

Winter/Spring 2021
noncredit
courses
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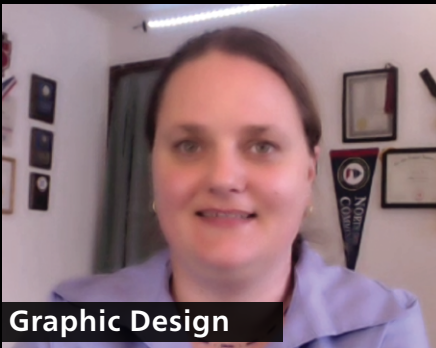
Landscape



ESL



Nurse Assistant



Graphic Design



Business



SHRM



Auto Damage Appraisal



CompTIA



Digital Marketing

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Corporate & Professional
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DEAN'S MESSAGE



There Is Always Something New! As you can probably tell from our cover, we are excited to introduce our new “shopping cart” that will help you search, find, click, and pay for our classes! We know these last eight months (as I write this) have been more challenging than any of us could have possibly imagined. We have been fortunate to learn and grow and to be able to use this time to reinvent our offerings and the ways in which we conduct our business, so that you can be better served.

Engaging Remote Learning and Skilled Instructors! Many of you joined us over the summer and fall to take classes that previously were held face-to-face on our campuses, and now they are being taught remotely. This has given you the opportunity to learn from home, our instructors have gained new insights into their technical abilities and have perfected their teaching methodologies, and the staff at Corporate and Professional Education have worked

hard to bring you new courses that will help you gain new skills for employment along with a way to register that will be easier and available 24/7. Join us in learning that will inspire, interest, and engage you.

Search, Find, Click, Pay: Learn from the Best! Our instructors, some of whom are featured on the cover, bring years of experience in their field and their passion for teaching to you. Whether it is Jason Rega, who has over 16 years' experience in HR and who teaches our SHRM classes, Seo Rodriguez, who is a senior information systems officer with over 25 years' experience and teaches our IT classes, Ken Robichaud, who has been a marketing director for a leading national firm and who has over 15 years teaching experience at NSCC, or Victoria R. Shams, whose life experience as someone coming from the Dominican Republic over 33 years ago, along with her educational background, makes her a competent and caring professional, our instructors are ready to help you achieve your professional goals. Register today at northshore.coursestorm.edu.

Dianne Palter Gill

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



NEW WEB ADDRESS: WWW.NORTHSHORE.EDU



★
“Where my reason,
imagination or interest
were not engaged, I would
not or I could not learn.”

WINSTON CHURCHILL
★

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Phlebotomist	XPH	6
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NSCCProfessionalEducation](http://www.facebook.com/NSCCProfessionalEducation)

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

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 to learn more.**

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!

Earning industry certification can give you the edge up needed to advance in your career. This is for students with OR without a high school diploma.

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.**

Attention! 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! We've made it easy for you: **<https://northshore.coursestorm.com> 978-236-1200**

We have a new refund policy!

Students registered for Professional Education (noncredit) workshops and courses must withdraw in writing by email to professional@northshore.edu at least three days prior to the first session in order to receive a full refund of tuition, less a 6% processing fee. All other charges are nonrefundable. All remaining amounts paid to North Shore Community College will be refunded directly to the student or to the credit card that was used to pay for the course(s). After the three-day withdrawal period, no refunds will be given.

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 ■ Digital Marketing Strategist ■ CBCS Medical Billing and Coding
CCA Certified Medical Administrative Assistant with Medical Billing and Coding
Web Design Professional
Certified Administrative Professional with Microsoft Office Specialist 2019
CompTIA Certification Training: A+, Network+, Security+
Full Stack Software Developer ■ 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



Online Training + You = Success

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

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

New! Connect LIVE. Online

Connect LIVE. Online courses are taught in real time online by a live instructor based on a predetermined schedule.

<https://nscc.theknowledgebase.org/connect-live-online/catalog>



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 PLUS: NURSE ASSISTANT, PHLEBOTOMY & EKG

**WIOA
Approved**

QUICK FACTS: Nurse Assistants Plus (Nurse Assistant, Phlebotomy and EKG) help care for patients in hospitals. Under the direction of nurses, they run lab tests, EKG's and assist patients as needed.

Median Level Wages	\$40,770
Preparation	High school diploma or equivalent required. Short-term training program, and pass the Massachusetts state licensing exam to become a Certified Nurse Assistant.
10 Year Projected Growth	Massachusetts: 17.2%

Enhance your skills & employment opportunities with these [three](#) certifications.

— Data from Massachusetts Career Information Systems

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

**WIOA
Approved**

QUICK FACTS: Nursing assistants give personal care to patient in hospitals and nursing homes. They work under the direction of nurses and doctors. Home health aides care for recovering patients, the elderly, or people with disabilities in their own homes.

Median Level Wages	\$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



Jeanette Murray, RN has taught the Nursing Assistant and Home Health Aide Training Program at Northshore Community College for the past 10 years. She cares about how her students learn, and how they can apply their skills in their jobs or everyday life and make a difference in the lives of others.

Placement Exam for advising purpose. For testing information or to schedule exam call 781-539-6722 x6695. (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. Lab and clinical may be scheduled outside of course hours.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA100 V	19541	JAN 25-APR 7	9:00AM-1:00PM	MON/WED/FRI	FLEX LYNN	MURRAY	\$1,289
HEA100 V1	19542	FEB 23-JUN 8	5:30PM-9:30PM	TUE/THU	FLEX LYNN	SAYLER	\$1,289
HEA100 V2	19543	APR 7-JUN 9	5:30PM-9:30PM	TUE/WED/THU	FLEX DANVERS	DONAHUE	\$1,289

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 x6695. **Lab and externship 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	19549	FEB 2-MAY 6	9:00AM-1:00PM	TUE/THU	FLEX LYNN	STAFF	\$2,499
HEA115 V2	20416	MAR 29-JUL 19	6:00PM-9:30PM	MON/WED	FLEX DANVERS	STAFF	\$2,499

