

NORTH SHORE COMMUNITY COLLEGE

Summer 2019
noncredit
courses

DANVERS • LYNN • MIDDLETON



Get into **HEALTHCARE**

Earning industry certification can give you the edge up needed to advance in your career.



Corporate & Professional
EDUCATION

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DEAN'S MESSAGE



It is summertime. It's the perfect time of year to ignite your learning. Summer learning starts in May at NSCC's Division of Corporate and Professional Education! If you are a Meeting Professional and want the badge of excellence in the events industry, come take our new *Certified Meeting Professional (CMP) Test Prep* Course with Kimberly Matthews. Our instructor is a CMP and a SHRM-SCP (Society for Human Resource Management Senior Certified Professional) with over 15 years' experience in the event industry. We have new *Adobe Creative Cloud* classes with David Polito, the winner of the 2018 Graphic Design, USA's American Package Design award, starting in June. Whether you are interested in learning how to produce attractive documents or how to manipulate type to create illustrations, our Photoshop or Illustrator with InDesign may be perfect to enhance your skills.

Move from the desktop version of Quickbooks to the Cloud! Get the *Tips and Tricks* to get familiar with the Cloud version. If you already have taken *Bookkeeping and Accounting Part 1* or have equivalent experience, register for *Quickbooks Level 1: Cloud Version*. Our experienced instructor, Deborah Lannon, is a full-charge bookkeeper adept at all Quickbook applications and also has a strong instructional background. She is a welcome addition to our team and we know she will be great at facilitating your learning!

We also have a number of grants that may provide you with the opportunity to learn how to be a machinist, a nurse assistant, or to begin a career in IT, for example. Call us at 978-236-1200 to ask about our programs. If you do not have your high school diploma but want to prepare for the HiSET, call us at 978-236-1227 and ask about our Adult Basic Education program.

We offer customized contract training all summer through our Corporate Training Solutions Division (CTS). Thanks to a Direct Access Program grant through the MA Workforce Training Fund, NSCC is offering a 10-module Supervisory Skills Training program for businesses and their employees. If you are a business, call us for eligibility requirements at 978-236-1206 or 1207 or visit our **new website** at www.northshore.edu/cpe.

If you haven't yet completed high school, there are certifications you can get in IT, Health Care, Nail Technician, and more. Get a jump start on fall and join us in our state-of-the-art classrooms in Lynn, Danvers, and Middleton.

Dianne Palter Gill

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

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NEW WEB ADDRESS: WWW.NORTHSHORE.EDU



The mind is not a vessel to be filled but a fire to be kindled.

PLUTARCH

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NSCCProfessionalEducation](http://www.facebook.com/NSCCProfessionalEducation)

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LinkedIn

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

Complete Your Continuing Education Hours ONLINE



Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Below are just a few of our most popular continuing education courses:

- Enhancing Language Development in Childhood
- Teaching Students With Autism: Strategies for Success
- Differentiated Instruction in the Classroom
- Creating K-12 Learning Materials
- Survival Kit for New Teachers
- Spanish in the Classroom

Learn from the
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- Discussion Areas
- 6 Week Format

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Coordinator for continuing
education approval.

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North Shore Community College

0713-01

The Adult Learning Center

Creating Opportunities for Education and Career Exploration

Do you need your high school diploma? Are you at least 16 years old?

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

- Level 3: at least 9th grade skills in Reading and Math
- Level 2: at least 5th to 8th grade skills in Reading and Math
- Level 1: at least 2nd to 5th grade skills in Reading and Math

Schedule an appointment for an assessment to begin the process.

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

Cannot attend classes in person?

The Adult Learning Center offers an online Distance Learning option to help students study for their HiSET from their own homes. Students must be able to:

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

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

Students with or without a high school diploma: Get into the Tech Industry!

Earning industry certification can give you the edge up needed to advance in your career. A new integrated and education training program is offered at the Adult Learning Center. You will learn:

- CyberSafe
- CompTIA IT Fundamentals
- Service Desk and Support Analyst
- Microsoft Office Suite
- and more!

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

Interested? Contact Stacy at srandell@northshore.edu.

Who is MassHire and Why Should I Care?



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

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

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

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

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

Am I eligible for re-training dollars?

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

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

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

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

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

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

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

Credit for Prior and Experiential Learning

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

Visit www.northshore.edu/cas for more information.

Online Courses and Career Training Programs



ed2go offers hundreds of Career Training Programs that provide relevant, in-demand workplace skills that complement current on-campus programs and courses by adding additional educational opportunities to the community. These programs are structured to suit the individual learning styles in a self-paced format with open enrollment periods that allow students to complete them as their schedules dictate.

Career Training

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

Topics include:

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

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

Professional Development & Personal Enrichment

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

Topics include:

- Accounting and Finance
- Personal Finance and Investments
- 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/nscc



MindEdge Online courses are designed to help you improve your professional knowledge and skills to take the next steps in your career.

Topics include:

- Agile
- Nonprofit Management
- Finance
- Six Sigma and Lean
- Project Management
- Operations Management

For a complete listing of courses and to register go to northshore.edu/professional/online/mindedge.html

ProTrain Online

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

You +
Online Training
= Success!

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

HEALTH CAREERS



Are you inspired by helping people? Are science classes your favorite?

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

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

NURSE ASSISTANT/HOME HEALTH AID (XCN)

QUICK FACTS: Nursing Assistants/ Home Health Aides	<ul style="list-style-type: none"> ■ Nursing assistants give personal care to patient in hospitals and nursing homes. They work under the direction of nurses and doctors. ■ Home health aides care for recovering patients, the elderly, or people with disabilities in their own homes.
Median Level Wages	\$28,590 – \$32,610
Preparation	High school diploma or equivalent recommended. Be at least 16 years old, complete formal training program, and pass the state licensing exam.
10 Year Projected Growth	Massachusetts: 10.0% ■ Metro North: 11.7%

— Data from Massachusetts Career Information Systems

Nurse Assistant training prepares you for an entry-level career in healthcare. Training includes preparation for the State Board exam to become certified, along with certifications in Home Health Aide, CPR, and CMS Hand in Hand Dementia Training. Fulfill your classroom hours on campus and your clinical experience in a local nursing facility with Registered Nurse Instructors. The skills taught in our state-licensed certificate program include vital signs, moving and turning patients, personal care basics, bed-making, bed, bath and feeding, record keeping and responding to emergencies. Open to students 16 years of age and older. Students must take and pass the State Board examination to become a Certified Nurse Assistant in the state of Massachusetts. The cost of the state exam is not included in the cost of tuition. **Textbook required:** Available at the Danvers or Lynn Campus Bookstore. Read the first four chapters in the textbook prior to the first class. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building 106C to complete (at least two weeks before class starts. (3) Proof of immunizations and a negative TB test is required.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA100 AEH	65185	MAY 28	9:00AM-2:00PM	TUE/THU	12 WEEKS	FIELD PLACEMENT	SULLIVAN	\$1,279
HEA100 BLH	65186	JUN 04	6:00PM-10:00PM	TUE/WED/THU	10 WEEKS	LYNN	SAYLER	\$1,279
HEA100 YLH	65187	JUL 08	8:00AM-12:00PM	MON/WED/FRI	11 WEEKS	LYNN	STAFF	\$1,279
HEA100 XDH	65188	JUL 15	5:00PM-10:00PM	MON-THU	6 WEEKS	DANVERS	DONAHUE	\$1,279

Caring for People with Alzheimer's

Habilitation Therapy is a method used to best care for and positively enhance the quality of life for those who have dementia or Alzheimer's Disease. Learn ways in which you can promote positive emotions in those you care for and learn simple ways to maximize their strengths and abilities, while minimizing their limitations. Learn how a well-planned environment can promote independence and help the thinking of a person with dementia, and how using good communication skills can help to decrease or even eliminate distressing behaviors or other problems. Helpful to those working in the healthcare field as well as those caring for family members at home.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA111 XDH	65189	AUG 20	6:00PM-9:00PM	TUE/THU	2 WEEKS	DANVERS	MURRAY	\$159

CENTRAL STERILE PROCESSING (XSP)

QUICK FACTS: Medical Equipment Preparers	Medical equipment preparers clean and sterilize surgical instruments and medical equipment. They also prepare instruments and equipment for use.
Median Level Wages	\$33,330 – \$58,070
Preparation	High school diploma or equivalent recommended. Complete moderate on-the-job-training. Certification will increase wage.
10 Year Projected Growth	Massachusetts: 8.2% ■ Boston: 10.6%

– Data from Massachusetts Career Information Systems

Stay tuned for Central Sterile Processing courses in Fall 2019 and Winter/Spring 2020!

PHLEBOTOMIST (XPH)

QUICK FACTS: Phlebotomists	Phlebotomists draw blood from people to be analyzed or donated.
Median Level Wages	\$33,670 – \$39,990
Preparation	High school diploma or equivalent recommended. Complete formal training program.
10 Year Projected Growth	Massachusetts: 16.1% ■ Metro North: 14.4%

– Data from Massachusetts Career Information Systems

Learn to collect blood specimens from clients for the purpose of laboratory analysis, and learn all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Includes CPR and optional clinical rotation as part of the program. At program conclusion, you are eligible to sit for the National Health Career Association's (NHA) Certified Phlebotomy Technician (CPT) exam. This exam is not included in the cost of the program. Cost includes required textbook. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building Room 106C to complete. (3) Proof of immunizations and a negative TB test is required. (4) Drug Screening.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA103 ADH	65190	MAY 28	6:00PM-9:30PM	TUE/THU	14 WEEKS	DANVERS	STAFF	\$1,899

EKG TECHNICIAN (XET)

QUICK FACTS: EKG Technicians	EKG technicians use machines and monitors to perform diagnostic cardiac exams on patients.
Median Level Wages	\$31,630 – \$41,880
Preparation	High school diploma or equivalent recommended. Complete formal training program.
10 Year Projected Growth	Massachusetts: 8.5% ■ Boston: 11.1%

– Data from Massachusetts Career Information System

Prepare to take the ASPT, Electrocardiograph (EKG) Technician Exam. Learn anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics and legal aspects of patient contact, electrocardiography and stress testing. Practice with EKG equipment and perform hands-on labs including the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices. **Prerequisites:** It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. Cost includes required textbook. Cost of class does not include cost of the exam.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA102 XDH	65192	JUL 30	6:00PM-9:30PM	TUE/THU	8 WEEKS	DANVERS	STAFF	\$999

