

# NORTH SHORE COMMUNITY COLLEGE

**Fall 2018**  
**noncredit**  
**courses**

DANVERS • LYNN • MIDDLETON



**Short-term**  
**TRAINING**  
**Long-term**  
**RESULTS**



Corporate &

**Professional**  
**EDUCATION**

[community.northshore.edu](http://community.northshore.edu) • 978-236-1200

## DEAN'S MESSAGE



There are dozens of new courses for you this fall. Are you interested in beginning a new career in health, adding to your business acumen, building your expertise in computer-related courses, or in the many aspects of the design world? If so, we have a course for you.

Holistic courses such as those in digestive health, reflexology, or energy fields can help expand your existing practice. If you are interested in the world of taxes, we have several new business courses that you will find helpful to your career. And our excellent instructor will teach you how to analyze financial statements if you already have bookkeeping and Excel experience.

In the computer-related field, we have a new course on how to use Google as a multimedia presentation tool. Whether you are interested in graphic design, floral design, or interior design, there are many new design courses that will spark your interest. Spend some time looking through this catalogue because you never know what you might find. Your community college is right here on the North Shore. No need to travel far. No need to spend a lot of money. No matter what your age or your curiosity, there is something

within these pages that will set you on the road to a new and fulfilling learning experience.

Our online courses are also affordable and oriented to your ability to start a new career or enhance your existing one. And many of our courses that are offered in the classroom (face-to-face) are also offered on-line. Be sure to ask us if there is an online offering. Call us at 978-236-1200 for more information.

Additionally, if your business is facing the many challenges of today, we can help. Need incumbent worker training? Need a pipeline of skilled workers? Our Corporate Training Solutions department can help. Call us at 978-236-1206 or 1207 for help. Take a look at our website at <http://corporate.northshore.edu/> to view upcoming workshops and trainings including our Supervisors' Connection series and MS Office workshops.

If you or someone you know does not yet have his or her high school degree, our outstanding Adult Learning Center can guide you. Call us at 978-236-1227 for more information about how to access our services.

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

★  
There is no end to education.  
It is not that you read a book, pass  
an examination, and finish with  
education. The whole of life, from the  
moment you are born to the moment  
you die, is a process of learning.

JIDDU KRISHNAMURTI



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## Noncredit Programs of Study at North Shore Community College



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**Facebook**

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

Follow us on  
**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](mailto:lboyd@northshore.edu).

## Credit for Prior and Experiential Learning

### Did you know you may be able to earn college credits for college-level learning obtained outside of the classroom?

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

Visit [www.northshore.edu/cas/credit/alternative\\_studies.html](http://www.northshore.edu/cas/credit/alternative_studies.html) for more information.

## Online Courses & Career Training Programs



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

### Career Training

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

#### Topics Include:

- Cisco CCNA
- PMP
- Medical Billing and Coding
- Salesforce: Power User
- Information Security Training
- Oracle SQL and PL/SQL
- Python Developer
- Optician Certification

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

### Professional Development & Personal Enrichment

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

#### Topics Include:

- Accounting and Finance
- 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](http://www.ed2go.com/nscc)



### 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](http://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://nscc.theknowledgebase.org>



# The Adult Learning Center

## Creating Opportunities for Education and Career Exploration

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

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

All classes held on the Danvers campus.

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/](http://www.northshore.edu/adult_learning/) to learn more.

### **Cannot attend classes in person? The Adult Learning Center offers an online Distance Learning option to help students study for their HiSET from their own homes.**

Students must be able to:

- Commit to 5 hours of Distance Learning work per week
- Attend an orientation session
- Participate in periodic face to face meetings
- Conduct ongoing email communication with instructors

To find out more, email Distance Learning Coach Zoe Fogarty at [zfogarty01@northshore.edu](mailto:zfogarty01@northshore.edu).



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





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

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

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

## HEALTH CAREERS

### NURSE ASSISTANT/HOME HEALTH AID (XCN)

<b>QUICK FACTS:</b> Nursing Assistants/ Home Health Aides	<ul style="list-style-type: none"> <li>■ Nursing Assistants give personal care to patients in hospitals and nursing homes. They work under the direction of nurses and doctors.</li> <li>■ Home health aides care for recovering patients, the elderly, or people with disabilities in their own homes.</li> </ul>
Median Level Wages	\$25,590 – \$30,370
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: 9.9% ■ Metro North: 13.0%

— Data from Massachusetts Career Information Systems

Prepare for an entry-level career in healthcare. 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 and Lynn Campus Bookstores. Read the first four chapters in the textbook prior to the first class. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building 106C to complete (at least two weeks before class starts. (3) Proof of immunizations and a negative TB test is required.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA100 ALM	98565	SEP 4	6:00PM-10:00PM	TUE/THU	13 WEEKS	LYNN	SAYLER	\$1,279
HEA100 ADM	98564	SEP 17	9:00AM-4:30PM	MON/WED/FRI	6 WEEKS	DANVERS	DONAHUE	\$1,279
HEA100 AFM	98566	SEP 25	9:00AM-2:00PM	TUE/THU	12 WEEKS	FIELD	SULLIVAN	\$1,279
HEA100 ALH	99025	OCT 15	9:00AM-2:00PM	MON/WED/FRI	8 WEEKS	LYNN	STAFF	\$1,279
HEA100 ADH	98567	OCT 29	5:00PM-10:00PM	MON-THU	6 WEEKS	DANVERS	STAFF	\$1,279

### Caring for People with Alzheimer's

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA111 ALH	98569	OCT 29	6:00PM-9:30PM	MON/WED	2 WEEKS	LYNN	MURRAY	\$159

## CENTRAL STERILE PROCESSING (XSP)

<b>QUICK FACTS: Medical Equipment Preparers</b>	Medical equipment preparers clean and sterilize surgical instruments and medical equipment. They also prepare instruments and equipment for use.
<b>Median Level Wages</b>	\$33,330 – \$58,070
<b>Preparation</b>	High school diploma or equivalent recommended. Complete moderate on-the-job-training. Certification will increase wage.
<b>10 Year Projected Growth</b>	Massachusetts: 15.0% ■ Metro North: 12.6%

– Data from Massachusetts Career Information Systems

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, as well as managing inventory, ordering supplies, inspecting, maintaining, delivering and retrieving equipment and instruments for surgery, emergency room and other patient care units. After completing this program, test for the certifying exam given at a local Prometric Testing Center to obtain provisional certification from the International Association of Healthcare Central Service Material Management Association (IAHCSCMM). 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 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. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA104 ADM	98675	SEP 10	6:00PM-9:30PM	MON/THU	12 WEEKS	DANVERS	DECOSTA	\$1,764

## PHARMACY TECHNICIAN (XPT)

<b>QUICK FACTS: Pharmacy Technicians</b>	Pharmacy Technicians help pharmacists provide medicines and other health care products to patients.
<b>Median Level Wages</b>	\$28,520 – \$34,820
<b>Preparation</b>	High school diploma or equivalent recommended. Complete formal training.
<b>10 Year Projected Growth</b>	Massachusetts: 7.5% ■ Metro North: 7.9%

– Data from Massachusetts Career Information Systems

Prepare to work as a Pharmacy Technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions, and defining drugs by generic and brand names. Through classroom lecture and hands-on labs, you will review dosage calculations, drug classifications, the top 200 drugs, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. Includes optional clinical externship through a local pharmacy. To be eligible for the optional clinical externship, you must successfully complete the 50 hour program, submit to a thorough background check (CORI), drug screening and meet other requirements. Note: The Pharmacy Technician Certification Board (PTCB), Certified Pharmacy Technician Exam (CPHT) is optional and not included in the cost of the program. For additional information on the PTCB exam, visit their website at [www.ptcb.org](http://www.ptcb.org) or call 800-363-8012. Cost includes required textbook. **Prerequisite:** (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. (4) Drug screening.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA108 ADH	98563	OCT 11	6:00PM-9:00PM	MON/THU	10 WEEKS	LYNN	DOYLE	\$1,299

## PHLEBOTOMIST (XPH)

<b>QUICK FACTS: Phlebotomists</b>	Phlebotomists draw blood from people to be analyzed or donated.
<b>Median Level Wages</b>	\$33,670 – \$39,990
<b>Preparation</b>	High school diploma or equivalent recommended. Complete formal training program.
<b>10 Year Projected Growth</b>	Massachusetts: 20.1% ■ Metro North: 22.5%

– Data from Massachusetts Career Information Systems

Learn to collect blood specimens from clients for the purpose of laboratory analysis, and learn all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Includes CPR and optional clinical rotation as part of the program. At program conclusion, you are eligible to sit for the National Health Career Association's (NHA) Certified Phlebotomy Technician (CPT) exam. This exam is not included in the cost of the program. Cost includes required textbook. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building 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 XDH	98570	SEP 11	6:00PM-9:30PM	TUE/THU	14 WEEKS	DANVERS	VALDEZ	\$1,899
HEA103 ALH	98571	OCT 16	8:30AM-12:30PM	TUE/THU	13 WEEKS	LYNN	STAFF	\$1,899

## EKG TECHNICIAN (XET)

<b>QUICK FACTS: EKG Technicians</b>	EKG Technicians use machines and monitors to perform diagnostic cardiac exams on patients.
<b>Median Level Wages</b>	\$31,630 – \$41,880
<b>Preparation</b>	High school diploma or equivalent recommended. Complete formal training program.
<b>10 Year Projected Growth</b>	Massachusetts: 24.1% ■ Metro North: 28.0%

– 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 ALM	98572	SEP 17	6:00PM-9:30PM	MON/WED	7 WEEKS	LYNN	STAFF	\$999

## DENTAL ASSISTANT (XDA)

<b>QUICK FACTS: Dental Assistants</b>	Dental Assistants help dentists with patient care, office tasks, and lab duties.
<b>Median Level Wages</b>	\$37,520 – \$45,380
<b>Preparation</b>	High school diploma or equivalent recommended. Complete formal training program.
<b>10 Year Projected Growth</b>	Massachusetts: 9.3% ■ North Shore: 11.8%