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 required for training. 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 x6695. **Lab and externship 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	19545	MAR 16-JUL 1	6:00PM-9:00PM	TUE/THU	FLEX DANVERS	STAFF	\$1,949

EKG TECHNICIAN (XET)—HYBRID COURSE

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

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. 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 x6695. *Lab and externship 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	19548	FEB 17-MAY 17	6:00PM-9:00PM	MON/WED	FLEX DANVERS	STAFF	\$999

CENTRAL STERILE PROCESSING (XSP)—REMOTE LEARNING COURSE

WIOA
Approved**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 (IAHCSCMM). The cost of this exam is not included in cost of this program. Once employed, you must accumulate 400 hours of work experience within six 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 x6695. (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	19536	MAR 1-JUN 24	6:00PM-9:00PM	MON/THU	DISTANCE LEARNING	DECOSTA	\$1,999

DENTAL ASSISTANT (XDA)—HYBRID COURSE

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

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 x6695.

*Lab and externship 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	19537	FEB 1-MAY 10	6:00PM-9:00PM	MON/WED	FLEX LYNN	STAFF	\$1,749
HEA106 V1	19538	MAR 22-MAY 19	9:00AM-12:00PM	MON/WED/FRI	FLEX DANVERS	STAFF	\$1,749

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 required. Short-term training.
10 Year Projected Growth	Massachusetts: 13.3%

— Data from Massachusetts Career Information Systems

Medical interpreters are in great demand both in person and remotely by video or phone. Interpreters can elect to work for a hospital, school, or state agency, or as contractors with many agencies throughout the country. They can also elect to work remotely from home where they can work independently and make their own hours. Open to all languages, this 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. Course provides intense practice via oral role plays on a variety of medical topics. You will also be introduced to VRI (Video Remote Interpreting) and OPI (Over the Phone Interpreting). Offered in collaboration with TransFluenci LLC, this course is designed for those preparing for entry-level careers as medical interpreters as well as for working interpreters preparing for the National Board Certification exam. This program meets the National Board for Medical Interpreter Certification training requirement. Upon successful completion of the course, you will receive a certificate of completion from the college and may elect to apply for national certification. Certification fees are not included in the price of the course. **Prerequisites:** High school diploma or equivalent. Students must be fluent in English and one other language. **Screening required,** call 978-236-1200 to request a screening appointment after registration. **Textbook required:** “What You Need to Know to Become a Medical Interpreter,” ISBN: 9780578411910. Available at Amazon.com.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA110 V1	20478	FEB 8-APR 28	6:00PM-9:00PM	MON/WED	DISTANCE LEARNING	BARACCHI	\$1,199
HEA110 V	19550	MAR 23-MAY 27	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	TEXEIRA	\$1,199

ONLINE HEALTH PROGRAMS

CBCS CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING & CODING—ONLINE COURSE

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.

**WIOA
Approved**

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 visit <https://careertraining.ed2go.com/northshorecc>. Search GES149.

COURSE CODE: HEA001	CRN: 19807	ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER!	COST: \$2,795
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CMAA: Medical Administrative Assistant—Online Course

Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive experience for the patient. Their duties can include scheduling appointments, entering demographic and insurance information into practice software, managing patient check-in and check-out, answering phone calls, filing and retrieving paper records, maintaining electronic records, composing correspondence, performing daily financial practices, assigning medical codes and processing insurance claims. Upon completion of this course you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Health Career Association (NHA). This course includes a voucher which covers the fee of the exam. <https://careertraining.ed2go.com/northshorecc/Search/GES147>.

COURSE CODE: HEA004 CRN: 20221

ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER!

COST: \$1,495

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 semester.

COURSE CODE: HEA107 CRN: 19808

ONLINE COURSES CAN BE STARTED AT ANY TIME DURING THE SEMESTER!

COST: \$1,299

PHARMACY TECHNICIAN (XPT)—ONLINE COURSE

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



WIOA
Approved

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.

COURSE CODE: HEA116 CRN: 20101

ONLINE COURSES CAN BE STARTED AT ANY TIME DURING THE SEMESTER!

COST: \$1,299

HEALTH CARE COURSES IN ESPAÑOL**EKG Technician in Español—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 x6695.

COURSE CODE: HEA402 CRN: 20418 ¡LOS CURSOS EN LÍNEA SE PUEDEN INICIAR EN CUALQUIER MOMENTO DURANTE EL SEMESTRE! COST: \$999
ONLINE COURSES CAN BE STARTED AT ANY TIME DURING THE SEMESTER!

Phlebotomy Technician in Español—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 microcolectión 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 x6695. *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: HEA403 CRN: 20417 ¡LOS CURSOS EN LÍNEA SE PUEDEN INICIAR EN CUALQUIER MOMENTO DURANTE EL SEMESTRE! COST: \$1,949
ONLINE COURSES CAN BE STARTED AT ANY TIME DURING THE SEMESTER!

Phlebotomy/EKG in Español—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 microcolectión 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 x6695. *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: HEA415 CRN: 20419 ¡LOS CURSOS EN LÍNEA SE PUEDEN INICIAR EN CUALQUIER MOMENTO DURANTE EL SEMESTRE! COST: \$2,499
ONLINE COURSES CAN BE STARTED AT ANY TIME DURING THE SEMESTER!

