

NORTH SHORE COMMUNITY COLLEGE

Summer 2022  
**noncredit**  
**courses**  
DANVERS • LYNN

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Corporate & Professional  
**EDUCATION**

[northshore.edu/professional](http://northshore.edu/professional) • 978-236-1200

## DEAN'S MESSAGE

### Join us either on campus or online this Summer 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 Summer 2022 semester, will be required to provide documentation of their COVID-19 vaccination. More detailed information will be available when you register.



Spring and Summer are the perfect times to start training for a new career or to learn new skills to help you move forward. There are so many opportunities at NSCC right now to do so.

**How to Get Free Training:** Training funds may be available to you if you are receiving unemployment benefits or are on certain public assistance programs through the Workforce Investment Opportunity Act (WIOA) from your local MassHire. Contact [www.masshire-nscareers.org](http://www.masshire-nscareers.org) for more information or if you have questions about specific programs in our catalogue indicated by the "WIOA-approved" starburst, email us at [professional@northshore.edu](mailto:professional@northshore.edu).

**New Course:** Starting June 21 is our brand new PCA (*Personal Care Assistant*) course. PCA's earn above minimum wage, earn paid time off, are eligible for unemployment insurance, workers' compensation, and have access to free training opportunities through Home Care Training Benefit (1199 SEIU).

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

**English as a Second Language:** In addition to our many ESL classes, we have a new online offering. Register and pay for one of our noncredit classes and if you need help with your language skills, you can ask to be placed on our list for free ESL online training. Improve your English at your own pace at home. Learn vocabulary to move your career forward (Health Care, Computers, Information Technology, Manufacturing, and more). Improve your communication with co-workers and customers. Interested? Email [professional@northshore.edu](mailto:professional@northshore.edu) for more information.

**Inglés como segundo idioma:** Ofrecemos nuevas clases virtuales además de nuestras clases tradicionales de ESL. Regístrese y pague para una de nuestras clases sin créditos y si necesita ayuda con su inglés podemos poner usted en nuestra lista para clases virtuales gratis. Mejore su inglés desde su casa a su propio ritmo. Avance su carrera con vocabulario de su campo (médico, TI, manufactura y más). Mejore su comunicación con sus colegas y clientes. Póngase en contacto con nosotros para obtener más información: [professional@northshore.edu](mailto:professional@northshore.edu).

We look forward to seeing you.

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

LIKE US ON FACEBOOK FOLLOW US ON TWITTER

**NEW WEB ADDRESS: [WWW.NORTHSHORE.EDU](http://WWW.NORTHSHORE.EDU)**

"Life is like riding a bicycle.  
To keep your balance you  
must keep moving."

ALBERT EINSTEIN

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## Noncredit Programs of Study at North Shore Community College



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| Auto Damage Appraisal                         | XAD          | 20   |
| Bookkeeping & Accounting Certificate          | XBA          | 17   |
| Central Sterile Processing                    | XSP          | 8    |
| CompTIA A+ Certification Prep                 | XTA          | 14   |
| CompTIA Network+ with Exam Voucher            | XCT          | 15   |
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| Dental Assistant                              | XDA          | 8    |
| Dialysis Technician                           | XDT          | 9    |
| Digital Marketing Certificate                 | XDM          | 20   |
| EKG Technician                                | XET          | 7    |
| Floral Design Certificate                     | XFL          | 23   |
| Graphic Design                                | XGD          | 21   |
| Help Desk Support Professional                | XPC          | 14   |
| Landscape Design Certificate                  | XLD          | 22   |
| Landscape & Garden Maintenance Certificate    | XLG          | 22   |
| Medical Interpreting                          | XMC          | 9    |
| Nurse Assistant/Home Health Aide              | XCN          | 5    |
| Personal Trainer Certification with CPR       | XPF          | 13   |
| Pharmacy Technician                           | XPT          | 7    |
| Phlebotomist                                  | XPH          | 6    |
| SHRM Essentials of Human Resources Management | XSH          | 19   |

## 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](http://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 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, or are basic skills deficient. The Workforce Investment Opportunity Act (WIOA), is designed to provide access to and opportunities for the employment, education, training, and support services you need to succeed in the labor market.

**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](http://www.masshire-nscareers.org) or call 978-825-7200.**

## Attention! Did You Know...

### Our COVID-19 policy:

A COVID-19 vaccination is required for students attending in-person classes for Summer 2022 and for anyone coming to campus for in-person services. Students registering for on-campus courses for the Summer 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/3HfmtSq>. 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 Summer 2022 semester. Students can register for these courses without proof of their COVID-19 vaccination status.

### Our new refund policy:

Students registered for Professional Education (noncredit) workshops and courses must withdraw in writing by email to [professional@northshore.edu](mailto: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. Failure to submit proof of complete COVID-19 vaccination for in-person classes will result in automatic withdrawal in accordance with said refund policy.

### 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 registration easy for you: <https://northshore.coursestorm.com> or 978-236-1200.**



## Online Courses & Career Training Programs



**Career Training.** In as little as six-months, these open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. These programs are eligible for the TOP program and WIOA funding. 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
- Full Stack Software Developer GES375
- CISCO CCNA Certification (vouchers included) GES3023

**For a complete listing of courses and to register go to**  
**[www.careertraining.ed2go.com/northshorecc](http://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 | • Spanish for Law Enforcement |
| • Computer Applications  | • LSAT Prep                   |
| • Multimedia             | • Grant Writing               |
| • Web Design             | • HTML and Java Programming   |

**For a complete listing of courses and to register go to [www.ed2go.com/nscc](http://www.ed2go.com/nscc)**

### ProTrain Online

#### Synchronous and Asynchronous Online Training

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>**



#### 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](https://nscc.theknowledgebase.org/connect-live-online/catalog)**

**Attention Employers: This Training is Eligible for Reimbursement!**

## Essential Skills for Supervisors

Lorin Buksa, Training Grant Advisor, will help employers complete an Express Program application at least three weeks prior to the start of training. Additional training topics and group training rates are also available for Express Program reimbursement. We promise you, the application process is quick and simple!

**Course ID #1134451 — This course is eligible for the MA Workforce Training Fund's Express Program**

**To learn more about qualifying for Express Program funds, please contact Lorin at 978-236-1206 or [lbuksa@northshore.edu](mailto:lbuksa@northshore.edu).**



Find us on  
**Facebook**

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

Follow us on



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](mailto:lboyd@northshore.edu).

Free Classes at North Shore Community College Begin in May and August 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, Gloucester High School, 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 as a career changer or advancement in your current work.



Interested? Email Susan Ryan at [sryan@northshore.edu](mailto: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

### Need your high school diploma? At least 16 years old?

With a combination of face-to-face and online remote learning, the ALC's High School Equivalency Test (HiSET) preparation classes integrate academics and college and career readiness in the classroom, supported with advising to assist with next steps after graduation. You must be able to commit to twelve hours per week for instruction and outside classwork. All face-to-face classes are held on the Danvers campus. There is an opportunity for every starting point:

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

To learn more or complete the online interest form,  
go to [www.northshore.edu/adult\\_learning](http://www.northshore.edu/adult_learning).

Contact Erin O'Brien at 978-236-1226 or  
[eobrien08@northshore.edu](mailto:eobrien08@northshore.edu) to begin the enrollment process.

### Cannot attend classes in person at all?

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

- Commit to five hours of distance learning work per week
- Attend an orientation session
- Participate in periodic face-to-face meetings
- Conduct ongoing email communication with instructors

To find out more, email  
Distance Learning Coach Zoe Fogarty at  
[zfogarty01@northshore.edu](mailto: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, 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.

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.

Interested? Ready to take the next step in your life?

Contact the Program Coordinator Stephanie Moriarty at [smoriart01@northshore.edu](mailto:smoriart01@northshore.edu).

