NORTH SHORE COMMUNITY COLLEGE

Fall 2021

noncredit courses
DANVERS • LYNN

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Dean's Message

Welcome back to campus! You will find many of our courses will be on-site at either our Danvers or Lynn campus and we will still have many classes that you will be able to take from home. If you have wanted to launch a career in Health Care, please join us on campus for *Nurse Assistant, Phlebotomy, EKG, Dental Assistant, Recovery Coach,* or *Community Health Worker.* Take a peek inside this catalogue for locations and times or look on **northshore.coursestorm.com** for up-to-date information. We will also be bringing all our Microsoft Office classes back to campus. Wait until you see our brand-new state-of-the-art computer lab in Lynn while taking *CompTIA Fundamentals* or CompTIA A+ courses!

On Saturdays, our ESL classes for English language learners will be back on the Lynn campus. We will still be offering many ESL classes on Zoom with all our popular instructors, and we will also be welcoming a few new instructors.

We know many of you have been waiting for the return of our floral design certificate classes with June Alexandra—well, wait no more! June will be back this fall with a number of classes in our certificate program. June has been in the floral design industry for over 30 years. She has owned her own floral and greenhouse business for over 13 years and brings a wealth of experience and knowledge in many aspects of the industry. We also are pleased to be bringing back our Event Planning Certificate via Zoom with Christina Karsadi-Tadiello. Christina is a graduate of Endicott College and the owner of CKT Signature Events where she has brought her expertise and passion to the wedding and event planning industry on the North Shore and beyond. We are fortunate to have these talented instructors among the many who love to teach and who are always eager to share their knowledge with you.

All of our open enrollment courses can be found on **northshore.coursestorm.com** or on our website at **northshore.edu/professional.** If you have any questions please email us at professional@northshore.edu or call us at 978-236-1200.

You can learn more about our open enrollment course offerings during an information session. They are all held virtually on zoom. Check on **https://northshore.coursestorm.com/ category/free-courses** to register for the information sessions.

We are happy to be back and we hope to see you soon.

Dianne Palter Gill

Dr. Dianne Palter Gill, *Dean, Corporate and Professional Education*

f LIKE US ON FACEBOOK   FOLLOW US ON TWITTER

NEW WEB ADDRESS: WWW.NORTHSHORE.EDU

> ★
> "In order to achieve the dreams and goals that we have in our hearts we must be able to not only look forward, but also have the capacity to move forward as well."
> ANURAG PRAKASH RAY
> ★

We add new courses frequently. Always remember to visit: **northshore.edu/professional** *for new course offerings and updates.*

Contents

Noncredit Programs of Study
at North Shore Community College

DON'T MISS OUT!

Find us on Facebook
www.facebook.com/
NSCCProfessionalEducation

Follow us on LinkedIn

Would you like to be on our preferred customer email list to receive early notifications of new noncredit classes and special events? Send your email address to **lboyd@northshore.edu**.

Who is MassHire and Why Should I Care?

NORTH SHORE WORKFORCE BOARD

MASSHIRE
NORTH SHORE CAREER CENTER

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

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

Do I have to be unemployed to use the Career Centers?
No. The career center services are available to everyone. As a matter of fact, many of our customers are currently students or employed but use our services to explore their new career options.

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

As a business owner, what services can I receive from the Career Center?
Area businesses may list company job openings, get assistance with pre-screening job applicants, obtain information about the local labor market, assistance with basic worker recruitment or information related to participating in a job fair.

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

Credit for Prior and Experiential Learning

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

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

Remote and In-Person Learning is
Happening at the ALC (Adult Learning Center)!
Unique Opportunities for Education, Career Exploration, and
IT Workplace Training 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 integrate academics and college and career readiness in 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. All face-to-face classes are held on the Danvers campus.

There is an opportunity for every starting point:

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

To learn more or complete the online application, go to www.northshore.edu/adult_learning.

▶ **Contact Erin O'Brien at 978-236-1226 or eobrien08@northshore.edu to begin the enrollment process.**

Cannot Attend Classes in Person at All?

The Adult Learning Center also offers an online Distance Learning option to help students study for their HiSET from their own homes. Students must be able to:

- Commit to five 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 IT Industry Certification Will Give You the Skills Needed to Advance in Your Career or Discover a New One!

Don't miss this opportunity for students with OR without a high school diploma! The median level wages for these jobs range from $41,940 to $60,090.

An innovative and individualized 20-week education and training program is offered at the Adult Learning Center twice per year. You will learn CyberSafe, CompTIA IT Fundamentals, Service Desk & Support Analyst, Elements of Coding, Microsoft Office & Google Docs, and more!

In addition to the IT classes, students will study for their HiSET if needed, strengthen academic skills, develop a professional resume, and discuss workplace skills in the 21st century.

▶ **Interested? Ready to take a next step in your life? 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 <u>minimum</u> enrollment!

If you find that perfect class that you just <u>have</u> 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** or **978-236-1200**

We have a <u>new</u> refund policy!

Students registered for Professional Education (non-credit) 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

ed2go

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:

Digital Marketing Strategist* GES2040 ▪ Comprehensive Medical Billing and Coding (vouchers included) GES1014 ▪ Medical Billing and Coding Comprehensive with Certified Medical Administrative Assistant (vouchers included) GES2015 ▪ Web Design Professional* GES517 ▪ Certified Administrative Professional with Microsoft Office Specialist 2019 ▪ CompTIA Certification Training: A+, Network+, Security+ ▪ Certified Administrative Professional with Microsoft Office Specialist 2019* GES2047 ▪ Certified Administrative Professional* GES219

* Eligible for WIOA funding

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

ProTrain

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 health care can be one of the most rewarding career choices there is. The industry already employs over 18 million people.

According to the Bureau of Labor and Statistics, **employment in healthcare occupations is projected to grow 15 percent from 2019 to 2029,** much faster than the average for all occupations, adding about 2.4 million new jobs. Healthcare occupations are projected to add more jobs than any of the other occupational groups. You could work directly with people. Or you could work in laboratories to get information used in research or diagnosis. Health service employees go to work at a variety of different sites. Some work in hospitals, offices, or laboratories. Others work on cruise ships, at sports arenas, or within communities.

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

Demand for this occupation continues to grow!

WIOA Approved

Enhance your skills and employment opportunities with these three certifications.
See schedules below for course information.

Nurse Assistant/Home Health Aide (XCN)

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.	
Entry Level to Experienced Level Wages	$28,725–$32,823
Preparation	High school diploma or equivalent recommended. Be at least 16 years old. Short-term training program, and pass the Massachusetts state licensing exam.
Certification Opportunities	Nurse Assistants must be certified in the state of Massachusetts.
10 Year Growth	Massachusetts: 7.6%

— Data from Bureau of Labor and Statistics

Nurse Assistant training prepares you for an entry-level career in healthcare. Training includes preparation for the State Board exam to become certified, along with certifications in Home Health Aide, CPR, and CMS Hand in Hand Dementia Training. Fulfill your classroom hours on campus and your clinical* experience in a local nursing facility with Registered Nurse Instructors. 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 and workbook required:** ISBN: 9781604250701 and ISBN: 9781604250718. Visit www.hartmanonline.com to order textbooks. Read first four chapters in the textbook prior to the first class. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam for advising purpose. For testing information or to schedule exam please visit www.northshore.edu/cas/testing. (2) A CORI check is required. You will be contacted via email from corpprofedu@northshore.edu after registering for the course to complete your CORI. (3) Proof of immunizations and a negative TB test is required at the start of class. Proof of a COVID-19 vaccine may be required by the clinical/fieldwork partner. *Lab and clinical portion of the program is subject to change depending on the status of the COVID-19 pandemic.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA100 H1	98564	SEP 27-DEC 10	9:00AM-1:00PM	MON/WED/FRI	DANVERS	STAFF	$1,299
HEA100 F	98566	OCT 19-JAN 6	5:30PM-9:30PM	TUE/WED/THU	DANVERS	STAFF	$1,299
HEA100 H2	98565	NOV 2-JAN 27	5:30PM-9:30PM	TUE/THU	LYNN	STAFF	$1,299

Phlebotomy and EKG Career Path

WIOA Approved

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). Includes CPR and students 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 clinical/fieldwork facility. Proof of a COVID-19 vaccine may be required by the clinical/fieldwork partner. 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 please visit: www.northshore.edu/cas/testing. *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
HEA115 H	98574	SEP 14-JAN 20	9:00AM-12:00PM	TUE/THU	LYNN	STAFF	$2,499
HEA115 H1	99910	NOV 1-FEB 28	6:00PM-9:30PM	MON/WED	DANVERS	STAFF	$2,499

Phlebotomist (XPH)

WIOA Approved

QUICK FACTS: Phlebotomists draw blood from people to be analyzed or donated.	
Entry Level to Experienced Level Wages	$33,910–$43,973
Preparation	High school diploma or equivalent recommended for training, required for certification. Short-term training program.
Certification Opportunities	National Workforce Career Association (NWCA), Certified Phlebotomy Technician (CPT), National Healthcareer Association (NHA) Phlebotomy Technician Certification (CPT)
10 Year Growth	Massachusetts: 17.2%