– 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 operator, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, sterilization, and other areas. Also included is CPR and an optional clinical rotation. Designed to prepare students to sit for the DANB National Entry Level Dental Assistant Exam (NELDA). NELDA includes Radiology Health and Safety Exam (RHS), Infection Control Exam (ICE), and Anatomy, Morphology, and Physiology Exam (AMP). The state of Massachusetts requires that any dental office employee who will be performing radiological procedures (X-Rays) must take and pass the DANB RHS exam. The cost of this exam is not included as part of the cost of this program. The DANB exam is administered at PearsonVue Testing Centers. Cost includes required textbook. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers 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	98561	SEP 17	6:00PM-9:00PM	MON/WED	10 WEEKS	LYNN	CARRASQUILLO	\$1,699
HEA106 ALM	98562	OCT 09	8:30AM-12:30PM	TUE/THU	10 WEEKS	LYNN	AGERSEA	\$1,699

## MEDICAL INTERPRETING (XMC)

<b>QUICK FACTS: Interpreters and Translators</b>	Interpreters and translators convert spoken or written words from one language to another.
<b>Median Level Wages</b>	\$38,920 – \$60,150
<b>Preparation</b>	High school diploma or equivalent recommended. Complete formal training.
<b>10 Year Projected Growth</b>	Massachusetts: 31.8% ■ Metro North: 34.7%

– Data from Massachusetts Career Information Systems

If you are bilingual, have good speaking and listening skills, and enjoy working with people, you may have a future as a medical interpreter. Medical interpreters are in great demand nationwide, including Massachusetts where interpreters are legally required to be in acute care hospitals and behavioral health facilities. The Department of Labor Statistics reports employment of interpreters and translators is expected to grow 42 percent from 2010 to 2020, much faster than the average for all occupations. Course provides a working knowledge of the various aspects of medical interpreting such as the standards of practice, ethics, HIPAA regulations, cultural competency, and medical vocabulary development. You will have the opportunity to perform role-plays via Skype with individual language coach/facilitators. Receive three role-play sessions as part of the course and you can opt to continue working with the language coach upon completion of the course. Tuition includes 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 ALM	98577	SEP 24	6:30PM-9:30PM	MON/WED	11 WEEKS	LYNN	STAFF	\$1,199

## Medical English for English as a Second Language

An intermediate-level English as a second language course designed to provide you with medical language necessary to pursue career training in the following fields: Certified Nursing Assistants, Home Health Aides, Phlebotomists, and/or Medical Assistants. Learn the necessary medical language as course content with an emphasis being placed on understanding the academic language functions that are specific to the content area, Career Medical English, the development of content specific vocabulary and how both can be integrated into activities that practice the four language skills of reading, writing, listening and speaking. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must complete Placement Test administered at the Lynn Campus.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC111 ALM	98954	SEP 15	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	JUSTICE	\$399



## RECOVERY COACH TRAINING

<b>QUICK FACTS:</b> Recovery Coaches and Addiction Counselors	Recovery Coaches work with persons with active addictions as well as persons already in recovery.
<b>Median Level Wages</b>	\$30,760 – \$49,170
<b>Preparation</b>	High school diploma or equivalent recommended. Complete formal training.
<b>10 Year Projected Growth</b>	Massachusetts: 19.5% ■ Metro North: 21.7%

– Data from Massachusetts Career Information Systems

**Recovery Coach Training: Part I**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA300 ALM	98970	OCT 05	9:00AM-5:30PM	FRI	4 WEEKS	LYNN	SIMONS	\$499

**Recovery Coach Training: Part II**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA301 ALM	98971	NOV 26	9:00AM-5:30PM	MON-THU	1 WEEK	LYNN	SIMONS	\$499

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

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA302 ALM	98972	NOV 26	9:00AM-5:30PM	MON/TUE	1 WEEK	LYNN	SIMONS	\$279

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

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA303 ALM	98973	NOV 28	09:00AM-5:30PM	WED/THU	1 WEEK	LYNN	SIMONS	\$279

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA200 ADM	98578	OCT 06	9:00AM-5:00PM	SAT	1 DAY	DANVERS	VANTWUYVER	\$189

**Reiki Usui/Holy Fire II: Level Two Practitioner Certification**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA201 ADM	98579	OCT 27	9:00AM-5:00PM	SAT	1 DAY	DANVERS	VANTWUYVER	\$189

**New! Usui/Holy Fire II Reiki Advanced Reiki Training with Reiki Master/Teacher Certification (Levels 3 and 4)**

Through discussion, demonstration and practice, you will learn Advanced Reiki Techniques including Aura Cleansing, construction and use of Reiki Grids for continuous healing and manifestation, advanced techniques with crystals for healing and scanning, healing and scanning with pendulums, the moving Reiki meditation, a Holy Fire meditation, and past-life and/or shadow-self healing meditations (Level 3). In the Master/Teacher class (Level 4) you will learn the Holy Fire II system for guided meditations and attunements (Experiences, Placements and Ignitions) along with the Usui Master Symbol and Holy Fire Symbol. Plenty of hands-on practice is given to further improve treatment proficiency. Instruction on how to teach Holy Fire II classes and how to develop and enhance your Reiki business is included. This powerful healing experience will enable you to enhance your Reiki energy and abilities, enhance your self-healing, and to pass this energy and ability on to others. As per International Center for Reiki Training regulations, Reiki Level 3 and Level 4 must be taught together.

**Prerequisites:** Reiki Level 2 Practitioner Certification from any Reiki lineage. 6 months of practice after completion of Reiki Level 2. Able to draw Reiki Level 2 symbols from memory. Course includes a manual and certificate from the International Center for Reiki Training.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA202 ADH	98580	NOV 15	9:00AM-5:00PM	THU/FRI/SAT	1 DAY	DANVERS	VANTWUYVER	\$499

**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 and those who want to start their own energy therapy practice. 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 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 ADM	98964	NOV 03	9:00AM-5:00PM	SAT	1 DAY	DANVERS	VANTWUYVER	\$195

**Integrated Energy Therapy: Intermediate**

Expand on the techniques learned in the Basic Level Integrated Energy Therapy Course. Receive a special Intermediate level energy attunement, which realigns and restructures the third and fourth pairs of your 12-strand DNA. You will also learn the intermediate level pullout technique to enable you to feel, identify, and remove the more stubborn physical, emotional, mental, and karmic energy blocks from the human energy field. Training consists of demonstration, lecture, and discussion as well as plenty of hands-on practice. After successfully completing this course, you will be certified as an Intermediate Level IET practitioner. **Prerequisites:** Basic Level Integrated Energy Therapy Practitioner Certification. Cost of course includes material fees.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA204 ADM	98965	DEC 01	9:00AM-5:00PM	SAT	1 DAY	DANVERS	VANTWUYVER	\$195

**New! Healing Angels of the Energy Field: Introduction**

An excellent introductory course to the Integrated Energy Therapy curriculum where you will be introduced to nine Angelic Beings for assisting in your self-healing journey. Learn specific invitation prayers to invite the Angels to work with you and the four-step process to energetically connect with these Angels to experience their special healing gifts, the healing of fear, resentment, anger, guilt, stress, powerlessness, and shame as well as others. Everyone from an Angel novice to expert can benefit from this course. Cost of the course includes course manual and certificate of completion from the Center of Being. Also included is a double-sided laminated Healing Angels quick reference and a 60-page book The Healing Angels of the Energy Field by Stevan J. Thayer, creator of the Center of Being.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA205 ADM	98968	SEP 22	9:00AM-5:00PM	SAT	1 DAY	DANVERS	VANTWUYVER	\$195

**New! Holistic View of Digestive Health**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA207 ADH	99020	OCT 15	6:00PM-8:00PM	MON	3 WEEKS	DANVERS	CLIFFORD	\$89

**New! Reflexology: Hand and Foot**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA206 ADH	99019	OCT 01	6:00PM-9:00PM	MON	1 DAY	DANVERS	CLIFFORD	\$39

**TEAS TEST PREPARATION****TEAS Test Preparation for Health Programs: Science**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD104 ADH	98524	SEP 19	6:00PM-8:00PM	WED	6 WEEKS	DANVERS	ST PIERRE	\$149
OTD104 ALH	98525	OCT 23	3:30PM-5:30PM	TUE	6 WEEKS	LYNN	DECKER	\$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, ratio and proportion, metric conversions, and algebraic equations. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD106 XDM	98521	SEP 15	8:00AM-10:00AM	SAT	6 WEEKS	DANVERS	MCGUINNESS	\$149
OTD106 ALH	98523	OCT 13	8:00AM-10:00AM	SAT	6 WEEKS	LYNN	STAFF	\$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	98520	SEP 15	10:15AM-12:15PM	SAT	6 WEEKS	DANVERS	MCNIFF	\$149
OTD105 ALM	98679	OCT 13	10:15AM-12:15PM	SAT	6 WEEKS	LYNN	STAFF	\$149

**ONLINE HEALTHCARE COURSES****DIALYSIS (XDT)**

<b>QUICK FACTS: Dialysis Technologist</b>	Dialysis Technicians help prepare patients with severe kidney problems for hemodialysis treatment.
<b>Median Level Wages</b>	\$30,590 – \$36,560
<b>Preparation</b>	High school diploma or equivalent recommended. Complete formal training program.
<b>10 Year Projected Growth</b>	Massachusetts: 14.8% ■ Metro North: 14.7%

– Data from Massachusetts Career Information Systems

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

COURSE CODE: HEA107	CLASSES BEGIN EVERY MONTH	COST OF COURSE: \$1,299
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**Certified Medical Administrative Assistant with Medical Billing and Coding: Online**

Are you interested in obtaining a career in the healthcare industry, but have little or no experience? Here's the place to start. Learn the foundation of medical vocabulary and essential medical office management skills needed to become a Medical Administrative Assistant. Prepares students to sit for the Certified Billing and Coding Specialist (CBCS) and the Certified Medical Administrative Assistant (CMAA) exams offered by National Healthcareer Association (both exams included in tuition). Also prepares students for Certified Professional Coder (CPC) exam and the Certified Coding Associate (CCA) exam (cost not included). This 500 hour course is taught online through ed2go. For more information call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc>

COURSE CODE: HEA001	COURSES BEGIN EVERY MONTH	COST OF COURSE: \$2,795
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**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 XDH	98583	SEP 29	9:00AM-1:00PM	SAT	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 ADM	98581	OCT 17	6:00PM-10:00PM	WED	1 DAY	DANVERS	MOORE	\$69

**Professional Rescuer CPR**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA212 ADH	98582	NOV 07	5:30PM-10:00PM	WED	1 DAY	DANVERS	MOORE	\$92

