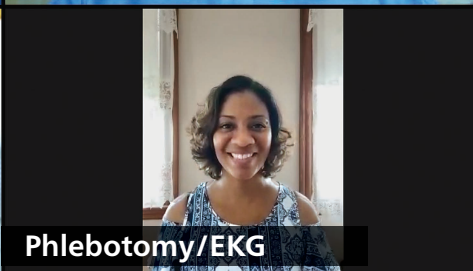


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noncredit
courses

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Some programs may be eligible for training funds. See page 2 for info.



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DEAN'S MESSAGE



As I write this letter, it is June. We are living in chaotic times, faced with so many challenges: the world, our country, our cities and towns, our homes, ourselves. And yet, as humans, we always try to find the path forward—we look to a better tomorrow. As we look inward, we ask ourselves: what will my future look like? How can I make life better for me and my family? How can I try to ensure a more secure future? How can I redefine my future? Many people are seeking new jobs. Many are looking for new careers—something that will be fulfilling and provide economic security. Community Colleges were created to offer programs to help you do just that. We have quickly created new courses so that you can learn from your homes. We have researched what types of jobs are the most likely to be needed and what types of training we can offer to you that are quick, affordable, and convenient.

We have worked with our local MassHire career center <https://masshire-nscareers.org> so that if you are unemployed or underemployed you may find financial support toward good short-term training that will lead to jobs. In the more than 50 years that the college has served the community, we have always provided quality education and training and have been the answer to many of the questions you ask. Now, as a new semester begins this fall, we would like to be the answer for you. Call us at 978-236-1200 or email professional@northshore.edu or look at our website at: www.northshore.edu/professional/index.html.

Thank you.

Dianne Palter Gill

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

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NEW WEB ADDRESS: WWW.NORTHSHORE.EDU

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updates.

★
“Everyone thinks of
changing the world,
but no one thinks of
changing himself.”

LEO TOLSTOY
★

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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.

Who is MassHire and Why Should I Care?



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

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

The staff from the MassHire-North Shore Career Centers are working remotely throughout the COVID-19 period. During this time staff remain prepared to help companies and individuals get all available services in the simplest and most efficient manner. Staff is prepared to help our customers explore career pathways in local priority industries, the skills needed in these industries, and where to find the training to get the jobs. Assistance from MassHire-North Shore Career Center is only a phone call away at 978-825-7200 or at our website <https://masshire-nscareers.org>.

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

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

Am I eligible for re-training dollars?

Training is a great way to close skills gaps in your work experience and help customers to become more competitive for current job openings. The staff of the MassHire-North Shore Career Center can help determine if residents qualify for specialized skills training funds or other grant funded training programs. Training funds may be available to you if you are receiving unemployment benefits, are on certain public assistance programs, the Workforce Investment Opportunity Act (WIOA), and the Federal/State Financial Aid (Pell Grants, Scholarships and Stafford Loans).

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

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

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

Credit for Prior and Experiential Learning

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

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

Remote Learning is Happening at The Adult Learning Center!

Creating Opportunities for Education, Workplace Training, and Career Exploration at No Financial Cost to Students

Need Your High School Diploma? At Least 16 Years Old?

With a combination of face-to-face and online remote learning, the ALC's High School Equivalency Test (HiSET) preparation classes incorporate academics with college and career readiness into the classroom, supported with advising to assist with next steps after graduation. **You must be able to commit to twelve hours per week for instruction and outside classwork.**

There is an opportunity for every starting point:

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

Current circumstances require that our classes are held on Zoom. If you are thinking, "I can't do that!," then talk to us first. We had to learn how to do this too, so we can help. It is not as hard as you think! If you do not have the digital access you need, contact us. We have resources to assist you. All face-to-face classes held on the Danvers campus.

- **Schedule an appointment for an assessment to begin the process. Contact Erin O'Brien at 978-236-1226.**

Cannot Attend Classes in Person at All?

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.**

Get Into the Tech Industry!

Life-changing Opportunity for Students With or Without a High School Diploma

Earning industry certification can give you the edge up needed to advance in your career. A new integrated and education training 20-week program is offered at the Adult Learning Center. You will learn CyberSafe, CompTIA IT Fundamentals, Service Desk and Support Analyst, Microsoft Office Bootcamp, and more! Don't miss this opportunity! The median level wages for these jobs range from \$41,940-\$60,090. In addition to the IT classes, students will either study for their HiSET or work on Accuplacer skills to advance their reading or math proficiency.

- **Interested? Contact Stacy Randell-Shaheen at srandell@northshore.edu.**

Special Opportunity for Employees at North Shore Medical Center/Salem Hospital

Want to improve your English language skills? Better fluency in English can improve communication between employees, managers, and patients. It can also open the door to career advancement. If you work at Salem Hospital, or know someone who does, please ask about our employer-sponsored ESL classes. Earn your hourly rate while you learn!

- **Contact Stacy Randell-Shaheen at srandell@northshore.edu or 978-236-1227 for more information.**

Pssst ... Did you know:

Each of our classes has a minimum enrollment?

So, if you find that perfect class that you just **have** to take, encourage a friend to join you! Sometimes one or two students make the difference between a class running, or a class cancelling.

Many of our classes fill up fast!

So enroll early to ensure your spot in that perfect class!

Register today! Call 978-236-1200

Online Courses & Career Training Programs



Career Training

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

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

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

Professional Development & Personal Enrichment

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

Accounting and Finance ■ Computer Applications ■ Multimedia
Web Design ■ Spanish for Law Enforcement ■ LSAT Prep
Grant Writing ■ HTML and Java Programming

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



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HEALTH CARE



If you're passionate about helping people and making a difference in their lives, working in healthcare can be one of the most rewarding career choices there is. The industry already employs over 18 million people.

Employment of healthcare occupations is projected to grow 14 percent from 2018 to 2028, much faster than the average for all occupations, adding about 1.9 million new jobs. This projected growth is mainly due to an aging population, leading to greater demand for healthcare services.

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

NURSE ASSISTANT/HOME HEALTH AID (XCN)—HYBRID COURSE



QUICK FACTS: Nursing assistants give personal care to patients 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	\$33,810
Preparation	High school diploma or equivalent recommended. Be at least 16 years old. Short-term training program, and pass the Massachusetts state licensing exam.
10 Year Projected Growth	Massachusetts: 10.0%

— 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, and CMS Hand in Hand Dementia Training. Fulfill your classroom hours remotely and your clinical* experience in a local nursing facility with Registered Nurse Instructors. Skills will be taught in our state-licensed lab* with safe social distancing and sanitation guidelines. Skills 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:** Call 978-236-1200 for textbook information. Read first four chapters in the textbook prior to the first class. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam for advising purpose. For testing information or to schedule exam call 781-539-6722, ext. 6695. (2) A CORI check is required. Please call 978-236-1200 to schedule. (3) Proof of immunizations and a negative TB test is required at the start of class. **Lab and clinical portion of the program is subject to change depending on the status of the COVID-19 pandemic.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA100 V	99025	SEP 14-NOV 16	9:30AM-3:30PM	MON/WED/FRI	FLEX	STAFF	\$1,279
HEA100 V01	98564	SEP 21-DEC 7	9:00AM-1:00PM	MON/WED/FRI	FLEX	STAFF	\$1,279
HEA100 V02	98565	OCT 1-JAN 28	5:30PM-9:30PM	TUE/THU	FLEX	SAYLER	\$1,279

CENTRAL STERILE PROCESSING (XSP)—REMOTE LEARNING COURSE



QUICK FACTS: Medical equipment preparers clean and sterilize surgical instruments and medical equipment. They also prepare instruments and equipment for use.

Median Level Wages	\$48,470
Preparation	High school diploma or equivalent required. Short-term training with moderate on-the-job-training. Certification will increase wage.
10 Year Projected Growth	Massachusetts: 8.2%

— Data from Massachusetts Career Information Systems

Learn to clean and sterilize surgical instruments and medical equipment. Set up and deliver them to surgical areas, hospital rooms, clinics and even patient's homes. Assemble, adjust and check non-sterile equipment, and sterile supplies needed for surgery or other medical procedures. Learn about microbes and germs and how they cause infections, as well as managing inventory, ordering supplies, inspecting, maintaining, delivering and retrieving equipment and instruments for surgery, emergency room and other patient care units. After completing this program, test for the certifying exam given at a local Prometric

Testing Center to obtain provisional certification from the International Association of Healthcare Central Service Material Management Association (IAHCMM). 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 for advising purpose. For testing information or to schedule exam call 781-539-6722, ext. 6695. (2) A CORI check is required. Please call 978-236-1200 to schedule. (3) Proof of immunizations and a negative TB test is required at the start of class. **Lab and clinical portion of the program is subject to change depending on the status of the COVID-19 pandemic.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA104 V	98675	OCT 15-JAN 14	6:00PM-9:30PM	MON/THU	FLEX DANVERS	DECOSTA	\$1,999

COMMUNITY HEALTH WORKER—REMOTE LEARNING COURSE

QUICK FACTS: Community health workers provide basic medical care to the public.

**WIOA
Approved**

Median Level Wages \$43,670

Preparation High school diploma or equivalent required. Short-term training. Currently employed in healthcare.

10 Year Projected Growth Massachusetts: 10.4%

— Data from Massachusetts Career Information Systems

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA120 V	99199	SEP 29-DEC 8	5:30PM-9:30PM	TUE/THU	DISTANCE	PALMER	\$1,299



Tamrin Parris is in her second year of teaching at NSCC. She has been working in hospitals for over 15 years as a phlebotomist, EKG technician and as a registered nurse. Tamrin brings real-life scenarios into the classroom which makes learning exciting.

PHLEBOTOMIST (XPH)—HYBRID COURSE

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

**WIOA
Approved**

Median Level Wages \$39,670

Preparation High school diploma or equivalent recommended for training, required for certification. Short-term training program.

