace Requirements, and the Drug-Free Schools and Communities Act of 1989. For further information, contact Director of Human Resource Development: 978-762-4000 x5470 or 781-593-6722 x5470.

Community Notification of Where to Access Sex Offender Information. In accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be

obtained. Information concerning Level 2 and Level 3 offenders is available to the general public by contacting the Commonwealth of Massachusetts Sex Offender Registry Board, located at P.O. Box 4547, Salem, MA 01970-4547, 978-740-6400, or the following Police Departments:

- Lynn Police Department: 300 Washington Street, Lynn, MA 01901
- Danvers Police Department: 120 Ash Street, Danvers, MA 01923

Level 3 offender information is also available on-line at www.mass.gov/sorb.

If you have any questions regarding access to sex offender information, please feel free to contact the Colleges Chief of Police, Douglas P. Puska at 781-593-7032.

Jeanne Clery Disclosure of Campus Security Policy and Crime

Statistics Act. North Shore Community College is committed to assisting all the members of the college community in providing for their own safety and security. The annual security compliance document is available on the North Shore Community College website at www.northshore.edu/safety/police/.

If you would like to receive a booklet called the Jeanne Clery Disclosure of Campus Security Policy & Crime Statistics Act, which contains this information, you can stop by the Campus Police Desk at our Lynn Campus or you can request a copy be mailed to you by calling 978-762-4090. The website contains information on campus security and personal safety, including crime prevention, college police law-enforcement authority, crime reporting policies, disciplinary procedures, and other important matters about security on campus. It also contains statistics for the three previous calendar years on reported crimes that occurred on campus and certain off-campus buildings or property owned or controlled by North Shore Community College, and on public property within or immediately adjacent to and accessible from the campus. This information is required by law and provided by the Campus Police Department.

Computer Use Policy. Computers at North Shore Community College are made available to students, faculty, staff, and when appropriate, to the community at large. Use is devoted exclusively to educational purposes, including scholarly and institutional communication, information gathering, and computing instruction. It is understood that all users agree to abide by the following rules and regulations as presented in the Information Technology Resources Usage Policy here www.northshore.edu/legal/computer_use.html.

INFORMATION DIRECTORY

Connecting All Departments	978-762-4000	781-593-6722
Adverse Weather Hotline	978-762-4200 978-236-1200	781-593-6722 x4200
Center for Alternative Studies & Educational Testing	Danvers 978-762-4000	Lynn 781-593-6722 x4376
Campus Bookstore	Danvers 978-762-4046	Lynn 781-477-2127
Corporate Training Solutions	Beverly 978-236-1200	
Admissions and Enrollment	Danvers 978-762-4188	Lynn 781-477-2107
Emergency – Campus Police	x6222	
Enrollment and Student Records	x4342, 4458, 4336, 4315	x6261, 6202, 2131, 6649
Adult Basic Education	978-236-1277	
Library	Danvers 978-739-5526	Lynn 781-477-2133
Media	Danvers 978-739-5400	Lynn 781-477-2157
Noncredit Registration – Division of Corporate & Professional Education	978-236-1200	
Student Financial Services	Danvers 978-762-4189	Lynn 781-477-2191
Student Support Center	Danvers 978-762-4036	Lynn 781-477-2132
TTY for the Deaf	Danvers 978-762-4140	Lynn 781-477-2136
Veterans	978-762-4000 x4368	Lynn 781-593-6722 x4368
Email	professional@northshore.edu	

COLLEGE BOOKSTORES SUMMER 2020

Danvers Campus Bookstore – 1 Ferncroft Road, Danvers, MA 01923 – 978-762-4046
 Lynn Campus Bookstore – 300 Broad Street, Lynn, MA 01901 – 781-477-2127

Both Bookstores Closed Weekends During Summer

March 1-30	M-F	8:00AM – 4:00PM	April 27-May 1	M-F	8:00AM – 4:00PM	July 1-2	W-T	8:00AM – 4:00PM
April 1-12	M-F	8:00AM – 4:00PM	May 4-22	M-F	8:00AM – 4:00PM	July 3	TH	<i>Closed for Independence Day</i>
April 13	M	<i>Closed for Patriots' Day</i>	May 25	M	<i>Closed for Memorial Day</i>	July 6-July 31	M-F	8:00AM – 4:00PM
April 14-18	T-F	8:00AM – 4:00PM	May 26-29	T-F	8:00AM – 4:00PM	August 3-21	M-F	8:00AM – 4:00PM
April 20-24	M-F	8:00AM – 4:00PM	June 1-26	M-F	8:00AM – 4:00PM			

Bookstore hours are subject to change. Please check our website for all updated hours at www.northshore.edu.

COLLEGE HOLIDAY SCHEDULE SUMMER 2020

The following is a list of holidays/breaks when the college will be closed:

Monday, May 25: Memorial Day ■ Friday, July 3: Independence Day

For additional academic calendar information, please go to www.northshore.edu/calendar

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Registration Information

Students must pay in full, for each course, at the time of registration.

Five Ways to Register:



1. BY PHONE – Call 978-236-1200 with a Visa, MasterCard, or Discover card number.



2. ONLINE – If you have taken any course at NSCC within the last two years, you can register and pay through My Northshore.



3. BY MAIL – Send a completed registration form along with payment to: North Shore Community College, Enrollment & Records Office, 1 Ferncroft Road, Danvers, MA 01923.*



4. BY FAX – Fax a completed registration form with a Visa, MasterCard, or Discover card number to 978-762-4015.*



5. IN PERSON – Visit the Lynn or Danvers Enrollment Center with your completed registration form along with payment: Visa, MasterCard, Discover card, check, or money order.

