

NORTH SHORE COMMUNITY COLLEGE

WINTER-SPRING 2024  
noncredit  
courses  
DANVERS • LYNN

REGISTRATION  
IS JUST A *CLICK* AWAY

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YOUR SKILLS, EARN CREDENTIALS,  
AND EXPLORE YOUR FUTURE



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Corporate and Professional Education offers short term career training, pathways to Associate Degrees, and a variety of courses to add or advance the professional skills you already have. Types of courses range from Healthcare to Information Technology, Business, Landscaping, and many more.

## Train at **YOUR** convenience!

### **Train with your favorite NSCC instructors**

In the classroom or live remote learning using Blackboard, Zoom, Google Classroom and other platforms. Interact with your instructors and classmates as you continue your certificate program or try a new course.

### **Live, online, and hybrid courses**

A combination of real-time instruction and self-paced coursework. This course structure allows you to build bonds with instructors and classmates, ask questions and receive answers in real time or within an anticipated schedule.

### **Self-paced**

Classes that flex with your schedule, but still provide assistance when needed. This course structure allows you to plan study time around your day, and balance work and family commitments with your schedule.

Many of our courses will be on-site at either our Danvers or Lynn campus. Others are available online. We will continue to offer “live remote” and “online” classes with your favorite instructors, and new instructors. Our educational partners—ProTrain, ed2go, Cengage, and Condensed Curriculum International—have expand and revise their digital learning curriculum just for you.

**We like the personal touch!** Please call us at 978-236-1200 or email us at [professional@northshore.edu](mailto:professional@northshore.edu) weekdays between 8:00 am and 5:00 pm to get your questions answered. We engage with our students all year long.

## We frequently add **NEW COURSES!**

### CHECK US OUT ON:



[www.facebook.com/myNSCC](https://www.facebook.com/myNSCC)



[www.instagram.com/northshorecc](https://www.instagram.com/northshorecc)



[twitter.com/northshore\\_cc](https://twitter.com/northshore_cc)



[www.linkedin.com/school/north-shore-community-college](https://www.linkedin.com/school/north-shore-community-college)



[www.youtube.com/user/nscmedia](https://www.youtube.com/user/nscmedia)



[www.tiktok.com/@mynscc](https://www.tiktok.com/@mynscc)

For new course offerings and updates, always remember to visit: [northshore.edu/professional](https://northshore.edu/professional)

To receive **early** notifications of new courses and special events, join our preferred customer email list by sending your email address to [professional@northshore.edu](mailto:professional@northshore.edu)

# Credit for Prior & Experiential Learning



Your life experience is valuable. Now you can apply that know-how towards earning your certificate or college degree on campus or online. With Credit for Prior Learning (CPL), we can potentially reward the knowledge you've gained over the years by translating those learning experiences into college-level coursework. Save money and complete your degree faster by demonstrating what you already know through workplace experience and training, military service, professional certifications, or your volunteer service.

<https://myexperiencecounts.mass.edu/home>

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](http://www.northshore.edu/cas/credit/evaluation-credit.html) for more information.

## Noncredit Programs of Study

|   |    |   |    |
|---|----|---|----|
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| CompTIA Network+ (XCT).....                     | 13 | Nurse Assistant/Home Health Aide (XCN).....               | 5  |
| CompTIA Security+ (XAS) .....                   | 13 | Personal Fitness Trainer (XPF) .....                      | 12 |
| Dental Assistant (XDA) .....                    | 7  | Pharmacy Technician (XPT).....                            | 9  |
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# DID YOU KNOW...

## **Each of our classes has a minimum enrollment!**

If you find that perfect class that you just have to take, encourage a friend to join you! Sometimes one or two students make the difference between a class running, or a class cancelling. Many of our classes fill up fast, so enroll early to ensure your spot in that perfect class!

## **Our Refund Policy**

Students registered for Professional Education (non-credit) workshops and courses must withdraw in writing by email to [professional@northshore.edu](mailto:professional@northshore.edu) at least three days prior to the first session in order to receive a full refund of tuition, less a 6% processing fee. All other charges are nonrefundable. All remaining amounts paid to North Shore Community College will be refunded directly to the student or to the credit card that was used to pay for the course(s). After the three-day withdrawal period, no refunds will be given.

## **Register today! We've made it easy for you at:**

**<https://northshore.coursestorm.com> or call 978-236-1200**

## **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?** The staff from the MassHire-North Shore Career Centers are prepared 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 in local priority industries, the skills needed in these industries, and where to find the training to get the jobs. Assistance from MassHire-North Shore Career Center is only a phone call away at 978-825-7200 or at our website <https://masshire-nscareers.org>.

**Do I have to be unemployed to use the Career Centers?** No. The career center services are available 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?** Training is a great way to close skills gaps in your work experience and help customers to become more competitive for current job openings. 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, or are basic skills deficient. The Workforce Investment Opportunity Act (WIOA), is designed to provide access to and opportunities for the employment, education, training, and support services you need to succeed in the labor market.

**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](http://www.masshire-nscareers.org) or call 978-825-7200.**

Coming March 2024!  
**Essential Skills for Leaders**

This highly interactive training program consists of ten three-hour modules delivered over ten consecutive weeks on Wednesdays 8:30–11:30AM or 12:30–3:30PM. To learn more about this training, scan the QR code.



Interested? Contact: Adelin Nunez,  
Director of Workforce Development and Training  
978-236-1205 or [anunez@northshore.edu](mailto:anunez@northshore.edu)

Classes Begin January 29, 2024  
**Start Your Career in  
Manufacturing for Free!**

Explore how your dream of a well-paying career as a CNC machinist can come true. Demand for trained workers has never been higher.



For more information or to sign up for the next information session, scan the code on your phone. You may also contact [machinist@northshore.edu](mailto:machinist@northshore.edu)

## 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. These programs are eligible for the TOP program and WIOA funding. Topics include:

- Digital Marketing Strategist GES2040
- Comprehensive Medical Billing and Coding (vouchers included) GES1014
- Medical Billing and Coding Comprehensive with Certified Medical Administrative Assistant (vouchers included) GES2015
- Web Design Professional GES517
- Certified Administrative Professional with Microsoft Office Specialist 2019
- CompTIA Certification Training: A+, Network+, Security+
- Certified Administrative Professional with Microsoft Office Specialist 2019 GES2047
- Full Stack Software Developer GES375
- CISCO CCNA Certification (vouchers included) GES3023

For a complete listing of courses and to register go to  
[www.careertraining.ed2go.com/northshorecc](http://www.careertraining.ed2go.com/northshorecc)

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

- Accounting and Finance
- Computer Applications
- Multimedia
- 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](http://www.ed2go.com/nsc)



### ProTrain Online

#### Synchronous and Asynchronous Online Training

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

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

#### Live Online, Instructor Led

Courses are taught in real time, online by a live instructor based on a predetermined schedule.

[https://nsc.theknowledgebase.org/  
connect-live-online/catalog](https://nsc.theknowledgebase.org/connect-live-online/catalog)

Remote and In-Person Learning is Happening at the NSCC Adult Learning Center (ALC)!

## Unique Opportunities for Education, Career Exploration, and IT Workplace Training at No Financial Cost to Students

### Need your high school diploma? At least 16 years old?

With a combination of face-to-face and online remote learning, the ALC's High School Equivalency Test (HiSET) preparation classes integrate academics and college and career readiness in the classroom, supported with advising to assist with next steps after graduation. You must be able to commit to twelve hours per week for instruction and outside classwork. All face-to-face classes are held on the Danvers campus. There is an opportunity for every starting point:

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

To learn more or complete the online interest form, go to [www.northshore.edu/adult\\_learning](http://www.northshore.edu/adult_learning). Contact Erin O'Brien at 978-236-1226 or [eobrien08@northshore.edu](mailto:eobrien08@northshore.edu) to begin the enrollment process.

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### Cannot attend classes in person at all?

The Adult Learning Center also 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](mailto:zfogarty01@northshore.edu).



**Get into the Tech Industry! Earning IT industry certification will give you the skills needed to advance in your career or discover a new one.**

**Don't miss this life-changing opportunity for students with OR without a high school diploma. The median level wages for these jobs range from \$41,940–\$60,090.**

An innovative and individualized 20-week education and training program is offered at the Adult Learning Center twice per year. You will learn CyberSafe, CompTIA IT Fundamentals, Service Desk and Support Analyst, Elements of Coding, Microsoft Office and Google Docs, and more! In addition to the IT classes, students will study for their HiSET if needed, strengthen academic skills, develop a professional resume, and discuss workplace skills in the 21st Century.

**Interested? Ready to take the next step in your life?**

**Contact the Program Coordinator Stephanie Moriarty at [smoriart01@northshore.edu](mailto:smoriart01@northshore.edu).**

# HEALTHCARE OCCUPATIONS



Workers in these occupations help clients maintain and improve wellbeing. Overall employment in healthcare occupations is projected to grow much faster than the average for all occupations from 2022 to 2032.

About 1.8 million openings are projected each year, on average, in these occupations due to employment growth and the need to replace workers who leave the occupations permanently.

— US BLS OCCUPATIONAL HANDBOOK, SEPTEMBER 2022

## NURSE ASSISTANT PLUS: NURSE ASSISTANT, PHLEBOTOMY & EKG

Demand for this occupation continues to grow! Enhance your skills and employment opportunities when you combine these three certifications. See schedules below for class information.



## 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.



|                                    |  |
|------------------------------------|--|
| <b>Median Pay</b>                  | \$38,270   |
| <b>Preparation</b>                 | High school diploma or equivalent recommended. Be at least 16 years old. Short-term training program, and pass the Massachusetts state licensing exam. |
| <b>Certification Opportunities</b> | Nurse Assistants must be Certified in the state of Massachusetts.  |
| <b>Massachusetts Outlook</b>       | Demand is very strong for this occupation. Many nurse assistance continue their education into other health careers.                                   |

— BLS, CAREER ONESTOP.ORG

### Nurse Assistant/Home Health Aide

Nurse Assistant training prepares you for an entry-level career in healthcare while preparing you for the Massachusetts State Board exam to become certified Nurse Assistant. Course also includes certifications in Home Health Aide, CPR, and CMS Hand in Hand Dementia training, and a clinical experience in a local long-term care facility with a Registered Nurse Instructor. Skills are taught in our state-licensed lab and includes 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 and workbook required:** Call 978-236-1200 for information. Read first four chapters in the textbook prior to the first class.

**PLEASE SEE HEALTHCARE COURSE REQUIREMENTS ON PAGE 7 BEFORE REGISTERING.**

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S)      | LOCATION | INSTRUCTOR | FEE     |
|-------------|-------|---------------|---------------|-------------|----------|------------|---------|
| HEA100 F1   | 25006 | FEB 13-MAY 30 | 5:30PM-9:30PM | TUE/THU     | DANVERS  | KOTSOVILIS | \$1,399 |
| HEA100 F4   | 25112 | MAR 19-JUN 27 | 5:30PM-9:30PM | TUE/THU     | LYNN     | SAYLER     | \$1,399 |
| HEA100 F2   | 25007 | APR 1-JUN 17  | 9:00AM-1:00PM | MON/WED/FRI | LYNN     | MURRAY     | \$1,399 |

### Phlebotomy and EKG Career Path

The combined Phlebotomy and EKG Technician program provides the necessary skills required to function as a vital member of the clinical laboratory team. Learn to collect blood specimens from clients for the purpose of laboratory analysis, become familiar with all aspects of blood collection, and the necessary skills needed to perform venipunctures safely. Combined with EKG, the course further covers topics and processes critical to conducting and interpreting electrocardiograms (EKGs) including the anatomy and physiology of the heart, technology used such as the EKG machine, how to interpret a rhythm strip, and details of a myocardial infarction. Students who successfully complete this program are eligible to participate in an optional volunteer externship opportunity with a local company/agency/organization in order to gain valuable hands-on experience. Course prepares students to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast growing field: National Healthcareer Association (NHA) Certified Phlebotomy Technician (CPT), and National Healthcareer Association (NHA) Certified EKG Technician (CET). Course includes CPR and required textbooks. Exam(s) not included in the cost of the program. **Prerequisite:** High school diploma or equivalent. **PLEASE SEE HEALTHCARE COURSE REQUIREMENTS ON PAGE 7 BEFORE REGISTERING.**



| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S)  | LOCATION | INSTRUCTOR | FEE     |
|-------------|-------|---------------|----------------|---------|----------|------------|---------|
| HEA115      | 25590 | MAR 19-JUN 18 | 9:00AM-12:30PM | TUE/THU | DANVERS  | STAFF      | \$2,499 |