10 Year Projected Growth Massachusetts: 16.1%

— Data from Massachusetts Career Information Systems

The phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patient's blood specimens by venipuncture and micro-collection for testing purposes. Phlebotomists are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMO's, public health facilities, veteran hospitals, insurance carriers, and in other healthcare settings. The demand for phlebotomy technicians has increased substantially with the overall complexity of healthcare services and the risks of infectious disease. Current healthcare industry experts predict a 15% increase in phlebotomy jobs by 2024. Learn to collect blood specimens from clients for the purpose of laboratory analysis, become familiar with all aspects of blood collection, and the skills needed to perform venipunctures safely. Topics in this course include medical terminology, related anatomy and physiology, blood collection procedures, and procedures for collection of other types of specimens within the scope of practice of the phlebotomist. After completing this program, learners will have the opportunity to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT). Optional lab* time is available. Learners who successfully complete this program are eligible to participate in an optional volunteer externship* opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility. Cost includes the required textbook. Exam not included in the cost of the program. **Prerequisite:** High School Diploma or GED. It is strongly recommended that students take the Accuplacer Placement

Exam for advising purposes. For testing information or to schedule exam call 781-539-6722, ext. 6695. **Lab and clinical portion of the program is subject to change depending on the status of the COVID-19 pandemic.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA103 V	98571	NOV 2-FEB 24	9:00AM-12:00PM	MON/WED	FLEX	STAFF	\$1,899

EKG TECHNICIAN (XET)—HYBRID COURSE

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

**WIOA
Approved**

Median Level Wages	\$56,850
Preparation	High school diploma or equivalent required. Short-term training program.
10 Year Projected Growth	Massachusetts: 8.5%

— Data from Massachusetts Career Information Systems

EKG technicians are in demand and are expected to continue to grow substantially! As an EKG technician you can work in a physician's office, hospital, clinic, healthcare facility, and even an insurance company to provide data for health and life insurance policies. This program covers topics and processes critical to conducting and interpreting electrocardiograms (EKGs) including the anatomy and physiology of the heart, equipment technology, how to interpret a rhythm strip, and details of a myocardial infarction. Course prepares students to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: National Workforce Career Association (NWCA) Certified EKG Technical (CEKG). Optional lab* time is available. Learners who successfully complete this program are eligible to participate in an optional volunteer externship* opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility. Cost includes the required textbook. Exam not included in the cost of the program. **Prerequisite:** High School Diploma or GED. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For testing information or to schedule exam call 781-539-6722, ext. 6695. **Lab and clinical portion of the program is subject to change depending on the status of the COVID-19 pandemic.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA102 V	98572	SEP 15-NOV 10	6:00PM-9:00PM	TUE/THU	FLEX	STAFF	\$999

Phlebotomy and EKG Career Path—Hybrid Course

The combined Phlebotomy and EKG Technician program provides the necessary skills required to function as a vital member of the clinical laboratory team. Phlebotomists and EKG Technicians are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMO's, public health facilities, veteran hospitals, insurance carriers, and in other healthcare settings. Learn to collect blood specimens from clients for the purpose of laboratory analysis, become familiar with all aspects of blood collection, and the necessary skills needed to perform venipunctures safely. Combined with EKG, the course further covers topics and processes critical to conducting and interpreting electrocardiograms (EKGs) including the anatomy and physiology of the heart, technology used such as the EKG machine, how to interpret a rhythm strip, and details of a myocardial infarction. After completing this program, learners will have the opportunity to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT), and National Workforce Career Association (NWCA) Certified EKG Technician (CEKG) Optional lab* time is available. Learners who successfully complete this program are eligible to participate in an optional volunteer externship* opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility. Cost includes the required textbook. Exam not included in the cost of the program. **Prerequisite:** High School Diploma or GED. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For testing information or to schedule exam call 781-539-6722, ext. 6695. **Lab and clinical portion of the program is subject to change depending on the status of the COVID-19 pandemic.*

**WIOA
Approved**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA115 V	98574	SEP 15-JAN 21	9:00AM-12:00PM	TUE/THU	FLEX	STAFF	\$2,499
HEA115 V01	99910	OCT 19-JAN 11	6:00PM-9:30PM 9:00AM-1:00PM	MON/WED/ SAT	FLEX	STAFF	\$2,499

DENTAL ASSISTANT (XDA)—HYBRID COURSE

QUICK FACTS: Dental assistants help dentists with patient care, office tasks, and lab duties.

**WIOA
Approved**

Median Level Wages	\$48,450
Preparation	High school diploma or equivalent required. Short-term training.
10 Year Projected Growth	Massachusetts: 6.1%

— Data from Massachusetts Career Information Systems

Entry-level positions in dental assisting is one of the fastest growing healthcare fields. With a growing workforce over 300,000 strong, a career in dental assisting ranks as the fourth fastest growing occupation in the healthcare technician field. This program prepares you for entry-level positions as a chair-side

dental assistant, familiarizing you with all areas of administrative and clinical dental assisting to function in a dental practice. Learn the history of dentistry, introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operatory, introduction to tooth structure (primary and permanent teeth), the oral cavity; and other areas. After course completion, learners will have the opportunity to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: National Workforce Career Association (NWCA) Dental Assistant Clinical Certification (DACC). Optional lab* time is available. After successful completion of this program you are eligible to participate in an optional volunteer externship* opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. *Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility. Cost includes required textbook. Exam not included in the cost of the program. Prerequisite: High School Diploma or GED. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For testing information or to schedule exam call 781-539-6722, ext. 6695. *Lab and clinical portion of the program is subject to change depending on the status of the COVID-19 pandemic.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA106 V	98561	SEP 14-DEC 14	6:00PM-9:00PM	MON/WED	FLEX LYNN	STAFF	\$1,699
HEA106 V01	98562	OCT 5-DEC 4	9:00AM-12:00PM	MON/WED/FRI	FLEX DANVERS	STAFF	\$1,699

MEDICAL INTERPRETING (XMC)—REMOTE LEARNING COURSE



WIOA
Approved

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

Median Level Wages	\$53,280
Preparation	High school diploma or equivalent recommended. Short-term training.
10 Year Projected Growth	Massachusetts: 13.3%

— 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. Employment of interpreters and translators is projected to grow 19 percent from 2018 to 2028, 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 and you can opt to continue working with the language coach upon completion of the course. **Prerequisite:** Must be fluent in English and a second language. **Screening required,** call 978-236-1200 to request a screening appointment after registration. **Textbook required:** Available at Amazon.com. "What You Need To Know to Become a Medical Interpreter," ISBN: 9780578411910.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA110 V	98577	SEP 21-DEC 9	6:30PM-9:30PM	MON/WED	DISTANCE	STAFF	\$1,199

Spanish for Health Professionals—Remote Learning Course

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-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA114 V	98532	SEP 16-NOV 4	6:00PM-8:00PM	WED	DISTANCE	STARK	\$239

ONLINE HEALTH PROGRAMS

MEDICAL BILLING & CODING—ONLINE COURSE



WIOA
Approved

QUICK FACTS: Medical coders and billers assign codes to illnesses, injuries, and medical procedures based on doctor's and nurse's notes. They enter these codes on insurance forms.

Median Level Wages	\$42,330
Preparation	High school diploma or equivalent required. Short-term training. Currently employed in healthcare.
10 Year Projected Growth	Massachusetts: 10.4%

— Data from Massachusetts Career Information Systems

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

COURSE CODE: HEA001 OL	CRN: 98780	ONLINE COURSES CAN BE STARTED AT ANY TIME DURING SEMESTER!	COST: \$2,795
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DIALYSIS (XDT)—ONLINE COURSE

QUICK FACTS: Dialysis technology programs prepare people to help patients with severe kidney problems.

Median Level Wages	\$39,649
Preparation	High school diploma or equivalent required. Complete formal training program.
10 Year Projected Growth	Massachusetts: 10.0%

— Data from Massachusetts Career Information Systems

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

COURSE CODE: HEA107 CRN: 98969 ONLINE COURSES CAN BE STARTED AT ANY TIME DURING SEMESTER! COST: \$1,299

PHARMACY TECHNICIAN (XPT)—ONLINE COURSE

WIOA
Approved

QUICK FACTS: Pharmacy technicians help pharmacists provide medicines and other health care products to patients.

Median Level Wages	\$35,660
Preparation	High school diploma or equivalent required. Short-term training. Pass the Massachusetts certification and licensing exams.
10 Year Projected Growth	Massachusetts: 8.8%

— Data from Massachusetts Career Information Systems

The need for Pharmacy Technicians continues to grow with demand expected to increase substantially through 2024. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings. Approximately 400,000 technicians will be employed by the year 2024 to meet our nation's growing healthcare demands. Learn pharmacy medical terminology, reading and interpreting prescriptions, and defining generic and brand names drugs and much, much more. Prepares you to enter the pharmacy field and to pursue certification including the Pharmacy Technician Certification Board's PTCB exam(s): Pharmacy Technician Certification Board (PTCB) Certified Pharmacy Technician (CPhT) and National Workforce Career Association (NWCA) Pharmacy Technician Associate Certification (PTAC). After successful completion of this program you are eligible to participate in an optional volunteer externship* opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. *Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility.* Cost includes required textbook. Exam not included in the cost. **Prerequisite:** High School Diploma or GED. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For testing information or to schedule exam call 781-539-6722, ext. 6695. **Lab and clinical portion of the program is subject to change depending on the status of the COVID-19 pandemic.*

COURSE CODE: HEA109 CRN: 98563 ONLINE COURSES CAN BE STARTED AT ANY TIME DURING THE SEMESTER! COST: \$1,299

HEALTH CARE COURSES IN SPANISH

EKG Technician in Spanish—Online Course

¡Los técnicos de EKG están en demanda! Pueden trabajar en consultorios médicos, hospitales, clínicas y otras instalaciones y organizaciones dedicadas a la atención médica. Los técnicos de EKG también trabajan para compañías de seguros para proporcionar datos para pólizas de seguro de vida y salud. Al igual que otras profesiones sanitarias en crecimiento, se espera que la demanda de técnicos para la toma de electrocardiogramas, continúe creciendo sustancialmente. Para el año 2024 aproximadamente un 25% más de trabajos de técnico de EKG estarán disponibles. Este programa técnico para técnico de EKG, prepara a los alumnos para efectuar la toma de electrocardiogramas (EKG). Este curso incluirá información sobre anatomía y fisiología del corazón, procesos de enfermedades médicas, terminología médica, ética médica, aspectos legales del contacto con el paciente, electrocardiografía y pruebas de estrés. ¡Un curso altamente interactivo! Hay varios exámenes de certificación nacional disponibles para los alumnos que completan con éxito este programa: National Workforce Career Association (NWCA) Certified EKG Technician (CEKG). Los estudiantes que completan este programa son elegibles para participar en una oportunidad de práctica voluntaria opcional con una compañía / agencia / organización local cuyo trabajo se alinea con esta área de estudio para obtener una valiosa experiencia práctica. A medida que los alumnos avanzan en su programa de eLearning, un Coordinador de Externship se comunicará para coordinar la colocación. Se recomienda fuertemente que los estudiantes tomen el Examen de Colocación Accuplacer para fines de asesoramiento. Para obtener información sobre las pruebas o para programar un examen, llame al 781-539-6722, ext. 6695. *Nota: el centro de prácticas externas puede requerir documentación adicional que incluya registros de salud, inmunizaciones, detección de drogas, verificación de antecedentes penales, etc.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA402 V	99958	OCT 6-DEC 3	6:00PM-9:30PM	TUE/THU	DISTANCE	STAFF	\$999

Phlebotomy Technician in Spanish—Online Course

El flebotomista es un miembro vital del equipo del laboratorio clínico, cuya función principal es obtener muestras de sangre del paciente mediante punción venosa y microcolección con fines de prueba. Los flebotomistas se emplean en todo el sistema de atención médica, incluidos hospitales, centros de salud del vecindario, consultorios médicos grupales, HMO, centros de salud pública, hospitales veteranos, compañías de seguros y en otros entornos de atención médica.