* There is no deadline for Mail-in/Fax-in registrations. However, decisions to cancel courses because of under-enrollment will be made approximately one week prior to the start of classes. Register early to assure the best selection of classes.

Policies

Information Subject to Change. The college reserves the right to add or delete courses and programs or to revise tuition, fees, and insurance requirements to allow for unforeseen developments. The college cannot guarantee that the instructor whose name is printed by the course will teach that course.

Nonpayment. Failure to pay your account balance in full on or before the first day of the class may result in your losing your seat in the class. If you have a third party sponsor they must provide a valid billing authorization or purchase order on or before the first day of the class. NSCC reserves the right to charge you a \$50 late fee for any past due account balances.

Course Cancellation. Individual courses may be cancelled due to insufficient enrollment. NSCC makes every effort to notify students by phone and/or email as soon as the decision is made. Noncredit courses are generally cancelled one week prior to start date. Students may choose another course or receive a refund.

Course Refund. Students who are taking noncredit courses must follow the official noncredit course refund policy. To officially withdraw from a noncredit course students must contact the Office of Corporate & Professional Education by email or by phone in order to be considered for a tuition refund. The office of Corporate & Professional Education can be reached by phone at 978-236-1200 or by email at professional@northshore.edu.

- 100% refund: Students are required to officially withdraw from the course before the second class meeting time.
- No refund: Students who withdraw after the second class meeting time will be held responsible for the full balance due on the account.

To withdraw from a one or two meeting activity, students must contact Corporate & Professional Education in writing or by phone at least 72 hours before the activity begins if you wish a tuition refund.

Third party billing: If for any reason a student's sponsor (or whomever is paying for the course) refuses payment, the student is responsible for full payment.

Tuition Waivers. Students with approved tuition waivers, tuition remission, or tuition vouchers may register at any time. Tuition waivers, tuition remission, or tuition vouchers do not apply to special programs, seminars, or online courses. To verify whether a course is eligible for a waiver or voucher call 978-236-1200. Individuals will be placed in the class on a *space available basis*, no sooner than *five business days* before the start of the course. In the event that the class is cancelled, the employee has the option to resubmit for the next scheduled class. For all courses offered, student registrations must meet the cost of delivering the course *before* any waivers will be honored. Individuals with tuition waivers will be responsible for the cost of all materials and/or books even when materials are included in tuition.

Mail-in / Fax-in Registration Form – Noncredit Only

BE SURE TO REGISTER EARLY FOR BEST SELECTION OF CLASSES!

REGISTRATION FORM

Please complete all questions on this registration form.

Last Name:

First Name:

Middle Initial:

Street:

City:

State:

Zip Code:

Home Phone: ()

Cell Phone: () ext.

Email Address:

Student ID #: (if known)

Students with documented disabilities who anticipate the need for accommodations are encouraged to visit www.northshore.edu/accessibility and follow the outlined procedure to request accommodations at least 4-6 weeks before the start of classes. Accessibility Services provides academic accommodations and services for students with disabilities so as to provide equal access and opportunity to programs and activities. For more information, please visit our website or call: Danvers Campus: 978-762-4000, x4501 or Lynn Campus: 781-593-6722, x2134.

Semester/Year: Fall: 20 Winter: 20 Summer: 20

Date of Birth: (Required) Month: Day: Year:

High School Name:

High School Graduation Year: GED: Yes No

Please fill the appropriate circle for demographic purposes:

- 1- Gender: M F
- 2- US Citizenship: Yes No
If no, are you a Resident Alien (Green Card)? Yes No
- 3- Permission to be listed in a public student directory: Yes No
- 4- Is English your primary language: Yes No
- 5- Attended another college: Yes No
- 6- Race: White Black Hispanic Asian Nat. Amer. Other

CRN	Course Code	Sec	Course Title	Day	Time	Noncredit Course Cost
Program of Study (see list on page 2 of catalog):						\$ <input type="text"/>

Noncredit Total

Student Signature _____ Date _____

Please Note: We cannot accept cash payments. Personal checks, bank money orders and MasterCard/Discover/Visa are acceptable.

For Mail-in and Fax-in, use MasterCard, Visa or Discover. Please complete the following:

Account No.: _____ Expiration Date (mo) _____ / (yr) _____

Cardholder's Signature _____ Print Cardholder Name _____

Parent/Guardian Info for Students under age 18

Last Name:

First Name:

Home Phone: ()

Cell Phone: ()

Address:

City:

State: Zip:

Email Address:

Mail completed registration form along with your payment to:
North Shore Community College, Enrollment & Records Office, 1 Ferncroft Road, Danvers, MA 01923-08402
 Or, fax (with your Visa, MasterCard, or Discover Card number) to: **978-762-4015**





NORTH SHORE COMMUNITY COLLEGE
Corporate & Professional
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978-236-1200

NSCC provides resources and training for companies on the North Shore.



Free Supervisory Skills Training

Thanks to a Direct Access Program grant through the MA Workforce Training Fund, NSCC offers a free, ten-module Supervisory Skills Training program to businesses and their employees. To be eligible, companies must have fewer than 100 employees. Larger companies may receive a discounted rate.

www.northshore.edu/corporate/workforce



Corporate Training
 SOLUTIONS

Custom Training For Your Business

Corporate Training Solutions (CTS) at NSCC serves North Shore companies with training tailored to your business's specific goals – and delivers it at your business, on your schedule, and customized to fit your business's needs. Maximize your business investment with customized training delivered by industry experts that will produce results.

How May We Help You?

We can answer your questions about how to boost your bottom line.

Elaine Champagne • 978-236-1206 • echampag@northshore.edu

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northshore.edu/corporate