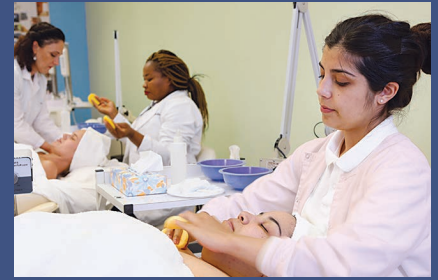


Winter/Spring
2019
noncredit
courses

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DEAN'S MESSAGE



Get the edge needed to advance your career. It may be cold outside, but jobs are HOT in the Tech Industry! Come to NSCC and earn your industry certification. If you are seeking a career that is vital to the IT workforce, register today for NSCC's Help Desk Support Professional Certificate. Classes include: Service Desk and Support Analyst, CompTIA IT Fundamentals, CyberSafe, and CompTIA A+ Certification. Organizations rely on their help desk staff to keep their businesses running smoothly. What types of businesses hire Help Desk Professionals? Hospitals, banks, construction companies, schools, manufacturing companies, and engineering firms, just to name a few. There is a 10-year projected growth in this field in Massachusetts of 9.9% and median level wages from \$41,940-\$60,090. Don't miss out on this chance: Register Today! Call 978-236-1200.

Winter really does not HAVE to be long, dreary, and cold. Warm up with classes in Beauty and Floral Design. Are weddings on your mind? Register for floral design, learn how to do bridal make-up, or learn

bridal hair styling. Also-we have a brand new greenhouse on our Lynn Campus! Watch for our classes there this spring. Check out our website (northshore.edu) for descriptions, dates, and time.

Whether you need to prepare for the HiSET (High School Equivalency Test), launch a new career, or strengthen your existing skills, NSCC will welcome you! Our beautiful campuses in Lynn or Danvers, and our site in Middleton have updated classrooms and labs and instructors who are experts in their fields. Join us this Winter/Spring. It's always warm at NSCC! Call to register or inquire about any of our offerings at 978-236-1200 or look at our web site at Northshore.edu. We look forward to hearing from you.

★
Winter is a season
of recovery and
preparation.

PAUL THEROUX
★

Dianne Palter Gill

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

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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.

Credit for Prior and Experiential Learning

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

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

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

Online Courses and Career Training Programs



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

Career Training

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

Topics include:

- Cisco CCNA
- 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 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



MindEdge Online

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

Topics include:

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

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

You +
Online Training
= Success!

ProTrain Online

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

For a complete listing of courses and to register go to <https://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/ 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.



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 certificate and certification training programs that may qualify for funding.
For more information visit www.nscareers.org or call 978-825-7200



HEALTH CAREERS



Do you enjoy helping people? Consider a career in allied health.

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

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

NURSE ASSISTANT/HOME HEALTH AID (XCN)

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

— Data from Massachusetts Career Information Systems

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA100 XLH	19542	JAN 29	6:00PM-10:00PM	TUE/THU	15 WEEKS	LYNN	SAYLER	\$1,279
HEA100 ALH	19541	FEB 11	9:00AM-2:00PM	MON/WED/FRI	9 WEEKS	LYNN	GRAHAM	\$1,279
HEA100 AFH	19540	MAR 05	9:00AM- 2:00PM	TUE/THU	9 WEEKS	FIELD	STAFF	\$1,279
HEA100 ADH	19543	APR 08	5:00PM-10:00PM	MON-THU	8 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 ADH	19544	MAY 14	5:30PM-8:45PM	TUE/THU	2 WEEKS	DANVERS	MURRAY	\$159

CENTRAL STERILE PROCESSING (XSP)

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

– Data from Massachusetts Career Information Systems

Learn to clean and sterilize surgical instruments and medical equipment. Set up and deliver instruments and equipment 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 ADH	19536	JAN 28	6:00PM-9:30PM	MON/THU	17 WEEKS	DANVERS	DECOSTA	\$1,764

PHARMACY TECHNICIAN (XPT)

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

– Data from Massachusetts Career Information Systems

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 or call 800-363-8012. 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. (4) Drug screening.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA108 ADH	19798	MAR 25	6:00PM-9:00PM	MON/THU	10 WEEKS	DANVERS	DOYLE	\$1,299

PHLEBOTOMIST (XPH)

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

– Data from Massachusetts Career Information Systems

Learn to collect blood specimens from clients for the purpose of laboratory analysis, and learn all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Includes CPR and optional clinical rotation as part of the program. At program conclusion, you are eligible to sit for the National Health Career Association's (NHA) Certified Phlebotomy Technician (CPT) exam. This exam is not included in the cost of the program. Cost includes required textbook. **Prerequisites:** (1) It is strongly recommended that students take

the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building Room 106C to complete. (3) Proof of immunizations and a negative TB test is required 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 ALH	19545	JAN 29	8:30AM-12:30PM	TUE/THU	12 WEEKS	LYNN	STAFF	\$1,899
HEA103 ADH	19546	MAR 19	6:00PM-9:30PM	TUE/THU	15 WEEKS	DANVERS	STAFF	\$1,899

EKG TECHNICIAN (XET)

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

– Data from Massachusetts Career Information 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. Cost of class does not include cost of the exam.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA102 ADH	19547	JAN 28	6:00PM-9:30PM	MON/WED	8 WEEKS	DANVERS	GALKINA	\$999
HEA102 ALH	19548	MAY 01	8:30AM-12:30PM	MON/WED/FRI	5 WEEKS	LYNN	RODRIGUEZ	\$999

DENTAL ASSISTANT (XDA)

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

– Data from Massachusetts Career Information Systems

Entry-level positions in dental assisting is one of the fastest growing health care fields. Learn all areas of pre-clinical dental assisting including the professional skills required to function as an assistant in a dental practice. Administrative aspects include: the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, policies and guidelines. Clinical topics include: introduction to oral anatomy, dental 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	19537	JAN 28	6:00PM-9:30PM	MON/WED	10 WEEKS	LYNN	CARRASQUILLO	\$1,699
HEA106 ADH	19538	MAR 25	8:30AM-11:30AM	MON/WED/FRI	10 WEEKS	DANVERS	AGERSEA	\$1,699

MEDICAL INTERPRETING (XMC)

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

– Data from Massachusetts Career Information Systems

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

upon completion of the course. Tuition includes Skype role-play sessions. Call 978-236-1200 for required textbook information. **Prerequisite:** Must be fluent in English and a second language. Screening required, call 978-236-1200 to request a screening appointment after registration.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA110 ALH	19550	FEB 25	6:30PM-9:30PM	MON/WED	8 WEEKS	LYNN	STAFF	\$1,199

Medical English: ESL

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 test into ESL Level IV or above.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC111 ALH	19806	FEB 02	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	STAFF	\$399

Spanish for Health Professionals

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA114 ADH	19484	APR 3	6:30PM-8:30PM	WED	8 WEEKS	DANVERS	STARK	\$229

ONLINE HEALTHCARE COURSES

Certified Medical Administrative Assistant with Medical Billing and Coding – Online

Are you interested in obtaining a career in the healthcare industry but have little or no experience? Here's the place to start. Learn the foundation of medical vocabulary and essential medical office management skills needed to become a Medical Administrative Assistant. Prepares students to sit for the Certified Billing and Coding Specialist (CBCS) and the Certified Medical Administrative Assistant (CMAA) exams offered by National Health Career Association (both exams included in tuition). Also prepares students for Certified Professional Coder (CPC) exam and the Certified Coding Associate (CCA) exam (cost not included). 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	CLASSES BEGIN EVERY MONTH	COST OF COURSE: \$2,795
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DIALYSIS (XDT)