# 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 25 for information.

## NURSE ASSISTANT PLUS: NURSE ASSISTANT, PHLEBOTOMY & 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.

WIOA  
Approved

## NURSE ASSISTANT/HOME HEALTH AID (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. 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](http://www.northshore.edu/cas/testing). (2) A CORI check is required. (3) Proof of immunizations and a negative TB test is required at the start of class. Proof of a COVID-19 vaccine is required and a booster may be 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    | 65187 | MAY 25-AUG 12 | 8:00AM-12:00PM | MON/WED/FRI | DANVERS  | MURRAY     | \$1,299 |
| HEA100 F1   | 65185 | JUN 7-AUG 18  | 5:30PM-9:30PM  | TUE/WED/THU | DANVERS  | STAFF      | \$1,299 |
| HEA100 F2   | 65188 | JUL 19-NOV 1  | 5:30PM-9:30PM  | TUE/THU     | LYNN     | SAYLER     | \$1,299 |

**New! Personal Care Attendant—Remote Learning Course**

Join the growing field of Personal Care Attendants (PCA). Train to assist consumer-employers (people with disabilities) in their daily living activities. Assistance could include helping with dressing or bathing, ensuring consumer-employers receive their medication on time, supporting consumer-employers who can't move on their own, assisting with physical therapy exercises, light housekeeping, meal preparation and cleanup, and help with their shopping. PCAs earn above minimum wage, earn paid time off, they are eligible for unemployment insurance, workers compensation, and have access to free training opportunities through the Home Care Training benefit. (1199 SEIU).

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S)  | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|---------|--------------|------------|-------|
| HEA121 V    | 65754 | JUN 21-JUN 30 | 6:00PM-8:30PM | TUE/THU | ONLINE CLASS | MURRAY     | \$149 |

**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 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. Course includes CPR. 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 and a booster may be required. Cost includes the required textbooks. Exam(s) not included in the cost of the program. **Prerequisite:** High School Diploma or equivalent. 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](http://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.*

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| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S)  | LOCATION | INSTRUCTOR | FEE     |
|-------------|-------|---------------|---------------|---------|----------|------------|---------|
| HEA115 F    | 65615 | MAY 24-AUG 25 | 9:00AM-1:00PM | TUE/THU | LYNN     | STAFF      | \$2,499 |
| HEA115 F1   | 65191 | JUN 13-OCT 5  | 6:00PM-9:30PM | MON/WED | DANVERS  | STAFF      | \$2,499 |

**PHLEBOTOMIST (XPH)**

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

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|   |   |
|---|---|
| <b>Entry Level to Experienced Level Wages</b> | \$33,910–\$50,740   |
| <b>Preparation</b>                            | High school diploma or equivalent recommended for training, required for certification. Short-term training program.  |
| <b>Certification Opportunities</b>            | National Workforce Career Association (NWCA)—Certified Phlebotomy Technician (CPT), National Healthcareer Association (NHA) Phlebotomy Technician Certification (CPT) |
| <b>10 Year Growth</b>                         | 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 healthcare settings. The demand for phlebotomy technicians has increased substantially with the overall complexity of healthcare services and the risks of infectious disease. Current healthcare industry experts predict a 15% increase in phlebotomy jobs by 2024. Learn to collect blood specimens from clients for the purpose of laboratory analysis, become familiar with all aspects of blood collection, and the skills needed to perform venipunctures safely. Topics in this course include medical terminology, related anatomy and physiology, blood collection procedures, and procedures for collection of other types of specimens within the scope of practice of the phlebotomist. After completing this program, learners will have the opportunity to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT). 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. Course includes CPR. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the clinical/externship facility. Proof of a COVID-19 vaccine is required and a booster may be required. Cost includes the required textbook. Exam not included in the cost of the program. **Prerequisite:** High School Diploma or Equivalent. 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](http://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    | 65190 | JUL 12-OCT 13 | 8:30AM-12:00PM | TUE/THU | DANVERS  | STAFF      | \$1,899 |

### EKG TECHNICIAN (XET)


WIOA  
Approved

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

|   |  |
|---|--|
| <b>Entry Level to Experienced Level Wages</b> | \$30,140–\$78,170  |
| <b>Preparation</b>                            | High school diploma or equivalent required. Short-term training program.   |
| <b>Certification Opportunities</b>            | National Workforce Career Association (NWCA)—Certified EKG Technician (CEKG), National Healthcareer Association (NHA) Certified EKG Technician (CET) |
| <b>10 Year Growth</b>                         | 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). 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](http://www.northshore.edu/cas/testing). Lab portion of the program is subject to change depending on the status of the COVID-19 pandemic. To register: Please call 978-236-1200. Proof of a COVID-19 vaccine is required and a booster may be required.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S)  | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|---------|----------|------------|-------|
| HEA102 F    | 65192 | JUN 6-AUG 10 | 6:00PM-9:00PM | MON/WED | LYNN     | STAFF      | \$999 |

### PHARMACY TECHNICIAN (XPT)

**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.

|   |  |
|---|--|
| <b>Entry Level to Experienced Level Wages</b> | \$33,524–\$50,430  |
| <b>Preparation</b>                            | High school diploma or equivalent required. Be at least 18 years old. Complete a moderate-term training.                                 |
| <b>Certification Opportunities</b>            | Pharmacy Technician Certification Board (PTCB), National Workforce Career Association Pharmacy Technician Associate Certification (PTAC) |
| <b>10 Year Growth</b>                         | 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 equivalent. 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](http://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     |
|-------------|-------|---------------|---------------|---------|----------|------------|---------|
| HEA116 F    | 65206 | JUN 21-AUG 23 | 6:00PM-9:00PM | TUE/THU | DANVERS  | STAFF      | \$1,299 |

## CENTRAL STERILE PROCESSING TECHNICIAN (XSP)

**QUICK FACTS:** CRSTs are responsible for decontaminating, inspecting, assembling, disassembling, packaging, and sterilizing reusable surgical instruments or devices in a healthcare facility that are essential for patient safety.

|  |  |
|--|--|
| Entry Level to Experienced Level Wages | \$38,876–62,893  |
| Preparation                            | High school diploma or equivalent required. Short-term training with moderate on-the-job-training. Certification will increase wage. |
| Certification Opportunities            | Certified Registered Central Service Technician (CRST)   |
| 10 Year Growth                         | Massachusetts: 5.9%  |

This course  
will be offered  
in Fall 2022 and  
Winter/Spring  
2023!

— DATA FROM BLS.GOV

## 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.

|  |   |
|--|---|
| 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%   |

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— 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 operator, 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 and a booster may be required. Cost includes required textbook. Exam not included in the cost of the program.

**Prerequisite:** High School diploma or equivalent. 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](http://www.northshore.edu/cas/testing). To register, please call 978-236-1200. \*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    | 65183 | MAY 31-AUG 30 | 6:00PM-9:00PM  | TUE/THU     | DANVERS  | AGERSEA    | \$1,699 |
| HEA106 F1   | 65184 | JUL 25-SEP 21 | 9:00AM-12:00PM | MON/WED/FRI | LYNN     | AGERSEA    | \$1,699 |

## COMMUNITY HEALTH WORKER

**QUICK FACTS:** CHWs provide health education, referral and follow up, case management, and basic preventive health care and home visiting services to specific communities.

|  |  |
|--|--|
| Entry Level to Experienced Level Wages | \$39,576–\$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%   |

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— DATA FROM BLS.GOV

Community Health Workers (CHWs) play a key role in ensuring the health and well-being of multi-cultural residents in a variety of community-based settings such as homes, schools, clinics, shelters, local businesses, and community centers. Learn the various components and functions of community health work including outreach methods and strategies, individual and community assessment, effective communication, cultural responsiveness and mediation, education to promote healthy behavior change, care coordination and system navigation, use of public health concepts and approaches, advocacy and community capacity building, documentation along with professional skills and conduct. The Community Health Worker (CHW)

training program has been developed to align with the Massachusetts Department of Public Health's recommended ten core competencies to prepare you for an entry-level positions in community health. **Textbook required:** "Foundations for Community Health Workers," ISBN: 9781119060819.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S)  | LOCATION | INSTRUCTOR | FEE     |
|-------------|-------|---------------|---------------|---------|----------|------------|---------|
| HEA120 F    | 65553 | MAY 31-AUG 11 | 5:30PM-9:30PM | TUE/THU | LYNN     | STAFF      | \$1,299 |

### MEDICAL INTERPRETING (XMC)

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

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

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S)  | LOCATION     | INSTRUCTOR | FEE     |
|-------------|-------|--------------|---------------|---------|--------------|------------|---------|
| HEA110 V    | 65193 | JUN 6-AUG 22 | 6:00PM-9:00PM | MON/WED | REMOTE CLASS | 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. Proof of a COVID-19 vaccine is required. Attendance for the entire course is required for successful completion. Cost includes a digital Ebook. 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    | 65203 | JUN 1       | 9:00AM-1:00PM | WED    | DANVERS  | STAFF      | \$99 |
| HEA212 F1   | 65738 | JUL 20      | 5:30PM-9:30PM | WED    | DANVERS  | STAFF      | \$99 |
| HEA212 F2   | 65739 | AUG 10      | 5:30PM-9:30PM | WED    | DANVERS  | STAFF      | \$99 |

### ONLINE HEALTHCARE 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

Learn the knowledge needed to perform the responsibilities of a Dialysis Technician. Course covers normal kidney physiology, the basic principles of hemodialysis, kidney dialysis machines, dialyzer preparation and reprocessing as well as how to assist dialysis patients in managing their disease and treatment. For more information call 978-236-1200.

|                        |            |  |              |
|------------------------|------------|--|--------------|
| COURSE CODE: HEA107 0L | CRN: 65205 | 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](http://www.northshore.edu/cas/testing). Para registrarse visita: <https://northshore.edu2.com>.