## PERSONAL SERVICES

### PERSONAL FITNESS TRAINER (XPF)



<b>QUICK FACTS:</b> 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.
<b>Median Level Wages</b>	\$30,820 – \$52,400
<b>Preparation</b>	High school diploma or equivalent recommended. Complete formal training.
<b>10 Year Projected Growth</b>	Massachusetts: 7.7% ■ Metro North: 9.8%

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS210 ALM	98575	SEP 29	9:00AM-4:00PM	SAT	5 WEEKS	LYNN	STAFF	\$889
PSS210 ADM	98967	OCT 02	6:00PM-9:00PM	TUE/THU	6 WEEKS	DANVERS	STAFF	\$889

## BEAUTY

### AESTHETICS & SKIN CARE (ZAE)

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

– Data from Massachusetts Career Information Systems

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. Class size is limited register early. **Textbook required:** Available at Danvers Campus Bookstore. Payment plan available and arrangements should be made at the time of registration. Please contact Student Accounts, 978-762-4000 x4508 or x4480. Course does not cover cost of State Exam. Additional supplies needed for class and State Boards.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS300 ADH	98550	OCT 16	9:00AM-3:00PM	TUE/WED/THU	23 WEEKS	DANVERS	BAVARO	\$4,250

#### **New! Facial Threading**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS306 ADM	98959	OCT 15	9:00AM-3:30PM	MON	1 DAY	DANVERS	BAVARO	\$189

#### **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. **Prerequisite:** Licensed Aesthetician or Cosmetologist.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS304 ADH	98552	OCT 29	8:30AM-3:30PM	MON	2 WEEKS	DANVERS	TENNANT	\$299

#### **Aromatherapy Facial: Advanced Aesthetic and Cosmetology Workshop**

Learn the benefits, uses, and how to perform aromatherapy facial in the treatment room. Customize aromatherapy according to skin type and learn several mixtures of essential oils and the recipes that go with them. Contraindications will be discussed as well as theory, hands-on practice, and demo. Class requires that you give and receive treatment. **Prerequisite:** Licensed Aesthetician or Cosmetologist.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS302 XDH	98553	NOV 26	8:30AM-3:30PM	MON	2 WEEKS	DANVERS	TENNANT	\$349

## NAIL TECHNICIAN (ZNT)

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

— Data from Massachusetts Career Information Systems

A 100 clock-hour program designed to prepare students to take the Massachusetts State Board Exam. Course covers natural nail services of manicuring and pedicuring, human anatomy and nail and skin physiology, plus a clinical lab for experience on outside clients. Open to students 16 years of age and older. Please call 978-236-1200 for the manicuring supply list prior to the start of class. **Textbook required:** Available at the Danvers Bookstore. Beginning on September 27 the class will meet every other Saturday.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS100 AMM	98555	SEP 17	5:30PM-9:30PM	MON/WED/SAT	9 WEEKS	MIDDLETON	CHAMPLAIN	\$999

## BUSINESS & ADMINISTRATION

### BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA)

<b>QUICK FACTS:</b> Bookkeeping and Accounting Clerks	Bookkeeping and accounting clerks manage the financial records of companies or clients.
<b>Median Level Wages</b>	\$35,460 – \$45,830
<b>10 Year Projected Growth</b>	Massachusetts: -10.2% ■ Metro North: -10.5%

#### 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 Take Control – Time Management

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

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

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

— Data from Massachusetts Career Information Systems

#### Bookkeeping and Accounting: Part 1

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

**Textbook required:** Available at the Danvers Campus Bookstore. Students must activate their 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 XDM	98585	SEP 13	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	HAYES	\$259
BAA140 XDH	98586	SEP 17	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	HAYES	\$259

#### Bookkeeping and Accounting: Part 2

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

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA141 XDH	98587	NOV 01	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	HAYES	\$259
BAA141 ADM	98589	NOV 05	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	HAYES	\$259

#### QuickBooks: Level 1

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA143 XDH	98591	SEP 14	9:00AM-12:00PM	FRI	6 WEEKS	DANVERS	TOYE	\$299
BAA143 ADH	98590	OCT 16	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	TOYE	\$299



**QuickBooks: Level 2**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA144 ADH	98592	OCT 26	9:00AM-12:00PM	FRI	6 WEEKS	DANVERS	TOYE	\$299

**QuickBooks Payroll**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA145 XDH	98595	OCT 24	9:00AM-12:00PM	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 ADH	98593	OCT 10	6:00PM-9:00PM	WED	1 DAY	DANVERS	TOYE	\$79

**Audit Paper Trail**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA142 ADH	98596	DEC 05	6:00PM-9:00PM	WED	1 DAY	DANVERS	GARCIA	\$79

**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	98598	SEP 20	6:30PM-8:30PM	THU	12 WEEKS	DANVERS	MCALARNEY	\$349

**Making Money as a Freelance Bookkeeper**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA149 ADH	98597	NOV 29	6:00PM-9:00PM	THU	1 DAY	DANVERS	GARCIA	\$79

**New! Business Tax**

Learn the different business entities that file tax returns, the C-corp, the S-corp, and the LLC and the different tax forms that apply to each entity. Using the new tax laws learn the importance of the accounting for each business along with the tax laws covering allowable deductions, revenue recognition, depreciation, shareholder and partner basis rules and capital accounts. At course completion you will understand the pros and cons of each entity and will know how to prepare a basic business tax return for each entity.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA154 ADH	98981	OCT 03	6:30PM-8:30PM	WED	6 WEEKS	DANVERS	MCALARNEY	\$299

**New! Filing Your 2018 Tax Return: The New Law**

The new tax law is massive, affecting virtually every taxpayer in some way. Come learn the details of the most significant changes to the individual tax return that take effect this year. We will discuss the changes in a comparative format with how you filed your 2017 returns and how they will be computed and filed in 2018. A workshop you will not want to miss!

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA155 ADH	98982	DEC 03	6:30PM-8:30PM	MON	1 DAY	DANVERS	MCALARNEY	\$39

**New! Financial Statement Analysis**

Whoever thought that financial analysis could be exciting? Come find out and bring your bookkeeping and accounting skills to the next level! This Excel-based approach to understanding, analyzing, and interpreting financial statements will bring invaluable tools to your workplace. Learn accounting principles and step-by-step instructions using Excel to create a financial analytical model that includes an income statement, a balance sheet and cash flow statement. In addition, you will be exposed to common ratio analysis that should enable you to articulate the "so what" for any set of financial statements. **Prerequisite:** Bookkeeping and Accounting Part 1 and Excel Part 1 or equivalent experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA153 ADM	98955	OCT 15	6:00PM-8:00PM	MON	8 WEEKS	DANVERS	SEGAL	\$289

## FRONT OFFICE PROFESSIONAL CERTIFICATE (XOE)

<b>QUICK FACTS: Receptionist</b>	Front Office Receptionists greet visitors, answer phone calls, and perform clerical duties.
<b>Median Level Wages</b>	\$35,590 – \$47,430
<b>10 Year Projected Growth</b>	Massachusetts: 1.2% ■ Metro North -0.4%
<div style="display: flex; justify-content: space-between;"> <div> <b>Required Courses:</b> <ul style="list-style-type: none"> <li>• INF101 Intro to the Computer*</li> <li>• BAA130 Business Communication and Office Skills</li> <li>• BAA131 Business Writing</li> <li>• INF110 Microsoft Word: Level 1</li> <li>• INF120 Microsoft Excel: Level 1</li> </ul> </div> <div> <ul style="list-style-type: none"> <li>• INF140 Microsoft Outlook: Level 1</li> <li>• INF104 File Management Proficiency</li> <li>• BAA201 How to Manage Conflict in the Organization</li> <li>• BAA202 Take Control – Time Management</li> </ul> </div> <div> <b>Bookkeeping Pathway:</b> <ul style="list-style-type: none"> <li>• BAA140 Bookkeeping and Accounting: Part 1</li> <li>• INF143 QuickBooks Pro: Level 1</li> </ul> </div> </div> <p>* Students proficient with the computer may replace Intro to the Computer for a more advanced class.</p> <p style="text-align: center;"><b>You may enroll in any of these courses even if you are not in the certificate program.</b></p> <p style="text-align: center;"><b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b></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 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 XDH	98603	SEP 25	6:00PM-8:00PM	TUE	8 WEEKS	DANVERS	SHAPLEIGH	\$299

### Business Writing

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA131 ADH	98588	SEP 26	6:00PM-8:00PM	WED	6 WEEKS	DANVERS	SEGAL	\$259

### Leadership Skills for the Workplace

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. Cost includes required textbook.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA200 ALM	98610	SEP 13	6:00PM-8:30PM	THU	6 WEEKS	LYNN	ROBICHAUD	\$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. Cost includes required textbook.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA204 XDM	98613	SEP 24	6:00PM-8:30PM	MON	6 WEEKS	DANVERS	STAFF	\$299

### New! Management Skills for Success

Learn the essential management skills critical to become a successful manager. Topics covered will be effective communication skills, running productive meetings, managing workflow, motivating employees, addressing and resolving conflict, along with finance and accounting (for non-financial managers) and marketing basics.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA135 ADH	98979	SEP 25	6:00PM-8:00PM	TUE	10 WEEKS	DANVERS	ROBICHAUD	\$389

### Take Control – Time Management

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA202 ADM	98609	OCT 25	6:00PM-8:30PM	THU	6 WEEKS	DANVERS	ROBICHAUD	\$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. Cost of class includes required textbook.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA132 ADM	98602	OCT 04	6:30PM-9:00PM	THU	6 WEEKS	DANVERS	DABRIO	\$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. Cost includes required textbook.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA133 ADM	98601	SEP 18	6:00PM-9:00PM	TUE	12 WEEKS	DANVERS	GOLD	\$1,399

## 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	98606	SEP 25	6:00PM-9:00PM	TUE/THU	7 WEEKS	DANVERS	PICARDI	\$399
BAA160 ALM	98605	OCT 13	9:00AM-3:30PM	SAT	7 WEEKS	LYNN	SHULTZ	\$399