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

– Data from Massachusetts Career Information Systems

Dialysis Technician Online

Provides a detailed introduction to the knowledge needed to perform the responsibilities of a Dialysis Technician. Course covers normal kidney physiology, the basic principles of hemodialysis, kidney dialysis machines, dialyzer preparation and reprocessing as well as how to assist dialysis patients in managing their disease and treatment. 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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RECOVERY COACH TRAINING

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

– Data from Massachusetts Career Information Systems

Recovery Coach Training: Part I

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA300 ADH	19620	JAN 07	9:00AM-5:30PM	MON-THU	1 WEEK	DANVERS	SIMONS	\$499
HEA300 XLH	19799	APR 19	9:00AM-5:30PM	FRIDAY	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 ALH	19800	MAR 01	9:00AM-5:30PM	FRI	4 WEEKS	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 ALH	19801	MAR 01	9:00AM-5:30PM	FRI	2 WEEKS	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 ALH	19802	MAR 22	9:00AM-5:30PM	FRI	2 WEEKS	LYNN	SIMONS	\$279

HOLISTIC HEALTH

Reiki Usui/Holy Fire II: Level One

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA200 ADH	19558	FEB 09	9:00AM-5:00PM	SAT	1 WEEK	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. **Prerequisite:** Successful completion of Usui/Holy Fire II Reiki Level One.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA201 ADH	19559	MAR 30	9:00AM-5:00PM	SAT	1 WEEK	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, 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	19560	MAY 16	9:00AM-5:00PM	THU/FRI/SAT	1 WEEK	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 ADH	19619	APR 13	9:00AM-5:00PM	SAT	1 WEEK	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 ADH	19803	MAY 4	9:00AM-5:00PM	SAT	1 WEEK	DANVERS	VANTWUYVER	\$195

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 ADH	19804	MAR 9	9:00AM-5:00PM	SAT	1 WEEK	DANVERS	VANTWUYVER	\$150

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	19805	FEB 12	6:00PM-8:00PM	TUE	1 WEEK	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 and Lynn Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD104 ADH	19497	JAN 30	6:00PM-8:00PM	WED	6 WEEKS	DANVERS	ST PIERRE	\$159
OTD104 ALH	19496	MAR 27	3:45PM-5:45PM	WED	6 WEEKS	LYNN	DECKER	\$159

TEAS Test Preparation for Health Programs: Verbal

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD105 ADH	19494	JAN 26	8:00AM-10:00AM	SAT	6 WEEKS	DANVERS	MCNIFF	\$159
OTD105 XDH	19495	MAR 23	8:00AM-10:00AM	SAT	6 WEEKS	DANVERS	MCNIFF	\$159

TEAS Test Preparation for Health Programs: Math

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD106 ADH	19492	JAN 26	10:15AM-12:15PM	SAT	6 WEEKS	DANVERS	MCGUINNESS	\$159
OTD106 XDH	19493	MAR 23	10:15AM-12:15PM	SAT	6 WEEKS	DANVERS	MCGUINNESS	\$159

CPR & FIRST AID

Basic First Aid

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA210 ADH	19557	FEB 9	8:30AM-12:30PM	SAT	1 DAY	DANVERS	STAFF	\$69

CPR and AED

Cardiopulmonary Resuscitation and the use of an Automated External Defibrillator can greatly reduce the chance of death when a person is found in cardiac arrest. Basic life support skills will be taught along with rescue breathing, care for choking, and patient assessment skills to empower the student to respond

with speed and confidence in a life-threatening emergency. The course cost includes a full color text to be picked up at the Danvers Campus Math & Science 106C. Note: This course does NOT meet the requirement for Health Profession students.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA211 ADH	19556	APR 24	6:00PM-10:00PM	WED	1 DAY	DANVERS	STAFF	\$69

Professional Rescuer CPR

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA212 ADH	19554	JAN 23	5:30PM-10:00PM	WED	1 DAY	DANVERS	STAFF	\$89
HEA212 XDH	19555	MAR 27	5:30PM-10:00PM	WED	1 DAY	DANVERS	STAFF	\$89

PERSONAL SERVICES

PERSONAL FITNESS TRAINER (XPF)

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

– Data from Massachusetts Career Information Systems

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS210 ADH	19551	FEB 09	9:00AM-4:00PM	SAT	7 WEEKS	DANVERS	STAFF	\$889

BEAUTY

AESTHETICS & SKIN CARE (ZAE)

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

– Data from Massachusetts Career Information Systems

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS300 ADH	19511	FEB 26	9:00AM-3:30PM	TUE/WED/THU	22 WEEKS	DANVERS	BAVARO	\$4,250

Facial Threading

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS306 ADH	19837	MAR 04	9:00AM-3:30PM	MON	1 WEEK	DANVERS	BAVARO	\$189

New! Bridal Styling

Are you looking to bring your up styling skills to the next level or break into the Bridal Industry? If yes, you will not want to miss this course! Learn all the techniques needed to create any look including today's latest style trends. Learn what is needed to become successful in the Bridal Industry including consultation with brides and bridal parties, what is needed for your kit, and how to advertise on social media. Taught by owner of Melissa Scott Hair, a successful on-site bridal service. **Prerequisite:** Licensed Cosmetologist. Please call 978-236-1200 for a supply list prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS307 AMH	19895	JAN 28	6:30PM-9:30PM	MON	4 WEEKS	DANVERS	SCOTT	\$499

Bridal Makeup

Increase your revenue by offering bridal makeup! Learn what questions to ask the bride and wedding party, makeup tips and techniques, lash tabbing, supplies needed, and the contract and pricing for this service. Includes theory, bridal makeup demo, and hands on practice of bridal makeup. Lashes and glue will be supplied. Please bring your own makeup and brushes. **Prerequisite:** Licensed Aesthetician or Cosmetologist.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS301 AMH	19904	APR 22	8:30AM-3:00PM	MON	2 WEEKS	DANVERS	TENNANT	\$199

NAIL TECHNICIAN (ZNT)

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

– Data from Massachusetts Career Information Systems

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS100 AMH	19561	FEB 11	5:30PM-9:30PM	MON/WED	12 WEEKS	MIDDLETON	CHAMPLAIN	\$999

BUSINESS & ADMINISTRATION

BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA)



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

Required Courses:

- BAA140 Bookkeeping and Accounting: Part I*
- BAA141 Bookkeeping and Accounting: Part II
- INF143 QuickBooks Pro: Level 1
- INF144 QuickBooks Pro: Level 2
- INF145 QuickBooks Pro Payroll
- INF147 Microsoft Excel: Level 1 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 Trail
- 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 ADH	19418	JAN 24	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	MCALARNEY	\$259
BAA140 XDH	19417	MAR 18	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	TRANTOS	\$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 ADH	19420	MAR 21	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	MCALARNEY	\$259
BAA141 XDH	19419	MAY 06	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	TRANTOS	\$259

