

NORTH SHORE COMMUNITY COLLEGE

Winter/Spring 2022
**noncredit
courses**
DANVERS • LYNN

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**WINTER/SPRING 2022
REMOTE AND
ON-CAMPUS
CLASSES OFFERED.**



Corporate & Professional
EDUCATION

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DEAN'S MESSAGE

Join us either on campus or online this Winter/Spring 2022 term to begin a new career or upgrade your skills. Students who seek to register for any courses that include an in-person component or who plan to come on campus for any reason for the Winter/Spring 2022 semester, will be required to provide documentation of their COVID-19 vaccination. More detailed information will be available when you register.



We are looking forward to an exciting semester with many course offerings! Our instructors are not only experts in their fields, but also engaging and dedicated to teaching and to your success. You can search, find, and register for courses at: northshore.coursestorm.com. If you have any questions email us at: professional@northshore.edu.

Here are some examples of classes offered this Winter/Spring by some of our favorite instructors: **Kevin McAlarney** holds both a Bachelor's degree in Accounting and an MBA degree. After six years working in the private sector, Kevin started his own CPA firm, providing accounting and tax services to business owners and individuals for over thirty years. Kevin is also a licensed CPA. Prior to teaching at NSCC, he taught various accounting classes for ten years at Bridgewater State University. *Bookkeeping and Accounting Part 1 and 2* and *Introduction to Taxes—Distance Learning* are taught live—remotely through Zoom. **Kristalyn Burns** is an alumna of NSCC. She graduated from the Graphic Design program in 2007 and went on to get a

Bachelor's Degree. Kristalyn has 10+ years of industry experience in Graphic Design and Web Design, and enjoys working with students. She started her teaching career at NSCC in 2013, instructing courses in graphic and web design for both credit and noncredit. Ms. Burns will be on campus this semester, teaching courses in *Graphic Design Theory* and *Adobe Creative Cloud*.

We are also pleased to introduce a new on-line learning initiative to help you improve your English language skills from home while learning vocabulary to help move your career forward. These online career-oriented classes will be offered to a limited number of our NSCC students who are registered for our eligible noncredit programs in health care, IT, manufacturing and more. There are a limited number of seats available. To find out how you may be accepted to this new learning program and to get on our waiting list, contact: sryan@northshore.edu.

We are looking forward to seeing you for our Winter/Spring classes beginning in January with new offerings starting weekly.

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



NEW WEB ADDRESS: WWW.NORTHSHORE.EDU

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

"Education breeds confidence.
Confidence breeds hope.
Hope breeds peace."

CONFUCIUS

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Credit for Prior & Experiential Learning

Your life experience is valuable. Now you can apply that know-how towards earning your certificate or college degree on campus or online. With Credit for Prior Learning (CPL), we can potentially reward the knowledge you've gained over the years by translating those learning experiences into college-level coursework. Save money and complete your degree faster by demonstrating what you already know through workplace experience and training, military service, professional certifications, or your volunteer service. <https://myexperiencecounts.mass.edu/home>.

At the Center for Alternative Studies and Educational Testing (CAS) you may be able to receive college credit through Prior Learning Assessment and Experiential Learning that takes place via volunteering, employment, seminars, and workshops, completion of noncredit courses, military training, or cultural experiences.

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

Who is MassHire and Why Should I Care?



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

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

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

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

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

Am I eligible for re-training dollars?

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

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

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

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

Attention! Did You Know...

Each of our classes has a minimum enrollment!

If you find that perfect class that you just have to take, encourage a friend to join you! Sometimes one or two students make the difference between a class running, or a class cancelling. Many of our classes fill up fast, so enroll early to ensure your spot in that perfect class!

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

We have a new refund policy!

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

A COVID-19 vaccination is required for students attending in-person classes for Winter/Spring 2022 and for anyone coming to campus for in-person services.

Students registering for on-campus courses for the Winter/Spring 2022 semester must proof of vaccination.

Students who are ready to comply with this mandate can submit proof they are fully vaccinated right now: <https://bit.ly/3EjBCRm>. This link will only work if you are currently signed into your NSCC Gmail account.

NSCC will continue to offer online and video-conference courses for the Winter/Spring 2022 semester. Students can register for these courses without proof of their COVID-19 vaccination status.

Online Courses & Career Training Programs



Career Training

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

- 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 and Personal Enrichment

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

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

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



Online Training: Synchronous and Self-paced

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>



Find us on
Facebook

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

Follow us on

LinkedIn

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

Free! Courses beginning in February 2022

Machinist Training Preparation

Get prepared for a rewarding career as a nationally-certified CNC Machinist.

Now is the time to start a rewarding career in advanced manufacturing. Through a partnership between the GE Foundation, North Shore Community College, Essex North Shore Agricultural & Technical School, and MassHire-North Shore Career Center, you can earn a National Institute for Metalworking Skills (NIMS) certificate in CNC milling free of charge. Demand for skilled workers has never been higher!



Classes are designed to meet your needs:

- Career change or advancement track
- High School completion track
- ESL track

Interested? Email Susan Ryan at sryan@northshore.edu

Remote and In-Person Learning is Happening at the NSCC Adult Learning Center (ALC)!

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

Do you need your high school diploma? Are you 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 9th grade skills in reading and math
- Class 2: at least 5th to 8th grade skills in reading and math
- Class 1: at least 2nd to 5th grade skills in reading and math

Contact Erin O'Brien at 978-236-1226 or eobrien08@northshore.edu to begin the enrollment process. To learn more or complete the online interest form, go to: www.northshore.edu/adult_learning.

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.

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 and Support Analyst, Elements of Coding, Microsoft Office and 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 the next step in your life?

Contact the Program Coordinator Stephanie Moriarty at smoriart01@northshore.edu.



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

HEALTH CARE

Employment in healthcare occupations is projected to grow 16% from 2020 to 2030, much faster than the average for all occupations, adding about 2.6 million new jobs.

Healthcare occupations are projected to add more jobs than any of the other occupational groups. This projected growth is mainly due to an aging population, leading to greater demand for healthcare services.

You could work directly with people, or in laboratories to get information used in research, diagnosis or sterilization. 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. If you choose to pursue a degree in health care, you may be eligible to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.

**ATTENTION
ESL LEARNERS:**
Gain additional language skills to support your career oriented classes.

See page 26 for information.

NURSE ASSISTANT PLUS: NURSE ASSISTANT, PHLEBOTOMY AND EKG

Enhance your skills and employment opportunities when you combine these three certifications. Demand for this occupation continues to grow! See schedules below for class information.