Phlebotomy and EKG Career Path

This combined Phlebotomy and EKG Technician program provides the necessary clinical skills required to function as a vital member of a health care services team. Become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Additionally, you will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the Holter monitor, the normal anatomy of the chest wall for proper lead placement, echocardiography, 12-lead placement and other clinical practices. Includes CPR and optional Phlebotomy clinical rotation as part of the program. At program conclusion, you are eligible to sit for the National Health Career Association's (NHA) Certified Phlebotomy Technician (CPT) exam and ASPT, Electrocardiograph (EKG) Technician Exam and other National Certification Exams. These exams are not included in the cost of the program. Cost includes required textbook. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for

advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building Room 106C to complete at least two weeks before class starts. (3) Proof of immunizations and a negative TB test is required. (4) Drug Screening.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA115 ALH	65191	MAY 28	8:30AM-12:30PM	TUE/THU	13 WEEKS	LYNN	STAFF	\$2,499

DENTAL ASSISTANT (XDA)

QUICK FACTS: Dental Assistants	Dental assistants help dentists with patient care, office tasks, and lab duties.
Median Level Wages	\$37,520 – \$45,380
Preparation	High school diploma or equivalent recommended. Complete formal training program.
10 Year Projected Growth	Massachusetts: 6.1% ■ Metro North: 10.4%

– Data from Massachusetts Career Information Systems

Entry-level positions in dental assisting is one of the fastest growing health care fields. Learn all areas of pre-clinical dental assisting including the professional skills required to function as an assistant in a dental practice. Administrative aspects include: the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, policies and guidelines. Clinical topics include: introduction to oral anatomy, dental operatory, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, sterilization, and other areas. Also included is CPR and an optional clinical rotation. Designed to prepare students to sit for the DANB National Entry Level Dental Assistant Exam (NELDA). NELDA includes Radiology Health and Safety Exam (RHS), Infection Control Exam (ICE), and Anatomy, Morphology, and Physiology Exam (AMP). The state of Massachusetts requires that any dental office employee who will be performing radiological procedures (X-Rays) must take and pass the DANB RHS exam. The cost of this exam is not included as part of the cost of this program. The DANB exam is administered at Pearson VUE Testing Centers. Cost includes required textbook. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building 106C to complete (at least two weeks before class starts.) (3) Proof of immunizations and a negative TB test is required.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA106 ADH	65183	MAY 29	6:00PM-9:00PM	MON/WED	13 WEEKS	DANVERS	STAFF	\$1,699
HEA106 XLH	65184	AUG 19	9:00AM-12:00PM	MON/WED/FRI	10 WEEKS	LYNN	STAFF	\$1,699

MEDICAL INTERPRETING (XMC)

QUICK FACTS: Interpreters and Translators	Interpreters and translators convert spoken or written words from one language to another.
Median Level Wages	\$38,920 – \$60,150
Preparation	High school diploma or equivalent recommended. Complete formal training.
10 Year Projected Growth	Massachusetts: 13.3% ■ Metro North: 22.7%

– Data from Massachusetts Career Information Systems

If you are bilingual, have good speaking and listening skills, and enjoy working with people, you may have a future as a medical interpreter. Medical interpreters are in great demand nationwide, including Massachusetts where interpreters are legally required to be in acute care hospitals and behavioral health facilities. The Department of Labor Statistics reports employment of interpreters and translators is expected to grow 42 percent from 2010 to 2020, much faster than the average for all occupations. Course provides a working knowledge of the various aspects of medical interpreting such as the standards of practice, ethics, HIPAA regulations, cultural competency, and medical vocabulary development. You will have the opportunity to perform role-plays via Skype with individual language coach/facilitators. Receive three role-play sessions as part of the course and you can opt to continue working with the language coach upon completion of the course. Tuition includes Skype role-play sessions. Call 978-236-1200 for required textbook information. **Prerequisite:** Must be fluent in English and a second language. Screening required, call 978-236-1200 to request a screening appointment after registration. Textbook available at Amazon.com. ISBN: 9780578411910.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA110 BLH	65193	JUN 04	6:30PM-9:30PM	TUE/THU	8 WEEKS	LYNN	STAFF	\$1,199

ONLINE HEALTHCARE COURSES

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

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

COURSE CODE: HEA001	COURSES BEGIN EVERY MONTH	COST OF COURSE: \$2,795
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PHARMACY TECHNICIAN (XPT)

QUICK FACTS: Pharmacy Technicians	Pharmacy technicians help pharmacists provide medicines and other health care products to patients.
Median Level Wages	\$28,520 – \$34,820
Preparation	High school diploma or equivalent recommended. Complete formal training.
10 Year Projected Growth	Massachusetts: 8.8% ■ Metro North: 8.6%

– Data from Massachusetts Career Information Systems

Pharmacy Technician – Online

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

COURSE CODE: HEA 116

COURSES BEGIN EVERY MONTH

COST OF COURSE: \$1,299

DIALYSIS (XDT)

QUICK FACTS: Dialysis Technologist	Dialysis technicians help prepare patients with severe kidney problems for hemodialysis treatment.
Median Level Wages	\$30,590 – \$36,560
Preparation	High school diploma or equivalent recommended. Complete formal training program.
10 Year Projected Growth	Massachusetts: 10.0% ■ Metro North: 11.7%

– Data from Massachusetts Career Information Systems

Dialysis Technician – Online

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

COURSE CODE: HEA 101

COURSES BEGIN EVERY MONTH

COST OF COURSE: \$1,299

RECOVERY COACH TRAINING

QUICK FACTS: Recovery Coaches and Addiction Counselors	Recovery coaches work with persons with active addictions as well as persons already in recovery.
Median Level Wages	\$30,760 – \$49,170
Preparation	High school diploma or equivalent recommended. Complete formal training.
10 Year Projected Growth	Massachusetts: 11.5% ■ Metro North: 14.1%

– Data from Massachusetts Career Information Systems

Recovery Coach Training: Part I

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA300 XLH	65261	AUG 19	9:00AM-5:30PM	MON-THU	1 WEEK	LYNN	SIMONS	\$499

Recovery Coach Training: Part II

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA301 BLH	65258	JUN 24	9:00AM-5:30PM	MON-THU	1 WEEK	LYNN	SIMONS	\$499

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

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA302 BLH	65260	JUN 24	9:00AM-5:30PM	MON/TUE	2 DAYS	LYNN	SIMONS	\$279

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

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA303 BLH	65259	JUN 26	9:00AM-5:30PM	WED/THU	2 DAYS	LYNN	SIMONS	\$279

HOLISTIC HEALTH

Reiki Usui/Holy Fire II: Level One

Learn about the concepts, energies, history, and lineages of Usui and Holy Fire II Reiki, a new 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 II Reiki Placement/Attunement, hands-on practice, as well as the Reiki Healing with Reiki Master Peter Van Twuyver. Cost of class includes \$25 material fee. Certification: Certificate of Completion of Usui/Holy Fire II Reiki Level One.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA200 BDH	65195	JUN 07	9:00AM-5:00PM	FRI	1 DAY	DANVERS	BAVARO	\$189
HEA200 XDH	65196	AUG 19	9:00AM-5:00PM	MON	1 DAY	DANVERS	BAVARO	\$189

Reiki Usui/Holy Fire II: Level Two Practitioner Certification

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA201 BDH	65197	JUN 28	9:00AM-5:00PM	FRI	1 DAY	DANVERS	BAVARO	\$189

Reiki Review/Practice Workshop

Looking to brush up on your Reiki hands-on techniques and learn a few new ones? This workshop will include hands-on practice time, question and answer time, and if time permits, Advanced Reiki Techniques or Traditional Japanese Reiki Techniques. Prerequisites: Students must be certified in any lineage or system of Reiki at Level 1 or higher. Students must be able to provide their Reiki course completion certificate upon request.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA208 ADH	65356	JUN 20	6:30PM-8:30PM	THU	1 DAY	DANVERS	VANTWUYVER	\$39
HEA208 XDH	65357	AUG 8	6:30PM-8:30PM	THU	1 DAY	DANVERS	VANTWUYVER	\$39

Reflexology: Hand and Foot

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA206 BDH	65198	JUN 11	6:00PM-9:00PM	TUE	1 DAY	DANVERS	CLIFFORD	\$39

Holistic View of Digestive Health

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA207 XDH	65199	AUG 06	6:00PM-8:00PM	TUE	3 WEEKS	DANVERS	CLIFFORD	\$89

TEAS TEST PREPARATION

TEAS Test Preparation for Health Programs: Science

Preparation for those planning on taking the TEAS test. Life science, human body science and vocabulary, chemical and physical science, and general science will be covered. **Textbook required:** Available at the Danvers and Lynn Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD104 ADH	65157	MAY 20	6:00PM-8:00PM	MON	6 WEEKS	DANVERS	ST PIERRE	\$149

TEAS Test Preparation for Health Programs: Math

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD106 XDH	65159	JUL 16	10:15AM-12:15PM	TUE/THU	3 WEEKS	DANVERS	MCGUINESS	\$149

TEAS Test Preparation for Health Programs: Verbal

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD105 XDH	65158	JUL 16	8:00AM-10:00AM	TUE/THU	3 WEEKS	DANVERS	MCNIFF	\$149

CPR & FIRST AID

Basic First Aid

Learn all the essentials needed to be prepared for a medical emergency. Topics include legal issues regarding providing care to strangers, protecting yourself from infectious disease while providing care, and how to respond when an emergency arises. Care for injuries including burns, bleeding and wound care, bandaging and splinting, and assisting with spine immobilization. Medical conditions considered include heart attack, stroke, diabetes, seizures, poisoning, and heat/cold emergencies. The course cost includes a full-color text to be picked up at the Danvers Campus Math & Science Building 106C.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA210 BDH	65200	JUN 19	5:00PM-9:00PM	WED	1 DAY	DANVERS	MOORE	\$69

CPR and AED

Cardiopulmonary Resuscitation and the use of an Automated External Defibrillator can greatly reduce the chance of death when a person is found in cardiac arrest. Basic life support skills will be taught along with rescue breathing, care for choking, and patient assessment skills to empower the student to respond with speed and confidence in a life-threatening emergency. The course cost includes a full color text to be picked up at the Danvers Campus Math & Science 106C. Note: This course does NOT meet the requirement for Health Profession students.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA211 ADH	65201	MAY 29	5:30PM-10:00PM	WED	1 DAY	DANVERS	MOORE	\$69

Professional Rescuer CPR

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA212 XDH	65202	JUL 10	5:30PM-10:00PM	WED	1 DAY	DANVERS	MOORE	\$89
HEA212 YDH	65203	AUG 07	5:30PM-10:00PM	WED	1 DAY	DANVERS	MOORE	\$89

PERSONAL SERVICES

PERSONAL FITNESS TRAINER (XPF)

QUICK FACTS: Fitness Trainers and Aerobics Instructors	Fitness trainers and aerobics instructors help people get in shape. They teach aerobics classes or set up individual training programs.
Median Level Wages	\$30,820 – \$52,400
Preparation	High school diploma or equivalent recommended. Complete formal training.
10 Year Projected Growth	Massachusetts: 7.7% ■ Metro North: 9.8%