— Data from Bureau of Labor and Statistics

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). Includes CPR and students 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 clinical/fieldwork facility. Proof of a COVID-19 vaccine may be required by the clinical/fieldwork partner. 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, please visit: www.northshore.edu/cas/testing. *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 H	98571	OCT 26-FEB 24	1:00PM-4:00PM	TUE/THU	LYNN	STAFF	$1,899

EKG Technician (XET)

WIOA Approved

QUICK FACTS: EKG technicians use machines and monitors to perform diagnostic cardiac testing on patients.	
Entry Level to Experienced Level Wages	$35,420–$72,470
Preparation	High school diploma or equivalent required. Short-term training program.
Certification Opportunities	National Workforce Career Association (NWCA), Certified EKG Technician (CEKG), National Healthcareer Association (NHA) Certified EKG Technician (CET)
10 Year Growth	Massachusetts: 5.4%

— Data from Bureau of Labor and Statistics

EKG technicians are in demand and are expected to continue to grow substantially! As an EKG technician you can work in a physician's office, hospital, clinic, healthcare facility, and even an insurance company to provide data for health and life insurance policies. This program covers topics and processes critical to conducting and interpreting electrocardiograms (EKGs) including the anatomy and physiology of the heart, equipment technology, how to interpret a rhythm strip, and details of a myocardial infarction. Course prepares students to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: National Workforce Career Association (NWCA) Certified EKG Technical (CEKG). Optional

lab* time is available. 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, please visit: www.northshore.edu/cas/testing. *Lab 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 H	98572	SEP 28-NOV 30	6:00PM-9:00PM	TUE/THU	LYNN	STAFF	$999

Central Sterile Processing Technician (XSP)—Hybrid Course

WIOA Approved

QUICK FACTS: CRST's are responsible for decontaminating, inspecting, assembling, disassembling, packaging, and sterilizing reusable surgical instruments or devices in a healthcare facility that are essential for patient safety.	
Entry Level to Experienced Level Wages	$38,876–$62,893
Preparation	High school diploma or equivalent required. Short-term training with moderate on-the-job-training. Certification will increase wage.
Certification Opportunities	Certified Registered Central Service Technician (CRST)
10 Year Growth	Massachusetts: 5.9%

— Data from Bureau of Labor and Statistics

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 (IAHCSMM). The cost of this exam is not included in cost of this program. Once employed, you must accumulate 400 hours of work experience within 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 25 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, please visit www.northshore.edu/cas/testing. (2) A CORI check is required. You will be contacted via email from corpprofedu@northshore.edu after registering for the course to complete your CORI. (3) Proof of immunizations and a negative TB test is required at the start of class. Proof of a COVID-19 vaccine may be required by the clinical/fieldwork partner. *Lab and clinical portion of the program is subject to change depending on the status of the COVID-19 pandemic.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA104 V	98675	SEP 27-DEC 16	6:00PM-9:30PM	MON/THU	FLEX DANVERS	DECOSTA	$1,999

Dental Assistant (XDA)

WIOA Approved

QUICK FACTS: Dental assistants help dentists with patient care, office tasks, and lab duties.	
Entry Level to Experienced Level Wages	$37,863–$54,290
Preparation	High school diploma or equivalent required. Short-term training.
Certification Opportunities	National Workforce Career Association (NWCA) Dental Assistant Clinical Certification (DACC)
10 Year Growth	Massachusetts: 6.6%

— Data from Bureau of Labor and Statistics

Entry-level positions in dental assisting is one of the fastest growing healthcare fields, with a growing workforce of over 300,000 strong. 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). Includes CPR and students 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. Proof of a COVID-19 vaccine may be required by the clinical/fieldwork partner. 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, please visit www.northshore.edu/cas/testing. *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	98561	SEP 14-DEC 14	6:00PM-9:00PM	TUE/THU	DANVERS	AGERSEA	$1,699
HEA106 V01	98562	OCT 4-DEC 6	9:00AM-12:00PM	MON/WED/FRI	LYNN	AGERSEA	$1,699

Medical Interpreting Certification Prep (XMC)—Remote Learning Course

WIOA Approved

QUICK FACTS: Interpreters and translators convert spoken or written words from one language to another.	
Entry Level to Experienced Level Wages	$33,770–$81,940
Preparation	High school diploma or equivalent recommended. Short-term training.
Certification Opportunities	Certification preferred.
10 Year Growth	Massachusetts: 12.1%

— Data from Bureau of Labor and Statistics

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 V	98577	OCT 4-DEC 15	6:00PM-9:00PM	MON/WED	DISTANCE LEARNING	STAFF	$1,199
HEA110 V1	80214	OCT 9-DEC 18	9:00AM-3:30PM	SAT	DISTANCE LEARNING	STAFF	$1,199

Parenting for Healthy Adolescents—Remote Learning Course

Empower your adolescent(s) to make healthy choices through developmentally appropriate conversation and resources. A veteran high school Health Education teacher will guide you through issues including recreation intoxication, substance abuse, sexuality, depression, social media, risk-taking and managing personal health, considering current issues, and ways to open discussion and thoughtful consideration with your teens.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA216 V	80239	SEP 28-OCT 26	9:00AM-11:00AM	TUE	DISTANCE LEARNING	WEST	$139

Online Health Care Programs

Medical Billing & Coding

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.	
Entry Level to Experienced Level Wages	$36,300–47,642
Preparation	High school diploma or equivalent required. Short-term training.
Certification Opportunities	Certified Professional Coder (CPC), Certified Coding Associate (CCA), Certified Billing and Coding Specialist (CBCS)
10 Year Growth	Massachusetts: 10.4%

— Data from Bureau of Labor and Statistics

New! Medical Billing and Coding Comprehensive with Certified Medical Administrative Assistant

Are you interested in obtaining a career in the healthcare industry but have little or no experience? Administrative Medical Assistants are versatile and valuable healthcare team members. Prepare for the Certified Medical Administrative Assistant (CMAA) national exam; learn medical office management and legal, ethical, and regulatory concepts, HIPPA compliance and third-party guidelines for filing insurance claims. Medical Billers and Coders are also in high demand! Learn about the medical billing and coding field and career paths while preparing for one of the three MBC certifications; CBCS, CCA, or CPC. You will receive hands-on practical experience in medical billing and coding, and an externship starter kit, medical terminology, and the structures and functions of the human body. Exam vouchers included! Upon completion choose which MBC exam voucher that best aligns with your interests and career goals, voucher for CMAA included. To register visit: https://careertraining.ed2go.com/northshorecc/training-programs/certified-medical-administrative-assistant-with-medical-billing-coding-voucher-included.

COURSE CODE: HEA007 OL	CRN: 80247	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: $3,495

WIOA Approved

New! Medical Office Manager—Online Course

Medical Office Managers and Administrative Medical Assistants are versatile and valuable members of the healthcare team who can handle a broad range of duties, including patient registration, telephone, scheduling, medical records, accounts receivable, data entry, compliance regulations, human resources, and health information. This in-depth program combines several programs, Medical Terminology, Microsoft Word 2016, Microsoft Excel 2016, Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and Certified Physician Practice Manager (CPPM), to give you the foundation and training needed to be a Medical Office Manager. In Certified Medical Administrative Assist (CMAA) you will learn how to handle the increasing complexities of healthcare management and patient care in offices of physicians, offices of other providers, clinics, urgent care centers, ambulatory surgery centers, hospital departments and emergency rooms, home health agencies, assisted living facilities, educational institutions and group homes. You will get hands-on practice using real EHR software and learn the benefits these systems provide and understand not only medical terms themselves, but also their application. Certified Physicians Practice Manager (CPPM) will cover the requirements of managing the revenue cycle, compliance regulations, human resources, health information, and general business processes that make practice management a challenging yet rewarding profession. Upon completion of this course, you will be ready to take the Certified Physician Practice Manager (CPPM) exam, offered by the American Academy of Professional Coders (AAPC), the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by the National Healthcareer Association (NHA). You will receive study guide materials, practice exams, AAPC membership, access to the Practice code tool, and a voucher for each exam. Requirements: This course must be taken on a PC device. A Mac OS is not compatible. To register: https://careertraining.ed2go.com/northshorecc/search-results/?term=GES152.