## PHLEBOTOMIST (XPH)

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

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Approved

|                                    |   |
|------------------------------------|---|
| <b>Median Pay</b>                  | \$38,530  |
| <b>Preparation</b>                 | High school diploma or equivalent recommended for training, required for certification. Short-term training program.  |
| <b>Certification Opportunities</b> | National Healthcareer Association (NHA) Phlebotomy Technician Certification (CPT)   |
| <b>Massachusetts Outlook</b>       | Demand will grow as hospitals and blood donor centers need more phlebotomists to perform blood collection. Doctors will continue to use lab procedures, such as blood analysis, to diagnose and treat diseases. |

— BLS, CAREER ONESTOP.ORG

## Phlebotomy

Phlebotomists are a vital member of the clinical laboratory team, whose main function is to obtain patient blood specimens by venipuncture and micro-collection for testing purposes. Learn to collect blood specimens from clients, become familiar with all aspects of blood collection, and the skills needed to perform venipunctures safely. Topics in this course include medical terminology, related anatomy and physiology, blood collection procedures, and procedures for collection of other types of specimens within the scope of practice of the phlebotomist. Students who successfully complete this program are eligible to participate in an optional volunteer externship opportunity with a local company/agency/organization in order to gain valuable hands-on experience. Course prepares students to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: National Healthcareer Association (NHA) Certified Phlebotomy Technician (CPT). Course includes CPR and required textbook. Exam not included in the cost of the program. **Prerequisite:** High school diploma or equivalent. **PLEASE SEE HEALTHCARE COURSE REQUIREMENTS ON PAGE 7 BEFORE REGISTERING.**

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S)  | LOCATION | INSTRUCTOR | FEE     |
|-------------|-------|--------------|---------------|---------|----------|------------|---------|
| HEA103 F    | 25010 | MAR 19-JUN 6 | 9:00AM-1:00PM | TUE/THU | LYNN     | STAFF      | \$1,899 |

## EKG TECHNICIAN (XET)

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

WIOA  
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|                                    |   |
|------------------------------------|---|
| <b>Median Pay</b>                  | \$38,530  |
| <b>Preparation</b>                 | High school diploma or equivalent required. Short-term training program.  |
| <b>Certification Opportunities</b> | National Healthcareer Association (NHA) Certified EKG Technician (CET)  |
| <b>Massachusetts Outlook</b>       | Job growth will be very strong in this occupation. This is due to developments in technology that allow non-invasive treatments for cardiac problems. The strongest job growth will occur in health clinics because more procedures are done outside hospitals. |

— BLS, CAREER ONESTOP.ORG

## EKG Technician

Learn to conduct and interpret electrocardiograms (EKGs) including the anatomy and physiology of the heart, equipment technology, how to interpret a rhythm strip, and details of a myocardial infarction. Course prepares students to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: National Healthcareer Association (NHA) Certified EKG Technician (CET). Cost includes the required textbook. Exam not included in the cost of the program. **Prerequisite:** High school diploma or GED. **PLEASE SEE HEALTHCARE COURSE REQUIREMENTS ON PAGE 7 BEFORE REGISTERING.**

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S)  | LOCATION | INSTRUCTOR | FEE     |
|-------------|-------|--------------|---------------|---------|----------|------------|---------|
| HEA102 F    | 25013 | FEB 5-APR 10 | 6:00PM-9:00PM | MON/WED | LYNN     | STAFF      | \$1,099 |

## CENTRAL STERILE PROCESSING (XSP)

**QUICK FACTS:** CRSTs are responsible for decontaminating, inspecting, assembling, disassembling, packaging, and sterilizing reusable surgical instruments or devices in a healthcare facility that are essential for patient safety.

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|                                    |  |
|------------------------------------|--|
| <b>Median Pay</b>                  | \$56,350   |
| <b>Preparation</b>                 | High school diploma or equivalent required. Short-term training with moderate on-the-job-training. Certification will increase wage.                         |
| <b>Certification Opportunities</b> | Certified Registered Central Service Technician (CRST)   |
| <b>Massachusetts Outlook</b>       | Demand for this occupation will be strong. Advancements in technology will increase the use of new, complex medical equipment that will need to be prepared. |

— BLS, CAREER ONESTOP.ORG



## Central Sterile Processing Technician

Learn to clean and sterilize surgical instruments and medical equipment, and to set up and deliver them to surgical areas, hospital rooms, clinics and even patient's homes. Assemble, adjust and check non-sterile equipment, and sterile supplies needed for surgery or other medical procedures. Learn about microbes and germs and how they cause infections, as well as managing inventory, ordering supplies, inspecting, maintaining, delivering and retrieving equipment and instruments for surgery, emergency room and other patient care units. After completing this program, test for the certifying exam given at a local Prometric Testing Center to obtain provisional certification from the Healthcare Sterile Processing Association (HSPA). The cost of this exam is not included in cost of this program. Once employed, you must accumulate 400 hours of work experience within 6 months to become fully certified. Program includes classroom, and experience in a sterile processing department during the clinical portion of the program. Clinical experience may be on any day/time of the week, based on clinical site schedules. Job requires ability to lift at least 25 pounds. Cost of course includes required textbook. **PLEASE SEE HEALTHCARE COURSE REQUIREMENTS ON PAGE 7 BEFORE REGISTERING.**

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S)  | LOCATION | INSTRUCTOR | FEE     |
|-------------|-------|---------------|---------------|---------|----------|------------|---------|
| HEA104 F    | 25001 | MAR 18-JUN 24 | 6:00PM-9:00PM | MON/THU | DANVERS  | DECOSTA    | \$2,199 |

## DENTAL ASSISTANT (XDA)

**QUICK FACTS:** Dental Assistants perform limited clinical duties under the direction of a dentist. Including equipment preparation, preparing patients for exams, assisting during treatment, and office duties.

**WIOA  
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|                                    |  |
|------------------------------------|--|
| <b>Median Pay</b>                  | \$44,820   |
| <b>Preparation</b>                 | High school diploma or equivalent required. Short-term training.   |
| <b>Certification Opportunities</b> | National Workforce Career Association (NWCA) Dental Assistant Clinical Certification (DACC) DANB-Radiology Health & Safety   |
| <b>Massachusetts Outlook</b>       | This occupation will see strong growth due to the increased demand for preventative dental care services. More people have health insurance that includes dental coverage. |

— BLS, CAREER.ONESTOP.ORG

## Dental Assisting

Prepare for an entry-level position as a chair-side Dental Assistant. Become familiar with all areas of administrative and clinical dental assisting to work in a dental practice. Learn the history of dentistry, introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operator, introduction to tooth structure (primary and permanent teeth), the oral cavity; and other areas. Students who successfully complete this program are eligible to participate in an optional volunteer externship opportunity with a local company/agency/organization in order to gain valuable hands-on experience. Course prepares students to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: National Workforce Career Association (NWCA) Dental Assistant Clinical Certification (DACC). Includes CPR and required textbook. Exam not included in the cost of the program. **Prerequisite:** High school diploma or equivalent. **PLEASE SEE HEALTHCARE COURSE REQUIREMENTS ON PAGE 7 BEFORE REGISTERING.**

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S)      | LOCATION | INSTRUCTOR | FEE     |
|-------------|-------|---------------|----------------|-------------|----------|------------|---------|
| HEA106 F    | 25002 | FEB 12-APR 19 | 9:00AM-12:00PM | MON/WED/FRI | DANVERS  | AGERSEA    | \$1,699 |
| HEA106 F1   | 25003 | MAR 19-JUN 11 | 6:00PM-9:00PM  | TUE/THU     | LYNN     | AGERSEA    | \$1,699 |

## Health Care Programs Requirements

- 1 **Accuplacer Placement Exam:** It is strongly recommended that students take the exam for advising purpose. For testing information or to schedule exam please visit: [www.northshore.edu/cas/testing](http://www.northshore.edu/cas/testing).
- 2 A **CORI check** is required.
- 3 **Proof of immunizations and a negative TB test** is required for some healthcare classes at the start of class. Proof of a COVID-19 vaccine and a booster may be required for some health courses. A drug screening may be required for some health classes. For more information please call 978-236-1200.

## COMMUNITY HEALTH WORKER

**QUICK FACTS:** CHWs provide health education, referral and follow up, case management, and basic preventive health care and home visiting services to specific communities.



WIOA  
Approved

|                                    |   |
|------------------------------------|---|
| <b>Median Pay</b>                  | \$46,190  |
| <b>Preparation</b>                 | High school diploma or equivalent required. Short-term training with moderate on-the-job-training.  |
| <b>Certification Opportunities</b> | Recommended, not required. Wage will increase with certification.   |
| <b>Massachusetts Outlook</b>       | Demand for this occupation will be very strong. As health care costs go up, there is more interest in educating people about how to stay healthy. Educators can also help people manage chronic illnesses they already have such as asthma or diabetes. |

— BLS, CAREER ONESTOP.ORG

### Community Healthworker—Mass Board Approved Training Program

Community Health Workers (CHWs) play a key role in ensuring the health and well-being of multi-cultural residents in a variety of community-based settings such as homes, schools, clinics, shelters, local businesses, and community centers. Learn the various components and functions of community health work including outreach methods and strategies, individual and community assessment, effective communication, cultural responsiveness and mediation, education to promote healthy behavior change, care coordination and system navigation, use of public health concepts and approaches, advocacy and community capacity building, documentation along with professional skills and conduct. The Community Health Worker (CHW) training program has been developed to align with the Massachusetts Department of Public Health recommended ten core competencies to prepare you for an entry-level positions in community health. **Textbook required.** For information on applying for the Community Health Worker Certification visit: [www.mass.gov/how-to/apply-for-community-health-worker-certification](http://www.mass.gov/how-to/apply-for-community-health-worker-certification).

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S)  | LOCATION | INSTRUCTOR | FEE     |
|-------------|-------|---------------|---------------|---------|----------|------------|---------|
| HEA120 F    | 25362 | MAR 19-MAY 23 | 5:30PM-9:30PM | TUE/THU | LYNN     | STAFF      | \$1,299 |

## MEDICAL INTERPRETING (XMC)

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



WIOA  
Approved

|                                    |  |
|------------------------------------|--|
| <b>Median Pay</b>                  | \$85,330   |
| <b>Preparation</b>                 | High school diploma or equivalent recommended. Short-term training.  |
| <b>Certification Opportunities</b> | Certification preferred.   |
| <b>10 Year Growth</b>              | Interpreters and translators will be needed in schools, other public agencies, and large work places. In addition, the growth of the health care industry will create more jobs. |

— BLS, CAREER ONESTOP.ORG

### Medical Interpreting Certification Prep—Remote Learning Course

Medical interpreters are in great demand both in person and remotely by video or phone. Interpreters can elect to work for a hospital, school, or state agency, or as contractors with many agencies throughout the country or they can elect to work remotely from home where they can work independently and make their own hours. Open to all languages, this 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. Course provides intense practice via oral role plays on a variety of medical topics. Students will be introduced to VRI (Video Remote Interpreting) and OPI (Over the Phone Interpreting). Offered in collaboration with TransFluenci LLC, this course is designed for those preparing for entry-level careers as medical interpreters as well as for working interpreters preparing for the National Board Certification exam. Program meets the National Board for Medical Interpreter Certification training requirement. Certification fees are not included in the price of the course. **Prerequisites:** High school diploma or equivalent. Students must be fluent in English and one other language. Screening required, call 978-236-1200 to request a screening appointment after registration. **Textbook required:** "What You Need to Know to Become a Medical Interpreter," ISBN: 9780578411910. Available at Amazon.com.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S)  | LOCATION     | INSTRUCTOR | FEE     |
|-------------|-------|---------------|---------------|---------|--------------|------------|---------|
| HEA110 V1   | 25639 | FEB 13-APR 25 | 6:00PM-9:00PM | TUE/THU | REMOTE CLASS | STAFF      | \$1,199 |

## 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, two-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. Cost includes a textbook. Note: This course is the American Heart Association Basic Life Support (BLS) and meets the CPR requirement for accepted Health Professions students at NSCC.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|-------------|---------------|--------|----------|------------|-------|
| HEA212 F    | 25019 | APR 24      | 5:30PM-9:30PM | WED    | DANVERS  | STAFF      | \$109 |
| HEA212 F1   | 25020 | MAY 8       | 9:00AM-1:00PM | WED    | DANVERS  | STAFF      | \$109 |
| HEA212 F2   | 25697 | MAY 22      | 5:30PM-9:30PM | WED    | DANVERS  | STAFF      | \$109 |