QuickBooks: Level 1

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA143 ADH	19423	FEB 01	9:00AM-12:00PM	FRI	6 WEEKS	DANVERS	STAFF	\$299
BAA143 XDH	19424	MAR 20	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	STAFF	\$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	19426	MAR 22	9:00AM-12:00PM	FRI	6 WEEKS	DANVERS	STAFF	\$299
BAA144 XDH	19425	MAY 08	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	STAFF	\$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 ADH	19428	MAY 01	6:00PM-9:00PM	WED	3 WEEKS	DANVERS	STAFF	\$179

QuickBooks: Just Reports

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA146 ADM	19427	MAY 03	9:00AM-12:00PM	FRI	1 WEEK	DANVERS	STAFF	\$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	19430	MAY 07	6:00PM-9:00PM	TUE	1 WEEK	DANVERS	TRANTOS	\$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	19429	FEB 07	6:00PM-9:00PM	THU	12 WEEKS	DANVERS	MCALARNEY	\$349

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	19812	FEB 11	6:30PM-9:30PM	MON	1 WEEK	DANVERS	MCALARNEY	\$39

New! Principles of Corporate Finance Boot Camp

Learn a wide range of aspects relevant to corporate finance through illustrated examples and case studies. Financial concepts of value, risk, and other principles will be covered along with project analysis and net present value calculations, debt policy, and option valuation. Other discussed topics include mergers and acquisitions, credit risk, and working capital management. By the end of the class, you will be able to understand The Wall Street Journal, Liar's Poker, The Wolf of Wall Street, Boiler Room and the Big Short.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA156 ADH	19813	FEB 25	6:00PM-8:00PM	MON	8 WEEKS	DANVERS	SEGAL	\$259

FRONT OFFICE PROFESSIONAL CERTIFICATE (XOE)

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

Required Courses:

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

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

Bookkeeping Pathway:

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

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

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

– Data from Massachusetts Career Information Systems

Business Communication and Office Skills

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA130 ADH	19437	FEB 04	10:00AM-12:00PM	MON	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	19438	JAN 31	6:00PM-8:00PM	THU	6 WEEKS	DANVERS	SEGAL	\$259

Public Speaking

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA134 ADH	19814	FEB 02	9:00AM-12:00PM	SAT	6 WEEKS	DANVERS	PASCAL	\$299

Entrepreneurship

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA206 ADH	19443	FEB 07	6:00PM-8:30PM	THU	10 WEEKS	DANVERS	STAFF	\$399

Successful Negotiating

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA203 ADH	19442	MAR 21	6:00PM-8:30PM	THU	6 WEEKS	DANVERS	SEGAL	\$299

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 ADH	19439	JAN 22	6:00PM-8:30PM	TUE	6 WEEKS	DANVERS	STAFF	\$299

How to Manage Conflict in the Organization

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA201 ADH	19440	MAR 19	6:00PM-8:30PM	TUE	6 WEEKS	DANVERS	STAFF	\$299

H.R. MANAGEMENT

SHRM Essentials of Human Resources Management

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA132 XDH	19435	MAR 20	6:00PM-8:30PM	WED	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 ADH	19436	FEB 12	6:00PM-9:00PM	TUE	13 WEEKS	DANVERS	STAFF	\$1,389

REAL ESTATE

Real Estate Salesperson's Exam Preparation

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA160 XDH	19431	FEB 05	6:00PM-9:00PM	TUE/THU	7 WEEKS	DANVERS	SHULTZ	\$399
BAA160 ADH	19432	MAR 30	9:00AM-3:30PM	SAT	6 WEEKS	DANVERS	SHULTZ	\$399

EVENT PLANNING CERTIFICATE (XEP)

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

– Data from Massachusetts Career Information Systems

Event Planning: Part I

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA120 ADH	19445	FEB 05	6:00PM-8:00PM	TUE	8 WEEKS	DANVERS	KARSADI-TADIELLO	\$299

Event Planning: Part 2

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA121 ADH	19446	APR 23	6:00PM-8:00PM	TUE	8 WEEKS	DANVERS	KARSADI-TADIELLO	\$299

Event Design/Decor

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

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

INTERIOR DESIGN CERTIFICATE (XID)

QUICK FACTS: Interior Designers	Interior designers plan and design spaces and furnish interiors.
Median Level Wages	\$37,510 – \$62,030
10 Year Projected Growth	Massachusetts: 4.8% ■ Metro North: 9.4%
<p>Required Courses (listed in suggested order):</p> <ul style="list-style-type: none"> • BAA100 Principles of Design • BAA101 Drafting for Interior Designers • BAA102 Fundamentals of Interior Design • BAA103 Color 3D Less Theory More Practice • BAA104 Textiles and Materials • BAA105 History of Furniture Styles • BAA106 Window Treatments and Soft Furnishing Design • BAA110 SketchUp (page 23) • 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 <p>Recommended Supporting Course:</p> <ul style="list-style-type: none"> • New! Interior Design Studio: Commercial Space* <p>In addition: Students must provide documentation of 40 hours of supervised field work.</p> <p>* Students must take Principles of Design, Fundamentals of Interior Design and Drafting for Interior Designers before any Studio course.</p> <p>You may enroll in any of these courses even if you are not in the certificate program.</p> <p>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</p>	

– Data from Massachusetts Career Information Systems

Principles of Design

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA100 ADH	19460	JAN 22	6:00PM-8:00PM	TUE	6 WEEKS	DANVERS	COLLINS JERMAIN	\$229

Fundamentals of Interior Design

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA102 ADH	19461	JAN 28	9:30AM-11:30AM	MON	8 WEEKS	DANVERS	HAZELTON	\$289

Window Treatment and Soft Furnishing Design

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA106 ADH	19466	APR 8	9:30AM-11:30AM	MON	8 WEEKS	DANVERS	HAZELTON	\$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	19818	JAN 24	6:00PM-8:00PM	THU	8 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	19819	MAR 28	9:30AM-11:30AM	THU	8 WEEKS	DANVERS	STEEVES-GLIDDEN	\$289

Color 3D: Less Theory, More Practice

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA103 ADH	19817	JAN 26	9:00AM-1:00PM	SAT	6 WEEKS	DANVERS	COLLINS JERMAIN	\$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 experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA111 ADH	19463	FEB 20	9:30AM-11:30AM	WED	12 WEEKS	DANVERS	HAZELTON	\$379

Interior Design Studio: Master Suite

Learn the technical requirements to complete an interior design project for a master suite. Explore floor planning, color and material coordination, 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 experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA112 ADH	19464	FEB 20	9:30AM-11:30AM	WED	12 WEEKS	DANVERS	HAZELTON	\$379

PHOTOGRAPHY

Digital Camera: Part I

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA173 ALH	19498	JAN 26	9:30AM-11:30AM	SAT	7 WEEKS	LYNN	ROZAVSKY	\$189
BAA173 ADH	19499	MAR 20	6:00PM-8:00PM	WED	7 WEEKS	DANVERS	CONWAY	\$189

Digital Camera: Part II

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA182 ADH	19500	APR 25	6:00PM-8:00PM	THU	7 WEEKS	DANVERS	WEST	\$189

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 ADH	19855	APR 23	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	STAFF	\$289

Adobe Lightroom: Part I

Adobe Lightroom is the most popular photo management program for photographers. Learn Lightroom Classic interface along with the following skills: catalog creation, interface customization and preference settings, importing files, viewing options, naming and moving files/folders, flagging/rating/categorizing, keywording, creating collections, cropping, applying global adjustments, exporting files and file/catalog backup/archiving.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA180 ADH	19919	JAN 29	6:00PM-8:00PM	TUE	7 WEEKS	DANVERS	WEST	\$189