COURSE CODE: HEA402 OL CRN: 65660

LOS CURSOS EN LINEA SE PUEDEN INICIAR EN CUALQUIER MOMENTO DURANTE EL SEMESTER!

FEE: \$999

### Phlebotomy Technician in Spanish—Online Course

El flebotomista es un miembro vital del equipo del laboratorio clínico, cuya función principal es obtener muestras de sangre del paciente mediante punción venosa y microcolección con fines de prueba. Los flebotomistas se emplean en todo el sistema de atención médica, incluidos hospitales, centros de salud del vecindario, consultorios médicos grupales, HMO, centros de salud pública, hospitales veteranos, compañías de seguros y en otros entornos de atención médica. La demanda de técnicos en flebotomía ha aumentado sustancialmente con la complejidad general de los servicios de salud y los riesgos de enfermedades infecciosas. Los expertos actuales de la industria de la salud predicen un aumento del 15% en los trabajos de flebotomía para 2018. El Programa de técnico en flebotomía prepara a los alumnos para recolectar muestras de sangre de los clientes con el fin de realizar análisis de laboratorio. Los alumnos se familiarizarán con todos los aspectos de la recolección de sangre y ejecutarán las habilidades necesarias para realizar las venopunturas de manera segura. También incluye terminología, procedimientos de extracción de sangre, orden de extracción y otros temas interesantes. ¡El programa también incluye una práctica clínica externa opcional en un proveedor de atención médica local! Hay varios exámenes de certificación nacional disponibles para los alumnos que completan con éxito este programa: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT). Los estudiantes que completan este programa son elegibles para participar en una oportunidad de práctica voluntaria opcional con una compañía / agencia / organización local cuyo trabajo se alinea con esta área de estudio para obtener una valiosa experiencia práctica. A medida que los alumnos avanzan en su programa de eLearning, un Coordinador de Externship se comunicará para coordinar la colocación. Se recomienda fuertemente que los estudiantes tomen el Examen de Colocación Accuplacer para fines de asesoramiento. Para obtener información sobre las pruebas o para programar un examen, por favor visita: [www.northshore.edu/cas/testing](http://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: 65659

LOS CURSOS EN LINEA SE PUEDEN INICIAR EN CUALQUIER MOMENTO DURANTE EL SEMESTER!

FEE: \$1,899

### Phlebotomy/EKG in Spanish—Online Course

El flebotomista es un miembro vital del equipo del laboratorio clínico, cuya función principal es obtener muestras de sangre del paciente mediante punción venosa y microcolección con fines de prueba. Los flebotomistas se emplean en todo el sistema de atención médica, incluidos hospitales, centros de salud del vecindario, consultorios médicos grupales, HMO, centros de salud pública, hospitales veteranos, compañías de seguros y en otros entornos de atención médica. La demanda de técnicos en flebotomía ha aumentado sustancialmente con la complejidad general de los servicios de salud y los riesgos de enfermedades infecciosas. Los expertos actuales de la industria de la salud predicen un aumento del 15% en los trabajos de flebotomía para 2018. El Programa de técnico en flebotomía prepara a los alumnos para recolectar muestras de sangre de los clientes con el fin de realizar análisis de laboratorio. Los alumnos se familiarizarán con todos los aspectos de la recolección de sangre y ejecutarán las habilidades necesarias para realizar las venopunturas de manera segura. Este programa técnico para técnico de EKG, prepara a los alumnos para efectuar la toma de electrocardiogramas (EKG). Este curso incluirá información sobre anatomía y fisiología del corazón, procesos de enfermedades médicas, terminología médica, ética médica, aspectos legales del contacto con el paciente, electrocardiografía y pruebas de estrés. ¡Un curso altamente interactivo! Hay varios exámenes de certificación nacional disponibles para los alumnos que completan con éxito este programa: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT) and National Workforce Career Association (NWCA) Certified EKG Technician (CEKG). Los estudiantes que completan este programa son elegibles para participar en una oportunidad de práctica voluntaria opcional con una compañía / agencia / organización local cuyo trabajo se alinea con esta área de estudio para obtener una valiosa experiencia práctica. A medida que los alumnos avanzan en su programa de eLearning, un Coordinador de Externship se comunicará para coordinar la colocación. Se recomienda fuertemente que los estudiantes tomen el Examen de Colocación Accuplacer para fines de asesoramiento. Para obtener información sobre las pruebas o para programar un examen, por favor visita: [www.northshore.edu/cas/testing](http://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: HEA415 OL CRN: 65661

LOS CURSOS EN LINEA SE PUEDEN INICIAR EN CUALQUIER MOMENTO DURANTE EL SEMESTER!

FEE: \$2,499

## MEDICAL OFFICE SUPPORT

### Medical Office Manager (CCPM)—Online Course

Medical Office Managers and Administrative Medical Assistants are versatile and valuable members of the healthcare team who can handle a broad range of duties, including patient registration, telephone, scheduling, medical records, accounts receivable, data entry, compliance regulations, human resources, and health information. This in-depth program combines several programs, Medical Terminology, Microsoft Word 2016, Microsoft Excel 2016, Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and Certified Physician Practice Manager (CPPM), to give you the foundation and training needed to be a Medical Office Manager. In Certified Medical Administrative Assist (CMAA) you will learn how to handle the increasing complexities of healthcare management and patient care in offices of physicians, offices of other providers, clinics, urgent care centers, ambulatory surgery centers, hospital departments and emergency rooms, home health agencies, assisted living facilities, educational institutions and group homes. You will get hands-on practice using real EHR software and learn the benefits these systems provide and understand not only medical terms themselves, but also their application. Certified Physicians Practice Manager (CPPM) will cover the requirements of managing the revenue cycle, compliance regulations, human resources, health information, and general business processes that make practice management a challenging yet rewarding profession. Upon completion of this course, you will be ready to take the Certified Physician Practice Manager (CPPM) exam, offered by the American Academy of Professional Coders (AAPC), the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by the National Healthcareer Association (NHA). You will receive study guide materials, practice exams, AAPC membership, access to the 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 OL CRN: 65752

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$3,995

## MEDICAL ADMINISTRATIVE ASSISTANT

**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

### CMAA: Medical Administrative Assistant

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

COURSE CODE: HEA004 OL CRN: 65780

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$1,495

## MEDICAL BILLING & CODING

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

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

— DATA FROM BLS.GOV

### Medical Billing and Coding Comprehensive with Certified Medical Administrative Assistant—Online Course

Are you interested in obtaining a career in the healthcare industry but have little or no experience? Administrative Medical Assistants are versatile and valuable healthcare team members. Prepare for the Certified Medical Administrative Assistant (CMAA) national exam; learn medical office management and legal, ethical, and regulatory concepts, HIPPA compliance and third-party guidelines for filing insurance claims. Medical Billers and Coders are also in high demand! Learn about the medical billing and coding field and career paths while preparing for one of the three MBC certifications; CBCS, CCA, or CPC. You will receive hands-on practical experience in medical billing and coding, and an externship starter kit, medical



terminology, and the structures and functions of the human body. Exam vouchers included! Upon completion choose which MBC exam voucher that best aligns with your interests and career goals, voucher for CMAA included. To register visit: <https://careertraining.ed2go.com/northshorecc/training-programs/certified-medical-administrative-assistant-with-medical-billing-coding-voucher-included>.

