

NORTH SHORE COMMUNITY COLLEGE

Winter/Spring
2018
noncredit
courses

DANVERS • LYNN • MIDDLETON



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RESOURCE
of noncredit
workforce
training programs
and classes on the
North Shore.



Corporate & Professional
EDUCATION

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DEAN'S MESSAGE



We have so many new courses this Winter/Spring and new ways to find them. By the time you get this in the mail, you will be able to view our programs and courses through our brand new online noncredit catalogue! To register and pay for courses, call us at 978-236-1200.

Wait until you see what you can do at NSCC! Get ahead in the competitive Information Technology field. We have a new Microsoft Office Bootcamp that covers the suite of programs. Register for Cloud Computing or our new Service Desk and Support Analyst course that will prepare you for SDI's Service Desk Analyst exam. Interested in the best security training? The Certified Ethical Hacker will prepare you to sit for the Certified Ethical Hacker (CEH) exam 312-50. We have courses in social media, coding, HTML Email, and online courses in CISCO CCNA. Have you heard about our new Healthcare lab on the Lynn campus? Our healthcare programs can prepare you for entry-level careers in just one semester.



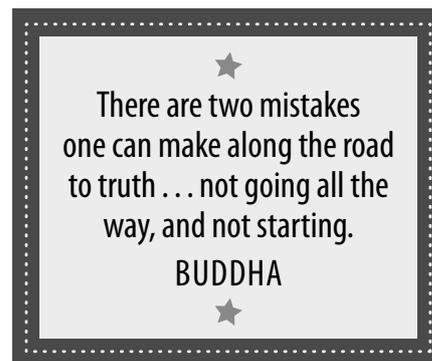
This Winter/Spring is the best time to take one of our brand new culinary courses. Bread? Pastry? Cookies? Cupcakes? Delizioso! Bring your apron, roll up your sleeves, and make sure you bring your appetite too! And while you are taking the time on a cold, snowy, dreary day to imagine the possibilities, think about enrolling in our Floral Workshop Series. Orbs, Topiaries, Tulips, European Hand-Tied Bouquets, and more are all one day workshops that will remind you of warmer weather and longer, sunny days. If you need customized training for your company (hmmm ... perhaps you would like to have a floral design workshop as a team building activity?), call Elaine Champagne 978-236-1206 or Helene VanDernoot 978-236-1207 and we can arrange a visit to your company.

NSCC's Adult Learning Center provides preparation for the High School Equivalency Test (HiSET) and opportunities to learn skills, such as those needed to become a Nurse Assistant or an IT specialist, while preparing for the test. Contact Stacy Randell at 978-236-1227 for more information.

Start today. Let us guide you along the road to learning.

Dianne Palter Gill

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



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

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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.

Credit for Prior Learning

Did you know that you may be able to receive college credit through Prior Learning Assessment and Experiential Learning that takes place via completion of noncredit courses, military training, employment, seminars and workshops, volunteering, or cultural experiences?

Occupation		Noncredit/Alternative Studies Options	NSSC Academic Credit Equivalency
HEALTH PROFESSIONS/ALLIED HEALTH	Central Sterile Processing Technician	HEA104 with approved National Certification OR Approved National Certification OR Prior Learning/Experiential Assessment OR Military Educational Experience	5 credits Allied Health
	Certified Nursing Assistant (CNA)	HEA100 with approved Massachusetts State Certification OR Approved Massachusetts State Certification OR Prior Learning/Experiential Assessment OR Military Educational Experience	5 credits Allied Health
	Emergency Medical Technician (EMT)	Approved National Certification/License OR Military Educational Experience	9 credits Allied Health
	EKG Technician (EKG)	HEA102 with approved National Certification OR Approved National Certification OR Prior Learning/Experiential Assessment OR Military Educational Experience	3 credits Allied Health
	Pharmacy Technician	HEA108/noncredit course (didactic only)	4 credits Allied Health
		Prior Learning/Experiential Assessment only OR Military Educational Experience only	6 credits Allied Health
		HEA108/noncredit course (didactic and clinical internship) AND Prior Learning/Experiential Assessment OR Military Educational Experience	10 credits Allied Health
National Certification/Registered		10 credits Allied Health	
Phlebotomy	HEA103 with approved National Certification OR Approved National Certification OR Prior Learning/Experiential Assessment OR Military Educational Experience	3 credits Allied Health	
BUSINESS	Bookkeeping and Accounting Certificate	INF143 QuickBooks Pro: Level 1	1 credit Business and Administration
		INF120 Microsoft Excel: Level 1	1 credit Business and Administration
	Entrepreneurship	BAA163 Entrepreneurship AND BAA205 Marketing Essentials AND BAA125 Fundamentals of Finance and Accounting for Non-financial Managers	3 credits Business and Administration
LANDSCAPE	Landscape Design Certificate	AFS211 Landscape Design Drawing: Level 1 AND AFS212 Landscape Design Drawing: Level 2 AND AFS213 Landscape Design Drawing: Level 3 AND AFS214 Landscape Design Drawing: Level 4	3 credits Agriculture and Food Services
		AFS215 Identification and Culture of Trees AND AFS217 Identification and Culture of Shrubs AND AFS210 Perennials, Annuals, Vines: Identification and Culture	3 credits Agriculture and Food Services

Meet with a staff member in the Center for Alternative Studies and Educational Testing (CAS) to review your transcript and determine possible credit award.
www.northshore.edu/cas/credit/alternative_studies.html

The Adult Learning Center

Creating Opportunities for Education and Career Exploration

Need your high school diploma? At least 16 years old? The new **High School Equivalency Test (HiSET)** preparation classes incorporate college, technology, and career readiness into the classroom, along with advising to assist with next steps after graduation. You must be able to commit to three morning classes a week from 9:30AM to 1:00PM. Students must have:

- Level 3: at least ninth-grade skills in reading and math (Monday, Wednesday, Friday)
- Level 2: at least fifth- to eighth-grade skills in reading and math (Monday, Wednesday, Friday)
- Level 1: at least second- to fifth-grade skills in reading and math (Tuesday, Thursday, Friday)

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.

For students with or without their high school diploma, we offer the following two opportunities:

1. The Adult Learning Center also offers **Adult Career Pathways**, a college and career preparation program with a focus on Health Care careers to help prepare for the HiSET or college entrance tests. You must be at least 16 and able to commit to three morning classes each week on Tuesday, Wednesday and Thursday from 9:30AM to 1:30PM. Have your high school diploma or equivalent? You can participate with or without one.
2. **Integrated Education and Training:** Prepare to become a Certified Nurse Assistant (CNA) while studying for the HiSET exam or college entrance tests. You must be able to commit to three classes per week on Tuesday, Wednesday and Thursday from 9:30AM to 1:30PM. The CNA training is paid from grant funding, so it is provided at no cost to students. You can participate with or without a high school diploma. The next course starts on January 9, 2018. A pre-admission interview is required, so call today!

For these two programs, schedule an appointment to find out more.

Contact Diane Amelia Read, Special Projects Coordinator at 978-236-1245 or dread01@northshore.edu.

All classes held on the Danvers campus. Transportation discounts are available through Uber.



North Shore Career Centers

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



The North Shore WIB believes and understands that a skilled workforce will ensure the State's competitive economic advantage. North Shore Career Centers located in Salem, Lynn and Gloucester are designed to help companies and individuals get all available services in the simplest and most efficient manner.

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 employed but use our services to explore their options.

Am I eligible for re-training dollars? The staff of the North Shore Career Center can help determine if you qualify for specialized funding. Training funds may be available to you if you meet eligibility criteria under the Trade Adjustment Assistance (TAA) program, the National Emergency Grants (NEG), the Workforce Investment Opportunity Act (WIOA), the Education Rewards Loan Program, 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 North Shore Career Center and North Shore Community College are working together to assist job seekers and students earn an industry-recognized National Career Readiness Certificate 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? You may list your company's 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 credit and noncredit certificate training programs that may qualify for funding. For more information visit www.nscareers.org/ or call 978-825-7200.





Online Courses and Career Training Programs



Professional Development and Personal Enrichment

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

Topics include:

- Accounting and Finance
- College Readiness
- Computer Applications
- Design and Composition
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology

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



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:

- Lean Six Sigma
- PMP
- AutoCAD 2015 Certified User
- Salesforce: Power User
- Information Security Training
- Oracle SQL and PL/SQL
- Python Developer

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



MindEdge Online

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
- Finance
- Human Resource Management
- Nonprofit Management
- Six Sigma and Lean
- Operations Management

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

You +
Online Training
= Success!

ProTrain Online

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

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

Do you enjoy helping people? Are science classes your favorite?

Consider a career in allied health: you may provide direct care and treatment for patients to improve their health, or you might make sure that medical machines operate, or you might make sure that medical offices operate smoothly. These programs can serve as the first steps in your career in healthcare.



HEALTH CAREERS

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 ADH	19544	MAR 19	9:00AM-12:15PM	MON/WED	2 WEEKS	DANVERS	MURRAY	\$159

CENTRAL STERILE PROCESSING TECHNICIAN

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: 17.3% ■ North Shore: 20.5%

– Data from Massachusetts Career Information Systems

Central Sterile Processing Technician

Learn to clean and sterilize surgical instruments and medical equipment. Set up and deliver them to surgical areas, hospital rooms, clinics and even patient's homes. Assemble, adjust and check non-sterile equipment, and sterile supplies needed for surgery or other medical procedures. Learn about microbes and germs and how they cause infections. Learn about managing inventory, ordering supplies, inspecting, maintaining, delivering and retrieving equipment and instruments for surgery, emergency room and other patient care units. After completing this program, test for the certifying exam given at a local Prometric Testing Center to obtain provisional certification from the International Association of Healthcare Central Service Material Management Association (IAHCSMM). The cost of this exam is not included in cost of this program. Once employed, you must accumulate 400 hours of work experience within 6 months to become fully certified. Program includes classroom, lab, and experience in a sterile processing department during the clinical portion of the program. Job requires ability to lift at least 50 pounds. Clinical experience may be on any day/time of the week, based on clinical site schedules. **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. (3) Proof of immunizations and a negative TB test is required and given to the instructor at the first class. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA104 ADH	19536	FEB 5	6:00PM-9:30PM	MON/THU	13 WEEKS	DANVERS	DECOSTA	\$1,764

NURSE ASSISTANT/HOME HEALTH AIDE

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	\$25,710 – \$30,010
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: 17.3% ■ North Shore: 18.0%

– Data from Massachusetts Career Information Systems

Prepare for an entry-level career in health care. Nurse Assistant (NA) 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) CORI check, come to the Danvers Campus Math & Science Building 106C. (3) Proof of immunizations and a negative TB test is required.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA100 ALM	19542	JAN 22	6:00PM-10:00PM	MON/WED	15 WEEKS	LYNN	SAYLER	\$1,279
HEA100 AFH	19540	FEB 20	9:00AM-2:00PM	TUE/THU	10 WEEKS	FIELD	SULLIVAN	\$1,279
HEA100 ADH	19543	APR 2	5:00PM-10:00PM	MON-THU	5 WEEKS	DANVERS	MURRAY/SULLIVAN	\$1,279
HEA100 ALH	19541	APR 30	9:00AM-2:00PM	MON/WED/FRI	10 WEEKS	LYNN	STAFF	\$1,279