## EVENT PLANNING CERTIFICATE (XEP)

<b>QUICK FACTS:</b> Meeting and Convention Planners	Meeting and conventions planners organize events for groups of people.
Median Level Wages	\$47,350 – \$68,240
10 Year Projected Growth	Massachusetts: 9.0% ■ Metro North: 9.4%
<p><b>Required Courses:</b></p> <ul style="list-style-type: none"> <li>• BAA120 Event Planning I</li> <li>• BAA121 Event Planning II</li> <li>• BAA122 Event Design and Décor</li> <li>• BAA203 Successful Negotiations</li> <li>• BAA201 How to Manage Conflict in the Organization</li> <li>• BAA202 Take Control – Time Management</li> </ul> <p><b>In addition:</b> Students must provide documentation of 40 hours of supervised field work.</p> <p><b>Recommended Supporting Classes:</b></p> <ul style="list-style-type: none"> <li>• Microsoft Word</li> <li>• Microsoft Excel</li> </ul> <p><b>You may enroll in any of these courses even if you are not in the certificate program.</b></p> <p><b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b></p>	

– Data from Massachusetts Career Information Systems

### Event Planning: Part I

Looking to become a successful event planner? Learn the fundamentals of event planning, exploring the various responsibilities and details of an event 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 ADM	98528	SEP 11	6:00PM-8:30PM	TUE	7 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	98529	OCT 30	6:00PM-8:30PM	TUE	7 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	98530	OCT 15	6:00PM-8:00PM	MON	4 WEEKS	DANVERS	KARSADI-TADIELLO	\$169

## INTERIOR DESIGN CERTIFICATE (XID)

<b>QUICK FACTS:</b> Interior Designers	Interior designers plan and design spaces and furnish interiors.
Median Level Wages	\$35,460 – \$45,850
10 Year Projected Growth	Massachusetts: -10.2% ■ Metro North: -10.4%

*Interior Design Certificate continues*

## Interior Design Certificate continued

**Required Courses** (listed in suggested order):

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

**Recommended Supporting Courses:**

- **New!** Interior Design Studio: Commercial Space\*
- Staging: Part I
- Redesign: Part I

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

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

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

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

— Data from Massachusetts Career Information Systems

**Principles of Design**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA100 ADM	98988	SEP 19	6:00PM-9:00PM	WED	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 ADM	98989	SEP 19	9:30AM-11:30AM	WED	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	98990	OCT 19	9:30AM-11:30AM	FRI	8 WEEKS	DANVERS	HAZELTON	\$289

**History of Furniture Styles**

Explore the extraordinary styles from Ancient, Renaissance, Georgian, Victorian, French, Art Nouveau, Arts and Crafts, Art Decor, and Contemporary periods. Identify their unique motifs, ornamentation, construction, and styles that are still classics today.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA105 ADH	98623	OCT 18	6:30PM-8:30PM	THU	8 WEEKS	DANVERS	NICHOLS	\$289

**New! Redesign: Part I**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA118 ADH	98992	SEP 19	6:00PM-8:00PM	WED	6 WEEKS	DANVERS	STEEVES-GLIDDEN	\$289

**Staging: Part I**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA109 ADH	98625	OCT 23	09:30AM-11:30AM	TUE	8 WEEKS	DANVERS	STEEVES-GLIDDEN	\$289

**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. **Prerequisite:** Drafting for Interior Designers, Fundamentals of Interior Design or equivalent professional experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA115 ADH	98991	SEP 13	6:00PM-8:00PM	THU	12 WEEKS	DANVERS	PAUL	\$379

### 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, 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, Fundamentals of Interior Design or equivalent professional experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA111 ADH	98619	SEP 18	6:00PM-8:00PM	TUE	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, 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, Fundamentals of Interior Design or equivalent professional experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA112 XDH	98620	SEP 18	6:00PM-8:00PM	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 XDH	98624	OCT 15	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	STAFF	\$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 the 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 ADH	98636	SEP 25	6:00PM-8:00PM	TUE	6 WEEKS	DANVERS	CONWAY	\$169
BAA173 ALM	98637	OCT 13	10:00AM-12:00PM	SAT	6 WEEKS	LYNN	ROZAVSKY	\$169

### 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 ADM	98962	SEP 11	6:00PM-9:00PM	TUE	4 WEEKS	DANVERS	WEST	\$189

### New! Professional Photographer Certification Prep

Are you an enthusiast photographer ready to bring your photography to a professional level? Both the Professional Photographers of America (PPA) and Wedding and Portrait Professionals International (WPPI) offer certification to photographers. The organizations require passing both a written exam and acceptance of a submitted portfolio. Whether you seek certification to advertise your credentialed achievement or simply as a personal challenge to develop your own knowledge and skills as a photographer, this program will help you to build your professionalism. This 10-week hybrid course will consist of three elements: 1) home reading/online learning/shooting assignments; 2) classroom discussions/image critiques; and 3) class shooting opportunities to experience and develop skills in studio, event, and portrait shooting. A digital, interchangeable lens camera that allows for manual operation required.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA183 ADM	98963	OCT 09	6:00PM-9:00PM	TUE	10 WEEKS	DANVERS	WEST	\$399

### Adobe Photoshop for Photographers

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA170 ADM	98974	SEP 26	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	STAFF	\$289

### Photographing the North Shore

Along with our incredible coastline, we are surrounded by rural farmland, meadows, and forests that yield their beautiful autumnal colors this time of year. We will spend half the time out of the classroom and behind the camera discovering these new venues on Saturday morning field trips around the North Shore. We will continue our creative journey the following Monday evening in the classroom reviewing and critiquing our images from the previous field trip. During the field trips and classroom discussions, you will learn about creative composition and the way light, shadows and textures help to create great photographs. We will also delve into the basics of Photoshop towards the end of the class. An adjustable digital camera, a lightweight tripod and a basic understanding of computers is required. Class meets on 10/2, 10/6, 10/9, 10/13, 10/16, 10/20, 10/23, 10/27, 10/30.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA179 ADM	98638	OCT 02	6:30PM-8:30PM	TUE/SAT	6 WEEKS	DANVERS	GOOBY	\$189



## GRAPHIC DESIGN CERTIFICATE (XGD)

<b>QUICK FACTS:</b> Graphic Designer	Graphic Designers create designs using print, electronic, and film media.
Median Level Wages	\$33,550 – \$58,210
10 Year Projected Growth	Massachusetts: -1.4% ■ Boston: 3.5%
<b>Required Courses:</b> <ul style="list-style-type: none"> <li>• BAA100 Principles of Design</li> <li>• BAA227 Graphic Design Theory</li> <li>• BAA228 Electronic Media: An Introduction</li> <li>• BAA221 Advanced Illustration</li> <li>• BAA223 Electronic Imaging</li> <li>• BAA225 Publication Design</li> <li>• INF231 Website Design and Management with WordPress</li> <li>• BAA201 How to Manage Conflict in the Organization</li> <li>• BAA202 Take Control – Time Management</li> </ul>	
<b>In addition:</b> Students must provide documentation of 40 hours of supervised field work. <b>You may enroll in any of these courses even if you are not in the certificate program.</b> <b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b>	

— Data from Massachusetts Career Information Systems

### New! Graphic Design Theory

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA227 ADH	99017	SEP 19	6:00PM-9:00PM	WED	5 WEEKS	DANVERS	POLITO	\$229

### New! Electronic Media: An Introduction

An introduction to the software most widely used in the graphic and publishing industry today, Adobe Creative Cloud. Using bitmap (Photoshop), vector (Illustrator) and page layout (In Design) graphic software you will learn to create outstanding print and digital designs. No prior design software knowledge required, but a familiarity with the mac/pc operating systems is necessary. Taught by graphic designer David Polito, winner of the 2018 Graphic Design USA's annual American Package Design Awards.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA228 ADH	99016	SEP 10	6:00PM-8:30PM	MON	12 WEEKS	DANVERS	POLITO	\$389

## WEB DEVELOPMENT

### Website Design and Management with WordPress

WordPress has grown to become one of the world's most popular content management systems (CMS) and blogging tools. Creating a simple blog or website no longer requires knowledge of any programming language. Learn how to get your blog or website started from installing and configuring the software and how to use themes, plug-ins, and widgets. At conclusion, you will have begun to design and develop your first blog or website and learn 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
INF233 ADM	99026	OCT 30	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	STAFF	\$289

### New! HTML and CSS Series: Online

Looking to survive and excel in the fast-paced world of web publishing? Then you're going to need to keep up with ever-evolving standards sites like the pros by learning the new standard for web developers—CSS3 and HTML5. Almost every web development tool, including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer, offers support for CSS3 and HTML5. These powerful languages not only make it easier for you to build and manage large websites, they also allow more precise control over the appearance of every page you build. Course includes creating state-of-the-art websites using modern CSS3 and HTML5 techniques. Gain the foundation you'll need to master two critical and fast-growing new web languages. Begin your transition to CSS3 and HTML5 today!

COURSE CODE: INF053	CLASSES START EVERY MONTH	COST OF COURSE: \$299
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### New! Creating Mobile Apps with HTML: Online

Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, and Windows Phone without being forced to learn five different programming languages? Of course you do! Time to discover a better way to build apps. Learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer. By the end you'll have built your first mobile web app, and you'll be on your way to making your dream of being a successful mobile app developer a reality!

COURSE CODE: INF054	CLASSES START EVERY MONTH	COST OF COURSE: \$109
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## 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 XDM	98631	OCT 02	6:00PM-9:00PM	TUE	3 WEEKS	DANVERS	STAFF	\$199

# Registration Information

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

## Five Ways to Register:



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



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



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



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



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

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

## Policies

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

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

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

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

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

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

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

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

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

BE SURE TO REGISTER EARLY FOR BEST SELECTION OF CLASSES!

## REGISTRATION FORM

Please complete all questions on this registration form.

Last Name:

First Name:

Middle Initial:

Street:

City:

State:

Zip Code:

Home Phone: (  )

Cell Phone: (  )  ext.