CPR

Professional Rescuer CPR—Hybrid Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA212 XDH	19555	MAR 23-MAR 24	9:00AM-12:00PM	TUE/WED	FLEX DANVERS	STAFF	\$89

COMMUNITY HEALTH WORKER—REMOTE LEARNING COURSE

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

Median Level Wages	\$43,670
Preparation	High school diploma or equivalent required. Short-term training with moderate on-the-job-training.
10 Year Projected Growth	Massachusetts: 10.4%

— Data from Massachusetts Career Information Systems

Community Health Workers (CHWs) 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 position in community health. **Textbook required:** ISBN #9781119060819.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA120 V	20096	MAR 16-MAY 20	5:30PM-9:30PM	TUE/THU	DISTANCE LEARNING	STAFF	\$1,299

RECOVERY COACH TRAINING—REMOTE LEARNING COURSE

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

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. **Textbook required:** Available on Amazon: ISBN#9798675419241.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA300 V	19621	JAN 25-FEB 3	9:00AM-5:00PM	MON/WED	DISTANCE LEARNING	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 V1	20311	MAR 19-APR 9	9:00AM-5:00PM	FRI	DISTANCE LEARNING	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 V1	20420	MAR 19-MAR 26	9:00AM-5:00PM	FRI	DISTANCE LEARNING	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 V1	20421	APR 2-APR 9	9:00AM-5:00PM	FRI	DISTANCE LEARNING	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 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. Class meets online from 9:00AM to 12:00PM followed by off-site lab from 1:00PM to 4:00PM. **Textbook required and not included in the price of the course:** "Fitness Professional's Handbook," 7th edition, 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. **Practical offsite training subject to change depending on the status of COVID-19 Pandemic.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
PSS210 V	19551	MAR 6-APR 17	9:00AM-4:00PM	SAT	DISTANCE LEARNING	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:** "TEAS Study Manual," ISBN #978-156533-2324.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD104 V	19497	FEB 9-MAR 23	6:00PM-8:00PM	TUE	DISTANCE LEARNING	ST PIERRE	\$169
OTD104 V1	19496	APR 13-MAY 18	9:00AM-11:00AM	TUE	DISTANCE LEARNING	ST PIERRE	\$169

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. **Textbook required:** "TEAS Study Manual," ISBN #978-156533-2324.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD105 V	19494	JAN 30-MAR 6	8:00AM-10:00AM	SAT	DISTANCE LEARNING	ROBICHAUD	\$169
OTD105 V2	19495	MAR 25-APR 29	6:00PM-8:00PM	THU	DISTANCE LEARNING	ROBICHAUD	\$169

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, ratios and proportion, metric conversions, and algebraic equations. **Textbook required:** "TEAS Study Manual," ISBN #978-156533-2324.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD106 V	19492	JAN 30-MAR 6	10:30AM-12:30PM	SAT	DISTANCE LEARNING	MCGUINNESS	\$169
OTD106 V1	19493	MAR 23-APR 27	6:00PM-8:00PM	TUE	DISTANCE LEARNING	STAFF	\$169

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 due to advancement opportunities.



ADVANCED COMPUTER TRAINING 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:** <https://store.comptia.org/p/978-1-64274-089-9>.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF307 V	19967	FEB 9-MAR 23	6:30PM-9:30PM	TUE	DISTANCE LEARNING	RODRIGUEZ	\$399



Seolito Rodriguez is a Senior Information Systems Engineer with more than 25 years of experience in Information Technology and Cybersecurity. He has been a computer instructor for about 15 years. Seolito holds many certifications, including: CISSP, CISM, CISA, Security+, MCSE, MCT, VCP, CCNA, ITIL, Network and A+.

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, optimize, and perform preventative maintenance of basic PCs, and the ability to connect users to the data they need to do their jobs regardless of the devices being used. 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:** <https://store.comptia.org/p/978-1-64274-138-4>. 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	19448	MAR 30-MAY 20	5:30PM-9:30PM	TUE/THU	DISTANCE LEARNING	RODRIGUEZ	\$1,899

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 needed 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: 19843	ONLINE COURSES CAN BE STARTED AT ANYTIME THROUGHOUT THE 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: 19844	ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE 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 220-1001, 220-1002, 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.



COURSE CODE: INF058 CRN: 19845	ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER!	COST: \$3,995
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Video Game Design and Development—Online Course

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

COURSE CODE: INF050 CRN: 19846	ONLINE COURSES CAN BE STARTED AT ANY TIME DURING THE SEMESTER!	COST: \$1,995
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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
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Preparation	High school diploma or equivalent. Short-term training. Excellent communication and media skills. Computer proficiency.
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Required Courses:

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|---|--|---|
| • 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	19838	FEB 25-APR 8	6:00PM-9:00PM	THU	DISTANCE LEARNING	PRATT	\$299

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 MyNorthshore account prior to the first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF238 V	19526	FEB 16-MAR 30	6:00PM-9:00PM	TUE	DISTANCE LEARNING	SLATE	\$269

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	19527	MAR 15-APR 5	6:00PM-9:00PM	MON	DISTANCE LEARNING	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/nscc>.

COURSE CODE: INF053	CRN: 19841	ONLINE COURSES CAN BE STARTED AT ANY TIME DURING THE 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/nscc>.

COURSE CODE: INF054	CRN: 19842	ONLINE COURSES CAN BE STARTED AT ANY TIME DURING THE 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 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	19839	FEB 9-MAR 16	6:00PM-9:00PM	TUE	DISTANCE LEARNING	BURNS	\$239



Kristalyn Burns is an alumna of NSCC. She graduated from the Graphic Design program in 2007 and went on to get a Bachelor's Degree. Kristalyn started her teaching career at NSCC in 2013, and teaches graphic and web design for both credit and noncredit.