DENTAL ASSISTANT

QUICK FACTS: Dental Assistants	Dental assistants help dentists with patient care, office tasks, and lab duties.
Median Level Wages	\$35,980 – \$45,670
Preparation	High school diploma or equivalent recommended. Complete formal training program.
10 Year Projected Growth	Massachusetts: 12.5% ■ North Shore: 10.8%

– 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 ALH	19537	JAN 29	6:00PM-9:30PM	MON/WED	13 WEEKS	LYNN	CARRASQUILLO	\$1,699
HEA106 ADH	19538	MAR 26	8:30AM-11:30AM	MON/WED/FRI	8 WEEKS	DANVERS	AGERSEA	\$1,699

EKG TECHNICIAN

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: 19.6% ■ Metro North: 17.3%

– Data from Massachusetts Career Information Systems

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.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA102 ALH	19548	FEB 5	9:00AM-12:00PM	MON/WED	7 WEEKS	LYNN	STAFF	\$999
HEA102 ADH	19547	APR 9	12:30PM-3:30PM	MON/WED	8 WEEKS	DANVERS	STAFF	\$999

MEDICAL INTERPRETING

QUICK FACTS: Interpreters and Translators	Interpreters and translators convert spoken or written words from one language to another.
Median Level Wages	\$37,500 – \$61,510
Preparation	High school diploma or equivalent recommended. Complete formal training.
10 Year Projected Growth	Massachusetts: 42.1% ■ Metro North: 51.4%

– 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 program materials and Skype role-play sessions. Please bring binder to first class. **Prerequisite:** Must be fluent in English and a second language. Screening required, call 978-236-1200 to request a screening appointment after registration.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA110 ALH	19550	FEB 27	6:30PM-9:30PM	TUE/THU	9 WEEKS	LYNN	STAFF	\$1,199

PERSONAL FITNESS TRAINER CERTIFICATION

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	\$36,160 – \$55,850
Preparation	High school diploma or equivalent recommended. Complete formal training.
10 Year Projected Growth	Massachusetts: 29.5% ■ North Shore: 31.7%

– Data from Massachusetts Career Information Systems

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 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 of Alternative Studies and Testing prior to registration for advising purposes. Program includes a workbook, access to online student study tools and test voucher. W.I.T.S. Certified Personal Trainer is NCCA Accredited. **Textbook required** and not included in the price of the course. Seventh 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: ISSN-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 ADH	19551	FEB 10	9:00AM-2:00PM	SAT	6 WEEKS	DANVERS	STAFF	\$889
PSS210 ALH	19552	APR 24	6:30PM-9:30PM	TUE/THU	7 WEEKS	LYNN	STAFF	\$889

PHARMACY TECHNICIAN PROGRAM

QUICK FACTS: Pharmacy Technicians	Pharmacy technicians help pharmacists provide medicines and other health care products to patients.
Median Level Wages	\$26,240 – \$30,410
Preparation	High school diploma or equivalent recommended. Complete formal training.
10 Year Projected Growth	Massachusetts: 15.2% ■ North Shore: 15.1%

– Data from Massachusetts Career Information Systems

Pharmacy Technician PTCB and CPHT Test Prep

Getting ready to take the PTCB and CPHT exams to become certified as a Pharmacy Technician? Come brush up your skills and learn test strategies to increase your score and success level. Taught by Pharmacist Michael Doyle. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA109 ADH	19539	JAN 31	6:00PM-8:00PM	WED	10 WEEKS	DANVERS	DOYLE	\$249

PHLEBOTOMIST

QUICK FACTS: Phlebotomists	Phlebotomists draw blood from people to be analyzed or donated.
Median Level Wages	\$31,630 – \$41,880
Preparation	High school diploma or equivalent recommended. Complete formal training program.
10 Year Projected Growth	Massachusetts: 19.6% ■ Metro North: 17.3%

– Data from Massachusetts Career Information Systems

Phlebotomy Technician

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 at least two weeks before class starts. (3) Proof of immunizations and a negative TB test is required and given to the instructor at the first class. (4) Drug Screening.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA103 ADH	19545	JAN 17	8:00AM-12:00PM	MON/WED/FRI	9 WEEKS	DANVERS	STAFF	\$1,899
HEA103 ADM	19546	MAR 22	6:00PM-9:30PM	TUE/THU	13 WEEKS	DANVERS	STAFF	\$1,899

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. You will 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 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 and given to the instructor at the first class. (4) Drug Screening.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA115 ALH	19549	FEB 13	8:00AM-12:00PM	TUE/THU	12 WEEKS	LYNN	STAFF	\$2,499

Electronic Health Care Records

New government regulations have created the need for professionals trained in Electronic Health Records (EHR). Learn Medical Record Software, how to navigate through the system, entering and editing patient health information, capturing and recording EHR data, HIPAA Privacy Act, Standard Codes, and more. Must have a working knowledge of Excel, Word, plus keyboarding skills. **Textbook and flash drive required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA112 ADH	19553	APR 3	6:30PM-8:30PM	TUE	8 WEEKS	DANVERS	STAFF	\$279

Spanish for Health Professionals

Designed for physicians, nurses, physician assistants, and other health-related professionals who need to communicate with the growing Spanish population. Learn the terminology needed in your profession in order to communicate more effectively with your patients and clients. Earns 1.5 CEUs.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA114 ADH	19484	APR 4	6:30PM-8:30PM	WED	8 WEEKS	DANVERS	STARK	\$229

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. You will 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. Certification: Certificate of Completion of Usui/Holy Fire II Reiki Level One. Cost of class includes \$25 material fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA200 ADH	19558	JAN 27	9:00AM-5:00PM	SAT	1 DAY	DANVERS	VANTWUYVER	\$165
HEA200 ADM	19609	APRIL 28	9:00AM-5:00PM	SAT	1 DAY	DANVERS	VANTWUYVER	\$165

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 ADH	19559	MAR 3	9:00AM-5:00PM	SAT	1 DAY	DANVERS	VANTWUYVER	\$165
HEA201 ADM	19610	JUN 2	9:00AM-5:00PM	SAT	1 DAY	DANVERS	VANTWUYVER	\$165

Integrated Energy Therapy: Level 1

Basic Integrated Energy Therapy (IET), the first of three levels, is considered to be one of the next generation hands-on power energy therapy systems. Created by Stevan Thayer in 1994, IET has been taught to students in 75 countries across the globe. This gentle yet powerful energy

therapy gets the “issues out of your tissues” for good. Learn everything you need to do a powerful IET session on yourself or others either in person or at a distance. Ideal for individuals in the health care field, those who want to start their own energy therapy practice, and IET is an excellent adjunct to other modalities like Massage, Reiki and Therapeutic Touch to name a few. Class consists of the Basic Attunement and includes training on Clearing Cellular Memory. Cost of class includes \$20 materials fee. There are no prerequisites for this class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA203 ADH	19619	MAR 31	9:00AM-5:00PM	SAT	1 DAY	DANVERS	VANTWUYVER	\$195

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 ADH	19557	APR 18	6:00PM-10:00PM	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 Building 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	19556	FEB 21	6:00PM-9:30PM	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 2015 Guidelines, you will be taught basic life support skills for all ages of patients (infant, child, and adult) including rescue breathing, foreign body airway obstruction, two-person CPR and AED use. Successful completion of all skill stations and the final exam earns a certificate from the American Heart Association for Professional Rescuer CPR, valid for two years. Attendance for the entire course is required for successful completion. 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 ADH	19554	JAN 31	5:30PM-10:00PM	WED	1 DAY	DANVERS	MOORE	\$89
HEA212 ADM	19555	MAR 28	5:30PM-10:00PM	WED	1 DAY	DANVERS	MOORE	\$89

New! Recovery Coach Certification

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 and Steve Chisholm who are trainers, counselors, and recovery advocates who bring a combined 40+ years of professional and life experience to their 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 ADH	19620	JAN 8	9:00AM-5:30PM	MON-THU	1 WEEK	DANVERS	CHISHOLM	\$499
HEA300 ALH	19621	MAR 2	9:00AM-5:30PM	FRI	4 WEEKS	LYNN	SIMONS	\$499

BEAUTY & WELLNESS

AESTHETICS & SKIN CARE

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. Learn physiology, histology and anatomy of the skin, including skin diseases and disorders, cosmetic chemistry and ingredient analysis, sterilization, sanitation, and bacteriology. 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. **Textbook required:** Available at the 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, as soon as possible to make arrangements. Course does not cover cost of State Exam. Additional supplies needed for class and State Boards. January 23rd class meets every other Saturday beginning February 3rd.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS300 ADM	19512	JAN 23	5:00PM-9:30PM	TUE/THU/SAT	17 WEEKS	DANVERS	TENNANT	\$4,250
PSS300 ADH	19511	FEB 27	9:00AM-3:30PM	TUE/WED/THU	17 WEEKS	DANVERS	STAFF	\$4,250

ADVANCED AESTHETIC & COSMETOLOGY WORKSHOPS

Eye Lash Tinting and Make Up Too!

Don't miss out on getting trained for these increasingly popular and profitable services! Learn eyebrow and lash tinting, one of the new hot trends, and brush up and learn the latest in makeup for weddings. Safe technique of tinting, the art of makeup, as well as ways to add on to other services will be covered. Wake up your clients make up by adding depth, color and beauty to their face and eyes!

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS305 ADH	19513	MAY 7	8:00AM-5:00PM	MON	1 WEEK	DANVERS	TENNANT	\$249

Manual Lymphatic Drainage (MLD)

This gentle, non-invasive manual technique (Vodder technique) for the face, neck, and shoulders has proven its efficacy as a standalone treatment or in combination with other treatments. By learning how to assist lymph flow manually you can aid in the elimination of toxins which can be extremely helpful to your clients with skin impurities. It will also help in speeding up the healing time for the skin as well as a preventative measure. This technique can add so much more value to your services and all that is needed is your hands!

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS304 ADM	19611	FEB 26	8:30AM-3:30PM	MON	2 WEEKS	DANVERS	TENNANT	\$299

NAIL TECHNICIAN

Nail Technician

A 100+ clock hour course 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. Included in the cost of tuition: Salon tools and supplies. *Open to students 16 years of age and older. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS100 AMH	19561	FEB 12	5:30PM-9:30PM	MON/WED	12 WEEKS	MIDDLETON	CHAMPLAIN	\$1,299

BUSINESS

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	\$37,250 – \$45,760
10 Year Projected Growth	Massachusetts: 11.0% ■ North Shore: 13.3%

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 or INF120 Excel for Accounting: Level 1
- INF148 Microsoft Excel: Level 2 or INF121 Excel for Accounting: 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 Time Management: Take Control

* 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.