La demanda de técnicos en flebotomía ha aumentado sustancialmente con la complejidad general de los servicios de salud y los riesgos de enfermedades infecciosas. Los expertos actuales de la industria de la salud predicen un aumento del 15% en los trabajos de flebotomía para 2018. El Programa de técnico en flebotomía prepara a los alumnos para recolectar muestras de sangre de los clientes con el fin de realizar análisis de laboratorio. Los alumnos se familiarizarán con todos los aspectos de la recolección de sangre y ejecutarán las habilidades necesarias para realizar las venopunturas de manera segura. También incluye terminología, procedimientos de extracción de sangre, orden de extracción y otros temas interesantes. ¡El programa también incluye una práctica clínica externa opcional en un proveedor de atención médica local! Hay varios exámenes de certificación nacional disponibles para los alumnos que completan con éxito este programa: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT). Los estudiantes que completan este programa son elegibles para participar en una oportunidad de práctica voluntaria opcional con una compañía / agencia / organización local cuyo trabajo se alinea con esta área de estudio para obtener una valiosa experiencia práctica. A medida que los alumnos avanzan en su programa de eLearning, un Coordinador de Externship se comunicará para coordinar la colocación. Se recomienda fuertemente que los estudiantes tomen el Examen de Colocación Accuplacer para fines de asesoramiento. Para obtener información sobre las pruebas o para programar un examen, llame al 781-539-6722, ext. 6695. *Nota: el centro de prácticas externas puede requerir documentación adicional que incluya registros de salud, inmunizaciones, detección de drogas, verificación de antecedentes penales, etc.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA403 V	99959	SEP 14-JAN 11	6:00PM-9:30PM	MON/WED	DISTANCE	STAFF	\$1,899

Phlebotomy/EKG in Spanish—Online Course

El flebotomista es un miembro vital del equipo del laboratorio clínico, cuya función principal es obtener muestras de sangre del paciente mediante punción venosa y microcolección con fines de prueba. Los flebotomistas se emplean en todo el sistema de atención médica, incluidos hospitales, centros de salud del vecindario, consultorios médicos grupales, HMO, centros de salud pública, hospitales veteranos, compañías de seguros y en otros entornos de atención médica. La demanda de técnicos en flebotomía ha aumentado sustancialmente con la complejidad general de los servicios de salud y los riesgos de enfermedades infecciosas. Los expertos actuales de la industria de la salud predicen un aumento del 15% en los trabajos de flebotomía para 2018. El Programa de técnico en flebotomía prepara a los alumnos para recolectar muestras de sangre de los clientes con el fin de realizar análisis de laboratorio. Los alumnos se familiarizarán con todos los aspectos de la recolección de sangre y ejecutarán las habilidades necesarias para realizar las venopunturas de manera segura. Este programa técnico para técnico de EKG, prepara a los alumnos para efectuar la toma de electrocardiogramas (EKG). Este curso incluirá información sobre anatomía y fisiología del corazón, procesos de enfermedades médicas, terminología médica, ética médica, aspectos legales del contacto con el paciente, electrocardiografía y pruebas de estrés. ¡Un curso altamente interactivo! Hay varios exámenes de certificación nacional disponibles para los alumnos que completan con éxito este programa: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT) and National Workforce Career Association (NWCA) Certified EKG Technician (CEKG). Los estudiantes que completan este programa son elegibles para participar en una oportunidad de práctica voluntaria opcional con una compañía / agencia / organización local cuyo trabajo se alinea con esta área de estudio para obtener una valiosa experiencia práctica. A medida que los alumnos avanzan en su programa de eLearning, un Coordinador de Externship se comunicará para coordinar la colocación. Se recomienda fuertemente que los estudiantes tomen el Examen de Colocación Accuplacer para fines de asesoramiento. Para obtener información sobre las pruebas o para programar un examen, llame al 781-539-6722, ext. 6695. *Nota: el centro de prácticas externas puede requerir documentación adicional que incluya registros de salud, inmunizaciones, detección de drogas, verificación de antecedentes penales, etc.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA415 V	99960	SEP 16-NOV 25	8:30AM-12:00PM	MON/WED/FRI	DISTANCE	STAFF	\$2,499



Michelle Simons is a person in long-term recovery and has worked in the addiction field since 2002. As an NSCC alum she received her Associate's Degree in Drug and Alcohol Rehab in 2006 and later earned her Master's in Counseling at Salem State in 2016. Michelle is a Master Level Licensed Alcohol and Drug Counselor in Massachusetts. Michelle has been teaching the Recovery Coach Academy at NSCC since January of 2018 and began working for the Addiction Workforce Grant at NSCC last August of 2019.

RECOVERY COACH TRAINING—REMOTE LEARNING COURSE

QUICK FACTS: Recovery coaches work with persons with active addictions as well as persons already in recovery.

**WIOA
Approved**

Median Level Wages	\$44,360
Preparation	High school diploma or equivalent recommended. Short-term training. Massachusetts certificate in Recovery Coaching.
10 Year Projected Growth	Massachusetts: 17.6%

— Data from Massachusetts Career Information Systems

Recovery Coach Training: Part I—Remote Learning Course

The gold standard for Recovery Coach Training fulfills 30 of the 60 educational hours required to become a Massachusetts Certified Addiction Recovery Coach. Recovery Coaches play a vital role in the community; they serve as guides and mentors to individuals with drug and alcohol problems, and empower people on their personal journey by providing many options and 'paths' to recovery. Training participants will receive tools and resources designed to help people heal

from the devastating effects of addiction, whether they are just entering recovery or looking to deepen and sustain their recovery. For individuals considering a career as a recovery coach or peer mentor, or individuals who simply want to learn more effective methods for supporting people through their recovery process. Taught by Michelle Simons who brings a professional and life experience to her work with individuals, families and organizations. Cost of class includes \$50 materials fee and Recovery Coach manual.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA300 V	98970	OCT 30-NOV 20	9:00AM-5:00PM	FRI	DISTANCE	SIMONS	\$499

Recovery Coach Training: Part II—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA301 V	98971	SEP 28-OCT 1	9:00AM-5:00PM	MON-THU	DISTANCE	SIMONS	\$499

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA302 V	98972	SEP 28-SEP 29	9:00AM-5:00PM	MON/TUE	DISTANCE	SIMONS	\$279

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA303 V	98973	SEP 30-OCT 1	9:00AM-5:00PM	WED/THU	DISTANCE	SIMONS	\$279

PERSONAL FITNESS TRAINER (XPF)—REMOTE LEARNING COURSE

QUICK FACTS: Fitness trainers and aerobics instructors help people get in shape. They teach classes or set up individual training programs.

**WIOA
Approved**

Median Level Wages \$53,290

Preparation High school diploma or equivalent required. Short-term training. Pass a certification exam.

10 Year Projected Growth Massachusetts: 9.1%

— Data from Massachusetts Career Information Systems

Certified Personal Trainer Course with CPR—Remote Learning Course

Two Nationally Certified Personal Trainer Certifications, CPR Certification, and Level 1 Certified Personal Trainer Test Vouchers for one price! Gain all the required skills and knowledge needed to become a Certified Personal Trainer with in-depth instruction and hands-on practical labs. Topics include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessments to game plan a solid program for your client. Hands-on* practical training labs* include role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. For Level 1 Certified Personal Trainer you must successfully complete the written and practical exams. For Level 2 Nationally Certified Personal Trainer you must successfully complete your Level 1 exams followed by a 30 hour internship. Hands-on* practical training occurs off-site and you must provide your own transportation. It is strongly recommended that students take the Accuplacer Placement Exam in the Center for Alternative Studies and Testing prior to registration for advising purposes. Program includes workbook, access to online student study tools and test voucher. W.I.T.S. Certified Personal Trainer is NCCA Accredited. Text required and not included in the price of the course. 7th edition of the Fitness Professional's Handbook with web resources (ISBN-13: 9781492523376) available for purchase online. An e book is also available for purchase online: ISBN-13:9781492535935. You can also order the book through W.I.T.S. by calling 1-888-330-9487. National Exam Scheduled for Nov. 7th. *Lab and hands on practical training subject to change depending on the status of COVID-19.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
PSS210 V	98575	SEP 26-OCT 31	9:00AM-12:00PM	SAT	DISTANCE	STAFF	\$889

TEAS TEST PREP

TEAS Test Preparation for Health Programs: Science—Remote Learning Course

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:** Please visit www.SHOPNSCC.com to order books.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD104 V	98524	SEP 16-OCT 21	6:00PM-8:00PM	WED	DISTANCE	ST PIERRE	\$159
OTD104 V1	98525	OCT 26-NOV 30	9:00AM-11:00AM	MON	DISTANCE	ST PIERRE	\$159

TEAS Test Preparation for Health Programs: Verbal—Remote Learning Course

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-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD105 V	98679	SEP 26-OCT 31	8:00AM-10:00AM	SAT	DISTANCE	ROBICHAUD	\$159
OTD105 V1	98520	OCT 15-NOV 19	6:00PM-8:00PM	THU	DISTANCE	ROBICHAUD	\$159

TEAS Test Preparation for Health Programs: Math—Remote Learning Course

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:** Please visit www.SHOPNSCC.com to order books.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD106 V	98523	SEP 26-OCT 31	10:15AM-12:15PM	SAT	DISTANCE	MCGUINNESS	\$159
OTD106 V1	98521	OCT 20-NOV 17	6:00PM-8:00PM	TUE	DISTANCE	MCGUINNESS	\$159



ADVANCED COMPUTER TRAINING

As technology continues to evolve, your career can too!

There are over 17K IT support jobs in Massachusetts. Job prospects for entry-level workers is high because advancement opportunities are good.

HELP DESK SUPPORT PROFESSIONAL (XDH)

QUICK FACTS: Computer user support specialists help people solve problems with their computer hardware and software.

**WIOA
Approved**

Median Level Wages \$61,210

Preparation High school diploma or equivalent. Short-term training. Industry certification.

Required Courses (listed in recommended order):

- INF307 CompTIA IT Fundamentals
- INF106 CyberSafe
- 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—Remote Learning Course

CompTIA IT Fundamentals certification is your launch pad for an IT career. Course provides a strong, IT foundation for non-technical professionals and advanced end-users at home, work, college, or high school. Focus on essential IT skills including features and functions of common operating systems and establishing network connectivity, identifying common software applications and their purpose, and using security and web browsing best practices. Prepares you for the CompTIA IT Fundamentals examination (Exam FC0-U61) and is a suggested prerequisite to CompTIA A+. 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-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF307 V	98994	SEP 15-OCT 20	6:00PM-9:00PM	TUE	DISTANCE	RODRIGUEZ	\$399

CompTIA A+ Certification Prep—Remote Learning Course

CompTIA A+ Certification is the foundation of your Information Technology Profession and provides you with an industry recognized, valued credential. Learn the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimized, and perform preventative maintenance of basic PCs, and the ability to connect users to the data they need to do their jobs regardless of the devices being used. This course prepares you to take the

CompTIA A+ Certification Exams. Cost of the exam is not included in the cost of the program. **Textbook required:** For textbook information please call 978-236-1200. Class also available online or live online. Please call 978-236-1200 for more information.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF300 V	98534	OCT 27-DEC 22	6:00PM-9:00PM	TUE/THU	DISTANCE	RODRIGUEZ	\$1,899

CISCO CCNA Routing and Switching—Online Course

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

COURSE CODE: INF051	CRN: 98998	ONLINE COURSES CAN BE STARTED AT ANY TIME DURING SEMESTER!	COST: \$2,495
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CompTIA Network+ with Exam Voucher—Online Course

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

COURSE CODE: INF055	CRN: 99057	ONLINE COURSES CAN BE STARTED AT ANY TIME DURING SEMESTER!	COST: \$1,695
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CompTIA Security+ with Exam Voucher—Online Course

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

COURSE CODE: INF057	CRN: 99222	ONLINE COURSES CAN BE STARTED AT ANY TIME DURING SEMESTER!	COST: \$1,695
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CompTIA Certification Training: A+, Security+, and Network+ with Exam Vouchers—Online Course

Careers in Information Technology are steadily growing, and what better way to train for a new career than to prepare for three respected certifications in one convenient online program? Build 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 220-1101, 220-1102, CompTIA™ Network+ Exam N10-007 and CompTIA™ Security+ Exam SY0-501 at no additional cost. Classes begin each month, for more information please call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc>, search GES327.

