

FALL 2019
noncredit
courses

DANVERS • LYNN • MIDDLETON



Get into **HEALTHCARE**

Earning industry certification can give you the edge up needed to advance in your career.



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Professional
EDUCATION

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DEAN'S MESSAGE



Fall will be fast approaching when you receive this catalog in your mail. You have been thinking of learning something new so that you can begin a new career or add to your existing skills! Don't wait another day! Open up these pages and look at all the ways to stimulate your learning. Want to become certified to fly that DRONE of yours? Think of all you can do once you pass the commercial drone pilot test and get licensed. You can combine your photography skills with flying your DRONE. You can add to your real estate appraisal or insurance adjustment opportunities. Be a free-lancer or work for a company that employs DRONE pilots. Look for the course description in our catalog and register today because space is very limited.

Our Community Health Worker (CHW) 80-hour course will prepare you for positions in the field. NSCC's noncredit course aligns with the ten core competencies developed by the Department of Public Health. If you are already working in an organization that provides health care or other community-based activities, this could be the perfect training to enhance your career.

To register for courses in this catalog or on our website (www.northshore.edu) or to find out about some of our FREE training program, such as our renowned machinist training, call us at 978-236-1200. Also, call 978-236-1226 to inquire about our FREE programs run at our Adult Learning Center that prepare you for the High School Equivalency Test (HiSET). In addition, we offer IET programs (Integrated Education and Training) that prepare you for your HiSET while simultaneously preparing you for a career.

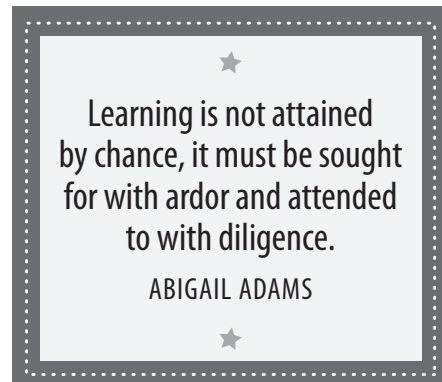
If you own a business, work in Human Resources, or work in a company that needs training, look into Corporate Training Solutions (CTS) at NSCC. We serve North Shore businesses with training tailored to each business' specific goals — and we deliver it at your company, on your schedule and customized to fit the business' needs. Help your company maximize its training investment with customized training delivered by industry experts that will produce results. Call 978-236-1206 or 978-236-1207 to find out more.

Dianne Palter Gill

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

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

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LinkedIn

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

Who is MassHire and Why Should I Care?



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?

MassHire-North Shore Career Centers are located in Salem, Lynn (on campus at North Shore Community College, Suite LE-102), and Gloucester. These locations are designed 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, the skills needed in these industries, and where to find the training to get the jobs.

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

No. The career centers are open 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?

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, meet eligibility criteria under the National Dislocated Worker Grant (NDWG) as a former employee of Garelick Farms, the Workforce Investment Opportunity Act (WIOA), and the Federal/State Financial Aid (Pell Grants, Scholarships and Stafford Loans).

How can I gain a competitive advantage in marketing my skills to employers?

The MassHire-North Shore Career Center and North Shore Community College work together to assist job seekers and students earn an industry-recognized National Career Readiness Certificate (NCRC) to certify that they possess the essential skills needed for workplace success.

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

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

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

Credit for Prior and Experiential Learning

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

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

Online Courses and Career Training Programs



MindEdge Online courses are designed to help you improve your professional knowledge and skills to take the next steps in your career.

Topics include:

- Agile
- Finance
- Project Management
- Nonprofit Management
- Six Sigma and Lean
- Operations Management

For a complete listing of courses and to register go to community.northshore.edu/online/mindedge.html

ProTrain Online

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

You +
Online Training
= Success!

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

The Adult Learning Center

Creating Opportunities for Education and Career Exploration

Do you need your high school diploma? Are you at least 16 years old?

The new High School Equivalency Test (HiSET) preparation classes incorporate college, technology, and career readiness into the classroom, along with advising to assist with next steps after graduation. **All classes held on the Danvers campus.** You must be able to commit to three morning classes a week. Students must have:

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

Schedule an appointment for an assessment to begin the process.

Contact Erin O'Brien at 978-236-1226 or visit www.northshore.edu/adult_learning/ to learn more.

Cannot attend classes in person?

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

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

To find out more, email Distance Learning Coach Zoe Fogarty at zfogarty01@northshore.edu.

Get into the TECH INDUSTRY!

This is for students with or without a high school diploma.

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

Fall class begins September 17!

Interested? Contact Stacy at srandell@northshore.edu.

HEALTH CAREERS



Are you inspired by helping people? Are science classes your favorite?

Consider a career in allied health: train to provide direct care and treatment for patients to improve their health, or train to sterilize and prepare surgical instruments and medical equipment, or if you are bilingual, train to become a Medical Interpreter. These programs and others offered at NSCC could be your first step in your career in healthcare.

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

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.

Median Level Wages	\$31,020
Preparation	High school diploma or equivalent recommended. Be at least 16 years old, complete formal training program, and pass the state licensing exam.
10 Year Projected Growth	Massachusetts: 10.0% ■ Metro North: 11.7% ■ North Shore: 11.0%

– Data from Massachusetts Career Information Systems

Nurse Assistant training prepares you for an entry-level career in healthcare. Training includes preparation for the State Board exam to become certified, along with certifications in Home Health Aide, CPR, and CMS Hand in Hand Dementia Training. Fulfill your classroom hours on campus and your clinical experience in a local nursing facility with Registered Nurse Instructors. The skills taught in our state-licensed certificate program include vital signs, moving and turning patients, personal care basics, bed-making, bed, bath and feeding, record keeping and responding to emergencies. Open to students 16 years of age and older. Students must take and pass the State Board examination to become a Certified Nurse Assistant in the state of Massachusetts. The cost of the state exam is not included in the cost of tuition. **Textbook required:** Available at the Danvers or Lynn Bookstore. Read the first four chapters in the textbook prior to the first class. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building 106C to complete (at least two weeks before class starts. (3) Proof of immunizations and a negative TB test is required.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA100 ALH	98565	SEP 17-JAN 9	5:30PM-9:30PM	TUE/THU	LYNN	SAYLER	\$1,279
HEA100 BDH	98564	SEP 23-DEC 9	9:00AM-1:00PM	MON/WED/FRI	DANVERS	DONAHUE	\$1,279
HEA100 BLH	98566	OCT 8-JAN 7	9:00AM-2:00PM	TUE/THU	LYNN	STAFF	\$1,279
HEA100 CDH	98567	OCT 28-DEC 10	5:00PM-10:00PM	MON-THU	DANVERS	STAFF	\$1,279

Caring for People with Alzheimer's and Dementia

Learn strategies and methods to best care for and positively enhance the quality of life for those who have Alzheimer's Disease or other dementias. Learn valuable ways to promote independence by focusing on their remaining strengths while providing activities that give them purpose and enjoyment. Acquire communication strategies that will help eliminate distressing behavior or other problems. Helpful for those working in the healthcare field as well as those caring for family members.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA111 BDH	98569	OCT 29-NOV 7	6:00PM-8:00PM	TUE/THU	DANVERS	MURRAY	\$159

COMMUNITY HEALTH WORKER

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

Median Level Wages	\$41,700
Preparation	High school diploma or equivalent required. Complete formal training.
10 Year Projected Growth	Massachusetts: 10.4% ■ Metro North: 12.3% ■ North Shore: 15.4%

– Data from Massachusetts Career Information Systems

“Program was great, very informative. Instructor was amazing and passionate about CHW work.”

— STUDENT K.R. REGARDING COMMUNITY HEALTH WORKER

New! Community Health Worker

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA120 ALH	99199	SEP 17-NOV 21	5:30PM-9:30PM	TUE/THU	DANVER	STAFF	\$1,299

CENTRAL STERILE PROCESSING (XSP)

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

Median Level Wages	\$42,890
Preparation	High school diploma or equivalent required. Complete moderate on-the-job-training. Certification will increase wage.
10 Year Projected Growth	Massachusetts: 8.2% ■ Boston: 10.6%

– Data from Massachusetts Career Information Systems

Learn to clean and sterilize surgical instruments and medical equipment. Set up and deliver them to surgical areas, hospital rooms, clinics and even patient's homes. Assemble, adjust and check non-sterile equipment, and sterile supplies needed for surgery or other medical procedures. Learn about microbes and germs and how they cause infections, as well as managing inventory, ordering supplies, inspecting, maintaining, delivering and retrieving equipment and instruments for surgery, emergency room and other patient care units. After completing this program, test for the certifying exam given at a local Prometric Testing Center to obtain provisional certification from the International Association of Healthcare Central Service Material Management Association (IAHCSSM). The cost of this exam is not included in cost of this program. Once employed, you must accumulate 400 hours of work experience within 6 months to become fully certified. Program includes classroom, lab, and experience in a sterile processing department during the required clinical portion of the program. Clinical experience may be on any day/time of the week, based on clinical site schedules. Job requires ability to lift at least 50 pounds. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building 106C to complete (at least two weeks before class starts. (3) Proof of immunizations and a negative TB test is required and given to the instructor at the first class. **Textbook required:** For textbook information please call 978-236-1200.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA104 ADH	98675	SEP 12-DEC 12	6:00PM-9:30PM	MON/THU	DANVER	DECOSTA	\$1,795

PHLEBOTOMIST (XPH)

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

Median Level Wages	\$38,750
Preparation	High school diploma or equivalent recommended for training, required for certification. Complete formal training program.
10 Year Projected Growth	Massachusetts: 16.1% ■ Metro North: 14.4%

– Data from Massachusetts Career Information Systems

Learn to collect blood specimens from clients for the purpose of laboratory analysis, and learn all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Includes CPR and optional clinical rotation as part of the program. At program conclusion, you are eligible to sit for the National Health Career Association's (NHA) Certified Phlebotomy Technician (CPT) exam. This exam is not included in the cost of the program. Cost includes required textbook. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building Room 106C to complete. (3) Proof of immunizations and a negative TB test is required. (4) Drug Screening.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA103 BLH	98571	OCT 15-JAN 21	8:30AM-12:30PM	TUE/THU	LYNN	STAFF	\$1,899

EKG TECHNICIAN (XET)

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

Median Level Wages	\$55,270
Preparation	High school diploma or equivalent required. Complete formal training program.
10 Year Projected Growth	Massachusetts: 8.5% ■ Boston: 11.1%

– Data from Massachusetts Career Information System

Prepare to take the ASPT, Electrocardiograph (EKG) Technician Exam. Learn anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics and legal aspects of patient contact, electrocardiography and stress testing. Practice with EKG equipment and perform hands-on

labs including the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices. **Prerequisites:** It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. Cost includes required textbook. Exam not included in the cost of the program.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA102 ALH	98572	SEP 24-NOV 19	9:00AM-12:00PM	TUE/THU	LYNN	STAFF	\$999

Phlebotomy and EKG Career Path

This combined Phlebotomy and EKG Technician program provides the necessary clinical skills required to function as a vital member of a health care services team. Become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Additionally, you will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the Holter monitor, the normal anatomy of the chest wall for proper lead placement, echocardiography, 12-lead placement and other clinical practices. Includes CPR and optional Phlebotomy clinical rotation as part of the program. At program conclusion, you are eligible to sit for the National Health Career Association's (NHA) Certified Phlebotomy Technician (CPT) exam and ASPT, Electrocardiograph (EKG) Technician Exam and other National Certification Exams. These exams are not included in the cost of the program. Cost includes required textbook. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building Room 106C to complete at least two weeks before class starts. (3) Proof of immunizations and a negative TB test is required. (4) Drug Screening.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA115 ADH	98574	SEP 17-DEC 17	5:30PM-9:30PM	TUE/THU	DANVERS	STAFF	\$2,499

DENTAL ASSISTANT (XDA)

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

Median Level Wages	\$44,540
Preparation	High school diploma or equivalent. Complete formal training program.
10 Year Projected Growth	Massachusetts: 6.1% ■ Metro North: 10.4% ■ North Shore: 6.5%