– 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 Campus Pipeline 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	19418	JAN 25	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	HAYES	\$249
BAA140 ADM	19417	MAR 19	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	HAYES	\$249

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 the Danvers Campus Bookstore. **Prerequisite:** Bookkeeping and Accounting Part I or equivalent experience. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA141 ADH	19420	MAR 22	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	HAYES	\$249
BAA141 ADM	19419	MAY 7	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	HAYES	\$249

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 the Danvers Campus Bookstore. **Prerequisite:** Bookkeeping and Accounting: Part 1 or equivalent experience. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA143 ADN	19423	FEB 2	9:00AM-12:00PM	FRI	6 WEEKS	DANVERS	GARCIA	\$299
BAA143 ADM	19424	MAR 21	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	GARCIA	\$299

QuickBooks: Level 2

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA144 ADH	19426	MAR 30	9:00AM-12:00PM	FRI	6 WEEKS	DANVERS	GARCIA	\$299
BAA144 ADM	19425	MAY 2	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	GARCIA	\$299

QuickBooks: Payroll

Add to your QuickBooks skills by learning how to set up payroll and employee accounts, distinguish between employees and 1099 subcontractors, prepare W2s and year-end reports, and the best way to pay taxes. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA145 ADH	19428	FEB 21	6:00PM-9:00PM	WED	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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA146 ADM	19427	MAR 23	9:00AM-12:00PM	FRI	1 DAY	DANVERS	GARCIA	\$79

The 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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA142 ADM	19430	MAY 8	6:00PM-9:00PM	TUE	1 DAY	DANVERS	STAFF	\$79

Excel for Accounting: Part 1

An ideal blend! Apply accounting principles to detailed, step-by-step instruction on using Microsoft Excel. This unique solution offers a sequential progression of material for both accounting and Excel topics, while simultaneously offering a variety of exercises that allow you to perfect the associated concepts and skills. Learn to apply your newly acquired Excel skills when solving real-world accounting problems. Accounting equations, journal entries, financial statements, cash flows, inventory costing and analysis and bank reconciliation will be covered. **Prerequisite:** Bookkeeping and Accounting Part 1 or equivalent experience. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA147 ADM	19421	FEB 7	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	STAFF	\$289

Excel for Accounting: Part 2

A continuation of Excel for Accounting. Depreciation schedule, payroll register, bond amortization, financial statement analysis and budgeting and cost analysis will be covered. **Prerequisites:** Excel for Accounting Part 1 and Bookkeeping and Accounting Part 2 or equivalent experience. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA148 ADM	19422	APR 4	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	STAFF	\$289

Taxes for Bookkeepers and Tax Preparers: An Introduction

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA150 ADH	19429	FEB 1	6:30PM-8:00PM	THU	12 WEEKS	DANVERS	MCALARNEY	\$349

NEW! DIGITAL MARKETING CERTIFICATE

QUICK FACTS: Receptionist	Front office receptionists greet visitors, answer phone calls, and perform clerical duties.
Median Level Wages	\$25,010 – \$34,790
10 Year Projected Growth	Massachusetts: 1.4% ■ Metro North 7.4%
<p>Required Courses:</p> <ul style="list-style-type: none"> • INF236 HTML Programming I • INF231 Building a Website with WordPress • BAA222 Adobe InDesign: Level 1 • INF231 HTML Email • INF234 Digital Marketing • BAA224 Adobe InDesign: Level I <p>In addition: Students must provide documentation of 40 hours of supervised field work.</p> <p style="text-align: center;">You may enroll in any of these courses even if you are not in the certificate program.</p>	

– Data from Massachusetts Career Information Systems.

Digital Marketing for Small Business Owners and Entrepreneurs

Looking to learn how to develop your online presence and grow your business through digital marketing? Learn the fundamentals of digital marketing and how it will work best for you. Designed for students new to digital marketing or those with minimal experience. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF238 ADH	19526	APR 11	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	CURCURU	\$259

FRONT OFFICE PROFESSIONAL CERTIFICATE (XOE)

QUICK FACTS: Receptionist	Front office receptionists greet visitors, answer phone calls, and perform clerical duties.
Median Level Wages	\$27,300 – \$32,970
10 Year Projected Growth	Massachusetts: 4.9% ■ Metro North 4.8%
<p>Required Courses:</p> <ul style="list-style-type: none"> • INF101 Introduction to the Computer* • BAA130 Business Communication and Office Skills • BAA131 Business Writing • INF110 Microsoft Word: Level 1 • INF120 Microsoft Excel: Level 1 or Excel for Accounting • INF140 Microsoft Outlook: Level 1 • INF104 File Management Proficiency • BAA201 How to Manage Conflict in the Organization • BAA202 Time Management: Take Control • INF230 Share This: Professional Approaches to Social Media • INF106 CyberSafe <p>Bookkeeping Pathway:</p> <ul style="list-style-type: none"> • BAA140 Bookkeeping and Accounting: Part 1 • INF143 QuickBooks Pro: Level 1 <p>Medical Office Pathway:</p> <ul style="list-style-type: none"> • HEA112 Electronic Healthcare Records • HEA113 Terminology for the Medical Office <p>* Students proficient with the computer may replace Introduction to the Computer for a more advanced class.</p> <p style="text-align: center;">You may enroll in any of these courses even if you are not in the certificate program.</p>	

– 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. Designed to provide you with the essential skills by offering skill development in 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, email basics and beyond 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	19437	JAN 31	10:00AM-12:00PM	WED	8 WEEKS	DANVERS	SHAPLEIGH	\$299

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. Textbook included

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA202 ADH	19439	JAN 24	6:00PM-9:00PM	WED	5 WEEKS	DANVERS	MIRANDI	\$299

How to Manage Conflict in the Organization

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA201 ADH	19440	FEB 28	6:00PM-9:00PM	WED	5 WEEKS	DANVERS	MIRANDI	\$299

Leadership Skills for Managers

Gain the tools and skills to lead your team to superior performance. You will focus on five leadership skills: providing direction, leading by example, enabling others, sharing power and seeking a better way. **Textbook included.**

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA200 ADH	19441	APR 11	6:00PM-9:00PM	WED	5 WEEKS	DANVERS	MIRANDI	\$299

Customer Service Excellence: How to Win and Keep Customers

Looking for a competitive edge in your organization? How you and your team handle customers has a direct effect on how well your company performs. Learn the tricks of the trade to deliver superb customer service and set you, your team, and your company apart. **Textbook required.** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA204 ADH	19444	APR 5	6:00PM-8:30PM	THU	6 WEEKS	DANVERS	ROBICHAUD	\$299

Business Writing

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA131 ADH	19438	APR 3	6:00PM-8:00PM	TUE	6 WEEKS	DANVERS	CRISCIONE	\$259

Entrepreneurship

Develop the skills needed to launch, develop, and manage a new or existing venture. Experience all the key aspects of business planning; including the development or refining your vision, developing a SWOT analysis and business plan, testing financial feasibility, marketing and strategic planning. Learn to be a more effective communicator and how to develop a supportive network of small business partners. Local small business leaders will come and speak to the class on a regular basis in order to share their experiences building successful businesses.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA206 ADH	19443	FEB 6	6:00PM-8:30PM	TUE	10 WEEKS	DANVERS	ROBICHAUD	\$399

Successful Negotiating

Very few people are born negotiators. Learn how to achieve positive outcomes using planning and conversational techniques. All the tricks and techniques the pros use will be presented. From pre-negotiation planning to the seemingly unimportant details like seating arrangements and meeting site selection to swaying an opponent with timing techniques and walkout ploys, this program has it all. **Textbook included.**

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA203 ADH	19442	FEB 1	6:00PM-8:30PM	THU	5 WEEKS	DANVERS	STAFF	\$299

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. **Textbook included.**

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA132 ADM	19435	MAR 20	6:30PM-9:00PM	TUES	6 WEEKS	DANVERS	DABRIEO	\$499

SHRM Learning System Certification Prep Course

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA133 ADM	19436	FEB 6	6:00PM-9:00PM	TUE	14 WEEKS	DANVERS	GOLD	\$1,369

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 certification 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 ADM	19431	FEB 6	6:00PM-9:00PM	TUE/THU	7 WEEKS	DANVERS	PICARDI	\$399
BAA160 ADH	19432	MAR 24	9:00AM-3:00PM	SAT	7 WEEKS	DANVERS	SHULTZ	\$399

Real Estate Continuing Education: Twelve Hours – Massachusetts State Approved

Fulfill your twelve hours of CEU’s with professional realtor and real estate educator Mark Shultz. Topics include Property Assessments, Valuation and Taxation, Appraisal Process, Comparative Market Analysis, Offers, Zoning and Building Codes, and Residential New Construction.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA164 ADH	19433	MAR 6	9:00AM-3:00PM	TUE/THU	1 WEEK	DANVERS	SHULTZ	\$139

Tax and Financial Bootcamp for Real Estate Agents

Want to be more savvy when doing your tax return this year? Come learn the IRS approved steps to better organize your business tax deductions. Learn what deductions you’re entitled to, how to deduct your vehicle expense, ways to shelter taxes with retirement plan options, and how to best pay taxes being self-employed. Taught by CPA Kevin McAlarney.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA161 ADM	19434	JAN 25	6:30PM-9:30PM	THU	1 WEEK	DANVERS	MCALARNEY	\$49

COMPUTERS

MICROSOFT OFFICE SUITE CERTIFICATE (XMO)



QUICK FACTS: Administrative Office Secretaries	Administrative Office secretaries assist managers and direct office activities.
Median Level Wages	\$33,910 – \$45,850
10 Year Projected Growth	Massachusetts: 9.4% ■ North Shore: 11.6%
<p>Required Courses:</p> <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 Introduction 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>	

– Data from Massachusetts Career Information Systems.