– Data from Massachusetts Career Information Systems

Certified Personal Trainer Course with CPR

Two Nationally Certified Personal Trainer Certifications, CPR Certification, and Level 1 Certified Personal Trainer Test Vouchers for one price! Gain all the required skills and knowledge needed to become a Certified Personal Trainer with in-depth instruction and hands-on practical labs. Topics

include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessments to game plan a solid program for your client. Hands-on practical training labs include role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. For Level 1 Certified Personal Trainer you must successfully complete the written and practical exams. For Level 2 Nationally Certified Personal Trainer you must successfully complete your Level 1 exams followed by a 30 hour internship. Hands-on practical training occurs off-site and you must provide your own transportation. It is strongly recommended that students take the Accuplacer Placement Exam in the Center for Alternative Studies and Testing prior to registration for advising purposes. Program includes workbook, access to online student study tools and test voucher. W.I.T.S. Certified Personal Trainer is NCCA Accredited. **Text required** and not included in the price of the course. 7th edition of the Fitness Professional's Handbook with web resources (ISBN-13: 9781492523376) available for purchase online. An e-book is also available for purchase online: ISBN-13:9781492535935too. You can also order the book through W.I.T.S. by calling 1-888-330-9487.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS210 BDH	65194	JUN 12	9:00AM-4:00PM	WED	5 WEEKS	DANVERS	STAFF	\$889

BEAUTY

AESTHETICS & SKIN CARE (ZAE)



QUICK FACTS: Skin Care Specialists	Skin care specialists clean and care for clients' skin. They also remove unwanted hair and apply makeup.
Median Level Wages	\$30,270 – \$45,940
Preparation	High school diploma or equivalent recommended. Be at least 16 years old, complete a skin care program and pass the licensing exam.
10 Year Projected Growth	Massachusetts: 10.8% ■ Central Massachusetts: 8.3%

– Data from Massachusetts Career Information Systems

Aesthetics

A 300 clock-hour program approved by the Massachusetts Board of Registration of Cosmetology. Designed to give you a fundamental knowledge of skin care products, electric equipment, and techniques used on clients in the aesthetics industry. Gain hands-on training in skin care, facial massage, facial and body waxing, and makeup application. You will work on clients in a clinical environment to practice these treatments and procedures while learning about professional ethics, business opportunities, record keeping, and sales aspects of the aesthetics and spa industry. Course prepares you to take the Massachusetts Aesthetics License Examination after successful completion of the 300 hour course. Immunization record must be completed and submitted first week of class. Class size is limited, register early. **Textbook required:** Available at Danvers Campus Bookstore. Payment plan available and arrangements should be made at the time of registration. Please contact Student Accounts, 978-762-4000 x4508 or x4480. Course does not cover cost of State Exam. Additional supplies needed for class and State Boards.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS300 XDH	65311	AUG 26	6:00PM-9:30PM	MON/WED/SAT	26 WEEKS	DANVERS	TENNANT	\$4,250

Facial Threading

The ancient art of threading is becoming increasingly popular. This hair removal modality is less painful, more precise and longer lasting. Learn the history, fundamentals, eyebrow shaping, and full face threading techniques along with business tips. Something new to add to your repertoire! You will even learn how to thread yourself. There are no prerequisites.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS306 BDH	65312	JUN 03	9:00AM-3:30PM	MON	1 DAY	DANVERS	BAVARO	\$189

NAIL TECHNICIAN (ZNT)

QUICK FACTS: Manicurists	Manicurists clean, shape, and polish clients' nails.
Median Level Wages	\$20,820 – \$32,660
Preparation	High school diploma or equivalent recommended. Be at least 16 years old, complete a skin care program and pass the licensing exam.
10 Year Projected Growth	Massachusetts: 10.5% ■ Metro North: 8.7%

– Data from Massachusetts Career Information Systems

A 100 clock-hour program designed to prepare students to take the Massachusetts State Board Exam. Course covers natural nail services of manicuring and pedicuring, human anatomy and nail and skin physiology, plus a clinical lab for experience on outside clients. Open to students 16 years of age and older. Please call 978-236-1200 for the manicuring supply list needed for the first class. **Textbook required:** Available at the Danvers Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS100 XMH	65328	JUL 16	9:00AM-03:00PM	TUE/WED/THU	6 WEEKS	MIDDLETON	STAFF	\$999

BUSINESS & ADMINISTRATION

BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA)

QUICK FACTS: Bookkeeping and Accounting Clerks	Bookkeeping and accounting clerks manage the financial records of companies or clients.
Median Level Wages	\$35,460 – \$45,830
10 Year Projected Growth	Massachusetts: -2.6% ■ Metro North: -1.0%

Required Courses:

- BAA140 Bookkeeping and Accounting: Part I*
- BAA141 Bookkeeping and Accounting: Part II
- INF143 QuickBooks Pro: Level 1
- INF144 QuickBooks Pro: Level 2
- INF145 QuickBooks Pro Payroll
- INF147 Microsoft Excel: Level 1
- INF148 Microsoft Excel: Level 2
- BAA150 Taxes for Bookkeepers and Tax Preparers: Introduction
- BAA142 How to Keep an Audit Trial
- INF104 File Management Proficiency
- INF106 CyberSafe
- BAA201 How to Manage Conflict in the Organization
- BAA202 Take Control – Time Management

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

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

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

— Data from Massachusetts Career Information Systems

Bookkeeping and Accounting: Part 1

An introduction to bookkeeping and accounting covering the accounting cycle. Analyze and record transactions using debits, credits, and T accounts, along with posting in the journal and the ledger. Prepare trial balance, create adjustments, and produce financial statements. Calculator and ruler are required. **Textbook required:** Available at the Danvers Campus Bookstore. Students must activate their My Northshore account prior to first class.

Prerequisite: Excel Level 1 or equivalent experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA140 ADH	65262	MAY 22	9:00AM-12:00PM	WED	6 WEEKS	DANVERS	TRANTOS	\$259
BAA140 BDH	65263	JUN 13	6:00PM-9:00PM	THU	6 WEEKS	DANVERS	TRANTOS	\$259

“Nick is an excellent teacher — animated, real world applications, patient with slower learners — overall great class!”

— STUDENT S.E. ON INSTRUCTOR NICK TRIANTOS

Bookkeeping and Accounting: Part 2

Continue the accounting cycle in more depth, covering banking procedures, cash and understanding payroll and payroll taxes. Work with sales and cash receipts including credits and accounts receivables. Purchases and accounts payable posting procedures will be prepared. Calculator and ruler are required. **Textbook required** (same as Bookkeeping and Accounting: Part (1): Available at Danvers Campus Bookstore. **Prerequisite:** Bookkeeping and Accounting Part I or equivalent experience. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA141 XDH	65264	AUG 01	6:00PM-9:00PM	THU	6 WEEKS	DANVERS	TRANTOS	\$259

QuickBooks: Level 1

An introduction to the current version of QuickBooks for Windows. Topics include chart of accounts, list of vendors, items, customers, cash sales, invoicing, payments, deposits, bank reconciliation, bill payments, and creating reports and graphs. Knowledge of computers and Windows required.

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA143 ADH	65265	MAY 21	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	TOYE	\$299
BAA143 XDH	65266	JUL 18	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	TOYE	\$299

New! Quickbooks Level 1 – Cloud Version

An introduction to the online cloud based version of QuickBooks for Windows. Topics include chart of accounts, list of vendors, items, customers, cash sales, invoicing, payments, deposits, bank reconciliation, bill payments, and creating reports and graphs. Knowledge of computers and Windows required. **Flash drive required. Textbook required:** Available at Danvers Campus Bookstore. **Prerequisite:** Bookkeeping and Accounting: Part 1 or equivalent experience. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA157 BDH	65270	JUN 03	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	LANNON	\$299

“I thoroughly enjoyed this class. I learned a lot. Teacher was easy to follow and understand.”

— STUDENT C.D. ON QUICKBOOKS WITH INSTRUCTOR JEFF TOYE

QuickBooks: Level 2

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA144 XDH	65267	JUL 23	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	TOYE	\$299

New! Quickbooks: Tips and Tricks of Moving from Desktop to Cloud Version

Designed for individuals who are currently using the desktop version of QuickBooks and are looking to move over to the cloud-based version. Learn what needs to be done and how to achieve it. Topics covered will be reasons to switch to OBOL from desktop versions, reasons NOT to switch, how to prepare existing QB desktop file for import into QBOL; what kinds of data can be imported and what kinds of data/reports will need to be recreated; along with basic interface and support tools. **Prerequisite:** Knowledge of QB desktop. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA158 XDH	65271	AUG 05	6:00PM-9:00PM	MON	3 WEEKS	DANVERS	LANNON	\$179

QuickBooks Payroll

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA145 XDH	65269	JUL 29	6:00PM-9:00PM	MON	3 WEEKS	DANVERS	TOYE	\$179

QuickBooks: Just Reports

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA146 YDH	65268	AUG 16	9:00AM-12:00PM	FRI	1 DAY	DANVERS	TOYE	\$79

Audit Paper Trail

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA142 XDH	65272	AUG 26	6:00PM-9:00PM	MON	1 DAY	DANVERS	TRANTOS	\$79

Making Money as a Freelance Bookkeeper

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA149 XDH	65273	AUG 19	6:00PM-9:00PM	MON	1 DAY	DANVERS	STAFF	\$79

FRONT OFFICE PROFESSIONAL CERTIFICATE (XOE)

QUICK FACTS: Receptionist	Front office receptionists greet visitors, answer phone calls, and perform clerical duties.
Median Level Wages	\$35,590 – \$47,430
10 Year Projected Growth	Massachusetts: .6% ■ Metro North 1.8%

Required Courses:

- INF101 Intro to the Computer*
- BAA130 Business Communication and Office Skills
- BAA131 Business Writing
- INF110 Microsoft Word: Level 1
- INF120 Microsoft Excel: Level 1
- INF140 Microsoft Outlook: Level 1
- INF104 File Management Proficiency
- BAA201 How to Manage Conflict in the Organization
- BAA202 Take Control – Time Management

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

Bookkeeping Pathway:

- BAA140 Bookkeeping and Accounting: Part 1
- INF143 QuickBooks Pro: Level 1

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

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

– Data from Massachusetts Career Information Systems

Business Communication and Office Skills

Learn the necessary skills and effective communication to achieve career success in an office environment. Provides practical applications which emphasize the improvement of writing/communication skills necessary for effective business communication. Topics include public speaking tips, an introduction to PowerPoint presentation, and email basics along with office etiquette. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA130 ADH	65287	MAY 29	6:00PM-8:00PM	WED	8 WEEKS	DANVERS	SHAPLEIGH	\$299