Adobe Creative Cloud: Design Amazing Graphics: Part I—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/creativecloud/buy/students.html. 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	19840	APR 26-JUL 1	6:00PM-8:00PM	MON/THU	DISTANCE LEARNING	BURNS	\$579

Adobe Creative Cloud: Photoshop with InDesign: Part I—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/creativecloud/buy/students.html. 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	20103	APR 26-MAY 27	6:00PM-8:00PM	MON/THU	DISTANCE LEARNING	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/creativecloud/buy/students.html. 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	20104	JUN 3-JUL 1	6:00PM-8:00PM	MON/THU	DISTANCE LEARNING	BURNS	\$299

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

Build on your Photoshop, Illustrator, and InDesign skills learned in Adobe Create Cloud Part I to create eye-catching designs and graphics. Learn about additional features available in each program to create rich graphics and layouts. Creative uses of Photoshop and Illustrator will be explored along with advanced layout concepts with InDesign. **Prerequisite:** *Adobe Creative Cloud Part I* or equivalent experience. **Adobe software required:** www.adobe.com/creativecloud/buy/students.html. 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
BAA232 V	20195	JAN 25-APR 12	6:00PM-8:00PM	MON/THU	DISTANCE LEARNING	BURNS	\$579

Adobe Creative Cloud: Photoshop with InDesign Part II

Take Photoshop to the next level with advanced editing techniques, layer masking, smart objects, blending, and composites. Creative uses of Photoshop will be explored as well as advanced layout techniques with InDesign. **Prerequisite:** *Adobe Creative Cloud Photoshop Part I* or equivalent experience. **Adobe software required:** www.adobe.com/creativecloud/buy/students.html. 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
BAA233 V	20196	JAN 25-MAR 15	6:00PM-8:00PM	MON/THU	DISTANCE LEARNING	BURNS	\$299

Adobe Creative Cloud: Illustrator with InDesign Part II

Take Adobe Illustrator to the next level with advanced drawing techniques, gradient mesh, pattern creation, custom symbols and brushes. Creative uses of vector graphics and text will be explored as well as advanced layout techniques with InDesign. **Prerequisite:** *Adobe Creative Cloud Illustrator Part I* or equivalent experience. **Adobe software required:** www.adobe.com/creativecloud/buy/students.html. 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
BAA234 V	20197	MAR 18-APR 12	6:00PM-9:00PM	MON/THU	DISTANCE LEARNING	BURNS	\$239

SOCIAL MEDIA

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! Includes Facebook, Instagram, Twitter, LinkedIn, YouTube and Pinterest. 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	20160	APR 13-APR 27	6:00PM-9:00PM	TUE	DISTANCE LEARNING	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	20433	APR 13	6:00PM-9:00PM	TUE	DISTANCE LEARNING	SLATE	\$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	20434	APR 20	6:00PM-9:00PM	TUE	DISTANCE LEARNING	SLATE	\$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	20435	APR 27	6:00PM-9:00PM	TUE	DISTANCE LEARNING	SLATE	\$49



Stephanie Slate is a Senior Advisor for Forrester's Tech Marketing Council. Before Forrester, she ran the Marketing Department at Archetype, a national consulting firm. When she's not teaching marketing, she is travelling the country in hopes of visiting all 50 State Capitol buildings. The current count: 44.

AUTOCAD

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 at www.autocad.com, you must use your Northshore email account.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF308 V	20108	APR 8-MAY 27	6:00PM-8:30PM	THU	DISTANCE LEARNING	DRYDEN	\$389

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	19467	FEB 4-APR 1	6:00PM-8:30PM	THU	DISTANCE LEARNING	DRYDEN	\$299

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	19395	FEB 4-MAR 18	6:00PM-9:00PM	THU	DISTANCE LEARNING	MCNEIL	\$299
INF120 V1	19390	MAR 16-APR 20	9:00AM-12:00PM	TUE	DISTANCE LEARNING	MCNEIL	\$299

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	19391	MAR 25-APR 29	9:00AM-12:00PM	THU	DISTANCE LEARNING	MCNEIL	\$299

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	19397	FEB 9-MAR 23	6:00PM-9:00PM	TUE	DISTANCE LEARNING	PARTLAN	\$299

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	19398	APR 6-MAY 11	6:00PM-9:00PM	TUE	DISTANCE LEARNING	PARTLAN	\$299

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	19509	FEB 10-APR 21	6:00PM-9:00PM	WED	DISTANCE LEARNING	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	19409	FEB 10-FEB 17	6:00PM-9:00PM	WED	DISTANCE LEARNING	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	19816	FEB 24-MAR 3	6:00PM-9:00PM	WED	DISTANCE LEARNING	PARTLAN	\$149
INF123 V1	19405	APR 3-APR 10	9:00AM-12:00PM	SAT	DISTANCE LEARNING	PARTLAN	\$149

Excel: Just Formulas and Functions—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF125 V	19407	MAR 29	6:00PM-9:00PM	MON	DISTANCE LEARNING	MCNEIL	\$59

Excel: Just Pivot Tables—Remote Learning Course

Learn the analysis and consolidation of data using an Excel Pivot Table report. Learn to transform loosely organized lists of data into concise useful interactive summary reports that make it easy to visualize, use, and present your information in various configurations. Visual reports in the form of Pivot Charts will also be included. **Flash drive required.** Students must activate their My Northshore account prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF126 V	19408	APR 5	6:00PM-9:00PM	MON	DISTANCE LEARNING	MCNEIL	\$59

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. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF104 V	19412	FEB 22-MAR 1	6:00PM-9:00PM	MON	DISTANCE LEARNING	MCNEIL	\$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 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	19411	MAR 17-MAR 24	6:00PM-9:00PM	WED	DISTANCE LEARNING	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	20088	MAR 31-APR 7	6:00PM-9:00PM	WED	DISTANCE LEARNING	PARTLAN	\$149

ADDITIONAL COMPUTER TRAINING

Computer: An Introduction—Remote Learning Course

An ideal beginner's class covering computer hardware basics, 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. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF101 V	19387	JAN 12-FEB 2	9:00AM-11:30AM	TUE	DISTANCE LEARNING	MCNEIL	\$209

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: 19825	ONLINE COURSES CAN BE STARTED AT ANY TIME DURING THE SEMESTER!	COST: \$115
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Google Apps—Remote Learning Course

Carefully examine Google Apps as a tool for 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	19414	APR 14-APR 21	6:00PM-9:00PM	WED	DISTANCE LEARNING	STAFF	\$59

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.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF106 V	19415	FEB 18	5:30PM-9:30PM	THU	DISTANCE LEARNING	JONES	\$89
INF106 V1	19416	APR 3	9:00AM-1:00PM	SAT	DISTANCE LEARNING	JONES	\$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