Access 2016: Level 1

Discuss and utilize database management concepts as we create a database file along with the four major Access objects: tables to store, sort, and filter data; forms for data entry and display; queries to request specified fields and records from a table; and reports for formal printed output from a table or query. **Textbook and flash drive required:** Available at the Danvers and Lynn Campus Bookstores. Must have some experience with Windows and the keyboard. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF150 XDM	19403	FEB 5	9:00AM-12:00PM	MON	6 WEEKS	DANVERS	LAUZON	\$289

Excel 2016: 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 and Lynn Campus Bookstores. Must have some experience with Windows and the keyboard. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF120 ADH	19390	JAN 23	9:00AM-12:00PM	TUE	6 WEEKS	DANVERS	LAUZON	\$289
INF120 BLN	19393	FEB 6	6:00PM-9:00PM	TUE	6 WEEKS	LYNN	GOULD	\$289
INF120 ADM	19395	MAR 21	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	PARTLAN	\$289

Excel 2016: 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 experiences. **Textbook and flash drive required:** Available at the Danvers and Lynn Campus Bookstores. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF121 ADH	19391	MAR 6	9:00AM-12:00PM	TUE	6 WEEKS	DANVERS	LAUZON	\$289
INF121 BLN	19394	APR 3	6:00PM-9:00PM	TUE	6 WEEKS	LYNN	GOULD	\$289
INF121 ADM	19396	MAY 2	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	PARTLAN	\$289

Excel 2016: Level 3

Topics in this advanced course include, financial functions; goal seek, solver, H and V Lookup; formula auditing tools; tracking changes; consolidations; and integration. **Prerequisite:** Intermediate Excel or have a strong working knowledge of the program. **Textbook and flash drive required:** Available at the Danvers and Lynn Campus Bookstores. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF122 ADH	19392	APR 24	9:00AM-12:00PM	TUE	6 WEEKS	DANVERS	LAUZON	\$289

Outlook 2016: Level 1

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. **Textbook and flash drive required:** Available at the Danvers and Lynn Campus Bookstores. Must have some experience with Windows and the keyboard. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF140 ADH	19404	MAR 21	1:00PM-4:00PM	WED	4 WEEKS	DANVERS	STAFF	\$219

PowerPoint 2016: Level 1

Welcome to the world of presentation graphics. Learn how to create professional and exciting 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. Must have some experience with Windows and the keyboard. **Textbook and flash drive required:** Available at the Danvers and Lynn Campus Bookstores. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF130 ADM	19402	MAR 20	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	RAMSAY	\$289

Word 2016: 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 and Lynn Campus Bookstores. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF110 ADM	19397	JAN 25	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	PARTLAN	\$289
INF110 BDN	19400	MAR 26	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	ABATE	\$289

Word 2016: 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 and Lynn Campus Bookstores. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF111 ADN	19398	MAR 22	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	PARTLAN	\$289
INF111 XDH	19401	MAY 14	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	ABATE	\$289

Word 2016: Level 3

Bring your skills to a whole new level. Learn to work with styles, building blocks, bookmarks, and continuous section breaks. Create a table of figures, table of contents, and an index. Track changes and format columns. Integrate Microsoft Word with other applications, and create charts and diagrams. **Prerequisite:** A strong working knowledge of Microsoft Word. **Textbook and flash drive required:** Available at the Danvers and Lynn Campus Bookstores. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF112 ADH	19399	MAY 3	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	PARTLAN	\$289

ADDITIONAL COMPUTER TRAINING**New! Microsoft Bootcamp**

Stretch your mind and firm up your Microsoft and computer skills with this fun, fast pace program that will provide a solid foundation of the Microsoft programs. Word, Excel, PowerPoint, Outlook will be covered along with Google Docs and File Management Proficiency. Add this program to your New Year's resolutions!

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF161 ADH	19509	JAN 27	8:30AM-12:30PM	SAT	10 WEEKS	DANVERS	PARTLAN	\$459

Keyboarding on the Computer

Do you need to learn the keyboard to use computers more effectively? If you have little or no keyboarding experience, you will gain speeds from 25+ words per minute. With previous training, you can increase speed and advance to higher topics. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF100 CDN	19386	FEB 8	6:00PM-7:30PM	THU	6 WEEKS	DANVERS	HANSON	\$209

Computer: An Introduction

An ideal beginner's class. From computer hardware basics to exploring Windows and Office 2016 (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 ACN	19387	JAN 16	9:00AM-11:30AM	TUE	4 WEEKS	DANVERS	PARTLAN	\$209
INF101 ADH	19388	APR 3	6:00PM-8:30PM	TUE	4 WEEKS	DANVERS	ABATE	\$209

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	19666	FEB 6	6:00PM-8:30PM	TUE	4 WEEKS	LYNN	GARCIA	\$209

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 XDH	19414	MAR 22	6:00PM-8:00PM	THU	2 WEEKS	DANVERS	GOULD	\$59

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 XDM	19415	FEB 6	5:30PM-9:30PM	TUE	1 DAY	DANVERS	JONES	\$89
INF106 XLH	19416	APR 7	9:00AM-1:00PM	SAT	1 DAY	DANVERS	JONES	\$89

New! Cloud Computing: An Introduction

Learn the concepts of Cloud computing, how to backup and store, and what security measures need to be in place to protect your data in the Cloud. Cloud applications such Microsoft, Google, Evernote, Dropbox will be covered. **Flash drive required.** Students must activate their Campus Pipeline prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF162 ADH	19510	MAR 19	6:00PM-9:00PM	MON	4 WEEKS	DANVERS	STAFF	\$219

ONE DAY COMPUTER WORKSHOPS

Excel 2016: Level 1 Workshop

Learn to create multiple spreadsheets, enter formulas and basic functions, absolute a cell and use it in a formula and apply specific formats to cells. Preview and set up 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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF123 ADH	19405	JAN 26	9:00AM-3:00PM	FRI	1 DAY	DANVERS	PARTLAN	\$149

Excel 2016: 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 have some working knowledge of the program. **Flash drive required.** Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF124 ADM	19406	MAR 2	9:00AM-3:00PM	FRI	1 DAY	DANVERS	PARTLAN	\$149

Excel: Just Formulas and Functions

Gain hands-on experience with formulas and functions. Learn to import data, employ calculation, and 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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF125 ADM	19407	FEB 15	6:00PM-9:00PM	THU	1 DAY	DANVERS	PARTLAN	\$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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF126 ADM	19408	MAR 22	6:00PM-9:00PM	THU	1 DAY	DANVERS	STAFF	\$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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF104 XDM	19412	FEB 22	6:00PM-9:00PM	THU	2 WEEKS	DANVERS	GOULD	\$149
INF104 XDH	19413	APR 4	9:00AM-3:00PM	WED	1 DAY	DANVERS	PARTLAN	\$149

PowerPoint 2016: 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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF132 XDH	19411	MAR 19	9:00AM-3:00PM	MON	1 DAY	DANVERS	PARTLAN	\$149

Word 2016: 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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF113 ADM	19409	JAN 31	9:00AM-3:00PM	WED	1 DAY	DANVERS	RAMSAY	\$149

Word 2016: 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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF114 ADM	19410	MAR 28	9:00AM-3:00PM	WED	1 DAY	DANVERS	RAMSAY	\$149

HIGH TECH COMPUTER TRAINING

HELP DESK SUPPORT CERTIFICATE (XPC)

QUICK FACTS: Computer User Support Specialist	Computer user support specialists help people solve problems with their computer hardware and software.
Median Level Wages	\$46,510 – \$83,140
10 Year Projected Growth	Massachusetts: 12.6% ■ North Shore: 5.1%
Required Courses: <ul style="list-style-type: none"> • INF306 Service Desk and Support Analyst • INF307 CompTIA IT Fundamentals • CSP831 Cybersafe • INF300 CompTIA A+ Certification <p style="text-align: center;">You may enroll in any of these courses even if you are not in the certificate program.</p>	

– Data from Massachusetts Career Information Systems.

New! Service Desk and Support Analyst: Help Desk Support Certification

Designed to equip you with the skills essential to deliver excellent levels of customer service in the service and support desk environment. Learn best practice 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. Prepares you to sit for the SDI's Service Desk and Support Analyst SDA exam. 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
INF306 ADH	19452	APR 9	6:00PM-10:00PM	MON	8 WEEKS	DANVERS	STAFF	\$399

CompTIA A+ Certification Prep

Looking for a career as an Information Technology (IT) professional or personal computer (PC) service technician in a mobile or corporate environment? CompTIA A+ Certification 900 series course is the first step in your preparation. Build on your existing user-level knowledge and experience with personal computer software and hardware to learn fundamental skills and concepts needed for the job. Acquire the essential skills and information to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic

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. You must officially withdraw from a noncredit course by completing a Student Action Form (available from NSCC administrators at most campus locations), and returning it by fax to 978-762-4015, or by dated letter to Enrollment & Student Records, or Corporate & Professional Education, 1 Ferncroft Road, Danvers, MA 01923-0840).

- Withdrawal before the second class meeting: Total Refund
- Withdrawal after the second class meeting: No Refund

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

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.

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.

PCs, digital devices and operating systems. Prepares you for the CompTIA A+ certification examinations, 2016 objectives exam numbers 220-901 and 220-902. 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	19448	JAN 30	6:00PM-10:00PM	TUE/THU	7 WEEKS	DANVERS	STAFF	\$1,899
INF300 ADM	19449	APR 4	6:00PM-10:00PM	WED	12 WEEKS	DANVERS	STAFF	\$1,899

CompTIA Network+ Certification Prep

CompTIA Network+ provides you with a solid foundation of how computer networks operate, and builds upon the knowledge using realworld examples of network technologies and protocols including the OSI model, TCP/IP, DNS, ARP, IP addressing (including subnetting), media types, and connectors, including fiber optics, copper, and wireless. Prepares you for the Network + Certification Exam N10-006. Targeted for Network Administrators, Network Engineers, and System Administrators. **Prerequisites:** A familiarity with Windows is required. Must be able to copy files, create folders, use Microsoft Notepad and navigate throughout Windows. A+ certification or equivalent knowledge or CIW certification is recommended, but not required. 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
INF301 ADH	19450	FEB 3	9:00AM-3:00PM	SAT	6 WEEKS	DANVERS	JONES	\$1,299

Cybersecurity: CompTIA Security+ Certification Prep

Does 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. For networking professionals, PC support analysts, and application developers and senior managers in accounting, sales, product development and marketing. Prepares you for the CompTIA Security+ certification exam (Exam SY0-401). 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
INF302 ADH	19451	APRIL 3	6:00PM-9:00PM	TUE/THU	3 WEEKS	DANVERS	JONES	\$999

New! CompTIA IT Fundamentals

Are you a high-end computer user at home, work, or college considering a career in information technology, or interested in furthering your knowledge about personal computers? If so, this course is your first step. Learn to identify PC components, work with files and folders, conduct basic software installations and the fundamental skills and concepts required to maintain, support, and work efficiently with personal computers. In addition, you will acquire the essential skills and information you need to set up, configure, maintain, troubleshoot, and perform preventative maintenance of the hardware and software components of a basic personal computer workstation and basic wireless devices. Basic security measures and implementation of basic computer and user support practices will also be covered. Prepares you for the CompTIA® IT Fundamentals™ examination (Exam FC0-U51 or FC0-Z51). 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	19667	JAN 22	6:00PM-9:00PM	MON	8 WEEKS	DANVERS	STAFF	\$399

CISCO CCNA Routing and Switching: Online

Cisco CCNA certification training provides in-depth, hands-on instruction in routed and switched LAN emulation networks made up of Cisco equipment. Designed to give you the essential knowledge to install, configure, and operate a small enterprise branch network, including basic network security. Includes a virtual, interactive lab to practice the principles taught. Upon completion of the program, you will receive a voucher to take the 200-125 CCNA certification exam. **Textbook required:** For textbook information please call 978-236-1200.