**WIOA
Approved**

COURSE CODE: INF058	CRN: 99211	ONLINE COURSES CAN BE STARTED AT ANY TIME DURING SEMESTER	COST: \$3,995
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DIGITAL MARKETING CERTIFICATE (XDM)

QUICK FACTS: Digital marketers/public relations help build a positive public image for organizations.

Median Level Wages \$63,100

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

Required Courses:

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

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

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

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

— Data from Massachusetts Career Information Systems

Website Design and Management with WordPress—Remote Learning Course

WordPress has grown to become one of the world's most popular content management systems (CMS) and blogging tools. Creating a simple blog or website no longer requires knowledge of any programming language. Learn how to get your blog or website started from installing and configuring the software, to using themes, plug-ins, and widgets. At conclusion, you will have begun to design and develop your first blog or website along with managing and changing content, creating posts, adding pages, embedding video and changing media files. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF233 V	99026	OCT 1-NOV 5	6:00PM-9:00PM	THU	DISTANCE	PRATT	\$289

Google Analytics: Why Every Business Should Be Using It—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF240 V	98677	OCT 14-NOV 4	6:00PM-9:00PM	WED	DISTANCE	STAFF	\$189

HTML and CSS Series—Online Course

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

COURSE CODE: INF053	CRN:99014	ONLINE COURSES CAN BE STARTED AT ANY TIME DURING SEMESTER!	COST: \$299
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Creating Mobile Apps with HTML—Online Course

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

COURSE CODE: INF054	CRN: 99015	ONLINE COURSES CAN BE STARTED AT ANY TIME DURING SEMESTER!	COST: \$115
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GRAPHIC DESIGN CERTIFICATE (XGD)

QUICK FACTS: Graphic designers create designs using print, electronic, and film media.

Median Level Wages \$63,350

Preparation High school diploma or equivalent. Artistic aptitude. Short-term training.

Required Courses:

- BAA100 Principles of Design
- BAA227 Graphic Design Theory
- BAA228 Adobe Creative Cloud: Design Amazing Graphics: Part 1
- BAA232 Adobe Creative Cloud: Design Amazing Graphics: Part 2
- INF233 Website Design and Management with WordPress
- BAA201 How to Manage Conflict in the Organization
- BAA202 Time Management: Take Control

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

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

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

— Data from Massachusetts Career Information Systems

Graphic Design Certificate

Please see course requirements in above box and course descriptions and schedules below.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA301 V	99935	SEP 22-MAR 18	WILL VARY	WILL VARY	DISTANCE	STAFF	\$2,499

Graphic Design Theory—Remote Learning Course

Do you want to learn how to create great logos or ads? 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.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA227 V	99017	SEP 22-OCT 27	6:00PM-9:00PM	TUE	DISTANCE	BURNS	\$239

Adobe Creative Cloud: Design Amazing Graphics, Part 1—Remote Learning Course

An introduction to the software most widely used in the graphic and publishing industry today, Adobe Creative Cloud. Using bitmap (Photoshop), vector (Illustrator) and page layout (In Design) graphic software, you will learn to create outstanding print and digital designs. No prior design software knowledge required, but a familiarity with the mac/pc operating system, knowledge of computer file management, and use of internet browser. **Textbook required.**

Adobe Software Required, www.Adobe.com. Students must activate their My Northshore account and download Adobe Software prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA228 V	99016	SEP 21-DEC 3	6:00PM-8:00PM	MON/THU	DISTANCE	BURNS	\$579

Adobe Creative Cloud: Photoshop with InDesign, Part 1—Remote Learning Course

Designed to familiarize you with the cloud base software that has become the industry standard in digital imaging. Learn computer imaging, scanning, memory management, and imaging basics for the World Wide Web. Also, learn InDesign's typographic design and page layout principles. These skills will enable you to quickly and effectively produce attractive documents. Familiarity with the mac/pc operating system, knowledge of computer file management and use of internet browser. **Textbook required. Adobe Software Required, www.Adobe.com.** Students must activate their My Northshore account and download Adobe Software prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA230 V	99205	SEP 21-OCT 26	6:00PM-8:00PM	MON/THU	DISTANCE	BURNS	\$299

Adobe Creative Cloud: Illustrator with InDesign—Remote Learning Course

Looking to create high quality graphics using Adobe Cloud? Learn the program terms, menus, tools, palettes, objects, and type. Explore keyboard shortcuts and the pen tool, Illustrator's most powerful tool. Learn to manipulate type to create artwork, manage color, make gradients, and create new illustrations. Adobe Cloud InDesign will also be covered. Familiarity with the mac/pc operating system, knowledge of computer file management, and use of internet browser. **Textbook required. Adobe Software Required, www.Adobe.com.** Students must activate their My Northshore account and download Adobe Software prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA231 V	99206	OCT 29-DEC 3	6:00PM-8:00PM	MON/THU	DISTANCE	BURNS	\$299

SOCIAL MEDIA

Digital Marketing for Small Business: Stay in the Game—Remote Learning Course

Now is the time more than ever to develop your online presence to grow your business through digital marketing. Learn the fundamentals of digital marketing including SEO, content marketing, social media, email campaigns and more that will help you achieve your goals. Students must activate their My Northshore account prior to the first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF238 V	98634	SEP 22-OCT 27	6:00PM-9:00PM	TUE	DISTANCE	ST MARTIN	\$269

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

Learn to effectively use social media for a variety of professional purposes including connecting with a larger network, improving relationships with existing customers and businesses, and channeling relevant information to the right people. Learn the nuts and bolts of social media platforms including etiquette and ethics, writing effective business content, identifying and how to target your audience, and doing it all on a budget! Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF248 V	99938	NOV 3-NOV 17	6:00PM-9:00PM	TUE	DISTANCE	ST MARTIN	\$149

Facebook and Instagram for Small Business: Stay in the Game—Remote Learning Course

Now is the time more than ever to increase your visibility in developing and marketing your business successfully using Facebook and Instagram. Learn the importance of creating a brand page and having it updated with the right information so customers can find you and know you are still there. Turn likes, followers, tags, etc into business and understand the importance of listening to customers and responding in a timely fashion, especially in a public forum. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF250 V	99939	NOV 3	6:00PM-9:00PM	TUE	DISTANCE	ST MARTIN	\$49

Twitter and LinkedIn for Small Business: Stay in the Game—Remote Learning Course

In 2020, new customers (and potential employers) explore and research businesses online before they buy. That means if you own a business, managing LinkedIn pages and Twitter feeds is critical. Customers expect instant responses as well as engaging content. Learn how to maximize your presence and increase your customer base with these two very effective marketing tools. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF251 V	99940	NOV 10	6:00PM-9:00PM	TUE	DISTANCE	ST MARTIN	\$49

YouTube and Pinterest for Small Business: Stay in the Game—Remote Learning Course

While YouTube and Pinterest may not be in your social media marketing toolkit, they can be valuable networks that can bring your marketing and brand presence to a new level. Add value to your business through visuals by sharing valuable images, videos, and tidbits to effectively reach a larger audience. Learn which audiences are best for these networks and how to make the most out of each video and pin. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF252 V	99941	NOV 17	6:00PM-9:00PM	TUE	DISTANCE	ST MARTIN	\$49

Social Media: Etiquette and Ethics—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF245 V	99209	DEC 1-DEC 8	6:00PM-9:00PM	TUE	DISTANCE	ST MARTIN	\$99

CAD**AutoCAD: An Introduction—Remote Learning Course**

Through lecture, hands-on exercises, and drawing, learn the introductory features of AutoCAD. Topics include starting and setting up drawings, point coordinate entry methods, creation of basic 2D drawing objects, layer management, line types and colors, selection sets, object snap modes, AutoSnap, polar tracking, object snap tracking, construction techniques, creating and managing text objects, editing geometry, display control, and drawing inquiry methods. Upon completing this course, you will be able to use AutoCAD's precision drawing tools and methods to construct accurate 2D drawings. Strong computer skills and knowledge of windows required. AutoCAD software required. Students must activate their My Northshore account and download AutoCAD Software prior to first class. Autocad software available at www.autodesk.com/education/free-software/featured.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF308 V	99202	NOV 12-JAN 21	6:00PM-8:30PM	THU	DISTANCE	DRYDEN	\$399

SketchUp Level 1—Remote Learning Course

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, and free Sketchup software required.** Strong computer skills and knowledge of windows required. Students must activate their My Northshore account and download Sketchup Software prior to first class. Discounted SketchUp software available at <https://shop.creationengine.com/collections/sketchup-studio-for-students>.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA110 V	98624	SEP 17-NOV 5	6:00PM-8:30PM	THU	DISTANCE	DRYDEN	\$289

COMPUTER APPLICATIONS

MICROSOFT OFFICE SUITE CERTIFICATE (XMO)



QUICK FACTS: Secretaries perform a variety of clerical and administrative duties needed to run an office.

Median Level Wages \$37,830

Preparation High school diploma or equivalent. Short-term-training.

Required Courses:

- INF101 Introduction to the Computer*
- INF110 Microsoft Word: Level 1
- INF111 Microsoft Word: Level 2
- INF120 Microsoft Excel: Level 1
- INF121 Microsoft Excel: Level 2
- INF132 Microsoft PowerPoint Workshop
- INF145 Microsoft Outlook Workshop
- INF104 File Management Proficiency
- INF106 CyberSafe

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

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

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

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

— Data from Massachusetts Career Information Systems

Excel for the Workplace: Level 1—Remote Learning Course

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:** Please visit www.SHOPNSCC.com to order books. Must have some experience with Windows and the keyboard. Students must activate their My Northshore account and download Microsoft Software prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF120 V	98491	SEP 21-NOV 2	9:00AM-12:00PM	MON	DISTANCE	MCNEIL	\$289
INF120 V1	98492	OCT 22-DEC 3	6:00PM-9:00PM	THU	DISTANCE	MCNEIL	\$289



Mary Ellen McNeil has been a 20-year computer software instructor at NSCC, where she has been both an adjunct in the Office Technology Department and Corporate and Professional Education. She possesses extensive experience teaching Microsoft Office applications for the workplace and has successfully developed and implemented two hybrid computer courses as part of an Associate degree for office administrators. Mary Ellen is a graduate of University of MA Lowell-BS Education.