COURSE CODE: HEA002 O   **CRN: 80240**   ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!   **FEE: $3,995**

Dialysis Technician (XDT)—Online Course

QUICK FACTS: Dialysis technicians assist nurses in monitoring patients and equipment during dialysis treatments.	
Entry Level to Experienced Level Wages	$31,960–$53,100
Preparation	High school diploma or equivalent required. Complete formal training program.
Certification Opportunities	National Workforce Career Association (NWCA), Certified Dialysis Technician Associate (CDTA)
10 Year Growth	Massachusetts: 11%

— Data from Bureau of Labor and Statistics

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. You must call 978-236-1200 to register for this course. *Proof of a COVID-19 vaccine may be required by the clinical/fieldwork partner.*

COURSE CODE: HEA107 O   **CRN: 98969**   ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!   **FEE: $1,299**

Pharmacy Technician (XPT)—Online Course

QUICK FACTS: Pharmacy technicians help pharmacists provide medicines and other health care products to patients.	
Entry Level to Experienced Level Wages	$33,524–$47,406
Preparation	High school diploma or equivalent required. Be at least 18 years old. Complete a moderate-term training.
Certification Opportunities	Pharmacy Technician Certification Board (PTCB), National Workforce Career Association Pharmacy Technician Associate Certification (PTAC)
10 Year Growth	Massachusetts: 4.6%

— Data from Bureau of Labor and Statistics

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. Proof of a COVID-19 vaccine may be required by the clinical/fieldwork partner. Cost includes required textbook. Exam not included in the cost. **Prerequisite:** High school diploma or GED.

COURSE CODE: HEA108 O   **CRN: 98563**   ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!   **FEE: $1,299**

Health Care Courses in Spanish

EKG Technician in Spanish—Online Course

¡Los técnicos de EKG están en demanda! Pueden trabajar en consultorios médicos, hospitales, clínicas y otras instalaciones y organizaciones dedicadas a la atención médica. Los técnicos de EKG también trabajan para compañías de seguros para proporcionar datos para pólizas de seguro de vida y salud. Al igual que otras profesiones sanitarias en crecimiento, se espera que la demanda de técnicos para la toma de electrocardiogramas, continúe creciendo sustancialmente. Para el año 2024 aproximadamente un 25% más de trabajos de técnico de EKG estarán disponibles. Este programa técnico para técnico de EKG, prepara a los alumnos para efectuar la toma de electrocardiogramas (EKG). Este curso incluirá información sobre anatomía y fisiología del corazón, procesos de enfermedades médicas, terminología médica, ética médica, aspectos legales del contacto con el paciente, electrocardiografía y pruebas de estrés. ¡Un curso altamente interactivo! Hay varios exámenes de certificación nacional disponibles para los alumnos que completan con éxito este programa: National Workforce Career Association (NWCA) Certified EKG Technician (CEKG). Los estudiantes que completan este programa son elegibles para participar en una oportunidad de práctica voluntaria opcional con una compañía / agencia / organización local cuyo trabajo se alinea con esta área de estudio para obtener una valiosa experiencia práctica. A medida que los alumnos avanzan en su programa de eLearning, un Coordinador de Externship se comunicará para coordinar la colocación. Se recomienda fuertemente que los estudiantes tomen el Examen de Colocación Accuplacer para fines de asesoramiento. Para obtener información sobre las pruebas o para programar un examen, por favor visita: www.northshore.edu/cas/testing. Para registrarse visita: https://northshore.edu2.com. Los cursos en linea se puden iniciar en cualquier.

COURSE CODE: HEA402   CRN: 99958   LOS CURSOS EN LINEA SE PUEDEN INICIAR EN CUALQUIER MOMENTO DURANTE EL SEMESTRE!   FEE: $999
ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER!

Phlebotomy Technician in Spanish—Online Course

El flebotomista es un miembro vital del equipo del laboratorio clínico, cuya función principal es obtener muestras de sangre del paciente mediante punción venosa y microcolección con fines de prueba. Los flebotomistas se emplean en todo el sistema de atención médica, incluidos hospitales, centros de salud del vecindario, consultorios médicos grupales, HMO, centros de salud pública, hospitales veteranos, compañías de seguros y en otros entornos de atención médica. La demanda de técnicos en flebotomía ha aumentado sustancialmente con la complejidad general de los servicios de salud y los riesgos de enfermedades infecciosas. Los expertos actuales de la industria de la salud predicen un aumento del 15% en los trabajos de flebotomía para 2018. El Programa de técnico en flebotomía prepara a los alumnos para recolectar muestras de sangre de los clientes con el fin de realizar análisis de laboratorio. Los alumnos se familiarizarán con todos los aspectos de la recolección de sangre y ejecutarán las habilidades necesarias para realizar las venopunturas de manera segura. También incluye terminología, procedimientos de extracción de sangre, orden de extracción y otros temas interesantes. ¡El programa también incluye una práctica clínica externa opcional en un proveedor de atención médica local! Hay varios exámenes de certificación nacional disponibles para los alumnos que completan con éxito este programa: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT). Los estudiantes que completan este programa son elegibles para participar en una oportunidad de práctica voluntaria opcional con una compañía / agencia / organización local cuyo trabajo se alinea con esta área de estudio para obtener una valiosa experiencia práctica. A medida que los alumnos avanzan en su programa de eLearning, un Coordinador de Externship se comunicará para coordinar la colocación. Se recomienda fuertemente que los estudiantes tomen el Examen de Colocación Accuplacer para fines de asesoramiento. Para obtener información sobre las pruebas o para programar un examen, por favor visita: www.northshore.edu/cas/testing. *Nota: el centro de prácticas externas puede requerir documentación adicional que incluya registros de salud, inmunizaciones, detección de drogas, verificación de antecedentes penales, etc. Para registrarse visita: https://northshore.edu2.com.*

COURSE CODE: HEA403   CRN: 99959   LOS CURSOS EN LINEA SE PUEDEN INICIAR EN CUALQUIER MOMENTO DURANTE EL SEMESTRE!   FEE: $1,899
ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER!

Phlebotomy/EKG in Spanish—Online Course

El flebotomista es un miembro vital del equipo del laboratorio clínico, cuya función principal es obtener muestras de sangre del paciente mediante punción venosa y microcolección con fines de prueba. Los flebotomistas se emplean en todo el sistema de atención médica, incluidos hospitales, centros de salud del vecindario, consultorios médicos grupales, HMO, centros de salud pública, hospitales veteranos, compañías de seguros y en otros entornos de atención médica. La demanda de técnicos en flebotomía ha aumentado sustancialmente con la complejidad general de los servicios de salud y los riesgos de enfermedades infecciosas. Los expertos actuales de la industria de la salud predicen un aumento del 15% en los trabajos de flebotomía para 2018. El Programa de técnico en flebotomía prepara a los alumnos para recolectar muestras de sangre de los clientes con el fin de realizar análisis de laboratorio. Los alumnos se familiarizarán con todos los aspectos de la recolección de sangre y ejecutarán las habilidades necesarias para realizar las venopunturas de manera segura. Este programa técnico para técnico de EKG, prepara a los alumnos para efectuar la toma de electrocardiogramas (EKG). Este curso incluirá información sobre anatomía y fisiología del corazón, procesos de enfermedades médicas, terminología médica, ética médica, aspectos legales del contacto con el paciente, electrocardiografía y pruebas de estrés. ¡Un curso altamente interactivo! Hay varios exámenes de certificación nacional disponibles para los alumnos que completan con éxito este programa: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT) and National Workforce Career Association (NWCA) Certified EKG Technician (CEKG). Los estudiantes que completan este programa son elegibles para participar en una oportunidad de práctica voluntaria opcional con una compañía / agencia / organización local cuyo trabajo se alinea con esta área de estudio para obtener una valiosa experiencia práctica. A medida que los alumnos avanzan en su programa de eLearning, un Coordinador de Externship se comunicará para coordinar la colocación. Se recomienda fuertemente que los estudiantes tomen el Examen de Colocación Accuplacer para fines de asesoramiento. Para obtener información sobre las pruebas o para programar un examen, por favor visita: www.northshore.edu/cas/testing. *Nota: el centro de prácticas externas puede requerir documentación adicional que incluya registros de salud, inmunizaciones, detección de drogas, verificación de antecedentes penales, etc. Para registrarse visita: https://northshore.edu2.com. Los cursos en linea se puden iniciar en cualquier.*

COURSE CODE: HEA415   CRN: 99960   LOS CURSOS EN LINEA SE PUEDEN INICIAR EN CUALQUIER MOMENTO DURANTE EL SEMESTRE!   FEE: $2,499
ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER.