– Data from Massachusetts Career Information Systems

Entry-level positions in dental assisting is one of the fastest growing health care fields. Learn all areas of pre-clinical dental assisting including the professional skills required to function as an assistant in a dental practice. Administrative aspects include: the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, policies and guidelines. Clinical topics include: introduction to oral anatomy, dental operator, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, sterilization, and other areas. Also included is CPR and an optional clinical rotation. Designed to prepare students to sit for the DANB National Entry Level Dental Assistant Exam (NELDA). NELDA includes Radiology Health and Safety Exam (RHS), Infection Control Exam (ICE), and Anatomy, Morphology, and Physiology Exam (AMP). The state of Massachusetts requires that any dental office employee who will be performing radiological procedures (X-Rays) must take and pass the DANB RHS exam. Cost of the exams are not included in the cost of this program. The DANB exam is administered at PearsonVue Testing Centers. Cost includes required textbook. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building 106C to complete (at least two weeks before class starts.) (3) Proof of immunizations and a negative TB test is required.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA106 ALH	98561	SEP 23-DEC 11	6:00PM-9:30PM	MON/WED	LYNN	CARRASQUILLO	\$1,699
HEA106 BDH	98562	OCT 8-DEC 12	8:00AM-12:00PM	TUE/THU	DANVERS	AGERSEA	\$1,699

PHARMACY TECHNICIAN (XPT)

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

Median Level Wages	\$33,020
Preparation	High school diploma or equivalent required. Complete formal training.
10 Year Projected Growth	Massachusetts: 8.8% ■ Metro North: 8.6% ■ North Shore: 9.7%

– Data from Massachusetts Career Information Systems

Prepare to work as a Pharmacy Technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions, and defining drugs by generic and brand names. Through classroom lecture and hands-on labs, you will review dosage calculations, drug classifications, the top 200 drugs, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. Includes optional clinical externship through a local pharmacy. To be eligible for the optional clinical externship, you must successfully complete the 50 hour program, submit to a thorough background check (CORI), drug screening and meet other requirements. Note: The Pharmacy Technician Certification Board (PTCB), Certified Pharmacy Technician Exam (CPhT) is optional and not included in the cost of the program. For additional information on the PTCB exam, visit their website at www.ptcb.org or call 800-363-8012. Cost includes required textbook. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam at the Center for Alternative Studies and Testing prior to registration, for advising purposes. (2) A CORI check is required, come to the Danvers Campus, Math & Science Building 106C to complete (at least two weeks before class starts. (3) Proof of immunizations and a negative TB test is required. (4) Drug screening.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA108 BDH	98563	OCT 3-DEC 9	6:00PM-9:00PM	MON/THU	DANVERS	STAFF	\$1,299

MEDICAL INTERPRETING (XMC)

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

Median Level Wages	\$38,920 – \$60,150
Preparation	High school diploma or equivalent recommended. Complete formal training.
10 Year Projected Growth	Massachusetts: 13.3% ■ Metro North: 22.7%

– Data from Massachusetts Career Information Systems

If you are bilingual, have good speaking and listening skills, and enjoy working with people, you may have a future as a medical interpreter. Medical interpreters are in great demand nationwide, including Massachusetts where interpreters are legally required to be in acute care hospitals and behavioral health facilities. The Department of Labor Statistics reports employment of interpreters and translators is expected to grow 42 percent from 2010 to 2020, much faster than the average for all occupations. Course provides a working knowledge of the various aspects of medical interpreting such as the standards of practice, ethics, HIPAA regulations, cultural competency, and medical vocabulary development. You will have the opportunity to perform role-plays via Skype with individual language coach/facilitators. Receive three role-play sessions as part of the course and you can opt to continue working with the language coach upon completion of the course. Tuition includes Skype role-play sessions. **Prerequisite:** Must be fluent in English and a second language. Screening required, call 978-236-1200 to request a screening appointment after registration. **Textbook required:** Available at Amazon.com. What You Need To Know To Become a Medical Interpreter. ISBN: 9780578411910.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA110 BLH	98577	OCT 7-DEC 16	6:30PM-9:30PM	MON/WED	LYNN	STAFF	\$1,199

ONLINE HEALTH CAREER COURSES

CBCS Certified Medical Administrative Assistant with Medical Billing and Coding: Online

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

COURSE CODE: HEA001	COURSES BEGIN EVERY MONTH	COST OF COURSE: \$2,795
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DIALYSIS (XDT)

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

Median Level Wages	\$39,649
Preparation	High school diploma or equivalent required. Complete formal training program.
10 Year Projected Growth	Massachusetts: 10.0% ■ Metro North: 11.7%

– Data from Massachusetts Career Information Systems

Dialysis Technician: Online

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

COURSE CODE: HEA107	COURSES BEGIN EVERY MONTH	COST OF COURSE: \$1,299
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RECOVERY COACH TRAINING

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

Median Level Wages	\$42,310
Preparation	High school diploma or equivalent recommended. Complete formal training.
10 Year Projected Growth	Massachusetts: 17.6% ■ Metro North: 19.4% ■ North Shore: 15.3%

– Data from Massachusetts Career Information Systems

Recovery Coach Training: Part I

The gold standard for Recovery Coach Training fulfills 30 of the 60 educational hours required to become a Massachusetts Certified Addiction Recovery Coach. Recovery Coaches play a vital role in the community; they serve as guides and mentors to individuals with drug and alcohol problems, and empower people on their personal journey by providing many options and 'paths' to recovery. Training participants will receive tools and resources designed to help people heal from the devastating effects of addiction, whether they are just entering recovery or looking to deepen and sustain their recovery. For individuals considering a career as a recovery coach or peer mentor, or individuals who simply want to learn more effective methods for supporting people through their recovery process. Taught by Michelle Simons who brings a professional and life experience to her work with individuals, families and organizations. Cost of class includes \$50 materials fee and Recovery Coach manual. Please bring your lunch each day.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA300 ALH	98970	SEP 27-OCT 18	9:00AM-5:30PM	FRI	LYNN	SIMONS	\$499

Recovery Coach Training: Part II

Recovery Coach Academy fulfills 30 of the 60 educational hours required to become a Massachusetts Certified Addiction Recovery Coach. Designed to provide those seeking to work as Recovery Coaches with a thorough overview of addiction science, the various substances of misuse and their effects, and how addiction impacts mental health, physical health, and overall wellness. Stages of change related to recovery are examined, along with Motivational

Interviewing, an evidence-based intervention used to promote recovery goal attainment. The course utilizes case studies and experiential exercises that will strengthen the students' cultural awareness and responsiveness to differences. A great deal of time is spent examining the accepted ethical standards for coaches-how best to navigate boundaries and 'stay in the lane' of a Recovery Coach. There are no prerequisites for attending this class; all are welcome. Training participants will receive knowledge and resources designed to help people heal from addiction, whether they are just entering recovery or looking to deepen and sustain their recovery. Course materials are included in the cost of the class. Please bring your lunch each day.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA301 BLH	98971	NOV 18-NOV 21	9:00AM-5:30PM	MON-THU	LYNN	SIMONS	\$499

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA302 BLH	98972	NOV 18-NOV 19	9:00AM-5:30PM	MON/TUE	LYNN	SIMONS	\$279

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA303 BLH	98973	NOV 20-NOV 21	9:00AM-5:30PM	WED/THU	LYNN	SIMONS	\$279

HOLISTIC HEALTH

New! Reiki Master Certification

Become certified as a Reiki Master under the direction of Reiki Master Peter Van Twuyver. Certification includes the Reiki Usui/Holy Fire III: Level One, Level Two, and Level Three/Four. Please see course descriptions and schedule below. Note that students must wait six months after completion of Reiki Usui/Holy Fire III: Level Two before they can take of Reiki Usui/Holy Fire III: Level Three and Four. Courses are scheduled to meet this requirement. Course includes a \$75 material fee. Course dates: 10/5, 10/26, 4/30, 5/1, 5/2.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA209 BDH	99218	OCT 5-MAY 2	9:00AM-5:00PM	SAT	DANVERS	VANTWUYVER	\$799

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 with Reiki Master Peter Van Twuyver. Cost of class includes \$25 material fee. Certification: Certificate of Completion of Usui/Holy Fire III Reiki Level One.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA200 BDH	98578	OCT 5	9:00AM-5:00PM	SAT	DANVERS	VANTWUYVER	\$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. Taught by Reiki Master Peter Van Twuyver. Cost includes \$25 materials fee. **Prerequisite:** Successful completion of Usui/Holy Fire III Reiki Level One.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA201 BDH	98579	OCT 26	9:00AM-5:00PM	SAT	DANVERS	VANTWUYVER	\$169

Reiki Usui/Holy Fire III: Levels 3 and 4 — Advanced Reiki Training with Reiki Master/Teacher Certification

Through discussion, demonstration and practice, learn Advanced Reiki Techniques including Aura Cleansing, construction and use of Reiki Grids for continuous healing and manifestation, advanced techniques with crystals for healing and scanning, healing and scanning with pendulums, the moving Reiki meditation, a Holy Fire meditation, and past-life and/or shadow-self healing meditations (Level 3). In the Master/Teacher class (Level 4) you will learn the Holy Fire III system for guided meditations and attunements (Experiences, Placements and Ignitions) along with the Usui Master Symbol and Holy Fire Symbol. Plenty of hands-on practice is given to further improve treatment proficiency. Instruction on how to teach Holy Fire II classes and how to develop and enhance your Reiki business is included. This powerful healing experience will enable you to enhance your Reiki energy and abilities, enhance your self-healing, and to pass this energy and ability on to others. As per International Center for Reiki Training regulations, Reiki Level 3 and Level 4 must be taught together.

Prerequisites: Reiki Level 2 Practitioner Certification from any Reiki lineage, six months of practice after completion of Reiki Level Two, and able to draw Reiki Level Two symbols from memory. Course includes a manual and certificate from the International Center for Reiki Training. *Registration for the April course will open Dec 2019.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA202 ADH	98580	SEP 26-SEP 28	9:00AM-5:00PM	THU/FRI/SAT	DANVERS	VANTWUYVER	\$499
HEA202		APRIL 30-MAY 2	9:00AM-5:00PM	THU/FRI/SAT	DANVERS	VANTWUYVER	\$499

Reiki Review/Practice Workshop

Looking to brush up on your Reiki hands-on techniques and learn a few new ones? This workshop will include hands-on practice time, question and answer time, and if time permits, Advanced Reiki Techniques or Traditional Japanese Reiki Techniques. **Prerequisites:** Students must be certified in any lineage or system of Reiki at Level 1 or higher. Students must be able to provide their Reiki course completion certificate upon request.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA208 BDH	99219	OCT 15	6:30PM-8:30PM	TUE	DANVERS	VANTWUYVER	\$39
HEA208 XDH	99220	DEC 3	6:30PM-8:30PM	TUE	DANVERS	VANTWUYVER	\$39

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 BDH	99019	OCT 21	6:00PM-9:00PM	MON	DANVERS	CLIFFORD	\$39

Integrated Energy Therapy: Level 1

Basic Integrated Energy Therapy (IET), the first of three levels, is considered to be one of the next generation hands-on power energy therapy systems. Created by Stevan Thayer in 1994, IET has been taught to students in 75 countries across the globe. This gentle yet powerful energy therapy gets the issues out of your tissues for good! Learn everything you need to do a powerful IET session on yourself or others either in person or at a distance. Ideal for individuals in the health care field and those who want to start their own energy therapy practice. IET is an excellent adjunct to other modalities like Massage, Reiki and Therapeutic Touch, to name a few. Class consists of the Basic Attunement and includes training Clearing Cellular Memory. Cost of class includes \$25 materials fee. There are no prerequisites for this class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA203 XDH	98964	NOV 2	9:00AM-5:00PM	SAT	DANVERS	VANTWUYVER	\$195

Integrated Energy Therapy: Intermediate

Expand on the techniques learned in the Integrated Energy Therapy Level 1 Course. Receive a special Intermediate level energy attunement, which realigns and restructures the third and fourth pairs of your 12-strand DNA. You will also learn the intermediate level pullout technique to enable you to feel, identify, and remove the more stubborn physical, emotional, mental, and karmic energy blocks from the human energy field. Training consists of demonstration, lecture, and discussion as well as plenty of hands-on practice. After successfully completing this course, you will be certified as an Intermediate Level IET practitioner.