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NURSE ASSISTANT/HOME HEALTH AIDE (XCN)

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.

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Entry Level to Experienced Level Wages	\$28,725–\$42,110
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 BLS.gov

Nurse Assistant/Home Health Aide

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 clinical* experience in a local nursing facility with Registered Nurse Instructors. Skills will be taught in our state-licensed lab.* 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:** Call 978-236-1200 for information. Read first four chapters in the textbook prior to the first class. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam for advising purpose. For testing information or to schedule exam 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 required.

**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 F	19540	FEB 1-APR 21	9:00AM-3:00PM	TUE/THU	DANVERS	STAFF	\$1,299
HEA100 F1	19542	FEB 22-JUN 9	5:30PM-9:30PM	TUE/THU	LYNN	SAYLER	\$1,299
HEA100 F3	19543	APR 5-JUN 9	5:30PM-9:30PM	TUE/WED/THU	DANVERS	STAFF	\$1,299

Phlebotomy and EKG Career Path

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). Learners who successfully complete

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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 required. Includes CPR and optional lab.* Cost includes the required textbook. Exams not included in the cost of the program. **Prerequisites:** High School Diploma or GED. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For exam information or to schedule an 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 F	19549	FEB 1-MAY 5	8:30AM-12:30PM	TUE/THU	LYNN	STAFF	\$2,499
HEA115 F1	20416	MAR 22-JUN 30	6:00PM-9:30PM	TUE/THU	DANVERS	STAFF	\$2,499

PHLEBOTOMIST (XPH)



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

Entry Level to Experienced Level Wages	\$33,910–\$50,740
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 BLS.gov

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 health care 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). Learners who successfully complete this program are eligible to participate in an optional volunteer externship* opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the clinical/externship facility. Includes CPR and optional lab.* 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 F	19545	JAN 31-JUN 1	6:00PM-9:00PM	MON/WED	LYNN	STAFF	\$1,899

EKG TECHNICIAN (XET)



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

Entry Level to Experienced Level Wages	\$30,140–\$78,170
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 BLS.gov

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 Technician (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 F	19548	APR 26-JUN 23	9:00AM-12:00PM	TUE/THU	DANVERS	STAFF	\$999

CENTRAL STERILE PROCESSING TECHNICIAN (XSP)

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.

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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 BLS.gov

Learn to clean and sterilize surgical instruments and medical equipment, and 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 (IAHCSSM). 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, and experience in a sterile processing department during the clinical* portion of the program. Job requires ability to lift at least 25 pounds. **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 is required. Cost of course includes required textbook. **Clinical experience may be on any day/time of the week, based on clinical site schedules and is scheduled to change depending on the status of the COVID-19 pandemic.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA104 F	19536	FEB 7-MAY 5	6:00PM-9:00PM	MON/THU	DISTANCE	DECOSTA	\$1,999

DENTAL ASSISTANT (XDA)

QUICK FACTS: Dental assistants perform limited clinical duties under the direction of a dentist. Including equipment preparation, preparing patients for exams, assisting during treatment, and office duties.

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Entry Level to Experienced Level Wages	\$37,863–\$58,390
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 BLS.gov

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 lab.* 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 clinical/fieldwork facility. Proof of a COVID-19 vaccine is required. 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 F	19537	FEB 7-MAY 16	6:00PM-9:00PM	MON/WED	LYNN	STAFF	\$1,699
HEA106 F1	19538	MAR 21-MAY 18	9:00AM-12:00PM	MON/WED/FRI	DANVERS	AGERSEA	\$1,699

COMMUNITY HEALTH WORKER

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.

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Entry Level to Experienced Level Wages	\$39,576–\$54,320
Preparation	High school diploma or equivalent required. Short-term training with moderate on-the-job-training.
Certification Opportunities	Recommended, not required. Wage will increase with certification.
10 Year Growth	Massachusetts: 14.4%

– Data from BLS.gov

Community Health Worker, continued

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 V	20096	MAR 1-MAY 12	5:30PM-9:30PM	TUE/THU	LYNN	STAFF	\$1,299

MEDICAL INTERPRETING (XMC)—REMOTE LEARNING COURSE

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

**WIOA
Approved**

Entry Level to Experienced Level Wages	\$33,770–\$72,630
Preparation	High school diploma or equivalent recommended. Short-term training.
Certification Opportunities	Certification preferred.
10 Year Growth	Massachusetts: 12.1%

– Data from BLS.gov

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA110 V1	20478	FEB 28-MAY 16	6:00PM-9:00PM	MON/WED	DISTANCE LEARNING	STAFF	\$1,199

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. Proof of a COVID-19 vaccine is required. Cost includes a digital ebook. Note: This course is the American Heart Association Basic Life Support (BLS) and 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	19554	JAN 26	9:00AM-1:30PM	WED	DANVERS	STAFF	\$99
HEA212 F1	19555	FEB 16	5:30PM-10:00PM	WED	DANVERS	STAFF	\$99
HEA212 F3	20591	APR 20	5:30PM 10:00PM	WED	DANVERS	STAFF	\$99

ONLINE HEALTH CARE PROGRAMS**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 BLS.gov

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

COURSE CODE: HEA107	CRN: 19808	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: \$1,299
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PHARMACY TECHNICIAN (XPT)—ONLINE COURSE

QUICK FACTS: Pharmacy technicians prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.	
Entry Level to Experienced Level Wages	\$33,524–\$50,430
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 BLS.gov

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 is required. Cost includes required textbook. Exam not included in the cost. **Prerequisite:** High School Diploma or GED.

COURSE CODE: HEA116 CRN: 20101

ONLINE COURSES CAN BE STARTED 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>.