CPR

Professional Rescuer CPR

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA212 F	99198	OCT 13	5:30PM-9:30PM	WED	DANVERS	MOORE	$99

COMMUNITY HEALTH WORKER

WIOA Approved

QUICK FACTS: CHW's provide health education, referral and follow up, case management, and basic preventive health care and home visiting services to specific communities.	
Entry Level to Experienced Level Wages	$39,576–$48,278
Preparation	High school diploma or equivalent required. Be at least 18 years old. Complete a moderate-term training.
Certification Opportunities	Recommended, not required. Wage will increase with certification.
10 Year Growth	Massachusetts: 14.4%

– Data from Bureau of Labor and Statistics

Community Health Worker

Community Health Workers (CHW's) play a key role in ensuring the health and well-being of multi-cultural residents in a variety of community-based settings such as homes, schools, clinics, shelters, local businesses, and community centers. Learn the various components and functions of community health work including outreach methods and strategies, individual and community assessment, effective communication, cultural responsiveness and mediation, education to promote healthy behavior change, care coordination and system navigation, use of public health concepts and approaches, advocacy and community capacity building, documentation along with professional skills and conduct. The Community Health Worker (CHW) training program has been developed to align with the Massachusetts Department of Public Health's recommended ten core competencies to prepare you for an entry-level positions in community health. **Textbook required:** "Foundations for Community Health Workers," ISBN: 9781119060819.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA120 F	99199	OCT 26-JAN 13	5:30PM-9:30PM	TUE/THU	LYNN	STAFF	$1,299

RECOVERY COACH TRAINING

WIOA Approved

QUICK FACTS: Recovery coaches work with persons with active addictions as well as persons already in recovery.	
Entry Level to Experienced Level Wages	$31,380–$46,620
Preparation	High school diploma or equivalent recommended. Short-term training.
Certification Opportunities	Certified Addiction Recovery Coach (CARC)
10 Year Growth	Massachusetts: 11.0%

– Data from Bureau of Labor and Statistics

Recovery Coach Training: Part I

The gold standard for Recovery Coach Training fulfills 30 of the 60 educational hours required to become a Massachusetts Certified Addiction Recovery Coach. Recovery Coaches play a vital role in the community; they serve as guides and mentors to individuals with drug and alcohol problems, and empower people on their personal journey by providing many options and "paths" to recovery. Training participants will receive tools and resources designed to help people heal from the devastating effects of addiction, whether they are just entering recovery or looking to deepen and sustain their recovery. For individuals considering a career as a recovery coach or peer mentor, or individuals who simply want to learn more effective methods for supporting people through their recovery process. Taught by Michelle Simons who brings a professional and life experience to her work with individuals, families and organizations. **Textbook required:** CCAR'S ISBN: 9798675419241, available on Amazon.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA300 F	98970	SEP 21-OCT 12	9:00AM-5:00PM	TUE	LYNN	SIMONS	$499

Recovery Coach Training: Part II

Recovery Coach Academy fulfills 30 of the 60 educational hours required to become a Massachusetts Certified Addiction Recovery Coach. Designed to provide those seeking to work as Recovery Coaches with a thorough overview of addiction science, the various substances of misuse and their effects, and how addiction impacts mental health, physical health, and overall wellness. Stages of change related to recovery are examined, along with Motivational Interviewing, an evidence-based intervention used to promote recovery goal attainment. The course utilizes case studies and experiential exercises that will strengthen the students' cultural awareness and responsiveness to differences. A great deal of time is spent examining the accepted ethical standards for coaches-how best to navigate boundaries and "stay in the lane" of a Recovery Coach. There are no prerequisites for attending this class; all are welcome. Training participants will receive knowledge and resources designed to help people heal from addiction, whether they are just entering recovery or looking to deepen and sustain their recovery. Topics covered required by the state of Massachusetts for the CARC certification are: Addiction 101, Mental Health, Motivational Interviewing, Cultural Competencies and Ethical Responsibilities. Course materials are included in the cost of the class. Please bring your lunch each day.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA301 F	98971	NOV 2-NOV 23	9:00AM-5:00PM	TUE	LYNN	SIMONS	$499

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA302 F	98972	NOV 2-NOV 9	9:00AM-5:00PM	TUE	LYNN	SIMONS	$279

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA303 F	98973	NOV 15-NOV 23	9:00AM-5:00PM	TUE	LYNN	SIMONS	$279

PERSONAL FITNESS TRAINER (XPF)

WIOA Approved

QUICK FACTS: Fitness trainers and aerobics instructors help people get in shape. They teach classes or set up individual training programs.	
Entry Level to Experienced Level Wages	$37,089–$64,414
Preparation	High school diploma or equivalent required. Short-term training.
Certification Opportunities	World Instructor Training School (WITS)
10 Year Growth	Massachusetts: 15.4%

— Data from Bureau of Labor and Statistics

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. **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 off-site 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 F	98575	SEP 25-OCT 30	9:00AM-4:00PM	SAT	DANVERS	STAFF	$889

TEAS Test Preparation

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	98524	SEP 22-OCT 27	6:00PM-8:00PM	WED	DISTANCE LEARNING	ST PIERRE	$159
OTD104 V1	98525	OCT 25-NOV 29	9:00AM-11:00AM	MON	DISTANCE LEARNING	ST PIERRE	$159

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

Preparation for those planning on taking the TEAS test. Reading development (including maps, charts, and graphs), English grammar and punctuation will be covered. If time allows, other areas will be reviewed according to student interest and need, and by specific student request. Students must have a basic knowledge of English grammar and punctuation. **Textbook required:** "TEAS Study Manual," ISBN: 978-156533-2324.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD105 V	98679	SEP 25-OCT 30	8:00AM-10:00AM	SAT	DISTANCE LEARNING	STAFF	$159
OTD105 V1	98520	OCT 14-DEC 2	6:00PM-8:00PM	THU	DISTANCE LEARNING	STAFF	$159

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

Preparation for those planning on taking the TEAS test. Focus on whole numbers, fractions and decimals, percentages, 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	98523	SEP 25-OCT 30	10:15AM-12:15PM	SAT	DISTANCE LEARNING	STAFF	$159
OTD106 V1	98521	OCT 19-NOV 23	6:00PM-8:00PM	TUE	DISTANCE LEARNING	STAFF	$159

Advanced Computer Training

REGISTER EARLY!

There are over 17K IT support jobs in Massachusetts. Job prospects for entry-level workers is expected to grow 8% between 2021 and 2029.

Information Technology (IT) is an area that is growing and always changing with new developments. In IT, you would be part of an industry that continues to make an impact on society and individuals. You would have the opportunity to work in all types and sizes of businesses from Microsoft and Google to your local hospital.

Help Desk Support Professional (XDH)

WIOA Approved

QUICK FACTS: Computer user support specialists help people solve problems with their computer hardware and software.	
Entry Level to Experienced Level Wages	$42,681–$69,989
Preparation	High school diploma or equivalent. Short-term training.
Certification Opportunities	CompTIA IT Fundamentals and CompTIA A+ National Certifications

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 Bureau of Labor and Statistics

Google IT Support Professional Certificate—Online Course

WIOA Approved

Prepare for an entry-level job in IT support. Designed for students who have basic computer skills and an interest in expanding on those skills. This online program with learning support and coaching from NSCC instructor has the flexibility to fit your schedule. The program includes five courses: *Technical Support Fundamentals, The Bits and Bytes of Computer Networking, Operating Systems and You, System Administration and IT Infrastructure Services,* and *IT Security: Defense Against the Digital Dark Arts.* Students should plan on committing 10 to 20 hours a week between the online

lessons and instructor support/coaching. Instructor-led Zoom support schedule is Thursday October 7 through January 27, 6:30-7:30PM. Instructor office hours for additional support are Monday, Tuesday and Wednesday 6:30-7:30PM by appointment. **Prerequisite:** High school diploma or equivalent.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF400 V	80217	OCT 7-JAN 27	6:30PM-7:30PM	THU	DISTANCE LEARNING	STAFF	$1,899

CompTIA IT Fundamentals

CompTIA IT Fundamentals certification is your launch pad for an IT career. Course provides a strong IT foundation for non-technical professionals and advanced end-users at home, work, college, or high school. Focus on essential IT skills including features and functions of common operating systems and establishing network connectivity, identifying common software applications and their purpose, and using security and web browsing best practices. Prepares you for the CompTIA IT Fundamentals examination (Exam FC0-U61) and is a suggested prerequisite to CompTIA A+. Cost of the exam is not included in the cost of the program. **Textbook required:** For textbook information, visit https://store.comptia.org/p/978-1-64274-089-9.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF307 F	98994	SEP 15-OCT 20	6:00PM-9:00PM	WED	LYNN	STAFF	$399

CompTIA A+ Certification Prep

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 exams are not included in the cost of the program. **Textbook required:** For textbook information, visit: 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 FF	98534	OCT 25-DEC 20	6:00PM-9:00PM	MON/WED	LYNN	STAFF	$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. This course is self-paced and can begin at any time. To register visit: https://careertraining.ed2go.com/northshorecc/search-results/?term=GES329. Also available Live online.

COURSE CODE: INF055 OL	CRN: 99057	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: $1,695

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. This course is self-paced and can start at any time. To register visit: https://careertraining.ed2go.com/northshorecc/training-programs/security-plus-certification-with-exam. Also available Live online.

COURSE CODE: INF057 OL	CRN: 99222	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: $1,695

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. To register visit https://careertraining.ed2go.com/northshorecc/search-results/?term=GES327.

COURSE CODE: INF058 OL	CRN: 99211	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: $3,995

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. To register visit: https://careertraining.ed2go.com/northshorecc/training-programs/video-game-design.

COURSE CODE: INF050 OL	CRN: 99212	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: $1,995

Digital Marketing Certificate (XDM)

QUICK FACTS: Digital marketers/public relations help build a positive public image for organizations, and promote business.	
Entry Level to Experienced Level Wages	$37,000–$60,000
Preparation	High school diploma or equivalent. Short-term training. Excellent communication and media skills. Computer proficiency.