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 V	19418	FEB 4-MAR 18	6:00PM-9:00PM	THU	DISTANCE LEARNING	MCALARNEY	\$259
BAA140 V1	19417	MAR 17-APR 21	9:00AM-12:00PM	WED	DISTANCE LEARNING	MCALARNEY	\$259

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 1* 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 V	19419	APR 22-MAY 27	6:00PM-9:00PM	THU	DISTANCE LEARNING	MCALARNEY	\$259

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 6 months with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA143 V	19424	JAN 25-MAR 15	6:00PM-9:00PM	MON	DISTANCE LEARNING	STAFF	\$299
BAA143 V1	19423	MAR 24-APR 28	9:00AM-12:00PM	WED	DISTANCE LEARNING	STAFF	\$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 6 months with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA144 V	19425	MAR 29-MAY 10	6:00PM-9:00PM	MON	DISTANCE LEARNING	STAFF	\$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 6 months with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA145 V	19428	APR 27-MAY 11	9:00AM-12:00PM	TUE	DISTANCE LEARNING	STAFF	\$179

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	19421	FEB 9-MAR 23	6:00PM-9:00PM	TUE	DISTANCE LEARNING	WASHBURN	\$299

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	19422	APR 6-MAY 11	6:00PM-9:00PM	TUE	DISTANCE LEARNING	WASHBURN	\$299

Taxes for Bookkeepers and Tax Preparers: An Introduction—Remote Learning Course

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.

Prerequisite: *Bookkeeping and Accounting Part I* or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA150 V	19429	FEB 24-APR 7	6:00PM-9:00PM	WED	DISTANCE LEARNING	MCALARNEY	\$299

PROFESSIONAL BUSINESS SKILLS

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	19439	JAN 26-MAR 2	6:00PM-8:30PM	TUE	DISTANCE LEARNING	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	19440	MAR 16-APR 20	6:00PM-8:30PM	TUE	DISTANCE LEARNING	ROBICHAUD	\$299



Ken Robichaud holds a Master's in Business and Management with a Bachelor's Degree in Education. He has been the Director of Client Services for a digital data management company, Marketing Director for a national online recruitment company, and has held management marketing positions for major regional retailers and media companies. Ken has over 15 years of experience instructing credit and certificate business classes at North Shore Community College.

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	19435	MAR 24-APR 28	7:00PM-9:30PM	WED	DISTANCE LEARNING	REGA	\$520



Jason Rega has over 16 years of HR experience. He has a B.S. in Marketing from Bentley University and education and experience in Lean Six Sigma and HR analytics. Jason is SPHR/SHRM-SCP certified and a member of SHRM and NEHRA.



Corporate Training SOLUTIONS

Train your people. Transform your company.

TRAIN YOUR PEOPLE. TRANSFORM YOUR COMPANY.

Did you know that Corporate Training Solutions at North Shore Community College works with businesses to provide group training for their employees?

Corporate Training Solutions (CTS) at NSCC has served hundreds of businesses on the North Shore for over 30 years by providing customized training programs that specifically focus on today's business challenges.

Our group training programs are delivered by expert facilitators who understand the importance of updating the skills of your workforce. Our team will work with you to make sure the content of the programs matches your specific learning objectives and provides real time skill-based learning.

The benefit of group training provides an opportunity for colleague collaboration and teamwork, making it a much richer learning experience.

Let us work with you to design a high quality, interactive, customized program for your team!

To learn more about our customized training programs, contact:

Elaine Champagne or Helene VanDernoot
echampag@northshore.edu **hvander@northshore.edu**

Coming in 2021:

***Free!* ESSENTIAL SKILLS for SUPERVISORS TRAINING**

*A grant funded program offered by the Executive Office of Labor and Workforce Development,
funded by the Workforce Training Fund and administered by Commonwealth Corporation!*

Interested businesses should email Elaine Champagne at:
echampag@northshore.edu

SHRM LEARNING SYSTEM (XSL)

WIOA
ApprovedThis program is
offered during Fall
and Winter/Spring
semesters!**QUICK FACTS:** Human resource managers plan and direct policies about employees.

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	19436	FEB 11-MAY 6	6:00PM-9:00PM	THU	DISTANCE LEARNING	MATTHEWS	\$1,420

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. The class starting February 2 (CRN: 19431) meets on Tuesdays from 6:00PM to 9:00PM and Saturdays 9:00AM to 12:00PM. **Textbooks required:** "Modern Real Estate Practice", 20th Edition, ISBN 9781475463729 and "Massachusetts Real Estate Practice & Law," ISBN 9781475456684. Available for purchase online at: www.dearborn.com/products/bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA160 V	19431	FEB 2-MAR 30	6:00PM-9:00PM + 9:00AM-12:00PM	TUE + SAT	DISTANCE LEARNING	HEIL	\$399
BAA160 V1	19432	APR 5-MAY 7	9:00AM-12:00PM	MON/WED/FRI	DISTANCE LEARNING	HEIL	\$399

REMOTE INTERPRETING

New! Remote Interpreting (Video and Phone)—Remote Learning Course

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. Learn the ins and outs of remote interpreting including both video and over the phone (VRI and OPI), how to set up your office and computer to accept assignments from companies who are actively searching for interpreters of all languages. Class covers 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.