New! Adobe Lightroom: Part II

Building on the skills from Lightroom 1, you will extend your abilities to include advanced global editing skills, applying local adjustments, portrait retouching, using smart previews, utilizing Lightroom CC for mobile computing, tethered shooting, building photo albums, printing and publishing photos and using the map module. **Prerequisite:** Lightroom: Part 1 or equivalent experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA184 ADH	19920	APR 2	6:00PM-8:00PM	TUE	7 WEEKS	DANVERS	WEST	\$189

GRAPHIC DESIGN CERTIFICATE (XGD)

QUICK FACTS: Graphic Designer	Graphic designers create designs using print, electronic, and film media.
Median Level Wages	\$33,550 – \$58,210
10 Year Projected Growth	Massachusetts: 3.0% ■ Metro North: 6.7%
Required Courses: <ul style="list-style-type: none"> • BAA100 Principles of Design • BAA227 Graphic Design Theory • BAA228 Electronic Media with Adobe Creative Cloud • BAA221 Advanced Illustration • BAA223 Electronic Imaging • BAA225 Publication Design • INF231 Website Design and Management with WordPress • BAA201 How to Manage Conflict in the Organization • BAA202 Take Control – Time Management 	
In addition: Students must provide documentation of 40 hours of supervised field work. You may enroll in any of these courses even if you are not in the certificate program. You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.	

– Data from Massachusetts Career Information Systems

Graphic Design Theory

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA227 ADH	19839	FEB 13	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	POLITO	\$239

Electronic Media with Adobe Creative Cloud

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	19840	FEB 04	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, to using themes, plug-ins, and widgets. At conclusion, you will have begun to design and develop your first blog or website, and how to manage and change content, create posts, add pages, embed video and change media files. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF233 ADH	19838	FEB 7	6:00PM-9:00PM	THU	6 WEEKS	DANVERS	STAFF	\$289

HTML and CSS Series

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

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

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

COURSE CODE: INF054	CLASSES BEGIN EVERY MONTH	COST OF COURSE: \$299
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Registration Information

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

Five Ways to Register:



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



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



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



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



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

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

Policies

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

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

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

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

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

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

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

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

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

BE SURE TO REGISTER EARLY FOR BEST SELECTION OF CLASSES!

REGISTRATION FORM

Please complete all questions on this registration form.

Last Name:

First Name:

Middle Initial:

Street:

City:

State:

Zip Code:

Home Phone: ()

Cell Phone: () ext.

Email Address:

Student ID #:

(if known)

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

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

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

High School Name:

High School Graduation Year: GED: Yes No

Please fill the appropriate circle for demographic purposes:

1- Gender: M F

2- US Citizenship: Yes No

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

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

4- Is English your primary language: Yes No

5- Attended another college: Yes No

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

CRN	Course Code	Sec	Course Title	Day	Time	Noncredit Course Cost
<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"/>
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**



SOCIAL MEDIA

Digital Marketing for Small Business Owners and Entrepreneurs

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF238 ADH	19526	JAN 30	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	ST. MARTIN	\$259

Google Analytics: An Introduction

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF240 ADH	19527	JAN 29	6:00PM-9:00PM	TUE	4 WEEKS	DANVERS	TRAINOR	\$189

Social Media: Where's My Audience?

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF242 ADH	19529	MAR 20	6:00PM-9:00PM	WED	3 WEEKS	DANVERS	ST. MARTIN	\$199

Social Media: The Latest Trends

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF243 ADH	19530	APR 23	6:00PM-9:00PM	TUE	3 WEEKS	DANVERS	ST. MARTIN	\$199

INFORMATION TECHNOLOGY

MICROSOFT OFFICE SUITE CERTIFICATE (XMO)

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



– Data from Massachusetts Career Information Systems

COMPUTER APPLICATIONS

Excel 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 ADH	19390	JAN 29	9:00AM-12:00PM	TUE	6 WEEKS	DANVERS	PARTLAN	\$289
INF120 XLH	19393	FEB 27	6:00PM-9:00PM	WED	6 WEEKS	LYNN	GOULD	\$289
INF120 XDH	19395	MAR 20	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	STAFF	\$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 ADH	19391	MAR 19	9:00AM-12:00PM	TUE	6 WEEKS	DANVERS	PARTLAN	\$289
INF121 BLH	19394	APR 24	6:00PM-9:00PM	WED	6 WEEKS	LYNN	GOULD	\$289
INF121 XDH	19396	MAY 08	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	STAFF	\$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:** Intermediate Excel 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	19392	MAR 18	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 Campus Bookstore. Must have some experience with Windows and the keyboard. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF140 ADH	19404	MAR 22	9:00AM-12:00PM	FRI	4 WEEKS	DANVERS	RAMSAY	\$219

Access 2016: Level 1

Discuss and utilize database management concepts as we create a database file along with the four major Access objects: tables to store, sort, and filter data; forms for data entry and display; queries to request specified fields and records from a table; and reports for formal printed output from a table or query.

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF150 XDH	19403	APR 01	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	STAFF	\$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 ADH	19397	JAN 31	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	PARTLAN	\$289
INF110 ALH	19400	MAR 18	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	STAFF	\$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 Bookstore. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF111 ADH	19398	MAR 28	9:00AM-12:00PM	THU	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 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
INF112 ADH	19399	MAY 09	6:00PM-9:00PM	THU	6 WEEKS	DANVERS	STAFF	\$289

Microsoft Boot Camp

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF161 ADH	19509	FEB 09	8:30AM-12:30PM	SAT	10 WEEKS	DANVERS	PARTLAN	\$459

ONE DAY WORKSHOPS**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	19409	JAN 30	6:00PM-9:00PM	WED	2 WEEKS	DANVERS	PARTLAN	\$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 ADH	19410	FEB 27	6:00PM-9:00PM	WED	2 WEEKS	DANVERS	PARTLAN	\$149

Excel 2016 for the Workplace: Level 1 Workshop

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF123 ADH	19405	JAN 25	9:00AM-3:00PM	FRI	1 WEEK	DANVERS	PARTLAN	\$149
INF123 XDH	19816	APR 13	9:00AM-3:00PM	SAT	1 WEEK	DANVERS	RAMSAY	\$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	19406	FEB 15	9:00AM-3:00PM	FRI	1 WEEK	DANVERS	PARTLAN	\$149

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	19408	FEB 04	6:00PM-9:00PM	MON	1 WEEK	DANVERS	STAFF	\$109

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	19407	APR 22	6:00PM-9:00PM	MON	1 WEEK	DANVERS	STAFF	\$109

File Management Proficiency

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF104 ADH	19412	FEB 02	9:00AM-3:00PM	SAT	1 WEEK	DANVERS	STAFF	\$149
INF104 XDH	19413	APR 03	9:00AM-3:00PM	WED	1 WEEK	DANVERS	PARTLAN	\$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 XDH	19411	FEB 09	9:00AM-3:00PM	SAT	1 WEEK	DANVERS	STAFF	\$149

ADDITIONAL COMPUTER APPLICATION TRAINING

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	19836	FEB 02	9:00AM-1:00PM	SAT	8 WEEKS	DANVERS	MCNEIL	\$449