Required Courses:
- INF238 Digital Marketing
- INF233 Website Design and Management with WordPress
- BAA228 Adobe Creative Cloud: Design Amazing Graphics
- INF053 HTML Online
- INF054 Creating Mobile Apps with HTML
- 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 Bureau of Labor and Statistics

Website Design and Management with WordPress—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF233 V	99026	SEP 30-NOV 4	6:00PM-9:00PM	THU	DISTANCE LEARNING	PRATT	$289

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF238 V	98634	SEP 28-NOV 2	6:00PM-9:00PM	TUE	DISTANCE LEARNING	ST. MARTIN	$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.
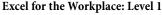
COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF240 V	98677	OCT 18-NOV 1	6:00PM-9:00PM	WED	DISTANCE LEARNING	STAFF	$159

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! To register visit: www.ed2go.com/nscc/online-courses/learn-html5.

COURSE CODE: INF053 OL CRN: 99014	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: $299

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! To register visit: www.ed2go.com/nscc/SearchResults.aspx?SearchTerms=mobile%20apps%20with%20HTML.

COURSE CODE: INF054 OL CRN: 99015	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: $115

GRAPHIC DESIGN CERTIFICATE (XGD)

QUICK FACTS: Graphic designers create designs using print, electronic, and film media.	
Entry Level to Experienced Level Wages	$44,680–$81,082
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 Bureau of Labor and Statistics

Graphic Design Theory

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 F	99017	SEP 21-OCT 26	6:00PM-9:00PM	TUE	DANVERS	BURNS	$239

Adobe Creative Cloud: Design Amazing Graphics: Part 1

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. Adobe software available with discount upon registration: www.adobe.com/creativecloud/buy/students.html. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA228 F	99016	SEP 27-DEC 13	6:00PM-8:00PM	MON/THU	DANVERS	BURNS	$579

Adobe Creative Cloud: Photoshop with InDesign: Part 1

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. Adobe software available with discount upon registration: www.adobe.com/creativecloud/buy/students.html. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA230 F	99205	SEP 27-NOV 1	6:00PM-9:00PM	MON/THU	DANVERS	BURNS	$299

Adobe Creative Cloud: Illustrator with InDesign

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. Adobe software available with discount upon registration: www.adobe.com/creativecloud/buy/students.html. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA231 F	99206	NOV 4-DEC 13	6:00PM-8:00PM	MON/THU	DANVERS	BURNS	$299

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	99938	NOV 16-NOV 30	6:00PM-9:00PM	TUE	DISTANCE LEARNING	ST. MARTIN	$149

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	99202	NOV 18-JAN 20	6:00PM-8:30PM	THU	DISTANCE LEARNING	DRYDEN	$399

SketchUp Level 1—Remote Learning Course

Designed to teach the fundamentals of both 2D and 3D computer aided drawing. Emphasis will be placed on fully understanding the SketchUp interface and inference system. Lectures, tutorials, and in class assignments will guide you through the use of SketchUp's drawing, construction, and modification tools. By the end of the course you will have a 3D model constructed of groups and layers which will be ready for further development in the Level 2 SketchUp Course. **Flash drive and free SketchUp software required.** Strong computer skills and knowledge of windows required. Students must activate their My Northshore account and download SketchUp software prior to first class. Discounted SketchUp software available at https://shop.creationengine.com/collections/sketchup-studio-for-students.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA110 V	98624	SEP 16-NOV 4	6:00PM-8:30PM	THU	DISTANCE LEARNING	DRYDEN	$299

Computer Applications

SECURE YOUR **SPOT!**

Excel for the Workplace: Level 1

Shave hours off your work time! Create budget and expense reports by entering and copying formulas and functions. Format spreadsheets with different fonts, styles, shading, and color. Create and print colorful bar, line, and pie graphs. Use the database functions to sort and print records. **Flash drive required.** Must have some experience with Windows and the keyboard. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF120 F	98491	SEP 20-NOV 1	9:00AM-12:00PM	MON	DANVERS	PARTLAN	$299
INF120 F1	98492	OCT 21-DEC 9	6:00PM-9:00PM	THU	DANVERS	LAUZON	$299

Excel for the Workplace: Level 2

Expand your Excel knowledge. Topics include tables, templates, linking sheets and workbooks, range names, database filter and sorts, subtotals and outlines, pivot tables, and macros. **Prerequisite:** Completion of *Excel: Level 1* or equivalent experience. **Flash drive required.** Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF121 F	98495	NOV 8-DEC 13	9:00AM-12:00PM	MON	DANVERS	PARTLAN	$299

Word for the Workplace: Level 1

Have some typing skills, familiar with the keyboard and Windows? Time to take it to the next level. Learn to create, format, and print all types of documents. Discuss file management, text management, formatting, and much more. **Flash drive required.** Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF110 F	98484	SEP 15-OCT 20	9:00AM-12:00PM	WED	DANVERS	STAFF	$299

Word for the Workplace: Level 2

Ready to move beyond the basics? Learn how to create, sort, and modify tables, format styles and bookmarks, work with section breaks, insert graphic objects, work with advanced headers and footers, navigate with hyperlinks, create templates, format columns, create footnotes and endnotes, insert a table of figures, and create charts and diagrams. **Prerequisite:** Completion of *Word Level I* or equivalent experience. **Flash drive required.**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF111 F	98486	OCT 27-DEC 8	9:00AM-12:00PM	WED	DANVERS	STAFF	$299

Microsoft Bootcamp with Google Apps

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 prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF161 F	98956	SEP 28-NOV 30	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	$459

Computer Application Workshops

Word for the Workplace: Level 1 Workshop

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF113 F	98503	SEP 28-OCT 5	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	$149

Excel for the Workplace: Level 1 Workshop

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF123 F	98505	OCT 12-OCT 19	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	$149

Excel for the Workplace: Level 2 Workshop

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF124 F	98508	OCT 22-OCT 22	9:00AM-3:00PM	FRI	DANVERS	PARTLAN	$149

PowerPoint for the Workplace: Level 1 Workshop

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF132 F	98513	OCT 26-NOV 2	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	$149

Outlook for the Workplace: Level 1 Workshop

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 prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF145 F	99190	NOV 9-NOV 16	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	$149

File Management Proficiency

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF104 F	98511	OCT 7-OCT 14	9:00AM-12:00PM	THU	DANVERS	PARTLAN	$149

Additional Computer Training

Computer: An Introduction

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF101 F	98479	SEP 17-OCT 8	9:00AM-11:30AM	FRI	DANVERS	STAFF	$209

978-236-1200

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. To register visit: www.ed2go.com/nscc/SearchResults.aspx?SearchTerms=keyboarding.

COURSE CODE: INF021 OL CRN: 99221	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: $115

Google Apps

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 F	98502	NOV 23-NOV 30	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	$149

CyberSafe—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF106 V	98514	OCT 6	5:30PM-9:30PM	WED	DISTANCE LEARNING	JONES	$89

BUSINESS & ADMINISTRATION

BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA)

WIOA Approved

QUICK FACTS: Bookkeeping and accounting clerks manage the financial records of companies or clients.	
Entry Level to Experienced Level Wages	$33,370–$68,720
Preparation	High school diploma or equivalent. Short-term training.

Required Courses:

- BAA140 Bookkeeping and Accounting: Part 1
- BAA141 Bookkeeping and Accounting: Part 2
- INF143 QuickBooks: Level 1*
- INF144 QuickBooks: Level 2*
- INF145 QuickBooks 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 prior to taking any QuickBooks course.

** Students may take Excel for the Workplace Level: 1 and 2 in place of this course.

*** Students must complete Bookkeeping and Accounting: Part 1 and II prior to taking Taxes for Bookkeepers.

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 Bureau of Labor and Statistics

Bookkeeping and Accounting: Part 1

An introduction to bookkeeping and accounting covering the accounting cycle. Analyze and record transactions using debits, credits, and T accounts, along with posting in the journal and the ledger. Prepare trial balance, create adjustments, and produce financial statements. Calculator and ruler are required. **Textbook required:** 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. There is an instructor led virtual or in-person option for this course. Please see schedule.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA140 V	98586	SEP 16-OCT 21	6:00PM-9:00PM	THU	DISTANCE LEARNING	MCALARNEY	$279
BAA140 F	98585	OCT 5-NOV 9	9:00AM-12:00PM	TUE	DANVERS	TRIANTOS	$279

Bookkeeping and Accounting: Part 2

Continue the accounting cycle in more depth, covering banking procedures, cash and understanding payroll and payroll taxes. Work with sales and cash receipts including credits and accounts receivables. Purchases and accounts payable posting procedures will be prepared. Calculator and ruler are required. **Textbook required** (same as *Bookkeeping and Accounting: Part 1*): Please visit www.SHOPNSCC.com to order books. **Prerequisite:** *Bookkeeping and Accounting Part I* or equivalent experience. Students must activate their My Northshore account prior to first class. There is an instructor led virtual or in-person option for this course. Please see schedule.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA141 V	98589	OCT 28-DEC 16	6:00PM-9:00PM	THU	DISTANCE LEARNING	MCALARNEY	$279
BAA141 F	98587	NOV 16-DEC 21	9:00AM-12:00PM	TUE	DANVERS	TRIANTOS	$279