COURSE CODE: HEA007 0 CRN: 65685

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$3,495

### Comprehensive Medical Billing and Coding—Online Course

Medical Billers and Coders are in high demand! Learn medical billing and coding and career paths while preparing for one of the three MBC certifications-CBCS, CCA, or CPC. Study medical terminology, structures and functions of the human body, disorders and medical procedures common to each body system. Legal, ethical, and regulatory concepts, HIPPA compliance and third-party guidelines for filing insurance claims. 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. Upon completion choose which MBC exam voucher that best aligns with your interests and career goals. To register visit: <https://careertraining.ed2go.com/northshorecc/training-programs/medical-billing-coding-plus-medical-terminology>.

COURSE CODE: HEA008 0 CRN: 65686

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$2,995

## RECOVERY COACH TRAINING

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

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|  |   |
|--|---|
| 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—Remote Learning Course

The gold standard for Recovery Coach Training fulfills 30 of the 60 educational hours required to become a Massachusetts Certified Addiction Recovery Coach. Recovery Coaches play a vital role in the community; they serve as guides and mentors to individuals with drug and alcohol problems, and empower people on their personal journey by providing many options and ‘paths’ to recovery. Training participants will receive tools and resources designed to help people heal from the devastating effects of addiction, whether they are just entering recovery or looking to deepen and sustain their recovery. For individuals considering a career as a recovery coach or peer mentor, or individuals who simply want to learn more effective methods for supporting people through their recovery process. Taught by Michelle Simons who brings a professional and life experience to her work with individuals, families and organizations. **Textbook required:** Available on Amazon CCAR’s Recovery Coach Academy: Rev. November 2021 979-8756114867.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|--------------|------------|-------|
| HEA300 V    | 65549 | JUL 13-AUG 3 | 9:00AM-5:00PM | WED    | REMOTE CLASS | SIMONS     | \$499 |

### Recovery Coach Training: Part II—Remote Learning Course

Recovery Coach Academy fulfills 30 of the 60 educational hours required to become a Massachusetts Certified Addiction Recovery Coach. Designed to provide those seeking to work as Recovery Coaches with a thorough overview of addiction science, the various substances of misuse and their effects, and how addiction impacts mental health, physical health, and overall wellness. Stages of change related to recovery are examined, along with Motivational Interviewing, an evidence-based intervention used to promote recovery goal attainment. The course utilizes case studies and experiential exercises that will strengthen the students’ cultural awareness and responsiveness to differences. A great deal of time is spent examining the accepted ethical standards for coaches-how best to navigate boundaries and ‘stay in the lane’ of a Recovery Coach. There are no prerequisites for attending this class; all are welcome. Training participants will receive knowledge and resources designed to help people heal from addiction, whether they are just entering recovery or looking to deepen and sustain their recovery. 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 V    | 65258 | MAY 18-JUN 8  | 9:00AM-5:00PM | WED    | REMOTE CLASS | SIMONS     | \$499 |
| HEA301 V1   | 65749 | AUG 10-AUG 31 | 9:00AM-5:00PM | WED    | REMOTE CLASS | SIMONS     | \$499 |

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

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

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|--------------|------------|-------|
| HEA302 V    | 65750 | MAY 18-MAY 25 | 9:00AM-5:00PM | WED    | REMOTE CLASS | SIMONS     | \$279 |
| HEA302 V1   | 65260 | AUG 10-AUG 17 | 9:00AM-5:00PM | WED    | REMOTE CLASS | SIMONS     | \$279 |

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

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

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|--------------|------------|-------|
| HEA303 V    | 65751 | JUN 1-JUN 8   | 9:00AM-5:00PM | WED    | REMOTE CLASS | SIMONS     | \$279 |
| HEA303 V1   | 65259 | AUG 24-AUG 31 | 9:00AM-5:00PM | WED    | REMOTE CLASS | SIMONS     | \$279 |

## HOLISTIC HEALTH

### 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 course 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    | 65195 | JUN 10      | 9:00AM-5:00PM | FRI    | 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. 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*. **Prerequisites:** Successful completion of any Level One Reiki lineage.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|-------------|---------------|--------|----------|------------|-------|
| HEA201 F    | 65197 | JUL 29      | 9:00AM-5:00PM | FRI    | DANVERS  | BAVARO     | \$169 |

### Reflexology: Hand and Foot

Learn the ancient yet modern way to bring about health and relaxation through reflexology. Learn the different points on the hands and feet that can enhance internal organ function and improve health. Be prepared to give and receive a foot and hand rub. Please bring a foot basin and towel to class. Instructor Donna Clifford, RN, BSN, is a licensed massage therapist, certified in body centered meditation and transformational breath work, Registered Polarity Practitioner, Kushi Institute trained macrobiotic teacher.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE  |
|-------------|-------|-------------|---------------|--------|----------|------------|------|
| HEA206 F    | 65198 | JUNE 7      | 6:00PM-9:00PM | TUE    | DANVERS  | CLIFFORD   | \$39 |

## PERSONAL TRAINER CERTIFICATION WITH CPR (XPF)

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

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|  |  |
|--|--|
| 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

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 March 26, 2022. **Textbook required and not included in the price of the course:** “Fitness Professional’s Handbook,” seventh edition with web resources (ISBN: 3:9781492523376), available for purchase online. An e-book is also available for purchase online, ISBN: 13:9781492535935. You can also order the book through W.I.T.S. by calling 1-888-330-9487. 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    | 65194 | JUN 7-JUL 7 | 5:00PM-9:00PM | TUE/THU | 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 hospitals and businesses.

## HELP DESK SUPPORT PROFESSIONAL (XDH)



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

|  |   |
|--|---|
| 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>. Students have the option of attending face to face, via video conference, or a combination of the two.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S)  | LOCATION  | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|---------|-----------|------------|-------|
| INF307 V    | 65171 | MAY 31-JUN 23 | 6:00PM-9:00PM | TUE/THU | FLEX 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. Students have the option of attending face to face, via video conference, or a combination of the two.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S)  | LOCATION  | INSTRUCTOR | FEE     |
|-------------|-------|--------------|---------------|---------|-----------|------------|---------|
| INF300 V    | 65173 | JUL 12-SEP 1 | 6:00PM-9:00PM | TUE/THU | FLEX LYNN | STAFF      | \$1,899 |

### Google IT Support Professional Certificate—Online Course

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

|                        |            |  |              |
|------------------------|------------|--|--------------|
| COURSE CODE: INF400 OL | CRN: 65644 | ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! | 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>.

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COURSE CODE: INF055 OL CRN: 65176

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$1,695

**CompTIA Security+ with Exam Voucher—Online Course**

Do your job responsibilities include securing network services, devices and traffic in your organization? If so, build on your knowledge and skills with CompTIA Security+ Certification to keep up with what today's job market demands. Learn security fundamentals, networks, and organizational security as you acquire the specific skills required to implement basic security services on any type of computer network. Course prepares you to take the CompTIA Security+ Certification Exam. The exam is intended for candidates who possess Network+ certification and two years of experience in IT administration with a security focus. Course includes textbooks and exam voucher. This course is self-paced and can start at any time. To register visit: <https://careertraining.ed2go.com/northshorecc/training-programs/security-plus-certification-with-exam>.

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COURSE CODE: INF057 OL CRN: 65177

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$1,695

**CompTIA Certification Training: A+, Security+, and Network+ with Exam Vouchers—Online Course**

Careers in Information Technology are steadily growing, and what better way to train for a new career than to prepare for three respected certifications in one convenient online program? Build 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>.

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COURSE CODE: INF058 OL CRN: 65179

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$3,995

**Video Game Design and Development—Online Course**

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

COURSE CODE: INF050 OL CRN: 65178

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$1,995

## BASIC COMPUTER APPLICATIONS

**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](http://www.ed2go.com/nscc/SearchResults.aspx?SearchTerms=keyboarding).