## ONLINE HEALTHCARE PROGRAMS

## PHARMACY TECHNICIAN (XPT)

**QUICK FACTS:** Pharmacy Technicians prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.

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|------------------------------------|--|
| <b>Median Pay</b>                  | \$37,790   |
| <b>Preparation</b>                 | High school diploma or equivalent required. Be at least 18 years old. Complete a moderate-term training.                                 |
| <b>Certification Opportunities</b> | Pharmacy Technician Certification Board (PTCB), National Workforce Career Association Pharmacy Technician Associate Certification (PTAC) |
| <b>Massachusetts Outlook</b>       | Demand for pharmacy technicians also grows as pharmacy technicians do more tasks formally done by pharmacists.                           |

— BLS, CAREER.ONESTOP.ORG

**Pharmacy Technician—Online Course**

Learn pharmacy medical terminology, reading and interpreting prescriptions, and defining generic and brand names drugs and much, much more. Students who successfully complete this program are eligible to participate in an optional volunteer externship opportunity with a local company/agency/organization in order to gain valuable hands-on experience. Prepares you to enter the pharmacy field and to pursue certification including the Pharmacy Technician Certification Board & PTCB exam(s): Pharmacy Technician Certification Board (PTCB) Certified Pharmacy Technician (CPHT) and National Workforce Career Association (NWCA) Pharmacy Technician Associate Certification (PTAC). Cost includes required textbook. Exam not included in the cost. **Prerequisite:** High school diploma or GED. **PLEASE SEE HEALTHCARE COURSE REQUIREMENTS ON PAGE 7 BEFORE REGISTERING.**

COURSE CODE: HEA116 0 CRN: 25367

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$1,299

## DIALYSIS TECHNICIAN (XDT)

**QUICK FACTS:** Dialysis Technicians assist nurses in monitoring patients and equipment during dialysis treatments.

|                                    |   |
|------------------------------------|---|
| <b>Median Pay</b>                  | \$38,270  |
| <b>Preparation</b>                 | High school diploma or equivalent required. Complete formal training program.               |
| <b>Certification Opportunities</b> | National Workforce Career Association (NWCA) Certified Dialysis Technician Associate (CDTA) |
| <b>Massachusetts Outlook</b>       | 11%   |

— BLS, CAREER.ONESTOP.ORG

**Dialysis Technician—Online Course**

Learn 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. To register: Please call 978-236-1200. **PLEASE SEE HEALTHCARE COURSE REQUIREMENTS ON PAGE 7 BEFORE REGISTERING.**

COURSE CODE: HEA107 0L CRN: 25161

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$1,299

## MEDICAL ADMINISTRATIVE ASSISTANT

**QUICK FACTS:** Medical Administrative Assistants perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures.

WIOA  
Approved

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|------------------------------------|--|
| <b>Median Pay</b>                  | \$47,180   |
| <b>Preparation</b>                 | High school diploma or equivalent required. Short-term training.   |
| <b>Certification Opportunities</b> | Certified Medical Administrative Assistant (CMAA)  |
| <b>Massachusetts Outlook</b>       | Demand for this occupation will significantly increase. Job prospects are best for those with formal training. |

— BLS, CAREER.ONESTOP.ORG

**Medical Office Manager (CCPM)—Online Course**

Medical Office Managers and Administrative Medical Assistants handle a broad range of duties, which may include patient registration, scheduling, medical records, managing the revenue cycle, compliance regulations, human resources, health information, and general business processes that make practice management a challenging yet rewarding profession. This in-depth program combines several programs, Medical Terminology, Microsoft Word 2016, Microsoft Excel, Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and Certified Physician Practice Manager (CPPM), to give you the foundation and training needed to be a Medical Office Manager. At successful completion of the program you will be ready to take the Certified Physician Practice Manager (CPPM) exam, offered by the American Academy of Professional Coders (AAPC), the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by the National Health Career Association (NHA). Included in the program are study guide materials, practice exams, AAPC membership, Practicecode tool access, an opportunity to participate in unpaid work experience, and a voucher for each exam. Requirements: This course must be taken on a PC device. A Mac OS is not compatible. For more detailed information and/or to register, copy this link into your browser: <https://careertaining.ed2go.com/northshorecc/training-programs/medical-office-administration>.

COURSE CODE: HEA002 0L CRN: 25730

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$3,995

## MEDICAL BILLING & CODING

**QUICK FACTS:** Medical coders and billers assign codes to illnesses, injuries, and medical procedures based on doctor's and nurse's notes. They work in every type of health career facility.



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|------------------------------------|--|
| <b>Median Pay</b>                  | \$47,180   |
| <b>Preparation</b>                 | High school diploma or equivalent required. Short-term training.   |
| <b>Certification Opportunities</b> | Certified Professional Coder (CPC), Certified Coding Associate (CCA), Certified Billing and Coding Specialist (CBCS) |
| <b>Massachusetts Outlook</b>       | This is an emerging occupation. Certified coders will earn a higher salary.  |

— BLS, CAREER ONESTOP.ORG

### CMAA: Medical Administrative Assistant—Online Course

Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive experience for the patient. These duties can include scheduling appointments, entering demographic and insurance information into practice software, managing patient check-in and check-out, answering phone calls, filing and retrieving paper records, maintaining electronic records, composing correspondence, performing daily financial practices, assigning medical codes and processing insurance claims. Upon completion of this course you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Healthcareer Association (NHA). This course includes a voucher which covers the fee of the exam. To register: <https://careertraining.ed2go.com/northshorecc/training-programs/certified-medical-administrative-assistant>.



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COURSE CODE: HEA004 OL CRN: 25455

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$1,895

### Medical Billing and Coding Comprehensive with Certified Medical Administrative Assistant—Online Course

Prepare to become an Administrative Medical Assistant and Medical Biller and Coder, both versatile and valuable healthcare team members. At successful completion of the program, you will be prepared to take the Certified Medical Administrative Assistant (CMAA) national exam and the three Medical Billing and Coding (MBC) certifications; CBCS, CCA, or CPC. Receive hands-on practical experience in medical billing and coding, and an externship starter kit, voucher for CMAA exam, one MBC exam voucher that best aligns with your interests and career goals, and an opportunity to participate in clinical experience. For more detailed information and/or to register, copy this link into your browser: <https://careertraining.ed2go.com/northshorecc/training-programs/certified-medical-administrative-assistant-with-medical-billing-coding-voucher-included>.



WIOA  
Approved

COURSE CODE: HEA007 O CRN: 25678

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$3,695

### Comprehensive Medical Billing and Coding—Online Course

Medical Billers and Coders are in high demand! Learn medical billing and coding and career paths while preparing for one of the three MBC certifications—CBCS, CCA, or CPC. Study medical terminology, structures and functions of the human body, disorders and medical procedures common to each body system. Legal, ethical, and regulatory concepts, HIPPA compliance and third-party guidelines for filing insurance claims. You will receive hands-on practical experience in medical billing and coding, and an externship starter kit, medical terminology, and the structures and functions of the human body. Upon completion choose which MBC exam voucher that best aligns with your interests and career goals. To register, copy this link into your browser: <https://careertraining.ed2go.com/northshorecc/training-programs/medical-billing-coding-plus-medical-terminology>.

COURSE CODE: HEA008 OL CRN:25853

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$2,995

## RECOVERY COACH TRAINING

**QUICK FACTS:** Recovery Coaches work with persons with active addictions as well as persons already in recovery. May counsel individuals, families, or groups or engage in prevention programs.



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|------------------------------------|--|
| <b>Median Pay</b>                  | \$49,710   |
| <b>Preparation</b>                 | High school diploma or equivalent recommended. Short-term training.  |
| <b>Certification Opportunities</b> | Certified Addiction Recovery Coach (CARC)  |
| <b>Massachusetts Outlook</b>       | Demand is expected to be strong for addictions counselors. New health care laws require that insurance providers cover more mental health services. This will lead to more jobs for addictions counselors. |

— BLS, CAREER ONESTOP.ORG

### Recovery Coach Training: Part I—Remote Learning Course

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. **Textbook required:** CCAR’s “Recovery Coach Academy Rev. November 2021,” ISBN: 979-8756114867. Available on Amazon.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|--------------|------------|-------|
| HEA300 V    | 25062 | FEB 8-FEB 29 | 9:00AM-5:00PM | THU    | REMOTE CLASS | SIMONS     | \$499 |

### Recovery Coach Training: Part II—Remote Learning Course

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. Topics covered required by the state of Massachusetts for the CARC certification are: Addiction 101, Mental Health, Motivational Interviewing, Cultural Competencies and Ethical Responsibilities. Course materials are included in the cost of the class.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|--------------|------------|-------|
| HEA301 V1   | 25494 | APR 4-APR 25 | 9:00AM-5:00PM | THU    | REMOTE CLASS | SIMONS     | \$499 |

### Recovery Coach Training Part II—Days 1 and 2: Addiction Education—Remote Learning Course

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 CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|--------------|------------|-------|
| HEA302 V    | 25594 | APR 4-APR 11 | 9:00AM-5:00PM | THU    | REMOTE CLASS | SIMONS     | \$299 |

### Recovery Coach Training Part II—Days 3 and 4: Ethical Responsibilities for Recovery Coaches—Remote Learning Course

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 CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|--------------|------------|-------|
| HEA303 V    | 25595 | APR 18-APR 25 | 9:00AM-5:00PM | THU    | REMOTE CLASS | SIMONS     | \$299 |

## HOLISTIC HEALTH

### Reiki Usui/Holy Fire III: Level 1

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 course manual 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 F    | 25023 | FEB 10      | 9:00AM-5:00PM | SAT    | DANVERS  | BAVARO     | \$189 |

### Reiki Usui/Holy Fire III: Level 2—Practitioner Certification

Enhance your healing power and intuition as well as your confidence and skills with Level 2 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. **Textbook required**, same as *Level One*: Please call 978-236-1200 if you do not have the book from Level One. **Prerequisites:** Successful completion of any level 1 Reiki lineage.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|-------------|---------------|--------|----------|------------|-------|
| HEA201 F1   | 25024 | MAR 23      | 9:00AM-5:00PM | SAT    | DANVERS  | BAVARO     | \$189 |

### Reiki Review/Practice Workshop

Looking to practice and discuss Reiki? This workshop is designed for people who want to brush up on their Reiki skills and learn a few new techniques. The workshop will include Q&A time and practice. For all levels of Reiki practitioners. **Prerequisites:** Students must be certified in any lineage or system of Reiki at Level I or higher. Students must be able to provide their Reiki course completion certificate upon request.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE  |
|-------------|-------|-------------|---------------|--------|----------|------------|------|
| HEA208 F    | 25365 | MAR 6       | 6:00PM-8:00PM | WED    | DANVERS  | BAVARO     | \$49 |

### 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.

|                                    |  |
|------------------------------------|--|
| <b>Median Pay</b>                  | \$53,840   |
| <b>Preparation</b>                 | High school diploma or equivalent required. Short-term training.   |
| <b>Certification Opportunities</b> | World Instructor Training School (WITS)  |
| <b>Massachusetts Outlook</b>       | Demand for this occupation is growing. As retirees are expected to be active and want to stay in shape, many of them will take exercise classes. In addition more companies are providing incentives to their employees to stay healthy. |

— BLS, CAREER ONESTOP.ORG

### Personal Trainer Certification Course—Hybrid Course

Gain all the information and skills needed to start an exciting fitness career as a Certified Personal Trainer. Course includes the ONLY IN-PERSON hands on practical skill labs in the fitness industry and a virtual LIVE lecture on core knowledge led by Mark Cassidy, MS, a Certified Personal Trainer for 25 years. Topics covered include anatomy, exercise physiology, kinesiology, biomechanics, nutrition, equipment usage, fitness testing and more. The course is NCCA Accredited program with the options of 3 college credits towards a degree through the American Council on Education. Cost includes a national test voucher (\$450 value), online study tools, a full online video course to use 24/7, and a 30-hour employer internship (Level 2 Certification) to help walk you into jobs with local employers. To become a Level I Certified Personal Trainer you must successfully complete the written and practical exams. For Level II Nationally Certified Personal Trainer you must successfully complete your Level I exams followed by a 30-hour internship. Hands-on practical training occurs off-site and you must provide your own transportation. Class meets online from 9:00am to 12:00pm followed by off-site lab from 1:00pm to 4:00pm. National exam is on 03/23/2024. **Textbook required** and not included in the cost of the course: "Fitness Professional's Handbook Seventh Edition," by Howley, Edward T. and Thompson, Dixie L. 2017. Publisher: Human Kinetics, Champaign, IL. The e-book costs \$74 and the cost for the hard cover version is \$99, plus \$15.95 for shipping, and must be purchased by the student. Amazon Prime also has a rent a book set up. Check it out and save here.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|--------------|------------|-------|
| PSS210 V    | 25016 | FEB 10-MAR 23 | 9:00AM-4:00PM | SAT    | REMOTE CLASS | STAFF      | \$899 |

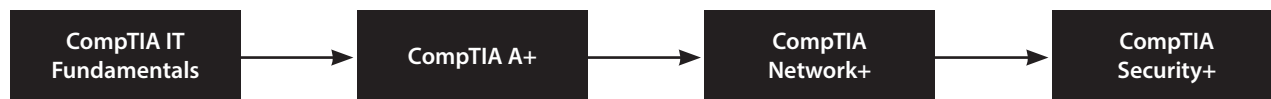
## ADVANCED INFORMATION TECHNOLOGY



Workers in computer and information occupations create or support computer applications, systems, and networks. Overall employment in computer and information technology occupations is projected to grow much faster than the average for all occupations from 2022 to 2032.