New! Keyboarding – Online

Do you want to learn to touch-type or improve your existing typing skills? If so, this is the course for you! Using the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, you will learn how to touch-type. That is, to type text you read from a printed page or a computer screen without

looking at your keyboard. At completion, you will be able to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

COURSE CODE: INF021

CLASSES BEGIN EVERY MONTH

COST OF COURSE: \$115

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 XDH	19387	JAN 28	9:00AM-11:30AM	MON	4 WEEKS	DANVERS	PARTLAN	\$209
INF101 ADH	19388	APR 02	6:00PM-8:30PM	TUE	4 WEEKS	DANVERS	PARTLAN	\$209

Google Apps

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF105 XDH	19414	MAR 21	6:00PM-8:00PM	THU	2 WEEKS	DANVERS	STAFF	\$59

New! Harness the Power of Google

Are you a Microsoft Office user wanting to transition to Google? Learn about Google Apps like Google Drive, Docs, Sheets, and Slides. Practice storing files, and converting files from Microsoft to Google, where they can be shared and collaborate in real time. Bring your files to practice and/or use those provided by the instructor. Prior knowledge of file management required.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF143 ADH	19906	MAR 21	9:00AM-11:00AM	THU	4 WEEKS	DANVERS	RAMSEY	\$189

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 XDH	19415	JAN 31	5:30PM-9:30PM	THU	1 WEEK	DANVERS	STAFF	\$89
INF106 XLH	19416	APR 06	9:00AM-1:00PM	SAT	1 WEEK	DANVERS	STAFF	\$89

SketchUp Level 1

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA110 ADH	19467	MAR 25	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	DRYDEN	\$289

COMPUTER CLASSES IN ESPAÑOL

Una Introducción a las Computadoras Personales en Español

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF102 ALH	19666	JAN 31	6:00PM-9:00PM	THU	4 WEEKS	LYNN	STAFF	\$209

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 mas. **Se necesita el texto correspondiente y una memoria portátil.** Los dos están de venta en las librerías de Danvers y Lynn. Los estudiantes deben activar su cuenta Pipeline de la universidad antes de cada clase.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF128 ALH	19810	FEB 28	6:00PM-9:00PM	THU	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 formulas y utilizando funciones. Formatea hojas de calculo con diferentes letras, estilos, sombras y colores. Crea e imprime barras de color, lineas y pasteles gráficos. Usa las bases de datos, sortea e imprime récords. **Se necesita adquirir el libro correspondiente y una memoria portátil.** Los dos están de venta en las librerías de Danvers y Lynn. Debes tener experiencia con Windows y el teclado. Los estudiantes deben activar su cuenta Pipeline de la universidad antes de cada clase.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF127 BLH	19811	APR 01	6:00PM-9:00PM	MON	6 WEEKS	LYNN	STAFF	\$289

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.

ADVANCED COMPUTER TECHNOLOGY HELP DESK SUPPORT PROFESSIONAL (XDH)

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

— Data from Massachusetts Career Information Systems

CompTIA IT Fundamentals

CompTIA Fundamentals certification is your launch pad for an IT career. Establishes an ideal IT foundation for non-technical professionals and advanced end-users at home, work, college, or high school. Focus on essential IT skills including features and functions of common operating systems and establishing network connectivity, identifying common software applications and their purpose, and using security and web browsing best practices. Prepares you for the CompTIA® IT Fundamentals™ examination (Exam FC0-U51 or FC0-Z51) and is a suggested prerequisite to CompTIA A+. Cost of the exam is not included in the cost of the program. **Textbook required:** For textbook information please call 978-236-1200.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF307 ADH	19667	JAN 29	6:00PM-9:00PM	TUE	8 WEEKS	DANVERS	MOGA	\$399

Service Desk and Support Analyst:

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF306 ADH	19452	APR 2	6:00PM-9:00PM	TUE	8 WEEKS	DANVERS	MOGA	\$399

CompTIA A+ Certification Prep

CompTIA A+ Certification 900 series course is the foundation of your IT career. 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, and the ability to connect users to the data they need to do their jobs regardless of the devices being used. Prepares you for the CompTIA A+ certification examinations, 2016 objectives exam numbers 220-901 and 220-902. Cost of the exam is not included in the cost of the program. **Textbook required:** For textbook information please call 978-236-1200.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF300 ADH	19448	JAN 24	6:00PM-9:30PM	THU	14 WEEKS	DANVERS	MOGA	\$1,899

New! CompTIA Network+: Online

Prepare for a career as a network technician. Designing and implementing functional networks are among the most important skills to have as an IT professional. Build on your existing IT knowledge by exploring computer networking concepts, including layers of the OSI model and the TCP/IP model. This vendor neutral certification will give you the skills needed to manage, troubleshoot, install, and configure basic network infrastructure. You will master basic networking concepts and gain a fundamental knowledge of network design, security, cloud computing, forensics, advanced, IP addressing concepts, and routing and switching. Upon successful completion, you will receive a voucher for N10-007 at no additional cost. Classes begin each month, for more information please call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc> search GES329.

COURSE CODE: INF055	CLASSES BEGIN EVERY MONTH	COST OF COURSE: \$1,695
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New! CompTIA Security+ with Exam Voucher: Online

IT security is paramount to organizations as cloud computing and mobile devices have changed the way we do business. This global certification validates the baseline skills you need to perform core security functions and pursue an IT security career. At course completion, you will be proficient in installation and configuring systems to secure applications, networks, and devices; performing threat analysis and responding with appropriate mitigation techniques; participating in risk mitigation activities; and operating with an awareness of applicable policies, laws, and regulations. Security+ is compliant with ISO 17024 standards and approved by the U.S. DOD to meet directive 8140/8570.01-M requirements. Upon successful completion, you will receive a voucher for SY0-501 exam. Exam intended for candidates who possess Network+ certification and two years of experience in IT administration with a security focus. Classes begin each month, for more information please call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc> search GES330.

COURSE CODE: INF057

CLASSES BEGIN EVERY MONTH

COST OF COURSE: \$1,695

New! CompTIA Certification Training: A+, Security+, and Network+: Online

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

COURSE CODE: INF058

CLASSES BEGIN EVERY MONTH

COST OF COURSE: \$3,995

Video Game Design and Development Online

Video game design and development is challenging, but the rewards are worth it. Learn to master the skills that open doors to the growing video game industry. At completion you will have designed and created your own video game for the PC and will stand ready to join a team working on projects with larger scope or pursue independent development. Four major areas of study are covered: programming languages, mathematics skill, game asset creation, and modern real-time game engines. This 500 hour course is taught online through ed2go for more information call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc>. Search GES605.

COURSE CODE: INF050

CLASSES BEGIN EVERY MONTH

COST OF COURSE: \$1,995

AGRICULTURE & FOOD SERVICES

BASIC CULINARY ARTS CERTIFICATE (XCR)

QUICK FACTS: Chefs and Dinner Cooks	Chefs and dinner cooks measure, prepare, and cook food.
Median Level Wages	Earn \$29,150 – \$57,150
10 Year Projected Growth	Massachusetts: 9.2% ■ Metro North: 11.5%
Required Courses: <ul style="list-style-type: none"> • AFS100 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.	