COURSE CODE: INF021 OL CRN: 65274

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$115

**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. To register: To register, please call 978-236-1200.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|--------|----------|------------|-------|
| INF101 F    | 65275 | MAY 31-JUN 21 | 9:00AM-12:00PM | TUES   | DANVERS  | STAFF      | \$209 |

### File Management Proficiency

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

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|----------|------------|-------|
| INF104 F    | 65237 | JUN 6-JUN 13 | 6:00PM-9:00PM | MON    | DANVERS  | STAFF      | \$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    | 65286 | AUG 2-AUG 9 | 6:00PM-9:00PM | TUE    | DANVERS  | PARTLAN    | \$149 |

### CyberSafe

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

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE  |
|-------------|-------|-------------|---------------|--------|----------|------------|------|
| INF106 F    | 65174 | JUN 27      | 5:30PM-9:30PM | MON    | DANVERS  | STAFF      | \$89 |

## MICROSOFT OFFICE

### 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    | 65284 | MAY 31-AUG 9 | 6:00PM-9:00PM | TUE    | DANVERS  | PARTLAN    | \$459 |

### 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    | 65281 | MAY 25-JUN 29 | 6:00PM-9:00PM  | WED    | DANVERS  | STAFF      | \$299 |
| INF120 F1   | 65280 | JUL 21-AUG 25 | 9:00AM-12:00PM | THU    | DANVERS  | STAFF      | \$299 |

### Excel for the Workplace: Advanced

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    | 65282 | JUL 20-AUG 24 | 6:00PM-9:00PM | WED    | DANVERS  | STAFF      | \$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    | 65276 | MAY 27-JUL 1 | 9:00AM-12:00PM | FRI    | DANVERS  | STAFF      | \$299 |

### Word for the Workplace: Advanced

Ready to move beyond the basics? Learn how to create, sort, and modify tables, format styles and bookmarks, work with section breaks, insert graphic objects, work with advanced headers and footers, navigate with hyperlinks, create templates, format columns, create footnotes and endnotes, insert a table of figures, and create charts and diagrams. **Prerequisite:** Completion of Word Level I or equivalent experience. **Flash drive required.** 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    | 65279 | JUL 22-AUG 26 | 9:00AM-12:00PM | FRI    | DANVERS  | STAFF      | \$299 |



## MICROSOFT OFFICE WORKSHOPS

**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    | 65232 | JUN 14-JUN 21 | 6:00PM-9:00PM | TUE    | DANVERS  | PARTLAN    | \$149 |

**Excel for the Workplace: Advanced Workshop**

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

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|--------|----------|------------|-------|
| INF124 F    | 65233 | AUG 12-AUG 19 | 9:00AM-12:00PM | FRI    | DANVERS  | PARTLAN    | \$149 |

**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    | 65230 | MAY 31-JUN 7 | 6:00PM-9:00PM | TUE    | 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    | 65236 | JUN 28-JUL 12 | 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    | 65363 | JUL 19-JUL 26 | 6:00PM-9:00PM | TUE    | DANVERS  | PARTLAN    | \$149 |

## BUSINESS ADMINISTRATION

## BOOKKEEPING &amp; ACCOUNTING CERTIFICATE (XBA)

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

Entry Level to Experienced Level Wages \$33,370–\$68,720

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

**Required Courses:**

- BAA140 Bookkeeping and Accounting: Part 1\*
- BAA141 Bookkeeping and Accounting: Part 2
- INF143 QuickBooks: Level 1
- INF144 QuickBooks: Level 2
- INF145 QuickBooks Payroll
- INF120 Excel for the Workplace: Level 1
- INF121 Excel for the Workplace: Advanced
- BAA150 Taxes for Bookkeepers and Tax Preparers: Introduction\*\*
- BAA142 How to Keep an Audit Trail
- INF104 File Management Proficiency
- INF106 CyberSafe
- BAA201 How to Manage Conflict in the Organization
- BAA202 Time Management: Take Control

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

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

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

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



— DATA FROM 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](http://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    | 65262 | MAY 25-JUN 29 | 9:00AM-12:00PM | WED    | DANVERS      | STAFF      | \$279 |
| BAA140 V1   | 65263 | JUL 26-AUG 30 | 6:00PM-9:00PM  | TUE    | REMOTE CLASS | STAFF      | \$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](http://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    | 65264 | JUL 13-AUG 17 | 9:00AM-12:00PM | WED    | DANVERS  | STAFF      | \$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](http://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. Software PC compatible.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|--------|--------------|------------|-------|
| BAA143 V    | 65266 | JUN 2-JUN 30  | 6:00PM-9:30PM  | THU    | REMOTE CLASS | NOONAN     | \$299 |
| BAA143 F    | 65265 | JUL 12-AUG 16 | 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](http://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. Software PC compatible.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|--------|--------------|------------|-------|
| BAA144 V    | 65753 | JUL 14-AUG 18 | 6:00PM-9:00PM  | THU    | REMOTE CLASS | NOONAN     | \$299 |
| BAA144 F1   | 65267 | AUG 23-SEP 27 | 9:00AM-12:00PM | TUE    | DANVERS      | STAFF      | \$299 |

**QuickBooks Level 1: Cloud Version**

An introduction to the online cloud-based 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](http://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.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|--------------|------------|-------|
| BAA157 V    | 65270 | MAY 25-JUN 29 | 6:00PM-9:00PM | WED    | REMOTE CLASS | NOONAN     | \$299 |

**QuickBooks: Tips and Tricks of Moving from Desktop to Cloud Version**

Designed for individuals who are currently using the desktop version of QuickBooks and are looking to move over to the cloud-based version. Learn what needs to be done and how to achieve it. Topics covered will be reasons to switch to QBOL from desktop versions, reasons NOT to switch, how to prepare existing QB desktop file for import into QBOL; what kinds of data can be imported and what kinds of data/reports will need to be recreated; along with basic interface and support tools. **Prerequisite:** Knowledge of QB desktop. Students must activate their My Northshore account prior to first class.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|--------------|------------|-------|
| BAA158 V    | 65271 | AUG 3-AUG 17 | 6:00PM-9:00PM | WED    | REMOTE CLASS | NOONAN     | \$149 |

**Audit Paper Trail**

What to do with all that paperwork? Bookkeeping and accounting transactions originate from a document source. What happens to all those documents when you are done with them? What happens when you need to produce these documents upon audit? How long do you need to save these documents? These are some of the questions surrounding all those papers you need to put somewhere! Learn how to set procedures creating a proper

audit trail. Covered topics include: accounts receivable, accounts payable, fixed assets, manual files, electronic files, scanning, shredding, sales tax returns, income tax returns, payroll and payroll tax returns and much more. Students must activate their My Northshore account prior to first class.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE  |
|-------------|-------|-------------|---------------|--------|----------|------------|------|
| BAA142 F    | 65272 | AUG 19      | 6:00PM-9:00PM | FRI    | DANVERS  | STAFF      | \$79 |

## PERSONAL 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    | 65289 | MAY 25-JUN 29 | 6:00PM-8:30PM | WED    | REMOTE CLASS | 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    | 65569 | JUL 20-AUG 24 | 6:00PM-8:30PM | WED    | REMOTE CLASS | ROBICHAUD  | \$299 |

## SHRM ESSENTIALS OF HUMAN RESOURCES MANAGEMENT (XSH)

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

**Entry Level to Experienced Level Wages** \$35,918–\$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    | 65293 | JUL 13-AUG 17 | 6:00PM-9:00PM | WED    | DANVERS  | STAFF      | \$530 |

### 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](http://www.dearborn.com/products/bookstore).

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S)  | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|---------|--------------|------------|-------|
| BAA160 V    | 65294 | MAY 31-JUL 21 | 6:00PM-9:00PM  | TUE/THU | REMOTE CLASS | HEIL       | \$399 |
| BAA160 F    | 65295 | JUL 25-AUG 24 | 9:00AM-12:00PM | MON/WED | DANVERS      | STAFF      | \$399 |

### 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 three years experience as a working interpreter in any setting. High school diploma or equivalent required and must be fluent in English and one other language. Screening required, call 978-236-1200 to request a screening appointment after registration.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S)  | LOCATION     | INSTRUCTOR | FEE     |
|-------------|-------|---------------|---------------|---------|--------------|------------|---------|
| BAA251 V    | 65673 | JUN 14-AUG 11 | 6:00PM-9:00PM | TUE/THU | REMOTE CLASS | STAFF      | \$1,079 |

# OCCUPATIONAL TRADES

## AUTO DAMAGE APPRAISAL (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. 2 year experience or formal education. |
| Certification Opportunities            | Licensing issued by the state of Massachusetts                            |