COURSE CODE: HEA402 OL CRN: 20418

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 microcolectión con fines de prueba. Los flebotomistas se emplean en todo el sistema de atención médica, incluidos hospitales, centros de salud del vecindario, consultorios médicos grupales, HMO, centros de salud pública, hospitales veteranos, compañías de seguros y en otros entornos de atención médica. La demanda de técnicos en flebotomía ha aumentado sustancialmente con la complejidad general de los servicios de salud y los riesgos de enfermedades infecciosas. Los expertos actuales de la industria de la salud predicen un aumento del 15% en los trabajos de flebotomía para 2018. El Programa de técnico en flebotomía prepara a los alumnos para recolectar muestras de sangre de los clientes con el fin de realizar análisis de laboratorio. Los alumnos se familiarizarán con todos los aspectos de la recolección de sangre y ejecutarán las habilidades necesarias para realizar las venopunturas de manera segura. También incluye terminología, procedimientos de extracción de sangre, orden de extracción y otros temas interesantes. ¡El programa también incluye una práctica clínica externa opcional en un proveedor de atención médica local! Hay varios exámenes de certificación nacional disponibles para los alumnos que completan con éxito este programa: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT). Los estudiantes que completan este programa son elegibles para participar en una oportunidad de práctica voluntaria opcional con una compañía / agencia / organización local cuyo trabajo se alinea con esta área de estudio para obtener una valiosa experiencia práctica. A medida que los alumnos avanzan en su programa de eLearning, un Coordinador de Externship se comunicará para coordinar la colocación. Se recomienda fuertemente que los estudiantes tomen el Examen de Colocación Accuplacer para fines de asesoramiento. Para obtener información sobre las pruebas o para programar un examen, 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 OL CRN: 20417

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 microcolectión con fines de prueba. Los flebotomistas se emplean en todo el sistema de atención médica, incluidos hospitales, centros de salud del vecindario, consultorios médicos grupales, HMO, centros de salud pública, hospitales veteranos, compañías de seguros y en otros entornos de atención médica. La demanda de técnicos en flebotomía ha aumentado sustancialmente con la complejidad general de los servicios de salud y los riesgos de enfermedades infecciosas. Los expertos actuales de la industria de la salud predicen un aumento del 15% en los trabajos de flebotomía para 2018. El Programa de técnico en

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COURSE CODE: HEA415 OL CRN: 20419 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!

MEDICAL OFFICE SUPPORT

MEDICAL BILLING AND CODING COMPREHENSIVE WITH CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT—ONLINE COURSE

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

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 BLS.gov

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, HIPAA 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 CRN: 20569 ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! FEE: \$3,495

MEDICAL OFFICE MANAGER—ONLINE COURSE

QUICK FACTS: Medical Administrative Assistants perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures.

Entry Level to Experienced Level Wages	\$31,370–\$54,600
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 BLS.gov

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 Practicecode tool, and a voucher for each exam. Online classes can be started anytime throughout the semester! 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 CRN: 20627 ONLINE CLASSES CAN BE STARTED THROUGHOUT THE SEMESTER! FEE: 3,995

RECOVERY COACH TRAINING

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

Entry Level to Experienced Level Wages	\$31,380–\$61,760
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 BLS.gov

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	19621	JAN 26-FEB 16	9:00AM-5:00PM	WED	LYNN	SIMONS	\$499
HEA300 F1	19620	APR 13-MAY 4	9:00AM-5:00PM	WED	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.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA301 F	20311	MAR 2-MAR 30	9:00AM-5:00PM	WED	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	20420	MAR 2-MAR 9	9:00AM-5:00PM	WED	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	20421	MAR 23-MAR 30	9:00AM-5:00PM	WED	LYNN	SIMONS	\$279

REIKI

Reiki Usui/Holy Fire III: Level One

Learn about the concepts, energies, history, and lineages of Usui and Holy Fire III Reiki, a form of Reiki developed by the International Center for Reiki Training. It is a powerful yet gentle form of healing that provides purification, empowerment and guidance. Gain a general understanding of the concepts of chakras, auras and Reiki energy healing using scanning and traditional Reiki hand positions. Learn to give yourself, your friends, family, and even your pets Reiki. For beginners or for anyone interested in learning more about Holy Fire Reiki. Training consists of lecture and discussion, Holy Fire III Reiki placement/attunement, hands-on practice, as well as the Reiki Healing. Proof of a COVID-19 vaccine is required. Cost of class includes manual and certificate of completion of Usui/Holy Fire III Reiki Level One.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA200 F	19558	MAR 12	9:00AM-5:00PM	SAT	DANVERS	BAVARO	\$169

Reiki Usui/Holy Fire III: Level Two Practitioner Certification

Enhance your healing power and intuition as well as your confidence and skills with Level Two training. Learn full treatment session techniques including advanced body scanning and traditional Japanese Reiki techniques. At course completion you will have an understanding of the following concepts: clearing negative energy from your clients and their homes, distance healing, healing of emotional problems and trauma, and changing unwanted habits. As a Usui/Holy Fire III Reiki Level Two Practitioner, you can see clients and open your own Reiki healing practice if you chose to do so. **Prerequisite:** Successful completion of any Level One Reiki lineage. Proof of a COVID-19 vaccine is required. **Textbook required:** Same as *Level One*. Please call 978-236-1200 if you do not have the book from *Level One*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA201 F1	19559	MAY 7	9:00AM-5:00PM	SAT	DANVERS	BAVARO	\$169

PERSONAL FITNESS TRAINER (XPF)

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

**WIOA
Approved**

Entry Level to Experienced Level Wages	\$37,089–\$76,550
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 BLS.gov

Certified Personal Trainer Course with CPR

Two Nationally Certified Personal Trainer Certifications, CPR Certification, and Level 1 Certified Personal Trainer course for one price! Gain all the required skills and knowledge needed to become a Certified Personal Trainer with in-depth instruction and hands-on practical labs. Topics include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessments to game plan a solid program for your client. Hands-on training labs include role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. For Level 1 Certified Personal Trainer you must successfully complete the written and practical exams. For Level 2 Nationally Certified Personal Trainer you must successfully complete your Level 1 exams followed by a 30-hour internship. Hands-on practical training* occurs off-site and you must provide your own transportation. Class meets online from 9:00am to 12:00pm followed by off-site lab* from 1:00pm to 4:00pm. National exam is 3/26. **Textbook required** and not included in the price of the course: "Fitness Professional's Handbook" with web resources, 7th edition, ISBN-13: 9781492523376, available for purchase online. An ebook 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. Join us for an informational webinar <https://attendee.gotowebinar.com/register/2165995440081874446>. *Practical offsite training subject to change depending on the status of COVID-19 pandemic.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
PSS210 F	19551	FEB 12-MAR 26	9:00AM-4:00PM	SAT	DANVERS	STAFF	\$889

ADVANCED INFORMATION TECHNOLOGY

Employment in computer and information technology occupations is projected to grow 13 percent from 2020 to 2030, faster than the average for all occupations.

These occupations are projected to add about 667,600 new jobs. Demand for these workers will stem from greater emphasis on cloud computing, the collection and storage of big data, and information security. Trained individuals are needed in all types and sizes of businesses from Microsoft and Google to your local hospital.

ATTENTION ESL LEARNERS:

Gain additional language skills to support your career oriented classes.

See page 26
for information.

Free courses* beginning in January 2022

Google IT Support Professional Certificate



Prepares you for an entry-level job in IT support in under four months.