About 377,500 openings are projected each year, on average, in these occupations due to employment growth and the need to replace workers who leave the occupations permanently.

— US BLS OCCUPATIONAL HANDBOOK, SEPTEMBER 2022



## IT TECHNICAL SUPPORT SPECIALIST

**QUICK FACTS:** Computer User Support Specialists provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, via telephone, or electronically.



|                                    |  |
|------------------------------------|--|
| <b>Median pay</b>                  | \$59,660 per year  |
| <b>Preparation</b>                 | High school diploma or equivalent. Formal training, certification preferred. |
| <b>Certification Opportunities</b> | CompTIA certifications are recognized throughout the industry.               |

**Required Courses:**

- INF106 CyberSafe
- INF307 CompTIA IT Fundamentals
- INF300 CompTIA A+

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.

— BLS, CAREER.ONESTOP.ORG

### 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+*. Textbook included in the cost of the program.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|----------|------------|-------|
| INF307 F    | 25274 | FEB 20-APR 16 | 6:00PM-9:00PM | TUE    | DANVERS  | STAFF      | \$895 |

ONLINE OPTION AVAILABLE & CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

COPY THIS LINK INTO YOUR BROWSER TO REGISTER: [HTTPS://CAREERTRAINING.ED2GO.COM/NORTHSHORECC/TRAINING-PROGRAMS/COMPTIA-IT-FUNDAMENTALS](https://careertraining.ed2go.com/northshorecc/training-programs/comptia-it-fundamentals)

### 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, optimize, 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 textbook and the exam are included.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S)  | LOCATION | INSTRUCTOR | FEE     |
|-------------|-------|---------------|---------------|---------|----------|------------|---------|
| INF300 F    | 24914 | APR 30-JUN 27 | 6:00PM-9:00PM | TUE/THU | DANVERS  | STAFF      | \$1,995 |

ONLINE OPTION AVAILABLE & CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

COPY THIS LINK INTO YOUR BROWSER TO REGISTER: [HTTPS://CAREERTRAINING.ED2GO.COM/NORTHSHORECC/TRAININGPROGRAMS/ A-PLUS-CERTIFICATION-WITH-EXAM](https://careertraining.ed2go.com/northshorecc/trainingprograms/a-plus-certification-with-exam)

### CompTIA Network+ with Exam Voucher—Online Course

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 needed to manage, troubleshoot, install, and configure basic network infrastructure. Prepares you to take the CompTIA Network+ Exam N10-008. Course includes textbooks and exam voucher. This course is self-paced and can begin at any time. To register, copy this link into your browser: <https://careertraining.ed2go.com/northshorecc/training-programs/network-plus-certification-with-exam>.



|                        |            |  |              |
|------------------------|------------|--|--------------|
| COURSE CODE: INF055 OL | CRN: 25194 | ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! | FEE: \$1,895 |
|------------------------|------------|--|--------------|

### CompTIA Security+ with Exam Voucher—Online Course

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 SY0-601. 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. This course is self-paced and can start at any time. To register, copy this link into your browser: <https://careertraining.ed2go.com/northshorecc/training-programs/security-plus-certification-with-exam>.



|                        |            |  |              |
|------------------------|------------|--|--------------|
| COURSE CODE: INF057 OL | CRN: 25195 | ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! | FEE: \$1,895 |
|------------------------|------------|--|--------------|

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

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 on your foundational knowledge needed for employment in cutting-edge IT roles. 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 SY0-601 at no additional cost. To register, copy this link into your browser: <https://careertraining.ed2go.com/northshorecc/training-programs/network-plus-a-plus-security-plus-certification-with-exam>.

COURSE CODE: INF058 OL CRN: 25196 ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! FEE: \$3,995

**CISCO CCNA—Online Course**

Prepare for the Cisco CCNA 200-301 exam, the top associate-level certification for IT professionals. Most businesses today need daily operation on their systems, making networking a high demand skill set. Becoming a Cisco Certified Networking Associate (CCNA) proves your knowledge of IT networking technology and boosts your career prospects. Each section will help you master certification-based topics for Cisco networking. Not only will you be prepared for the CCNA 200-301 exam, you will be able to provide networking solutions to real-world applications. Upon successful completion you will receive exam voucher CCNA 200-301 at no cost. For more information call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc/training-programs/cisco-ccna-certification-training-voucher-included>.



COURSE CODE: INF051 OL CRN: 25938 ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! FEE: \$2,495

**Google IT Support Professional Certificate—Online Course**

This online, self-paced course can be started anytime throughout the semester. Prepare for an entry-level job in IT support. Designed for students who have basic computer skills and an interest in expanding on those skills. This online program with learning support and coaching from an NSCC instructor has the flexibility to fit your schedule. The program includes five courses: Technical Support Fundamentals, The Bits and Bytes of Computer Networking, Operating Systems and You, System Administration and IT Infrastructure Services, and IT Security: Defense Against the Digital Dark Arts. Students should plan on committing 10 to 20 hours a week. **Prerequisite:** High school diploma or equivalent.

COURSE CODE: INF400 OL CRN: 26048 ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! FEE: \$1,899

**BASIC COMPUTER SKILLS**

**Keyboarding—Online Course**

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. To register, copy this link into your browser: [www.ed2go.com/nscc/online-courses/keyboarding](http://www.ed2go.com/nscc/online-courses/keyboarding).



INF021 OL CRN: 25177 ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! FEE: \$115

**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. Students must activate their My Northshore account prior to first class.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME       | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|--------------|----------------|--------|----------|------------|-------|
| INF101 F    | 24853 | FEB 7-FEB 28 | 9:00AM-12:00PM | WED    | DANVERS  | PARTLAN    | \$209 |
| INF101 F1   | 24854 | MAR 21-APR 4 | 9:00AM-12:00PM | THU    | LYNN     | STAFF      | \$209 |

**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 F    | 24878 | APR 22-APR 29 | 9:00AM-12:00PM | MON    | DANVERS  | PARTLAN    | \$149 |

**Google Apps—Remote Learning Course**

This course provides an introduction to Google Productivity Apps, including Docs (Word Processor), Sheets, (Spreadsheet), Slides (Presentation App), Drive (Online file storage), Calendar and Gmail.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|--------------|------------|-------|
| INF105 V    | 24880 | MAY 8-MAY 15 | 6:00PM-9:00PM | WED    | REMOTE CLASS | PARTLAN    | \$149 |

**CyberSafe—Remote Learning Course**

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 F    | 24881 | APR 3       | 5:30PM-9:30PM | WED    | DANVERS  | STAFF      | \$99 |



## MICROSOFT OFFICE

**Word for Beginners**

Learn to create, edit, and format professional looking documents that stand out and clearly state your ideas. Set margins and line spacing. Use the clipboard to cut, copy and paste text within a document or from one document to another. Learn how to use Font, Paragraph and Page Layout features to make your document look the way you want it. Add pictures, tables and text boxes to your document. Use the Spell check and Auto-Correct tools to help make sure your document is free of errors. Must have some experience with Windows and 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   |
|-------------|---------|---------------|----------------|--------|----------|------------|-------|
| INF110      | 24863 F | MAR 20-APR 10 | 9:00AM-12:00PM | WED    | DANVERS  | PARTLAN    | \$219 |

**Word Intermediate**

Learn to align text in your document correctly using the Word Ruler to set tabs and Indents. Create, sort, and modify tables, use format styles, work with section breaks to create multiple column and margin layouts within a document, insert and control pictures. Create headers and footers with auto page, numbering. Make and use Templates for documents you use regularly. **Prerequisite:** Completion of *Word for Beginners* 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   |
|-------------|-------|--------------|----------------|--------|----------|------------|-------|
| INF111 F    | 24864 | APR 17-MAY 8 | 9:00AM-12:00PM | WED    | DANVERS  | PARTLAN    | \$219 |

**Excel for Beginners—Remote Learning Course**

A basic, usable knowledge of Excel, including designing, creating and editing a spreadsheet to analyze and display data used to make business and/or personal decisions. Methods will include creating formulas, functions and charts to analyze and present information. Use relative and absolute cell references to speed up your work. Must have some experience with Windows and 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   |
|-------------|-------|--------------|----------------|--------|--------------|------------|-------|
| INF120 V    | 24861 | FEB 1-FEB 22 | 6:00PM-9:00PM  | THU    | REMOTE CLASS | PARTLAN    | \$219 |
| INF120 V1   | 24856 | FEB 6-FEB 27 | 9:00AM-12:00PM | TUE    | REMOTE CLASS | PARTLAN    | \$219 |

**Excel Intermediate—Remote Learning Course**

Learn the techniques for handling large spreadsheets. Use the Solver Add-In analysis tool, the conditional IF function, cell references linking formulas between worksheets, cell and range naming and using named ranges in functions, formatting and customizing charts, the VLOOKUP function and creating a basic macro to automate a regularly used process. **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   |
|-------------|-------|---------------|---------------|--------|--------------|------------|-------|
| INF121 V    | 24857 | MAR 21-APR 11 | 6:00PM-9:00PM | THU    | REMOTE CLASS | PARTLAN    | \$219 |

**Excel Advanced**

This course covers Excel Database and Table Features including importing data, sorting and filtering, Excel Table features, Input Forms, creating and using a PivotTable Report, counting functions, conditional counting and summing, financial functions PMT and PV and Editing a macro in the Visual Basic Editor. **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   |
|-------------|-------|---------------|---------------|--------|--------------|------------|-------|
| INF122 V    | 24858 | APR 25-MAY 16 | 6:00PM-9:00PM | THU    | REMOTE CLASS | PARTLAN    | \$219 |

**Excel: Just Pivot Tables Workshop**

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 F    | 24874 | APR 29      | 6:00PM-9:00PM | MON    | DANVERS  | LAUZON     | \$89 |

**PowerPoint**

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.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|--------------|------------|-------|
| INF132 F    | 24877 | MAR 19-MAR 26 | 6:00PM-9:00PM | TUE    | REMOTE CLASS | PARTLAN    | \$149 |

**Microsoft Office Specialist—Online Course**

This course prepares you for the Microsoft Office Specialist (MOS) certification exams for Word, Excel, PowerPoint, Access, and Outlook. You will build your expertise in these programs through hands-on exercises, in-depth course material, and supplemental video demonstrations. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams. To register copy this link into your browser: <https://careertraining.ed2go.com/northshorecc/training-programs/microsoft-office-specialist-expert-certification-training-vouchers-included>.



|                       |            |  |              |
|-----------------------|------------|--|--------------|
| COURSE CODE: INF059 0 | CRN: 25878 | ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! | FEE: \$2,795 |
|-----------------------|------------|--|--------------|

# BUSINESS ADMINISTRATION

## BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA)



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

|                    |   |
|--------------------|---|
| <b>Median pay</b>  | \$45,860 per year                                       |
| <b>Preparation</b> | High school diploma or equivalent. Short-term training. |

**This hybrid program is a blend of face-to-face instruction with web-based online learning.**

- BAA140 Bookkeeping and Accounting: Part 1\*
- BAA141 Bookkeeping and Accounting: Part 2
- BAA157 QuickBooks Cloud: Level 1
- BAA257 QuickBooks Cloud: Level 2
- BAA145 QuickBooks Cloud Payroll
- INF120 Excel for Beginners
- INF121 Excel Intermediate
- INF122 Excel Advanced
- BAA150 Taxes for Bookkeepers and Tax Preparers: Introduction\*\*
- BAA142 Audit Paper Trail
- INF104 File Management Proficiency
- INF106 CyberSafe
- BAA201 How to Manage Conflict in the Organization
- BAA202 Time Management: Take Control

\* Students must take *Bookkeeping and Accounting: Part 1*, or have accounting experience prior to taking any QuickBooks course.