Business Writing

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA131 XDH	65288	JUL 23	6:00PM-8:00PM	TUE	6 WEEKS	DANVERS	SEGAL	\$259

Time Management: Take Control

Learn proven time management strategies for increasing your productivity and efficiency. Discover how to use effective systems for setting and achieving your goals and reducing on-the-job stress. Applying the tools and techniques outlined here, you will be prepared to meet your contemporary time challenges and balance the demands of work and personal life. Cost of class includes required textbook.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA202 ADH	65289	MAY 22	6:00PM-8:30PM	WED	6 WEEKS	DANVERS	ROBICHAUD	\$299

New! Creating a Paperless Office

Tired of seeing piles of papers? Looking for a greener environment? As technology evolves, many companies realize retaining paper is unnecessary, environmentally unfriendly, and risky as records fade and natural disasters can destroy records. Many companies are electing to upgrade to digital record keeping in lieu of hard copies. Learn how to create a digital filing cabinet to become more efficient and paperless in the workplace. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA209 XDH	65291	AUG 14	6:00PM-9:00PM	WED	2 WEEK	DANVERS	TRAINOR	\$89

New! Effective Presentation Skills

Learn the tips and strategies to develop winning presentations skills in this fun hands-on course. Learn to present with enthusiasms, poise, and confidence, while managing and eliminating fear in both large audiences and small groups. You will perfect these skills by practicing and applying the techniques learned by delivering presentations in class. Incorporating PowerPoint in your presentations will also be covered. **Textbook required:** Available on Amazon.com: www.amazon.com/dp/0321811984/ref=rdr_ext_tmb

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA208 XDH	65290	JUL 18	6:00PM-8:00PM	THU	6 WEEKS	DANVERS	SEGAL	\$259

H.R. MANAGEMENT

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 NSCC and earn 1.5 CEUs. Cost of class includes required textbook.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA132 ADH	65293	MAY 22	6:00PM-8:30PM	WED	6 WEEKS	DANVERS	DABRIO	\$499

REAL ESTATE

Real Estate Salesperson's Exam Preparation

Designed to provide knowledge and understanding of real estate principles and practices necessary to qualify for a position as a real estate salesperson. Prepare for the Massachusetts Real Estate Salesperson's Examination. Learn state required content including property, contracts, closing, financing, brokerage, housing, zoning, appraisal, Massachusetts' license law, and real estate math. Students must attend all 40 hours of class to receive their certificate of completion to sit for the exam. Taught by Massachusetts certified instructor. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA160 ADH	65294	MAY 28	6:00PM-9:00PM	TUE/THU	7 WEEKS	DANVERS	SHULTZ	\$399
BAA160 XDH	65295	AUG 05	9:00AM-3:30PM	MON/WED	4 WEEKS	DANVERS	SHULTZ	\$399

EVENT PLANNING CERTIFICATE (XEP)

QUICK FACTS: Meeting and Convention Planners	Meeting and conventions planners organize events for groups of people.
Median Level Wages	\$47,350 – \$68,240
10 Year Projected Growth	Massachusetts: 9.0% ■ Metro North: 12.3%
Required Courses: <ul style="list-style-type: none"> • BAA120 Event Planning I • BAA121 Event Planning II • BAA122 Event Design and Décor • BAA203 Successful Negotiations • BAA201 How to Manage Conflict in the Organization • BAA202 Take Control – Time Management Recommended Supporting Classes: <ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel 	
In addition: Students must provide documentation of 40 hours of supervised field work. You may enroll in any of these courses even if you are not in the certificate program. You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.	

– Data from Massachusetts Career Information Systems

Event Planning: Part I

Looking to become a successful event planner? Learn the fundamentals of event planning, exploring the various responsibilities and details of an event planner's job, defining industry terms, and gaining practical insight into the valuable tools and resources available to help you succeed.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA120 ADH	65306	MAY 29	6:00PM-8:00PM	WED	8 WEEKS	DANVERS	KARSADI-TADIELLO	\$299

New! Event Planning – Certified Meeting Professional (CMP) Test Prep Course

The Certified Meeting Professional (CMP) program was launched in 1985 to enhance the knowledge and performance of meeting professionals, promote the status and credibility of the meeting professional, and advance uniform standards of practice. Today, the CMP credential is recognized globally as the badge of excellence in the events industry. The qualifications for certification are based on professional experience, education and a rigorous exam. Stand out in the Events Planning Industry by becoming a Certified Meeting Professional. Learn all you need to know about the CMP exam, test taking tips and time management. The instructor, Kimberly Matthews, is CMP certified and has 15 years of experience in the event planning industry. **Textbook required.**

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA127 ADH	65307	MAY 28	6:00PM-9:00PM	TUE	10 WEEKS	DANVERS	MATTHEWS	\$349

INTERIOR DESIGN CERTIFICATE (XID)

QUICK FACTS: Interior Designers	Interior designers plan and design spaces and furnish interiors.
Median Level Wages	\$37,510 – \$62,030
10 Year Projected Growth	Massachusetts: 4.8% ■ Metro North: 9.4%
Required Courses (listed in suggested order): <ul style="list-style-type: none"> • BAA100 Principles of Design • BAA101 Drafting for Interior Designers • BAA102 Fundamentals of Interior Design • BAA103 Color 3D Less Theory More Practice • BAA104 Textiles and Materials • BAA105 History of Furniture Styles • BAA106 Window Treatments and Soft Furnishing Design • BAA110 SketchUp • BAA111 Interior Design Studio: Living Space* • BAA112 Interior Design Studio: Master Suite* • BAA201 How to Manage Conflict in the Organization • BAA202 Take Control – Time Management Recommended Supporting Course: <ul style="list-style-type: none"> • New! Interior Design Studio: Commercial Space* 	
In addition: Students must provide documentation of 40 hours of supervised field work. * Students must take Principles of Design, Fundamentals of Interior Design and Drafting for Interior Designers before any Studio course. You may enroll in any of these courses even if you are not in the certificate program. You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.	

– Data from Massachusetts Career Information Systems

Fundamentals of Interior Design

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA102 ADH	65241	MAY 28	6:00PM-8:00PM	TUE	8 WEEKS	DANVERS	HAZELTON	\$289

History of Furniture Styles

Explore the extraordinary styles from Ancient, Renaissance, Georgian, Victorian, French, Art Nouveau, Arts and Crafts, Art Decor, and Contemporary periods. Identify their unique motifs, ornamentation, construction, and styles that are still classics today. Class meets on one Saturday (to be determined) for a field trip.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA105 ADH	65243	MAY 22	6:00PM-8:00PM	WED	8 WEEKS	DANVERS	NICHOLS	\$289

Drafting for Interior Designers

Learn the basic fundamentals of drafting, the tools of the trade and how to use them, and what is needed to provide a crisp, clean, legible drawing. Learn how to draw floor plans, elevations, and sections; how to measure; and how to read scales and architectural plans. Portable drafting table will be required (discussed at first class). **Prerequisite:** Principles of Design.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA101 BDH	65240	JUN 03	6:00PM-8:00PM	MON	8 WEEKS	DANVERS	STAFF	\$339

Textiles and Materials

Learn the large spectrum of fabrics available to the interior designer. Explore fabric make-up, aesthetics, durability, maintainability values, appropriate application to specifications, and how to create finish schedule charts for residential and commercial interiors.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA104 XDH	65242	JUL 08	9:30AM-11:30AM	MON	8 WEEKS	DANVERS	HAZLETON	\$289

*“Everything about Rachel and her classes are top notch...
Real world knowledge, sharing, engaging...”*

— STUDENT J.O. ON INSTRUCTOR RACHEL HAZLETON

Color 3D

Throw away your color wheel. Forget the tedious theory exercises that you’ve done in the past. Here’s your opportunity to practice the spatial properties of color that will give you control over the visual outcome of your interior designs. Working with paint, flooring and fabric samples, as well as a color drawing medium, students will solve three dimensional design problems by applying the color principles that are the tools of the interior design trade. Be ready to be amazed by the power of color and the ease with which you can master the visual art of illusion.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA103 ADH	65359	MAY 23	9:00AM-12:00PM	THU	8 WEEKS	DANVERS	COLLINS-JERMAIN	\$379

Staging: Part I

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA109 ADH	65246	MAY 22	9:30AM-11:30AM	WED	8 WEEKS	DANVERS	STEEVES-GLIDDEN	\$289

New! Staging: Part II

Time to take staging to another level. Learn the practice of styling and furnishing a property to enhance and maximize attractiveness by drilling down into more detail room by room. Design the spaces so they complement each other and flow from one room to another with concentration on space planning and function. Accessory placement, life style touches, and color will also be explored on a deeper level. Field trips will be taken to identify what resources are out there as well as actual staged properties. **Prerequisite:** Staging Part I or equivalent experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA117 XDH	65247	JUL 31	9:30AM-11:30AM	WED	8 WEEKS	DANVERS	STEEVES-GLIDDEN	\$289

Redesign: Part I

Did you ever think you could refresh or redesign a space with what you already own? Sometimes all you need is a new color scheme or to rearrange the furniture and identify what works and what does not. Learn the basic interior design principals from space planning to color, along with defining soft and hard scape, what style you are trying to attain as well as the esthetic for the space. At the end of the course, we will create a redesign of a student’s space for a hands-on experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA118 XDH	65245	AUG 05	6:00PM-8:00PM	MON	8 WEEKS	DANVERS	STEEVES-GLIDDEN	\$289

PHOTOGRAPHY**Digital Camera: Part I**

Your digital camera can capture decent images when set on Auto. Great shots require taking control of your camera. Learn the different features on your camera, how to use them, and techniques that result in more creative images. Topics include exposure controls (ISO, aperture, and shutter speed), histograms, lens choice and use of flash. The camera required for this class needs to allow you to leave Auto and work in other modes. Bring your digital camera each week as we explore technical and artistic ways to better your photography.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA173 ADH	65313	MAY 29	6:00PM-8:00PM	WED	7 WEEKS	DANVERS	CONWAY	\$169
BAA173 XLH	65314	JUL 16	6:30PM-8:30PM	TUE	7 WEEKS	LYNN	STAFF	\$169

Digital Camera: Part II

Explore more advanced photography topics including shooting in the raw format, image composition and aesthetics, capturing motion, utilizing selective focus, HDR shooting, post-production workflows, off-camera flash and shooting in natural light. Critiquing and improving photographic skills as we master our cameras and utilize their powerful options will also be covered. **Prerequisite:** Digital Camera: Part I or equivalent experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA182 XDH	65315	JUL 24	6:00PM-8:00PM	WED	7 WEEKS	DANVERS	STAFF	\$169

Coming in Fall 2019:

Certificate in Professional Photography

Digital enthusiasts, bring your skills in photography to the next level! Learn camera mastery, workflow efficiency, knowledge of establishing a small business, and all the required skills to begin offering professional services and generating income.