QuickBooks: Level 1

An introduction to the current version of QuickBooks for Windows. Topics include chart of accounts, list of vendors, items, customers, cash sales, invoicing, payments, deposits, bank reconciliation, bill payments, and creating reports and graphs. Knowledge of computers and Windows required. **Flash drive required. Textbook required:** 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. Students who register for the virtual option will need to download the Quickbooks software prior to first class. There is an instructor led virtual or in-person option for this course. Please see schedule. **Free PC-compatible Quickbooks software available for up to six months with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA143 V	98590	SEP 22-OCT 27	6:00PM-9:00PM	WED	DISTANCE LEARNING	NOONAN	$299
BAA143 F	98591	NOV 5-DEC 17	9:00AM-12:00PM	FRI	DANVERS	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 PC-compatible Quickbooks software available for up to six months with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA144 V	98592	NOV 3-DEC 15	6:00PM-9:00PM	WED	DISTANCE LEARNING	NOONAN	$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 PC-compatible Quickbooks software available for up to six months with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA145 V	98595	OCT 27-NOV 10	9:00AM-12:00PM	WED	DISTANCE LEARNING	STAFF	$179

QuickBooks: Just Reports—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA146 V	98593	NOV 29	6:00PM-9:00PM	MON	DISTANCE LEARNING	NOONAN	$79

Excel for Accounting: Part 1—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA147 V	98599	OCT 18-NOV 22	6:00PM-9:00PM	MON	DISTANCE LEARNING	WASHBURNE	$299

Audit Paper Trail—Remote Learning Course

What to do with all that paperwork? Bookkeeping and accounting transactions originate from a document source. What happens to all those documents when you are done with them? What happens when you need to produce these documents upon audit? How long do you need to save these documents? These

are some of the questions surrounding all those papers you need to put somewhere! Learn how to set procedures creating a proper audit trail. Covered topics include: accounts receivable, accounts payable, fixed assets, manual files, electronic files, scanning, shredding, sales tax returns, income tax returns, payroll and payroll tax returns and much more. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA142 V	98596	DEC 1	6:00PM-9:00PM	WED	DISTANCE LEARNING	STAFF	$79

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.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA150 V	98598	OCT 26-DEC 14	6:00PM-9:00PM	TUE	DISTANCE LEARNING	MCALARNEY	$359

Certified Administrative Professional with Microsoft Office

Earn two of the most valuable credentials an administrative professional can hold, Certified Administrative Professional (CAP) and Microsoft Office Specialist (MOS) These certifications prove that you can effectively perform administrative assistant duties and responsibilities in any industry. Learn the fundamentals of workplace administration, including organizational communication, management, human resources, along with Microsoft Office 2019 suite. The course will also prepare you for the CAP exam, offered by the International Association of Administrative Professionals (IAAP), and MOS certification BAA132 exams for Word, Excel, PowerPoint, Outlook, and Access. Upon successful completion of the course, you will receive prepaid vouchers to take the CAP exam and the (MOS) Certification Exams are MO-100 (Word), MO-200 (Excel), MO-300 (PowerPoint), MO-400 (Outlook), and MO-500 (Access) exams. Proctor fees may apply, which are not included. Requirements: This course must be taken on a PC device. A Mac OS is not compatible. To register: https://careertraining.ed2go.com/northshorecc/training-programs/certified-administrative-professional-microsoft-office-specialist-2019-vouchers-included.

WIOA Approved

COURSE CODE: BAA002 CRN: 80241	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: $3,595

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	98609	SEP 21-OCT 26	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	98611	NOV 9-DEC 14	6:00PM-8:30PM	TUE	DISTANCE LEARNING	ROBICHAUD	$299

SHRM ESSENTIALS OF HUMAN RESOURCES MANAGEMENT (XSH)

QUICK FACTS: Human resource assistants organize and file companies' information about their employees.	
Entry Level to Experienced Level Wages	$35,918–$50,339
Preparation	High school diploma or equivalent. Short-term training.

— Data from Bureau of Labor and Statistics

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA132 V	98602	OCT 13-NOV 17	6:00PM-8:30PM	WED	DISTANCE LEARNING	REGA	$530

SHRM Learning System (XSL)

WIOA Approved

QUICK FACTS: Human resource managers and specialists plan and direct policies about employees, and recruit, screen, interview, and place qualified job applicants.

Entry Level to Experienced Level Wages	$66,972–$138,515
Preparation	High school diploma or equivalent. Associate degree. Five years or more work experience in human resources.
Certification Opportunities	Society of Human Resource Management Certified Professional (CP), Senior Certified Professional (SCP)

— Data from Bureau of Labor and Statistics

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA133 V	98601	SEP 15-DEC 15	6:00PM-9:00PM	WED	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. **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	98606	SEP 21-NOV 16	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	HEIL	$399

Remote Interpreting

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, this 30-hour class meets twice a week for five weeks. Students will learn the ins and outs of remote interpreting which includes both video and over the phone (VRI and OPI). Students will learn how to set up their offices and computers to accept assignments from a number of companies who are actively searching for interpreters of all languages. The class will cover Medical and Legal Standards of Practice, ethics, HIPAA and intense practice sessions and simulations using a variety of platforms on a wide variety of topics, such as Medical Encounters, Depositions, Unemployment Hearings, Educational Hearings and Meetings such as IEP Meetings, and Due Process Hearings. In addition to intense classroom simulated practice, our instructor will provide advice on best practices, how to apply for assignments, and what to expect as compensation. **Prerequisites:** (1) 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 two years' experience in providing interpretation in any setting. (2) Students must possess a high school diploma or equivalent. Please register early as a brief telephone interview will be required before acceptance into the course. Please call 978-236-1200 to set up your interview.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA250 V	99931	NOV 1-DEC 6	6:00PM-9:00PM	MON/WED	DISTANCE LEARNING	STAFF	$599

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

Trained legal interpreters are in demand throughout Massachusetts and nationwide 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. **Prerequisites:** (1) 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 three years' experience as a working interpreter in any setting. (2) 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 V	80216	OCT 19-DEC 16	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	STAFF	$1,079

Event Planning Certificate (XEP)

QUICK FACTS: An event planner, event coordinator, or event specialist, is responsible for organizing and coordinating meetings and special events, ceremonies, parties, weddings, corporate events, and fundraisers.

Entry Level to Experienced Level Wages	$35,000–$61,000
Preparation	High school diploma or equivalent. Short-term training.

Required Courses:
- BAA120 Event Planning: Part 1
- BAA121 Event Planning: Part 2
- BAA122 Event Design and Décor
- BAA203 Successful Negotiations
- BAA201 How to Manage Conflict in the Organization
- BAA202 Time Management: Take Control

Recommended Supporting Courses:
- Microsoft Word
- Microsoft Excel

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

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

— Data from Bureau of Labor and Statistics

Event Planning: Part 1—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA120 V	98528	SEP 15-NOV 17	6:00PM-8:00PM	WED	DISTANCE LEARNING	KARSADI-TADIELLO	$359

Event Planning: Part 2—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA121 F	98529	DEC 1-JAN 12	6:00PM-8:00PM	WED	DISTANCE LEARNING	KARSADI-TADIELLO	$279

Interior Design Certificate (XID)

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

Entry Level to Experienced Level Wages	$34,410–$85,370
Preparation	High school diploma or equivalent. Short-term training.

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

Recommended Supporting Courses:
- AutoCAD
- Adobe Photoshop

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

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

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

— Data from Bureau of Labor and Statistics

Fundamentals of Interior Design—Hybrid 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. Materials list will be emailed a week prior to class starting.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA102 H	98989	SEP 20-NOV 15	6:00PM-8:00PM	MON	HYBRID	HAZELTON	$299

History of Furniture Styles

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA105 F	98623	OCT 26-DEC 14	6:00PM-9:00PM	TUE	DANVERS	NICHOLAS	$289

Color 3D: Less Theory, More Practice

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA103 F	98618	SEP 25-NOV 13	9:00AM-12:00PM	SAT	DANVERS	STAFF	$389

Window Treatment and Soft Furnishing Design—Hybrid Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA106 H	99942	OCT 13-DEC 8	9:30AM-11:30AM	WED	HYBRID	HAZELTON	$299

Drafting for Interior Designers

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 F	98622	OCT 20-DEC 15	6:00PM-8:00PM	WED	DANVERS	STAFF	$349

Interior Design Studio: Living Space—Hybrid Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA111 H	98619	SEP 16-DEC 16	9:30AM-11:30AM	THU	HYBRID	HAZELTON	$379

Interior Design: Bedroom/Bath Suite—Hyrid Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA112 V	98620	SEP 16-DEC 16	9:30AM-11:30AM	THU	HYRID	HAZELTON	$379