Prerequisites: Basic Level Integrated Energy Therapy Practitioner Certification. Cost of course includes material fees.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA204 XDH	98965	DEC 7	9:00AM-5:00PM	SAT	DANVERS	VANTWUYVER	\$199

New! Healing Angels of the Energy Field: Introduction

An excellent introductory course to the Integrated Energy Therapy curriculum where you will be introduced to nine Angelic Beings for assisting in your self-healing journey. Learn specific invitation prayers to invite the Angels to work with you and the four-step process to energetically connect with these Angels to experience their special healing gifts, the healing of fear, resentment, anger, guilt, stress, powerlessness, and shame as well as others. Everyone from an Angel novice to expert can benefit from this course. Cost of the course includes course manual and certificate of completion from the Center of Being. Also included is a double-sided laminated Healing Angels quick reference and a 60-page book "The Healing Angels of the Energy Field" by Stevan J. Thayer, creator of the Center of Being. Cost of class includes \$25 materials fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA205 XDH	98968	NOV 16	9:00AM-5:00PM	SAT	DANVERS	VANTWUYVER	\$150

TEAS TEST PREPARATION**TEAS Test Preparation for Health Programs: Science**

Preparation for those planning on taking the TEAS test. Life science, human body science and vocabulary, chemical and physical science, and general science will be covered. **Textbook required:** Available at the Danvers and Lynn Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD104 ADH	98524	SEP 18-OCT 23	6:00PM-8:00PM	WED	DANVERS	ST PIERRE	\$159
OTD104 BLH	98525	OCT 16-NOV 20	3:30PM-5:30PM	WED	LYNN	DECKER	\$159

TEAS Test Preparation for Health Programs: Math

Preparation for those planning on taking the TEAS test. Focus on whole numbers, fractions and decimals, percentages, ration and proportion, metric conversions, and algebraic equations. **Textbook required:** Available at the Danvers Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD106 ADH	98521	SEP 21-OCT 26	8:00AM-10:00AM	SAT	DANVERS	MCGUINNESS	\$159
OTD106 ALH	98523	OCT 19-NOV 23	8:00AM-10:00AM	SAT	LYNN	MCPARTLAND	\$159

TEAS Test Preparation for Health Programs: Verbal

Preparation for those planning on taking the TEAS test. Reading development (including maps, charts, and graphs), English grammar and punctuation will be covered. If time allows, other areas will be reviewed according to student interest and need, and by specific student request. Students must have a basic knowledge of English grammar and punctuation.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD105 ADH	98520	SEP 21-OCT 26	10:15AM-12:15PM	SAT	DANVERS	MCNIFF	\$159
OTD105 BLH	98679	OCT 19-NOV 23	10:15AM-12:15PM	SAT	LYNN	MCPARTLAND	\$159

CPR & FIRST AID

CPR and AED

Cardiopulmonary Resuscitation and the use of an Automated External Defibrillator can greatly reduce the chance of death when a person is found in cardiac arrest. Basic life support skills will be taught along with rescue breathing, care for choking, and patient assessment skills to empower the student to respond with speed and confidence in a life-threatening emergency. The course cost includes a full color text to be picked up at the Danvers Campus Math & Science 106C. Note: This course does NOT meet the requirement for Health Profession students.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA211 BDH	98581	OCT 9	5:30PM-10:00PM	WED	DANVERS	MOORE	\$69

Professional Rescuer CPR

As a public safety professional or healthcare provider, it is your duty to respond to cardiac or breathing emergencies until more advanced medical personnel can take over. Utilizing the most current guidelines, you will be taught basic life support skills for all ages of patients (infant, child, and adult) including rescue breathing, foreign body airway obstruction, 2-person CPR and AED use. Successful completion of all skill stations and the final exam earns a certificate from the American Heart Association for Professional Rescuer CPR, valid for two years. Attendance for the entire course is required for successful completion. The course cost includes a full-color text to be picked up at the Danvers Math & Science Building 106C. Note: This course is the American Heart Association Basic Life Support (BLS). Meets the CPR requirement for accepted Health Professions students at NSCC.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA212 ADH	99198	SEP 25	5:30PM-10:00PM	WED	DANVERS	MOORE	\$89
HEA212 XDH	98582	DEC 4	5:30PM-10:00PM	WED	DANVERS	MOORE	\$89

PERSONAL SERVICES

PERSONAL FITNESS TRAINER (XPF)

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

Median Level Wages	\$51,770
Preparation	High school diploma or equivalent required. Complete formal training.
10 Year Projected Growth	Massachusetts: 9.1% ■ Metro North: 8.9% ■ North Shore: 5.6%

– Data from Massachusetts Career Information Systems

Certified Personal Trainer Course with CPR

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
PSS210 BDH	98967	OCT 5-NOV 2	9:00AM-4:00PM	SAT	DANVERS	STAFF	\$889

BEAUTY

AESTHETICS & SKIN CARE (ZAE)

QUICK FACTS: Skin care specialists clean and care for clients' skin. They also remove unwanted hair and apply makeup.

Median Level Wages	\$41,310
Preparation	High school diploma or equivalent required. Be at least 16 years old, complete a skin care program and pass the licensing exam.
10 Year Projected Growth	Massachusetts: 8.5% ■ Metro North: 8.6%

– Data from Massachusetts Career Information Systems

AESTHETICS WORKSHOPS

Facial Threading

The ancient art of threading is becoming increasingly popular. This hair removal modality is less painful, more precise and longer lasting. Learn the history, fundamentals, eyebrow shaping, and full face threading techniques along with business tips. Something new to add to your repertoire! You will even learn how to thread yourself. There are no prerequisites.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
PSS306 BDH	98959	OCT 7	9:00AM-3:00PM	MON	DANVERS	BAVARO	\$159

Aromatherapy Facial: Advanced Aesthetic and Cosmetology Workshop

Learn the benefits, uses, and how to perform aromatherapy facial in the treatment room. Customize aromatherapy according to skin type and learn several mixtures of essential oils and the recipes that go with them. Contraindications will be discussed as well as theory, hands-on practice, and demo. Class requires that you give and receive treatment. **Prerequisite:** Licensed Aesthetician or Cosmetologist.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
PSS302 ADH	98553	SEP 23-SEP 30	8:30AM-3:30PM	MON	DANVERS	TENNANT	\$349

Eye Lash Tinting and Makeup Too!

Don't miss out on getting trained for these increasingly popular and profitable services! Learn eyebrow and lash tinting, one of the new hot trends, and brush up and learn the latest in makeup for weddings. Safe technique of tinting, the art of makeup, as well as ways to add on to other services will be covered. Wake up your clients make up by adding depth, color and beauty to their face and eyes! **Prerequisite:** Licensed Aesthetician or Cosmetologist.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
PSS305 BDH	99216	OCT 21	8:00AM-5:00PM	MON	DANVERS	TENNANT	\$249

Body Exfoliation and Wrap: Advanced Aesthetic and Cosmetology Workshop

Learn the theory and benefits behind body treatments and three methods of full body exfoliation: dry body brushing, scrub, and natural enzyme. Learn room setup, draping the client, full body wrap treatment techniques as well as performing these treatments without the use of a shower or wet room in your salon/ spa by using hot towel removal technique. Contraindications will be discussed as well as theory, hands on practice, and demo. Class requires that you give and receive treatment. **Prerequisite:** Licensed Aesthetician or Cosmetologist.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
PSS303 XDH	98554	NOV 18-NOV 25	8:30AM-3:30PM	MON	DANVERS	TENNANT	\$259

Manual Lymphatic Drainage (MLD)

This gentle, non-invasive manual technique (Vodder Technique) for the face, neck, and shoulders has proven its efficacy as a standalone treatment or in combination with other treatments. By learning how to assist lymph flow manually you can aid in the elimination of toxins which can be extremely helpful to your clients with skin impurities. It will also help in speeding up the healing time for the skin as well as a preventative measure. This technique can add so much more value to your services and all that is needed is your hands. **Prerequisite:** Licensed Aesthetician or Cosmetologist.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
PSS304 XDH	98552	DEC 9-DEC 16	8:30AM-3:00PM	MON	DANVERS	TENNANT	\$299

NAIL TECHNICIAN (ZNT)

QUICK FACTS: Manicurists clean, shape, and polish clients nails.

Median Level Wages	\$24,470
Preparation	High school diploma or equivalent recommended. Be at least 16 years old, complete a skin care program and pass the licensing exam.
10 Year Projected Growth	Massachusetts: 8.9% ■ North Shore: 8.2%

– Data from Massachusetts Career Information Systems

A 100 clock-hour program designed to prepare students to take the Massachusetts State Board Exam. Course covers natural nail services of manicuring and pedicuring, human anatomy and nail and skin physiology, plus a clinical lab for experience on outside clients. Open to students 16 years of age and older. A supply list will be given to students at the first class. Beginning on September 28 the class will meet every other Saturday 9:00AM-1:00PM. **Textbook required:** Available at the Danvers Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
PSS100 AMH	98555	SEP 18-NOV 20	5:30PM-9:30PM	MON/WED/SAT	MIDDLETON	CHAMPLAIN	\$999

**BUSINESS ADMINISTRATION
BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA)**



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

Median Level Wages	\$45,110
10 Year Projected Growth	Massachusetts: -2.6% ■ Metro North: -1.0% ■ North Shore: -3.5%

Required Courses:

- BAA140 Bookkeeping and Accounting: Part I*
- BAA141 Bookkeeping and Accounting: Part II
- INF143 QuickBooks Pro: Level 1
- INF144 QuickBooks Pro: Level 2
- INF145 QuickBooks Pro Payroll
- INF147 Microsoft Excel: Level 1
- INF148 Microsoft Excel: Level 2
- BAA150 Taxes for Bookkeepers and Tax Preparers: Introduction
- BAA142 How to Keep an Audit Trial
- INF104 File Management Proficiency
- INF106 CyberSafe
- BAA201 How to Manage Conflict in the Organization
- BAA202 Take Control – Time Management

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

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

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

– Data from Massachusetts Career Information Systems

Bookkeeping and Accounting: Part I

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: Available at the Danvers Bookstore. Students must activate their My Northshore account prior to first class. **Prerequisite:** Excel Level 1 or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA140 XDH	98586	SEP 16-OCT 28	6:00PM-9:00PM	MON	DANVERS	TRIANOS	\$259
BAA140 BDH	98585	OCT 31-DEC 19	9:00AM-12:00PM	THU	DANVERS	MCCALARNEY	\$259

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): Available at Danvers Bookstore. **Prerequisite:** Bookkeeping and Accounting Part I or equivalent experience. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA141 XDH	98589	NOV 4-DEC 16	6:00PM-9:00PM	MON	DANVERS	TRIANOTOS	\$259

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:** Available at Danvers Bookstore. **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
BAA143 ADH	98591	SEP 20-OCT 25	9:00AM-12:00PM	FRI	DANVERS	TOYE	\$299
BAA143 BDH	98590	OCT 9-NOV 13	6:00PM-9:00PM	WED	DANVERS	TOYE	\$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:** Available at Danvers Bookstore. **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 ADH	99207	SEP 30-NOV 18	6:00PM-9:00PM	MON	DANVERS	LANNON	\$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:** Available at Danvers Bookstore. **Prerequisite:** QuickBooks Level 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
BAA144 XDH	98592	NOV 1-DEC 13	9:00AM-12:00PM	FRI	DANVERS	TOYE	\$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 OBOL 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 XDH	99208	NOV 25-DEC 9	6:00PM-9:00PM	MON	DANVERS	LANNON	\$179

QuickBooks Payroll

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA145 BDH	98595	OCT 23-NOV 6	9:00AM-12:00PM	WED	DANVERS	TOYE	\$179

QuickBooks: Just Reports

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA146 XDH	98593	NOV 20	6:00PM-9:00PM	WED	DANVERS	TOYE	\$79

Excel for Accounting: Part 1

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA147 BDH	98599	OCT 1-NOV 5	6:00PM-9:00PM	TUE	DANVERS	SEGAL	\$289

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 XDH	98596	DEC 4	6:00PM-9:00PM	WED	DANVERS	TRIANOTOS	\$79

Making Money as a Freelance Bookkeeper

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA149 XDH	98597	NOV 5	6:00PM-9:00PM	TUE	DANVERS	GARCIA	\$79

Taxes for Bookkeepers and Tax Preparers: An Introduction

Looking to promote yourself within the CPA firm you work for or to sharpen your tax knowledge? CPA Kevin McAlarney will guide you through the most common individual tax forms along with reporting of taxable and tax free income, self-employed income, rental income, social security income, interest and dividend income, how to report capital gains and losses, itemized deductions, employee business expenses, deducting your vehicle for work, charitable donations, deducting IRA's, Roth IRA basis rules, filing status, claiming children, college tax credits, and how to compute depreciation deductions.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA150 ADH	98598	SEP 19-DEC 19	6:30PM-8:30PM	THU	DANVERS	MCALARNEY	\$379

Business Tax

Learn the different business entities that file tax returns, the C-corp, the S-corp, and the LLC and the different tax forms that apply to each entity. Using the new tax laws, learn the importance of the accounting for each business along with the tax laws covering allowable deductions, revenue recognition, depreciation, shareholder and partner basis rules and capital accounts. At course completion, you will understand the pros and cons of each entity and will know how to prepare a basic business tax return for each entity.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA154 BDH	98981	OCT 8-DEC 17	6:30PM-8:30PM	TUE	DANVERS	MCALARNEY	\$299

FRONT OFFICE PROFESSIONAL CERTIFICATE (XOE)

QUICK FACTS: Receptionists greet visitors, answer phone calls, and perform clerical duties.