CLASSES START EVERY MONTH

PLEASE CALL 978-236-1200 TO REGISTER

COST OF CLASS IS \$2,195

New! Certified Ethical Hacker: Online

The Certified Ethical Hacker program is the pinnacle of the most desired information security training program any information security professional will ever want to be in. To master the hacking technologies, you will need to become one, but an ethical one! The accredited course provides the advanced hacking tools and techniques used by hackers and information security professionals alike to break into an organization. As we put it, "To beat a hacker, you need to think like a hacker". All materials are included in the cost of this program. Upon completion of this program, you will be prepared to sit for the Certified Ethical Hacker (CEH) Exam 312-50, offered by EC-Council. The registration fee for this exam is included with this program. Prepares you for careers in Certified Ethical Hacker, Security Analyst, and Network Security Analyst. **Prerequisites:** Students must have a very strong knowledge of network infrastructure, computer hardware, software and security.

CLASSES START EVERY MONTH

PLEASE CALL 978-236-1200 TO REGISTER

COST OF CLASS IS \$2,895

WEB DEVELOPMENT

HTML Programming

Learn how to code web pages using modern HTML5 techniques. From understanding the elements of HTML pages to designing pages that work well on desktop browsers and mobile devices. Markup and presentation controls using CSS will also be covered. You must have a working knowledge of file management and how to efficiently work on a Windows based computer. **Portable USB device required.**

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF236 ADH	19522	JAN 30	6:00PM-9:30PM	TUE	6 WEEKS	DANVERS	STAFF	\$299

New! HTML Email

Learn to create professional HTML emails to work on multiple platforms. From planning to completion, learn to design HTML email campaigns that look great on any device. Spam compliance and the how best to reach the optimum amount of viewers will also be covered. Must have a working knowledge of HTML. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF241 ADH	19523	MAR 20	6:00PM-9:00PM	TUE	3 WEEKS	DANVERS	STAFF	\$149

Website Design Using 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 on how to use themes, plugins, and widgets. Also included is an overview of how to manage and update your website or blog. At conclusion you will have begun to design and develop your first blog or website. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF231 ADH	19524	FEB 21	6:00PM-9:00PM	WED	3 WEEKS	DANVERS	PRATT	\$149

Website Management with Wordpress

Tired of having another company manage your wordpress or blog? You no longer have to be a techie to manage it yourself. Learn to navigate your previously created Wordpress website including how to manage and change content, create posts, add pages, embed video and change media files. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF232 ADH	19525	MAR 21	6:00PM-9:00PM	WED	2 WEEKS	DANVERS	PRATT	\$99

Google Analytics: An Introduction

Do you know how many people visit your website? Where the visitors live, if the visitors convert to customers, what pages on your website are viewed most frequently, or what websites send traffic to your website? Learn how Google Analytics can track and report on the above and more to maximize the amount of traffic directed to your website providing invaluable information for your business. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF240 ADH	19527	MAY 3	6:00PM-9:00PM	THU	3 WEEKS	DANVERS	STAFF	\$139

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, improving relationships with existing customers and businesses, and channeling relevant information to the right people. Cover the nuts and bolts of social media platforms such as Facebook, LinkedIn, Twitter, Youtube, and Blogger, 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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF230 ADH	19528	JAN 29	6:00PM-9:00PM	MON	3 WEEKS	DANVERS	CURCURU	\$199

New! Social Media: Where's My Audience? Reaching Your Target Audience

Identify the best social media platforms for your business based on the target audience you are trying to reach. Within each specific platform learn what the best tactics are to reach your audience. Explore ways to market to that audience and connect with them through your own followers as well as understanding the targeting capabilities of these platforms. Platforms will include Facebook, Twitter, LinkedIn, You Tube, Pinterest, Instagram, Tumblr, etc. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF242 ADH	19529	FEB 26	6:00PM-9:00PM	MON	3 WEEKS	DANVERS	CURCURU	\$199

New! Social Media: The Latest Trends

Social Media is an ever-changing, ever-evolving landscape. Understand the latest trends to stay up-to-date on where and how consumers are spending their time on these platforms. Platforms will include Snapchat, Influencers, Live Features, and perhaps even a new platform trend that may arise based on the latest happening in the market. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF243 ADH	19530	APR 2	6:00PM-9:00PM	MON	3 WEEKS	DANVERS	CURCURU	\$199

New! Selling on Social Media: How to be Profitable within Social Platforms

Explore various ways to turn Social Media presence into an e-commerce platform. Explore and better understand shopper units, third party companies that help create shops within social media, and monetizing your social presence. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF244 ADH	19531	MAY 7	6:00PM-9:00PM	MON	3 WEEKS	DANVERS	CURCURU	\$199

CULINARY ARTS

BASIC CULINARY ARTS CERTIFICATE (XCR)



QUICK FACTS: Chefs and Dinner Cooks	Chefs and dinner cooks measure, mix, and cook food.
Median Level Wages	\$27,500 – \$51,290
10 Year Projected Growth	Massachusetts: 21.0% ■ North Shore: 23.9%

Required Courses:

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

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

* Introduction 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.

– Data from Massachusetts Career Information Systems.

Culinary Arts: Part I

Discover and learn hands on techniques of professional chefs. Explore basic culinary techniques including safe and handy knife skills, proper cutting techniques of fruits, vegetables, and meats. Identify herbs, spices, tools and equipment used in a professional kitchen. Hands on daily cooking demonstrations and individual participation in the seven cooking techniques of braising, roasting, sautéing, grilling, poaching, deep frying, and combination cooking. Create and taste your accomplishments at the conclusion of each class. To assure that proper sanitation guidelines are followed, this class requires that each student come prepared to cook. Comfortable clothing is suggested; sneakers or nonskid shoes, a baseball cap, and a fun apron. Please bring along your favorite knife from home. Happy Cooking! **Textbook required:** Available at the Danvers Campus Bookstore. Cost of class includes \$95 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS100 ADH	19612	FEB 8	6:30PM-9:30PM	THU	6 WEEKS	MIDDLETON	GALAL	\$384

Culinary Arts: Part II

Explore more about soups, sauces, stocks, roasting, grilling, braising and many of the exciting and new advanced techniques that chefs use in culinary arts: poaching, carving, garnishing, pasta making and molten sauces. Please bring a knife, apron cutting board and containers to each class. **Textbook required** (same as Introduction to Culinary Part 1): Available at the Danvers Campus Bookstore. Cost of class includes \$95 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS101 AMH	19514	APR 5	6:30PM-9:30PM	THU	6 WEEKS	MIDDLETON	GALAL	\$384

Fundamentals of Starting a Food Business

Learn to set up a food catering business, including vendor relations, client base, wedding catering, corporate catering, employee relations, licensing, marketing, finances and much more. This is a non-cooking class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS108 AMH	19519	JAN 29	6:30PM-8:30PM	MON	4 WEEKS	MIDDLETON	STAFF	\$159

Plant Based Cuisine

Learn how to create delicious satisfying meals, snacks and desserts using nuts, seeds, sprouts and organic vegetables. All gluten and dairy free. Appetizing recipes will include nachos, veggie burgers, pizza, spiraled zucchini pasta, chocolate truffles and more! Please bring a knife, apron, cutting board and a container to each class. Taught by Diane DeGuzman Pyle, Raw Food Chef, Health Educator, Health Coach and owner of Enough on My Plate. Enoughonmyplate.com. Cost of class includes \$60 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS013 AMH	19516	FEB 7	6:30PM-9:30PM	WED	3 WEEKS	MIDDLETON	PYLE	\$219

Global Cuisine

Explore and learn to prepare traditional foods from around the world. From the European countries to the Middle East, Asia, and more. Please bring a knife, apron, cutting board and containers to each class. Cost of class includes \$100 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS105 AMH	19517	MAR 28	6:30PM-9:30PM	WED	6 WEEKS	MIDDLETON	DEMCHENKO	\$389

Traditional Tuscan Cookery

No need to travel to Tuscany for that cooking class. Instead, come to North Shore Community College! Learn the history of Tuscany and re-create many of its traditional healthy dishes using traditional techniques, the freshest ingredients and simple preparation. Buon Appetito! Please bring a knife, apron, containers. Cost of class includes a \$60 perishable fee. Instructor Julie Rose has a background in nutrition and food service, has taught cooking classes at various venues throughout the North Shore and traveled extensively-including to Tuscany.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS002 AMH	19622	JAN 29	6:30PM-9:30PM	MON	3 WEEKS	MIDDLETON	ROSE	\$219

Paella, Tapas, and Sangria

Did you know that paella refers to a pan and not the ingredients? Or that tapas were created in traditional Spanish sherry bars originally a simple piece of bread to prevent the flies from swimming in the sherry? This fun filled class will include creation of three unique paella dishes along with traditional tapas (no flies, we promise!) And let's not forget the sangria to accompany your mouth watering creation. Please bring apron, containers and knife to first class. Cost of class includes a \$60 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS004 AMH	19623	APR 9	6:30PM-9:30PM	MON	3 WEEKS	MIDDLETON	ROSE	\$219

New! Valentine's Day Desserts

Love is in the air! Treat your loved one to homemade desserts for Valentine's Day or any other special occasion. Learn different styles of truffles, chocolate dipped strawberries, cupcake roses and much more. Please bring an apron to class. Cost of the class includes \$60 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS016 AMH	19624	JAN 24	6:30PM-9:30PM	WED	3 WEEKS	MIDDLETON	DALEY	\$219

New! Artisan Breads

Dough, rise, bread! Keep warm over the winter months with hot fresh bread from the oven. Learn to make many different types of artisan breads from baguettes to rolls to focaccia breads. Please bring an apron to class. Cost of the class includes \$50 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS017 AMH	19625	JAN 29	6:30PM-9:30PM	MON/TUE	3 WEEKS	MIDDLETON	DALEY	\$339

New! Breakfast Pastry

Wake up and smell the pastries. Wow your family and friends with many different types of Breakfast Pastries from Cinnamon rolls to savory Quiches and so many more. Please bring an apron to class. Cost of the class includes \$50 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS018 AMH	19626	FEB 21	6:30PM-9:30PM	WED	3 WEEKS	MIDDLETON	DALEY	\$209

Italian Cookies: Part I

Ever walk into an Italian bakeshop and see all the beautiful assortments of delicious cookies and wonder how they are made? Wonder no more. Learn the many different types of Italian cookies that you know you love. Delizioso! Please bring an apron to class. Cost of the class includes \$50 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS009 AMH	19627	MAR 21	6:30PM-9:30PM	WED	3 WEEKS	MIDDLETON	DALEY	\$209

New! Italian Cookies: Part II

A continuation of the never ending varieties of Italian Cookies. Learn more in-depth techniques and recipes in the art of creating more wonderful and delicious styles of Italian cookies. Please bring an apron to class. Cost of the class includes \$50 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS019 AMH	19628	APR 11	6:30PM-9:30PM	WED	3 WEEKS	MIDDLETON	DALEY	\$209

New! Cupcakes Galore

Join the cupcake craze. Learn all about cupcakes and how you can brighten up any occasion with these mouthwatering delights. Learn three different styles of cupcakes cakes, how to frost, make buttercreams, proper use of a piping bag, and so much more. Please bring an apron to class. Cost of the class includes \$50 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS020 AMH	19629	MAY 2	6:30PM-9:30PM	WED	3 WEEKS	MIDDLETON	DALEY	\$219

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	\$48,690 – \$56,650
10 Year Projected Growth	Massachusetts: 8.9% ■ North Shore: 11.8%

continues

Food Service Director Certificate, continued

Required Courses:

- AFS100 Introduction to 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 Time Management: Take Control

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.