Photography

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA173 V	98636	SEP 14-OCT 26	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.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA182 V	98962	NOV 9-DEC 14	6:00PM-8:00PM	TUE	DISTANCE LEARNING	WEST	$189

iPhone Photography: Image Capture—Remote Learning Course

Learn to get the most from your iPhone's camera. We'll examine camera controls, shooting techniques, alternative camera apps and inexpensive accessories that can expand the iPhone's photographic capabilities.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA187 V	80224	SEP 16-OCT 7	11:00AM-1:00PM	THU	DISTANCE LEARNING	WEST	$89

Photographing the North Shore

The North Shore is a spectacular place to shoot photos—especially in the Fall. Each class meeting, we will gather at some local, photogenic area and discover new ways of capturing the beauty of our region. While shooting you will learn about creative composition and the way light, shadows and textures help to create great photographs. Bring any camera you wish—from cell phone to DSLR to mirrorless—the basics are the same and you'll develop your "photographer's eye" as we build our portfolios.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA179 F	98638	SEP 28-OCT 26	12:00PM-2:00PM	TUE	FIELD	WEST	$159

Photography Workshops

Natural Light Portraiture—Remote Learning Course

Whether you're shooting with an iPhone or a dedicate camera, there are techniques and tools that can better your portraiture without the use of flash or fancy gear.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA193 V	80225	OCT 14-OCT 28	11:00AM-1:00PM	THU	DISTANCE LEARNING	WEST	$79

What to Do with All These Photos?—Remote Learning Course

If you have boxes of prints, trays of slides, and/or sleeves of negatives and are searching for a way of curating and coordinating them, this single session course will point you in the direction of photographic organization. Digitizing images allows you to preserve, catalog and share photos so that they are protected and available to future generations. A follow-up course is available that can guide you through a software program that not only will organize, backup and share images but also allow basic retouching to improve the quality of images with imperfections and the ability to create photo collections in collages, calendars and more.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA191 V	80222	NOV 2	6:00PM-8:00PM	TUE	DISTANCE LEARNING	WEST	$39

Get the Most Out of iPad—Remote Learning Course

If you're new to the Apple iPad, this course will introduce you to techniques of utilizing the device and some of the most useful programs that are preloaded and ready to keep you entertained, productive and organized.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA192 V	80223	NOV 4-DEC 9	11:00AM-1:00PM	THU	DISTANCE LEARNING	WEST	$89

Agriculture

Landscape Design Certificate (XLD)

DON'T WAIT

QUICK FACTS: Landscape architects design and plan outdoor areas for use and beauty.	
Entry Level to Experienced Level Wages	$57,750–$110,330
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
- AutoCAD
- Adobe Photoshop

Recommended Supporting Courses:
- SketchUp
- Adobe Illustrator

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 Bureau of Labor and Statistics

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	98542	SEP 14-OCT 26	6:30PM-8:30PM	TUE	DISTANCE LEARNING	DRYDEN	$249

Landscape Design Drawing: Session 2—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS212 V	98543	NOV 2-DEC 14	6:30PM-8:30PM	TUE	DISTANCE LEARNING	DRYDEN	$249

Landscape Design Drawing: Session 4

Learn advanced design and rendering techniques for presentation plans and drawings. Be introduced to basic landscape design techniques and how to illustrate your designs with hand-drawn graphics. It is suitable for professionals, homeowners, and career changers. A basic knowledge of trees, shrubs, and perennials will be helpful. Homework and a small workspace at home is required. **Textbook required:** Please visit www.SHOPNSCC.com to order books. **Prerequisite:** *Landscape Design Drawing: Sessions 1 through 3* or working knowledge/experience in design drawing.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS214 V	80221	SEP 8-OCT 20	6:30PM-8:30PM	WED	DISTANCE LEARNING	DRYDEN	$249

Identification and Culture of Trees—Hybrid Course

An introduction to the most commonly planted trees in New England, their distinguishing characteristics, horticultural requirements and suggested landscape uses. You will examine botanical features such as leaf shape, color, twig, and bud characteristics through plant specimens, slide lectures and field trips. Class meets for seven sessions during six weeks, including at least three of the classes meeting off-site (start time may vary in order to capture two hours of daylight) and one mandatory weekend field trip to be arranged with instructor. Two quizzes, a final exam, and a photo journal are required for successful completion of this course. **Textbook required:** For textbook information please call 978-236-1200.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS215 H	98545	SEP 20-NOV 8	5:00PM-7:00PM	MON	DISTANCE LEARNING	SIMPSON	$249

Landscape & Garden Maintenance Certificate (XLG)

QUICK FACTS: Landscapers and groundskeepers plant and take care of flowers, lawns, shrubs, and trees.	
Entry Level to Experienced Level Wages	$30,316–$47,675
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 Bureau of Labor and Statistics

Landscape and Garden Maintenance—Fall

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS202 F	98541	SEP 14-NOV 18	9:00AM-12:00PM	TUE/THU	FIELD	BOUCHARD	$249

Floral Design Certificate (XFL)

QUICK FACTS: Floral designers cut and arrange live, dried, and artificial flowers and plants.	
Entry Level to Experienced Level Wages	$29,120–$52,570
Preparation	High school diploma or equivalent recommended. Short-term training.

Required Courses:
- AFS230 Floral Design I
- AFS231 Floral Design II
- AFS232 Floral Design III
- AFS233 Floral Merchandising and Business Practice
- BAA201 How to Manage Conflict in the Organization
- BAA202 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 able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.

– Data from Bureau of Labor and Statistics

Floral Design I: Bring on the Flower Power

From round, long and low, vertical, loose and airy, and cottage garden styles, learn to create a beautiful arrangement to take home each week. Includes flowering plant care, culture, and handling. Fresh cut flowers and florist supplies are available in class. Please bring scissors, knife, ribbon cutters and wire cutters to class. **Textbook required:** Please visit www.SHOPNSCC.com to order book. Cost of class includes a $90 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS230 F	99008	SEP 22-OCT 27	9:30AM-12:00PM	WED	DANVERS	ALEXANDRA	$309

Floral Design II: Let Your Creativity Blossom

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS231 F	98549	NOV 3-DEC 15	9:30AM-12:00PM	WED	DANVERS	ALEXANDRA	$339

Floral Workshops

Fall Abundance

Enrich your design skills by bringing the bounty of fall indoors as the weather gets crisper. Flower identification, care and handling will be covered as well as design styles. Please bring scissors, knife, ribbon cutters and wire cutters to class. Course fee includes a $25 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS251 F	99011	SEP 22	1:00PM-3:30PM	WED	DANVERS	ALEXANDRA	$65

European Hand Tied Bouquets

A must style to have in your design toolbox! Expand your creative skills as you work with an exciting variety of flowers and colors that fall brings us. Flower care and handling, as well as floral choices are covered. Please bring scissors, knife, ribbon cutters and wire cutters to class. Course fee includes a $25 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS239 F	80218	OCT 29-DEC 3	9:30AM-12:00PM	FRI	DANVERS	ALEXANDRA	$65

Designing in Multiples for the Holidays

Learn the elements of designing for those holiday parties whether you need to social distance or not! Designing in multiples brings a surprise element to your holiday table floral presentation. Flower care, handling and floral choices are discussed as you learn the art of designing in multiples. Please bring scissors, knife, ribbon cutters and wire cutters to class. Course fee includes a $25 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS237	F 80219	NOV 19	9:30AM-12:00PM	FRI	DANVERS	ALEXANDRA	$65

Holiday Boxwood Trees

These beautiful trees are a standard for the holiday decor. They are a featured centerpiece for the month of December. These will be individualized to complement to your home decor. Care, handling and floral and winter green choices are discussed. Please bring scissors, knife, ribbon cutters and wire cutters to class. Course fee includes a $25 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS252 F	99012	DEC 3	9:00AM-12:00PM	FRI	DANVERS	ALEXANDRA	$75

Language & Communications

English as a Second Language

DON'T WAIT

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

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

Tiene alguna pregunta? Si no está seguro por dónde empezar y desea más 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

Introduction to English for true beginners whose first language is not English. Course includes extensive vocabulary development, simple reading and writing tasks, basic grammatical concepts, speaking, listening and student interaction. **Basic ESL I Textbook required:** Please visit www.SHOPNSCC.com to order books. **Prerequisite:** See ESL chart at the beginning of the section for placement detail. There is an instructor led virtual class or an in-person option.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC100 V	98458	SEP 22-DEC 17	5:30PM-7:00PM	WED/FRI	DISTANCE LEARNING	STAFF	$239
LAC100 F	98460	SEP 25-DEC 18	9:00AM-12:00PM	SAT	LYNN	STAFF	$239

Basic English as a Second Language II

Vocabulary development is taught, integrated with grammar topics such as plural formation, question words, and basic parts of speech. Write short paragraphs, develop basic strategies for listening comprehension, and improve oral skills. **Textbook required:** Please visit www.SHOPNSCC.com to order books. **Prerequisite:** See ESL chart at the beginning of the section for placement detail. There is an instructor led virtual class or an in-person option.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC101 V	98461	SEP 21-DEC 16	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	STAFF	$239
LAC101 F	98462	SEP 25-DEC 18	9:00AM-12:00PM	SAT	LYNN	STAFF	$239