Median Level Wages	\$30,190 – \$32,570
10 Year Projected Growth	Massachusetts: .6% ■ Metro North 1.8% ■ North Shore: 2.3%

Required Courses:

- INF101 Intro to the Computer*
- BAA130 Business Communication and Office Skills
- BAA131 Business Writing
- INF110 Microsoft Word: Level 1
- INF120 Microsoft Excel: Level 1
- INF140 Microsoft Outlook: Level 1
- INF104 File Management Proficiency
- BAA201 How to Manage Conflict in the Organization
- BAA202 Take Control – Time Management

Bookkeeping Pathway:

- BAA140 Bookkeeping and Accounting: Part 1
- INF143 QuickBooks Pro: Level 1

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

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

– Data from Massachusetts Career Information Systems

Business Communication and Office Skills

Learn the necessary skills and effective communication to achieve career success in an office environment. Provides practical applications which emphasize the improvement of writing/communication skills necessary for effective business communication. Topics include public speaking tips, an introduction to PowerPoint presentation, and email basics along with office etiquette. **Textbook required:** Available at the Danvers Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA130 ADH	98603	SEP 24-OCT 29	6:00PM-8:30PM	TUE	DANVERS	ROBICHAUD	\$299

Business Writing

Learn the techniques and types of professional writing needed for a variety of business correspondence. Designed to help strengthen skills of effective business and professional communication in both oral and written modes. After successful completion of this course, students will have the skills necessary to communicate effectively in a variety of professional situations. Areas to be covered include: Business emails, memos, letters, PowerPoint presentation, cover letters and resume preparation.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA131 ADH	98588	OCT 30-DEC 11	6:00PM-8:00PM	WED	DANVERS	SEGAL	\$259

Time Management: Take Control

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. Cost of class includes required textbook.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA202 XDH	98609	NOV 5-DEC 10	6:00PM-8:30PM	TUE	DANVERS	ROBICHAUD	\$299

How to Manage Conflict in the Organization

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. Cost of class includes required textbook.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA201 ADH	98611	SEP 26-OCT 31	6:00PM-8:30PM	THU	DANVERS	ROBICHAUD	\$299

Leadership Skills for the Workplace

Gain the tools and skills to lead your team to superior performance. You will focus on five leadership skills: providing direction, leading by example, enabling others, sharing power and seeking a better way. Cost includes required textbook.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA200 XDH	98610	NOV 7-DEC 19	6:00PM-8:30PM	THU	DANVERS	ROBICHAUD	\$299

Creating a Paperless Office

Tired of seeing piles of paper? Looking for a greener environment? As technology evolves, many companies realize retaining paper is unnecessary, environmentally unfriendly, and risky as records fade and natural disasters can destroy records. Many companies are electing to upgrade to digital record keeping in lieu of hard copies. Learn how to create a digital filing cabinet to become more efficient and paperless in the workplace. Students must set up their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA209 BDH	99203	OCT 2-OCT 9	6:00PM-9:00PM	WED	DANVERS	TRAINOR	\$89

Effective Presentation Skills

Learn the tips and strategies to develop winning presentations skills in this fun hands-on course. Learn to present with enthusiasm, poise, and confidence, while managing and eliminating fear in both large audiences and small groups. You will perfect these skills by practicing and applying the techniques learned by delivering presentations in class. Incorporating PowerPoint in your presentations will also be covered. **Textbook required:** Available on amazon.com: www.amazon.com/dp/0321811984/ref=rd_r_ext_tmb.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA208 BDH	99191	OCT 7-NOV 18	6:00PM-9:00PM	MON	DANVERS	SEGAL	\$259

HUMAN RESOURCES MANAGEMENT

SHRM ESSENTIALS OF HUMAN RESOURCES MANAGEMENT (XSH)

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

Median Level Wages	\$45,440
10 Year Projected Growth	Massachusetts: -2.4% ■ Metro North: 0%

– Data from Massachusetts Career Information Systems

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 NSCC and earn 1.5 CEUs. Cost of class includes required textbook.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA132 ADM	98602	NOV 5-DEC 10	6:00PM-8:30PM	TUE	DANVERS	DABRIO	\$499

SHRM LEARNING SYSTEM CERTIFICATION PREP COURSE (XSL)

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

Median Level Wages	\$120,630 – \$121,880
10 Year Projected Growth	Massachusetts: 8.3% ■ Metro North: 11.6% ■ North Shore: 8.1%

– Data from Massachusetts Career Information Systems

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA133 ADH	98601	SEP 19-DEC 12	6:00PM-9:00PM	THU	DANVERS	MATTHEWS	\$1,399

REAL ESTATE

Real Estate Salesperson's Exam Preparation

Designed to provide knowledge and understanding of real estate principles and practices necessary to qualify for a position as a real estate salesperson. Prepare for the Massachusetts Real Estate Salesperson's Examination. Learn state required content including property, contracts, closing, financing, brokerage, housing, zoning, appraisal, Massachusetts' license law, and real estate math. Students must attend all 40 hours of class to receive their certificate of completion to sit for the exam. Taught by Massachusetts certified instructor. **Textbook required:** Available at the Danvers Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA160 ADH	98606	SEP 21-NOV 2	9:00AM-3:30PM	SAT	DANVERS	SHULTZ	\$399
BAA160 BDH	98605	OCT 17-DEC 5	6:00PM-9:00PM	TUE/THU	DANVERS	SHULTZ	\$399

EVENT PLANNING CERTIFICATE (XEP)

QUICK FACTS: Meeting and conventions planners organize events for groups of people.	
Median Level Wages	\$54,140
10 Year Projected Growth	Massachusetts: 9.0% ■ Metro North: 12.3% ■ North Shore: 6.9%
Required Courses: <ul style="list-style-type: none"> • BAA120 Event Planning I • BAA121 Event Planning II • BAA122 Event Design and Décor 	<ul style="list-style-type: none"> • BAA203 Successful Negotiations • BAA201 How to Manage Conflict in the Organization • BAA202 Take Control-Time Management
Recommended Supporting Classes: <ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel 	
In addition: Students must provide documentation of 40 hours of supervised field work. <p style="text-align: center;">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.</p>	

– Data from Massachusetts Career Information Systems

Event Planning: Part I

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA120 ADH	98528	SEP 18-NOV 6	6:00PM-8:00PM	WED	DANVERS	KARSADI-TADIELLO	\$299

Event Planning: Part 2

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA121 XDH	98529	NOV 13-JAN 22	6:00PM-8:00PM	WED	DANVERS	KARSADI-TADIELLO	\$299

Event Design/Décor

Transform ordinary space to extraordinary space. By combining design elements from lighting and fabric to architectural structures and props, learn how to stretch your imagination. Embrace your personal style and unique vision by creating emotional moments that will have lasting memories for your clients. Whether it's a wedding, gala or a business conference, learn to carry a theme throughout your event space. Please note this is not an interior design course; it is geared toward event design only. **Prerequisite:** Event Planning or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA122 XDH	98530	NOV 4-DEC 2	6:00PM-8:00PM	MON	DANVERS	KARSADI-TADIELLO	\$169

Event Planning: Certified Meeting Professional (CMP) Test Prep Course

The Certified Meeting Professional (CMP) program was launched in 1985 to enhance the knowledge and performance of meeting professionals, promote the status and credibility of the meeting profession and advance uniform standards of practice. Today, the CMP credential is recognized globally as the badge of excellence in the events industry. The qualifications for certification are based on professional experience, education and a rigorous exam. Stand out in the Events Planning Industry by becoming a Certified Meeting Professional. Learn all you need to know about the CMP exam, test taking tips and time management. The instructor, Kimberly Matthews, is CMP certified and has 15 years of experience in the event planning industry. Textbook required.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA127 ADH	99192	SEP 24-NOV 26	6:00PM-9:00PM	TUE	DANVERS	MATTHEWS	\$349

INTERIOR DESIGN CERTIFICATE (XID)

QUICK FACTS: Interior designers plan and design spaces and furnish interiors.	
Median Level Wages	\$62,030
10 Year Projected Growth	Massachusetts: 4.8% ■ Metro North: 9.4%
Required Courses (listed in suggested order): <ul style="list-style-type: none"> • BAA100 Principles of Design • BAA101 Drafting for Interior Designers • BAA102 Fundamentals of Interior Design • BAA103 Color 3D Less Theory More Practice • BAA104 Textiles and Materials • BAA105 History of Furniture Styles 	<ul style="list-style-type: none"> • BAA106 Window Treatments and Soft Furnishing Design • BAA110 SketchUp • BAA111 Interior Design Studio: Living Space* • BAA112 Interior Design Studio: Master Suite* • BAA201 How to Manage Conflict in the Organization • BAA202 Take Control – Time Management
Recommended Supporting Course: <ul style="list-style-type: none"> • New! Interior Design Studio: Commercial Space* 	
In addition: Students must provide documentation of 40 hours of supervised field work. <p>* Students must take Principles of Design, Fundamentals of Interior Design and Drafting for Interior Designers before any Studio course.</p> <p style="text-align: center;">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.</p>	

– Data from Massachusetts Career Information Systems

Fundamentals of Interior Design

Discuss new construction, renovations, and provide the information required to enable designers to work with architects and to read/understand blueprints; provide basic knowledge of space planning, lighting, kitchen and bath design overviews; flooring selection and installation; study of imported and designer

area carpets and rugs; and current trends in wall treatments and finishes. Consists of instructor lecture, guest lecturers and distributed materials. Materials list will be emailed a week prior to class starting.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA102 ADH	98989	SEP 23-NOV 25	9:30AM-11:30AM	MON	DANVERS	HAZELTON	\$289

Principles of Design

Line, shape, texture and negative space are only a few of the building blocks in the world of design. Strengthen your visual skills with hands on exercises in a constructive, friendly environment. Learn how to use the various elements of design (line, shape, texture etc.) along with how to apply the basic principles of design (balance, contrast, rhythm etc.) in order to create well designed works of art, graphic compositions, web designs, interior spaces, or exterior landscapes. Open to beginners and more experienced students in any visual field.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA100 BDH	98988	OCT 1-NOV 5	6:00PM-8:00PM	TUE	DANVERS	COLLINS JERMAIN	\$229

History of Furniture Styles

Explore the extraordinary styles from Ancient, Renaissance, Georgian, Victorian, French, Art Nouveau, Arts and Crafts, Art Decor, and Contemporary periods. Identify their unique motifs, ornamentation, construction, and styles that are still classics today. Class meets on one Saturday (to be determined) for a field trip.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA105 BDH	98623	OCT 17-DEC 12	6:30PM-8:30PM	THU	DANVERS	NICHOLS	\$289

Drafting for Interior Designers

Learn the basic fundamentals of drafting, the tools of the trade and how to use them, and what is needed to provide a crisp, clean, legible drawing. Learn how to draw floor plans, elevations, and sections; how to measure; and how to read scales and architectural plans. Portable drafting table will be required (discussed at first class). **Prerequisite:** Principles of Design.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA101 XDH	98622	NOV 12-JAN 14	6:00PM-8:00PM	TUE	DANVERS	STAFF	\$339

Staging: Part I

Positive first impressions are essential for staging to be successful. Learn the art of choosing what to place where in your design scheme and how to best utilize the space for both residential and business. One lucky student will have a free consultation in exchange for hosting the class at their space one time during the course.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA109 BDH	98625	OCT 4-NOV 22	9:30AM-11:30AM	FRI	DANVERS	STEEVES-GLIDDEN	\$289

Staging: Part II

Time to take staging to another level. Learn the practice of styling and furnishing a property to enhance and maximize attractiveness by drilling down into more detail room by room. Design the spaces so they complement each other and flow from one room to another with concentration on space planning and function. Accessory placement, life style touches, and color will also be explored on a deeper level. Field trips will be taken to identify what resources are out there as well as actual staged properties. **Prerequisite:** Staging Part I or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA117 ADH	99194	SEP 17-NOV 5	9:30AM-11:30AM	TUE	DANVERS	STEEVES-GLIDDEN	\$289

New! Redesign: Part II

Advanced your staging redesign to the next level. Through principals of interior design, you will continue to enhance your vignette skills, including how to stage bookcases, fireplace mantels, and more. First impressions will be defined and how to stage spaces to create a warm and inviting ambiance. Learn what resources are available, how best to utilize what you or your client have to bring the space, profiling the buyer, and identifying what the customer is looking for. Field trips are also included with this class as well as a home staging experience. **Prerequisite:** Redesign: Part I or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA119 BDH	98993	OCT 21-DEC 16	6:00PM-8:00PM	MON	DANVERS CAMPUS	STEEVES-GLIDDEN	\$289

Interior Design Studio: Living Space

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA111 ADH	98619	SEP 18-DEC 11	9:30AM-11:30AM	WED	DANVERS	HAZELTON	\$379

Interior Design Studio: Master Suite

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA112 ADH	98620	SEP 18-DEC 11	9:30AM-11:30AM	WED	DANVERS	HAZELTON	\$379

PHOTOGRAPHY

Digital Camera: Part I

Your digital camera can capture decent images when set on Auto. Great shots require taking control of your camera. 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), histograms, lens choice and use of flash. The camera required for this class needs to allow you to leave Auto and work in other modes. Bring your digital camera each week as we explore technical and artistic ways to better your photography.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA173 ADH	98636	SEP 25-NOV 6	6:00PM-8:00PM	WED	DANVERS	CONWAY	\$169
BAA173 BLH	98637	OCT 24-DEC 12	7:00PM-9:00PM	THU	LYNN	ROZAVSKY	\$169

Photographing the North Shore

Along with our incredible coastline, we are surrounded by rural farmland, meadows and forests that yield their beautiful autumnal colors this time of year. We will spend half the time out of the classroom and behind the camera discovering these new venues on Saturday morning field trips around the North Shore. We will continue our creative journey the following Monday evening in the classroom reviewing and critiquing our images from the previous field trip. During the field trips and classroom discussions, you will learn about creative composition and the way light, shadows and textures help to create great photographs. We will discuss the basics of Adobe Lightroom and Photoshop during the course. An adjustable 35mm digital camera, a lightweight tripod and a basic understanding of computers is required. Class meets on 9/23, 9/28, 9/30, 10/5, 10/7, 10/12, 10/21.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA179 ADM	98638	SEPT 23-OCT 21	6:30PM-8:30PM 9:30AM-11:30AM	MON SAT	DANVERS FIELD	GOOBY	\$189

PROFESSIONAL PHOTOGRAPHY CERTIFICATE

QUICK FACTS: Photographers produce images that paint a picture, tell a story, or record an event.