– Data from Massachusetts Career Information Systems

Culinary Arts: Part I

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS100 AMH	19612	FEB 07	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. Cost of class includes \$95 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS101 AMH	19514	APR 04	6:30PM-9:30PM	THU	6 WEEKS	MIDDLETON	GALAL	\$384

Global Cuisine

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS105 AMH	19517	MAR 26	6:30PM-9:30PM	TUE	6 WEEKS	MIDDLETON	GALAL	\$389

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 AMH	19907	FEB 2	9:30AM-12:30PM	SAT	6 WEEKS	MIDDLETON	FRAUWIRTH	\$399

New! International Pasta

Did you know that many historians think Marco Polo brought pasta to Italy? Learn to make pasta from several countries. Starting in Asia making pot stickers (with homemade dough) and pad Thai (with commercial rice sticks), then traveling to Eastern Europe and make homemade pierogis and spätzle, finishing off in Italy with homemade lasagna and gnocchi. Please bring knife, apron, cutting board and containers to each class. Cost of class includes a \$60 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS032 AMH	19856	JAN 28	6:30PM- 9:30PM	MON	3 WEEKS	MIDDLETON	ROSE	\$219

New! Feeding a Healthy Child

Learn the practical ways to incorporate plant based healthy foods into your children's diet and their busy lives. You will gain an understanding of creating balance with food for your child and the entire family. Learn to cook tasty grains, vegetables, and deserts without refined sugar, flour, or processed ingredients. Simply put, cooking whole foods as nature intended. Best of all your kid will love it! While learning the premise of yin and yang, you will be able to assess your child's health and create foods accordingly. Please bring an apron and your favorite knife from home. Cost of class includes a \$30 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS031 AMH	19834	MAR 20	6:30PM-9:30PM	WED	3 WEEKS	MIDDLETON	CLIFFORD	\$199

Mediterranean Cuisine

No need to travel to the Mediterranean to learn to create delicious meals focusing on the healthy ingredients and recipes that make up Mediterranean Cuisine. Through hands- on demonstration and guided cooking, you will prepare fantastic entrees each class. We will prepare spanakopita, baked feta, and roasted herb chicken with dill green yogurt sauce, hummus, couscous salad, and more. Please bring knife, apron, cutting board and containers to each class. Cost of class includes a \$60 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS008 AMH	19833	MAR 27	6:30PM-9:30PM	WED	3 WEEKS	MIDDLETON	ROSE	\$219

FOOD SERVICE DIRECTOR CERTIFICATE (XFS)

QUICK FACTS: Restaurant Managers	Restaurant managers plan and direct the activities of places that serve food and beverages.
Median Level Wages	\$30,570 – \$38,800
10 Year Projected Growth	Massachusetts: 9.7% ■ Metro North: 10.2%

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 Foundation will only accept tests submitted on this form.

* According to Massachusetts State Law (105 CMR 590.000): "Effective October 1, 2001, every food service establishment must have at least one full-time employee who is at least 18 years of age and who has passed a food safety exam which is recognized by the Dept. of Public Health." Certification is renewable every five years. "ServSafe" is recognized by the National Restaurant Association & Educational Foundation.

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

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 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. Textbooks available at the Danvers campus bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS107 ADH	19470	FEB 11	5:30PM-9:30PM	MON	1 WEEK	DANVERS	STAFF	\$129

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 XDH	19908	FEB 4	5:30PM-9:30PM	MON	2 WEEKS	DANVERS	BUTLER	\$199
AFS106 AMH	19468	APR 8	8:00AM-3:00PM	MON	1 WEEK	DANVERS	BUTLER	\$199

FLORAL DESIGN CERTIFICATE (XFL)

QUICK FACTS: Floral Designer/Florist	Floral Designers cut and arrange live, dried, and artificial flowers and plants.
Median Level Wages	\$26,350 – \$34,630
10 Year Projected Growth	Massachusetts: -2.1% ■ Metro North -11.6%
Required Courses: <ul style="list-style-type: none"> • AFS230 Floral Design I • 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.	
<p align="center">You may enroll in any of these courses even if you are not in the certificate program.</p> <p align="center">You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</p>	

– Data from Massachusetts Career Information Systems

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 \$90 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS230 ADH	19479	JAN 22	6:00PM-8:30PM	TUE	6 WEEKS	DANVERS	ALEXANDRA	\$309
AFS230 XDH	19615	MAR 25	9:00AM-11:30AM	MON	6 WEEKS	DANVERS	ALEXANDRA	\$309

Floral Design II

Keep your creativity flowing! Create more challenging arrangements using tropical flowers, exotics, lilies, Dutch flowers, and several species of roses. Use an unusual and diverse variety of greenery and interesting containers to complement each arrangement. Discuss cut flower identification and preservation. 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 ADH	19480	MAR 19	6:00PM-8:30PM	TUE	6 WEEKS	DANVERS	ALEXANDRA	\$339
AFS231 XDH	19823	MAY 13	9:00AM-11:30AM	MON	6 WEEKS	DANVERS	ALEXANDRA	\$339

Floral Design III

Take your passion of floral design to an advanced level by improving your design skills and speed with the principles and elements of floral design along with floral terminology. Reviewing what you have learned from Design I and Design II, you will expand on the concepts. Sessions will include a lecture and demo, followed by each student creating a design. Please bring scissors, wire cutters, and floral clippers to the class. **Textbook required:** (Same as Floral Design I and 2) Available at the Danvers Campus Bookstore. **Prerequisite:** Floral Design I and Floral Design II or equivalent experience. Cost of class includes \$120 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS232 BDH	19693	JAN 09	6:00PM-8:30PM	WED	6 WEEKS	DANVERS	ALEXANDRA	\$339

Designing in Multiples

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS237 ADH	19633	FEB 07	10:00AM-12:30PM	THU	1 WEEK	DANVERS	ALEXANDRA	\$59

Floral Design: Weddings

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	19824	MAR 06	6:00PM- 8:30PM	WED	6 WEEKS	DANVERS	ALEXANDRA	\$399

European Hand Tied Bouquets

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS239 ADH	19635	MAR 28	10:00AM-12:30PM	THU	1 WEEK	DANVERS	ALEXANDRA	\$59

Tulip Mania

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS238 ADH	19634	APR 08	1:00PM-3:30PM	MON	1 WEEK	DANVERS	ALEXANDRA	\$59

LANDSCAPE DESIGN CERTIFICATE (XLD)

QUICK FACTS: Landscape Designers/Architects	Landscape architects design and plan outdoor areas for use and beauty.
Median Level Wages	\$63,480 – \$75,260
10 Year Projected Growth	Massachusetts: 4.1% ■ Metro North: -1.7%

Required Courses:

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

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

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

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

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

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

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

– Data from Massachusetts Career Information Systems

Landscape Design Drawing: Session 3

Learn design and graphic techniques for more complex projects. This class introduces students to basic landscape design techniques and how to illustrate your designs with hand-drawn graphics. It is suitable for professionals, homeowners, and career changers. A basic knowledge of trees, shrubs, and perennials will be helpful. Homework and a small workspace at home is required. **Textbook required:** Available at the Danvers Campus Bookstore. **Prerequisite:** Landscape Design Drawing: Sessions 1 and 2 or working knowledge/experience in design drawing. Class requirement: A 20 X 30 inch drafting table with legs to provide support at the back edge or a plain drafting board

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS213 ADH	19474	JAN 29	6:30PM-8:30PM	TUE	7 WEEKS	DANVERS	DRYDEN	\$249