Google courses delivered online to fit your schedule: five courses, 10-20 hours per week. Four months to program completion. Learning support and coaching with NSCC instructors. Job search help.

Funded through the Massachusetts Department of Higher Education.

Interested? Email Susan Ryan at sryan@northshore.edu for more information.

HELP DESK SUPPORT PROFESSIONAL (XDH)

QUICK FACTS: Computer user support specialists provide technical assistance to computer users.

**WIOA
Approved**

Entry Level to Experienced Level Wages	\$42,681–\$88,940
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 BLS.gov

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>.

**WIOA
Approved**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF307 F	19967	FEB 1-MAR 8	6:30PM-9:30PM	TUE	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.

**WIOA
Approved**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF300 F	19448	MAR 22-APR 28	5:30PM-9:30PM	TUE/THU	LYNN	STAFF	FEE: \$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>.

**WIOA
Approved**

COURSE CODE: INF055	CRN: 19843	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: \$1,695
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CompTIA Security+ with Exam Voucher—Online Course

Do your job responsibilities include securing network services, devices and traffic in your organization? If so, build on your knowledge and skills with CompTIA Security+ Certification to keep up with what today's job market demands. Learn security fundamentals, networks, and organizational security as you acquire the specific skills required to implement basic security services on any type of computer network. Course prepares you to take the CompTIA Security+ Certification Exam. The exam is intended for candidates who possess Network+ certification and two years of experience in IT administration with a security focus. Course includes textbooks and exam voucher. 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>.

**WIOA
Approved**

COURSE CODE: INF057	CRN: 19844	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: \$1,695
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CompTIA Certification Training: A+, Security+, and Network+ with Exam Vouchers—Online Course

Careers in Information Technology are steadily growing, and what better way to train for a new career than to prepare for three respected certifications in one convenient online program? Build on your foundational knowledge needed for employment in cutting-edge IT roles. 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>.

**WIOA
Approved**

COURSE CODE: INF058	CRN: 1984	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: \$3,995
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Video Game Design and Development—Online Course

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

COURSE CODE: INF050	CRN: 19846	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: \$1,995
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BASIC COMPUTER APPLICATIONS



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	19387	JAN 25-FEB 15	9:00AM-11:30AM	TUE	DANVERS	PARTLAN	\$209

Keyboarding—Online Course

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

COURSE CODE: INF021	CRN: 19825	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!					FEE: \$115
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File Management Proficiency (Where Are My Docs?)

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	19412	FEB 28-MAR 7	6:00PM-9:00PM	MON	DANVERS	PARTLAN	\$149

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	19414	APR 19-APR 26	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 F	19415	FEB 7	5:30PM-9:30PM	MON	DANVERS	STAFF	\$89
INF106 F1	19416	MAR 26	9:00AM-1:00PM	SAT	DANVERS	STAFF	\$89

MICROSOFT OFFICE

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	19395	FEB 3-MAR 10	6:00PM-9:00PM	THU	DANVERS	STAFF	\$299
INF120 F1	19390	FEB 23-APR 6	9:00AM-12:00PM	WED	DANVERS	PARTLAN	\$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	19391	APR 13-MAY 18	9:00AM-12:00PM	WED	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	19397	FEB 2-MAR 9	6:00PM-9:00PM	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 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
INF111 F	19398	MAR 30-MAY 4	6:00PM-9:00PM	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	19509	FEB 15-APR 26	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	\$459

MICROSOFT OFFICE 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	19409	FEB 15-FEB 22	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	19816	MAR 1-MAR 8	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	\$149
INF123 F1	19405	APR 2-APR 9	9:00AM-12:00PM	SAT	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	19411	MAR 22-MAR 29	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	20088	APR 5-APR 12	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	\$149

BUSINESS & ADMINISTRATION

BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA)

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

**WIOA
Approved**

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 1 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 2 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 BLS.gov

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 book. 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 F	19417	FEB 3-MAR 10	9:00AM-12:00PM	THU	DANVERS	STAFF	\$279
BAA140 V	19418	MAR 23-APR 27	6:00PM-9:00PM	WED	DISTANCE LEARNING	MCALARNEY	\$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 book. **Prerequisite:** *Bookkeeping and Accounting Part 1* 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 F	20511	MAR 24-APR 28	9:00AM-12:00PM	THU	DANVERS	STAFF	\$279
BAA141 V	19419	MAY 4-JUN 15	6:00PM-9:00PM	WED	DISTANCE LEARNING	MCALARNEY	\$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 book. **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	19424	FEB 7-MAR 28	6:00PM-9:00PM	MON	DISTANCE LEARNING	STAFF	\$299
BAA143 F	19423	MAR 22-APR 26	9:00AM-12:00PM	TUE	DANVERS	STAFF	\$299

QuickBooks: Level 2

Learn the various areas of QuickBooks that go beyond the basics such as reconciliations, credit cards and other liabilities, class usage, 1099 reporting, sales tax, utilities including importing and exporting files and various back up choices, budgeting, forecasting, and journal entries. **Flash drive required.**

Textbook required: Please visit www.SHOPNSCC.com to order book. **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	19425	APR 4-MAY 16	6:00PM-9:00PM	MON	DISTANCE LEARNING	STAFF	\$299

QuickBooks Payroll—Remote Learning Course

Add to your QuickBooks skills by learning how to set up payroll and employee accounts, distinguish between employees and 1099 subcontractors, prepare W2s and year-end reports, and the best way to pay taxes. **Prerequisite:** *QuickBooks Level 1* or equivalent experience. Students must activate their My Northshore account and download QuickBooks Software prior to first class. **Free 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 F	19428	APR 1-APR 15	9:00AM-12:00PM	FRI	DANVERS	STAFF	\$179

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 1* or equivalent experience.

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

PROFESSIONAL BUSINESS COURSES**Time Management: Take Control—Remote Learning Course**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA202 V	19439	JAN 25-MAR 1	6:00PM-8:30PM	TUE	DISTANCE LEARNING	ROBICHAUD	\$299

How to Manage Conflict in the Organization—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA201 V	19440	MAR 22-APR 26	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.

**WIOA
Approved**

Entry Level to Experienced Level Wages \$35,918–\$61,430

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

– Data from BLS.gov

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 F	19435	MAR 23-APR 27	6:30PM-9:00PM	WED	DANVERS	REGA	\$530

SHRM LEARNING SYSTEM

CERTIFICATION PREP COURSE (XSL)—REMOTE LEARNING COURSE

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

This program is offered during fall and winter/spring semesters!