Excel for the Workplace: Level 2—Remote Learning Course

Expand your Excel knowledge. Topics include tables, templates, linking sheets and workbooks, range names, database filter and sorts, subtotals and outlines, pivot tables, and macros. **Prerequisite:** Completion of Excel: Level 1 or equivalent experience. **Textbook and flash drive required:** Please visit www.SHOPNSCC.com to order books. Students must activate their My Northshore account and download Microsoft Software prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF121 V	98495	NOV 9-DEC 14	9:00AM-12:00PM	MON	DISTANCE	MCNEIL	\$289

Word for the Workplace: Level 1—Remote Learning Course

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:** Please visit www.SHOPNSCC.com to order books. Students must activate their My Northshore account and download Microsoft Software prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF110 V	98484	SEP 16-OCT 21	9:00AM-12:00PM	WED	DISTANCE	STAFF	\$289

Word for the Workplace: Level 2—Remote Learning Course

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:** Please visit www.SHOPNSCC.com to order books. Students must activate their My Northshore account and download Microsoft Software prior to first class. **Free Microsoft Office Software Available with Registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF111 V	98486	OCT 28-DEC 16	9:00AM-12:00PM	WED	DISTANCE	STAFF	\$289

Microsoft Bootcamp with Google Apps—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF161 V	98956	SEP 29-DEC 1	6:00PM-9:00PM	TUE	DISTANCE	PARTLAN	\$459

COMPUTER APPLICATION WORKSHOPS

Word for the Workplace: Level 1 Workshop—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF113 V	98503	SEP 29-OCT 6	6:00PM-9:00PM	TUE	DISTANCE	PARTLAN	\$149

Excel for the Workplace: Level 1 Workshop—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF123 V	98506	SEP 18	9:00AM-3:00PM	FRI	DISTANCE	STAFF	\$149
INF123 V1	98505	OCT 13-OCT 20	6:00PM-9:00PM	TUE	DISTANCE	PARTLAN	\$149

Excel for the Workplace: Level 2 Workshop—Remote Learning Course

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: Level 1 or equivalent experience. **Flash drive required.** Students must activate their My Northshore account and download Microsoft Software prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF124 V	98508	OCT 16	9:00AM-3:00PM	FRI	DISTANCE	STAFF	\$149

File Management Proficiency—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF104 V	98511	OCT 7	9:00AM-3:00PM	WED	DISTANCE	STAFF	\$149
INF104 V1	98512	NOV 12-NOV 19	6:00PM-9:00PM	THU	DISTANCE	STAFF	\$149

PowerPoint for the Workplace: Level 1 Workshop—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF132 V	98513	OCT 27-NOV 3	6:00PM-9:00PM	TUE	DISTANCE	PARTLAN	\$149

Outlook for the Workplace: Level 1 Workshop—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF145 V	99190	NOV 10-NOV 17	6:00PM-9:00PM	TUE	DISTANCE	PARTLAN	\$149

ADDITIONAL COMPUTER TRAINING**Introduction the Computer—Remote Learning Course**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF101 V	98479	SEP 14	09:00AM-3:00PM	MON	DISTANCE	STAFF	\$149

Keyboarding—Online Course

Do you want to learn to touch-type or improve your existing typing skills? If so, this is the course for you! Using the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, you will learn how to touch-type. That is, to type text you read from a printed page or a computer screen without looking at your keyboard. At completion, you will be able to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. For more information call 978-236-1200 or go to www.ed2go.com/nscc.

COURSE CODE: INF021	CRN: 99221	ONLINE COURSES BE STARTED AT ANY TIME DURING SEMESTER!					COST: \$115
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Google Apps—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF105 V	98502	NOV 24-DEC 1	6:00PM-9:00PM	TUE	DISTANCE	PARTLAN	\$149
INF105 V1	98501	DEC 3-DEC 10	9:00AM-12:00PM	THU	DISTANCE	STAFF	\$149

CyberSafe—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF106 V	98514	SEP 16	5:30PM-9:30PM	WED	DISTANCE	STAFF	\$89
INF106 V1	98515	NOV 7	09:00AM-1:00PM	SAT	DISTANCE	STAFF	\$89

BUSINESS ADMINISTRATION

BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA)



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

Median Level Wages \$48,140

Preparation High school diploma or equivalent. Short-term training.

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
- BAA147 Excel for Accounting: Part 1
- BAA148 Excel for Accounting: Part 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 Time Management: Take Control

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

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

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

— Data from Massachusetts Career Information Systems



Jeff Toye started teaching at NSCC in 2015. “I always had a desire to teach—I felt it was a way to give back.” As a ProAdvisor for Intuit for 20 years, teaching clients how to use QuickBooks software, made Jeff very qualified to teach in the classroom. Jeff created the curriculum for the Payroll and the Reports courses and has been an Adjunct Instructor 5 years at NSCC, Bentley University MBA, CPA, QuickBooks ProAdvisor and teaching clients for 17 years.

New! Bookkeeping and Accounting Certificate

Please see course requirements in above box and course descriptions and schedule below.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA300 V	99934	SEP 17-DEC 21	WILL VARY	WILL VARY	DISTANCE	STAFF	\$2,899

Bookkeeping and Accounting: Part 1—Remote Learning Course

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

Textbook required: Please visit www.SHOPNSCC.com to order books. Students must activate their My Northshore account prior to first class. **Prerequisite:** Excel Level 1 or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA140 V1	98585	SEP 15-OCT 1	9:00AM-12:00PM	TUE/THU	DISTANCE	MCCLARNEY	\$269
BAA140 V	98586	SEP 17-OCT 22	6:00PM-9:00PM	THU	DISTANCE	MCCLARNEY	\$269

Bookkeeping and Accounting: Part 2—Remote Learning Course

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

Textbook required (same as Bookkeeping and Accounting: Part 1): Please visit www.SHOPNSCC.com to order books. **Prerequisite:** Bookkeeping and Accounting Part I or equivalent experience. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA141 V1	98587	OCT 8-NOV 12	9:00AM-12:00PM	THU	DISTANCE	MCCLARNEY	\$269
BAA141 V	98589	NOV 5-DEC 17	6:00PM-9:00PM	THU	DISTANCE	MCCLARNEY	\$269

QuickBooks: Level 1—Remote Learning Course

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:** Please visit www.SHOPNSCC.com to order books. **Prerequisite:** Bookkeeping and Accounting: Part 1 or equivalent

experience. Students must activate their My Northshore account and download QuickBooks Software prior to first class. **Free QuickBooks software available for up to six months with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA143 V	98591	SEP 25-OCT 30	9:00AM-12:00PM	FRI	DISTANCE	TOYE	\$299
BAA143 V1	98590	OCT 20-NOV 24	6:00PM-9:00PM	TUE	DISTANCE	TOYE	\$299

QuickBooks: Level 2—Remote Learning Course

Learn the various areas of QuickBooks that go beyond the basics such as reconciliations, credit cards and other liabilities, class usage, 1099 reporting, sales tax, utilities including importing and exporting files and various back up choices, budgeting, forecasting, and journal entries. **Flash drive required. Textbook required:** Please visit www.SHOPNSCC.com to order books. **Prerequisite:** QuickBooks Level 1 or equivalent experience. Students must activate their My Northshore account and download QuickBooks Software prior to first class. **Free QuickBooks software available for up to six months with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA144 V	98592	NOV 6-DEC 18	9:00AM-12:00PM	FRI	DISTANCE	TOYE	\$299

QuickBooks Payroll—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA145 V	98595	OCT 28-NOV 18	9:00AM-12:00PM	WED	DISTANCE	TOYE	\$179

QuickBooks: Just Reports—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA146 V	98593	NOV 16	6:00PM-9:00PM	MON	DISTANCE	TOYE	\$79

Audit Paper Trail—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA142 V	98596	DEC 2	6:00PM-9:00PM	WED	DISTANCE	STAFF	\$79

Excel for Accounting: Part 1—Remote Learning Course

An ideal blend! Apply accounting principles to detailed, step-by-step instruction on using Microsoft Excel. This unique solution offers a sequential progression of material for both accounting and Excel topics, while simultaneously offering a variety of exercises that allow you to perfect the associated concepts and skills. Learn to apply your newly acquired Excel skills when solving real-world accounting problems. Accounting equations, journal entries, financial statements, cash flows, inventory costing and analysis and bank reconciliation will be covered. **Prerequisite:** Bookkeeping and Accounting Part 1 or equivalent experience. **Textbook required:** Please visit www.SHOPNSCC.com to order books. Students must activate their My Northshore account and download Microsoft Software prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA147 V	98599	OCT 5-NOV 16	9:00AM-12:00PM	MON	DISTANCE	STAFF	\$289

Excel for Accounting: Part 2—Remote Learning Course

A continuation of Excel for Accounting. Depreciation schedule, payroll register, bond amortization, financial statement analysis and budgeting and cost analysis will be covered. **Prerequisite:** Bookkeeping and Accounting Part 2 or equivalent experience. **Textbook required:** Please visit www.SHOPNSCC.com to order books. Students must activate their My Northshore account and download Microsoft Software prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA148 V	98600	NOV 23-DEC 21	9:00AM-12:30PM	MON	DISTANCE	STAFF	\$289

Making Money as a Freelance Bookkeeper—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA149 V	98597	NOV 30	6:00PM-9:00PM	MON	DISTANCE	STAFF	\$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-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA150 V	98598	NOV 2-DEC 7	6:00PM-9:00PM	MON	DISTANCE	MCALARNEY	\$299



Dr. Sriram Rajagopalan has 20+ years of professional experience. Having led numerous initiatives, he has established PMO with Kaizen processes toward operational excellence. He has developed middle management productivity frameworks and received the PMI Eric Jenett award. In addition to teaching for North Shore Community College, he also teaches at Northeastern University and through Agile Training Champions.

Project Management for Non-Project Managers—Remote Learning Course

The profession of Project Management has grown tremendously so that the principles of this discipline are now basic expectations of any field. Whether you manage or support a particular initiative, the need to engage with people, manage change, address risks, and deliver results is an every-day expectation. This workshop is aimed at teaching these skills and will use real examples, teach models, tools, techniques, and allow for the application and practice of the material immediately. Live remote course presented by Dr. Sriram Rajagopalan, an award-winning author and expert in the field of Project Management. Four 2-hour sessions. No class week of 9/28.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA008 V	99954	SEP 15-OCT 13	8:30AM-10:30AM	TUE	DISTANCE	RAJAGOPALAN	\$699

Basics of Contract Management—Remote Learning Course

In daily business, we deal with various types of contracts. We review and authorize documents with a statement of work, vendor contracts, business and technical specification documents, change orders, etc. But how well do we understand the terms and conditions that bind us on our commitments to protect our project and performing organization? In this course, we will explore the world of contracts and some of the essential terms that we should understand not only in our current role but also as we move up in our career. Live remote course presented by Dr. Sriram Rajagopalan, an award-winning author and expert in the field of Project Management. Four 2-hour sessions. No class week of 9/28.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA031 V	99955	SEP 16-OCT 14	8:30AM-10:30AM	WED	DISTANCE	RAJAGOPALAN	\$699

Business Statistics—Remote Learning Course

Every organization lives in a world of uncertainties constantly challenged by competitive forces in the market. So, if competition is a game, we need to know the rules that govern the play. With the digital revolution that has brought several disciplines together increasing transparency and innovation, many business and technical decisions pivot on the basics of business statistics in factual decision-making and problem-solving. In this course, we will explore the basics of business statistics that can be applied in a professional world to benefit better business decision-making. Live remote course presented by Dr. Sriram Rajagopalan, an award-winning author and expert in the field of Project Management. Four 2-hour sessions. No class week of 9/28.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA032 V	99956	SEP 17-OCT 15	8:30AM-10:30AM	THU	DISTANCE	RAJAGOPALAN	\$699

PROFESSIONAL BUSINESS SKILLS

OFFICE ADMINISTRATOR (XOE)

QUICK FACTS: Office Administrators perform a variety of clerical and administrative duties needed to run an office.

Median Level Wages \$47,260

Preparation High school diploma or equivalent. Short-term training.