WIOA
Approved

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA250 V	20406	FEB 1-MAR 8	6:00PM-9:00PM	MON/WED	DISTANCE LEARNING	BERMUDEZ	\$599

New! Legal Interpreting for Depositions, Due Process Hearings and Unemployment Hearings—Remote Learning Course

Trained legal interpreters are in demand throughout Massachusetts and nation-wide in law offices, schools, state agencies and contracting agencies. Open to all language interpreters who would like to expand their interpreting skills in a legal setting. Course covers the most in-demand types of hearings, such as Due Process Hearings, Unemployment Hearings, and Depositions. Learn legal terminology and procedural protocols needed to interpret for these various types of hearings. In addition, you will have the opportunity for intense practice through mock hearings. These mock hearings will give you the experience and comfort-level needed to apply for work in the field. **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 3 years experience as a working interpreter in any setting. High school diploma or equivalent required and must be fluent in English and one other language. Screening required, call 978-236-1200 to request a screening appointment after registration.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA251	20482	MAR 23-MAY 13	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	VARQUEZ	\$1,079

EVENT PLANNING CERTIFICATE (XEP)

QUICK FACTS: Meeting and conventions 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 Fall 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
- Staging: Part I

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

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

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

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

— Data from Massachusetts Career Information Systems

Fundamentals of Interior Design—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA102 V	19461	FEB 1-APR 5	9:30AM-11:30AM	MON	DISTANCE LEARNING	HAZELTON	\$299

Color 3D: Less Theory, More Practice—Hybrid Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA103 V	19817	APR 7-MAY 26	9:00AM-12:00PM	WED	DISTANCE LEARNING	COLLINS JERMAIN	\$389

Drafting for Interior Designers—Remote Learning Course

Learn the basic fundamentals of drafting, the tools of the trade and how to use them, and what is needed to provide a crisp, clean, legible drawing. Learn how to draw floor plans, elevations, and sections; how to measure; and how to read scales and architectural plans. **Prerequisite:** *Principles of Design*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA101 V	20410	FEB 16-APR 13	6:00PM-8:00PM	TUE	DISTANCE LEARNING	STAFF	\$349

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	19499	FEB 16-APR 6	6:00PM-8:00PM	TUE	DISTANCE LEARNING	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. **Course 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	19500	APR 13-MAY 25	6:00PM-8:00PM	TUE	DISTANCE LEARNING	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	20396	MAR 18-APR 22	6:00PM-8:00PM	THU	DISTANCE LEARNING	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.

— Data from Massachusetts Career Information Systems

Perennials, Annuals, and Vines: Identification and Culture—Remote Learning Course

Learn the identification, horticultural requirements and which annuals, perennials, and vines are most suitable to grow in the New England area. Examine foliage, flowers, texture, color, and companion planting. Weekly quizzes and one design project will be assigned. **Textbook required:** Please visit www.SHOPNSCC.com to order books.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS210 V	19477	FEB 10-MAR 24	6:30PM-8:30PM	WED	DISTANCE LEARNING	FLANAGAN	\$239

Identification and Culture of Shrubs—Remote Learning Course

An introduction to the most commonly planted shrubs in New England, their distinguishing characteristics, horticultural requirements, and some suggested landscape applications. Learn to choose appropriate shrubs for the landscape as well as recognize established specimens. Plant specimens, slide lectures, and field trips will be utilized to teach the material. Class meets for seven sessions at various locations around the Northshore during the six weeks, which includes one mandatory weekend field trip, to be arranged with the instructor in class. One quiz and a final test will be given and a photo journal is required for successful completion of this course. **Textbook required:** "Dirr's Encyclopedia of Trees and Shrubs," ISBN #978-0881929010.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS217 V	19478	APR 14-MAY 26	5:30PM-7:30PM	WED	FIELD PLACEMENT	SIMPSON	\$259



Larry Simpson is a passionate garden designer and horticulturist practicing on the North Shore for over 25 years. Prior to this, he worked for 12 years as Superintendent managing the 114-acre Sedgwick Gardens at Long Hill for The Trustees of Reservations.

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 principals will be discussed and practiced in class. Weekly drawing assignments will be given in addition to weekly class work. Designed for the novice garden designer. Some basic drawing tools will be required. **Textbook required:** Please visit www.SHOPNSCC.com to order books.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS211 V	19613	FEB 2-MAR 23	6:30PM-8:30PM	TUE	DISTANCE LEARNING	DRYDEN	\$259

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	19614	APR 6-MAY 18	6:30PM-8:30PM	TUE	DISTANCE LEARNING	DRYDEN	\$259

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 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 Garden Maintenance: Spring

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS200 AFH	19473	MAR 16-MAY 20	9:00AM-12:00PM	TUE/THU	FIELD PLACEMENT	BOUCHARD	\$259

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 Fall 2021 semester.

— Data from Massachusetts Career Information Systems



LANGUAGES & COMMUNICATIONS

Basic English as a Second Language

NSCC'S English as a Second Language Department aims to provide non-native speakers of English with skills necessary for their professional and academic advancement. Using both traditional and communicative teaching methods and providing a supportive environment, the ESL department assists students as they work toward 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 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. **Textbook required:** Please visit www.SHOPNSCC.com to order books. **See ESL chart at the beginning of the section for placement detail.**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC100 V1	19363	FEB 13-MAY 8	9:00AM-12:00PM	SAT	DISTANCE LEARNING	RINCON	\$239
LAC100 V	19362	FEB 24-MAY 21	5:30PM-7:00PM	WED/FRI	DISTANCE LEARNING	RINCON	\$239

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 at the beginning of the section for placement detail.**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC101 V1	19366	FEB 13-MAY 8	9:00AM-12:00PM	SAT	DISTANCE LEARNING	SHAMS	\$239
LAC101 V	19365	FEB 23-MAY 20	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	BUZZI	\$239



Victoria R. Shams was born in the Dominican Republic and arrived in the US 33 years ago. She comes from a family of teachers. Her mother was a teacher and school principal for more than 35 years. Victoria believes in her students' great enthusiasm and desire to learn and encourages them to go all the way in the ESL classes. She always reminds them that one day, she was sitting in the chairs they are sitting now.