New! Photography Bootcamp

Whether you are shooting pictures on your cell phone, a point and shoot, a DSLR, or a mirrorless camera, this week-long course will better your shooting skills, improve your composition and introduce you to simple editing skills that will greatly enhance your images. Bring both your camera and your laptop. You will practice shooting images, download a free trial version of Photoshop Elements, and explore ways to organize, edit, and utilize your amazing photos.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA185 XDH	65317	JUL 8	9:00AM-12:00PM	MON-FRI	1 WEEK	DANVERS	WEST	\$239

Adobe Photoshop for Photographers: Level 1

Overwhelmed with Adobe Photoshop and where to begin? While Lightroom (Adobe's program for photographers) can do much of the post production work required for images, there are times when Photoshop is needed for more complex retouching and creative control. Learn Photoshop basics that are important for photographers including round tripping from Lightroom, selecting, masking, layers, and other tools for basic image retouching. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA170 BDH	65360	JUN 06	6:00PM-9:00PM	THU	6 WEEKS	DANVERS	STAFF	\$289

Photographing the North Shore

We live in one of the most picturesque areas of the state. Our oceans, beaches, quaint fishing ports and woodlands lend themselves to great photographs. Join us as we spend three Saturday mornings at selected locations in and around the North Shore followed by Monday evening classroom time at the college to review and critique our photographs from the previous field trip. You will need an adjustable 35mm digital camera you are familiar with, a sturdy tripod, and a basic understanding of transferring your images to a computer. Class meets on 8/5, 8/10, 8/12, 8/17, 8/19, 8/24, 8/26, Monday – 6:30 to 8:30; Saturday – 9:30 to 11:30.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA179 XDH	65318	AUG 05 AUG 10	6:30PM-8:30PM 9:30AM-11:30AM	MON SAT	4 WEEKS	DANVERS	GOOBY	\$199

GRAPHIC DESIGN CERTIFICATE (XGD)

QUICK FACTS: Graphic Designer	Graphic designers create designs using print, electronic, and film media.
Median Level Wages	\$33,550 – \$58,210
10 Year Projected Growth	Massachusetts: 3.0% ■ Metro North: 6.7%

Required Courses:

- BAA100 Principles of Design
- BAA227 Graphic Design Theory and Beyond
- BAA228 Adobe Creative Cloud: Design Amazing Graphics
- BAA221 Advanced Illustration
- BAA223 Electronic Imaging
- BAA225 Publication Design
- INF231 Website Design and Management with WordPress
- BAA201 How to Manage Conflict in the Organization
- BAA202 Take Control – Time Management

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

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

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

– Data from Massachusetts Career Information Systems

Graphic Design Theory and Beyond

Do you want to learn how to create a great logo or ad? It is much more than Photoshop tricks and memorable catchphrases. Learn and discover the theories, history, and principles of design that goes into creating amazing graphic artwork and design. No technological background is necessary. Taught by graphic designer David Polito, winner of the 2018 Graphic Design USA's annual American Package Design Award.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA227 ADH	65308	MAY 29	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	POLITO	\$239

Registration Information

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

Five Ways to Register:



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



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



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



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



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

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

Policies

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

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

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

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

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

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

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

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

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

BE SURE TO REGISTER EARLY FOR BEST SELECTION OF CLASSES!

REGISTRATION FORM

Please complete all questions on this registration form.

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Street:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Home Phone:	(<input type="text"/>) <input type="text"/>
Cell Phone:	(<input type="text"/>) <input type="text"/> ext. <input type="text"/>
Email Address:	<input type="text"/>
Student ID #: (if known)	<input type="text"/>

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

Semester/Year:	Fall: <input type="text"/>	Winter: <input type="text"/>	Summer: <input type="text"/>
Date of Birth: (Required)	Month: <input type="text"/>	Day: <input type="text"/>	Year: <input type="text"/>
High School Name:	<input type="text"/>		
High School Graduation Year:	<input type="text"/>	GED:	<input type="text"/> Yes <input type="text"/> No

Please fill the appropriate circle for demographic purposes:

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

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

Noncredit Total

Student Signature _____ Date _____

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

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

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

Cardholder's Signature _____ Print Cardholder Name _____

Parent/Guardian Info for Students under age 18

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Home Phone:	(<input type="text"/>) <input type="text"/>
Cell Phone:	(<input type="text"/>) <input type="text"/>

Address:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>	Zip:	<input type="text"/>
Email Address:	<input type="text"/>		

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



Adobe Creative Cloud: Design Amazing Graphics

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 (InDesign) 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 systems is necessary. Taught by graphic designer David Polito, winner of the 2018 Graphic Design USA's annual American Package Design Awards.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA228 ADH	65309	JUN 17	6:00PM-9:00PM	MON	10 WEEKS	DANVERS	POLITO	\$399

New! Adobe Creative Cloud: Photoshop with InDesign

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.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA230 BDH	65329	JUN 17	6:00PM-9:00PM	MON	5 WEEKS	DANVERS	POLITO	\$229

New! Adobe Creative Cloud: Illustrator with InDesign

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.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA231 XDH	65330	JUL 29	6:00PM-9:00PM	MON	5 WEEKS	DANVERS	POLITO	\$229

DIGITAL MARKETING CERTIFICATE (XDM)

QUICK FACTS: Digital Marketing	Digital marketers/public relations help build a positive public image for organizations.
Median Level Wages	\$47,030 – \$63,700
10 Year Projected Growth	Massachusetts: 7.4% ■ Metro North: 8.7%

Required Courses:

- INF238 Digital Marketing
- INF233 Website Design and Management with WordPress
- BAA228 Adobe Creative Cloud: Design Amazing Graphics
- INF053 HTML Online
- INF054 Creating Mobile Apps with HTML
- INF240 Google Analytics

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

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

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

– Data from Massachusetts Career Information Systems

WEB DEVELOPMENT**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, manage and change content, create posts, add pages, embed video and change media files. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF233 BDH	65310	JUN 05	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	STAFF	\$289

HTML and CSS Series

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

COURSE CODE: INF053	CLASSES BEGIN EVERY MONTH	COST OF COURSE: \$299
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Creating Mobile Apps with HTML

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

COURSE CODE: INF054	CLASSES BEGIN EVERY MONTH	COST OF COURSE: \$299
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DON'T WAIT

SOCIAL MEDIA

Share This: Professional Approaches to Social Media

Explore how professionals and organizations can effectively use social media for a variety of professional purposes including connecting with a larger network. Learn how to improve relationships with existing customers and businesses, and channel relevant information to the right people. Cover the nuts and bolts of social media platforms such as Facebook, LinkedIn, Twitter, YouTube, Instagram, and Pinterest, while also providing some deeper context on how to use these tools for different opportunities and engagement with different populations. Marketing, advertisement and connecting with customers and communities through the use of social media will be addressed. Also, issues of social media including proper etiquette, privacy, and quantifying social media interactions will be covered. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF230 ADH	65297	MAY 28	6:00PM-9:00PM	TUE	3 WEEKS	DANVERS	ST MARTIN	\$199

Google Analytics: Why Every Business Should Be Using It

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF240 ADH	65170	JUN 05	6:00PM-9:00PM	WED	4 WEEKS	DANVERS	TRAINOR	\$199

New! Social Media on a Budget

Have you been asked to manage the social media networks for your organization but don't have a large budget at your dispense? Learn how to stretch that dollar! Course will highlight free tools to use to find stock photos, to create images, and how to connect to the appropriate audience. It will cover Facebook, LinkedIn, Twitter, Instagram, and Pinterest and display features and settings you can use to win big for your organization without costing a lot of money. You'll get tips on how to work within the community and get additional exposure to blog posts and thought leadership. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF246 BDH	65299	JUN 18	6:00PM-9:00PM	TUE	2 WEEKS	DANVERS	ST MARTIN	\$129

Social Media: Etiquette and Ethics

We've all heard of someone losing their job over a social media post. Learn how to navigate social media networks without putting yourself and your organization at risk. We will dive into bigger psychological questions about why people post what they post using philosophical analogies. We will also learn how to stay sane in the age of FOMO (Fear Of Missing Out). Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF245 XDH	65298	JUL 23	6:00PM-9:00PM	TUE	2 WEEKS	DANVERS	ST MARTIN	\$129

CAD

SketchUp Level 1

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA110 XDH	65244	JUL 31	6:00PM-9:00PM	WED	8 WEEKS	DANVERS	DRYDEN	\$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.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF308 BDH	65325	JUL 09	6:00PM-9:00PM	TUE	8 WEEKS	DANVERS	DRYDEN	\$389

SolidWorks

Use 3D parametric mechanical design software to learn how to model parts, assemblies and produce drawings. SolidWorks allows you to apply your drafting and design knowledge to a curriculum-based project that integrates real world applications. Create mechanical parts and assemble the parts to produce a working drawing of a model. Strong computer skills and knowledge of windows required. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF305 BDH	65324	JUN 17	6:00PM-9:00PM	MON	8 WEEKS	DANVERS	STAFF	\$389

INFORMATION TECHNOLOGY

MICROSOFT OFFICE SUITE CERTIFICATE (XMO)



QUICK FACTS: Administrative Office Secretaries	Administrative Office secretaries assist managers and direct office activities.
Median Level Wages	\$35,590 – \$47,430
10 Year Projected Growth	Massachusetts: 1.2% ■ Metro North: -0.4%
Required Courses: <ul style="list-style-type: none"> • INF101 Introduction to the Computer* • INF110 Microsoft Word: Level 1 • INF111 Microsoft Word: Level 2 • INF112 Microsoft Word: Level 3 • INF120 Microsoft Excel: Level 1 • INF121 Microsoft Excel: Level 2 • INF122 Microsoft Excel: Level 3 • INF130 Microsoft PowerPoint : Level 1 • INF140 Microsoft Outlook • INF104 File Management Proficiency • INF106 CyberSafe <p>* Students proficient with the computer may replace Intro to the Computer for a more advanced class.</p> <p>To receive an NSCC Certificate in Microsoft Office, students must complete the required courses. Workshops may not be used to fulfill requirements. You may enroll in any of these courses even if you are not in the certificate program.</p> <p>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</p>	

– Data from Massachusetts Career Information Systems

COMPUTER APPLICATIONS

Excel for the Workplace: Level 1

Shave hours off your work time! Create budget and expense reports by entering and copying formulas and functions. Format spreadsheets with different fonts, styles, shading, and color. Create and print colorful bar, line, and pie graphs. Use the database functions to sort and print records.