\*\* Students must complete *Bookkeeping and Accounting: Part 1* prior to taking *Taxes for Bookkeepers*.

**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.**



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### BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA) WITH MICROSOFT OFFICE

Add value to your bookkeeping and accounting certificate with Microsoft Office. Microsoft Office classes are available on campus (see "Microsoft Office" on page 15) or self-paced online [www.ed2go.com/nscc](http://www.ed2go.com/nscc) search Microsoft Office.

#### 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:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order book. Students must activate their My Northshore account prior to first class. There is an instructor led virtual or in person option for this course. Please see schedule.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME       | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|----------------|--------|--------------|------------|-------|
| BAA140 V    | 24883 | JAN 31-MAR 6 | 9:00AM-12:00PM | WED    | REMOTE CLASS | MCALARNEY  | \$299 |
| BAA140 F    | 24884 | APR 2-MAY 7  | 6:00PM-9:00PM  | TUE    | DANVERS      | PETERSON   | \$299 |

#### 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*: Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order book. **Prerequisite:** *Bookkeeping and Accounting Part 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   |
|-------------|-------|---------------|----------------|--------|--------------|------------|-------|
| BAA141 F    | 24885 | JAN 30-MAR 5  | 6:00PM-9:00PM  | TUE    | LYNN         | PETERSON   | \$299 |
| BAA141 V    | 24886 | MAR 20-APR 24 | 9:00AM-12:00PM | WED    | REMOTE CLASS | MCALARNEY  | \$299 |

#### QuickBooks Cloud: Level 1

An introduction to the current version of QuickBooks. 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.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|--------|--------------|------------|-------|
| BAA157 V    | 25950 | FEB 5-MAR 25  | 6:00PM-9:00PM  | MON    | REMOTE CLASS | NOONAN     | \$299 |
| BAA157 F    | 25951 | MAR 21-APR 25 | 9:00AM-12:00PM | THU    | DANVERS      | PETERSON   | \$299 |

### QuickBooks Cloud: 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:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order book. **Prerequisite:** *QuickBooks Level 1* or equivalent experience. Students must activate their My Northshore account.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|--------------|------------|-------|
| BAA257 V    | 25952 | APR 8-MAY 20 | 6:00PM-9:00PM | MON    | REMOTE CLASS | NOONAN     | \$299 |

### QuickBooks Cloud: 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. **Prerequisite:** *QuickBooks Level 1* or equivalent experience. Students must activate their My Northshore account and download QuickBooks Software prior to first class.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|--------|----------|------------|-------|
| BAA145 V    | 24894 | MAR 29-APR 12 | 9:00AM-12:00PM | FRI    | REMOTE   | NOONAN     | \$179 |

### Audit Paper Trail—Remote Learning Course

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 V    | 24896 | MAY 8       | 9:00AM-12:00PM | WED    | REMOTE CLASS | MCALARNEY  | \$79 |

### Taxes for Bookkeepers and Tax Preparers: An Introduction—Remote Learning Course

Looking to promote yourself within the CPA firm you work for or to sharpen your tax knowledge? CPA Kevin McAlarney will guide you through the most common individual tax forms along with reporting of taxable and tax free income, self-employed income, rental income, social security income, interest and dividend income, how to report capital gains and losses, itemized deductions, employee business expenses, deducting your vehicle for work, charitable donations, deducting IRA's, Roth IRA basic rules, filing status, claiming children, college tax credits, and how to compute depreciation deductions.

**Prerequisite:** *Bookkeeping and Accounting Part 1* or equivalent experience.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME       | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|----------------|--------|--------------|------------|-------|
| BAA150 V    | 24895 | JAN 29-APR 1 | 9:00AM-12:00PM | MON    | REMOTE CLASS | MCALARNEY  | \$359 |

## PROFESSIONAL BUSINESS COURSES

### How to Manage Conflict in the Organization

Conflict can destroy productivity and performance. Learn the practical knowledge, proven techniques, and psychological insights you need to resolve conflict successfully. Respond quickly and effectively to issues as they arise, turn conflict into constructive forces for improving your performance, and understand the fundamental processes and factors that cause and perpetuate conflict.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|----------|------------|-------|
| BAA201 F    | 24906 | FEB 7-MAR 20 | 6:00PM-8:30PM | WED    | DANVERS  | ROBICHAUD  | \$299 |

### Time Management: Take Control—Remote Learning Course

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.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|----------|------------|-------|
| BAA202 F    | 24905 | APR 10-MAY 15 | 6:00PM-8:30PM | WED    | DANVERS  | KUPFER     | \$299 |

### Public Speaking

Learn to develop your public speaking poise, self-confidence and skills. Through presentation and delivery of individual speeches you will experience a variety of effective public speaking techniques such as breathing for relaxation, developing and maintaining eye contact, hand gestures, body language, and how to avoid unnecessary pauses such as aah or umh that are essential to becoming a success in business and personal settings. Take your first step toward overcoming your fear of public speaking by attending this course!

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|----------|------------|-------|
| BAA134 F    | 25167 | MAR 21-APR 25 | 6:00PM-8:30PM | THU    | DANVERS  | STAFF      | \$299 |

### A to Z Grant Writing Series—Online Course

Learn hands-on experience and knowledge about writing grants, fundraising, and organizing a grant writing campaign. Obtain a comprehensive understanding of grant writing fundamentals and learn strategies you can apply to get your proposal funded, help your current organization, or enter the in-demand field of grant consulting. Register at: [www.ed2go.com/nscc/online-courses/grant-writing-online-classes](http://www.ed2go.com/nscc/online-courses/grant-writing-online-classes).

|                        |            |  |            |
|------------------------|------------|--|------------|
| COURSE CODE: BAA139 0L | CRN: 26137 | ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! | FEE: \$199 |
|------------------------|------------|--|------------|

## SHRM ESSENTIALS OF HUMAN RESOURCES MANAGEMENT (XSH)

**QUICK FACTS:** Human resource assistants organize and file companies' information about their employees.

|                    |   |
|--------------------|---|
| <b>Median pay</b>  | \$64,240 per year                                       |
| <b>Preparation</b> | High school diploma or equivalent. Short-term training. |

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### SHRM Essentials of Human Resources Management

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 F    | 24901 | FEB 22-APR 4 | 6:30PM-9:00PM | THU    | DANVERS  | STAFF      | \$545 |

## SHRM-CP LEARNING SYSTEM (XSL)

**QUICK FACTS:** Human resource managers and specialists plan and direct policies about employees, and recruit, screen, interview, and place qualified job applicants.

|                                    |   |
|------------------------------------|---|
| <b>Median pay</b>                  | \$130,000 per year  |
| <b>Preparation</b>                 | High school diploma or equivalent. Associate degree. Five years or more work experience in human resources. |
| <b>Certification Opportunities</b> | Society of Human Resource Management Certified Professional (CP), Senior Certified Professional (SCP)       |

**This program is offered in Fall & Winter/Spring semesters!**

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### SHRM Learning System Certification Prep Course—Remote Learning Course

Establish yourself as a globally-recognized human resource expert by earning the new standard in HR Certification: SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP). The course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. Cost includes required textbook.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE     |
|-------------|-------|---------------|---------------|--------|--------------|------------|---------|
| BAA133 V    | 24902 | FEB 29-MAY 23 | 6:00PM-9:00PM | THU    | REMOTE CLASS | FRISINA    | \$1,475 |

## REAL ESTATE

### Real Estate Salesperson's Exam Preparation—Remote Learning Course

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. **Textbooks required:** Modern Real Estate Practice, 21st Edition, ISBN 9781078809603 and Massachusetts Real Estate Practice & Law, ISBN 9781475456684. Available for purchase online at: [www.dearborn.com/products/bookstore](http://www.dearborn.com/products/bookstore).

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S)  | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|---------|--------------|------------|-------|
| BAA160 V    | 24897 | FEB 20-APR 11 | 6:00PM-9:00PM | TUE/THU | REMOTE CLASS | HEIL       | \$399 |

## AUTO DAMAGE APPRAISAL (XAD)

**QUICK FACTS:** Appraisers assess the damage on vehicles to evaluate repair costs and support insurance claims.

|                                    |  |
|------------------------------------|--|
| <b>Median pay</b>                  | \$72,040 per year  |
| <b>Preparation</b>                 | High school diploma or equivalent. Two years experience or formal education. |
| <b>Certification Opportunities</b> | Licensing issued by the state of Massachusetts                               |

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## Auto Damage Appraisal: 60-Hour Test Prep

Have some automotive experience? Obtain the necessary knowledge needed to get your Automobile Appraisal License in this Massachusetts state-approved course. Learn to read, write, and appraise auto damage and prepare for the state certification exam. Cost includes digital access required manual.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S)  | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|---------|--------------|------------|-------|
| OTD150 V    | 24921 | JAN 23-APR 11 | 6:00PM-9:00PM | TUE/THU | REMOTE CLASS | STAFF      | \$629 |
| OTD150 F    | 24920 | MAR 30-JUN 15 | 9:00AM-3:00PM | SAT     | DANVERS      | STAFF      | \$629 |

## DIGITAL MARKETING CERTIFICATE (XDM)

**QUICK FACTS:** Digital marketers/public relations help build a positive public image for organizations, and promote business.

**Median pay** \$80,730 per year

**Preparation** High school diploma or equivalent. Short-term training. Excellent communication and media skills. Computer proficiency.

### Required Courses:

- INF238 Digital Marketing for Small Business
- INF233 Website Design and Management with WordPress
- BAA228 Adobe Creative Cloud: Design Amazing Graphics: Part 1
- INF063 CSS and XHTML: An Introduction
- INF064 Advanced Web Pages
- INF054 Creating Mobile Apps with HTML—Online
- INF240 Google Analytics: Why Every Business Should Be Using It

**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 eligible to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.**

— BLS, CAREER ONESTOP.ORG

## Digital Marketing for Small Business: Stay in the Game

Now is the time more than ever 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 F    | 24991 | APR 9-MAY 14 | 6:00PM-9:00PM | TUE    | DANVERS  | STAFF      | \$299 |

## 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.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|----------|------------|-------|
| INF233 F    | 25189 | FEB 13-MAR 26 | 6:00PM-9:00PM | TUE    | DANVERS  | PRATT      | \$299 |

## 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 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 V    | 24992 | FEB 8-FEB 22 | 6:00PM-9:00PM | THU    | REMOTE CLASS | STAFF      | \$149 |

## CSS and XHTML: An Introduction—Online Course

Create state-of-the-art, modern websites like the pros using CSS3 and HTML5. Gain the foundation you need to master these two critical and fast-growing new web languages through hands-on training and expert instruction. If you want to survive and excel in the fast-paced world of web publishing, you are going to need to keep up with ever-evolving standards. The new standard for web developers is to use CSS3 and HTML5. To register copy this link into your browser: [www.ed2go.com/nscc/online-courses/css-and-xhtml-introduction](http://www.ed2go.com/nscc/online-courses/css-and-xhtml-introduction).

COURSE CODE: INF063 0L CRN: 26149 ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! FEE: \$129

## Advanced Web Pages—Online Course

If you want to build websites from the ground up, this is the course for you. Learn the latest programming languages with step-by-step instructions to help you build easy-to-use, interactive websites that work in any browsing environment. Learn to write HTML code for page content and CSS code for page styling using the latest versions of the languages to create modern websites. To register copy this link into your browser: [www.ed2go.com/nscc/online-courses/web-design-advanced](http://www.ed2go.com/nscc/online-courses/web-design-advanced).

COURSE CODE: INF064 0 CRN: 26150 ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! FEE: \$129

### Creating Mobile Apps with HTML 5—Online Course

Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, and Windows Phone? Sure you do! Do you want to learn five different programming languages? Of course you don't! Fortunately, you're about to discover a better way to build apps. In this course, you'll view ways 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. To register, copy this link into your browser: [www.ed2go.com/nscc/online-courses/mobile-app-development](http://www.ed2go.com/nscc/online-courses/mobile-app-development).