Entry Level to Experienced Level Wages \$71,180–\$162,720

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 BLS.gov

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA133 V	19436	FEB 17-MAY 12	6:00PM-9:00PM	THU	DISTANCE LEARNING	MATTHEWS	\$1,420

REAL ESTATE

Real Estate Salesperson's Exam Preparation

Designed to provide knowledge and understanding of real estate principles and practices necessary to qualify for a position as a real estate salesperson. Prepare for the Massachusetts Real Estate Salesperson's Examination. Learn state required content including property, contracts, closing, financing, brokerage, housing, zoning, appraisal, Massachusetts' license law, and real estate math. Students must attend all 40 hours of class to receive their certificate of completion to sit for the exam. Taught by Massachusetts certified instructor. **Textbooks required:** "Modern Real Estate Practice," 20th edition, ISBN: 9781475463729 and "Massachusetts Real Estate Practice & Law," ISBN: 9781475456684. Available for purchase online at: www.dearborn.com/products/bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA160 V	19431	FEB 1-APR 2	6:00PM-9:00PM AND 9:00AM-12:00PM	TUE SAT	DISTANCE LEARNING	STAFF	\$399
BAA160 F1	19432	MAR 2-MAY 6	9:00AM-12:00PM	WED/FRI	DANVERS	STAFF \$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 TransFluenciEDU, this 30-hour class meets twice a week for 5 weeks. Students will learn the ins and outs of remote interpreting which includes both video and over the phone (VRI and OPI). Students will learn how to set up their offices and computers to accept assignments from a number of companies who are actively searching for interpreters of all languages. The class will cover Medical and Legal Standards of Practice, ethics, HIPAA and intense practice sessions and simulations using a variety of platforms on a wide variety of topics, such as Medical Encounters, Depositions, Unemployment Hearings, Educational Hearings and Meetings such as IEP Meetings, and Due Process Hearings. In addition to intense classroom simulated practice, our instructor will provide advice on best practices, how to apply for assignments, and what to expect as compensation. **Prerequisite:** Students must provide a Certificate of Completion for a minimum of 40 hours of interpreter

training or a letter from your employer confirming a minimum of 2 years' experience in providing interpretation in any setting. Students must possess a high school diploma or equivalent. Please register early as a brief telephone interview will be required before acceptance into the course. Please call 978236-1200 to set up your interview.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA250 V	20406	APR 25-MAY 25	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. **Prerequisite:** Students must provide a certificate of completion for a minimum of 40 hours of interpreter training or a letter from your employer confirming a minimum of 3 years' experience as a working interpreter in any setting. High school diploma or equivalent required and must be fluent in English and one other language.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA251 V	20482	FEB 8-APR 7	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.

**EVENT
PLANNING
IS BACK!**

— Data from BLS.gov

Event Planning: Part 1

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 F	19445	FEB 2-APR 13	6:00PM-8:00PM	WED	DANVERS	KARSADI-TADIELLO	\$359

Event Planning: Part 2

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA121 F	19446	APR 20-MAY 25	6:00PM-8:00PM	WED	DANVERS	KARSADI-TADIELLO	\$279

OCCUPATIONAL TRADES

AUTO DAMAGE APPRAISAL: 60-HOUR TEST PREP (XAD)

QUICK FACTS: Appraisers assess the damage on vehicles to evaluate repair costs and support insurance claims.

Entry Level to Experienced Level Wages \$54,560–\$80,680

Preparation High school diploma or equivalent. Two years' experience or formal education.

Certification Opportunities Licensing issued by the state of Massachusetts

**WIOA
Approved**

— Data from BLS.gov

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 digital access to the required manual.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD150 V	19455	JAN 25-APR 7	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	NAZZARO	\$629
OTD150 F	19454	APR 2-JUN 4	9:00AM-3:00PM	SAT	DANVERS	GEORGE	\$629

DESIGN

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. Course is designed for both Macs and PCs, and for Landscape and Interior Design students. Strong computer skills and knowledge of windows required. AutoCAD software required. Students must activate their My Northshore account and download AutoCAD Software prior to first class at www.autocad.com, you must use your Northshore email account.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF308 V	20108	JAN 27-MAR 24	6:00PM-8:30PM	THU	DISTANCE LEARNING	DRYDEN	\$389

SketchUp Level 1—Remote Learning Course

Designed to teach the fundamentals of both 2D and 3D computer aided drawing. Emphasis will be placed on fully understanding the SketchUp interface and inference system. Lectures, tutorials, and in class assignments will guide you through the use of 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 Sketchup software required.** Course is designed for both Macs and PCs, and for Landscape and Interior Design students. 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
BAA 110	19467	APR 20-MAY 25	6:00PM-8:30PM	WED	DISTANCE LEARNING	DRYDEN	\$299

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

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 BLS.gov

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 F	19526	FEB 15-MAR 29	6:00PM-9:00PM	TUE	DISTANCE LEARNING	STAFF	\$289

Website Design and Management with WordPress

WordPress has grown to become one of the world's most popular content management systems (CMS) and blogging tools. Creating a simple blog or website no longer requires knowledge of any programming language. Learn how to get your blog or website started from installing and configuring the software, to using themes, plug-ins, and widgets. At conclusion, you will have begun to design and develop your first blog or website 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 F	19838	MAR 24-APR 28	6:00PM-9:00PM	THU	DANVERS	PRATT	\$289

Google Analytics: Why Every Business Should Be Using It

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 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 F	19527	MAY 4-MAY 18	6:00PM-9:00PM	WED	DANVERS	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 web standard by learning the new standards for CSS3 and HTML5. Almost every web development tool, including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer, offer 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 CRN: 19841

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, tablet, or 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%20HTML5.

COURSE CODE: INF054 CRN: 19842

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$115

SOCIAL MEDIA

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF248 V	20160	APR 12-APR 26	6:00PM-9:00PM	TUE	DISTANCE LEARNING	STAFF	\$149

GRAPHIC DESIGN CERTIFICATE (XGD)

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

Entry Level to Experienced Level Wages \$31,720–\$71,310

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 BLS.gov

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	19839	MAR 1-APR 12	6:00PM-9:00PM	TUE	DANVERS	BURNS	\$239

Adobe Creative Cloud: Design Amazing Graphics—Part I

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. 20104 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	19840	JAN 31-APR 21	6:00PM-8:00PM	MON/THU	DANVERS	BURNS	\$579

Adobe Creative Cloud: Photoshop with InDesign—Part I

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA230 F	20103	JAN 31-MAR 07	6:00PM-8:00PM	MON/THU	DANVERS	BURNS	\$299

Adobe Creative Cloud: Illustrator with InDesign—Part I

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	20104	MAR 10-APR 21	6:00PM-8:00PM	MON/THU	DANVERS	BURNS	\$299

Look for our redesigned Interior Design Certificate in Fall 2022!