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 at the beginning of the section for placement detail.**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC102 V1	19369	FEB 13-MAY 8	9:00AM-12:00PM	SAT	DISTANCE LEARNING	BUZZI	\$239
LAC102 V	19368	FEB 23-MAY 20	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	FUCILLO	\$239

Basic English as a Second Language IV—Remote Learning Course

A high-beginning course that focuses on improving reading skills and building vocabulary. Students plan and write short paragraphs and continue to work on speaking and listening skills. **Textbook required:** Please visit www.SHOPNSCC.com to order books. **See ESL chart at the beginning of the section for placement detail.**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC103 V1	19372	FEB 13-MAY 8	9:00AM-12:00PM	SAT	DISTANCE LEARNING	JOBITY	\$239
LAC103 V	19371	FEB 23-MAY 20	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	SHAMS	\$239

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

Recommended for students intending to take credit ESL classes next semester. Concentrate on reinforcing and developing individual reading, writing, and oral skills in preparation for Intermediate ESL classes. **Textbook required:** Please visit www.SHOPNSCC.com to order books. **See ESL chart at the beginning of the section for placement detail.**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC105 V1	19375	FEB 13-MAY 8	9:00AM-12:00PM	SAT	DISTANCE LEARNING	KILEY	\$239
LAC105 V	19374	FEB 23-MAY 20	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	WHEELER	\$239

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 at the beginning of the section for placement detail.**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC107 V1	19378	FEB 13-MAY 8	9:00AM-12:00PM	SAT	DISTANCE LEARNING	STEVENS	\$239
LAC107 V	19377	FEB 24-MAY 21	5:30PM-7:00PM	WED/FRI	DISTANCE LEARNING	STEVENS	\$239

We now offer Health Care courses in Español! *See pages 9-10.*

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. **Textbook required:** Please visit www.SHOPNSCC.com to order books. **See ESL chart at the beginning of the section for placement detail.**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC106 V1	19380	FEB 13-MAY 8	9:00AM-12:00PM	SAT	DISTANCE LEARNING	BROWN	\$239
LAC106 V	19379	FEB 23-MAY 20	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	STRAGER	\$239

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 at the beginning of the section for placement detail.**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC108 V1	19382	FEB 13-MAY 8	9:00AM-12:00PM	SAT	DISTANCE LEARNING	FUCILLO	\$239
LAC108 V	19381	FEB 24-MAY 21	5:30PM-7:00PM	WED/FRI	DISTANCE LEARNING	GRIFFITH	\$239

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 at the beginning of the section for placement detail.**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC104 V	19383	FEB 13-MAY 8	9:00AM-12:00PM	SAT	DISTANCE LEARNING	MAESTRANZI	\$239

Intermediate Listening Comprehension and Oral Fluency: ESL—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. **See ESL chart at the beginning of the section for placement detail.**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC204 V	20086	FEB 12-MAY 21	5:30PM-8:00PM	FRI	DISTANCE LEARNING	MAESTRANZI	\$239

ESL: Writing—Remote Learning Course

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.** **See ESL chart at the beginning of the section for placement detail.**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC109 V	19385	FEB 13-MAY 8	9:00AM-12:00PM	SAT	DISTANCE LEARNING	GRIFFITH	\$239

FOREIGN LANGUAGES

Italian I—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC120 V	19485	FEB 4-APR 1	6:30PM-8:30PM	THU	DISTANCE LEARNING	BOWERS	\$229

Italian II—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	19827	APR 15-JUN 3	6:30PM-8:30PM	THU	DISTANCE LEARNING	BOWERS	\$229

Spanish I—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	19483	FEB 1-APR 5	6:30PM-8:30PM	MON	DISTANCE LEARNING	SHAMS	\$229

WRITING & LITERATURE

Novel Bootcamp: Part 1—Remote Learning Course

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



COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC140 V	19532	MAR 16-MAY 4	6:00PM-8:00PM	TUE	DISTANCE LEARNING	GANGI	\$199

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	19830	FEB 4-MAR 18	6:00PM-8:00PM	THU	DISTANCE LEARNING	GANGI	\$159

OCCUPATIONAL TRADES

AUTO DAMAGE APPRAISAL (XAD)

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

**WIOA
Approved**

Median Level Wages \$75,250

Preparation High school diploma or equivalent. Two 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 Massachusetts state-approved course. Learn to read, write, and appraise auto damage and prepare for the state certification exam. Cost includes required manual. Bring a 3-ring binder to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD150 V	19455	JAN 26-APR 8	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	NAZZARO	\$629
OTD150 V1	19454	APR 3-JUN 5	9:00AM-3:00PM	SAT	DISTANCE LEARNING	NAZZARO	\$629



"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.