**WIOA
Approved**

Required Courses:

- BAA211 Office Administrator Fundamentals
- BAA131 Business Writing
- BAA204 Customer Service Excellence
- INF101 Introduction to the Computer*
- INF110 Microsoft Word: Level 1
- INF120 Microsoft Excel: Level 1
- INF145 Microsoft Outlook
- INF104 File Management Proficiency
- INF105 Google Apps
- BAA202 Time Management: Take Control
- BAA201 How To Manage Conflict in the Organization

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

Office Administrator with HR:

- BAA132 SHRM Essentials of HR

Office Administrator with

Bookkeeping and Accounting:

- BAA140 Bookkeeping and Accounting: Part 1
- BAA143 QuickBooks Pro: Part 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

Office Administrator Certificate

Please see course requirements in above box and course descriptions and schedule below.


**WIOA
Approved**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA302 V	99963	SEP 15-DEC 21	WILL VARY	WILL VARY	DISTANCE	STAFF	\$2,899

New! Office Administrator Fundamentals—Remote Learning Course

Learn the fundamental skills needed to begin a career as an Office Administrator. Course includes information and records management, communications technology, workflow to maximize productivity, office etiquette, staff support, meeting support, and scheduling.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA211 V	99937	SEP 22-OCT 27	9:00AM-12:00PM	TUE	DISTANCE	STAFF	\$299

Time Management: Take Control—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA202 V	98609	OCT 6-NOV 10	6:00PM-8:30PM	TUE	DISTANCE	ROBICHAUD	\$299

How to Manage Conflict in the Organization—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA201 V	98611	NOV 17-DEC 22	6:00PM-8:30PM	TUE	DISTANCE	ROBICHAUD	\$299

Customer Service Excellence: How to Win and Keep Customers

Looking for a competitive edge in your organization? How you and your team handle customers has a direct effect on how well your company performs. Learn the tricks of the trade to deliver superb customer service and set you, your team, and your company apart. **Textbook required:** “Delivering Knock Your Socks Off Service,” (Knock Your Socks Off Series): Performance Research Associates, ISBN: 978-0814417553.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA204 V	98613	NOV 6-DEC 18	9:00AM-12:00PM	FRI	DISTANCE	STAFF	\$299

Business Writing—Remote Learning Course

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 presentations, cover letters and resume preparation. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA131 V	98588	SEP 28-NOV 9	1:00PM-3:00PM	MON	DISTANCE	STAFF	\$259

SHRM ESSENTIALS OF HUMAN RESOURCES MANAGEMENT (XSH)

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

Median Level Wages \$46,190

Preparation High school diploma or equivalent. Short-term training.

— Data from Massachusetts Career Information Systems

SHRM Essentials of Human Resources Management—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA132 V	98602	OCT 21-DEC 9	6:00PM-8:30PM	WED	DISTANCE	REGA	\$499



AT NORTH SHORE COMMUNITY COLLEGE

Corporate Training SOLUTIONS

Train your people. Transform your company.

FREE!

ESSENTIAL SKILLS for SUPERVISORS TRAINING

This program is offered by the Executive Office of Labor and Workforce Development, funded by The Workforce Training Fund and administered by Commonwealth Corporation.

This highly interactive “live remote” training program consists of (10) 3-hour modules delivered over 10 consecutive weeks. Programs start September 2020.

TOPICS INCLUDE:

- Role of the Supervisor
- Communication Styles
- Performance Coaching
- Difficult Conversations
- Motivation and Conflict
- Effective Delegation
- Employee Performance
- Overview of Labor Laws Part I
- Overview of Labor Laws Part II
- Performance Reviews

BUSINESS ELIGIBILITY REQUIREMENTS:

- Trainees must be paid on Massachusetts payroll
- Companies must:
 - Pay unemployment insurance
 - Be current with all fiscal responsibilities to the State of Massachusetts
 - Have 100 employees or fewer
 - Pay employees while in training
 - Submit a current Certificate of Good Standing

SEATS ARE LIMITED. RESERVE YOUR SPACE NOW!

PROGRAM FIVE

September 15, 22, 29
October 6, 13, 20, 27
November 3, 10, 17

Tuesdays: 8:30 AM–11:30 AM

PROGRAM SIX

September 18, 25
October 2, 9, 16, 23

Fridays: 12:30 PM–3:30 PM

October 29
November 5, 12, 19

Thursdays: 12:30 PM–3:30 PM

Contact: Elaine Champagne 978-236-1206 or request information at:

echampag@northshore.edu

SHRM LEARNING SYSTEM (XSL)

QUICK FACTS: Human resource managers plan and direct policies about employees.**WIOA
Approved**

This program is offered during Fall and Winter/Spring semesters!

Median Level Wages	\$116,080 – \$126,680
Preparation	High school diploma or equivalent. Bachelor's degree. Five years or more work experience in human resources. Industry certification.

– Data from Massachusetts Career Information Systems

SHRM Learning System Certification Prep Course—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA133 V	98601	SEP 16-DEC 16	6:00PM-9:00PM	WED	DISTANCE	MATTHEWS	\$1,399

REAL ESTATE

Real Estate Salesperson's Exam Preparation—Remote Learning Course

Designed to provide knowledge and understanding of real estate principles and practices necessary to qualify for a position as a real estate salesperson. Prepare for the Massachusetts Real Estate Salesperson's Examination. Learn state required content including property, contracts, closing, financing, brokerage, housing, zoning, appraisal, Massachusetts' license law, and real estate math. Students must attend all 40 hours of class to receive their certificate of completion to sit for the exam. Taught by Massachusetts certified instructor. No class on June 30th and July 2nd. **Textbook required:** Available for purchase online: "Modern Real Estate Practice, 20th Edition," ISBN 9781475463729 and "Mass Real Estate Practice & Law," ISBN 9781475456684.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA160 V	98606	SEP 26-NOV 7	9:00AM-3:30PM	SAT	DISTANCE	STAFF	\$399

REMOTE INTERPRETING

New! Remote Interpreting (Video and Phone)**WIOA
Approved**

Calling Interpreters of all Languages! If you speak a second language, you can work from home and make your own hours. There is a tremendous amount of work available for Remote Interpreters—both phone and video—throughout the country. Offered in partnership with TransFluenci EDU, this 30-hour class meets twice a week for 5 weeks. Students will learn the ins and outs of remote interpreting which includes both video and over the phone (VRI and OPI). Students will learn how to set up their offices and computers to accept assignments from a number of companies who are actively searching for interpreters of all languages. The class will cover Medical and Legal Standards of Practice, ethics, HIPAA and intense practice sessions and simulations using a variety of platforms on a wide variety of topics, such as Medical Encounters, Depositions, Unemployment Hearings, Educational Hearings and Meetings such as IEP Meetings, and Due Process Hearings. In addition to intense classroom simulated practice, our instructor will provide advice on best practices, how to apply for assignments, and what to expect as compensation. **Prerequisite:** Students must provide a Certificate of Completion for a minimum of 40 hours of interpreter training or a letter from your employer confirming a minimum of 2 years' experience in providing interpretation in any setting. Students must possess a high school diploma or equivalent. Please register early as a brief telephone interview will be required before acceptance into the course. Please call 978-236-1200 to set up your interview.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA250 V	99931	OCT 5-NOV 9	6:00PM-9:00PM	MON/WED	DISTANCE	STAFF	\$599

EVENT PLANNING CERTIFICATE (XEP)

QUICK FACTS: Meeting and convention planners organize events for groups of people.

Median Level Wages	\$52,480
Preparation	High school diploma or equivalent. Short-term training.

Event Planning classes will resume in the Winter/Spring 2021 semester.

– Data from Massachusetts Career Information Systems

INTERIOR DESIGN CERTIFICATE (XID)

QUICK FACTS: Interior designers plan and design spaces and furnish interiors.

Median Level Wages \$59,760

Preparation High school diploma or equivalent. Short-term training.

Required Courses (listed in suggested order):

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

Recommended Supporting Courses:

- AutoCAD
- Adobe Photoshop

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

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

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

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

— Data from Massachusetts Career Information Systems

Principles of Design—Remote Learning Course

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-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA100 V	98988	SEP 26-OCT 31	9:00AM-1:00PM	SAT	DISTANCE	COLLINS JERMAIN	\$229

Textiles and Materials—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA104 V	98990	SEP 25-NOV 13	9:30AM-11:30AM	FRI	DISTANCE	HAZELTON	\$289

Window Treatment and Soft Furnishing Design—Remote Learning Course

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-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA106 V	99942	SEP 16-NOV 4	9:30AM-11:30AM	WED	DISTANCE	HAZELTON	\$289

Staging: Part I—Remote Learning Course

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.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA109 V	98625	OCT 19-DEC 7	6:00PM-8:00PM	MON	DISTANCE	STEEVES-GLIDDEN	\$289

Interior Design Studio: Living Space—Remote Learning Course

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-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA111 V	98619	SEP 14-DEC 7	9:30AM-11:30AM	MON	DISTANCE	HAZELTON	\$379

Interior Design Studio: Master Suite—Remote Learning Course

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-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA112 V	98620	SEP 14-DEC 7	9:30AM-11:30AM	MON	DISTANCE	HAZELTON	\$379



Greg West has been teaching at NSCC for 17 years. He brings his years of experience as both an EMT/firefighter and professional photographer to the classroom for a variety of courses. Gregg offers digital photography classes ranging from introductory courses to specialized classes in post-processing and professional shooting techniques. Greg is both the program director and an instructor of the Emergency Medical Technician course.

PROFESSIONAL PHOTOGRAPHY

Digital Photography: Part I—Camera Operations—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA173 V	98636	SEP 22-NOV 3	6:00PM-8:00PM	TUE	DISTANCE	WEST	\$189

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

If you're comfortable shooting images, whether you're shooting with a digital camera or an iPhone, this course will challenge you with weekly photo assignments, critiques and advanced skills. Explore more advanced photography topics including shooting in the raw format, capturing motion, utilizing selective focus, HDR shooting, and more. You will establish an efficient post-production workflow and learn to evaluate, enhance and make projects with our images using Adobe Photoshop Elements. This virtual class will meet live using the Zoom platform which requires a computer with microphone, camera and internet access. **Requirements:** Any digital camera, Adobe Photoshop Elements (version 2018 or later), and a computer capable of running Elements.

Prerequisite: Digital Photography: Part I—Camera Operations or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA182 V	98962	NOV 10-DEC 15	6:00PM-8:30PM	TUE	DISTANCE	WEST	\$189

Adobe Lightroom: Post Production—Remote Learning Course

Establish an efficient and effective workflow with Adobe Lightroom, the most popular photo management program for photographers. Topics will include the Lightroom Classic interface, catalog creation, interface customization and preference settings, importing files, viewing options, naming and moving files/folders, flagging/rating/categorizing, key wording, creating collections, cropping, applying global adjustments, exporting files and file/catalog backup/archiving. From these basics you will extend your abilities in Lightroom to include advanced global editing skills, applying local adjustments, portrait retouching, using smart previews, tethered shooting, creating slide shows, building photo albums, printing and publishing photos and using the map module. This virtual class will meet live using the Zoom platform which requires a computer with microphone, camera and internet access. Subscription to Adobe Photography Plan (\$9.99/month—not required until after the first class).

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA175 V	98643	OCT 22-DEC 3	6:00PM-8:00PM	THU	DISTANCE	WEST	\$189

AGRICULTURE

LANDSCAPE DESIGN CERTIFICATE (XLD)

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

Median Level Wages	\$84,210
Preparation	High school diploma or equivalent. Formal training including an internship.