New! Interior Design: Bring Your Creativity to the Next Level

Come join us on a creative journey to find new sources of inspiration. You will learn how to analyze and apply design principles to your own projects to create your own unique "Design Formula." We will study the world's most influential designers, architecture and interiors of both the past and present to spark new ideas and visions.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA116 V	20733	FEB 23-APR 6	6:00PM-8:00PM	WED	REMOTE	HAZELTON	\$259

PHOTOGRAPHY

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA173 V	19499	FEB 15-APR 5	6:00PM-9:00PM	TUES	DISTANCE	WEST	\$189

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

If you're comfortable shooting images, whether you're shooting with a digital camera or an iPhone, this course will challenge you with weekly photo assignments, critiques and advanced skills. Explore more advanced photography topics including shooting in the raw format, capturing motion, utilizing selective focus, HDR shooting, and more. You will establish an efficient post-production workflow and learn to evaluate, enhance and make projects with our images using Adobe Photoshop Elements. This virtual class will meet live using the Zoom platform which requires a computer with microphone, camera and internet access. **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	19500	APR 12-MAY 24	6:00PM-8:00PM	TUE	DISTANCE	WEST	\$189

Photographing the North Shore

The North Shore is a spectacular place to shoot photos especially in the Spring. 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	20603	APR 21-MAY 19	12:00PM-2:00PM	THU	FIELD PLACEMENT	WEST	\$159

AGRICULTURE

LANDSCAPE DESIGN CERTIFICATE (XLD)



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
- INF308 AutoCAD
- BAA230 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 Community Education if you are unsure of which class you need to complete your certificate.

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

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

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

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

— Data from BLS.gov

Landscape Design Drawing: Session 1—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS211 V	19613	APR 7-MAY 19	6:30PM-8:30PM	THU	DISTANCE LEARNING	DRYDEN	\$259

Landscape Design Drawing: Session 3

Learn design and graphic techniques for more complex projects. This class introduces students to basic landscape design techniques and how to illustrate your designs with hand-drawn graphics. It is suitable for professionals, homeowners, and career changers. A basic knowledge of trees, shrubs, and perennials will be helpful. Homework and a small workspace at home is required. **Textbook required:** Please visit www.SHOPNSCC.com to order books. **Prerequisite:** *Landscape Design Drawing: Sessions 1 and 2* or working knowledge/experience in design drawing.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS213 V	19474	FEB 1-MAR 22	6:30PM-8:30PM	TUE	DISTANCE LEARNING	DRYDEN	\$259

Landscape Design Drawing: Session 4

Learn advanced design and rendering techniques for presentation plans and drawings. Be introduced to basic landscape design techniques and how to illustrate your designs with hand-drawn graphics. It is suitable for professionals, homeowners, and career changers. A basic knowledge of trees, shrubs, and perennials will be helpful. Homework and a small workspace at home is required. **Textbook required:** Available at the Danvers Bookstore. **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	19820	APR 5-MAY 17	6:30PM-8:30PM	TUE	DISTANCE LEARNING	DRYDEN	\$259

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS210 V	19477	FEB 9-MAR 23	6:30PM-8:30PM	WED	DISTANCE LEARNING	FLANAGAN	\$239

Identification and Culture of Shrubs

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS217 F	19478	APR 13-MAY 25	5:30PM-7:30PM	WED	FIELD PLACEMENT	SIMPSON	\$259

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–\$48,310

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 BLS.gov

Landscape Garden Maintenance—Spring

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS200 F	19473	MAR 22-MAY 26	6:30PM-8:30PM	TUE/THU	FIELD PLACEMENT	STAFF	\$259

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

- | | | |
|---------------------------|---|---|
| • AFS230 Floral Design I | • AFS232 Floral Design III | • BAA201 How to Manage Conflict in the Organization |
| • AFS231 Floral Design II | • AFS233 Floral Merchandising and Business Practice | • 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 BLS.gov

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 provided in class. Please bring scissors, knife, ribbon cutters and wire cutters to class. **Textbook required:** “Flower Arranging Complete Guide,” by Blacklock, ISBN: 9780955239175. 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	19479	MAR 9-APR 20	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 provided in class. Please bring scissors, knife, ribbon cutters and wire cutters to class. **Textbook required:** “Flower Arranging Complete Guide,” by Blacklock, ISBN: 9780955239175. Please visit www.SHOPNSCC.com to order book. **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	19480	MAY 4-JUN 8	9:30AM-12:00PM	WED	DANVERS	ALEXANDRA	\$339

Floral Design III: Beyond the Rule of Three

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS232 F	19481	JAN 12-FEB 16	9:30AM-12:30PM	WED	DANVERS	ALEXANDRA	\$339

Floral Merchandising and Business Practices

Learn valuable information on merchandising flowers, gift plants, decorative accessories, window displays, end caps, focal areas, promotional publications, and building customer loyalty. Explore bookkeeping systems used extensively by florists, become acquainted with credit card changes, wire service, time management, product pricing, and personal productivity skills. **Prerequisite:** *Floral Design I* and *Floral Design II* or equivalent experience. **Textbook required:** Please visit www.SHOPNSCC.com to order book.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS233 F	19482	APR 12-MAY 17	6:30PM-8:30PM	TUE	DANVERS	MIGLIACCIO	\$289

FLORAL WORKSHOPS

Valentines' Delight

Dazzle the one you love with a custom creation sure to say “I love you.” 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
AFS266 F	20621	FEB 9	1:00PM-3:30PM	WED	DANVERS	ALEXANDRA	\$65

Bodacious Bulbs

“The Earth sings in flowers” and you will design a symphony with spring’s abundance. 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
AFS267 F	20622	MAR 28	9:30AM-12:00PM	MON	DANVERS	ALEXANDRA	\$65

European Hand Tied Bouquets

This design technique is a must to have in your floral design toolbox. You will create an expansive display of blooms to stand on their own. 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	19635	APR 12	9:30AM-12:00PM	TUE	DANVERS	ALEXANDRA	\$65

Mother's Day Masterpiece

Create a blushing bouquet to give your love and flowers to the mother in your life. 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
AFS263 F	20623	MAY 6	9:00AM-12:00PM	FRI	DANVERS	ALEXANDRA	\$65

LANGUAGE & COMMUNICATIONS

FOREIGN LANGUAGES

Italian I

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC120 F	19485	FEB 10-APR 21	6:30PM-8:30PM	THU	DANVERS	BOWERS	\$239

Italian II

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 F	19827	MAY 5-JUN 23	6:30PM-8:30PM	THU	DANVERS	BOWERS	\$239

Spanish I

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC122 F	19483	FEB 15-APR 12	6:30PM-8:30PM	TUE	DANVERS	STAFF	\$239

WRITING & LITERATURE

Novel Bootcamp: Part 1

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC140 F	19532	MAR 22-MAY 10	6:00PM-8:00PM	TUE	DANVERS	GANGI	\$199

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 F	19830	FEB 3-MAR 10	6:00PM-8:00PM	THU	DANVERS	GANGI	\$159

ENGLISH AS A SECOND LANGUAGE

NSCC'S English as a Second Language program 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 program 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 following chart. To register call 978-236-1200.