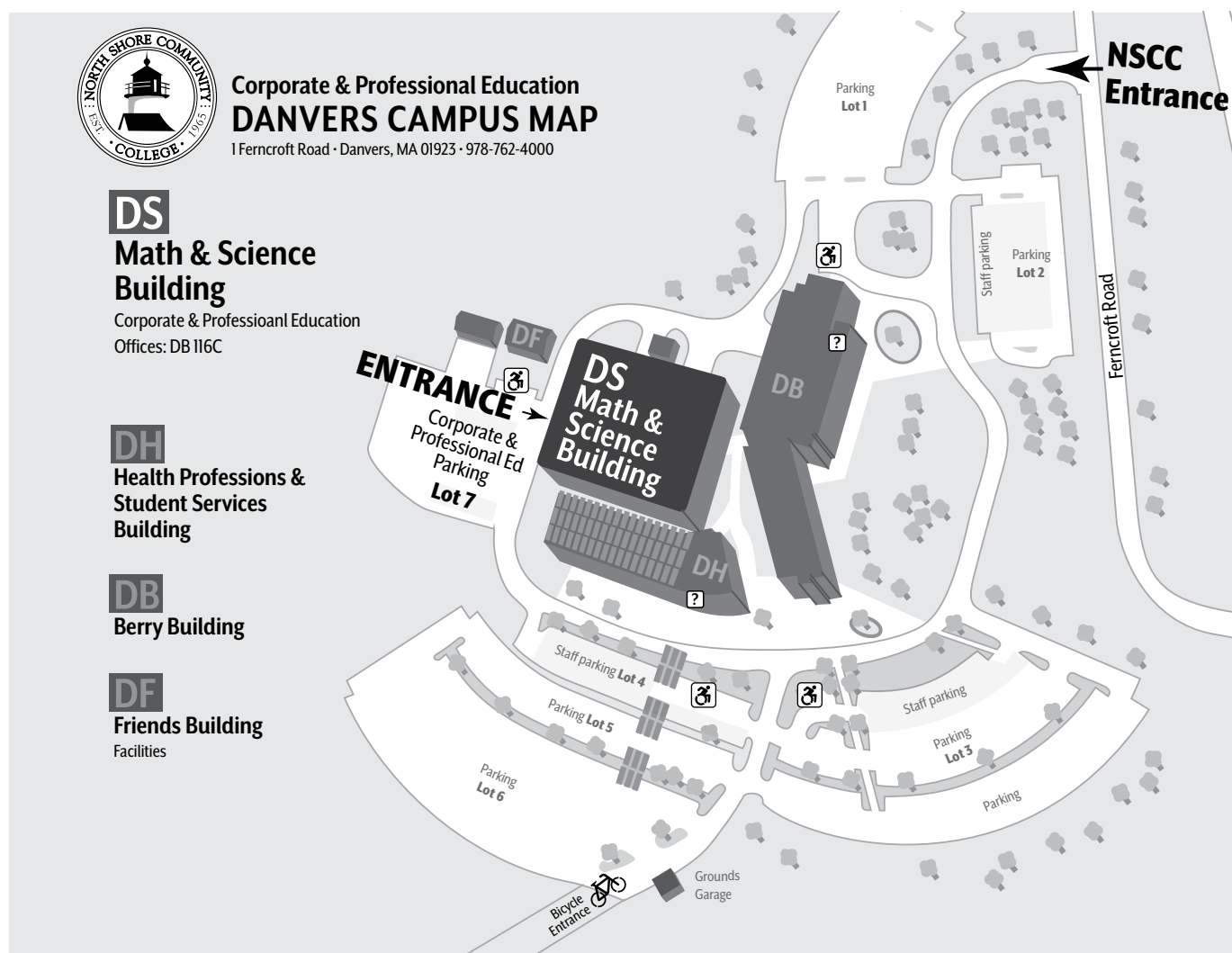
LYNN. The Lynn Campus located at 300 Broad Street, adjacent to the Lynnway, includes science and technology laboratories and a library. The College also houses Community Education courses, classrooms, offices and the Campus Police Office at the MBTA station across from the Lynn Campus on the corner of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

Hours (subject to change): Lynn 9:00AM–3:00PM Danvers 9:00AM–4:00PM

Important Information:

Lynn Bookstore will be taking students from their side door that opens to the outside on the side of the building (on the side where the green house is). Students will receive a confirmation email once they place their online order that states that they have to wait until their order is fulfilled and a bookstore employee calls them to set up a time and day to come pick up their order. Once a time and day has been set up they can come at that time to the school and park in the small parking lot on broad street, then call the store at 781-477-2127 to state they have arrived and tell us their name and order number, then come to the side door with their i.d. so we can confirm their information and hand them their order. Signs are in the process of being made so they will know how to get from the parking lot to the side door.

Danvers Bookstore will have a table outside of the back of math and science building (near door 4) and signs are already up around the campus and being finalized in proper locations. Their online orders will have the same process as Lynn in that the confirmation email that is sent after a student places an online order will state that they must wait until a bookstore employee calls them to set a time and day for them to pick up their order. Once a time and day is set up they can come at that time and park in the lot across from the math and science building and call the Danvers bookstore at 978-762-4046 to state they have arrived and give their name and order number. Then an employee will meet them at the table, check their i.d. to confirm their information and hand them their order. Danvers Campus police officers will be checking students at the entrance of the parking lot so the students will need to inform the officers that they are there to pick up an online order from the bookstore at the proper time arranged, otherwise they will not be allowed to enter the lot.

If you have direct questions please email Maryann Shawn at Scronin@northshore.edu.

SPRING 2021 HOLIDAY SCHEDULE

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

January 1: New Year's Day ■ January 18: Martin Luther King Day ■ February 15: President's Day

March 7-March 13: Spring Recess, day and evening classes ■ April 19: Patriots' Day ■ May 31: Memorial Day

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

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Registration Information

Online Registration Now Available!

Register with ease at northshore.coursestorm.com

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. Noncredit courses are generally cancelled one week prior to start date. NSCC makes every effort to notify students by phone and/or email as soon as the decision is made. If the college is unable to reschedule a cancelled course or the student is unable to attend the rescheduled course date, the student will receive a full refund.

Course Refund. Students registered for Professional Education (noncredit) workshops and courses must withdraw in writing by email to professional@northshore.edu at least three days prior to the first session in order to receive a full refund of tuition, less a 6% processing fee. All other charges are nonrefundable. All remaining amounts paid to North Shore Community College will be refunded directly to the student or to the credit card that was used to pay for the course(s). After the three-day withdrawal period, no refunds will be given.

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.

Walk-in Registration. The office of Corporate and Professional Education is currently working remotely. Call 978-236-1200 or email professional@northshore.edu for assistance. If you need to come to campus to complete the enrollment or testing process, pick up books, pay your bill, use the computer lab, or access other services, you must have an appointment to come to campus or you'll be denied admittance. If you already have a scheduled appointment, please check in upon arrival to campus. No access will be granted to students or visitors without previously scheduled appointments.

Danvers Campus Appointments:

- Admissions, Student Financial Services, Enrollment, Advising: 978-762-4074
- Testing Center: 978-739-5429
- Textbook Pick-Up at Bookstore: 978-762-4046

Lynn Campus Appointments:

- Admissions, Student Financial Services, Enrollment, Advising: 781-477-2188
- Placement Testing: 781-593-6722 x6695
- Textbook Pick-Up at Bookstore: 781-477-2127

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

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**

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Tuesday, January 12, 2pm



Business

Friday, January 15, 1pm



IT & Computers

Wednesday, January 20, 10am



Design

Tuesday, January 19, 1pm

RSVP at northshore.edu/professional **TODAY!**