COURSE CODE: INF054 OL CRN: 25193

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$115

## SOCIAL MEDIA

### Social Media for Small Business: Stay in the Game—Remote Learning Course

Learn to effectively use social media for a variety of professional purposes including connecting with a larger network, improving relationships with existing customers and businesses, and channeling relevant information to the right people. Learn the nuts and bolts of social media platforms including etiquette and ethics, writing effective business content, identifying your target audience, and doing it all on a budget! Includes 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   |
|-------------|-------|---------------|---------------|--------|--------------|------------|-------|
| INF248 V    | 25420 | FEB 29-MAR 21 | 6:00PM-9:00PM | THU    | REMOTE CLASS | STAFF      | \$169 |

### Content Creation

Whether you are enforcing your personal brand, promoting an organization, or supporting a cause; content creation is paramount. This course looks to examine the various channels that exist and the various types of content you can create. This will be a heavily participative process; each student will be creating content in each of the following archetypes: Written Blog Series, Pre-Recorded Video Content, Live Streaming, Podcasting, Audio, and Video Creation.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|----------|------------|-------|
| INF254 F    | 25954 | APR 4-APR 25 | 6:00PM-9:00PM | THU    | DANVERS  | STAFF      | \$299 |

## GRAPHIC DESIGN

### 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, knowledge of computer file management, and use of internet browser. Adobe Software available with discount upon registration: [www.adobe.com/creativecloud/buy/students.html](http://www.adobe.com/creativecloud/buy/students.html). Students must activate their My Northshore account prior to first class.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|----------|------------|-------|
| BAA228 F    | 25191 | FEB 13-MAY 7 | 6:00PM-9:00PM | TUE    | DANVERS  | BRIGHAM    | \$299 |

### 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, knowledge of computer file management and use of internet browser. Adobe Software available with discount upon registration: [www.adobe.com/creativecloud/buy/students.html](http://www.adobe.com/creativecloud/buy/students.html). Students must activate their My Northshore account prior to first class.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|----------|------------|-------|
| BAA230 F    | 25369 | FEB 13-MAR 26 | 6:00PM-9:00PM | TUE    | DANVERS  | BRIGHAM    | \$299 |

### 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, knowledge of computer file management and use of internet browser. Adobe Software available with discount upon registration: [www.adobe.com/creativecloud/buy/students.html](http://www.adobe.com/creativecloud/buy/students.html). Students must activate their My Northshore account prior to first class.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|-------------|---------------|--------|----------|------------|-------|
| BAA 231 F   | 25370 | APR 2-MAY 7 | 6:00PM-9:00PM | TUE    | DANVERS  | BRIGHAM    | \$299 |

## PHOTOGRAPHY

### Digital Photography: Part 1—Camera Operations—Remote Learning Course

If you've always been shooting in Auto mode, you'll be amazed at how much your images can improve when you take control of your camera settings. 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), scene presets, exposure modes, focus options, composition, color balance, lens choice and the use of in-camera flash. The camera required for this class needs to allow you to leave Auto and work in other modes. Have your camera available as we explore technical and artistic ways to better your photography. This virtual class will meet live using the Zoom platform which requires a computer with microphone, camera and internet access. **Textbook required:** "Stunning Digital Photography," by Tony and Chelsea Northrup.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|--------------|------------|-------|
| BAA173 V    | 24965 | FEB 13-APR 2 | 6:30PM-8:30PM | TUE    | REMOTE CLASS | WEST       | \$189 |

### Digital Photography: Part 2—Shooting Challenges and Post Production—Remote Learning Course

If you are comfortable shooting images, whether with a digital camera or an iPhone, this course will challenge you with weekly photo assignments, critiques and advanced skills. Explore more advanced photography topics including shooting in the raw format, capturing motion, utilizing selective focus, HDR shooting, and more. We will establish an efficient post-production workflow and learn to evaluate, organize and enhance our images using Adobe Lightroom Classic (the computer, not tablet/web-based version). This virtual class will meet live using the Zoom platform, which requires a computer with microphone, camera and internet access. Requirements: Any digital camera, Adobe Lightroom Classic (\$10/month subscription required), and a computer capable of running Lightroom. An external hard drive dedicated to your photo library is recommended.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|--------------|------------|-------|
| BAA182 V    | 24966 | APR 16-MAY 28 | 6:30PM-8:30PM | TUE    | REMOTE CLASS | WEST       | \$189 |

### Photographing the North Shore

The North Shore is a spectacular place to shoot photos especially in the Spring. Each class meeting we will gather at some local, photogenic area and discover new ways of capturing the beauty of our region. While shooting you will learn about creative composition and the way light, shadows and textures help to create great photographs. Bring any camera you wish from cell phone to DSLR to mirrorless, the basics are the same and you'll develop your photographer's eye as we build our portfolios.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME        | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|-----------------|--------|----------|------------|-------|
| BAA179 F    | 25708 | APR 26-MAY 24 | 10:00AM-12:00PM | FRI    | FIELD    | WEST       | \$159 |

## AGRICULTURE

### LANDSCAPE DESIGN CERTIFICATE (XLD)



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

|                    |   |
|--------------------|---|
| <b>Median pay</b>  | \$73,210 per year   |
| <b>Preparation</b> | High school diploma or equivalent. Formal training including an internship. |

#### Required Courses:

- AFS210 Perennials, Annuals and Vines—ID and Culture
- 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)
- AFS200 Landscape Garden Maintenance—Spring\*
- AFS201 Landscape Garden Maintenance—Summer\*
- AFS202 Landscape Garden Maintenance—Fall\*
- AFS215 Trees—Identification and Culture
- AFS217 Shrubs—Identification and Culture
- AFS219 The Business of Landscaping
- AFS203 Materials and Methods of Landscape Construction
- INF308 AutoCAD
- AA230 Adobe Creative Cloud: Photoshop with InDesign: Part 1

#### Recommended Supporting Courses:

- Sketchup
- Adobe Illustrator

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

\* 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.**

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### Perennials, Annuals, and Vines: Identification and Culture

Learn the identification, horticultural requirements and which annuals, perennials, and vines are most suitable to grow in the New England area. Examine foliage, flowers, texture, color, and companion planting. Weekly quizzes and one design project will be assigned. **Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|----------|------------|-------|
| AFS210 F    | 24943 | FEB 21-APR 3 | 6:00PM-8:00PM | WED    | DANVERS  | STAFF      | \$269 |

### Landscape Design Drawing: Session 1—Remote Learning Course

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:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|--------------|------------|-------|
| AFS211 V    | 25054 | FEB 20-APR 9 | 6:30PM-8:30PM | TUE    | REMOTE CLASS | THIBODEAU  | \$299 |

### Landscape Design Drawing: Session 2—Remote Learning Course

Build on the basic skills learned in Session 1. Advanced rendering techniques to present professional quality project drawings will be discussed and practiced in class. Weekly drawing assignments will be given in addition to weekly class work. Some basic drawing tools will be recommended. **Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. **Prerequisite:** *Landscape Design Drawing: Level 1* or equivalent experience.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|--------------|------------|-------|
| AFS212 V    | 25055 | APR 16-MAY 28 | 6:30PM-8:30PM | TUE    | REMOTE CLASS | THIBODEAU  | \$299 |

### The Business of Landscaping—Remote Learning Course

Learn the skills needed to develop and operate a successful landscape business. Design, design-build, and maintenance-only firms will be considered. You will develop your own business and marketing plans. Topics include proposals and contracts, setting fees, dealing with clients and subcontractors, and record keeping. Hints for evaluating your own personal and financial capabilities will be given. Textbooks will be discussed at first session.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|-------------|---------------|--------|--------------|------------|-------|
| AFS219 V    | 24942 | APR 4-MAY 9 | 6:00PM-8:00PM | THU    | REMOTE CLASS | THIBODEAU  | \$269 |

### Identification and Culture of Shrubs

An introduction to the most commonly planted shrubs in New England, their distinguishing characteristics, horticultural requirements, and some suggested landscape applications. Learn to choose appropriate shrubs for the landscape as well as recognize established specimens. Plant specimens, slide lectures, and field trips will be utilized to teach the material. Class meets for seven sessions during the six weeks, which includes one mandatory weekend field trip, to be arranged with the instructor in class. One quiz and a final test will be given and a photo journal is required for successful completion of this course. The first class will meet on the Danvers Campus in the Math & Science Building Room 106 and classes after that are TBD off site in the field. **Textbook required:** “Dirr’s Encyclopedia of Trees and Shrubs,” ISBN: 978-0881929010.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|----------|------------|-------|
| AFS217 F    | 24944 | APR 10-MAY 22 | 5:30PM-7:30PM | WED    | FIELD    | STAFF      | \$299 |

### Materials and Methods of Landscape Construction—Remote Learning Course

Introduction to construction details, materials, and methods for the landscape. Wood arbors, decks, fences and gates, stone walls, site furniture, patio and walkway paving and other subjects such as soils, grading and earthwork will be discussed. Hands-on drawing exercises will be given. Drawing experience helpful. Homework exercises required.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|--------------|------------|-------|
| AFS203 V    | 26153 | FEB 1-MAR 21 | 6:00PM-8:00PM | THU    | REMOTE CLASS | THIBODEAU  | \$289 |

### 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. AutoCAD software 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 V    | 25374 | JAN 29-APR 1 | 6:00PM-8:00PM | MON    | DANVERS  | STAFF      | \$399 |

### 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 F    | 25174 | MAY 24      | 6:30PM-8:30PM | FRI    | DANVERS  | FLANNAGAN  | \$49 |

## LANDSCAPE & GARDEN MAINTENANCE CERTIFICATE (XLG)

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

**Median pay** \$36,160 per year

**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.**

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### Landscape Garden Maintenance—Spring

Enjoy learning on-site at Long Hill, an outstanding Country Garden estate in Beverly, managed by the Trustees of Reservations. A hands-on opportunity to participate in spring landscaping and garden maintenance with a field professional/supervisor. Long Hill Garden is located at 575 Essex Street, Beverly, MA. This course is held off campus at the Long Hill Garden in Beverly, MA.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S)  | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|---------|----------|------------|-------|
| AFS200 F    | 24939 | MAR 19-MAY 23 | 9:00AM-12:00PM | TUE/THU | FIELD    | BOUCHARD   | \$269 |



## FLORAL DESIGN CERTIFICATE (XFL)

**QUICK FACTS:** Floral designers cut and arrange live, dried, and artificial flowers and plants.

|                    |   |
|--------------------|---|
| <b>Median pay</b>  | \$33,160 per year   |
| <b>Preparation</b> | High school diploma or equivalent recommended. Short-term training. |

### Required Courses:

- AFS230 Floral Design I
- AFS232 Floral Design III
- BAA201 How to Manage Conflict in the Organization
- AFS231 Floral Design II
- AFS233 Floral Merchandising and Business Practice
- 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.**

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### Floral Design I

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 provided in class. Please bring scissors, knife, ribbon cutters and wire cutters to class. **Textbook required:** "Flower Arranging Complete Guide" by Blacklock, ISBN: 9780955239175. Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order book. Cost of class includes a \$120 perishable fee.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|--------|----------|------------|-------|
| AFS230 F    | 24945 | FEB 28-APR 10 | 9:30AM-12:00PM | WED    | DANVERS  | ALEXANDRA  | \$369 |

### Floral Design II

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 provided in class. Please bring scissors, knife, ribbon cutters and wire cutters to class. **Textbook required,** same as *Floral Design I*: "Flower Arranging Complete Guide" by Blacklock, ISBN: 9780955239175. Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order book. **Prerequisite:** *Floral Design I* or equivalent experience. Cost of class includes a \$150 perishable fee.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|--------|----------|------------|-------|
| AFS231 F    | 24946 | APR 24-MAY 29 | 9:30AM-12:00PM | WED    | DANVERS  | ALEXANDRA  | \$389 |

### Floral Design III

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. Fresh cut flowers and florist supplies are provided in class. Please bring scissors, wire cutters, and floral clippers to the class. **Textbook required,** same as *Floral Design I and II*: "Flower Arranging Complete Guide," by Blacklock, ISBN: 9780955239175. Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order book. **Prerequisite:** *Floral Design I* and *Floral Design II* or equivalent experience. Cost of class includes \$150 perishable fee.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|--------|----------|------------|-------|
| AFS232 F    | 24947 | JAN 10-FEB 14 | 9:30AM-12:00PM | WED    | DANVERS  | ALEXANDRA  | \$389 |

### 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.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|-------------|---------------|--------|----------|------------|-------|
| AFS233 F    | 24948 | APR 2-MAY 7 | 6:00PM-8:00PM | TUE    | DANVERS  | MIGLIACCIO | \$299 |

### Wedding Floral Design Bootcamp

Learn to create a complete wedding along with the latest design, styles, and techniques for an on-trend fabulous events. This includes fresh flower sourcing, care and handling, making bouquets, personal flowers, reception and ceremony flowers. Sustainable, eco-friendly mechanics and techniques are emphasized. Please bring scissors, knife, ribbon cutters, and wire cutters to class. Cost of class includes a \$210 perishable fee.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME       | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|--------------|----------------|--------|----------|------------|-------|
| AFS247 F    | 25176 | APR 5-MAY 10 | 9:30AM-12:30PM | FRI    | DANVERS  | ALEXANDRA  | \$429 |