Textbook and flash drive required: Available at the Danvers Campus Bookstore. Must have some experience with Windows and the keyboard.

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF120 ADH	65280	MAY 23	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	STAFF	\$289
INF120 XDH	65281	JUL 24	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	STAFF	\$289

Excel for the Workplace: Level 2

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF121 ADH	65282	MAY 21	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	STAFF	\$289
INF121 XDH	65283	JUL 18	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	STAFF	\$289

Word for the Workplace: Level 1

Have some typing skills, familiar with the keyboard and Windows? Time to take it to the next level. Learn to create, format, and print all types of documents. Discuss file management, text management, formatting and much more. **Textbook and flash drive required:** Available at the Danvers Campus Bookstores. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF110 ADH	65276	MAY 21	9:00AM-12:00PM	TUE	6 WEEKS	DANVERS	PARTLAN	\$289
INF110 XDH	65277	JUL 22	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	STAFF	\$289

Word for the Workplace: Level 2

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF111 ADH	65278	MAY 22	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	STAFF	\$289
INF111 XDH	65279	JUL 16	9:00AM-12:00PM	TUE	6 WEEKS	DANVERS	PARTLAN	\$289

*“Excellent teacher...
I will be taking more classes with this instructor!”*

– STUDENT K.H. ON INSTRUCTOR JAY PARTLAN

Microsoft Bootcamp With Google Apps

Stretch your mind and firm up your Microsoft and computer skills with this fun, fast paced program that will provide a solid foundation of the Microsoft programs. Word, Excel, PowerPoint, and Outlook will be covered along with Google Apps and File Management Proficiency. Must have some experience with Windows and the keyboard. **Flash drive required.** Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF161 ADH	65284	MAY 30	6:00PM-9:00PM	THU	10 WEEKS	DANVERS	PARTLAN	\$459

COMPUTER APPLICATION WORKSHOPS

Word for the Workplace: Level 1 Workshop

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF113 ADH	65230	MAY 30	6:00PM-9:00PM	THU	2 WEEKS	DANVERS	PARTLAN	\$149

Word for the Workplace: Level 2 Workshop

Learn to create tables, set tabs, templates, cover pages, page layout, headers and footers, envelopes, labels and mail merge. Previous knowledge of Microsoft Word required. **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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF114 BDH	65231	JUN 21	9:00AM-3:00PM	FRI	1 DAY	DANVERS	PARTLAN	\$149

Excel 2016 for the Workplace: Level 1 Workshop

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF123 BDH	65232	JUN 13	6:00PM-9:00PM	THU	2 WEEK	DANVERS	PARTLAN	\$149

Excel for the Workplace: Level 2 Workshop

Take Excel to the next level. Learn to convert a spreadsheet to a table/database, filter, advance filter, sort, subtotal data, manipulate and group worksheets, link and consolidate data, password protect workbooks, create and use named ranges in a formula. **Prerequisite:** Completion of Excel 2016: Level 1 or equivalent experience. **Flash drive required.** Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF124 BDH	65233	JUN 25	9:00AM-3:00PM	TUE	1 DAY	DANVERS	STAFF	\$149

Excel: Just Formulas and Functions

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF125 BDH	65234	JUN 20	6:00PM-9:00PM	THU	1 DAY	DANVERS	STAFF	\$109

Excel: Just Pivot Tables

Learn the analysis and consolidation of data using an Excel Pivot Table report. Learn to transform loosely organized lists of data into concise useful interactive summary reports that make it easy to visualize, use, and present your information in various configurations. Visual reports in the form of Pivot Charts will also be included. The software utilized in this workshop is Microsoft Excel 2016, but the techniques covered will apply to Excel 2007, 2010, and 2013 and work similarly in earlier Excel versions. **Flash drive required.** Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF126 XDH	65235	AUG 14	6:00PM-9:00PM	WED	1 DAY	DANVERS	PARTLAN	\$109

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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF104 BDH	65237	JUN 17	9:00AM-12:00PM	MON	2 WEEKS	DANVERS	PARTLAN	\$149
INF104 XDH	65238	AUG 07	6:00PM-9:00PM	WED	2 WEEKS	DANVERS	STAFF	\$149

PowerPoint for the Workplace: Level 1 Workshop

Create professional looking overheads, slides, signs and on-screen presentations. Explore creating, viewing, editing and formatting through the use of fonts, color, clip art, and drawing tools. Review bar graphs, pie graphs and organization charts. **Flash drive required.** Must have some experience with Windows and the keyboard. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF132 BLH	65236	JUN 27	6:00PM-9:00PM	THU	2 WEEKS	DANVERS	PARTLAN	\$149

Outlook for the Workplace: Level 1 Workshop

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF145 XDH	65363	JUL 18	6:00PM-9:00PM	THU	2 WEEKS	DANVERS	PARTLAN	\$149

ADDITIONAL COMPUTER TRAINING**Computer: An Introduction**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF101 ADH	65275	MAY 31	9:00AM-11:30AM	FRI	3 WEEKS	DANVERS	STAFF	\$209

Keyboarding – Online

Do you want to learn to touch-type or improve your existing typing skills? If so, this is the course for you! Using the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, you will learn how to touch-type. That is, to type text you read from a printed page or a computer screen without looking at your keyboard. At completion, you will be able to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. www.ed2g0.com/nscc

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

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF106 ADH	65174	JUN 27	5:30PM-9:30PM	THU	1 DAY	DANVERS	JONES	\$89
INF106 XDH	65175	AUG 22	5:30PM-9:30PM	THU	1 DAY	DANVERS	JONES	\$89

Google Apps

Carefully examine Google Apps as a tool of communication, productivity and collaboration. Explore how to effectively use Google Docs, Google Drive, Gmail, Google Maps, Google+, Google Calendar, Youtube and more.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF105 BDH	65285	JUN 04	9:00AM-12:00PM	TUE	2 WEEKS	DANVERS	STAFF	\$149
INF105 XDH	65286	AUG 01	6:00PM-9:00PM	THU	2 WEEKS	DANVERS	PARTLAN	\$149

COMPUTER CLASSES IN ESPAÑOL**Una Introducción a las Computadoras Personales en Español**

Una clase ideal para los principiantes que introducirá a los estudiantes hispanohablantes a las computadoras personales. Empieza con las funciones de la computadora y los básicos del soporte. Explora los programas de Windows y Office (incluye Word 2013). Aprende por sesiones interactivas con la práctica de abrir, cerrar, cambiar de pantallas, crear, editar, formatear, guardar y imprimir un documento. También, introducirá el proceso de navegar por internet. Construye la fundación necesaria para adelantar los estudios de la computadora. Conocimiento del teclado es necesario. Favor de traer una unidad flash a la primera clase.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF102 ALH	65182	MAY 22	9:00AM-12:00PM	WED	4 WEEKS	LYNN	STAFF	\$209

Word para el Lugar de Trabajo: Nivel 1

¿Sabes usar el teclado y tienes familiaridad con el teclado y con Windows? Es hora de llevarlo al siguiente nivel. Aprende a crear, formatear e imprimir todo tipo de documentos. Aprende el manejo de archivos, manejo de textos, formateo y mucho mas. Se necesita el texto correspondiente y una memoria portátil. Los dos están de venta en las librerías de Danvers y Lynn. Los estudiantes deben activar su cuenta Pipeline de la universidad antes de cada clase.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF128 ALH	65181	JUN 19	9:00AM-12:00PM	WED	6 WEEKS	DANVERS	STAFF	\$289

Excel para el Lugar de Trabajo: Nivel 1

!Elimina horas de tu tiempo de trabajo! Crea presupuestos y reportes de ventas simplemente copiando formulas y utilizando funciones. Formatea hojas de calculo con diferentes letras, estilos, sombras y colores. Crea e imprime barras de color, lineas y pasteles gráficos. Usa las bases de datos, sortea e imprime récords. Se necesita adquirir el libro correspondiente y una memoria portátil. Los dos están de venta en las librerías de Danvers y Lynn. Debes tener experiencia con Windows y el teclado. Los estudiantes deben activar su cuenta Pipeline de la universidad antes de cada clase.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF127 XLH	65180	AUG 07	9:00AM-12:00PM	WED	6 WEEKS	LYNN	STAFF	\$289

ADVANCED COMPUTER TECHNOLOGY

Do you enjoy working with computers? Are you organized and able to focus on detail?

Consider a career in Information Technology (IT): work with computer hardware, software, multimedia, and network systems, design new computer equipment or games, ensure software and networks are working and secure. Earning industry certification can give you the edge you need to advance in your career.

HELP DESK SUPPORT PROFESSIONAL (XDH)

QUICK FACTS: Computer User Support Specialist	Computer user support specialists help people solve problems with their computer hardware and software.
Median Level Wages	\$41,940 – \$60,090
10 Year Projected Growth	Massachusetts: 9.7% ■ Metro North: 14.6%
Required Courses (listed in recommended order): • INF306 Service Desk and Support Specialist • INF106 CyberSafe • INF307 CompTIA IT Fundamentals • INF300 CompTIA A+ Certification You may enroll in any of these courses even if you are not in the certificate program. You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.	

— Data from Massachusetts Career Information Systems

CompTIA IT Fundamentals

CompTIA Fundamentals certification is your launch pad for an IT career. Establishes an ideal IT foundation for non-technical professionals and advanced end-users at home, work, college, or high school. Focus on essential IT skills including features and functions of common operating systems and establishing network connectivity, identifying common software applications and their purpose, and using security and web browsing best practices. Prepares you for the CompTIA® IT Fundamentals™ examination (Exam FC0-U61) and is a suggested prerequisite to CompTIA A+. Cost of the exam is not included in the cost of the program. **Textbook required:** For textbook information please call 978-236-1200.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF307 ADH	65171	JUN 04	6:00PM-9:00PM	TUE/THU	4 WEEKS	DANVERS	STAFF	\$399

Service Desk and Support Analyst:

Designed to equip you with the skills essential to deliver excellent levels of customer service in a support desk environment needed across multiple industries and organization today. Learn to respond professionally to user inquiries, assess problems and issues with IT equipment and applications, and provide a resolution. Learn best practices for communications, customer service, teamwork, ethics, service desk processes, and terminology usage. Issues such as Service Level Agreements, the benefits and pitfalls and the importance of metrics; the implementation of service management processes and effective problem solving techniques will be covered. **Textbook required:** For textbook information please call 978-236-1200.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF306 XDH	65172	JUL 09	6:00PM-9:00PM	TUE	8 WEEKS	DANVERS	MOGA	\$399

CompTIA A+ Certification Prep

CompTIA A+ Certification is the foundation of your Information Technology Profession and provides you with an industry recognized, valued credential. Learn the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimized, and perform preventative maintenance of basic PCs, and the ability to connect users to the data they need to do their jobs regardless of the devices being used. This course prepares you to take the CompTIA A+ Certification Exams. Cost of the exam is not included in the cost of the program. **Textbook required:** For textbook information please call 978-236-1200.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF300 ADH	65173	MAY 14	5:30PM-9:30PM	TUE/THU	7 WEEKS	DANVERS	MOGA	\$1,899

CompTIA Network+ with Exam Voucher – Online

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

COURSE CODE: INF055

COURSES BEGIN EVERY MONTH

COST OF COURSE: \$1,695

New! CompTIA Security+ with Exam Voucher – Online

Do your job responsibilities include securing network services, devices and traffic in your organization? If so, build on your knowledge and skills with CompTIA Security+ Certification to keep up with what today's job market demands. Learn security fundamentals, networks, and organizational security as you acquire the specific skills required to implement basic security services on any type of computer network. Course prepares you to take the CompTIA Security+ Certification Exam. The exam is intended for candidates who possess Network+ certification and two years of experience in IT administration with a security focus. Course includes textbooks and exam voucher. Classes begin each month. For more information, please call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc> search GES330.