Email Address:

Student ID #:

(if known)

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

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

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

High School Name:

High School Graduation Year:  GED:  Yes  No

**Please fill the appropriate circle for demographic purposes:**

1- Gender:  M  F

2- US Citizenship:  Yes  No

If no, are you a Resident Alien (Green Card)?  Yes  No

3- Permission to be listed in a public student directory:  Yes  No

4- Is English your primary language:  Yes  No

5- Attended another college:  Yes  No

6- Race:  White  Black  Hispanic  Asian  Nat. Amer.  Other

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

Noncredit Total

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

Account No.: \_\_\_\_\_ Expiration Date (mo) \_\_\_\_\_ / (yr) \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_ Print Cardholder Name \_\_\_\_\_

**Parent/Guardian Info for Students under age 18**

Last Name:

First Name:

Home Phone: (  )

Cell Phone: (  )

Address:

City:

State:  Zip:

Email Address:

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



# INFORMATION TECHNOLOGY

## MICROSOFT OFFICE SUITE CERTIFICATE (XMO)



<b>QUICK FACTS:</b> Administrative Office Secretaries	Administrative office secretaries assist managers and direct office activities.
Median Level Wages	\$35,590 – \$47,430
10 Year Projected Growth	Massachusetts: 1.2% ■ Metro North: -0.4%

### Required Courses:

- 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

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

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

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

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

— Data from Massachusetts Career Information Systems

## COMPUTER APPLICATIONS

### Excel 2016 for the Workplace: Level 1

Shave hours off your work time! Create budget and expense reports by entering and copying formulas and functions. Format spreadsheets with different fonts, styles, shading, and color. Create and print colorful bar, line, and pie graphs. Use the database functions to sort and print records. **Textbook and flash drive required:** Available at the Danvers 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 ADM	98491	SEP 11	9:00AM-12:00PM	TUE	6 WEEKS	DANVERS	STAFF	\$289
INF120 ADH	98492	SEP 20	6:00PM-9:00PM	THU	6 WEEKS	DANVERS	PARTLAN	\$289
INF120 ALH	98493	OCT 29	6:00PM-9:00PM	MON	6 WEEKS	LYNN	STAFF	\$289

### Excel 2016 para el Lugar de Trabajo: Nivel 1

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF127 ALM	98958	OCT 11	6:00PM-9:00PM	THU	6 WEEKS	LYNN	GARCIA	\$289

### Excel 2016 for the Workplace: Level 2

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF121 ADM	98495	NOV 01	6:00PM-9:00PM	THU	6 WEEKS	DANVERS	PARTLAN	\$289

### Excel 2016 for the Workplace: 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:** Excel Level 2 or have a strong working knowledge of the program. **Textbook and flash drive required:** Available at the Danvers Campus Bookstore. 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	98496	SEP 24	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	GOULD	\$289

### Outlook 2016 for the Workplace: 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 ADM	98499	NOV 01	6:00PM-9:00PM	THU	4 WEEKS	DANVERS	MCNEIL	\$219

### PowerPoint 2016 for the Workplace: 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 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 ADH	98497	SEP 24	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	MCNEIL	\$289

**Word 2016 for the Workplace: Level 1**

Have some typing skills, familiar with the keyboard and Windows? Time to take it to the next level. Learn to create, format, and print all types of documents. Discuss file management, text management, formatting and much more. **Textbook and flash drive required:** Available at the Danvers 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	98484	SEP 19	9:00AM-12:00PM	WED	6 WEEKS	DANVERS	PARTLAN	\$289
INF110 ALM	98483	NOV 06	6:00PM-9:00PM	TUE	6 WEEKS	LYNN	STAFF	\$289

**Word 2016 para el Lugar de Trabajo: Nivel 1**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF128 ALM	98957	OCT 23	6:00PM-9:00PM	TUE	6 WEEKS	LYNN	GARCIA	\$289

**Word 2016 for the Workplace: Level 2**

Ready to move beyond the basics? Learn how to create, sort, and modify tables, format styles and bookmarks, work with section breaks, insert graphic objects, work with advanced headers and footers, navigate with hyperlinks, create templates, format columns, create footnotes and endnotes, insert a table of figures, and create charts and diagrams. **Prerequisite:** A strong working knowledge of Microsoft Word. **Textbook and flash drive required:** Available at the Danvers 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 ALM	98486	OCT 31	9:00AM-12:00PM	WED	6 WEEKS	DANVERS	PARTLAN	\$289

**Word 2016 for the Workplace: 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 ADM	98490	OCT 26	9:00AM-12:00PM	FRI	6 WEEKS	DANVERS	GOULD	\$289

**New! Creating a Hybrid Course**

Looking to modifying your face to face course to include online learning as well? Learn the online principles and guidelines for a successful hybrid course including an instructor based model with concise instructions for hybrid development using technology and multimedia to enhance your class. The hybrid platform used is Blackboard, but is easily adaptable to different platforms of learning.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF142 ADH	98987	SEP 29	9:00AM-1:00PM	SAT	8 WEEKS	DANVERS	MCNEIL	\$449

**New! Google Spreadsheet: Multimedia Presentation**

Many companies are opting for the Google applications because of Google's superiority with online collaboration. Discover the benefits of Google Drive and how to create presentations and spreadsheets using Google slides and Google sheets. Learn to store and share your work using Google Drive, upload and/or convert an Excel spreadsheet and PowerPoint presentation to a google sheet or slide, and to use different forms of multimedia. At conclusion you will showcase your work using a screencast video. **Prerequisite:** Basic knowledge of Excel and PowerPoint.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF129 ADH	98985	SEP 20	6:00PM-9:00PM	THU	10 WEEKS	DANVERS	MCNEIL	\$449

**ADDITIONAL COMPUTER APPLICATION TRAINING****Microsoft Bootcamp**

Stretch your mind and firm up your Microsoft and computer skills with this fun, fast paced program that will provide a solid foundation of the Microsoft programs. Word, Excel, PowerPoint, Outlook will be covered along with Google Docs and File Management Proficiency.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF161 ADM	98956	SEP 22	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 level topics. Students must activate their Campus Pipeline Account prior to first class. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF100 ADM	98478	SEP 25	5:00PM-8:00PM	TUE	6 WEEKS	DANVERS	STAFF	\$209

**Computer: An Introduction**

An ideal beginner's class from learning 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 ADN	98479	SEP 19	6:00PM-9:00PM	WED	4 WEEKS	DANVERS	STAFF	\$209
INF101 ADH	98480	OCT 26	9:00AM-12:00PM	FRI	4 WEEKS	LYNN	STAFF	\$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 ALM	98481	SEP 18	6:00PM-9:00PM	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 ADH	98501	OCT 18	9:00AM-11:00AM	THU	2 WEEKS	DANVERS	GOULD	\$59
INF105 ADM	98502	NOV 29	6:30PM-8:30PM	THU	2 WEEKS	DANVERS	STAFF	\$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 ADM	98515	OCT 06	9:00AM-1:00PM	SAT	1 DAY	DANVERS	JONES	\$89
INF106 ADH	98514	NOV 14	5:30PM-9:30PM	WED	1 DAY	DANVERS	JONES	\$89

## ONE DAY WORKSHOPS

### Excel 2016 for the Workplace: Level 1 Workshop

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF123 ADM	98505	SEP 28	9:00AM-3:00PM	FRI	1 DAY	DANVERS	PARTLAN	\$149
INF123 ADH	98506	OCT 15	9:00AM-3:00PM	MON	1 DAY	DANVERS	STAFF	\$149

### Excel 2016 for the Workplace: Level 2 Workshop

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF124 ADH	98507	OCT 19	9:00AM-3:00PM	FRI	1 DAY	DANVERS	PARTLAN	\$149
INF124 ADM	98508	NOV 05	9:00AM-3:00PM	MON	1 DAY	DANVERS	STAFF	\$149

### Excel: Just Formulas and Functions

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF125 ADH	98510	OCT 24	6:00PM-9:00PM	WED	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 ADH	98509	NOV 28	6:00PM-9:00PM	WED	1 DAY	DANVERS	PARTLAN	\$109

### File Management Proficiency

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF104 ADM	98511	SEP 22	9:00AM-3:00PM	SAT	1 DAY	DANVERS	STAFF	\$149
INF104 ADH	98512	NOV 27	9:00AM-3:00PM	TUE	1 DAY	DANVERS	STAFF	\$149

**PowerPoint for the Workplace 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 ADH	98513	NOV 06	6:00PM-09:00PM	TUE	2 WEEKS	DANVERS	MCNEIL	\$149

**Word 2016 for the Workplace: Level 1 Workshop**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF113 ADH	98503	OCT 12	9:00AM-3:00PM	FRI	1 DAY	DANVERS	STAFF	\$149

**Word 2016 for the Workplace: Level 2 Workshop**

Learn to create tables, set tabs, templates, cover pages, page layout, headers and footers, envelopes, labels and mail merge. Previous knowledge of Microsoft Word required. **Flash drive required.** Must have some experience with Windows and the keyboard. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF114 ADM	98504	NOV 16	9:00AM-3:00PM	FRI	1 DAY	DANVERS	STAFF	\$149

**ADVANCED COMPUTER TECHNOLOGY**

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

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

**HELP DESK SUPPORT PROFESSIONAL (XDH)**

<b>QUICK FACTS:</b> Computer User Support Specialist	Computer user support specialists help people solve problems with their computer hardware and software.
Median Level Wages	\$41,940 – \$60,090
10 Year Projected Growth	Massachusetts: 9.9% ■ Metro North: 11.0%
<b>Required Courses</b> (listed in recommended order): <ul style="list-style-type: none"> <li>• INF306 Service Desk and Support Analyst</li> <li>• INF307 CompTIA IT Fundamentals</li> <li>• INF106 Cybersafe</li> <li>• INF300 CompTIA A+ Certification</li> </ul> <p style="text-align: center;"><b>You may enroll in any of these courses even if you are not in the certificate program.</b>  <b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b></p>	

– Data from Massachusetts Career Information Systems

**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	98994	SEP 11	6:00PM-9:00PM	TUE/THU	4 WEEKS	DANVERS	MOGA	\$399
INF307 XLM	98996	OCT 24	12:30PM-3:30PM	WED	8 WEEKS	LYNN	GEANEY	\$399

**Service Desk and Support Analyst**

Designed to equip you with the skills essential to deliver excellent levels of customer service in the service and support desk environment. Learn best practices for communications, customer service, teamwork, ethics, service desk processes, and terminology usage. Issues such as Service Level Agreements, the benefits and pitfalls and the importance of metrics; the implementation of service management processes and effective problem solving techniques will be covered.