Median Level Wages	\$46,770
10 Year Projected Growth	Massachusetts: 12.0% ■ Boston: 41.4% ■ North Shore: -27.7%

Required Courses:

- BAA175 Post Production with Adobe Lightroom: Hybrid*
- BAA172 Mastering Your Digital Camera: Hybrid*
- Adobe Photoshop for Photographers: Post Production (Winter/Spring)
- Portrait and Event Photography (Winter/Spring)
- Pro Photographer Exam Preparation (Summer)
- The Business of Photography (Summer)

* These courses are taken concurrently.

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

– Data from Massachusetts Career Information Systems

New! Mastering Your Digital Camera: Hybrid

Both a cognitive and hands-on approach to developing photographic shooting techniques, utilizing camera controls, and developing a sense of quality imaging. Unleash both the creative and technical features of your digital camera with a thorough understanding of how your camera captures images. Utilize and become confident in a variety of features designed for specific shooting conditions. You will be guided through the education and mastery of your own digital camera through readings, written assignments for exploring your cameras, shooting assignments that will be critiqued in class by the instructor and peers, and the development of a portfolio of their best images. This hybrid program will have weekly assignments, online learning, and class meetings on selected Tuesday evenings. Course coincides with Post Production with Adobe Lightroom course (**recommended to be taken simultaneously**) but can be taken as a stand-alone course. A digital camera (preferably with interchangeable lens capability) is required. **Textbook required:** Complete Digital Photography 9th Edition by Ben Long. Classroom Dates: 9/24, 10/1, 10/15, 10/22, 11/5, 11/12, 11/26, 12/3, 12/17.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA172 ADH	99217	SEP 24-DEC 17	6:00PM-9:00PM	TUE	DANVERS	WEST	\$499

New! Post Production Using Adobe Lightroom: Hybrid

Establish an efficient and effective workflow with Adobe Lightroom, the most popular photo management program for photographers. Topics will include the Lightroom Classic interface, catalog creation, interface customization and preference settings, importing files, viewing options, naming and moving files/folders, flagging/rating/categorizing, key wording, creating collections, cropping, applying global adjustments, exporting files and file/catalog backup/archiving. From these basic skills, you will extend your abilities in Lightroom to include advanced global editing skills, applying local adjustments, portrait retouching, using smart previews, tethered shooting, creating slide shows, building photo albums, printing and publishing photos and using the map module. This hybrid program will have weekly assignments, online learning, and class meetings on selected Tuesday evenings. Course coincides with Mastering Your Digital Camera course (**recommended to be taken simultaneously**) but can be taken as a stand-alone course. Required materials: A Mac or Windows computer with Adobe Lightroom/Photoshop subscription (\$10/month). **Textbook required:** Lightroom Classic CC Classroom in a Book (2019 edition) by Rafael Concepcion. Classroom Dates: 9/17, 10/8, 10/29, 11/19, 12/10.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA175 ADH	98643	SEP 17-DEC 10	6:00PM-9:00PM	TUE	DANVERS	LANNON	\$499

DIGITAL IMAGING POST PRODUCTION CERTIFICATE

QUICK FACTS: Page layout workers format information to be printed.

Median Level Wages	\$58,240
10 Year Projected Growth	Massachusetts: -13.6%

Required Courses:

- BAA170 Mastering Photoshop Part 1: Hybrid
- Mastering Photoshop Part 2 (Winter/Spring)

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

– Data from Massachusetts Career Information Systems

New! Mastering Photoshop Part 1: Hybrid

Overwhelmed with Adobe Photoshop? While Lightroom (Adobe’s program for photographers) can do much of the post production work required for images, there are times when Photoshop is needed for more complete retouching and creative control. Learn Photoshop basics that are important for photographers

Registration Information

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

Five Ways to Register:



1. BY PHONE – Call 978-236-1200 with a Visa, MasterCard, or Discover card number.



2. ONLINE – If you have taken any course at NSCC within the last two years, you can register and pay through Campus Pipeline.



3. BY MAIL – Send a completed registration form along with payment to: North Shore Community College, Enrollment & Records Office, 1 Ferncroft Road, Danvers, MA 01923.*



4. BY FAX – Fax a completed registration form with a Visa, MasterCard, or Discover card number to 978-762-4015.*



5. IN PERSON – Visit the Lynn or Danvers Enrollment Center with your completed registration form along with payment: Visa, MasterCard, Discover card, check, or money order.

* There is no deadline for Mail-in/Fax-in registrations. However, decisions to cancel courses because of under-enrollment will be made approximately one week prior to the start of classes. Register early to assure the best selection of classes.

Policies

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

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

Course Cancellation. Individual courses may be cancelled due to insufficient enrollment. NSCC makes every effort to notify students by phone and/or email as soon as the decision is made. Noncredit courses are generally cancelled one week prior to start date. Students may choose another course or receive a refund.

Course Refund. Students who are taking noncredit courses must follow the official noncredit course refund policy. To officially withdraw from a noncredit course students must contact the Office of Corporate & Professional Education by email or by phone in order to be considered for a tuition refund. The office of Corporate & Professional Education can be reached by phone at (978) 236-1200 or by email at professional@northshore.edu.

- 100% refund: Students are required to officially withdraw from the course before the second class meeting time.
- No refund: Students who withdraw after the second class meeting time will be held responsible for the full balance due on the account.

To withdraw from a one or two meeting activity, students must contact Corporate & Professional Education in writing or by phone at least 72 hours before the activity begins if you wish a tuition refund.

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. 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. Individuals will be placed in the class on a *space available basis*, no sooner than *five business days* before the start of the course. In the event that the class is cancelled, the employee has the option to resubmit for the next scheduled class. For all courses offered, student registrations must meet the cost of delivering the course *before* any waivers will be honored. Individuals with tuition waivers will be responsible for the cost of all materials and/or books even when materials are included in tuition.

including workspace navigation, selecting, masking, layers, and the many other tools used for image retouching and manipulation. This hybrid program will have weekly assignments, online learning, and class meetings on selected Thursday evenings. Classroom Dates: 10/3, 10/17, 10/31, 11/14, 12/5, 12/19. Online Dates: 10/10, 10/24, 11/7, 11/21, 12/12.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA170 BDH	98974	OCT 3-DEC 19	6:00PM-9:00PM	THU	DANVERS	YUTKINS	\$499

GRAPHIC DESIGN CERTIFICATE (XGD)

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

Median Level Wages	\$58,630
10 Year Projected Growth	Massachusetts: 3.0% ■ Metro North: 6.7% ■ North Shore: 0.7%

Required Courses:

- BAA100 Principles of Design
- BAA221 Advanced Illustration
- INF233 Website Design and Management with WordPress
- BAA227 Graphic Design Theory and Beyond
- BAA223 Electronic Imaging
- BAA201 How to Manage Conflict in the Organization
- BAA228 Adobe Creative Cloud: Design Amazing Graphics
- BAA225 Publication Design
- BAA202 Take Control – Time Management

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

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

– Data from Massachusetts Career Information Systems

Graphic Design Theory

Do you want to learn how to create a great logo or ad? It is much more than Photoshop tricks and memorable catchphrases. Learn and discover the theories, history, and principles of design that goes into creating amazing graphic artwork and design. No technological background is necessary.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA227 XDH	99017	NOV 7-DEC 19	6:00PM-9:00PM	THU	DANVERS	STAFF	\$229

Adobe Creative Cloud: Design Amazing Graphics

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA228 ADH	99016	SEP 24-DEC 10	6:00PM-8:30PM	TUE	DANVERS	STAFF	\$389

Adobe Creative Cloud: Photoshop with InDesign

Designed to familiarize you with the cloud base software that has become the industry standard in digital imaging. Learn computer imaging, scanning, memory management, and imaging basics for the World Wide Web. Also, learn InDesign’s typographic design and page layout principles. These skills will enable you to quickly and effectively produce attractive documents.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA230 ADH	99205	SEP 24-OCT 29	6:00PM-8:30PM	TUE	DANVERS	STAFF	\$229

Adobe Creative Cloud: Illustrator with InDesign

Looking to create high quality graphics using Adobe Cloud? Learn the program terms, menus, tools, palettes, objects, and type. Explore keyboard shortcuts and the pen tool, Illustrator’s most powerful tool. Learn to manipulate type to create artwork, manage color, make gradients, and create new illustrations. Adobe Cloud InDesign will also be covered.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA231 XDH	99206	NOV 5-DEC 10	6:00PM-8:30PM	TUE	DANVERS	STAFF	\$229

DIGITAL MARKETING CERTIFICATE (XDM)

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

Median Level Wages	\$63,700
10 Year Projected Growth	Massachusetts: 8.0% ■ Metro North: 8.1% ■ North Shore: 5.6%

Required Courses:

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

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

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

– Data from Massachusetts Career Information Systems

Website Design and Management with Wordpress

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, plugins, and widgets. At conclusion, you will have begun to design and develop your first blog or website, and how to manage and change content, create posts, add pages, embed video and change 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 BDH	99026	OCT 29-DEC 3	6:00PM-9:00PM	TUE	DANVERS	PRATT	\$289

HTML and CSS Series

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

COURSE CODE: INF 053	CLASSES BEGIN EVERY MONTH	COST OF COURSE: \$299
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Creating Mobile Apps with HTML

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

COURSE CODE: INF 054	CLASSES BEGIN EVERY MONTH	COST OF COURSE: \$109
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SOCIAL MEDIA

Share This: Professional Approaches to Social Media

Explore how professionals and organizations can effectively use social media for a variety of professional purposes including connecting with a larger network. Learn how to improve relationships with existing customers and businesses, and channel relevant information to the right people. Cover the nuts and bolts of social media platforms such as Facebook, LinkedIn, Twitter, YouTube, Instagram, and Pinterest, while also providing some deeper context on how to use these tools for different opportunities and engagement with different populations. Marketing, advertisement and connecting with customers and communities through the use of social media will be addressed. Also, issues of social media including proper etiquette, privacy, and quantifying social media interactions will be covered. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF230 ADH	98631	SEPT 25-OCT 9	6:00PM-9:00PM	WED	DANVERS	ST MARTIN	\$199

Social Media on a Budget

Have you been asked to manage the social media networks for your organization but don't have a large budget at your dispense? Learn how to stretch that dollar! Course will highlight free tools to use to find stock photos, to create images, and how to connect to the appropriate audience. It will cover Facebook, LinkedIn, Twitter, Instagram, and Pinterest and display features and settings you can use to win big for your organization without costing a lot of money. You'll get tips on how to work within the community and get additional exposure to blog posts and thought leadership. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF246 ADH	99210	OCT 21-OCT 28	6:00PM-9:00PM	MON	DANVERS	ST MARTIN	\$99

Social Media: Etiquette and Ethics

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF245 XDH	99209	NOV 18-NOV 25	6:00PM-9:00PM	MON	DANVERS	ST MARTIN	\$99

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 now the amount of traffic directed to your website providing you with invaluable information for your business. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF240 BDH	98677	OCT 23-NOV 13	6:00PM-9:00PM	WED	DANVERS	TRAINOR	\$219

NEW! DRONE PILOT

New! Drone Pilot

Looking to become a commercial drone pilot? Learn the material you need to know to take the Part 107 Drone Pilot to become a certified. Drone technology is skyrocketing as more and more businesses recognize the potential and use of commercial drones. Course includes classroom and field training. Course Requirements: Students must bring their own drone and show proof of membership in the Academy of Model Aeronautics (AMA) Full membership (www.modelaircraft.org/membership/enroll) before participating in the field training.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF309 ALH	99224	SEPT 28-OCT 5	9:00AM-3:00PM	SAT	DANVERS	STAFF	\$499

CAD

AutoCAD: An Introduction

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF308 ADH	99202	SEP 17-NOV 5	6:00PM-9:00PM	TUE	DANVERS	DRYDEN	\$399

SolidWorks

Use 3D parametric mechanical design software to learn how to model parts, assemblies and produce drawings. SolidWorks allows you to apply your drafting and design knowledge to a curriculum-based project that integrates real world applications. Create mechanical parts and assemble the parts to produce a working drawing of a model. Strong computer skills and knowledge of windows required. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF305 BDH	98540	OCT 17-DEC 12	6:00PM-9:00PM	THU	DANVERS	STAFF	\$399

SketchUp Level 1

Designed to teach the fundamentals of both 2D and 3D computer-aided drawing. Emphasis will be placed on fully understanding the SketchUp interface and inference system. Lectures, tutorials, and in-class assignments will guide you through the use of SketchUps drawing, construction, and modification tools. By the end of the course you will have a 3D model constructed of groups and layers which will be ready for further development in the Level 2 SketchUp Course.