* 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. ServSafe is recognized by the National Restaurant Association & Educational Foundation.

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

– 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 (NRAEF) of the National Restaurant Association. Successfully complete the exam and be awarded a certificate and be registered with the EF. **Textbook required:** Available at the Danvers Campus 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 AMH	19468	FEB 5	6:00PM-8:30PM	MON	4 WEEKS	DANVERS	MIRANDI	\$199

ServSafe Recertification

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 text book, 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 ADM	19469	FEB 10	9:00AM-1:00PM	SAT	1 WEEK	DANVERS	MIRANDI	\$129
AFS107 ADH	19470	APR 9	5:30PM-9:30PM	MON	1 WEEK	DANVERS	MIRANDI	\$129

Nutrition for the Food Service Professional

Review the fundamentals of nutrition, with attention to the digestive system, nutritional value of foods, and factors affecting food selection. Learn the basic principles of sound nutrition as applied to special dietary requirements throughout the life cycle and in certain disease states. Receive practical instruction on menu planning, food label literacy, and recipe modification. **Textbook required:** Available at the Danvers Campus Bookstore. Please review text in advance of class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS120 ADH	19518	JAN 31	6:00PM-8:00PM	WED	6 WEEKS	DANVERS	TOURKAKIS	\$199

BARTENDING

Bartending

Learn the basic skills of professional bartending for all your needs from a small house party to a large professional bar. Learn proper garnishing, glassware, which drinks are shaken and stirred along with wine and beer basics. Customer service and the difficult customer will be covered. ServSafe Alcohol Certification exam given in class. Must be 18 years or over to take class. Class held at North Shore Bartending Service Training Center, 6 Bourbon Street, Peabody. www.bartendingtrainingcenter.com. Cost of class includes \$35 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS130 AFM	19472	FEB 7	9:00AM-12:00PM	WED	6 WEEKS	FIELD	MCCABE	\$274
AFS130 AFH	19471	MAR 27	6:00PM-9:00PM	TUE	6 WEEKS	FIELD	MCCABE	\$274

EVENT PLANNING CERTIFICATE (XEP)

QUICK FACTS: Meeting and Convention Planners	Meeting and convention planners organize events for groups of people.
Median Level Wages	\$46,840 – \$67,150
10 Year Projected Growth	Massachusetts: 35.0% ■ North Shore: 45.8%
Required Courses:	<ul style="list-style-type: none"> • BAA120 Event Planning I • BAA121 Event Planning II • BAA122 Event Design and Décor • BAA125 Business and Financial Math or BAA203 Successful Negotiating • BAA201 How to Manage Conflict in the Organization • BAA202 Time Management: Take Control
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.	

– Data from Massachusetts Career Information Systems.

Event Planning: Part 1

Looking to become a successful event planner? Learn the fundamentals of event planning, exploring the various facts of an event planners' 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	19445	JAN 23	6:00PM-8:00PM	TUE	8 WEEKS	DANVERS	KARSADI-TADIELLO	\$299

Event Planning: Part 2

Explore in more detail what it takes to create and coordinate successful events in the corporate world, weddings and fundraising events. Learn to select the best vendors, hosts, décor, entertainment, and AV along with contract negotiating. Working with volunteers, sponsorships, and boards along with social media to promote an event will also be covered. **Prerequisite:** Event Planning: Part 1 or equivalent experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA121 ADH	19446	MAR 27	6:00PM-8:00PM	TUE	8 WEEKS	DANVERS	KARSADI-TADIELLO	\$299

Event Design/Decor

Transform ordinary space to extraordinary space. By combining design elements from lighting and fabric to architectural structures and props, learn how to stretch your imagination. Embrace your personal style and unique vision by creating emotional moments that will have lasting memories for your clients. Whether it's a wedding, gala or a business conference, learn to carry a theme throughout your event space. Please note this is not an interior design course; it is geared toward event design only. **Prerequisite:** Event Planning or equivalent experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA122 ADH	19447	MAR 21	6:00PM-8:00PM	WED	4 WEEKS	DANVERS	KARSADI-TADIELLO	\$169

CERTIFICATES IN DESIGN

INTERIOR DESIGN CERTIFICATE (XID)



QUICK FACTS: Interior Designers	Interior designers plan and design spaces and furnish interiors.
Median Level Wages	\$48,840 – \$60,030
10 Year Projected Growth	Massachusetts: 13.1% ■ Metro North: 11.9%
Required Courses (listed in suggested order):	Recommended Supporting Classes:
<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 	<ul style="list-style-type: none"> • BAA106 Window Treatments and Soft Furnishing Design • BAA110 SketchUp • BAA111 Interior Design Studio: Living Space • BAA112 Interior Design Studio: Master Suite • BAA201 How to Manage Conflict in the Organization • BAA202 Time Management: Take Control
In addition: Students must provide documentation of 40 hours of supervised field work.	
* Students must take Principles of Design and Drafting for Interior Designers, and all design classes before any Studio course.	
You may enroll in any of these courses even if you are not in the certificate program.	

– Data from Massachusetts Career Information Systems.

Principles of Design

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA100 ADH	19460	JAN 23	6:00PM-8:00PM	TUE	6 WEEKS	DANVERS	COLLINS JERMAIN	\$229

Fundamentals of Interior Design

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA102 ADH	19461	JAN 25	6:00PM-8:00PM	THU	8 WEEKS	DANVERS	HAZELTON	\$289

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 ADH	19462	MAR 29	6:00PM-8:00PM	THU	8 WEEKS	DANVERS	HAZELTON	\$289

Window Treatment and Soft Furnishing Design

Learn to design curtains and soft furnishings. Knowledge gained will help you design treatments to suit any style, decor, and budget.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA106 ADH	19466	FEB 26	9:30AM-11:30AM	MON	8 WEEKS	DANVERS	HAZELTON	\$289

Interior Design Studio: Living Space

Learn the technical requirements to complete an interior design project for residential living space. Explore floor planning, color and material coordination, and furniture and schedules. Complete project board that will become part of your professional portfolio. A materials list will be distributed at the first class. **Prerequisite:** Drafting for Interior Designers or equivalent.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA111 ADH	19463	FEB 7	9:30AM-11:30AM	WED	12 WEEKS	DANVERS	HAZELTON	\$379

Interior Design Studio: Master Suite

Learn the technical requirements to complete an interior design project for a master suite. Explore floor planning, color and material coordination, and furniture and schedules. Complete project board that will become part of your professional portfolio. A materials list will be distributed at the first class. **Prerequisite:** Drafting for Interior Designers or equivalent experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA112 ADH	19464	FEB 7	9:30AM-11:30AM	WED	12 WEEKS	DANVERS	HAZELTON	\$379

New! Interior Design Studio: Commercial Space

The field of Interior Design for Commercial space is growing rapidly. Come learn the skills needed to design a commercial retail space in an existing building. You will take the design project from preparation of simple construction documents to specifications and presentation board, factoring in how to best utilize the space, material requirements, and more.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA115 ADH	19465	JAN 30	6:30PM-9:00PM	TUE	12 WEEKS	DANVERS	HAZELTON	\$379

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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA110 ADH	19467	MAR 26	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	STAFF	\$289

LANDSCAPE DESIGN CERTIFICATE (XLD)

QUICK FACTS: Landscape Designers/Architects	Landscape architects design and plan outdoor areas for use and beauty.
Median Level Wages	\$63,810 – \$75,130
10 Year Projected Growth	Massachusetts: 11.6% ■ Metro North: 14.9%

Required Courses:

- AFS210 Perennials, Annuals and Vines – Identification 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.**

– 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	19613	JAN 25	6:30PM-8:30PM	THU	7 WEEKS	DANVERS	CLARK	\$239

Landscape Design Drawing: Session 2

Build on the basic skills learned in Level 1. Advanced rendering techniques to present professional quality project drawings will be discussed and practiced in class. Weekly drawing assignments will be given in addition to weekly class work. Some basic drawing tools will be recommended. A 20 x 30 drafting table with legs or plain drafting board required for class. **Textbook required:** Available at Danvers Campus Bookstore. **Prerequisite:** Landscape Design Drawing: Level 1 or equivalent experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS212 ADM	19614	MAR 22	6:30PM-8:30PM	THU	7 WEEKS	DANVERS	CLARK	\$239

Identification and Culture of Shrubs

An introduction to the most commonly planted shrubs in New England, their distinguishing characteristics, horticultural requirements, and some suggested landscape applications. Learn to choose appropriate shrubs for the landscape as well as recognize established specimens. Plant specimens, slide lectures, and field trips will be utilized to teach the material. Class meets for seven sessions during the six weeks, which includes one mandatory weekend field trip, to be arranged with the instructor in class. One quiz and a final test will be given and a photo journal is required for successful completion of this course. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS217 ADH	19478	APR 18	6:30PM-8:30PM	WED	7 WEEKS	DANVERS	SIMPSON	\$239

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 ADH	19477	JAN 31	6:30PM-8:30PM	WED	6 WEEKS	DANVERS	FLANAGAN	\$219

The Business of Landscaping

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS219 ADM	19476	JAN 23	6:30PM-8:30PM	TUE	7 WEEKS	DANVERS	CLARK	\$239

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	\$20,820 – \$34,740
10 Year Projected Growth	Massachusetts: 9.5% ■ North Shore: 9.0%
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.	

– Data from Massachusetts Career Information Systems.

Landscape Garden Maintenance – Spring

Enjoy learning on-site at Long Hill, an outstanding Country Garden estate in Beverly, managed by the Trustees of Reservations. A hands-on opportunity to participate in spring landscaping and garden maintenance with a field professional/supervisor.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS200 AFH	19473	MAR 20	9:00AM-12:00PM	TUE/THU	10 WEEKS	FIELD	BOUCHARD	\$249

FLORAL DESIGN CERTIFICATE (XFL)



**SECURE YOUR
SPOT!**

QUICK FACTS: Floral Designer/Florist	Floral Designers cut and arrange live, dried, and artificial flowers and plants.
Median Level Wages	\$25,850 – \$34,520
10 Year Projected Growth	Massachusetts: -2.1% ■ Metro North 3.2%
<p>Required Courses:</p> <ul style="list-style-type: none"> • AFS230 Floral Design I • AFS231 Floral Design II • AFS232 Floral Design III • AFS233 Floral Merchandising and Business Practice • BAA201 How to Manage Conflict in the Organization • BAA201 Time Management: Take Control <p>In addition: Students must provide documentation of 40 hours of supervised field work.</p> <p style="text-align: center;">You may enroll in any of these courses even if you are not in the certificate program.</p>	

– Data from Massachusetts Career Information Systems.