— DATA FROM BLS.GOV

### **Auto Damage Appraisal: 60-Hour Test Prep**

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 required manual.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S)  | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|---------|--------------|------------|-------|
| OTD150 V    | 65326 | JUN 7-AUG 18 | 6:00PM-9:00PM | TUE/THU | REMOTE CLASS | NAZZARO    | \$629 |

## DIGITAL MARKETING CERTIFICATE (XDM)

**QUICK FACTS:** Digital marketers/public relations help build a positive public image for organizations, and promote business.

|  |   |
|--|---|
| Entry Level to Experienced Level Wages | \$37,000–\$60,000   |
| Preparation                            | High school diploma or equivalent. Short-term training. Excellent communication and media skills. Computer proficiency. |

#### **Required Courses:\***

- INF238 Digital Marketing
- INF233 Website Design and Management with WordPress
- BAA228 Adobe Creative Cloud: Design Amazing Graphics
- INF053 HTML and CSS Series—Online
- INF054 Creating Mobile Apps with HTML—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**

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    | 65429 | JUL 19-AUG 23 | 6:00PM-9:00PM | TUE    | DANVERS  | 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    | 65310 | MAY 25-JUN 29 | 6:00PM-9:00PM | WED    | 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    | 65170 | AUG 4-AUG 25 | 6:00PM-9:00PM | THU    | 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 standard sites like the pros by learning the new standard for web developers—CSS3 and HTML5. Almost every web development tool, including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer, offers support for CSS3 and HTML5. These powerful languages make it easier for you to build and manage large websites, and allow more precise control over the appearance of every page you build. Course includes creating state-of-the-art websites using modern CSS3 and HTML5 techniques. Gain the foundation you'll need to master two critical and fast-growing new web languages. Begin your transition to CSS3 and HTML5 today! To register visit: [www.ed2go.com/nscc/online-courses/learn-html5](http://www.ed2go.com/nscc/online-courses/learn-html5).

|                        |            |  |            |
|------------------------|------------|--|------------|
| COURSE CODE: INF053 OL | CRN: 65166 | ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! | FEE: \$299 |
|------------------------|------------|--|------------|

### Creating Mobile Apps with HTML 5—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=creating%20mobile%20apps%20with%20html5&ac=True](http://www.ed2go.com/nscc/SearchResults.aspx?SearchTerms=creating%20mobile%20apps%20with%20html5&ac=True).

COURSE CODE: INF054 OL CRN: 65167

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$115

### GRAPHIC DESIGN CERTIFICATE (XGD)

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

Entry Level to Experienced Level Wages \$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.

Coming May 2022  
**New Graphic Design Workshops!**  
For scheduling check  
[www.northshore.coursestorm.com](http://www.northshore.coursestorm.com)

— DATA FROM BLS.GOV

### 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 F    | 65672 | JUN 7-JUN 21 | 6:00PM-9:00PM | TUE    | DANVERS  | STAFF      | \$149 |

### 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    | 65313 | MAY 31-JUL 12 | 6:00PM-8:00PM | TUE    | REMOTE CLASS | 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    | 65315 | JUL 19-AUG 23 | 6:00PM-8:00PM | TUE    | REMOTE CLASS | WEST       | \$189 |

#### Photographing the North Shore

The North Shore is a spectacular place to shoot photos especially in the Summer. 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    | 65318 | MAY 26-JUN 23 | 11:00AM-1:00PM | THU    | FIELD    | 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

### Recommended Supporting Courses:

- Sketchup
- Adobe Illustrator

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

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

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

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

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

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

— DATA FROM BLS.GOV

### Landscape Design Drawing: Session 2—Remote Learning Course

Build on the basic skills learned in Session 1. Advanced rendering techniques to present professional quality project drawings will be discussed and practiced in class. Weekly drawing assignments will be given in addition to weekly class work. Some basic drawing tools will be recommended.

**Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. **Prerequisite:** *Landscape Design Drawing: Level 1* or equivalent experience.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|--------------|------------|-------|
| AFS212 V    | 65570 | JUN 7-JUL 26 | 6:00PM-8:00PM | TUE    | REMOTE CLASS | DRYDEN     | \$259 |

### Landscape Design Drawing: Session 3—Remote Learning Course

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](http://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    | 65656 | AUG 9-SEP 27 | 6:00PM-8:00PM | TUE    | REMOTE CLASS | DRYDEN     | \$259 |

### Materials and Methods of Landscape Construction—Remote Learning Course

Introduction to construction details, materials, and methods for the landscape. Wood arbors, decks, fences and gates, stone walls, site furniture, patio and walkway paving and other subjects such as soils, grading and earthwork will be discussed. Hands-on drawing exercises will be given. Drawing experience helpful. Homework exercises required.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|-------------|---------------|--------|--------------|------------|-------|
| AFS203 V    | 65657 | AUG 4-SEP 8 | 6:00PM-8:00PM | THU    | REMOTE CLASS | DRYDEN     | \$259 |

### The Business of Landscaping—Remote Learning Course

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

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION     | INSTRUCTOR | FEE   |
|-------------|-------|--------------|---------------|--------|--------------|------------|-------|
| AFS219 V    | 65658 | JUN 2-JUL 14 | 6:00PM-8:00PM | THU    | REMOTE CLASS | DRYDEN     | \$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 and Garden Maintenance—Summer

Gain hands-on experience at Long Hill, an outstanding country estate with historic gardens in Beverly owned by The Trustees of Reservations. Participate in summer landscaping and garden maintenance supervised by the Long Hill staff horticulturists. Learn about planting, weed identification/removal, garden rejuvenation, summer pruning (including hedges), mulching, propagation and cuttings, stone laying, landscape equipment, design of summer containers, and more. Informational handouts provided.

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME       | DAY(S)  | LOCATION        | INSTRUCTOR | FEE   |
|-------------|-------|--------------|----------------|---------|-----------------|------------|-------|
| AFS201 F    | 65302 | JUN 7-AUG 18 | 9:00AM-12:00PM | TUE/THU | FIELD PLACEMENT | BOUCHARD   | \$259 |

### GARDENING WORKSHOP

#### Gardening in Containers

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

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE  |
|-------------|-------|-------------|---------------|--------|----------|------------|------|
| AFS222 F    | 65421 | JUN 1       | 6:30PM-8:30PM | WED    | DANVERS  | FLANAGAN   | \$39 |

### FLORAL DESIGN CERTIFICATE (XFL)

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

Entry Level to Experienced Level Wages \$29,120–\$52,570

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

#### Required Courses:

- AFS230 Floral Design I
- 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:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order book, “Flower Arranging Complete Guide,” by Blacklock, ISBN: 9780955239175. Cost of class includes a \$90 perishable fee.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME       | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|----------------|--------|----------|------------|-------|
| AFS230 F    | 65162 | JUN 15-JUL 27 | 9:30AM-12:00PM | WED    | DANVERS  | ALEXANDRA  | \$309 |

#### Floral Design II: Let Your Creativity Blossom

Keep your creativity flowing! Create more challenging arrangements using tropical flowers, exotics, lilies, Dutch flowers, and several species of roses. Use an unusual and diverse variety of greenery and interesting containers to complement each arrangement. Discuss cut flower identification and preservation. Fresh cut flowers and floral supplies are provided in class. Please bring scissors, knife, ribbon cutters and wire cutters to class.