**Textbook required:** For textbook information, please call 978-236-1200.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF306 ADH	98691	SEP 19	6:00PM-9:00PM	WED	8 WEEKS	DANVERS	MOGA	\$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 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	98534	OCT 09	6:00PM-9:00PM	TUE/THU	8 WEEKS	DANVERS	MOGA	\$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 real world 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:** 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	98536	SEP 24	6:00PM-9:30PM	MON	11 WEEKS	DANVERS	JONES	\$1,299

### Cybersecurity: CompTIA Security+ Certification Prep

Do your job responsibilities include securing network services, devices and traffic in your organization? If so, build on your knowledge and skills with CompTIA Security+ Certification to keep up with what today's job market demands. Learn security fundamentals, networks and organizational security as you acquire the specific skills required to implement basic security services on any type of computer network. 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 ADM	98537	OCT 20	9:00AM-1:00PM	SAT	4 WEEKS	DANVERS	JONES	\$999

### 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 participate in. To master the hacking technologies, you will need to become a hacker, but an ethical one! This accredited course provides the advanced hacking tools and techniques used by hackers and information security professionals alike to break into an organization. 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. Prepares you for careers in Certified Ethical Hacker, Security Analyst, and Network Security Analyst. The registration fee for this exam is included with this program. **Prerequisites:** Students must have a very strong knowledge of network infrastructure, computer hardware, software and security. This 100 hour course is taught online through ed2go. For more information call 978-236-1200 or visit <https://carectraining.ed2go.com/northshorecc/>

COURSE CODE: INF052	ONLINE COURSES START EACH MONTH	COST OF COURSE: \$2,895
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### 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 certifying exam. For more information call 978-236-1200 or visit <https://carectraining.ed2go.com/northshorecc/>

COURSE CODE: INF051	ONLINE COURSES START EACH MONTH	COST OF COURSE: \$2,195
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## AGRICULTURE & FOOD SERVICES

### BASIC CULINARY ARTS CERTIFICATE (XCR)

<b>QUICK FACTS:</b> Chefs and Dinner Cooks	Chefs and dinner cooks measure, mix, and cook food.
Median Level Wages	\$29,150 – \$57,150
10 Year Projected Growth	Massachusetts: 12.1% ■ Metro North: 12.2%

#### Required Courses:

- AFS100 Intro to Culinary Arts: Part 1\*
- AFS101 Intro to Culinary Arts: Part 2\*
- AFS102 Intro 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 Take Control – Time Management

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

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

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

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



### 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 ensure that proper sanitation guidelines are followed, this class requires that each student come prepared to cook. Comfortable clothing is suggested; sneakers or nonskid shoes, a baseball cap, apron, knife, cutting board and containers must be brought to each class. **Happy Cooking! Textbook required:** Available at the Danvers Campus Bookstore. Cost of class includes a \$95 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS100 AMH	98645	SEP 20	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. To ensure that proper sanitation guidelines are followed, this class requires that each student come prepared to cook. Comfortable clothing is suggested; sneakers or nonskid shoes, a baseball cap, apron, knife, cutting board and containers must be brought to each class. **Textbook required** (same as Intro to Culinary Part I): Available at the Danvers Campus Bookstore. Cost of class includes a \$95 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS101 AMM	98646	NOV 01	6:30PM-9:30PM	THU	6 WEEKS	MIDDLETON	GALAL	\$384

### Baking Fundamentals

Learn the fundamentals of kitchen tools, safety and equipment, how to read a recipe, measuring, and the basics of how ingredients interact. Through demonstration and practice, you will create delicious baked foods: cakes, pies, filled pastries, breads, cookies and how to adjust recipes for size and other factors. Learn how to make baking simple and fun. Please bring to class an apron and a to-go container to bring your treats home. Cost of class includes a \$100 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS103 XMM	98649	SEP 25	6:30PM-9:30PM	TUE	6 WEEKS	MIDDLETON	DALEY	\$399

### Understanding Menu Development

Learn to identify and utilize the menu formats most often encountered as a hospitality manager to help reduce costs through effective utilization of the food and beverage products. Learn the procedure used to assign individual menu prices based on cost and collected sales data to ensure that your menu items will generate the sales revenue you need to meet your profit goals.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS104 AMM	98647	OCT 26	9:30AM-11:30AM	FRI	6 WEEKS	MIDDLETON	DEMCHENKO	\$249

### 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 a \$60 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS013 AMH	98654	SEP 12	6:30PM-9:30PM	WED	3 WEEKS	MIDDLETON	PLYE	\$219

### New! Pumpkin Desserts

It's pumpkin season! Come learn some festive, fun, and delicious pumpkin desserts. Please bring to class an apron and to go container to bring your treats home. Cost of class includes a \$50 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS026 XMH	99003	SEP 19	6:30PM-9:30PM	WED	3 WEEKS	MIDDLETON	DALEY	\$219

### Cupcakes Galore

Join the cupcake craze. Learn all about cupcakes and how you can brighten up any occasion with these mouth-watering delights. Learn three different styles of cupcakes how to frost, make butter creams, proper use of a piping bag, and so much more. Please bring to class an apron and to go container to bring your treats home. Cost of the class includes \$50 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS020 AMH	99000	OCT 10	6:30PM-9:30PM	WED	3 WEEKS	MIDDLETON	DALEY	\$219

### 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 to class an apron and a to-go container to bring your treats home. Cost of the class includes a \$50 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS018 AMM	99001	NOV 06	6:30PM-9:30PM	TUE	3 WEEKS	MIDDLETON	DALEY	\$219

### Cookies, Cookies, Everyone Wants a Cookie

Who doesn't love a tasty cookie? Learn several different cookie techniques, cookie styles, and recipes that no one can resist! Please bring to class an apron and to go container to bring your treats home. Cost of class includes a \$50 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS025 XMM	99002	NOV 07	6:30PM-9:30PM	WED	3 WEEKS	MIDDLETON	DALEY	\$219

### New! Gingerbread House

Get ready for the Gingerbread House season. Learn to make, bake, build and decorate your fun and tasty gingerbread house from scratch! Please bring to class an apron and to go container to bring your treats home. Cost of class includes a \$50 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS027 AMH	99005	NOV 27	6:30PM-9:30PM	TUE	2 WEEKS	MIDDLETON	DALEY	\$129

## FOOD SERVICE DIRECTOR CERTIFICATE (XFS)

<b>QUICK FACTS:</b> Restaurant Managers	Restaurant managers plan and direct the activities of places that serve food and beverages
Median Level Wages	\$30,570 – \$38,800
10 Year Projected Growth	Massachusetts: 9.7% ■ Metro North: 9.8%

**Required Courses:**

- AFS100 Intro 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 Take Control – Time Management

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

– Data from Massachusetts Career Information Systems

### ServSafe Food Sanitation

Learn the sanitation aspects of food safety and current regulations governing food establishments. Offered in conjunction with the Educational Foundation of the National Restaurant Association (NRAEF). Successfully complete the exam, receive a certificate, and register with the EF. **Textbook required:** Available at the Danvers 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 XMH	98658	OCT 15	6:00PM-8:30PM	MON	5 WEEKS	MIDDLETON	STAFF	\$199

### ServSafe Re-certification

Is your ServSafe certification about to expire or has it expired? If so, come join us for the ServSafe review session and take the exam for recertification. Test sheet required: If not purchasing a new text book, please contact ServSafe to order test sheet prior to class – [www.servsafe.com](http://www.servsafe.com). Textbooks available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS107 AMH	98659	OCT 01	5:30PM-9:30PM	MON	1 DAY	MIDDLETON	STAFF	\$129

## 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](http://www.bartendingtrainingcenter.com). Cost of class includes a \$35 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS130 AEH	98664	SEP 17	6:30PM-9:30PM	MON	6 WEEKS	FIELD	MCCABE	\$278

## FLORAL DESIGN CERTIFICATE (XFL)

<b>QUICK FACTS:</b> Floral Designer/Florist	Floral Designers cut and arrange live, dried, and artificial flowers and plants.
Median Level Wages	\$26,350 – \$34,630
10 Year Projected Growth	Massachusetts: -2.1% ■ Metro North -11.6%

**Required Courses:**

- 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
- BAA202 Take Control – Time Management

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

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

– Data from Massachusetts Career Information Systems

### 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. Please bring scissors, knife, ribbon cutters and wire cutters to class. **Textbook required:** Available at the Danvers Campus Bookstore. Cost of class includes a \$120 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS230 ADH	98548	SEP 11	6:00PM-8:30PM	TUE	6 WEEKS	DANVERS	ALEXANDRA	\$369
AFS230 ADM	99008	OCT 25	9:30AM-12:00PM	THURS	6 WEEKS	DANVERS	ALEXANDRA	\$369



## Floral Design II

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS231 AFM	98549	OCT 30	6:00PM-8:30PM	TUE	6 WEEKS	DANVERS	ALEXANDRA	\$369

## 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	99009	OCT 29	6:00PM-8:00PM	MON	6 WEEKS	DANVERS	ALEXANDRA	\$309

## New! Floral Design Wedding Work

Looking to break into the wedding floral design business? Come learn the various traditional and contemporary arrangement designs, necessary techniques, tools, supplies, and equipment needed to get you started in the wedding floral industry. Flower ordering and purchasing will be highlighted along with conditioning, handling, culture, flower and foliage identification, and preparation and usage. We will discuss the various ways brides choose their Floral Designer and ways to put your designs out into the world of wedding work. Cost of class includes a \$150 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS247 ADH	99027	SEP 10	6:00PM-8:30PM	MON	6 WEEKS	DANVERS	ALEXANDRA	\$399

## New! Fall Floral Door Décor

Nature provides so much bounty to choose from during the fall season. Let this abundance be your inspiration for creating a wreath, door swag or valance accenting with permanent and preserved flowers for your unique and creative design. Cost of class includes a \$30 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS251 ADH	99011	SEP 15	9:30AM-12:00PM	SAT	1 WEEK	DANVERS	ALEXANDRA	\$69

## New! Contemporary Floral Designing

Welcome to the world of contemporary floral design. Using Judith Blacklock's "Contemporary Floral Design" as a guide, learn the principles and elements of this living art form. Knowledge of preparing flowers, conditioning and organizing product designs and how to make a profit while creating beauty will be covered along with the newest and hottest trends and cultural differences from around the world. Each class will include floral demonstration and then hands on design. Cost of class includes a \$150 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS253 ADH	99013	SEP 19	6:00PM-08:30PM	WED	6 WEEKS	DANVERS	ALEXANDRA	\$349