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA110 BDH	98624	OCT 28-DEC 9	6:00PM-9:00PM	MON	DANVERS	DRYDEN	\$289

INFORMATION TECHNOLOGY
MICROSOFT OFFICE SUITE CERTIFICATE (XMO)



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

Median Level Wages	\$45,040
10 Year Projected Growth	Massachusetts: -7.2% ■ Metro North: -8.1% ■ North Shore: -7.7%

Required Courses:

- INF101 Introduction to the Computer*
- INF110 Microsoft Word: Level 1
- INF111 Microsoft Word: Level 2
- INF112 Microsoft Word: Level 3
- INF120 Microsoft Excel: Level 1
- INF121 Microsoft Excel: Level 2
- INF122 Microsoft Excel: Level 3
- INF130 Microsoft PowerPoint: Level 1
- INF140 Microsoft Outlook
- INF104 File Management Proficiency
- INF106 CyberSafe

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

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

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

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

– Data from Massachusetts Career Information Systems

Excel for the Workplace: Level 1

Shave hours off your work time! Create budget and expense reports by entering and copying formulas and functions. Format spreadsheets with different fonts, styles, shading, and color. Create and print colorful bar, line, and pie graphs. Use the database functions to sort and print records. Textbook and Flash drive required: Available at the Danvers Bookstore. 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 ADH	98491	SEP 18-OCT 23	9:00AM-12:00PM	WED	DANVERS	PARTLAN	\$289
INF120 BDH	98492	OCT 31-DEC 12	6:00PM-9:00PM	THU	DANVERS	GARCIA	\$289

Excel for the Workplace: Level 2

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF121 ADH	98494	SEP 19-OCT 24	6:00PM-9:00PM	THU	DANVERS	MCNEIL	\$289
INF121 BDH	98495	OCT 30-DEC 11	9:00AM-12:00PM	WED	DANVERS	PARTLAN	\$289

Excel 2016 for the Workplace: Level 3

Topics in this advanced course include financial functions; goal seek, solver, H and V Lookup; formula auditing tools; tracking changes; consolidations; and integration. **Prerequisite:** Intermediate Excel or have a strong working knowledge of the program. **Textbook and flash drive required:** Available at the Danvers Bookstore. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF122 ADH	98496	OCT 21-DEC 2	6:00PM-9:00PM	MON	DANVERS	GOULD	\$289

Do you enjoy working with computers? Are you organized and able to focus on detail?

Consider a career in Information Technology (IT): work with computer hardware, software, multimedia, and network systems, design new computer equipment or games, ensure software and networks are working and secure. Earning industry certification can give you the edge you need to advance in your career.

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. Textbook and Flash drive required: Available at the Danvers Campus Bookstores. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF110 ADH	98484	SEP 16-OCT 28	9:00AM-12:00PM	MON	DANVERS	PARTLAN	\$289
INF110 ALH	98483	OCT 30-DEC 11	6:00PM-9:00PM	WED	LYNN	GOULD	\$289

Word 2016 for the Workplace: Level 2

Ready to move beyond the basics? Learn how to create, sort, and modify tables, format styles and bookmarks, work with section breaks, insert graphic objects, work with advanced headers and footers, navigate with hyperlinks, create templates, format columns, create footnotes and endnotes, insert a table of figures, and create charts and diagrams. **Prerequisite:** A strong working knowledge of Microsoft Word. Textbook and Flash drive required: Available at the Danvers Bookstore. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF111 ADH	98486	NOV 4-DEC 16	9:00AM-12:00PM	MON	DANVERS	PARTLAN	\$289

Word 2016 for the Workplace: Level 3

Bring your skills to a whole new level. Learn to work with styles, building blocks, bookmarks, and continuous section breaks. Create a table of figures, table of contents, and an index. Track changes and format columns. Integrate Microsoft Word with other applications, and create charts and diagrams. **Prerequisite:** A strong working knowledge of Microsoft Word. **Textbook and flash drive required:** Available at the Danvers Bookstore. Students must activate their My North Shore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF112 ADH	98490	SEP 25-OCT 30	6:00PM-9:00PM	WED	DANVERS	MCNEIL	\$289

PowerPoint for the Workplace: Level 1

Welcome to the world of presentation graphics. Learn how to create professional and exciting 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. Must have some experience with Windows and the keyboard. Textbook and Flash drive required: Available at the Danvers Bookstore. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF130 ADH	98497	SEP 23-NOV 4	6:00PM-9:00PM	MON	DANVERS	MCNEIL	\$289

“So much fun... fantastic instructor, she made it easy to learn!”

— STUDENT D.M. REGARDING INSTRUCTOR MARY ELLEN MCNEIL, MICROSOFT OFFICE COURSES

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 ADH	98956	OCT 5-DEC 14	9:00AM-12:00PM	SAT	DANVERS	PARTLAN	\$459

COMPUTER APPLICATION WORKSHOPS

Word for the Workplace: Level 1 Workshop

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF113 ADH	98503	OCT 5-OCT 12	9:00AM-12:00PM	SAT	DANVERS	PARTLAN	\$149

Word for the Workplace: Level 2 Workshop

Learn to create tables, set tabs, templates, cover pages, page layout, headers and footers, envelopes, labels and mail merge. Previous knowledge of Microsoft Word required. **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
INF114 XDH	98504	NOV 14-NOV 21	9:00AM-12:00PM	THU	DANVERS	MCNEIL	\$149

Excel for the Workplace: Level 1 Workshop

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF123 ADH	98506	SEP 20	9:00AM-3:00PM	FRI	DANVERS	GOULD	\$149
INF123 BDH	98505	OCT 19-OCT 26	9:00AM-12:00PM	SAT	DANVERS	STAFF	\$149

Excel for the Workplace: Level 2 Workshop

Take Excel to the next level. Learn to convert a spreadsheet to a table/database, filter, advance filter, sort, subtotal data, manipulate and group worksheets, link and consolidate data, password protect workbooks, create and use named ranges in a formula. **Prerequisite:** Completion of Excel 2016: 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 BDH	98508	NOV 1	9:00AM-3:00PM	FRI	DANVERS	GOULD	\$149
INF124 XDH	98507	NOV 16-NOV 23	9:00AM-12:00PM	SAT	DANVERS	MCNEIL	\$149

Excel: Just Formulas and Functions

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF125 ADH	98510	OCT 22	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	\$109

Excel: Just Pivot Tables

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF126 XDH	98509	NOV 19	6:00PM-9:00PM	TUE	DANVERS	MCNEIL	\$109

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 ADH	98511	SEP 28	9:00AM-3:00PM	SAT	DANVERS	MCNEIL	\$149
INF104 BDH	98512	NOV 21	9:00AM-3:00PM	THU	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 ADH	98513	NOV 2-NOV 9	6:00PM-9:00PM	SAT	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 XDH	99190	NOV 16-NOV 23	9:00AM-12:00PM	SAT	DANVERS	PARTLAN	\$149

ADDITIONAL COMPUTER TRAINING**Computer: An Introduction**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF101 ADH	98479	SEP 17-OCT 8	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	\$209
INF101 BLH	98480	OCT 25-NOV 15	9:00AM-12:00PM	FRI	LYNN	GARCIA	\$209

Keyboarding on the Computer: Online

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. www.ed2g0.com/nscc

COURSE CODE: INF021	COURSES BEGIN EVERY MONTH	COST OF COURSE: \$115
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“Instructor was enthusiastic ... great at laying out the security risks online and how to avoid them.”

— STUDENT J.H. REGARDING TOM JONES, CYBERSAFE

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 Certificate Exam included.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF106 ADH	98514	SEP 18	5:30PM-9:30PM	WED	DANVERS	JONES	\$89
INF106 XDH	98515	NOV 2	9:00AM-1:00PM	SAT	DANVERS	JONES	\$89

Google Apps

Carefully examine Google Apps as a tool of communication, productivity and collaboration. Explore how to effectively use Google Docs, Google Drive, Gmail, Google Maps, Google+, Google Calendar, Youtube and more. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF105 ADH	98501	OCT 16-OCT 23	6:00PM-9:00PM	WED	DANVERS	GOULD	\$59
INF105 XDH	98502	DEC 7-DEC 14	9:00AM-12:00PM	SAT	DANVERS	PARTLAN	\$59

ADVANCED COMPUTER TECHNOLOGY HELP DESK SUPPORT PROFESSIONAL (XDH)

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

Median Level Wages \$58,230

10 Year Projected Growth Massachusetts: 9.7% ■ Metro North: 14.6% ■ North Shore: 7.0%

Required Courses (listed in recommended order):

- INF306 Service Desk and Support Specialist
- INF106 CyberSafe
- INF307 CompTIA IT Fundamentals
- INF300 CompTIA A+ Certification

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

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

– Data from Massachusetts Career Information Systems

CompTIA IT Fundamentals

CompTIA IT Fundamentals certification is your launch pad for an IT career. Establish an ideal IT foundation for non-technical professionals and advanced end-users at home, work, college, or high school. Focus on essential IT skills including features and functions of common operating systems and establishing network connectivity, identifying common software applications and their purpose, and using security and web browsing best practices. Prepares you for the CompTIA IT Fundamentals examination (Exam FC0-U61) and is a suggested prerequisite to CompTIA A+. Cost of the exam is not included in the cost of the program. **Textbook required:** For textbook information please call 978-236-1200.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF307 ADH	98994	SEP 17-OCT 22	6:00PM-9:00PM	TUE	DANVERS	MOGA	\$399
INF307 BLH	98996	OCT 31-DEC 12	12:30PM-3:30PM	THU	LYNN	STAFF	\$399

Service Desk and Support Analyst:

Designed to equip you with the skills essential to deliver excellent levels of customer service in a support desk environment needed across multiple industries and organization today. Learn to respond professionally to user inquiries, assess problems and issues with IT equipment and applications, and provide a resolution. Learn best practices for communications, customer service, teamwork, ethics, service desk processes, and terminology usage. Issues such as Service Level Agreements, the benefits and pitfalls and the importance of metrics; the implementation of service management processes and effective problem solving techniques will be covered. **Textbook required:** For textbook information please call 978-236-1200.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF306 BDH	98691	OCT 5-NOV 23	9:00AM-12:00PM	SAT	DANVERS	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, optimized, and perform preventative maintenance of basic PCs, and the ability to connect users to the data they need to do their jobs regardless of the devices being used. This course prepares you to take the CompTIA A+ Certification Exams. Cost of the exam is not included in the cost of the program. **Textbook required:** For textbook information please call 978-236-1200.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF300 BDH	98534	OCT 24-DEC 19	6:00PM-9:00PM	TUE/THU	DANVERS	STAFF	\$1,899

CompTIA Network+ with Exam Voucher: Online

CompTIA Network+ Certification is a widely recognized and respected credential within the Information Technology industry. Build on your existing IT knowledge by exploring computer-networking concepts, including layers of the OSI model and the TCP/IP model. This vendor neutral certification will give

you the skills need to manage, troubleshoot, install, and configure basic network infrastructure. Prepares you to take the CompTIA Network+ Exam. Course includes textbooks and exam voucher. Classes begin each month. For more information, please call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc>. Search GES329.