Required Courses:

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

Recommended Supporting Courses:

- AutoCAD
- Adobe Photoshop

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 Professional 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.



Identification and Culture of Trees—Remote Learning Course

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

Textbook required.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS215 V	98545	SEP 21-NOV 9	6:00PM-08:00PM	MON	FIELD	SIMPSON	\$249

Landscape Design Drawing: Session 1—Remote Learning Course

Learn the basic design principles and techniques to create an accurate construction document to effectively communicate with contractors and clients. Simple line drawing to basic universal design principles will be discussed and practiced in class. Weekly drawing assignments will be given in addition to weekly class work. Designed for the novice garden designer. Some basic drawing tools will be required. **Textbook required:** Please visit www.SHOPNSCC.com to order books.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS211 V	98542	SEP 15-OCT 27	6:30PM-8:30PM	TUE	DISTANCE	DRYDEN	\$249

Landscape Design Drawing: Session 2—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS212 V	98543	NOV 3-DEC 15	6:30PM-8:30PM	TUE	DISTANCE	DRYDEN	\$249

LANDSCAPE & GARDEN MAINTENANCE CERTIFICATE (XLG)

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

Median Level Wages \$30,070 – \$49,780

Preparation Complete a hands-on or on-the-job training. Valid driver's license required.

Required Courses:

• AFS200 Landscape and Garden Maintenance: Spring • AFS201 Landscape and Garden Maintenance: Summer • AFS202 Landscape and Garden Maintenance: Fall

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

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

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

— Data from Massachusetts Career Information Systems

Landscape and Garden Maintenance: Fall

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS202 F	98541	SEP 15-NOV 19	9:00AM-12:00PM	TUE/THU	FIELD	BOUCHARD	\$249

FLORAL DESIGN CERTIFICATE (XFL)

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

Median Level Wages \$34,630

Preparation High school diploma or equivalent recommended. Short-term training.

Floral Design classes will resume in the Winter/Spring 2021 semester.

— Data from Massachusetts Career Information Systems



LANGUAGE & COMMUNICATIONS

Basic English as a Second Language

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

Ready to take the next step in advancing your English Language skills? Please see the ESL Onboarding chart at right.

To register call 978-236-1200.

Tiene alguna pregunta? Si no está seguro por dónde empezar y desea mas información, llame al 978-762-4067 o comuníquese por email a: onramp@northshore.edu.

STEP 1: CONTACT

- Student calls the ESL hotline (978-762-4067) or emails onramp@northshore.edu
- Student receives response from Elizabeth Paz with next steps
- Student receives:
 - ESL onboarding video (credit vs. noncredit)
 - ESL screening questions

OR

STEP 2: CREDIT ESL

- Credit student directed to admissions to complete application

STEP 2: NONCREDIT ESL

- Noncredit student directed to Corporate and Professional Ed (978-236-1200)

STEP 3: CAS TESTING

- Elizabeth Paz and Chris Bednar assist students in scheduling remote testing (if needed)

STEP 4: POST-TESTING ADVISING/REGISTRATION

- Elizabeth Paz and Chris Bednar refer students to:
 - EOC/SFS
 - Advising for registration

Basic English as a Second Language I—Remote Learning Course

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. (Basic ESL I) **Textbook required:** Please visit www.SHOPNSCC.com to order books. See *ESL chart in beginning of section for placement information*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC100 V	98458	SEP 16-DEC 16	5:30PM-7:30PM	WED/FRI	DISTANCE	STAFF	\$229
LAC100 V1	98460	SEP 19-DEC 12	9:00AM-12:00PM	SAT	DISTANCE	STAFF	\$229

Basic English as a Second Language II—Remote Learning Course

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:** Please visit www.SHOPNSCC.com to order books. See *ESL chart in beginning of section for placement information*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC101 V	98461	SEP 17-DEC 10	5:30PM-7:00PM	TUE/THU	DISTANCE	BUZZI	\$229
LAC101 V1	98462	SEP 19-DEC 12	9:00AM-12:00PM	SAT	DISTANCE	SHAMS	\$229

Basic English as a Second Language III—Remote Learning Course

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:** Please visit www.SHOPNSCC.com to order books. See *ESL chart in beginning of section for placement information*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC102 V	98463	SEP 17-DEC 10	6:00PM-9:00PM	TUE/THU	DISTANCE	FUCILLO	\$229
LAC102 V1	98464	SEP 19-DEC 12	9:00AM-12:00PM	SAT	DISTANCE	STAFF	\$229



Carlo Buzzi grew up in Montpelier, Vermont, where his mother taught him Spanish as a second language. Speaking and teaching Spanish and English has been Carlo's life's passion. His teaching career has taken him to Texas, California, Honduras, and Mexico. Carlo has always valued using technology to promote pedagogy in the classroom. He believes that teaching remotely can be even more beneficial and enjoyable than learning in the traditional classroom. This is Carlo's fifth year teaching ESL at NSCC, and he feels his success is because of his extraordinary students.

Basic English as a Second Language IV—Remote Learning Course

A high-beginner 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:** Please visit www.SHOPNSCC.com to order books. See *ESL chart in beginning of section for placement information*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC103 V	98465	SEP 17-DEC 12	9:00AM-12:00PM	TUE/THU	DISTANCE	SHAMS	\$229
LAC103 V1	98466	SEP 19-DEC 12	9:00AM-12:00PM	SAT	DISTANCE	JOBITY	\$229

Integrated Skills for Low-Intermediate ESL Students—Remote Learning Course

Concentrates on reinforcing and developing individual reading, writing, and oral skills in preparation for Intermediate ESL classes. Recommended for students intending to take credit ESL classes next semester. Some sessions will take place in the ESL Multimedia Lab where you will use a variety of audio and video material. **Textbook required:** Please visit www.SHOPNSCC.com to order books. See *ESL chart in beginning of section for placement information*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC105 V	98467	SEP 17-DEC 10	5:30PM-7:00PM	TUE/THU	DISTANCE	STAFF	\$229
LAC105 V1	98468	SEP 19-DEC 12	9:00AM-12:00PM	SAT	DISTANCE	STAFF	\$229

Integrated Skills for Advanced ESL Students—Remote Learning Course

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:** Please visit www.SHOPNSCC.com to order books. See *ESL chart in beginning of section for placement information*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC107 V	98469	SEP 16-DEC 16	5:30PM-7:00PM	MON/WED	DISTANCE	STAFF	\$229
LAC107 V1	98470	SEP 19-DEC 12	9:00AM-12:00PM	SAT	DISTANCE	STAFF	\$229

Integrated Skills for High-Intermediate ESL Students—Remote Learning Course

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:** Please visit www.SHOPNSCC.com to order books. See *ESL chart in beginning of section for placement information*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC106 V	98471	SEP 16-DEC 16	5:30PM-7:00PM	MON/WED	DISTANCE	STAFF	\$229
LAC106 V1	98472	SEP 19-DEC 12	9:00AM-12:00PM	SAT	DISTANCE	BROWN	\$229

Integrated Skills High Advanced—Remote Learning Course

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:** Please visit www.SHOPNSCC.com to order books. See *ESL chart in beginning of section for placement information*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC108 V	98473	SEP 16-DEC 16	5:30PM-7:00PM	WED/FRI	DISTANCE	STAFF	\$229
LAC108 V1	98474	SEP 19-DEC 12	9:00AM-12:00PM	SAT	DISTANCE	FUCILLO	\$229

English Pronunciation and Oral Practice—Remote Learning Course

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:** Please visit www.SHOPNSCC.com to order books. See *ESL chart in beginning of section for placement information*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC104 V	98952	SEP 19-DEC 12	9:00AM-12:00PM	SAT	DISTANCE	STAFF	\$229

Intermediate Listening Comprehension and Oral Fluency—Remote Learning Course

Designed for intermediate to advanced students, this course engages students with a variety of listening and speaking activities in every-day conversation, and professional and academic contexts. Students develop greater confidence with their listening comprehension and speaking fluency while improving their ability to understand and produce the sounds and rhythms of spoken English. **Textbook required:** Please visit www.SHOPNSCC.com to order books. Recommended for students who have completed Basic IV (LAC 103).

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC204 V	99186	SEP 21-DEC 14	6:00PM-9:00PM	MON	DISTANCE	STAFF	\$229

We now offer Health Care courses in Español! *See page 9.*

ESL: Writing

Recommended to help Low Intermediate ESL and Basic IV students learn how to write correct English at the Low Intermediate level to 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:** Please visit www.SHOPNSCC.com to order books.

Prerequisite: Must have completed Basic III, or tested into Basic IV.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC109 V	98476	SEP 19-DEC 12	9:00AM-12:00PM	SAT	DISTANCE	STAFF	\$229

New! Integrated Reading and Writing—Remote Learning Course

This course is designed for individuals looking to perfect their reading and writing skills. Literacy instruction will focus on reading and writing to help you create grammatically correct sentences, organize your ideas, revise your work, and edit. You will also be introduced to the basic competencies necessary for computer and academic technology literacy, including MS Word, email attachments, and Blackboard. **Textbook required:** Please visit www.SHOPNSCC.com to order books. **Prerequisite:** Must have completed Basic III, or tested into Basic IV.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC112	99187	SEP 16-DEC 16	5:30PM-7:00PM	WED/FRI	DISTANCE	STAFF	\$229

FOREIGN LANGUAGES

Italian 1—Remote Learning Course

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-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC120 V	98533	SEP 17-NOV 5	6:30PM-8:00PM	THU	DISTANCE	BOWERS	\$239

Italian 2—Remote Learning Course

Expand on your proficiency in listening and speaking skills in Italian, with an emphasis on increased conversation.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC121 V	99256	NOV 12-JAN 21	6:30PM-8:00PM	THU	DISTANCE	BOWERS	\$239

Spanish 1—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC122 V	99029	SEP 21-NOV 16	6:30PM-8:30PM	MON	DISTANCE	STARK	\$239
LAC122 V1	98531	NOV 3-DEC 15	6:00PM-8:00PM	TUE	DISTANCE	STARK	\$239

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-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA114 V	98532	SEP 16-NOV 4	6:00PM-8:00PM	WED	DISTANCE	STARK	\$239

SAT TEST PREPARATION

SAT Verbal: Preparation for the College Board—Remote Learning Course

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-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD100 V	98516	SEP 26-OCT 31	10:15AM-12:15PM	SAT	DISTANCE	ROBICHAUD	\$159

SAT Mathematics: Preparation for the College Board—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD101 V	98517	SEP 26-OCT 31	8:00AM-10:00AM	SAT	DISTANCE	MCGUINNESS	\$159

WRITING & LITERATURE



Creative Writing—Remote Learning Course

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. 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-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC149 V	98975	SEP 30-NOV 4	6:00PM-8:00PM	WED	DISTANCE	GANGI	\$159

New! National Novel Writing Month Workshop

Hit the ground running for National Novel Writing Month (NANOWRIMO) with this series of classes built to support you as you work toward completing your novel by the end of November. Former Bantam Doubleday Dell Editor, Anthony Gangi, will guide you through the month so you can hit the NANOWRIMO goal of completing your novel by November 30th. Discussion topics include characterization, structure, dialogue, plot and that ever-important topic: how to hit your page numbers on a daily basis. If you've always wanted to participate in NANOWRIMO, now's your chance to get the help and support you need.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC151 V	99201	NOV 3-NOV 24	6:00PM-7:30PM	TUE/THU	DISTANCE	GANGI	\$179

New! Writeously Obsessed with Non-Fiction—Remote Learning Course

Do you have a nonfiction story you'd like to tell? Maybe you've been working on your family's story or a blog, memoir or other nonfiction piece that you're not quite sure how to get onto paper? Don't wait, join us for this exciting class that delves deep into everything nonfiction. From getting your ideas down on paper to structuring the story you want to tell and more, this course will help you get started on that personal tale that you've been itching to get out.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC154 V	99933	NOV 18-DEC 16	10:00AM-12:00PM	WED	DISTANCE	GANGI	\$129



A former editor for Bantam Doubleday Dell Publishers, **Anthony Gangi** attained his M.A. in Literature. Tony has taught at NSCC for 7 years, and offers various fiction and nonfiction writing courses, including Novel Bootcamp: From First Word to First Draft, Creative Writing, and Writeously Obsessed with Fiction as well as Writeously Obsessed with Nonfiction.