### Advanced Floral Art

Your imagination and proven design skills will be challenged above and beyond in this advanced class. Sustainable intricate tablescapes, floral bodice and crown work, and advanced armatures will be explored. New large scale sustainable, ecofriendly techniques will be practiced. Please bring scissors, knife, ribbons cutters, and wire cutters to class. **Prerequisite:** *Floral Design III* or equivalent experience. Cost of class includes a \$210 perishable fee.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME       | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|--------------|----------------|--------|----------|------------|-------|
| AFS300 F    | 25291 | FEB 9-MAR 22 | 9:00AM-12:00PM | FRI    | DANVERS  | ALEXANDRA  | \$429 |

FLORAL WORKSHOPS

**Valentines' Delight**

Dazzle the one you LOVE with a custom creation sure to say I love you. Please bring scissors, knife, and apron to class. Course fee includes a \$35 perishable fee.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE  |
|-------------|-------|-------------|---------------|--------|----------|------------|------|
| AFS266 F    | 25724 | FEB 12      | 1:00PM-3:30PM | MON    | DANVERS  | ALEXANDRA  | \$85 |

**Bulb Bonanza**

The Earth sings in flowers and you will design a symphony with spring's abundance. Please bring scissors, knife, and apron to class. Course fee includes a \$35 perishable fee.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE  |
|-------------|-------|-------------|---------------|--------|----------|------------|------|
| AFS267 F    | 25725 | APR 3       | 1:00PM-3:30PM | WED    | DANVERS  | ALEXANDRA  | \$85 |

**Mother's Day Masterpiece**

Create a blushing bouquet to give your love and flowers to the mother in your life. Please bring scissors, knife, ribbon cutters, and wire cutters to class. Course fee includes a \$35 perishable fee.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE  |
|-------------|-------|-------------|---------------|--------|----------|------------|------|
| AFS263 F    | 25726 | MAY 8       | 1:00PM-3:30PM | WED    | DANVERS  | ALEXANDRA  | \$85 |

LANGUAGE & COMMUNICATIONS

WRITING & LITERATURE

**Novel Bootcamp: Part 1**

Attention fiction writers! Join author and former Bantam Doubleday Dell editor, Anthony Gangi, who will guide you through the steps of getting from beginning to end of that ever-elusive first draft of a novel (a work of fiction). With a bulk of the writing being done outside class time, this intensive course will guide you through the process of writing a novel with a full draft completed by the end of the eight week cycle. Particular attention will be paid to structure, characterization, and dialogue. Support will be provided by the instructor and fellow students. Please note, this class is specifically geared towards the fiction writer.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|----------|------------|-------|
| LAC140 F    | 24997 | APR 2-MAY 21 | 6:00PM-8:00PM | TUE    | DANVERS  | GANGI      | \$199 |

**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, and 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, and no prior experience is necessary.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|-------------|---------------|--------|----------|------------|-------|
| LAC149 F    | 25182 | FEB 1-MAR 7 | 6:00PM-8:00PM | THU    | DANVERS  | GANGI      | \$159 |

**New! Journaling and Memoir Writing**

In this course students will focus on the art of journaling, writing about experiences in their daily life. With journaling being the foundation, you will be led through the process of turning journaling experiences and entries into the beginnings of a cohesive Memoir. Best practices for working on such a piece, including a focus on good storytelling and event focus, will also be included.

| COURSE CODE | CRN     | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|---------|---------------|---------------|--------|----------|------------|-------|
| LAC155      | F 26155 | MAR 21-APR 25 | 6:00PM-8:00PM | THU    | DANVERS  | GANGI      | \$159 |

**New! Your Family Story**

Come learn the best ways to turn your family's story into a cohesive narrative. Utilizing oral story telling traditions passed down through your family from one generation to the next, Your Family's Story will also focus on the ways in which genealogy sites such as Ancestry, as well as good storytelling methods, can be used to fully flesh out the family history and story you want to tell.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|----------|------------|-------|
| LAC156 F    | 26156 | FEB 6-MAR 19 | 6:00PM-8:00PM | TUE    | DANVERS  | GANGI      | \$159 |

OTHER LANGUAGE COURSES

**Italian 1**

Vogliono 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 F    | 24951 | FEB 7-APR 3 | 6:00PM-8:00PM | WED    | DANVERS  | STAFF      | \$249 |

## Italian II

Expand on your proficiency in listening and speaking skills in Italian, with an emphasis on increased conversation. **Prerequisite:** *Italian I* or equivalent experience.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|----------|------------|-------|
| LAC121 F    | 25179 | APR 17-JUN 5 | 6:00PM-8:00PM | WED    | DANVERS  | STAFF      | \$249 |

## 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 F    | 24949 | MAR 19-MAY 7 | 6:00PM-8:00PM | TUE    | LYNN     | STAFF      | \$249 |



## ENGLISH AS A SECOND LANGUAGE

NSSC's English as a Second Language (ESL) program provides non-native speakers of English with skills necessary for their personal, professional, and academic growth. We offer online and face-to-face classes in a supportive multicultural environment to assist students as they work towards their desired level of linguistic competence necessary for their participation in the local and global community. At North Shore Community College, we are committed to respecting individual cultural and linguistic diversity.

Ready to advance your English language skills? Please see chart for registration steps or contact us directly at [onramp@northshore.edu](mailto:onramp@northshore.edu) or 978-762-4073.

¿Tiene alguna pregunta? Si no está seguro por dónde empezar y desea más información, llame al 978-762-4073 o comuníquese por email a: [onramp@northshore.edu](mailto:onramp@northshore.edu).

### STEP 1: CONTACT

- Student calls 978-762-4073 or emails [onramp@northshore.edu](mailto:onramp@northshore.edu)

OR

- Student comes to the Lynn or Danvers Success Center

### STEP 2: LEVEL ASSESSMENT

- Student takes level testing in person or via Zoom

### STEP 3: REGISTRATION

- Student registers for class online via CourseStorm or in person at the Lynn or Danvers Campus offices

### Basic English as a Second Language 1

This course is for students whose first language is not English and who are at the very beginning stage of learning English. All skill areas are taught: listening, speaking, reading, and writing. The focus is also on practicing everyday vocabulary and foundational grammatical concepts in preparation for Basic ESL II.

**Textbook required. Prerequisite:** Placement upon initial registration. Classes are offered in person on the Lynn and Danvers campus.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S)  | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|---------|----------|------------|-------|
| LAC100 F    | 24828 | FEB 17-MAY 11 | 9:00AM-12:00PM | SAT     | LYNN     | STAFF      | \$249 |
| LAC100 F1   | 24829 | FEB 20-APR 4  | 6:00PM-9:00PM  | TUE/THU | LYNN     | STAFF      | \$249 |
| LAC100 F2   | 24830 | FEB 20-APR 4  | 6:00PM-9:00PM  | TUE/THU | DANVERS  | STAFF      | \$249 |
| LAC100 F3   | 26125 | FEB 21-MAY 15 | 9:00AM-10:30AM | MON/WED | LYNN     | STAFF      | \$249 |

### Basic English as a Second Language 2

This course is intended for students at the low-beginner level who already possess some foundational English language skills. The focus is on further building vocabulary as well as strengthening grammatical concepts. Students write short paragraphs, develop basic strategies for listening comprehension, and improve their speaking skills in preparation for a mid-beginner class. **Textbook required. Prerequisite:** Successful completion of *Basic ESL I* or placement upon initial registration. Classes are offered in person on the Lynn and Danvers campus.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S)  | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|---------|----------|------------|-------|
| LAC101 F    | 24831 | FEB 17-MAY 11 | 9:00AM-12:00PM | SAT     | LYNN     | STAFF      | \$249 |
| LAC101 F1   | 24832 | FEB 21-MAY 15 | 6:00PM-7:30PM  | MON/WED | LYNN     | STAFF      | \$249 |
| LAC101 F2   | 24833 | APR 16-MAY 23 | 6:00PM-9:00PM  | TUE/THU | LYNN     | STAFF      | \$249 |
| LAC101 F3   | 26151 | APR 16-MAY 23 | 6:00PM-9:00PM  | TUE/THU | DANVERS  | STAFF      | \$249 |

### Basic English as a Second Language 3

This course is intended for students at the mid-beginner level who already possess foundational English language skills. The focus is on further building vocabulary as well as more complex grammatical structures. Students will practice writing short paragraphs, reading and responding to a greater variety of texts, and improving their listening and speaking skills in preparation for a high-beginner class. **Textbook required. Prerequisite:** Successful completion of *Basic ESL II* or placement upon initial registration. Classes are offered in person on the Lynn campus.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S)  | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|---------|----------|------------|-------|
| LAC102 F    | 24834 | FEB 17-MAY 11 | 9:00AM-12:00PM | SAT     | LYNN     | STAFF      | \$249 |
| LAC102 F1   | 24835 | FEB 20-MAY 16 | 6:00PM-7:30PM  | TUE/THU | LYNN     | STAFF      | \$249 |

### Basic English as a Second Language 4

This course is intended for students at the high-beginner level who already possess most foundational English language skills. The focus is on further building vocabulary as well as advanced grammatical structures. Students will practice writing short paragraphs, reading longer and more complex texts, and improving their listening and speaking skills in preparation for the intermediate level. **Textbook required. Prerequisite:** Successful completion of *Basic ESL III* or placement upon initial registration. Classes are offered in person on the Lynn campus.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S)  | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|---------|----------|------------|-------|
| LAC103 F1   | 24838 | FEB 20-MAY 16 | 6:00PM-7:30PM  | TUE/THU | LYNN     | STAFF      | \$249 |
| LAC103 F    | 24837 | FEB 17-MAY 11 | 9:00AM-12:00PM | SAT     | LYNN     | STAFF      | \$249 |

### Low-Intermediate ESL

This course is recommended for students who intend to take more advanced level noncredit classes or who wish to transition to credit ESL classes in the future. It concentrates on reinforcing and developing individual reading, writing, and oral skills in preparation for high-intermediate ESL classes. **Textbook required. Prerequisite:** Successful completion of *Basic ESL 4* or placement upon initial registration. Classes are offered in person on the Lynn campus.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S)  | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|---------|----------|------------|-------|
| LAC105 F    | 24840 | FEB 17-MAY 11 | 9:00AM-12:00PM | SAT     | LYNN     | STAFF      | \$249 |
| LAC105 F1   | 24841 | FEB 21-MAY 15 | 6:00PM-7:30PM  | MON/WED | LYNN     | STAFF      | \$249 |

### High Intermediate ESL

This course is recommended for students who intend to take more advanced level noncredit classes or who wish to transition to credit ESL classes in the future. It concentrates on reinforcing and developing more academically geared reading, writing, and oral skills in preparation for low-advanced ESL classes. **Textbook required. Prerequisite:** Successful completion of *Low-Intermediate ESL* or placement upon initial registration. Classes are offered in person on the Lynn campus.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S)  | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|---------|----------|------------|-------|
| LAC106 F    | 24845 | FEB 17-MAY 11 | 9:00AM-12:00PM | SAT     | LYNN     | STAFF      | \$249 |
| LAC106 F1   | 24846 | FEB 20-MAY 16 | 6:00PM-7:30PM  | TUE/THU | LYNN     | STAFF      | \$249 |

### Low Advanced ESL

This course is intended for students who already possess intermediate-level English skills and are ready for more advanced level noncredit classes or who wish to transition to credit classes in the future. The focus is on reinforcing and developing individual reading, writing, and oral skills as well as reviewing more advanced grammatical concepts. **Textbook required. Prerequisite:** Successful completion of *High-Intermediate ESL* or placement upon initial registration. Classes are offered in person on the Lynn campus.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S)  | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|---------|----------|------------|-------|
| LAC107 F    | 24843 | FEB 21-MAY 15 | 6:00PM-7:30PM  | MON/WED | LYNN     | STAFF      | \$249 |
| LAC107 F1   | 24844 | FEB 17-MAY 11 | 9:00AM-12:00PM | SAT     | LYNN     | STAFF      | \$249 |

### Low-Intermediate English Pronunciation for ESL Students

This course is intended for students at the basic to low-intermediate level who want to improve their English pronunciation to better communicate with native speakers. The focus is on differentiating between similar vowel and consonant sounds as well as practicing American English rhythm and intonation. **Textbook required. Prerequisite:** Open to students placed in the Basic III to low-intermediate levels. Class is offered in person on the Lynn campus.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|--------|----------|------------|-------|
| LAC104 F    | 24849 | FEB 17-MAY 11 | 9:00AM-12:00PM | SAT    | LYNN     | STAFF      | \$249 |

### Intermediate-Advanced English Pronunciation for ESL Students

This course is intended for students at the high-intermediate to advanced level who want to further improve their English pronunciation to communicate more successfully with native speakers. The focus is on differentiating between more complex vowel and consonant sounds as well as practicing more complicated American English stress and intonation patterns. **Textbook required. Prerequisite:** Successful completion of *Low-Intermediate English Pronunciation* or placement upon initial registration. Class is offered in person on the Lynn campus.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|--------|----------|------------|-------|
| LAC204 F    | 25352 | FEB 17-MAY 11 | 9:00AM-12:00PM | SAT    | LYNN     | STAFF      | \$249 |

### An Introduction to Academic Writing

This course is designed to prepare non-credit ESL students for the credit ESL program. Students work on writing well-formed sentences using academic language. They also learn to apply an organizational plan in developing clear and cohesive paragraphs. Emphasis is on expanding use of academic vocabulary, writing with topic sentences, supporting details, correct verb tenses and word forms. **Textbook required. Prerequisite:** LLC 110-123 and ELLW 1-2, or ESL 063 C to A and ESL 061 C to A, or ESL 065 C- to D- or placement upon initial registration. Classes are offered in person on the Lynn campus.