COURSE CODE: INF055

COURSES BEGIN EVERY MONTH

COST OF COURSE: \$1,695

CompTIA Security+ with Exam Voucher: Online

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

COURSE CODE: INF057

COURSES BEGIN EVERY MONTH

COST OF COURSE: \$1,695

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

Careers in Information Technology are steadily growing, and what better way to train for a new career than to prepare for three respected certifications in one convenient online program? Build the foundational knowledge needed for employment in cutting-edge IT roles. Along with learning the fundamentals of IT, you will study a range of related disciplines, including building and managing a data network, troubleshooting networking issues, routing and switching, risk assessment, and data recovery. To gain further understanding, you will be able to practice the concepts being taught, using interactive virtual software. Possible careers include Tech Support, IT Specialist, Network Administrator, Network Installer, and Security Consultant. Upon successful completion you will receive exam vouchers for CompTIA™ A+ Exams 220-901, 220-902, CompTIA™ Network+ Exam N10-006 and CompTIA™ Security+ Exam SY0-501. at no additional cost. Classes begin each month, for more information please call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc>. Search GES327.

COURSE CODE: INF058

COURSES BEGIN EVERY MONTH

COST OF COURSE: \$3,995

Cisco CCNA Routing and Switching: Online

Cisco CCNA certification training provides in-depth, hands-on instruction in routed and switched LAN emulation networks made up of Cisco equipment. Designed to give you the essential knowledge to install, configure, and operate a small enterprise branch network, including basic network security. Includes a virtual, interactive lab to practice the principles taught. Upon completion of the program, you will receive a voucher to take the 200-125 CCNA certifying exam. For more information call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc>.

COURSE CODE: INF051

COURSES BEGIN EVERY MONTH

COST OF COURSE: \$2,195

Video Game Design and Development: Online

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

COURSE CODE: INF050

COURSES BEGIN EVERY MONTH

COST OF COURSE: \$1,995

**AGRICULTURE & FOOD SERVICE
BASIC CULINARY ARTS CERTIFICATE (XCR)**



QUICK FACTS: Food prep workers get food ready for cooking or serving.

Median Level Wages	Earn \$26,180
10 Year Projected Growth	Massachusetts: 7.5% ■ Metro North: 8.9% ■ North Shore: 5.8%

Required Courses:

- AFS100 Culinary Arts: Part 1*
- AFS101 Culinary Arts: Part 2*
- AFS102 Culinary Arts: Part 3*
- AFS103 Baking Fundamentals
- AFS104 Menu Development and Costing
- AFS105 Global Cuisine
- AFS106 "ServSafe" Food Sanitation
- AFS108 Fundamentals of Starting a Food Service Business
- BAA201 How to Manage Conflict in the Organization
- BAA202 Take Control – Time Management

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

* Intro to Culinary Arts: Part 1, Part 2, and Part 3 must be taken in order.

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

– Data from Massachusetts Career Information Systems

Culinary Arts: Part I

Discover and learn hands-on techniques of professional chefs. Explore basic culinary techniques including safe and handy knife skills, proper cutting techniques of fruits, vegetables, and meats. Identify herbs, spices, tools and equipment used in a professional kitchen. Hands-on daily cooking demonstrations and individual participation in the seven cooking techniques of braising, roasting, sauteing, grilling, poaching, deep frying, and combination cooking. Create and taste your accomplishments at the conclusion of each class. To ensure that proper sanitation guidelines are followed, this class requires that each student come prepared to cook. Comfortable clothing is suggested; sneakers or nonskid shoes, a baseball cap, apron, knife, cutting board and containers must be brought to each class. Happy Cooking! Cost of class includes a \$95 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS100 AMH	98645	SEPT 24-OCT 2	6:30PM-9:30PM	TUE	MIDDLETON	STAFF	\$384

Culinary Arts: Part II

Explore more about soups, sauces, stocks, roasting, grilling, braising and many of the exciting and new advanced techniques that chefs use in culinary arts: poaching, carving, garnishing, pasta making, and molten sauces. To ensure that proper sanitation guidelines are followed, this class requires that each student come prepared to cook. Comfortable clothing is suggested; sneakers or nonskid shoes, a baseball cap, apron, knife, cutting board and containers must be brought to each class. Cost of class includes \$95 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS101 XMH	98646	NOV 5-DEC 10	6:30PM-9:30PM	TUE	MIDDLETON	STAFF	\$384

Understanding Menu Development

Learn to identify and utilize the menu formats most often encountered as a hospitality manager to help reduce costs through effective utilization of the food and beverage products. Learn the procedure used to assign individual menu prices based on cost and collected sales data to ensure that your menu items will generate the sales revenue you need to meet your profit goals.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS104 AMH	98647	SEP 23-NOV 4	6:30PM-8:30PM	MON	MIDDLETON	STAFF	\$249

Baking Fundamentals

Learn the fundamentals of kitchen tools, safety and equipment, how to read a recipe, measuring, and the basics of how ingredients interact. Through demonstration and practice, you will create delicious baked foods: cakes, pies, filled pastries, breads, cookies and how to adjust recipes for size and other factors. Learn how to make baking simple and fun. Please bring to class an apron and a to-go container to bring your treats home. Cost of class includes a \$100 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS103 BMH	98649	OCT 31-DEC 12	6:30PM-8:30PM	THU	MIDDLETON	STAFF	\$399

FOOD SERVICE DIRECTOR CERTIFICATE (XFS)

QUICK FACTS: Food service worker supervisors direct and oversee staff who prepare and serve food.	
Median Level Wages	\$37,140
10 Year Projected Growth	Massachusetts: 9.9% ■ Metro North: 11.4% ■ North Shore: 7.3%
<p>Required Courses:</p> <ul style="list-style-type: none"> • AFS100 Culinary Arts: Part 1 • AFS106 "ServSafe" Food Sanitation* • AFS120 Nutrition for the Food Service Professional • BAA200 Leadership Skills for Managers • BAA201 How to Manage Conflict in the Organization • BAA202 Take Control – Time Management <p>Note: If you purchase a used copy of the text from another source, please be sure it includes a test taking "bubble sheet." The National Restaurant Foundation will only accept tests submitted on this form.</p> <p>* According to Massachusetts State Law (105 CMR 590.000): "Effective October 1, 2001, every food service establishment must have at least one full-time employee who is at least 18 years of age and who has passed a food safety exam which is recognized by the Dept. of Public Health." Certification is renewable every five years. "ServSafe" is recognized by the National Restaurant Association & Educational Foundation.</p> <p style="text-align: center;">You may enroll in any of these courses even if you are not in the certificate program.</p> <p style="text-align: center;">You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</p>	

– Data from Massachusetts Career Information Systems

ServSafe Food Sanitation

Learn the sanitation aspects of food safety and current regulations governing food establishments. Offered in conjunction with the Educational Foundation of the National Restaurant Association (NRAEF). Successfully complete the exam, receive a certificate, and register with the EF. **Textbook required:** Available at the Danvers Bookstore. Please buy at least two weeks before class and begin reading the text. Test administered on the last day of class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS106 XMH	98658	NOV 18-DEC 9	MON	6:00PM-8:30PM	MIDDLETON	STAFF	\$199

ServSafe Re-certification

Is your ServSafe certification about to expire or has it expired? If so, come join us for the ServSafe review session and take the exam for recertification. Test sheet required: If not purchasing a new textbook, please contact ServSafe to order test sheet prior to class — www.servsafe.com. Textbooks available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS107 BMH	98659	OCT 7	8:30AM-12:30PM	MON	MIDDLETON	STAFF	\$129

FLORAL DESIGN CERTIFICATE (XFL)

QUICK FACTS: Floral designers cut and arrange live, dried, and artificial flowers and plants.	
Median Level Wages	\$33,170
10 Year Projected Growth	Massachusetts: -2.1%
<p>Required Courses:</p> <ul style="list-style-type: none"> • AFS230 Floral Design I: Bring on the Flower Power • AFS231 Floral Design II: Let your Creativity Bloom • AFS232 Floral Design III: Beyond the Rule of Three • AFS233 Floral Merchandising and Business Practice • BAA201 How to Manage Conflict in the Organization • BAA202 Take Control – Time Management <p>In addition: Students must provide documentation of 40 hours of supervised field work.</p> <p style="text-align: center;">You may enroll in any of these courses even if you are not in the certificate program.</p> <p style="text-align: center;">You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</p>	

– Data from Massachusetts Career Information Systems

Floral Design I: Bring on the Flower Power

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS230 ADH	99008	SEP 25-OCT 30	9:30AM-12:00PM	WED	DANVERS	ALEXANDRA	\$339
AFS230 BDH	98548	OCT 28-DEC 9	6:00PM-8:30PM	MON	DANVERS	ALEXANDRA	\$339

Floral Design II: Let Your Creativity Blossom

Keep your creativity flowing! Create more challenging arrangements using tropical flowers, exotics, lilies, Dutch flowers, and several species of roses. Use an unusual and diverse variety of greenery and interesting containers to complement each arrangement. Discuss cut flower identification and preservation. Fresh cut flowers and floral supplies are available in class. Please bring scissors, knife, ribbon cutters and wire cutters to class. **Textbook required:** (same as Floral Design I) Available at the Danvers Bookstore. **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 XDH	98549	NOV 6-DEC 18	9:30AM-12:00PM	WED	DANVERS	ALEXANDRA	\$369

Floral Merchandising and Business Practices

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS233 ADH	99009	OCT 29-DEC 3	6:00PM-8:00PM	TUE	DANVERS	STAFF	\$289

Thanksgiving Arrangement

Dress up your Thanksgiving table with a festive design with the abundance of nature's seasonal blooms. Cost of class includes a \$25 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS255 XDH	99028	NOV 25	2:00PM-4:30PM	MON	DANVERS	ALEXANDRA	\$59

Winter Celebration Wreath

Join us for a Winter/Solstice wreath-making festivity. Using a myriad of winter foliage and plant materials, let your imagination guide you as you create a unique, one of a kind floral door décor. Techniques include wiring and gluing, as well as ribbon treatments. Cost of class includes a \$30 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS241 XDH	99010	DEC 2	2:00PM-4:30PM	MON	DANVERS	ALEXANDRA	\$69

LANDSCAPE DESIGN CERTIFICATE (XLD)

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

Median Level Wages	\$74,860
10 Year Projected Growth	Massachusetts: 4.1%

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

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

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

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

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

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

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

– Data from Massachusetts Career Information Systems

Landscape Design Drawing: Session 1

Learn the basic design principles and techniques to create an accurate construction document to effectively communicate with contractors and clients. Simple line drawing to basic universal design principals will be discussed and practiced in class. Weekly drawing assignments will be given in addition to weekly class work. Designed for the novice garden designer. Some basic drawing tools will be required. A 20 x 30 drafting table with legs or plain drafting board recommended for class. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS211 ADH	98542	SEP 17-OCT 29	6:30PM-8:30PM	TUE	DANVERS	EISENER	\$249

Landscape Design Drawing: Session 2

Build on the basic skills learned in Level 1. Advanced rendering techniques to present professional quality project drawings will be discussed and practiced in class. Weekly drawing assignments will be given in addition to weekly class work. Some basic drawing tools will be recommended. A 20 x 30 drafting table with legs or plain drafting board required for class. **Textbook required:** Available at Danvers Campus Bookstore. **Prerequisite:** Landscape Design Drawing: Level 1 or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS212 XDH	98543	NOV 5-DEC 17	6:30PM-8:30PM	TUE	DANVERS	EISENER	\$249

The Business of Landscaping

Learn what you should consider in order 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 ADH	99195	SEP 28-NOV 9	9:00AM-11:00AM	SAT	DANVERS	DRYDEN	\$249

Materials and Methods of Landscape Construction

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 BDH	98544	OCT 24-DEC 12	6:30PM-8:30PM	THU	DANVERS	DRYDEN	\$249

Identification and Culture of Trees

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS215 ADH	98545	SEP 23-NOV 18	6:30PM-8:30PM	MON	DANVERS	SIMPSON	\$249

LANDSCAPE & GARDEN MAINTENANCE CERTIFICATE (XLG)

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

Median Level Wages \$26,600 – \$45,000

10 Year Projected Growth Massachusetts: 10.0% ■ Metro North: 11.4% ■ North Shore: 8.7%

Required Courses:

- AFS200 Landscape and Garden Maintenance – Spring
- AFS201 Landscape and Garden Maintenance – Summer
- AFS202 Landscape and Garden Maintenance – Fall

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

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

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

– Data from Massachusetts Career Information Systems

Landscape and Garden Maintenance: Fall

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS202 AEH	98541	SEP 10-NOV 14	9:00AM-12:00PM	TUE/THU	FIELD	BOUCHARD	\$249

GARDENING WORKSHOPS

Gardening with Bulbs

There is an amazing variety of bulbs for brightening up your garden. Learn about selecting, planting, and caring for these easy and rewarding plants. Designing garden beds to include bulbs, and how to combine colors, heights, and bloom times for the best effect will also be covered.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS225 ADH	98983	SEP 18	6:30PM-8:30PM	WED	DANVERS	FLANAGAN	\$39

Four Season Garden

With a bit of planning you can create interest and enjoyment year round in your garden. Starting with the bones of the garden, explore ways to use plants and garden structures for a variety of effects as the seasons change.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS228 ADH	98984	SEP 25	6:30PM-8:30PM	WED	DANVERS	FLANAGAN	\$39



LANGUAGE & COMMUNICATIONS

Basic English as a Second Language

NSCC'S English as a Second Language Department aims to provide non-native speakers of English with skills necessary for their professional and academic advancement. Using both traditional and communicative teaching methods and providing a supportive environment, the ESL department assists students as they work towards the level of linguistic competence necessary for their participation in the local and global community. We are committed to respecting individual cultural and linguistic diversity at North Shore Community College. No appointment is necessary. Come to the CAS Testing Center located in LS-215 in Lynn or DB213 in Danvers. Please show up at least two hours before we close as testing usually takes between one and two hours. Please note: Occasionally an office will not be open during regular hours.