**Textbook required** (same as *Floral Design I*): Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order book, “Flower Arranging Complete Guide,” by Blacklock, ISBN: 9780955239175. **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    | 65163 | AUG 3-SEP 7 | 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 florist 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*): Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order book, “Flower Arranging Complete Guide,” by Blacklock, ISBN: 9780955239175. **Prerequisites:** *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    | 65164 | JUN 16-JUL 28 | 9:30AM-12:00PM | THU    | DANVERS  | ALEXANDRA  | \$339 |

## FLORAL WORKSHOPS

### Spring Breeze

Bring the delicate floral elements of spring to your design skills and experience. This workshop will be designing with a broad palette of color. Flower identification, care and handling are covered in this class as well as design styles. Please bring scissors, knife, ribbon cutters and wire cutters to class. Course fee includes a \$25 perishable fee.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE  |
|-------------|-------|-------------|---------------|--------|----------|------------|------|
| AFS260 F    | 65756 | JUN 1       | 1:00PM-3:30PM | WED    | DANVERS  | ALEXANDRA  | \$70 |

### Summer Splash

Summer brings us rich brilliant colors. Expand your design skills as you work with an exciting variety of flowers and colors. Care and handling are covered as well as design styles. Please bring scissors, knife, ribbon cutters and wire cutters to class. Course fee includes a \$25 perishable fee.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME       | DAY(S) | LOCATION | INSTRUCTOR | FEE  |
|-------------|-------|-------------|----------------|--------|----------|------------|------|
| AFS265 F    | 65697 | JUN 23      | 9:30AM-12:30PM | THU    | DANVERS  | ALEXANDRA  | \$70 |

### European Hand Tied Bouquets

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

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE  |
|-------------|-------|-------------|---------------|--------|----------|------------|------|
| AFS239 F    | 65698 | JUL 21      | 1:00PM-3:30PM | THU    | DANVERS  | ALEXANDRA  | \$70 |

### Farm to Table

The farm-to-table movement reflects the growing desire to supports locally sourced products. You will create designs using fresh flowers from New England Farms. Flower care and handling, as well as floral choices are covered. Please bring scissors, knife, ribbon cutters and wire cutters to class. Course fee includes a \$25 perishable fee.

| COURSE CODE | CRN   | STARTS-ENDS | MTG TIME        | DAY(S) | LOCATION | INSTRUCTOR | FEE  |
|-------------|-------|-------------|-----------------|--------|----------|------------|------|
| AFS245 F    | 65420 | AUG 17      | 10:00AM-12:30PM | WED    | DANVERS  | ALEXANDRA  | \$70 |

## LANGUAGE & COMMUNICATION

### WRITING & LITERATURE

#### 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    | 65319 | MAY 26-JUN 30 | 10:00AM-12:00PM | THU    | DANVERS  | GANGI      | \$159 |

#### 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. Support will be provided by the instructor and fellow students.

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|----------|------------|-------|
| LAC140 F    | 65755 | JUL 12-AUG 30 | 6:30PM-8:30PM | TUE    | DANVERS  | GANGI      | \$199 |

### FOREIGN LANGUAGE

#### Italian 1

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

| COURSE CODE | CRN   | STARTS-ENDS   | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR | FEE   |
|-------------|-------|---------------|---------------|--------|----------|------------|-------|
| LAC120 V    | 65322 | JUL 26-SEP 13 | 6:30PM-8:30PM | TUE    | DANVERS  | BOWERS     | \$239 |

#### Spanish 1

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

| COURSE CODE | CRN   | STARTS-ENDS  | MTG TIME      | DAY(S) | LOCATION | INSTRUCTOR     | FEE   |
|-------------|-------|--------------|---------------|--------|----------|----------------|-------|
| LAC122 F    | 65323 | JUN 1-JUL 27 | 6:30PM-8:30PM | WED    | DANVERS  | BUELLO-PUENTES | \$239 |



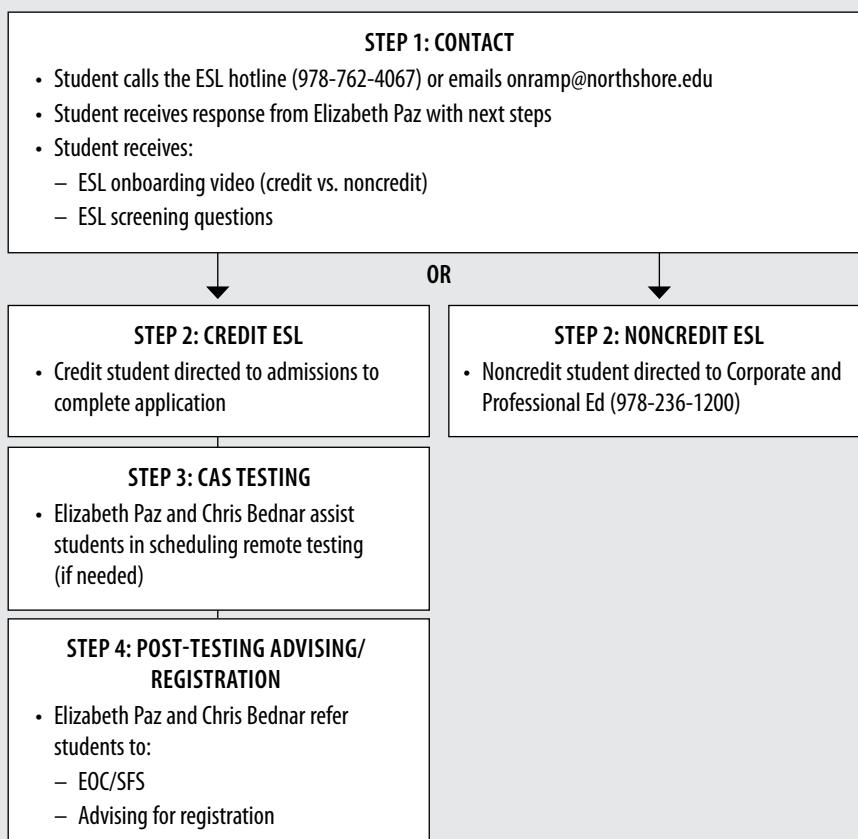
## ENGLISH AS A SECOND LANGUAGE

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 chart below. 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](mailto:onramp@northshore.edu).**



### 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](http://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    | 65208 | MAY 23-JUL 13 | 6:00PM-9:00PM | MON/WED | LYNN     | STAFF      | \$239 |
| LAC100 F1   | 65209 | JUL 19-AUG 25 | 6:00PM-9:00PM | TUE/THU | LYNN     | STAFF      | \$239 |

### Basic English as a Second Language II

Vocabulary development is taught, integrated with grammar topics such as plural formation, question words, and basic parts of speech. Write short paragraphs, develop basic strategies for listening comprehension, and improve oral skills. **Textbook required:** Please visit [www.SHOPNSCC.com](http://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 F    | 65211 | MAY 24-JUN 30 | 6:00PM-9:00PM | TUE/THU | LYNN     | STAFF      | \$239 |
| LAC101 F1   | 65212 | JUL 18-AUG 24 | 6:00PM-9:00PM | MON/WED | LYNN     | STAFF      | \$239 |

### Basic English as a Second Language III

Learn more complex grammar structures. Practice writing short paragraphs and increase your vocabulary by reading a variety of texts. Speaking skills will be emphasized throughout the course. **Textbook required:** Please visit [www.SHOPNSCC.com](http://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    | 65215 | MAY 23-JUL 13 | 6:00PM-9:00PM | MON/WED | LYNN     | STAFF      | \$239 |
| LAC102 F1   | 65213 | JUL 19-AUG 25 | 6:00PM-9:00PM | TUE/THU | LYNN     | STAFF      | \$239 |

### Basic English as a Second Language IV

A high-beginning course that focuses on improving reading skills and building vocabulary. Students plan and write short paragraphs and continue to work on speaking and listening skills. **Textbook required:** Please visit [www.SHOPNSCC.com](http://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 F    | 65217 | MAY 24-JUN 30 | 6:00PM-9:00PM | TUE/THU | LYNN     | STAFF      | \$239 |
| LAC103 F1   | 65216 | JUL 18-AUG 24 | 6:00PM-9:00PM | MON/WED | LYNN     | 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](http://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    | 65227 | MAY 24-JUN 30 | 6:00PM-9:00PM | TUE/THU | 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](http://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 F    | 65228 | JUL 18-AUG 24 | 6:00PM-9:00PM | MON/WED | 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](http://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 F    | 65221 | MAY 23-JUL 13 | 6:00PM-9:00PM | MON/WED | LYNN     | STAFF      | \$239 |
| LAC105 F1   | 65219 | JUL 19-AUG 25 | 6:00PM-9:00PM | TUE/THU | 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](http://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 F    | 65224 | MAY 24-JUN 30 | 6:00PM-9:00PM | TUE/THU | LYNN     | STAFF      | \$239 |
| LAC106 F1   | 65225 | JUL 18-AUG 24 | 6:00PM-9:00PM | MON/WED | LYNN     | 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](http://www.SHOPNSCC.com) to order books. **Prerequisite:** Must have completed *Integrated Skills for High/Intermediate ESL* 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 F    | 65222 | MAY 23-JUL 13  | 6:00PM-9:00PM | MON/WED | LYNN     | STAFF      | \$239 |
| LAC107 F1   | 65223 | JULY 18-AUG 24 | 6:00PM-9:00PM | MON/WED | LYNN     | 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](http://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    | 65226 | MAY 24-JUN 30 | 6:00PM-9:00PM | TUE/THU | LYNN     | STAFF      | \$239 |

## Próximamente: Nuevo "Online Learning Career Support" para Estudiantes de Inglés Como Segundo Idioma

Nosotros estamos complacidos de ofrecer nuevas clases en línea para ayudarse aprender inglés desde su casa y avanzar su carrera al mismo tiempo. Estas clases tienen un número limitado de asientos para estudiantes de NSCC que están registrados en nuestros programas sin crédito (médico, TI, manufactura y más). Los asientos son limitados por este programa.