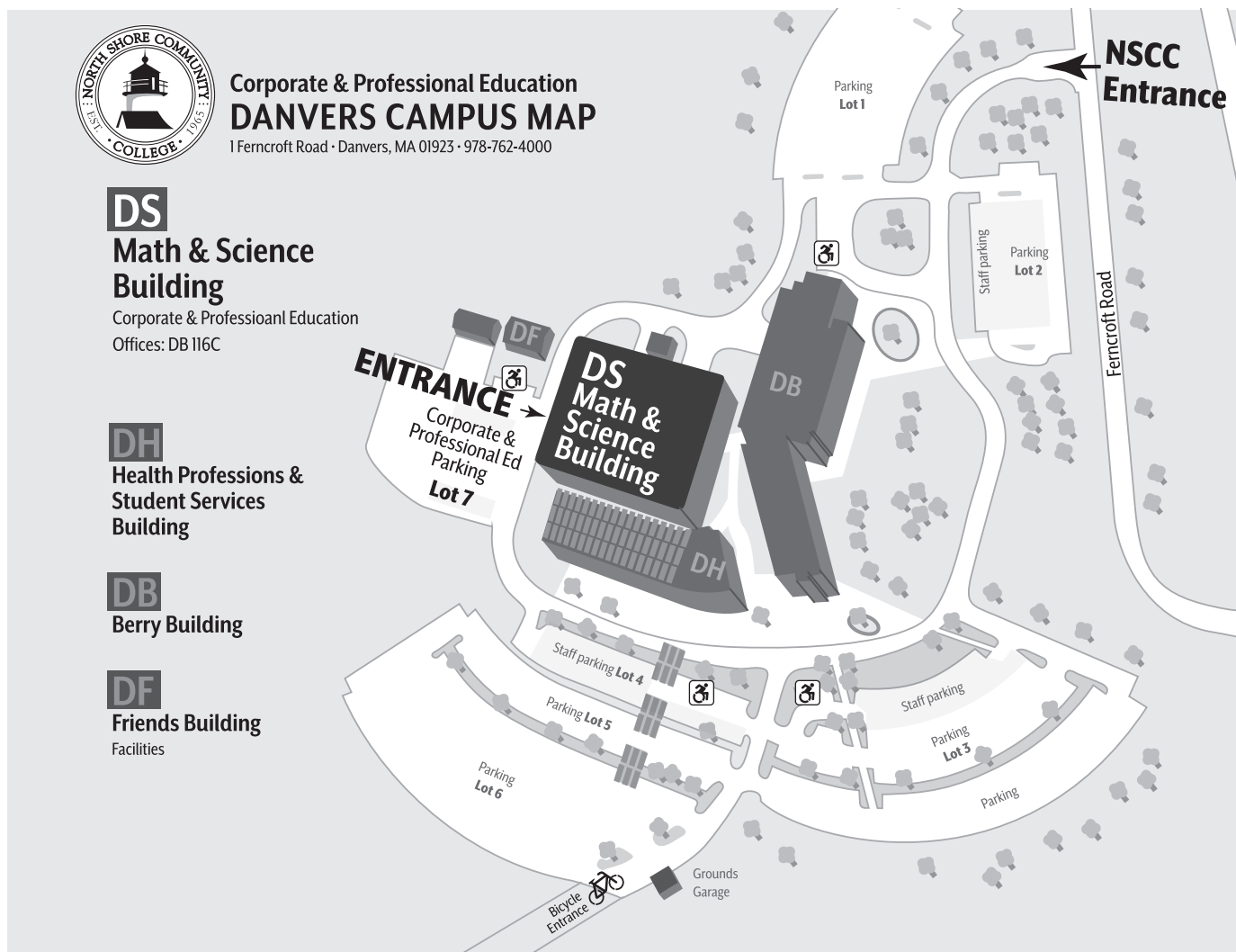
| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S)  | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|---------|----------|------------|-------|
| LAC010 F1   | 26152 | FEB 21-MAY 15 | 6:00PM-7:30PM  | MON/WED | LYNN     | STAFF      | \$249 |
| LAC010 F    | 25959 | FEB 20-MAY 16 | 9:00AM-10:30AM | TUE/THU | LYNN     | STAFF      | \$249 |

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# GENERAL INFORMATION

## CAMPUS LOCATIONS



### Corporate & Professional Education DANVERS CAMPUS MAP

1 Ferncroft Road · Danvers, MA 01923 · 978-762-4000

#### **DS** Math & Science Building

Corporate & Professional Education  
Offices: DB 116C

#### **DH** Health Professions & Student Services Building

#### **DB** Berry Building

#### **DF** Friends Building Facilities

**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.

**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](http://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 online at [www.mass.gov/sorb](http://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](http://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](http://www.northshore.edu/legal/computer_use.html).

### INFORMATION DIRECTORY

|   |                              |                         |
|---|------------------------------|-------------------------|
| <b>Connecting All Departments</b>                                       | 978-762-4000                 | 781-593-6722            |
| Adverse Weather Hotline   | 978-762-4200<br>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  | Danvers 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  |                         |

### NORTH SHORE COMMUNITY COLLEGE BOOKSTORE

The Northshore Community College Bookstore is here for you!  
Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books.

#### Winter/Spring 2024 Store Hours, Danvers and Lynn

|                |      |                 |               |      |                 |               |      |                 |
|----------------|------|-----------------|---------------|------|-----------------|---------------|------|-----------------|
| December 1-16  | M-F  | 9:00AM – 4:00PM | January 2-6   | M-F  | 9:00AM – 4:00PM | January 20    | F    | 9:00AM – 4:00PM |
| December 19-22 | M-TH | 9:00AM – 4:00PM | January 9-13  | M-F  | 9:00AM – 5:00PM | January 23-26 | M-TH | 9:00AM – 5:30PM |
| December 23    | F    | 9:00AM – 1:00PM | January 17-19 | T-TH | 9:00AM – 5:30PM | January 27    | F    | 9:00AM – 4:00PM |
| December 26-30 | M-TH | 9:00AM – 3:00PM |               |      |                 |               |      |                 |

All other Winter/Spring 2024 non-Holiday days are 9:00AM to 4:00PM (subject to change)

### WINTER/SPRING 2024 HOLIDAY SCHEDULE

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

- Monday, January 1: New Year’s Day ■ Monday, January 15: Martin Luther King Day
- Monday, February 19: President’s Day ■ March 11-March 16: Spring Recess—No day or evening classes
- Monday, April 15: Patriots’ Day ■ Monday, May 27: Memorial Day

For additional academic calendar information, please go to <http://www.northshore.edu/calendar>



# Registration Information

## Online Registration

Register with ease at [northshore.coursestorm.com](http://northshore.coursestorm.com)

### Policies

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**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. Noncredit courses are generally cancelled one week prior to start date. NSCC makes every effort to notify students by phone and/or email as soon as the decision is made. If the college is unable to reschedule a cancelled course or the student is unable to attend the rescheduled course date, the student will receive a full refund.

**Course Refund.** Students registered for Professional Education (noncredit) workshops and courses must withdraw in writing by email to [professional@northshore.edu](mailto:professional@northshore.edu) at least three days prior to the first session in order to receive a full refund of tuition, less a 6% processing fee. All other charges are nonrefundable. All remaining amounts paid to North Shore Community College will be refunded directly to the student or to the credit card that was used to pay for the course(s). After the three-day withdrawal period, no refunds will be given.

**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 by calling 978-236-1200. 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. In the event that the class is cancelled, the individual has the option to resubmit for the next scheduled class. Individuals with tuition waivers will be responsible for the cost of all materials and/or books even when materials are included in tuition.

**Walk-in Registration.** Walk in registration is welcome on both campuses.

#### Danvers Campus:

- Admissions, Student Financial Services, Enrollment, Advising: 978-762-4074
- Testing Center: 978-739-5429
- Textbook Pick-Up at Bookstore: 978-762-4046

#### Lynn Campus:

- Admissions, Student Financial Services, Enrollment, Advising: 781-477-2188
- Placement Testing: 781-593-6722 x6695
- Textbook Pick-Up at Bookstore: 781-477-2127

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

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# Suggestions To Be Successful

## We will continue to offer the following style classes:

**Face to Face:** Participate on campus in person with your classmates and your favorite instructor.

**Remote Classes:** Train with your favorite NSCC instructors using Blackboard, Zoom, Google Classroom and other platforms. Courses meet at scheduled times.

**Online:** Self-paced classes that flex with your schedule. This structure allows you to plan study time around your day, and balance work and family commitments with your schedule.

**Hybrid:** A combination of live remote, self-paced course work and if required lab time. *Note: Lab and clinical portion of programs is subject to change depending on the status of the COVID-19 pandemic.*

**Review the schedule carefully to see how your class is being offered. If you need support visit: [northshore.edu/help](http://northshore.edu/help).**

## Tips for taking an online course:



Schedule times several days a week to work on the course. Treat your school work like it's your job.



Read the information. The directions for completing assignments are written in the course!



Do your own work! Plagiarism is not acceptable and could make you fail the course.



Ask questions always. Communicate with your teacher via email, text, or phone.



Stay Organized. Save all the files for the course in the same folder.



Use a calendar to schedule reminders for assignment due dates.



Try and find a quiet space without distractions. Complete your assignment on time, doing your best work. Let your instructor know if you are not able to meet the deadline.



Check your email every day.



Make a copy of your answers for EVERYTHING you turn in including your answers and questions for your online tests and quizzes.



Download any documents or files that you want to have access to offline.

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# Corporate Training SOLUTIONS

*Train your people. Transform your company.*

## Train Your People. Transform Your Company.

Corporate Training Solutions (CTS) at North Shore Community College works with businesses to provide:

- **Custom Training for Employers** – Work with us to design a high quality, interactive, customized program for your team! Our team will work with you to make sure the content of the programs matches your specific learning objectives.
- **Group Training for Employees** – CTS creates a much richer learning experience for your team! Our group training programs are delivered by expert facilitators who understand the importance of updating the skills of the workforce.

### Upcoming Opportunity: Essential Skills for Leaders

This highly interactive training program consists of ten three-hour modules delivered over ten consecutive weeks on Wednesdays 8:30-11:30AM or 12:30-3:30PM. To learn more about this training, scan the QR code.



The Workforce Training Fund will reimburse you for up to 100% of training costs for businesses with under 100 employees.

#### CONTACT

Adelin Nunez, Director of Workforce Development and Training  
978-236-1205 | [anunez@northshore.edu](mailto:anunez@northshore.edu)



NORTH SHORE COMMUNITY COLLEGE  
Corporate & Professional  
**EDUCATION**

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U.S. POSTAGE  
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—James, 2021 Graduate



Explore how your dream of a well-paying career as a CNC machinist can come true. Demand for trained workers has never been higher.

**Classes begin January 29, 2024**

**For more information please contact Lavina**

PHONE: 978-236-1240

EMAIL: [machinist@northshore.edu](mailto:machinist@northshore.edu)

[northshore.edu/professional](http://northshore.edu/professional)

*We are happy to answer your questions so you can share in this opportunity!*



[northshore.edu/professional/programs/machinist-training](http://northshore.edu/professional/programs/machinist-training)