**¿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 F	19363	FEB 19-MAY 14	9:00AM-12:00PM	SAT	LYNN	STAFF	\$239
LAC100 V	19362	FEB 23-MAY 20	5:30PM-7:00PM	WED/FRI	DISTANCE LEARNING	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 F1	19366	FEB 19-MAY 14	9:00AM-12:00PM	SAT	LYNN	STAFF	\$239
LAC101 V	19365	FEB 22-MAY 19	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	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 F	19369	FEB 19-MAY 14	9:00AM-12:00PM	SAT	LYNN	STAFF	\$239
LAC102 V	19368	FEB 22-MAY 19	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	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 F1	19372	FEB 19-MAY 14	9:00AM-12:00PM	SAT	LYNN	STAFF	\$239
LAC103 V	19371	FEB 22-MAY 19	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	STAFF	\$239

Low-Intermediate English Pronunciation for ESL Students

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	19383	FEB 19-MAY 14	9:00AM-12:00PM	SAT	LYNN	STAFF	\$239

Low-Intermediate ESL

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 F1	19374	FEB 23-MAY 28	5:30PM-7:00PM	WED/FRI	DISTANCE LEARNING	STAFF	\$239
LAC105 V	19375	FEB 19-MAY 14	9:00AM-12:00PM	SAT	LYNN	STAFF	\$239

High-Intermediate ESL

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. **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
LAC106 V	19379	FEB 19-MAY 14	9:00AM-12:00PM	SAT	LYNN	STAFF	\$239
LAC106 F	19380	FEB 22-MAY 19	5:30PM-7:00PM	TUE/THU	DISTANCE LEARNING	STAFF	\$239

Low Advanced ESL

Intended for advanced speakers 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 Students* or tested into *Integrated Skills Advanced*. 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 F1	19378	FEB 19-MAY 14	9:00AM-12:00PM	SAT	LYNN	STAFF	\$239
LAC107 V	19377	FEB 23-MAY 20	5:30PM-7:00PM	WED/FRI	DISTANCE LEARNING	STAFF	\$239

High Advanced ESL

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. **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
LAC108 F	19382	FEB 19-MAY 14	9:00AM-12:00PM	SAT	LYNN	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 III*, or tested into *Basic IV*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC109 F	19385	FEB 19-MAY 14	9:00AM-12:00PM	SAT	LYNN	STAFF	\$239

Intermediate-Advanced English Pronunciation for ESL Students

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. **Prerequisite:** See ESL chart at the beginning of the section for placement detail. There is an instructor led virtual class and an in person option.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC204 V	20086	FEB 18-MAY 13	6:00PM-9:00PM	FRI	DISTANCE LEARNING	STAFF	\$239

Coming Soon: New Online Learning Career Support for ESL Learners

We are also pleased to introduce a new online learning initiative to help you improve your English language skills from home while learning vocabulary to help move your career forward. These online career-oriented classes will be offered to a limited number of our NSCC students who are registered for our eligible noncredit programs in health care, IT, manufacturing and more. There are a limited number of seats available.

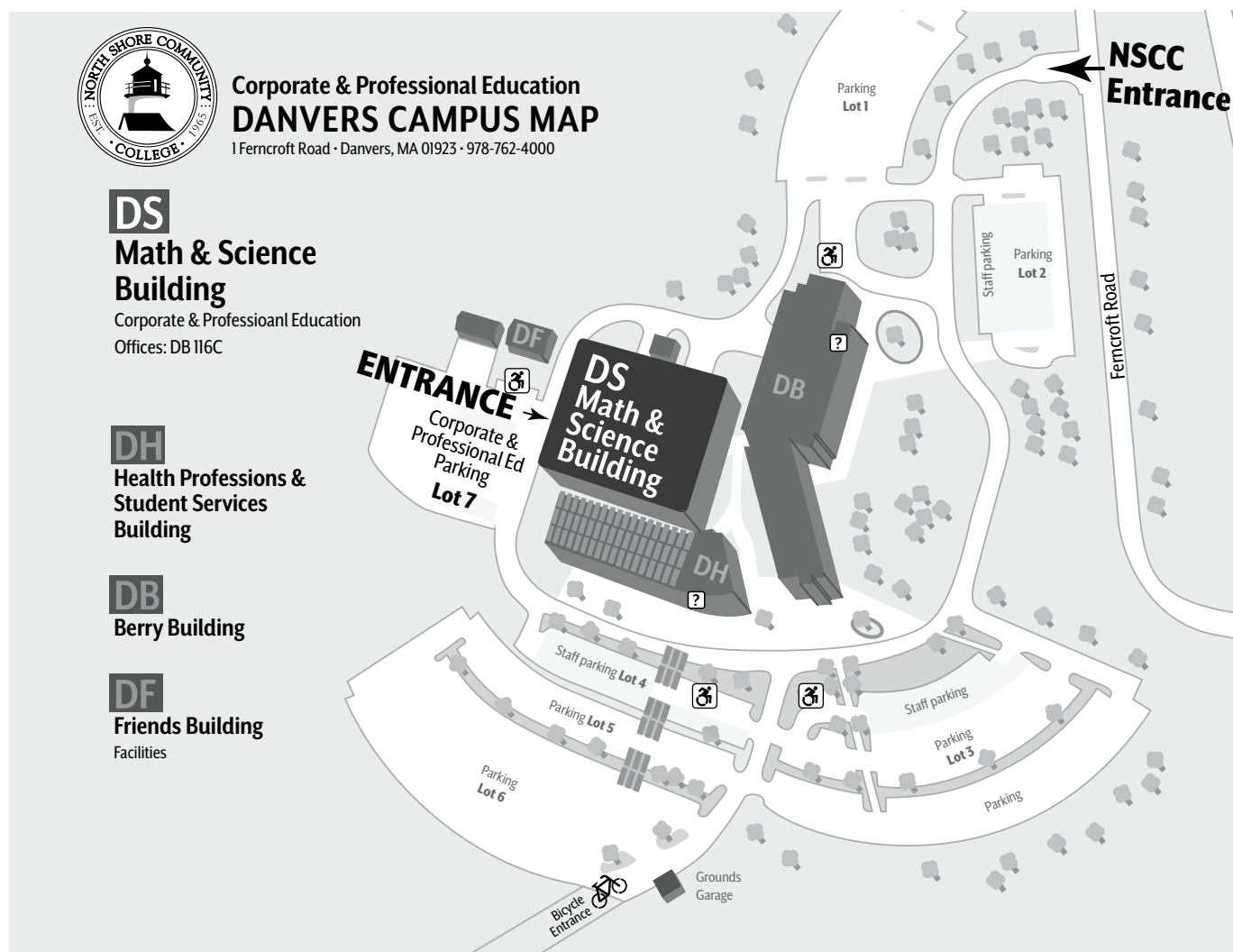
To find out how you may be accepted to this new learning program and to get on our waiting list, contact: sryan@northshore.edu.