OCCUPATIONAL TRADES

AUTO DAMAGE APPRAISAL (XAD)



QUICK FACTS: Appraisers and assessors estimate the value of items.

Median Level Wages \$75,250

Preparation High school diploma or equivalent. 2 years experience or formal education. Pass the Massachusetts licensing exam.

— Data from Massachusetts Career Information Systems

Auto Damage Appraisal: 60-Hour Test Prep—Remote Learning Course

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.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD150 V	98626	SEP 26-DEC 5	9:00AM-3:00PM	SAT	DISTANCE	NAZZARO	\$599



"I encourage everyone who is interested in becoming an auto damage appraiser to take the steps necessary. It is an excellent career and livelihood." During class, **Andrew Nazzaro** uses his experience as an appraiser to help guide and prepare the students for the test and life as an appraiser. A licensed insurance producer, Andrew has been an active auto damage appraiser since 2004. He currently manages a local collision repair shop and is grateful for every opportunity to help students start their new careers.

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).

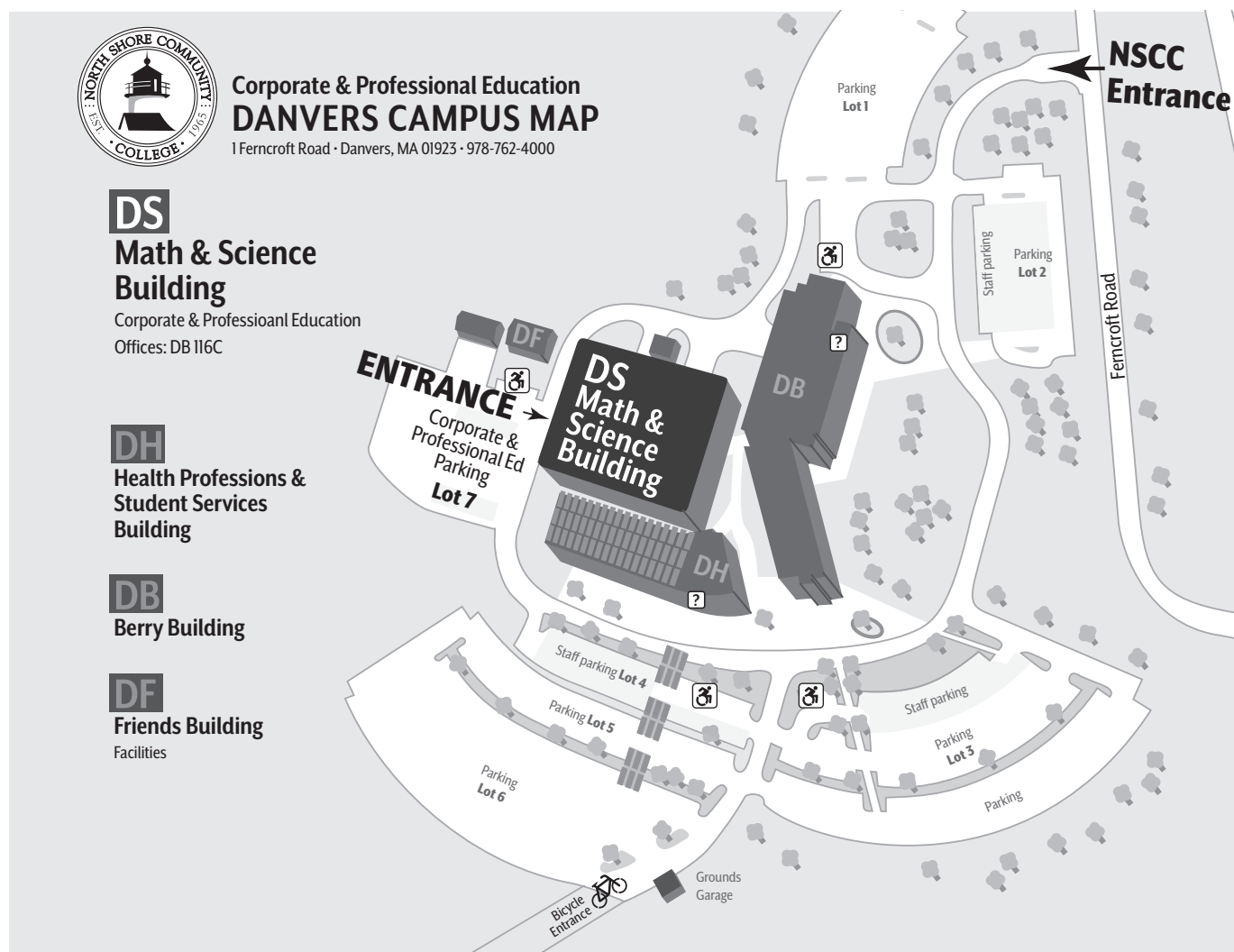
LYNN. The Lynn Campus located at 300 Broad Street, adjacent to the Lynnway, includes science and technology laboratories and a library. The College also houses Community Education courses, classrooms, offices and the Campus Police Office at the MBTA station across from the Lynn Campus on the corner of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

NORTH SHORE COMMUNITY COLLEGE BOOKSTORE

The Northshore Community College Bookstore is here for you!

Please visit www.SHOPNSCC.com to order books.

**If you have direct questions please email
Maryann at 2043mgr@follet.com or Shawn at Scronin@northshore.edu.**

FALL 2020 HOLIDAY SCHEDULE

The following is a list of holidays/breaks when classes are not in session.

Monday, September 7: Labor Day ■ Monday, October 12: Columbus Day
Wednesday, November 11: Veteran's Day Observed ■ Wednesday, November 25: AM Classes Only
Wednesday, November 25–Saturday, November 28: Thanksgiving Recess—No classes
Thursday, December 24–Friday, December 25: Christmas Eve, Christmas Observed
Thursday, December 24–Saturday, January 2: Christmas Break—No classes

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

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Integrated Skills for Low-Intermediate ESL Students.....	29	Recovery Coach Training: Part II, Days 3 and 4: Ethical Responsibilities for Recovery Coaches.....	11
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Interior Design Studio: Living Space.....	25	SAT Mathematics: Preparation for the College Board	30
Interior Design Studio: Master Suite.....	25	SAT Verbal: Preparation for the College Board.....	30
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Landscape and Garden Maintenance: Fall.....	27	Spanish 1.....	30
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Making Money as a Freelance Bookkeeper	20	Taxes for Bookkeepers and Tax Preparers: An Introduction	21
Medical Billing & Coding	8	TEAS Test Preparation for Health Programs: Math.....	12
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Microsoft Bootcamp with Google Apps.....	17	TEAS Test Preparation for Health Programs: Verbal.....	12
New! National Novel Writing Month Workshop	31	Textiles and Materials.....	25
Nurse Assistant/Home Health Aid (XCN).....	5	Time Management: Take Control.....	22
Office Administrator Certificate	22	Twitter and LinkedIn for Small Business: Stay in the Game.....	15
New! Office Administrator Fundamentals	22	Website Design and Management with WordPress.....	13
Outlook for the Workplace: Level 1 Workshop	18	Window Treatment and Soft Furnishing Design	25
Pharmacy Technician (XPT).....	9	Word for the Workplace: Level 1.....	17
Phlebotomist (XPH)	6	Word for the Workplace: Level 1 Workshop.....	17
Phlebotomy and EKG Career Path.....	7	Word for the Workplace: Level 2.....	17
Phlebotomy/EKG in Spanish	10	New! Writeously Obsessed with Non-Fiction	31
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PowerPoint for the Workplace: Level 1 Workshop.....	18		
Principles of Design.....	25		

Registration Information

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

Easy 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 semesters, you can register and pay through My Northshore my.northshore.edu.



3. COMING SOON – New Student Shopping Cart!

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 at professional@northshore.edu or by phone at 978-236-1200.

Students must withdraw from a course 72 hours prior to the course start date to receive a refund minus the \$1.99 registration fee.

Our refund policy is subject to change with the implementation of our Fall Shopping Cart. Look out for any new changes to our refund policy September 2020.

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

Tuition Waivers. Students with approved tuition waivers, tuition remission, or tuition vouchers may register at any time by calling 978-236-1200. Tuition waivers, tuition remission, or tuition vouchers do not apply to special programs, seminars, or online courses. To verify whether a course is eligible for a waiver or voucher call 978-236-1200. In the event that the class is cancelled, the individual has the option to resubmit for the next scheduled class. Individuals with tuition waivers will be responsible for the cost of all materials and/or books even when materials are included in tuition.

Thank You For Staying With Us!

How have our classes changed?

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

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

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

Tips for taking an online course:



Schedule times several days a week to work on the course just like a face-to-face class.



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



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



Communicate with your teacher on a weekly basis via email or by phone.



Ask questions. Let your teacher know when you don't understand something.



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



Use a calendar to schedule reminders for assignment due dates.



Complete your assignments on time, doing your best work.



Check your email every day.



Make a copy of your answers for **everything** you turn in except for online tests and quizzes.



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



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

1 Ferncroft Road • Danvers, MA 01923-1840

northshore.edu/professional

978-236-1200

FREE Machinist Training Preparation at North Shore Community College **STARTING FALL 2020**

northshore.edu/professional/programs/machinist-training

- Get prepared for **Machinist training** and a new career!
- **Over 150 machining companies** on the North Shore!
- Hourly compensation from \$16—\$25 per hour
- Entry Level salaries range from \$30k—\$40k
- 90% job placement rate

3 Preparation Classes at NSCC this FALL

Foundational Skills

(Must have high school credential)

- 5 Weeks, 50 Hours, Remote Instruction
- October 6 – November 5: T, W, Th 4:00–7:00

ESL for Machinists

- September 28 – December 18
- Classes meet 3x weekly

HiSET for Machinists

- Classes begin in September

Machinist Training @ Essex Tech, Lynn Voc Tech, or Gloucester HS

- Hands-on Instruction in Shop Classroom
- 16-20 Weeks, 320-420 Hours
- Winter/Spring 2021: T, W, Th 4:00–8:00 PM and Saturdays 7:00 AM–3:00 PM

Interested? Sign up for an Information Session to learn more!

- Wednesdays 9:00–9:45 AM: Email Susan Ryan at sryan@northshore.edu to sign up.