**Póngase en contacto con nosotros para aprender cómo inscribirse y  
cómo entrar la lista de espera: [sryan@northshore.edu](mailto:sryan@northshore.edu).**

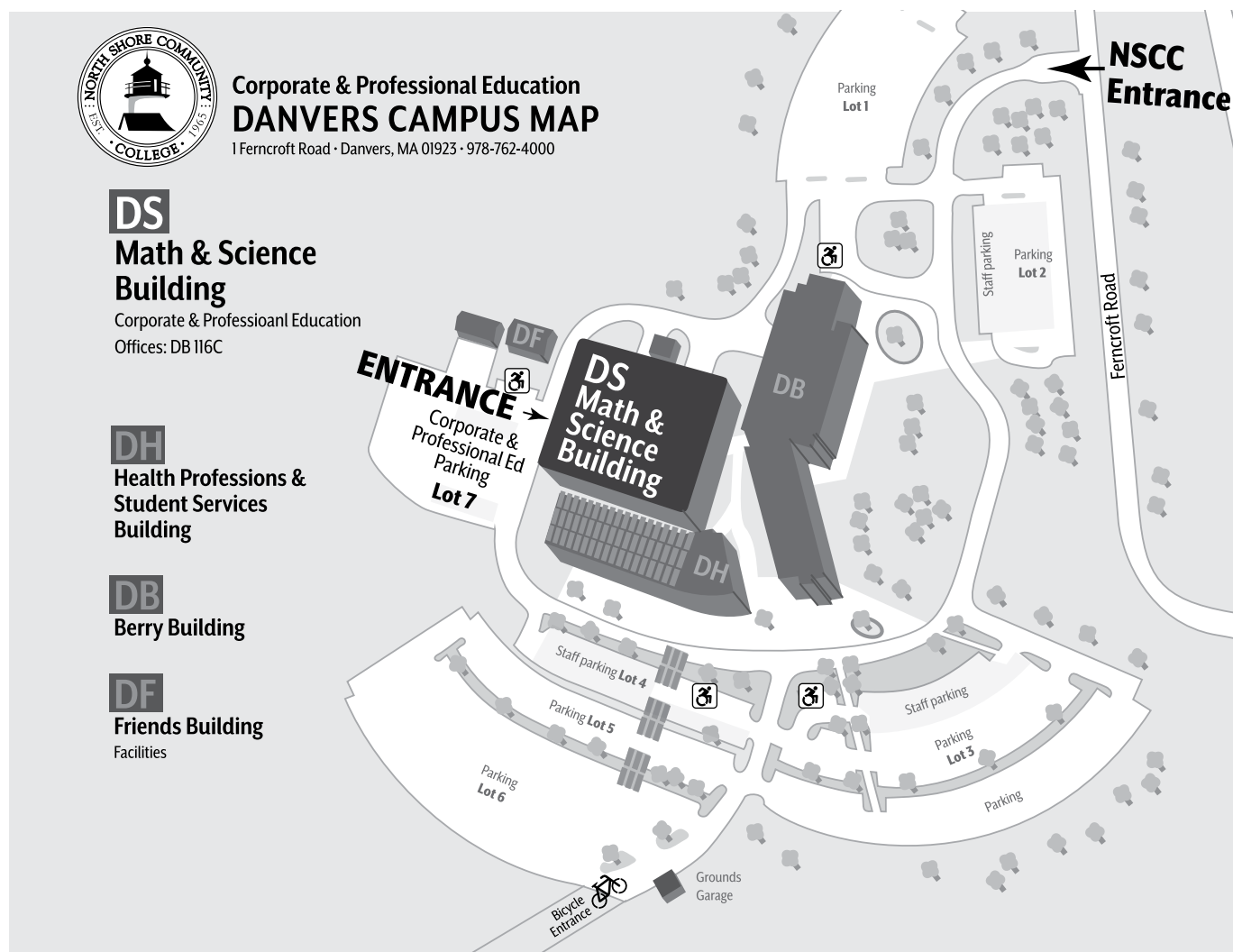


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## GENERAL INFORMATION

### 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](http://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](http://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](http://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](http://www.northshore.edu/legal/computer_use.html).

## INFORMATION DIRECTORY

|   |                              |                         |
|---|------------------------------|-------------------------|
| <b>Connecting All Departments</b>                                       | 978-762-4000                 | 781-593-6722            |
| Adverse Weather Hotline   | 978-762-4200<br>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  | Danvers 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](http://www.SHOPNSCC.com) to order books.

If you have direct questions please email Shawn at [scronin@northshore.edu](mailto:scronin@northshore.edu).

### Summer 2022 Store Hours, Danvers and Lynn

The bookstore will be open Monday through Friday 9:00AM – 4:00PM and will be closed July 4.

### 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.

## SUMMER 2022 HOLIDAY SCHEDULE

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

May 30: Memorial Day ■ June 20: Juneteenth ■ July 4–July 8: Summer break ■ September 5: Labor Day

For additional academic calendar information, please go to [www.northshore.edu/calendar](http://www.northshore.edu/calendar)

# Registration Information

## Online Registration Now Available!

Register with ease at [northshore.coursestorm.com](https://northshore.coursestorm.com)

### Policies

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**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](mailto: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 Summer 2022 and for anyone coming to campus for in-person services. Call 978-236-1200 or email [professional@northshore.edu](mailto: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 Summer 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 Summer 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 Summer 2022 semester in online and video-conference formats. Students can register for these courses without proof of their COVID-19 vaccination status.

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

# Suggestions To Be Successful

## We will continue to offer the following style classes:

**Face to Face:** We're back on campus!

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

**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.

**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.*

**Review the schedule carefully to see how your class is being offered. If you need support visit: [northshore.edu/help](http://northshore.edu/help).**

## Tips for taking an online course:



Schedule times several days a week to work on the course. Treat your school work like it's your job.



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.



Ask questions always. Communicate with your teacher via email, text, or phone.



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



Use a calendar to schedule reminders for assignment due dates.



Try and find a quiet space without distractions. Complete your assignment on time, doing your best work. Let your instructor know if you are not able to meet the deadline.



Check your email every day.



Make a copy of your answers for EVERYTHING you turn in including your answers and questions for your online tests and quizzes.



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

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# Corporate Training SOLUTIONS

*Train your people. Transform your company.*

## **ATTENTION EMPLOYERS: THIS TRAINING IS ELIGIBLE FOR REIMBURSEMENT**

# Essential Skills for Supervisors Training

This highly interactive “live online” training program—**starting in September 2022**—consists of ten three-hour modules delivered over ten consecutive weeks on Wednesdays from 8:30AM to 11:30AM.

**Who should attend:** New supervisors and supervisors in their first year, entrepreneurs, and professionals looking to further develop and hone their supervisory and leadership skills.

### **Topics include:**

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



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.

**Questions? Contact Lorin Buksa at  
978-236-1206 or at [lbuksa@northshore.edu](mailto:lbuksa@northshore.edu).**





NORTH SHORE COMMUNITY COLLEGE  
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**EDUCATION**

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## FREE Machinist Training Preparation



### FREE

#### Machinist Training Preparation at North Shore Community College Spring and Summer 2022

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

**Free classes begin in May and August.**

Now is the time to start a rewarding career in advanced manufacturing. Through a partnership between the GE Foundation, North Shore Community College, Gloucester High School, 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 as a career changer or advancement in your current work. Interested? Email Susan Ryan at [sryan@northshore.edu](mailto:sryan@northshore.edu)