Landscape Design Drawing: Session 4

Learn advanced design and rendering techniques for presentation plans and drawings. Be introduced to basic landscape design techniques and how to illustrate your designs with hand-drawn graphics. It is suitable for professionals, homeowners, and career changers. A basic knowledge of trees, shrubs, and perennials will be helpful. Homework and a small workspace at home is required. **Textbook required:** Available at the Danvers Campus Bookstore. **Prerequisite:** Landscape Design Drawing: Sessions 1 through 3 or working knowledge/experience in design drawing. Class requirement: A 20 X 30 inch drafting table with legs to provide support at the back edge or a plain drafting board.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS214 ADH	19475	MAR 26	6:30PM-8:30PM	TUE	7 WEEKS	DANVERS	DRYDEN	\$249

The Business of Landscaping

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS219 ADH	19476	FEB 21	6:30PM-8:30PM	THU	7 WEEKS	DANVERS	DRYDEN	\$249

Perennials, Annuals, and Vines: Identification and Culture

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS210 ADH	19477	JAN 30	6:30PM-8:30PM	WED	6 WEEKS	DANVERS	FLANAGAN	\$229

Identification and Culture of Shrubs

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS217 ADH	19478	APR 17	6:30PM 8:30PM	WED	7 WEEKS	DANVERS	SIMPSON	\$249

LANDSCAPE & GARDEN MAINTENANCE CERTIFICATE (XLG)

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

– Data from Massachusetts Career Information Systems

Landscape Garden Maintenance Spring

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS200 AFH	19473	MAR 19	9:00AM-12:00PM	TUE/THU	10 WEEKS	FIELD	BOUCHARD	\$249

GARDENING WORKSHOPS

Gardening in Containers

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS222 ADH	19822	MAY 15	6:30PM 8:30PM	WED	1 WEEK	DANVERS	FLANAGAN	\$39

Watch for new gardening classes in NSCC's
new greenhouse on our Lynn Campus in spring.

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 información,
llame al 781-593-6722 x2131 o comuníquese por email a: ggutierr@northshore.edu.

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

Basic English as a Second Language I

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC100 CLH	19364	JAN 28	9:00AM-12:00PM	MON	12 WEEKS	LYNN	BUZZI	\$219
LAC100 BLH	19362	JAN 30	5:30PM-7:00PM	WED/FRI	12 WEEKS	LYNN	DESHAIES	\$219
LAC100 ALH	19363	FEB 02	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	SHAMS	\$219

Basic English as a Second Language II

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

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC101 XLH	19367	JAN 29	9:00AM-12:00PM	TUE	12 WEEKS	LYNN	BUZZI	\$219
LAC101 BLH	19365	JAN 29	5:30PM-7:00PM	TUE/THU	12 WEEKS	LYNN	MERCADANTE	\$219
LAC101 ALH	19366	FEB 02	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	ALEXANDER	\$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 BLH	19368	JAN 29	5:30PM-7:00PM	TUE/THU	12 WEEKS	LYNN	STRAGER	\$219
LAC102 XLH	19370	JAN 30	9:00AM-12:00PM	WED	12 WEEKS	LYNN	FUCILLO	\$219
LAC102 ALH	19369	FEB 02	9:00AM-12:00PM	SAT	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 ALH	19371	JAN 29	5:30PM-7:00PM	TUE/THU	12 WEEKS	LYNN	SHAMS	\$219
LAC103 XLH	19373	JAN 31	9:00AM-12:00PM	THU	12 WEEKS	LYNN	WHEELER	\$219
LAC103 BLH	19372	FEB 02	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	RADZIEJEWSKA	\$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 BLH	19384	JAN 29	6:00PM-9:00PM	TUE	12 WEEKS	DANVERS	BROWN	\$219
LAC104 ALH	19383	JAN 29	6:00PM-9:00PM	TUE	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	19374	JAN 29	5:30PM-7:00PM	TUE/THU	12 WEEKS	LYNN	STEVENS	\$219
LAC105 XLH	19376	FEB 01	9:00AM-12:00PM	FRI	12 WEEKS	LYNN	WASSON	\$219
LAC105 BLH	19375	FEB 02	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	JOBITY	\$219

Integrated Skills for High-Intermediate ESL Students

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC106 ADH	19508	JAN 30	9:00AM-12:00PM	WED	12 WEEKS	DANVERS	GARRY	\$219
LAC106 ALH	19379	JAN 30	5:30PM-7:00PM	WED/FRI	12 WEEKS	LYNN	MERCADANTE	\$219
LAC106 BLH	19380	FEB 02	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	STEVENS	\$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 ADH	19507	JAN 29	9:00AM-12:00PM	TUE	12 WEEKS	DANVERS	GARRY	\$219
LAC107 ALH	19377	JAN 30	5:30PM-7:00PM	WED/FRI	12 WEEKS	LYNN	SKAHAN	\$219
LAC107 BLH	19378	FEB 02	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	FUCILLO	\$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 BLH	19381	JAN 30	5:30PM-7:00PM	WED/FRI	12 WEEKS	LYNN	STAFF	\$219
LAC108 ALH	19382	FEB 02	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	BROWN	\$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	19385	FEB 02	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	MAESTRANZI	\$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 ALH	19809	FEB 02	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	JOBITY	\$219

Medical English: ESL

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 test into ESL Level IV or above.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC111 ALH	19806	FEB 02	9:00AM-12:00PM	SAT	12 WEEKS	LYNN	STAFF	\$399

FOREIGN LANGUAGES

Italian 1

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC120 ADH	19485	FEB 05	6:30PM-8:30PM	TUE	8 WEEKS	DANVERS	STAFF	\$229

Italian 2

Expand upon your proficiency in listening, speaking, and writing skills in Italian, with an emphasis on increased conversation. Discuss cultural aspects of Italy.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC121 ADH	19827	APR 23	6:30PM-8:30PM	TUE	8 WEEKS	DANVERS	STAFF	\$229

Spanish 1

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC122 ADH	19483	JAN 30	6:30PM-8:30PM	WED	8 WEEKS	DANVERS	STARK	\$229
LAC122 ALH	19826	MAR 20	6:30PM-8:30PM	WED	8 WEEKS	LYNN	ZAMORANO	\$229

Spanish for Health Professionals

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA114 ADH	19484	APR 3	6:30PM-8:30PM	WED	8 WEEKS	DANVERS	STARK	\$229

WRITING & LITERATURE

Secret of Writing Mysteries and Thrillers

Murder most foul! Join author and former Bantam Doubleday Dell editor, Anthony Gangi, for a class delving into the dark corners inhabited by mystery and thriller novels and how to write them. With an eye towards what typifies the genre—clues, evidence, pacing, red herrings and MacGuffins—the class will also address structure, characterization, dialogue and narrative.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC150 ADH	19828	APR 25	6:30PM-8:30PM	THU	6 WEEKS	DANVERS	GANGI	\$199

E-Book: How to Write and Get it Published

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC148 ADH	19829	FEB 12	6:30PM-9:30PM	TUE	1 WEEK	DANVERS	GANGI	\$49

Creative Writing

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC149 ADH	19830	FEB 26	9:30AM-11:30AM	TUE	6 WEEKS	DANVERS	GANGI	\$159