## New! Wedding Flower DIY Bootcamp

DIY is the new craze, even when it comes to weddings! Add your own personal style and romance to your wedding decor. Choose your designs and learn how to order and prepare the necessary techniques, tools, supplies, and equipment to create your own floral masterpieces. You will practice all aspects of DIY including problem solving, resolutions, and back up plans. Weddings are time specific and good planning and time management are key to making your dreams come true. Cost of class includes a \$150 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS254 ADH	99021	SEP 22	09:30-12:30	6 WEEKS	SAT	DANVERS	ALEXANDRA	\$399

## New! Holiday Designs for All Occasions

Want to wow your family and friends with creative designs for the holiday season? Learn to design door décor, mantle pieces, kissing balls, window boxes and holiday trees. Gain the best mechanics, techniques and knowledge so you can create these inspirational designs on your own. Cost of class includes a \$100 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS252 ADH	99012	NOV 03	9:30AM-12:00PM	SAT	3 WEEKS	DANVERS	ALEXANDRA	\$239

## New! Thanksgiving Arrangement

Dress up your Thanksgiving table with a festive design with the abundance of nature's seasonal blooms. Cost of class includes a \$25 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS255 ADH	99028	NOV 17	09:30AM-3:30PM	1 DAY	SAT	DANVERS	ALEXANDRA	\$59

## New! Winter Celebration Wreath

Join us for a Winter/Solstice wreath-making festivity. Using a myriad of winter foliage and plant materials let your imagination guide as you create a unique, one of a kind floral door décor. Techniques include wiring and gluing, as well as ribbon treatments. Cost of class includes a \$30 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS241 ADH	99010	NOV 26	2:00PM-04:30PM	MON	1 WEEK	DANVERS	ALEXANDRA	\$69

## LANDSCAPE DESIGN CERTIFICATE (XLD)

<b>QUICK FACTS:</b> Landscape Designers/ Architects	Landscape architects design and plan outdoor areas for use and beauty.
Median Level Wages	\$63,480 – \$75,260
10 Year Projected Growth	Massachusetts: 0.9% ■ Metro North: -1.7%

**Required Courses:**

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

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

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

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

**Earn a certificate by passing the required courses. Courses vary every semester.**

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

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

– Data from Massachusetts Career Information Systems

### Landscape Design Drawing: Session 1

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS211 ADM	98542	SEP 18	6:30PM-8:30PM	TUE	7 WEEKS	DANVERS	CLARK	\$249

### Landscape Design Drawing: Session 2

Build on the basic skills learned in Session 1. Advanced rendering techniques to present professional quality project drawings will be discussed and practiced in class. Weekly drawing assignments will be given in addition to weekly class work. Some basic drawing tools will be recommended. 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 ADH	98543	NOV 6	6:30PM-8:30PM	TUE	6 WEEKS	DANVERS	CLARK	\$249

### Materials and Methods of Landscape Construction

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS203 ADM	98544	OCT 18	6:30PM-8:30PM	THURS	7 WEEKS	DANVERS	CLARK	\$249

### Identification and Culture of Trees

An introduction to the most commonly planted trees in New England, their distinguishing characteristics, horticultural requirements and suggested landscape uses. You will examine botanical features such as leaf shape, color, twig, and bud characteristics through plant specimens, slide lectures and field trips. Class meets for seven sessions during six weeks, including at least three of the classes meeting off site (start time may vary in order to capture two hours of daylight) and one mandatory weekend field trip to be arranged with instructor. Two quizzes, a final exam, and a photo journal are required for successful completion of this course. **Textbook required:** Available at the Danvers Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS215 ADH	98545	SEP 26	6:30PM-8:30PM	WED	7 WEEKS	DANVERS	SIMPSON	\$249

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

Learn the identification, horticultural requirements and which annuals, perennials, and vines are most suitable to grow in the New England area. Examine foliage, flowers, texture, color, and companion planting. Weekly quizzes and one design project will be assigned. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS210 ADH	98547	OCT 22	6:30PM-8:30PM	MON	6 WEEKS	DANVERS	FLANAGAN	\$229

## LANDSCAPE & GARDEN MAINTENANCE CERTIFICATE (XLG)

<b>QUICK FACTS:</b> 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: 4.0% ■ North Shore: 2.7%
<b>Required Courses:</b> <ul style="list-style-type: none"> <li>• AFS200 Landscape and Garden Maintenance – Spring</li> <li>• AFS201 Landscape and Garden Maintenance – Summer</li> <li>• AFS202 Landscape and Garden Maintenance – Fall</li> </ul> <b>In addition:</b> Students must provide documentation of 120 hours of supervised field work. <b>You may enroll in any of these courses even if you are not in the certificate program.</b> <b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b>	

– Data from Massachusetts Career Information Systems

### Landscape and Garden Maintenance: Fall

Gain hands-on experience at Long Hill, an outstanding country estate with historic gardens in Beverly owned by the Trustees of Reservations. Participate in fall landscaping and garden maintenance supervised by the Long Hill staff horticulturists. Learn about perennial garden maintenance, fall cleanup, winter garden protection, mulching, weeding, lawn care, woody plant culture, spring bulb planting, tool maintenance, and more. Informational handouts provided.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS202 AFM	98541	SEP 11	9:00AM-12:00PM	TUE/THURS	10 WEEKS	FIELD	BOUCHARD	\$249

## GARDENING WORKSHOPS

### New! Gardening with Bulbs

There is an amazing variety of bulbs for brightening up your garden. Learn about selecting, planting, and caring for these easy and rewarding plants. Designing garden beds to include bulbs, and how to combine colors, heights, and bloom times for the best effect will also be covered.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS225 ADM	98983	SEP 12	6:30PM-8:30PM	WED	1 DAY	DANVERS	FLANAGAN	\$39

### Four Season Garden

With a bit of planning you can create interest and enjoyment year round in your garden. Starting with the “bones” of the garden, explore ways to use plants and garden structures for a variety of effects as the seasons change.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS228 ADH	98983	SEP 26	6:30PM-8:30PM	WED	1 DAY	DANVERS	FLANAGAN	\$39

## LANGUAGES & COMMUNICATIONS



### Basic English as a Second Language

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

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

Tiene alguna pregunta? Si no está seguro por dónde empezar y desea mas informacion, llame al 781-593-6722 x2131 o comuniquese por email a: [ggutierr@northshore.edu](mailto:ggutierr@northshore.edu).

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

### Basic English as a Second Language I

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC100 ALH	98459	SEP 10	9:00AM-12:00PM	MON	12 WEEKS	LYNN	BUZZI	\$219
LAC100 ALM	98458	SEP 12	5:30PM-7:00PM	WED/FRI	12 WEEKS	LYNN	DESHAIES	\$219
LAC100 ALD	98460	SEP 15	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	JOBITY	\$219

## LANGUAGES

### 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.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC101 ALM	98461	SEP 11	5:30PM-7:00PM	TUE/THU	12 WEEKS	LYNN	STRAGER	\$219
LAC101 ALH	98462	SEP 15	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	ALEXANDER	\$219
LAC101 ALD	98946	SEP 18	9:00AM-12:00PM	TUE	12 WEEKS	LYNN	KEVA	\$219

### Basic English as a Second Language III

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC102 ALD	98463	SEP 11	5:30PM-7:00PM	TUE/THU	12 WEEKS	LYNN	COOPER	\$219
LAC102 ALM	98464	SEP 15	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	BUZZI	\$219
LAC102 ALB	98947	SEP 19	9:00AM-12:00PM	WED	12 WEEKS	LYNN	BUZZI	\$219

### Basic English as a Second Language IV

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC103 ALM	98465	SEP 11	5:30PM-7:00PM	TUE/THU	12 WEEKS	LYNN	RADZIEJEWSKA	\$219
LAC103 ALH	98466	SEP 15	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	RADZIEJEWSKA	\$219
LAC103 ALD	98948	SEP 20	9:00AM-12:00PM	THU	12 WEEKS	LYNN	WHEELER	\$219

### English Pronunciation and Oral Practice

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC104 ALH	98952	SEP 11	6:00PM-7:30PM	TUE/THU	12 WEEKS	LYNN	STAFF	\$219
LAC104 ALM	98475	SEP 12	5:30PM-7:00PM	WED/FRI	12 WEEKS	LYNN	MAESTRANZI	\$219

### Integrated Skills for Low-Intermediate ESL Students

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC105 ALH	98467	SEP 11	5:30PM-7:00PM	TUE/THU	12 WEEKS	LYNN	CHEATHAM	\$219
LAC105 ALD	98468	SEP 15	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	WASSON	\$219
LAC105 ALM	98949	SEP 21	9:00AM-12:00PM	FRI	12 WEEKS	LYNN	FUCILLO	\$219

### 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.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC106 ALM	98471	SEP 12	5:30PM-7:00PM	WED/FRI	12 WEEKS	LYNN	BROWN	\$219
LAC106 ALH	98472	SEP 15	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	BROWN	\$219

### Integrated Skills for Advanced ESL Students

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC107 ALM	98469	SEP 12	5:30PM-7:00PM	WED/FRI	12 WEEKS	LYNN	SKAHAN	\$219
LAC107 ALH	98470	SEP 15	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	SKAHAN	\$219
LAC107 ALD	98950	SEP 18	1:00PM-4:00PM	TUES	12 WEEKS	LYNN	STRAGER	\$219

### Integrated Skills High Advanced

Intended for advanced speakers of English as a Second Language looking to build further on their reading, writing, grammar, listening, and speaking skills. The class will focus on advanced vocabulary, essay writing, and grammar. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisite:** Must

have completed Advanced Integrated Skills High Advanced or tested into Integrated Skills High Advanced according to the test administered at the Lynn campus within the year.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC108 ALD	98473	SEP 12	5:30PM-7:00PM	WED/FRI	12 WEEKS	LYNN	MERCADANTE	\$219
LAC108 ALH	98474	SEP 15	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	MERCADANTE	\$219

### 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.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC109 ALH	98476	SEP 15	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	MAESTRANZI	\$219
LAC109 ALM	98951	SEP 21	9:00AM-12:00PM	FRI	12 WEEKS	LYNN	STAFF	\$219

### Business Writing for ESL: Advanced

Need to reinforce your English reading and writing skills? Learn to perfect these skills so you can write clear, effective, professional business documents; especially email, memos, letters, press releases, proposals, and reports. Gain the skills necessary to communicate effectively in a variety of professional situations. The class is ideal for administrative assistants, executives, managers, and senior managers who have a good command of the English language, but have basic usage problems resulting from speaking English as a second language.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC110 ALM	98953	SEP 15	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	STAFF	\$219