Basic English as a Second Language III

Learn more complex grammar structures. Practice writing short paragraphs and increase your vocabulary by reading a variety of texts. Speaking skills will be emphasized throughout the course. **Textbook required:** Please visit www.SHOPNSCC.com to order books. **Prerequisite:** See ESL chart at the beginning of the section for placement detail. There is an instructor led virtual class or an in-person option.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC102 V	98463	SEP 21-DEC 16	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	STAFF	$239
LAC102 F	98464	SEP 25-DEC 18	9:00AM-12:00PM	SAT	LYNN	STAFF	$239

Basic English as a Second Language IV

A high-beginning course that focuses on improving reading skills and building vocabulary. Students plan and write short paragraphs and continue to work on speaking and listening skills. **Textbook required:** Please visit www.SHOPNSCC.com to order books. **Prerequisite:** See ESL chart at the beginning of the section for placement detail. There is an instructor led virtual class or an in-person option.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC103 V	98465	SEP 21-DEC 16	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	STAFF	$239
LAC103 F	98466	SEP 25-DEC 18	9:00AM-12:00PM	SAT	LYNN	STAFF	$239

Integrated Skills for Low-Intermediate ESL Students

Recommended for students intending to take credit ESL classes next semester. or those looking to continue to build their skills. 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. **Prerequisite:** See ESL chart at the beginning of the section for placement detail. There is an instructor led virtual class or an in-person option.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC105 V	98467	SEP 21-DEC 16	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	STAFF	$239
LAC105 F	98468	SEP 25-DEC 18	9:00AM-12:00PM	SAT	LYNN	STAFF	$239

Integrated Skills for High-Intermediate ESL

Students Focus on developing writing, reading, grammar and listening and speaking skills in preparation for more advanced ESL credit courses and to improve English skills for work. **Textbook required:** Please visit www.SHOPNSCC.com to order books. See ESL chart at the beginning of the section for placement detail. There is an instructor led virtual class or an in-person option.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC106 V	98471	SEP 21-DEC 16	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	STAFF	$239
LAC106 F	98472	SEP 25-DEC 18	9:00AM-12:00PM	SAT	LYNN	STAFF	$239

Integrated Skills for Advanced ESL Students

Intended for 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. **Prerequisite:** Must have completed *Integrated Skills for High/Intermediate ESL* or tested into *Integrated Skills for Advanced ESL Students*. There is an instructor led virtual class or an in-person option.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC107 V1	98469	SEP 22-DEC 17	5:30PM-7:00PM	WED/FRI	DISTANCE LEARNING	STAFF	$239
LAC107 F	98470	SEP 25-DEC 18	9:00AM-12:00PM	SAT	LYNN	STAFF	$239

Integrated Skills High Advanced

Intended for advanced speakers of English as a Second Language looking to build further on their reading, writing, grammar, listening, and speaking skills. The class will focus on advanced vocabulary, essay writing, and grammar. **Textbook required:** Please visit www.SHOPNSCC.com to order books. See ESL chart at the beginning of the section for placement detail. There is an instructor led virtual class or an in-person option.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC108 V	98473	SEP 22-DEC 17	5:30PM-7:00PM	WED/FRI	DISTANCE LEARNING	STAFF	$239
LAC108 F	98474	SEP 25-DEC 18	9:00AM-12:00PM	WED/FRI	LYNN	STAFF	$239

English Pronunciation and Oral Practice

For non-native speakers of English who want to improve their pronunciation of English sounds so that they can be more easily understood by native English speakers. Pronunciation practice will include oral dialogues, poem recitation, and short presentations. You will learn to understand the phonetic pronunciation symbols in dictionaries and how to pronounce sounds that are difficult. **Textbook required:** Please visit www.SHOPNSCC.com to order books. **Prerequisite:** 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 F	98952	SEP 25-DEC 18	9:00AM-12:00PM	SAT	LYNN	STAFF	$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	99186	SEP 20-DEC 13	6:00PM-9:00PM	MON	DISTANCE LEARNING	STAFF	$239

ESL: Writing

Recommended to help Low Intermediate ESL and Basic IV students learn how to write correct English at the Low Intermediate level to improve your writing skills. The focus will be on creating grammatically correct sentences, organizing ideas, learning the academic writing process, and revising and self-editing drafts. Learn to open a document in MS Word and attach a file to an e-mail message. **Textbook required**: Please visit www.SHOPNSCC.com to order books. **Prerequisite:** Must have completed *Basic ESL III,* or tested into *Basic ESL IV.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC109 F	98476	SEP 25-DEC 18	9:00AM-12:00PM	SAT	LYNN	STAFF	$239

Foreign Languages

Italian 1—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC120 V	98533	SEP 16-NOV 4	6:00PM-8:30PM	THU	DISTANCE LEARNING	BOWERS	$239

Italian 2—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC121 V	99256	DEC 2-JAN 27	6:00PM-8:00PM	THU	DISTANCE LEARNING	BOWERS	$239

Spanish 1—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC122 V	99029	SEP 28-NOV 16	6:30PM-8:30PM	TUE	DISTANCE LEARNING	STAFF	$239

Writing & Literature

SECURE YOUR
SPOT!

Creative Writing

Do you have a story to tell or an emotion to convey? Begin each class with an exercise that will initiate you into the process of creative writing. Explore the genre of short fiction, and 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, and no prior experience is necessary.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC149 V	98975	SEP 29-NOV 3	6:00PM-8:00PM	WED	DISTANCE LEARNING	GANGI	$159

National Novel Writing Month Workshop

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC151 V	99201	NOV 2-NOV 23	6:00PM-7:30PM	TUE/THU	DISTANCE LEARNING	GANGI	$179

Occupational Trades

Auto Damage Appraisal (XAD)

WIOA Approved

QUICK FACTS: Appraisers assess the damage on vehicles to evaluate repair costs and support insurance claims.	
Entry Level to Experienced Level Wages	$45,000–$75,760
Preparation	High school diploma or equivalent. Two years' experience or formal education.
Certification Opportunities	Licensing issued by the state of Massachusetts

— Data from Bureau of Labor and Statistics

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. A three-ring binder will be needed for class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD150 V	98626	SEP 28-DEC 9	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	NAZZARO	$629

Index

Campus Locations

Corporate & Professional Education
DANVERS CAMPUS MAP
1 Ferncroft Road · Danvers, MA 01923 · 978-762-4000

DS
Math & Science Building
Corporate & Professioanl Education
Offices: DB 116C

DH
Health Professions & Student Services Building

DB
Berry Building

DF
Friends Building
Facilities

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-3:00PM

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 ID so we can confirm their information and hand them their order. Signs are posted, so students will know how to get from the parking lot to the side door.

Danvers Bookstore. Students will be able to pick up their books outside of the back of Math and Science Building (near door 4) and signs are posted around the campus indicating where the book pick-up is located. 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. In the email it tells them 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 are set up they can come at that time and pick up their books and supplies. When they arrive at the pick-up location, there is a sign including our phone number, indicating they need to call and let us know they're here. When they call, an employee will meet them at their vehicle, and hand them their order.

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

Fall 2021 Holiday Schedule

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

Monday, September 6: Labor Day ▪ Monday, October 11: Columbus Day

Thursday, November 11: Veteran's Day Observed ▪ Wednesday, November 24: AM Classes Only

Thursday, November 25–Saturday, November 27: Thanksgiving Recess—No classes

Friday, December 24–Saturday, January 1: Christmas Break—No classes

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

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.

We're Back!

We will continue to offer classes:

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.*

Many of our classes are coming back to campus. Review the schedule carefully to see how your class is being offered.

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.

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 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 the workforce. Our team will work with you to make sure the content of the programs matches your specific learning objectives and provides real time skills-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!

Introducing Lorin Buksa, Our Newest Corporate Training Sales Professional

Lorin is a graduate of the Master's in Education program at Cambridge College and the Masters of Science in Management program at Lesley University. She also holds a B.A. in Communication Studies from the University of North Carolina at Chapel Hill. With 20 years in the private and public sectors, including several years in leadership positions in financial services and workforce development, Lorin brings multi-industry experience to her role.

For nine years at NSCC, Lorin has successfully connected learners, educators and employers. She works closely with college faculty, administrators and employer partners to guide students along their academic and career pathways and form internship agreements to the benefit of both parties.

Throughout the last year, Lorin worked with the interns and site supervisors to provide virtual services and update policies to include remote internship experiences. She proudly shared our Internship Program's response to the pandemic on a local and national webinar platform.

Lorin also has extensive experience leading project management teams to bring career building events and resources to our campus. In January, she led a team that brought the college their first internship and job platform, Handshake. The combination of her project management experience and ability to adapt as we emerge from the pandemic will be critical in this role now and in the future.

**To learn more about our customized group contract training programs,
contact Lorin Buksa today at 978-236-1206 or email lbuksa@northshore.edu.**

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FREE classes beginning in the Fall.

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Email Susan Ryan at
sryan@northshore.edu