COURSE CODE: INF057

COURSES BEGIN EVERY MONTH

COST OF COURSE: \$1,695

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

Careers in Information Technology are steadily growing, and what better way to train for a new career than to prepare for three respected certifications in one convenient online program? Build the foundational knowledge needed for employment in cutting-edge IT roles. Along with learning the fundamentals of IT, you will study a range of related disciplines, including building and managing a data network, troubleshooting networking issues, routing and switching, risk assessment, and data recovery. To gain further understanding, you will be able to practice the concepts being taught, using interactive virtual software. Possible careers include Tech Support, IT Specialist, Network Administrator, Network Installer, and Security Consultant. Upon successful completion you will receive exam vouchers for CompTIA™ A+ Exams 220-901, 220-902, CompTIA™ Network+ Exam N10-006 and CompTIA™ Security+ Exam SY0-501. at no additional cost. Classes begin each month, for more information please call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc>. Search GES327.

COURSE CODE: INF058

COURSES BEGIN EVERY MONTH

COST OF COURSE: \$3,995

Video Game Design and Development – Online

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF050 OL	65178	MAY 01			15 WEEKS	DISTANCE LEARNING	STAFF	\$1,995

AGRICULTURE & FOOD SERVICE

BASIC CULINARY ARTS CERTIFICATE (XCR)

QUICK FACTS: Chefs and Dinner Cooks	Chefs and dinner cooks measure, prepare, and cook food.
Median Level Wages	Earn \$29,150 – \$57,150
10 Year Projected Growth	Massachusetts: 9.2% ■ Metro North: 11.5%
Required Courses: <ul style="list-style-type: none"> • AFS100 Culinary Arts: Part 1* • AFS101 Culinary Arts: Part 2* • AFS102 Culinary Arts: Part 3* • AFS103 Baking Fundamentals • AFS104 Menu Development and Costing • AFS105 Global Cuisine • AFS106 "ServSafe" Food Sanitation • AFS108 Fundamentals of Starting a Food Service Business • BAA201 How to Manage Conflict in the Organization • BAA202 Take Control – Time Management 	
In addition: Students must provide documentation of 40 hours of supervised field work * Intro to Culinary Arts: Part 1, Part 2, and Part 3 must be taken in order.	
You may enroll in any of these courses even if you are not in the certificate program. You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.	

– Data from Massachusetts Career Information Systems

Look for our culinary courses in Fall 2019!

FOOD SERVICE DIRECTOR CERTIFICATE (XFS)

QUICK FACTS: Restaurant Managers	Restaurant managers plan and direct the activities of places that serve food and beverages.
Median Level Wages	\$30,570 – \$38,800
10 Year Projected Growth	Massachusetts: 9.7% ■ Metro North: 10.2%
Required Courses: <ul style="list-style-type: none"> • AFS100 Culinary Arts: Part 1 • AFS106 "ServSafe" Food Sanitation* • AFS120 Nutrition for the Food Service Professional • BAA200 Leadership Skills for Managers • BAA201 How to Manage Conflict in the Organization • BAA202 Take Control – Time Management <p>Note: If you purchase a used copy of the text from another source, please be sure it includes a test taking "bubble sheet." The National Restaurant Foundation will only accept tests submitted on this form.</p> <p>* According to Massachusetts State Law (105 CMR 590.000): "Effective October 1, 2001, every food service establishment must have at least one full-time employee who is at least 18 years of age and who has passed a food safety exam which is recognized by the Dept. of Public Health." Certification is renewable every five years. "Serv-Safe" is recognized by the National Restaurant Association & Educational Foundation.</p> <p>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.</p>	

— Data from Massachusetts Career Information Systems

ServSafe Food Sanitation

Learn the sanitation aspects of food safety and current regulations governing food establishments. Offered in conjunction with the Educational Foundation of the National Restaurant Association (NRAEF). Successfully complete the exam, receive a certificate, and register with the EF. **Textbook required:** Available at the Danvers Bookstore. Please buy at least two weeks before class and begin reading the text. Test administered on the last day of class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS106 XDH	65301	AUG 05	3:30PM-9:30PM	MON	2 WEEKS	DANVERS	STAFF	\$199

ServSafe Re-certification

Is your ServSafe certification about to expire or has it expired? If so, come join us for the ServSafe review session and take the exam for recertification.

Test sheet required: If not purchasing a new textbook, please contact ServSafe to order test sheet prior to class – www.servsafe.com. Textbooks available at the Danvers campus bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS107 BDH	65300	JUN 10	5:00PM-9:00PM	MON	1 DAY	DANVERS	STAFF	\$149

FLORAL DESIGN CERTIFICATE (XFL)

QUICK FACTS: Floral Designer/Florist	Floral Designers cut and arrange live, dried, and artificial flowers and plants.
Median Level Wages	\$26,350 – \$34,630
10 Year Projected Growth	Massachusetts: -2.1% ■ Metro North -11.6%
Required Courses: <ul style="list-style-type: none"> • AFS230 Floral Design I: Bring on the Flower Power • AFS231 Floral Design II: Let your Creativity Bloom • AFS232 Floral Design III: Beyond the Rule of Three • AFS233 Floral Merchandising and Business Practice • BAA201 How to Manage Conflict in the Organization • BAA202 Take Control – Time Management <p>In addition: Students must provide documentation of 40 hours of supervised field work.</p> <p>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.</p>	

— Data from Massachusetts Career Information Systems

Floral Design I: Bring on the Flower Power

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS230 ADH	65162	MAY 21	6:00PM-8:30PM	TUE	6 WEEKS	DANVERS	ALEXANDRA	\$309

Floral Design II: Let Your Creativity Blossom

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS231 XDH	65163	JUL 09	6:00PM-8:30PM	TUE	6 WEEKS	DANVERS	ALEXANDRA	\$339

Floral Design III: Beyond the Rule of Three

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS232 ZDH	65164	AUG 20	6:00PM-8:30PM	TUE	6 WEEKS	DANVERS	ALEXANDRA	\$339

New! Summer Flower and Herb Table Garden

Wow your guest by bringing your summer dining tables to life with floral and herb tapestries suitable for garden parties and elegant formal dinners. Open to all levels. Perfect for the Event Planner as well Floral Design students. Cost of class includes a \$25 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS256 BDH	65165	JUN 06	10:00AM-12:30PM	THU	1 DAY	DANVERS	ALEXANDRA	\$65

New! Summer Garden Riches

Let your creativity bloom. Come and design abundant bouquets in vases using the wealth of the summer garden. This class is open to beginners and advanced students. Cost of class includes \$20 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS257 XDH	65239	JUL 25	10:00AM-12:30PM	THU	1 DAY	DANVERS	ALEXANDRA	\$59

LANDSCAPE DESIGN CERTIFICATE (XLD)

QUICK FACTS: Landscape Designers/Architects	Landscape architects design and plan outdoor areas for use and beauty.
Median Level Wages	\$63,480 – \$75,260
10 Year Projected Growth	Massachusetts: 4.1% ■ Metro North: -1.7%
Required Courses: <ul style="list-style-type: none"> • 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 	
In addition: Students must provide documentation of 120 hours of supervised field work.	
* Please note Landscape Graphics I and II and Landscape Design Basics I and II have been revised please contact Community Education if you are unsure of which class you need to complete your certificate. ** See Landscape and Garden Maintenance box for course information.	
Earn a certificate by passing the required courses. Courses vary every semester. You may enroll in any of these courses even if you are not in the certificate program. You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.	



– Data from Massachusetts Career Information Systems

Landscape Design Drawing: Session 1

Learn the basic design principles and techniques to create an accurate construction document to effectively communicate with contractors and clients. Simple line drawing to basic universal design principals will be discussed and practiced in class. Weekly drawing assignments will be given in addition to weekly class work. Designed for the novice garden designer. Some basic drawing tools will be required. A 20 x 30 drafting table with legs or plain drafting board recommended for class. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS211 ADH	65303	MAY 21	6:30PM-9:00PM	TUE	6 WEEKS	DANVERS	DRYDEN	\$249

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:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS210 XDH	65304	AUG 07	6:30PM-8:30PM	WED	6 WEEKS	DANVERS	FLANAGAN	\$229

LANDSCAPE & GARDEN MAINTENANCE CERTIFICATE (XLG)

QUICK FACTS: Landscapers and Groundskeepers	Landscapers and groundskeepers plant and take care of flowers, lawns, shrubs, and trees.
Median Level Wages	\$26,600 – \$45,000
10 Year Projected Growth	Massachusetts: 10.0% ■ Metro North: 11.4%
Required Courses: <ul style="list-style-type: none"> • AFS200 Landscape and Garden Maintenance – Spring • AFS201 Landscape and Garden Maintenance – Summer • AFS202 Landscape and Garden Maintenance – Fall In addition: Students must provide documentation of 120 hours of supervised field work. You may enroll in any of these courses even if you are not in the certificate program. You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.	

– Data from Massachusetts Career Information Systems

Landscape and Garden Maintenance – Summer

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS201 BEH	65302	JUN 04	9:00AM-12:00PM	TUE/THU	9 WEEKS	FIELD	BOUCHARD	\$249

GARDENING WORKSHOPS

Growing and Using Herbs

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS223 ADH	65305	MAY 29	6:30PM-8:30PM	WED	1 DAY	DANVERS	FLANAGAN	\$39

LANGUAGE & COMMUNICATIONS

Basic English as a Second Language

NSCC'S English as a Second Language Department aims to provide non-native speakers of English with skills necessary for their professional and academic advancement. Using both traditional and communicative teaching methods and providing a supportive environment, the ESL department assists students as they work towards the level of linguistic competence necessary for their participation in the local and global community. We are committed to respecting individual cultural and linguistic diversity at North Shore Community College.