Floral Design I

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS230 ADH	19479	JAN 23	6:00PM-8:00PM	TUE	6 WEEKS	DANVERS	ALEXANDER	\$309
AFS230 ADM	19615	APR 19	12:30PM-2:30PM	THU	6 WEEKS	DANVERS	ALEXANDER	\$309

Floral Design II

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS231 ADH	19480	MAR 6	6:00PM-8:00PM	TUE	6 WEEKS	DANVERS	ALEXANDRA	\$339

Floral Design III

Take your passion of floral design to the next 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: 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 ADH	19481	APR 24	6:00PM-8:00PM	TUE	6 WEEKS	DANVERS	ALEXANDRA	\$339

Floral Merchandising and Business Practices

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS233 ADH	19482	APR 19	6:00PM-8:00PM	THU	6 WEEKS	DANVERS	ALEXANDRA	\$309

FLORAL WORKSHOP SERIES

Floral Orbs

Learn to make beautiful light weight floral orbs in a quick and cost effective way. Please bring scissors, knife, ribbon cutters and wire cutters to class. Cost of class includes \$20 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS235 ADH	19631	FEB 6	12:30PM-2:30PM	TUE	1 DAY	DANVERS	ALEXANDRA	\$59

Topiaries – The Art of Height

Tall is beautiful and dramatic. Learn the mechanics of a fabulous topiary design. Please bring scissors, knife, ribbon cutters and wire cutters to class. Cost of class includes \$20 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS236 ADH	19632	FEB 6	3:00PM-5:00PM	TUE	1 DAY	DANVERS	ALEXANDRA	\$59

Designing in Multiples

For visual value and rhythm make three instead of one. Learn to unite them with design elements for a very active, fun design. Please bring scissors, knife, ribbon cutters and wire cutters to class. Cost of class includes \$20 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS237 ADH	19633	MAR 1	10:00AM-12:00PM	THU	1 DAY	DANVERS	ALEXANDRA	\$59

Tulip Mania

Design one of nature's gems in a dramatic, stable and new way. Please bring scissors, knife, ribbon cutters and wire cutters to class. Cost of class includes \$20 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS238 ADH	19634	MAR 1	1:00PM-3:00PM	THU	1 DAY	DANVERS	ALEXANDRA	\$59

European Hand Tied Bouquets

Learn to master the art of hand tied spiral design for successful bouquets every time. Please bring scissors, knife, ribbon cutters and wire cutters to class. Cost of class includes \$20 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS239 ADH	19635	MAR 29	10:00AM-12:00PM	THU	1 DAY	DANVERS	ALEXANDRA	\$59

Floral Halos

Learn the newest in floral cold glue and leave class with a beautiful daisy halo. Please bring scissors, knife, ribbon cutters and wire cutters to class. Cost of class includes \$20 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS240 ADH	19636	MAR 29	1:00PM-3:00PM	THU	1 DAY	DANVERS	ALEXANDRA	\$59

GRAPHIC DESIGN CERTIFICATE (XGD)

QUICK FACTS: Graphic Designer	Graphic designers create designs using print, electronic, and film media.
Median Level Wages	\$41,240 – \$58,210
10 Year Projected Growth	Massachusetts: -1.4% ■ Boston: 3.5%
<p>Required Courses:</p> <ul style="list-style-type: none"> • BAA100 Principles of Design • BAA227 Graphic Design Theory • BAA220 Adobe Illustrator: Level 1 • BAA221 Adobe Illustrator: Level 2 • BAA222 Adobe Photoshop: Level 1 • BAA223 Adobe Photoshop: Level 2 • BAA224 Adobe InDesign: Level 1 • BAA225 Adobe InDesign: Level 2 • BAA201 How to Manage Conflict in the Organization • BAA201 Time Management: Take Control <p>In addition: Students must provide documentation of 40 hours of supervised field work.</p> <p style="text-align: center;">You may enroll in any of these courses even if you are not in the certificate program.</p>	

– Data from Massachusetts Career Information Systems.

Adobe Photoshop: Level 1

Designed to familiarize you with the software that has become the industry standard in digital imaging. Learn both basic and more advanced techniques, including computer imaging, scanning, memory management, and imaging basics for the World Wide Web. **Prerequisite:** Working knowledge of the PC or Mac. **Flash drive required.** Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA222 ADH	19521	JAN 18	6:00PM-9:00PM	THU	6 WEEKS	DANVERS	HILDEBRAND	\$289

Adobe InDesign: Level 1

Learn the page-layout software most widely used in the graphic design and publishing industry, from basic commands and features of InDesign to creating various documents and the basic typographic design and page layout principles. These skills will enable you to quickly and effectively produce attractive documents. **Flash drive required.** Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA224 ADH	19520	MAR 22	6:00PM-9:00PM	THU	6 WEEKS	DANVERS	HILDEBRAND	\$289

PHOTOGRAPHY

Basic Camera Techniques for Digital and Film

New to photography? Want your pictures to be worth a thousand words? Learn the techniques for both 35-mm and digital adjustable cameras along with accessories. Work outside of the automatic features on your camera. Covers f-stops, shutter speed, focusing, depth of field, composition, and when and how to use different film types and digital settings, plus proper use of filters and lenses. Bring your own adjustable 35-mm film camera or a digital camera that allows you to switch out of automatic mode.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA173 ALH	19498	FEB 1	7:15PM-9:15PM	THU	6 WEEKS	LYNN	ROZAVSKY	\$169
BAA173 ADH	19499	APR 3	6:00PM-8:00PM	TUE	6 WEEKS	DANVERS	CONWAY	\$169

New! Advanced Camera Techniques for Digital Photography

Take your photography skills to the next level. Learn to increase your picture quality, productivity, and options for shooting. You will examine the digital workflow, increase efficiency and creative manipulation of images. Portrait shooting and retouching will be covered, as well as experiencing studio shooting. Shooting and processing High Dynamic Range images will open the door for a unique and stylized look. Making money with digital photography will also be covered.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA182 ADH	19500	FEB 26	6:30PM-9:00PM	MON	6 WEEKS	DANVERS	WEST	\$189

Video Production

Lights, camera, action! Come join Mark Steele, WGBH editor for 24 years, and learn the theory and practice of video production. Pre-production, production, post-production, lighting, audio, video cameras and editing will be covered. You will have the opportunity to view and critique each other's work as you complete the steps to create your own video production.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF239 ADH	19501	MAR 20	6:00PM-9:00PM	TUE/THU	6 WEEKS	DANVERS	STEELE	\$399

TEST PREPARATION

SAT Verbal: Preparation for the College Board

Prepare for the new SAT. 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. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD100 ADH	19489	JAN 27	10:15AM-12:15PM	SAT	6 WEEKS	DANVERS	MCNIFF	\$149
OTD100 ADM	19490	MAR 24	10:15AM-12:15PM	SAT	6 WEEKS	DANVERS	MCNIFF	\$149
OTD100 ALH	19491	APR 17	4:00PM-6:00PM	TUE	6 WEEKS	LYNN	WALDRON	\$149

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 the new 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 ADH	19486	JAN 27	8:00AM-10:00AM	SAT	6 WEEKS	DANVERS	MCGUINNESS	\$149
OTD101 ADM	19487	MAR 24	8:00AM-10:00AM	SAT	6 WEEKS	DANVERS	MCGUINNESS	\$149
OTD101 ALH	19488	APR 19	4:00PM-6:00PM	THU	6 WEEKS	LYNN	STAFF	\$149

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 Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD104 ADH	19497	JAN 25	6:30PM-8:30PM	THU	6 WEEKS	DANVERS	ST PIERRE	\$149
OTD104 ALH	19496	MAR 28	3:30PM-5:30PM	WED	6 WEEKS	LYNN	DECKER	\$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 ADH	19494	JAN 27	8:00AM-10:00AM	SAT	6 WEEKS	DANVERS	MCNIFF	\$149
OTD105 ADM	19495	MAR 24	8:00AM-10:00AM	SAT	6 WEEKS	DANVERS	MCNIFF	\$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. **Pre-test study guide required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD106 ADH	19492	JAN 27	10:15AM-12:15PM	SAT	6 WEEKS	DANVERS	MCGUINNESS	\$149
OTD106 ADM	19493	MAR 24	10:15AM-12:15PM	SAT	6 WEEKS	DANVERS	MCGUINNESS	\$149

TRADES

Auto Damage Appraisal: 60-Hour Test Prep

Have some automotive experience? Obtain 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 three-ring binder to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD150 ADH	19454	JAN 13	9:00AM-3:00PM	SAT	10 WEEKS	DANVERS	GEORGE	\$599
OTD150 ADM	19455	MAR 31	9:00AM-3:00PM	SAT	10 WEEKS	DANVERS	GEORGE	\$599

Restricted Construction Supervisor Exam Prep

Learn how to understand and use the Massachusetts State Building Code (1 and 2 family) and the Energy Code (IECC). It shows how they are structured and how to navigate the codes to answer any questions that the codes address. This course prepares you for the Board of Building

Regulations and Standards (BBRS) Construction Supervisors License Exam (Restricted 1 and 2 family). There are **four textbooks required**. For complete list, please call 978-236-1200.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD151 ADH	19456	FEB 6	5:30PM-8:30PM	TUE	3 WEEKS	DANVERS	LAROSA	\$229

Unrestricted Construction Supervisor Exam Prep

Learn how to understand and use the Massachusetts State Building Code, the Handicap Access Code (521 CMR) and the Energy Code (IECC). Course will show how the codes are structured and how to navigate them to answer any questions that the codes address. This course prepares you for the Board of Building Regulations and Standards (BBRS) Construction Supervisors’ License Exam (Unrestricted). There are **seven textbooks required**. For complete list, please call 978-236-1200.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD152 ADH	19457	FEB 6	5:30PM-8:30PM	TUE	7 WEEKS	DANVERS	LAROSA	\$299

Unrestricted Construction Supervisor License Renewal

Massachusetts Unrestricted Construction Supervisors are required to obtain 12 hours of continuing education for each renewal. This course is state approved, and satisfies all of your required and elective hours. Topics Include: Code Review, Workplace Safety, Business Practices/Workers’ Compensation, Energy and Lead Safe Practices. **Must bring ICC Code book and Massachusetts amendments to first class.** To purchase, visit www.iccsafe.org.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD153 ADM	19459	MAR 1	5:30PM-8:15PM	THU	4 WEEKS	DANVERS	LAROSA	\$199

OSHA Construction Training

Designed to teach workplace safety and reduce on the job hazards as they apply to the construction industry. Topics include OSHA construction standards and OSHA Construction Focus Four, fall protection, personal protective equipment, hand and power tool hazards, electrocution hazards, and more. Cost of class includes an \$8 materials fee

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD154 ADH	19616	FEB 9	9:00AM-2:00PM	FRI/SAT	1 WEEK	DANVERS	LEAHY	\$199

LANGUAGES

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. Please show up at least two hours before we close as testing usually takes between one and two hours. **Please note:** Occasionally an office will not be open during regular hours.