SAT TEST PREPARATION

SAT Verbal: Preparation for the College Board

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD100 ADH	19489	JAN 26	10:15AM-12:15PM	SAT	6 WEEKS	DANVERS	MCNIFF	\$159
OTD100 XDH	19490	MAR 23	10:15AM-12:15PM	SAT	6 WEEKS	DANVERS	MCNIFF	\$159
OTD100 ALH	19491	APR 13	8:00AM-10:00AM	SAT	6 WEEKS	LYNN	STAFF	\$159

SAT Mathematics: Preparation for the College Board

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD101 ADH	19486	JAN 26	8:00AM-10:00AM	SAT	6 WEEKS	DANVERS	MCGUINNESS	\$159
OTD101 XDH	19487	MAR 23	8:00AM-10:00AM	SAT	6 WEEKS	DANVERS	MCGUINNESS	\$159
OTD101 ALH	19488	APR 13	10:15AM-12:15PM	SAT	6 WEEKS	LYNN	STAFF	\$159

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 ADH	19454	JAN 19	9:00AM-3:00PM	SAT	10 WEEKS	DANVERS	GEORGE	\$599
OTD150 XDH	19455	APR 06	9:00AM-3:00PM	SAT	10 WEEKS	DANVERS	GEORGE	\$599

GENERAL INFORMATION

CAMPUS LOCATIONS

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

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

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

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

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

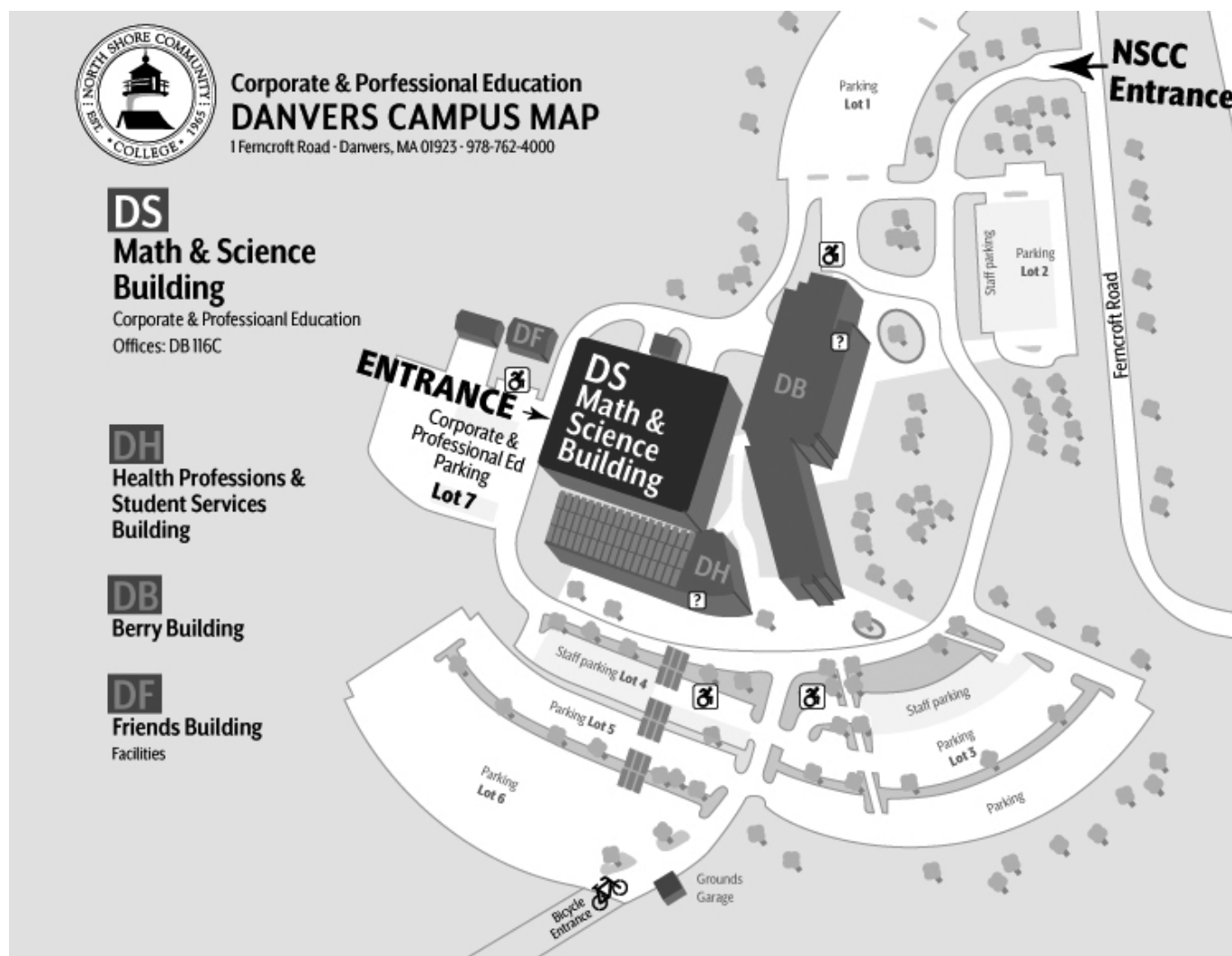
LYNN. The Lynn Campus located at 300 Broad Street, adjacent to the Lynnway, includes science and technology laboratories and a library. The College also houses Community Education courses, classrooms, offices and the Campus Police Office at the MBTA station across from the Lynn Campus on the corner of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

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

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

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

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



POLICIES

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

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

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

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

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

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

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

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

Jeanne Clery Disclosure of Campus Security Policy and Crime

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

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

INFORMATION DIRECTORY

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

COLLEGE BOOKSTORES WINTER/SPRING 2019

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

December 17-21	M-F	8:00AM-5:00PM	January 1	T	<i>Closed for holiday</i>	January 14-17	M-TH	8:00AM-7:00PM
December 24+25	M+T	<i>Closed for holiday</i>	January 2-4	W-F	8:00AM-5:00PM	January 18	F	8:00AM-5:00PM
December 26-28	W-F	9:00AM-3:00PM	January 7+8	M+T	8:00AM-5:00PM	January 21-23	M-W	8:00AM-6:00PM
December 31	M	9:00AM-3:00PM	January 9+10	W+TH	8:00AM-6:00PM	January 24+25	TH+F	8:00AM-5:00PM
			January 11	F	8:00AM-5:00PM			

All other Winter/Spring 2019 non-holiday hours are 8:00AM–5:00PM (subject to change)

COLLEGE HOLIDAY SCHEDULE WINTER/SPRING 2019

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

January 1: New Year's Day	February 18: President's Day	April 15: Patriots' Day
January 21: Martin Luther King Day	March 10-16: Spring Recess, day and evening classes	May 27: Memorial Day

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

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Corporate Training SOLUTIONS

Upgraded workforce skills and opportunities



Company

North Shore Bank

Testimonial

“For companies our size, joining Corporate Training Solutions at North Shore Community College has been a welcome partnership. The supervisory skills training program allowed us to enhance the skill set of our current team members and prepare others for growth opportunities within our organization. Both our employees and the Bank itself have benefited from a more well-rounded confident, and experienced workforce.”

— Liz White, Vice President,
Retail Sales Manager

Contact Us

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Phone: 978-236-1225
dpalterg@northshore.edu

Elaine Champagne

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

Susan Ryan

Fulfillment Specialist – Supports corporate
training area; handles corporate trainers’
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