No appointment is necessary. Come to the CAS Testing Center located in LS-215 in Lynn or DB213 in Danvers. Please show up at least two hours before we close as testing usually takes between one and two hours. Please note: Occasionally an office will not be open during regular hours.

Tiene alguna pregunta? Si no está seguro por dónde empezar y desea mas informacion,
 llame al 781-593-6722 x2131 o comuniquese por email a: ggutierr@northshore.edu.
 For more information call the ESL hotline: 781-477-2188.

Basic English as a Second Language I

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

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC100 ALH	65207	MAY 16	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	DESHAIES	\$219
LAC100 BLH	65208	JUN 03	9:00AM-12:00PM	MON	12 WEEKS	LYNN	BUZZI	\$219
LAC100 XLH	65209	JUL 16	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	STAFF	\$219

Basic English as a Second Language II

Vocabulary development is taught, integrated with grammar topics such as plural formation, question words, and basic parts of speech. Write short paragraphs, develop basic strategies for listening comprehension, and improve oral skills. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must have completed Basic ESL I, or tested into ESL II according to the test administered at the Lynn Campus.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC101 ALH	65210	MAY 16	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	SHAMS	\$219
LAC101 BLH	65211	MAY 28	9:00AM-12:00PM	TUE	12 WEEKS	LYNN	BUZZI	\$219
LAC101 XLH	65212	JUL 15	6:00PM-9:00PM	MON/WED	7 WEEKS	LYNN	WASSON	\$219

Basic English as a Second Language III

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC102 ALH	65213	MAY 16	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	STAGER	\$219
LAC102 BLH	65214	MAY 29	9:00AM-12:00PM	WED	12 WEEKS	LYNN	BUZZI	\$219
LAC102 XLH	65215	JUL 16	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	KEVA	\$219

Basic English as a Second Language IV

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC103 ALH	65216	MAY 15	6:00PM-9:00PM	MON/WED	7 WEEKS	LYNN	STEVENS	\$219
LAC103 ADH	65217	MAY 28	9:00AM-12:00PM	TUE	12 WEEKS	LYNN	STEVENS	\$219
LAC103 XLH	65218	JUL 16	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	RADZIEJEWSKI	\$219

English Pronunciation and Oral Practice

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC104 ALH	65227	MAY 16	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	STEVENS	\$219

New! Intermediate Listening Comprehension and Oral Fluency

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC204 XLH	65228	JUL 16	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	MAESTRANZI	\$219

Integrated Skills for Low-Intermediate ESL Students

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC105 ALH	65219	MAY 16	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	BROWN	\$219
LAC105 BLH	65220	MAY 30	9:00AM-12:00PM	THU	12 WEEKS	LYNN	WASSON	\$219
LAC105 XLH	65221	JUL 15	6:00PM-9:00PM	MON/WED	7 WEEKS	LYNN	STEVENS	\$219

Integrated Skills for High-Intermediate ESL Students

Focus on developing writing, reading, grammar and listening and speaking skills in preparation for more advanced ESL credit courses and to improve English skills for work. Some of the classes will be held in the ESL Multimedia lab using a variety of audio and video material, as well as online resources and exercises. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must have completed Intermediate Integrated Skills for Low-Intermediate ESL or tested into Integrated Skills for High-Intermediate according to test administered at the Lynn Campus.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC106 ADH	65224	MAY 16	6:00PM-9:00PM	TUE/THU	7 WEEKS	DANVERS	STAFF	\$219
LAC106 XLH	65225	JUL 15	6:00PM-9:00PM	MON/WED	7 WEEKS	LYNN	BROWN	\$219

Integrated Skills for Advanced ESL Students

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC107 ALH	65222	MAY 15	6:00PM-9:00PM	MON/WED	7 WEEKS	LYNN	SKAHAN	\$219
LAC107 XDH	65223	JUL 15	6:00PM-9:00PM	MON/WED	7 WEEKS	DANVERS	STAFF	\$219

Integrated Skills High Advanced

Intended for advanced speakers of English as a Second Language looking to build further on their reading, writing, grammar, listening, and speaking skills. The class will focus on advanced vocabulary, essay writing, and grammar. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must have completed Integrated Skills for Advanced ESL or tested into Integrated Skills High Advanced according to the test administered at the Lynn Campus.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC108 ALH	65226	MAY 16	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	FUCILLO	\$219

ESL: Academic Writing for College Preparation

Recommended to help Low Intermediate ESL and Basic IV students learn how to write correct academic English at the Low Intermediate level for preparation in taking academic, credit ESL classes at the Intermediate 1 level, and to generally improve their writing skills. The focus will be on creating grammatically correct sentences, organizing ideas, learning the academic writing process, and revising and self-editing drafts. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must have completed Basic III, or tested into Basic IV according to the test administered at the Lynn Campus within the year.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC109 XLH	65229	MAY 15	6:00PM-9:00PM	MON/WED	7 WEEKS	LYNN	MAESTRANZI	\$219

New! ESL: Advanced Integrated Reading and Writing for College Preparation

Designed to prepare students for the credit ESL program as well as those looking to improve their reading and writing skills. Explore five academic topics while following highly-structured learning routines, beginning with listening and speaking, and progressing to reading and writing, with special emphasis on pronunciation, vocabulary, and grammar in context. Literacy instruction will focus on reading and writing to help you create grammatically correct sentences, organize your ideas, and revise and edit your work. You will also be introduced to the basic competencies necessary for computer and academic technology literacy, including MS Word, email attachments, and Blackboard. Successful completion of this course will place you directly into ESL001, ESL002, and/or ESL003 following the instructor's recommendation and without retesting on the ESL ACCUPLACER. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must have completed Basic IV or Intro to Academic Writing or tested into Low Intermediate Skills according to the test administered at the Lynn Campus.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC112 XLH	65347	JUL 15	6:00PM-9:00PM	MON/WED	7 WEEKS	LYNN	MAESTRANZI	\$219

FOREIGN LANGUAGES

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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC120 ADH	65322	MAY 14	6:30PM-8:45PM	TUE	7 WEEKS	DANVERS	STAFF	\$229

Spanish 1

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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC122 ADH	65323	MAY 15	6:30PM-8:45PM	WED	7 WEEKS	DANVERS	STARK	\$229



WRITING & LITERATURE

Creative Writing

Do you have a story to tell or an emotion to convey? Begin each class with an exercise that will initiate you into the process of creative writing. Explore the genre of short fiction, but you are also welcome to explore creative non-fiction and poetry as well.

Topics of discussion will include strategies for keeping the process flowing in the midst of our busy lives and ways to publish your work in print or online. You will have the opportunity to share your work and receive feedback from other writers. Current writers are welcome, but no prior experience is necessary.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC149 ADH	65319	MAY 30	6:30PM-8:30PM	THU	6 WEEKS	DANVERS	GANGI	\$159

E-Book: How to Write and Get it Published

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC148 BDH	65320	JUN 04	6:30PM-9:30PM	TUE	1 DAY	DANVERS	GANGI	\$49

Get Published

You've written that short story, memoir or novel. Now what? Learn the basics of query letters, elevator pitches and submitting to publishers. Tips and tricks will be shared on how best to bridge the gap between unpublished and published author.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC146 XDH	65321	AUG 1	9:30AM-11:30AM	THU	1 DAY	DANVERS	GANGI	\$59

"Thanks for the inspiration."

— STUDENT K.P. ON SHORT STORY WRITING WITH INSTRUCTOR TONY GANGI

SAT TEST PREPARATION

SAT Mathematics: Preparation for the College Board

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD101 XDH	65153	JUL 16	8:00AM-10:00AM	TUE/THU	3 WEEKS	DANVERS	MCGUINNESS	\$149
OTD101 ZLH	65154	AUG 13	4:00PM-6:00PM	TUE	6 WEEKS	LYNN	STAFF	\$149

SAT Verbal: Preparation for the College Board

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD100 XDH	65155	JUL 16	10:15AM-12:15PM	TUE/THU	3 WEEKS	DANVERS	MCNIFF	\$149
OTD100 YLH	65156	AUG 15	4:00PM-6:00PM	THU	6 WEEKS	LYNN	STAFF	\$149

It's a Bird? It's a Plane? No, It's a Drone!

The Drones are coming to NSCC this Summer! Learn all you need to know to prepare for the FAA Part 107 Drone Pilot Test, NSCC's new course: *Drone Pilot License Test Prep*. Look for course information on our web mid-May. **Call 978-236-1200 to pre-register.**

OCCUPATIONAL TRADES/TESTING

Auto Damage Appraisal – 60-Hour Test Prep

Have some automotive experience? Obtain the necessary knowledge needed to get your Automobile Appraisal License in this State approved course. Learn to read, write, and appraise auto damage and prepare for the state certification exam. Cost includes required manual. Bring a 3-ring binder to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD150 BLH	65326	JUN 04	6:00PM-9:00PM	TUE/THU	10 WEEKS	LYNN	NAZZARO	\$599

GENERAL INFORMATION

CAMPUS LOCATIONS

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

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

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

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

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

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

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

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

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

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



POLICIES

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

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

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

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

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

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

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

Level 3 offender information is also available on-line at www.mass.gov/sorb. If you have any questions regarding access to sex offender information, please feel free to contact the Colleges Chief of Police, Douglas P. Puska at 781-593-7032.

Jeanne Clery Disclosure of Campus Security Policy and Crime

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

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

INFORMATION DIRECTORY

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

COLLEGE BOOKSTORES SUMMER 2019

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

March 130	M-F	8:00AM-5:00PM	April 22-30	M-F	8:00AM-5:00PM	June 1-28	M-F	8:00AM-5:00PM
April 1-12	M-F	8:00AM-5:00PM	May 1-24	M-F	8:00AM-5:00PM	July 1-3	M-F	8:00AM-5:00PM
April 15	M	<i>Closed for Patriots Day Holiday</i>	May 27	M	<i>Closed for Memorial Day Holiday</i>	July 4	TH	<i>Closed for July 4th Holiday</i>
April 16-19	T-F	8:00AM-5:00PM	May 28-31	T-F	8:00AM-5:00PM	August 1-17	M-F	8:00AM-5:00PM

The bookstores are closed all weekends in summer.

COLLEGE HOLIDAY SCHEDULE SUMMER 2019

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

Monday, May 27: Memorial Day Thursday, July 4: Independence Day

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

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— Mike Scipione, President and CEO

Contact Us

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Althea Lyons,
VP, HR Northeast Health systems

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or echampag@northshore.edu or
Cheryl Hines at 978.236.1235 or
email chhines@northshore.edu