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

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

Basic English as a Second Language I

Introduction to English for true beginners whose first language is not English. Course includes extensive vocabulary development, simple reading and writing tasks, basic grammatical concepts, speaking, listening and student interaction. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must complete Placement Test administered at the Lynn campus. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC100 CLH	19364	JAN 29	9:00AM-12:00PM	MON	12 WEEKS	LYNN	STAFF	\$209
LAC100 BLH	19362	JAN 31	5:30PM-7:00PM	WED/FRI	12 WEEKS	LYNN	DESHAIES	\$209
LAC100 ALH	19363	FEB 3	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	STAFF	\$209

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 within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC101 ALM	19367	JAN 30	9:00AM-12:00PM	TUE	12 WEEKS	LYNN	STAFF	\$209
LAC101 BLH	19365	JAN 30	5:00PM-7:00PM	TUE/THU	12 WEEKS	LYNN	MCCUNE-BARCA	\$209
LAC101 ALH	19366	FEB 3	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	MCCUNE-BARCA	\$209

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 within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC102 BLH	19368	JAN 30	5:30PM-7:00PM	TUE/THU	12 WEEKS	LYNN	BUZZI	\$209
LAC102 ALM	19370	JAN 31	12:30PM-3:30PM	WED	12 WEEKS	LYNN	STAFF	\$209
LAC102 ALH	19369	FEB 3	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	BUZZI	\$209

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 within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC103 ALH	19371	JAN 30	5:30PM-7:00PM	TUE/THU	12 WEEKS	LYNN	WHEELER	\$209
LAC103 ALM	19373	FEB 1	9:00AM-12:00PM	THU	12 WEEKS	LYNN	STAFF	\$209
LAC103 BLH	19372	FEB 3	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	STAFF	\$209

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 within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC104 ALH	19383	JAN 31	5:30PM-7:00PM	WED/FRI	12 WEEKS	LYNN	MAESTRANZI	\$209
LAC104 BLH	19384	JAN 31	12:30PM-3:30PM	WED	12 WEEKS	DANVERS	STAFF	\$209

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 within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC105 ALH	19374	JAN 30	5:30PM-7:00PM	TUE/THU	12 WEEKS	LYNN	CHEATHAM	\$209
LAC105 ALM	19376	FEB 2	9:00AM-12:00PM	FRI	12 WEEKS	LYNN	STAFF	\$209
LAC105 BLH	19375	FEB 3	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	STAFF	\$209

Integrated Skills for High-Intermediate ESL Students

You will 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 according to test administered at the Lynn Campus within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC106 ALH	19379	JAN 31	5:30PM-9:00PM	WED/FRI	12 WEEKS	LYNN	STAFF	\$209
LAC106 BLH	19380	FEB 3	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	JOBIETY	\$209
LAC106 ADH	19508	FEB 21	6:00PM-9:00PM	WED	12 WEEKS	DANVERS	STAFF	\$209

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 within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC107 ALH	19377	JAN 31	5:30PM-7:00PM	WED/FRI	12 WEEKS	LYNN	SKAHAN	\$209
LAC107 ADM	19507	FEB 1	1:00PM-4:00PM	THU	12 WEEKS	DANVERS	STAFF	\$209
LAC107 BLH	19378	FEB 3	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	WASSON	\$209

Integrated Skills for High Advanced ESL Students

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 Advanced Integrated Skills or tested into according to test administrated at Lynn campus within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC108 BLH	19381	JAN 31	5:30PM-9:00PM	WED/FRI	12 WEEKS	LYNN	STAFF	\$209
LAC108 ALH	19382	FEB 3	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	TABBUT	\$209

ESL: Academic Writing

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 your writing skills. The focus will be on creating grammatically correct sentences, organizing ideas, learning the academic writing process, and revising and self editing drafts. Learn to open a document in MS Word and attach a file to an e-mail message. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must have completed Basic III, or tested into Basic IV according to the test administered at the Lynn Campus within the year. New students must take the ESL assessment test on the Lynn Campus. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC109 ALH	19385	FEB 3	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	MAESTRANZI	\$209

FOREIGN LANGUAGES

Italian 1

Vogliano 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	19485	FEB 6	7:00PM-9:00PM	TUE	8 WEEKS	DANVERS	DIFLIPO	\$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	19483	JAN 31	6:30PM-8:30PM	WED	8 WEEKS	DANVERS	STARK	\$229

WRITING & LITERATURE

Novel Bootcamp: Part 1

Have you always wanted to write a novel, but lacked the impetus? Have you started novels, but found yourself unable to finish them? With a bulk of writing being done outside class time, the course will guide you through the process of writing a novel, with a first draft completed by the end of the course. Particular emphasis will be paid to structure, characterization and dialogue, with daily support provided by the instructor and fellow students.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC140 ADH	19532	FEB 6	9:30AM-11:30AM	TUE	6 WEEKS	DANVERS	GANGI	\$199

New! Story Structure

Take an in-depth look at the building blocks of the story. Whether it applies to a short story or novel, every story is governed by a form of structure, whether it be a TV sitcom or a classic novel. Learning to understand structure and the various ways it can be applied not only to a work as a whole, but also to its individual parts is imperative in the journey to becoming a stronger writer.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC145 ADH	19535	MAR 22	6:30PM-8:30PM	THU	3 WEEKS	DANVERS	GANGI	\$99

New! 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 ADH	19534	FEB 1	6:30PM-8:30PM	THU	2 WEEKS	DANVERS	GANGI	\$59

New! Reading for Writers

Become a better writer and reader with Reading for Fiction Writers. Most fiction writers know that being a good writer isn't just about writing, but also reading. Successful authors have pointed out that the two biggest rules for writers is to write a lot and read a lot. Former Bantam Doubleday Dell editor, Anthony Gangi, will guide you in the ways to becoming a more active reader by looking at key scenes and chapters of various authors in order to improve your own writing. In addition to text evaluation, writing exercises will also be included.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC147 ADH	19533	APR 10	10:00AM-11:30AM	THU	4 WEEKS	DANVERS	GANGI	\$99

CAMPUS LOCATIONS

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

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

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

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

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

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

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

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

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

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

POLICIES

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

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

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

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

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

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

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

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

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

Jeanne Clery Disclosure of Campus Security Policy and Crime

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

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

INFORMATION DIRECTORY

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

THE COLLEGE BOOKSTORE

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

Winter/Spring 2018 Store Hours, Both Bookstores

December 18-21	M-TH	8:30 AM – 4:00 PM	January 12	F	8:30 AM – 5:00 PM
December 22	F	8:30 AM – 1:00 PM	January 15	M	<i>Closed for the holiday</i>
December 25	M	<i>Closed for the holiday</i>	January 16-18	T-TH	8:30 AM – 7:00 PM
December 26-29	T-F	<i>Closed</i>	January 19	F	8:30 AM – 5:00 PM
January 1	M	<i>Closed for the holiday</i>	January 22, 23	M-T	8:30 AM – 6:00 PM
January 2-4	T-TH	8:30 AM – 4:00 PM	January 24, 25	W-TH	8:30 AM – 4:00 PM
January 5	F	8:30 AM – 3:45 PM	January 26	F	8:30 AM – 3:45 PM
January 8, 9	M-T	8:30 AM – 4:00 PM	January 29-February 1	M-T	8:30 AM – 4:00 PM
January 10, 11	W-TH	8:30 AM – 6:00 PM	February 2	F	8:30 AM – 3:45 PM

Please note: Lynn Bookstore supplies books for the Lynn Campus students only. All others must purchase books in Danvers. 10% Senior citizens discount given at time of purchase for registered students with proof of age and registration. Cash, personal check drawn on Massachusetts bank with pictured ID, Master Card, Visa and Discover are accepted. **Out-of-state and company checks are not accepted at either bookstore.**

WINTER/SPRING 2018 HOLIDAY SCHEDULE

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

January 15	Martin Luther King Day
February 19	President's Day Holiday
March 11-March 17	Spring Recess, day and evening classes
April 16	Patriots' Day
May 28	Memorial Day

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

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Corporate Training SOLUTIONS

Upgraded workforce skills and opportunities



Millipore
SIGMA



Company

MilliporeSigma – Life Science Center,
Danvers, MA

Testimonial

“As a biotech manufacturing company, we have a diverse workforce made up of employees who speak different languages on our shop floor. In order to improve production and performance, MilliporeSigma had a need for clear and effective communication among peers and supervisors. Our partnership with Corporate Training Solutions at North Shore Community College and our investment in our valued employees yielded a far greater return than we could have imagined. Corporate Training Solutions understood our need to accommodate our 24/7 work schedule by providing the perfect in-house, customized program that resulted in improved communication, increased employee confidence and opportunities for our employees to grow and advance.”

— *William Faria*

*Head of Assembly Manufacturing
Integrated Supply Chain Operations*

Contact Us

Dianne Palter Gill

Dean, Corporate & Community Education
Phone: 978-236-1225
dpalterg@northshore.edu

Elaine Champagne

Director of Sales/Workforce Development –
Directs and coordinates contract training
programs with Business & Industry partners.
Phone: 978-236-1206
Email: echampag@northshore.edu

Susan Ryan

Fulfillment Specialist – Supports corporate
training area; handles corporate trainers’
materials, contracts, and questions pertaining
to fulfillment of corporate contracts.
Phone: 978-236-1240
Email: sryan@northshore.edu

Helene VanDernoot

Director, Business & Industry Programs /
Workforce Development – Directs and
coordinates contract training programs with
Business & Industry partners.
Phone: 978-236-1207
Email: hvandern@northshore.edu



Corporate Training SOLUTIONS



NORTH SHORE COMMUNITY COLLEGE
Corporate & Professional
EDUCATION

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Danvers 978-762-4000 • Lynn 781-593-6722 • Middleton 978-762-4000

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Culinary Arts and Food Service Program



Learn the recipe for a great career in cooking.

THE CULINARY ARTS AND FOOD SERVICE PROGRAM prepares people to cook and present meals in restaurants and other places that serve food. Begin your career with our noncredit

Culinary Arts Certificate.

LABOR MARKET FACTS:
Culinary Arts and Food Services

MEDIAN LEVEL WAGES:

Restaurant Cooks: \$23,110–\$27,700

Chefs and Head Chefs: \$41,500–\$52,580

Cafeteria Chefs: \$23,960–\$32,710

10-YEAR PROJECTED GROWTH:

United States: 11.9%

Massachusetts: 21.0%

North Shore 23.9%

Massachusetts Career Information Systems
masscis.intocareers.org