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GENERAL INFORMATION

CAMPUS LOCATIONS



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

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

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

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

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

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

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

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

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

POLICIES

Affirmative Action/Equal Opportunity

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

Accessibility Services

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

Alcohol and Drug Policy

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

Drug Free Schools and Campuses

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

Community Notification of Where to Access Sex Offender Information

In accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be obtained. Information concerning Level 2 and Level 3 offenders is available to the general public by contacting the Commonwealth of Massachusetts Sex Offender Registry Board, located at P.O. Box 4547, Salem, MA 01970-4547, 978-740-6400, or the following Police Departments:

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

Level 3 offender information is also available online at www.mass.gov/sorb.

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

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

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

Computer Use Policy

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

INFORMATION DIRECTORY

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

NORTH SHORE COMMUNITY COLLEGE BOOKSTORE

The Northshore Community College Bookstore is here for you!

Please visit www.SHOPNSCC.com to order books.

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

Winter/Spring 2022 Store Hours, Danvers and Lynn

December 13-17	M-F	9:00AM – 4:00PM	December 27-30	M-TH	9:00AM – 3:00PM	January 10-14	M-F	9:00AM – 5:00PM
December 20-23	M-TH	9:00AM – 3:00PM	December 31	F	9:00AM – 1:00PM	January 18-21	T-F	9:00AM – 5:00PM
December 24	F	9:00AM – 1:00PM	January 3-7	M-F	9:00AM – 4:00PM	January 24-28	M-F	9:00AM – 5:00PM

All other Winter/Spring 2022 non-Holiday days are 9:00AM to 4:00PM (subject to change)

Important Bookstore information

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

WINTER/SPRING 2022 HOLIDAY SCHEDULE

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

January 1: New Year's Day ■ January 17: Martin Luther King Day ■ February 21: President's Day

March 14-March 18: Spring Recess, day and evening classes ■ April 18: Patriots' Day ■ May 30: Memorial Day

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

Registration Information

Online Registration Now Available!

Register with ease at northshore.coursestorm.com

Policies

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

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

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

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

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

Tuition Waivers. Students with approved tuition waivers, tuition remission, or tuition vouchers may register at any time by calling 978-236-1200. Tuition waivers, tuition remission, or tuition vouchers do not apply to special programs, seminars, or online courses. To verify

whether a course is eligible for a waiver or voucher call 978-236-1200. In the event that the class is cancelled, the individual has the option to resubmit for the next scheduled class. Individuals with tuition waivers will be responsible for the cost of all materials and/or books even when materials are included in tuition.

Walk-in Registration. A COVID-19 vaccination is required for students attending in-person classes for Winter/Spring 2022 and for anyone coming to campus for in-person services. Call 978-236-1200 or email professional@northshore.edu for assistance.

Danvers Campus:

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

Lynn Campus:

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

COVID-19:

- A COVID-19 vaccination is required for students attending in-person classes and for anyone coming to campus for in-person services during the Winter/Spring 2022 semester. Students must show proof of vaccination before they will be able to register for in-person courses or come to our campuses for in-person services during the Winter/Spring 2022 semester. Students who are ready to comply with this mandate can submit proof they are fully vaccinated right now: <https://bit.ly/3EjBCRM>. This link will only work if you are currently signed into your NSCC Gmail account.
- NSCC will continue to offer courses for the Winter/Spring 2022 semester in online and video-conference formats. Students can register for these courses without proof of their COVID-19 vaccination status.

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.



Corporate Training SOLUTIONS

Train your people. Transform your company.

Train Your People. Transform Your Company.

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

Corporate Training Solutions (CTS) at NSCC has served hundreds of businesses on the North Shore for over 30 years by providing customized 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!



Did you know you could receive grant funding to train your employees?

The Workforce Training Fund will reimburse you for up to 100% of training costs for businesses with under 100 employees, and up to 50% for larger businesses.

To learn about the program guidelines and how to apply for each of the Workforce Training Fund grant programs, attend the virtual WTFP Information Session on **Tuesday, January 11, 2022, at 10:00 AM**, hosted by NSCC:
<https://bit.ly/3pCyyvC>

Funding exists for Corporate Training Solutions programs such as:

- Essential Skills for Supervisors Program—to be offered virtually in the winter, spring and fall of 2022!
- Stress Management ■ Computer Basics ■ Leadership ■ ESL

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





NORTH SHORE COMMUNITY COLLEGE
Corporate & Professional
EDUCATION

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northshore.edu/professional

978-236-1200

NONPROFIT ORGANIZATION
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NORTH SHORE
COMMUNITY COLLEGE

ECRWSS POSTAL CUSTOMER

Interested in any courses?

Join us for a virtual information session below.

Sign-up at northshore.coursesform.com



January 4th

Tuesday: 12:30pm

Health Care Info Session



January 27th

Thursday: 12:30pm

Health Care Info Session



January 6th

Thursday: 12:30pm

IT Information Session



February 16th

Wednesday: 9:00 am

Business & Design



January 12th

Wednesday: 12:30pm

Business & Design



March 2nd

Wednesday: 9:00 am

Health Care Info Session



January 19th

Wednesday: 9:00am

IT Information Session



January 27th

February 3rd

Thursday: 6:00 pm

ESL Information Session