## FOREIGN LANGUAGES

### Italian I

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC120 ADM	98533	SEP 25	7:00PM-9:00PM	TUE	8 WEEKS	DANVERS	DIFILLPO	\$229

### New! Portuguese I

Explore the fundamentals of the Portuguese language in an interactive classroom environment. From everyday vocabulary to useful phrases to carry on a conversation.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC128 ALM	98978	OCT 04	6:00PM-8:00PM	THU	8 WEEKS	DANVERS	STAFF	\$229

### Spanish I

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC122 ADH	98531	SEP 05	6:00PM-8:30PM	WED	7 WEEKS	DANVERS	STARK	\$229
LAC122 ALH	99029	OCT 15	6:30PM-8:30PM	MON	8 WEEKS	LYNN	ZAMORANO	\$229

### Spanish II

A continuation of Spanish I using supplemental materials that will take the learner from the present tense to begin exploring the past and then future tenses and more situational vocabulary. Cultural aspects are explored along with various dialects spoken in Spain and Latin America.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC123 ADH	98800	OCT 24	6:00PM-8:30PM	WED	7 WEEKS	DANVERS	STARK	\$229

## WRITING & LITERATURE

### Novel Bootcamp: Part 1

Join author and former Bantam Doubleday Dell editor, Anthony Gangi who will guide you through the steps of getting from beginning to end of that ever elusive first draft. With a bulk of the writing being done outside class time, this intensive course will guide you through the process of writing a novel with a full draft completed by the end of the eight week cycle. Particular attention will be paid to structure, characterization, and dialogue. Daily support will be provided by the instructor and fellow students.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC140 ADH	98976	SEP 25	6:30PM-8:30PM	TUE	6 WEEKS	DANVERS	GANGI	\$189

### Creative Writing

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC149 ADM	98975	SEP 12	10:00AM-12:00PM	WED	6 WEEKS	DANVERS	GANGI	\$159



## Short Story Writing

Join author and former Bantam Doubleday Dell Editor, Anthony Gangi, to explore the craft of short story writing. A variety of short stories will be discussed, with a focus on structure, character, dialogue and description as it all applies to shorter works. Especially important will be the need to work within the constrictions of the short form. Daily writing prompts in each class will also help drive you towards the creation of your own short stories.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC141 ADH	98558	OCT 24	10:00AM-12:00PM	WED	6 WEEKS	DANVERS	GANGI	\$159

### New! E-Book: How to Write and Get It Published

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC148 ADM	98977	OCT 10	6:30PM-9:30PM	WED	1 DAY	DANVERS	GANGI	\$49



## SAT TEST PREPARATION

### SAT Mathematics: Preparation for the College Board

More questions, more word problems, and more scientifically based formulas. Prepare to achieve the highest possible score. Discuss 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	98517	SEP 15	10:15AM-12:15PM	SAT	6 WEEKS	DANVERS	MCGUINNESS	\$149
OTD101 ADM	98519	OCT 13	10:15AM-12:15PM	SAT	6 WEEKS	LYNN	STAFF	\$149

### SAT Verbal: Preparation for the College Board

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD100 ADH	98516	SEP 15	8:00AM-10:00AM	SAT	6 WEEKS	DANVERS	MCNIFF	\$149
OTD100 ADM	98518	OCT 13	8:00AM-10:00AM	SAT	6 WEEKS	LYNN	STAFF	\$149

## OCCUPATIONAL TRADES

### Auto Damage Appraisal – 60-Hour Test Prep

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD150 ADM	98626	SEP 29	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). Learn how they are structured and how to navigate the codes and 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 (4) textbooks required**. For complete list, please call 978-236-1200.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD151 XDH	98628	NOV 01	5:30PM-8:30PM	THU	3 WEEKS	DANVERS	STAFF	\$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 (7) textbooks required**. For complete list, please call 978-236-1200.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD152 ADM	98627	NOV 01	5:30PM-8:30PM	THU	6 WEEKS	DANVERS	STAFF	\$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](http://www.iccsafe.org).

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD153 XDM	98629	NOV 06	5:30PM-8:15PM	TUE	4 WEEKS	DANVERS	STAFF	\$199

## GENERAL INFORMATION

### CAMPUS LOCATIONS

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

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

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

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

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

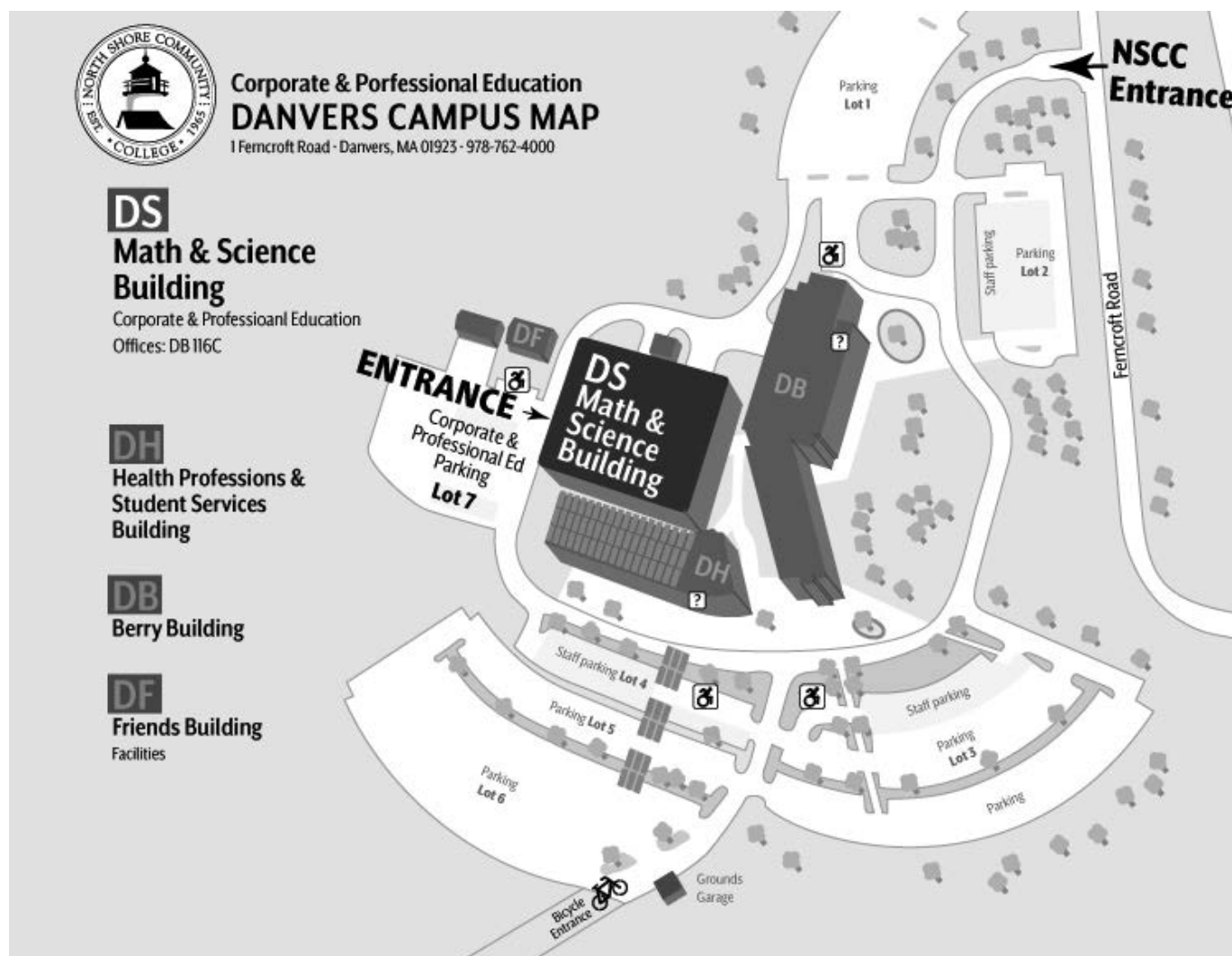
**LYNN.** The Lynn Campus located at 300 Broad Street, adjacent to the Lynnway, includes science and technology laboratories and a library. The College also houses Community Education courses, classrooms, offices and the Campus Police Office at the MBTA station across from the Lynn Campus on the corner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

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

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

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

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





## POLICIES

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

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

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

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

**Community Notification of Where to Access Sex Offender Information.**

In accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be

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

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

Level 3 offender information is also available on-line at [www.mass.gov/sorb](http://www.mass.gov/sorb).

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

**Jeanne Clery Disclosure of Campus Security Policy and Crime**

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

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

## INFORMATION DIRECTORY

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

## COLLEGE BOOKSTORES FALL 2018

Danvers Campus Bookstore	1 Ferncroft Road, Danvers, MA 01923	978-762-4046
Lynn Campus Bookstore	300 Broad Street, Lynn, MA 01901	781-477-2127
Regular Hours (both stores):	Monday to Friday, 8:00AM–5:00PM	
Holidays (both stores will close):	September 3: Labor Day October 8: Columbus Day	November 12: Veterans Day November 22-23: Thanksgiving Break

## COLLEGE HOLIDAY SCHEDULE FALL 2018

The college will close on the following days:

September 3: Labor Day	November 12: Veteran's Day Observed	December 24-25: Christmas Eve, Christmas Observed
October 8: Columbus Day	November 21: Morning Classes Only	December 24-January 1: Christmas Break
	November 22-25: Thanksgiving Recess	

For additional academic calendar information, please go to [www.northshore.edu/calendar](http://www.northshore.edu/calendar)

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“Windover Construction has enjoyed a long and fruitful history with Corporate Training Solutions at North Shore Community College. As a service provider, Windover well understands the importance of investing in our people. Over the years, Corporate Training Solutions has appreciated our focus on employee development,

understood our business objectives, and successfully customized training programs of the highest caliber to meet our strategic objectives. CTS’ “Essential Skills for Supervisors” program is one from which Windover has benefited most recently. This program, invaluable to a supervisor’s development, covers a spectrum of relevant issues and key takeaways for both the long-term manager and anyone new to a supervisory role. The instructors combine strong facilitation, expertise, and real-world examples to create stimulating conversation and exploration resulting in a highly interactive and engaging program.” — *Hannah Ginley, Vice President of Administration*

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## Corporate Training SOLUTIONS



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NSCC Aesthetics & Skin Care

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