Tiene alguna pregunta? Si no está seguro por dónde empezar y desea mas información, llame al 781-593-6722 x2131 o comuníquese por email a: ggutierr@northshore.edu.
For more information call the ESL hotline: 781-477-2188.

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:** Available at the Lynn Bookstore. **Prerequisite:** Must complete Placement Test administered at the Lynn campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC100 ALH	98460	SEP 14-DEC 7	9:00AM-12:00PM	SAT	LYNN	BUZZI	\$219
LAC100 BLH	98459	SEP 16-DEC 16	9:00AM-12:00PM	MON	LYNN	BUZZI	\$219
LAC100 XLH	98458	SEP 18-DEC 13	5:30PM-7:00PM	WED/FRI	LYNN	DESHAIES	\$219

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:** Available at the Lynn Bookstore. **Prerequisite:** Must have completed Basic ESL I, or tested into ESL II according to the test administered at the Lynn Campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC101 ALH	98462	SEP 14-DEC 7	9:00AM-12:00PM	SAT	LYNN	SHAMS	\$219
LAC101 BLH	98461	SEP 17-DEC 10	5:30PM-7:00PM	TUE/THU	LYNN	RADZIEJEWSKA	\$219
LAC101 XLH	98946	SEP 24-DEC 10	9:00AM-12:00PM	TUE	LYNN	SHAMS	\$219

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:** Available at the Lynn Bookstore. **Prerequisite:** Must complete ESL II or test into ESL III according to the test administered at the Lynn campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC102 ALH	98464	SEP 14-DEC 7	9:00AM-12:00PM	SAT	LYNN	RADZIEJEWSKA	\$219
LAC102 BLH	98463	SEP 17-DEC 10	5:30PM-7:00PM	TUE/THU	LYNN	STRAGER	\$219
LAC102 XLH	98947	SEP 25-DEC 11	9:00AM-12:00PM	WED	LYNN	FUCILLO	\$219

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:** Available at the Lynn Bookstore. **Prerequisite:** Must have completed ESL III or test into ESL IV according to the test administered at the Lynn campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC103 ALH	98466	SEP 14-DEC 7	9:00AM-12:00PM	SAT	LYNN	BRUNDIGE	\$219
LAC103 BLH	98465	SEP 17-DEC 10	5:30PM-7:00PM	TUE/THU	LYNN	STEVENS	\$219
LAC103 XLH	98948	SEP 19-DEC 12	9:00AM-12:00PM	THU	LYNN	WHEELER	\$219

English Pronunciation and Oral Practice

For non-native speakers of English who want to improve their pronunciation of English sounds so that they can be more easily understood by native English speakers. You will meet individually with the instructor to help identify the sounds that are difficult. Pronunciation practice will include oral dialogues, poem recitation, and short presentations. Learn to understand the phonetic pronunciation symbols in dictionaries. **Textbook required:** Available at the Lynn Bookstore. **Prerequisite:** Must have completed ESL III, or tested into Basic IV.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC104 ALH	98952	SEP 14-DEC 7	9:00AM-12:00PM	SAT	DANVERS	STAFF	\$219

Intermediate Listening Comprehension and Oral Fluency

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:** Available at the Lynn Bookstore. Recommended for students who have completed Basic IV (LAC 103), or tested into Low Intermediate Skills (LAC 105) within the year.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC204 ALH	99186	SEP 16-DEC 16	6:00PM-9:00PM	MON	LYNN	MAESTRANZI	\$219

Integrated Skills for Low-Intermediate ESL Students

Recommended for students intending to take credit ESL classes next semester. Concentrate on reinforcing and developing individual reading, writing, and oral skills in preparation for Intermediate ESL classes. Some sessions will take place in the ESL Multimedia Lab where you will use a variety of audio and video material. **Textbook required:** Available at the Lynn Bookstore. **Prerequisite:** Must have completed ESL IV or tested into Integrated Skills according to test administered at the Lynn campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC105 ALH	98468	SEP 14-DEC 7	9:00AM-12:00PM	SAT	LYNN	WASSON	\$219
LAC105 BLH	98467	SEP 17-DEC 10	5:30PM-7:00PM	TUE/THU	LYNN	WASSON	\$219
LAC105 XLH	98949	SEP 20-DEC 13	9:00AM-12:00PM	FRI	LYNN	WASSON	\$219

Integrated Skills for High-Intermediate ESL Students

Focus on developing writing, reading, grammar and listening and speaking skills in preparation for more advanced ESL credit courses and to improve English skills for work. Some of the classes will be held in the ESL Multimedia lab using a variety of audio and video material, as well as online resources and exercises. **Textbook required:** Available at the Lynn Bookstore. **Prerequisite:** Must have completed Intermediate Integrated Skills for Low-Intermediate ESL or tested into Integrated Skills for High-Intermediate according to test administered at the Lynn Campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC106 ALH	98472	SEP 14-DEC 7	9:00AM-12:00PM	SAT	LYNN	BROWN	\$219
LAC106 BLH	98471	SEP 18-DEC 13	5:30PM-7:00PM	WED/FRI	LYNN	MERCADANTE	\$219

Integrated Skills for Advanced ESL Students

Intended for High-Intermediate and Advanced speakers of English as a Second Language who would like to improve their reading, writing, listening, and speaking skills. Emphasis will be placed on building vocabulary, and increasing fluency and accuracy in all areas. **Textbook required:** Available at the Lynn Bookstore. **Prerequisite:** Must have completed Integrated Skills for High/Intermediate ESL or tested into Integrated Skills Advanced according to test administered at Lynn campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC107 ALH	98470	SEP 14-DEC 7	9:00AM-12:00PM	SAT	LYNN	STEVENS	\$219
LAC107 BLH	98469	SEP 18-DEC 13	5:30PM-7:00PM	WED/FRI	LYNN	STEVENS	\$219
LAC107 XLH	98950	SEP 24-DEC 10	1:00PM-4:00PM	TUE	DANVERS	STRAGER	\$219

Integrated Skills High Advanced

Intended for advanced speakers of English as a Second Language looking to build further on their reading, writing, grammar, listening, and speaking skills. The class will focus on advanced vocabulary, essay writing, and grammar. **Textbook required:** Available at the Lynn Bookstore. **Prerequisite:** Must have completed Integrated Skills for Advanced ESL or tested into Integrated Skills High Advanced according to the test administered at the Lynn campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC108 ALH	98474	SEP 14-DEC 7	9:00AM-12:00PM	SAT	LYNN	FUCILLO	\$219
LAC108 BLH	98473	SEP 18-DEC 13	5:30PM-7:00PM	WED/FRI	LYNN	JOHNSON	\$219

ESL: Academic Writing

Recommended to help Low Intermediate ESL and Basic IV students learn how to write correct academic English at the Low Intermediate level for preparation in taking academic, credit ESL classes at the Intermediate 1 level, and to generally improve writing skills. The focus will be on creating grammatically correct sentences, organizing ideas, learning the academic writing process, and revising and self-editing drafts. Learn to open a document in MS Word and attach a file to an e-mail message. **Textbook required:** Available at the Lynn Bookstore. **Prerequisite:** Must have completed Basic III, or tested into Basic IV according to the test administered at the Lynn Campus within the year.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC109 ALH	98476	SEP 14-DEC 7	9:00AM-12:00PM	SAT	LYNN	MAESTRANZI	\$219

New! Integrated Reading and Writing: Credit ESL Preparation

This course is designed to prepare non-credit ESL students for the credit ESL program and for individuals looking to perfect their reading and writing skills. Literacy instruction will focus on reading and writing to help you create grammatically correct sentences, organize your ideas, revise your work, and edit. You will also be introduced to the basic competencies necessary for computer and academic technology literacy, including MS Word, email attachments, and Blackboard. Successful completion of this course will place you directly into ESL001, ESL002, and/or ESL003 per the instructor's recommendation and without retesting on the ESL ACCUPLACER. **Textbook required:** Available at the Lynn Bookstore. **Prerequisite:** Must have completed Basic III, or tested into Basic IV according to the test administered at the Lynn Campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC112 ALH	99187	SEP 18-DEC 13	5:30PM-7:00PM	WED/FRI	LYNN CAMPUS	MAESTRANZI	\$219

FOREIGN LANGUAGES

Italian 1

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC120 ADH	98533	SEP 25-NOV 13	6:30PM-8:30PM	WED	DANVERS	STAFF	\$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 ALH	99029	SEP 30-DEC 2	6:30PM-8:30PM	MON	LYNN	STAFF	\$239
LAC122 BDH	98531	OCT 22-DEC 10	6:30PM-8:30PM	TUE	DANVERS	STARK	\$239

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, but you are also welcome to explore creative non-fiction and poetry. Topics of discussion will include strategies for keeping the process flowing in the midst of our busy lives and ways to publish your work in print or online. You will have the opportunity to share your work and receive feedback from other writers. Current writers are welcome, but no prior experience is necessary.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC149 BDH	98975	OCT 30-DEC 11	10:00AM-12:00PM	WED	DANVERS	GANGI	\$159

E-Book: How to Write and Get It Published

See your work published tomorrow! Yes, you read that right. You could be a published author ASAP thanks to the world of E-book publishing and self-publishing. Join us for an in-depth look at some of the best publishers around today and how to avoid some of the pitfalls that most authors make when venturing out on their own in this brave new world.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC148 ADH	98977	SEP 26-SEP 26	6:30PM-9:30PM	THU	DANVERS	GANGI	\$49

Novel Bootcamp: Part 1

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC140 ADH	98976	SEP 25-NOV 13	6:30PM-8:30PM	WED	DANVERS	GANGI	\$189

New! National Novel Writing Month Workshop

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC151 XDH	99201	NOV 5-NOV 26	6:00PM-7:30PM	TUE/THU	DANVERS CAMPUS	GANGI	\$179

SAT TEST PREPARATION

SAT Mathematics: Preparation for the College Board

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD101 ADH	98517	SEP 21-OCT 26	10:15AM-12:15PM	SAT	DANVERS	MCGUINNESS	\$159

SAT Verbal: Preparation for the College Board

Prepare to achieve the highest possible score. Develop skills and strategies to cope with the reading comprehension, grammar, and essay sections. During class time you will write one essay and receive feedback from the instructor. For all high school students.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD100 ADH	98516	SEP 21-OCT 26	8:00AM-10:00AM	SAT	DANVERS	MCAIFF	\$159

OCCUPATIONAL TRADES

AUTO DAMAGE APPRAISAL (XAD)

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

Median Level Wages	\$72,270
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10 Year Projected Growth	Massachusetts: 11.1% ■ North Shore: 8.0%
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— Data from Massachusetts Career Information Systems

Have some automotive experience? Obtain the necessary knowledge needed to get your Automobile Appraisal License in this State approved course. Learn to read, write, and appraise auto damage and prepare for the state certification exam. Cost includes required manual. Bring a 3-ring binder to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD150 ADH	98626	SEP 28-DEC 7	9:00AM-2:00PM	SAT	DANVERS	NAZZARO	\$599

GENERAL INFORMATION

CAMPUS LOCATIONS

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

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

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

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

MIDDLETON. North Shore Business Center, 30 Log Bridge Road, Middleton, MA (978-762-4000).

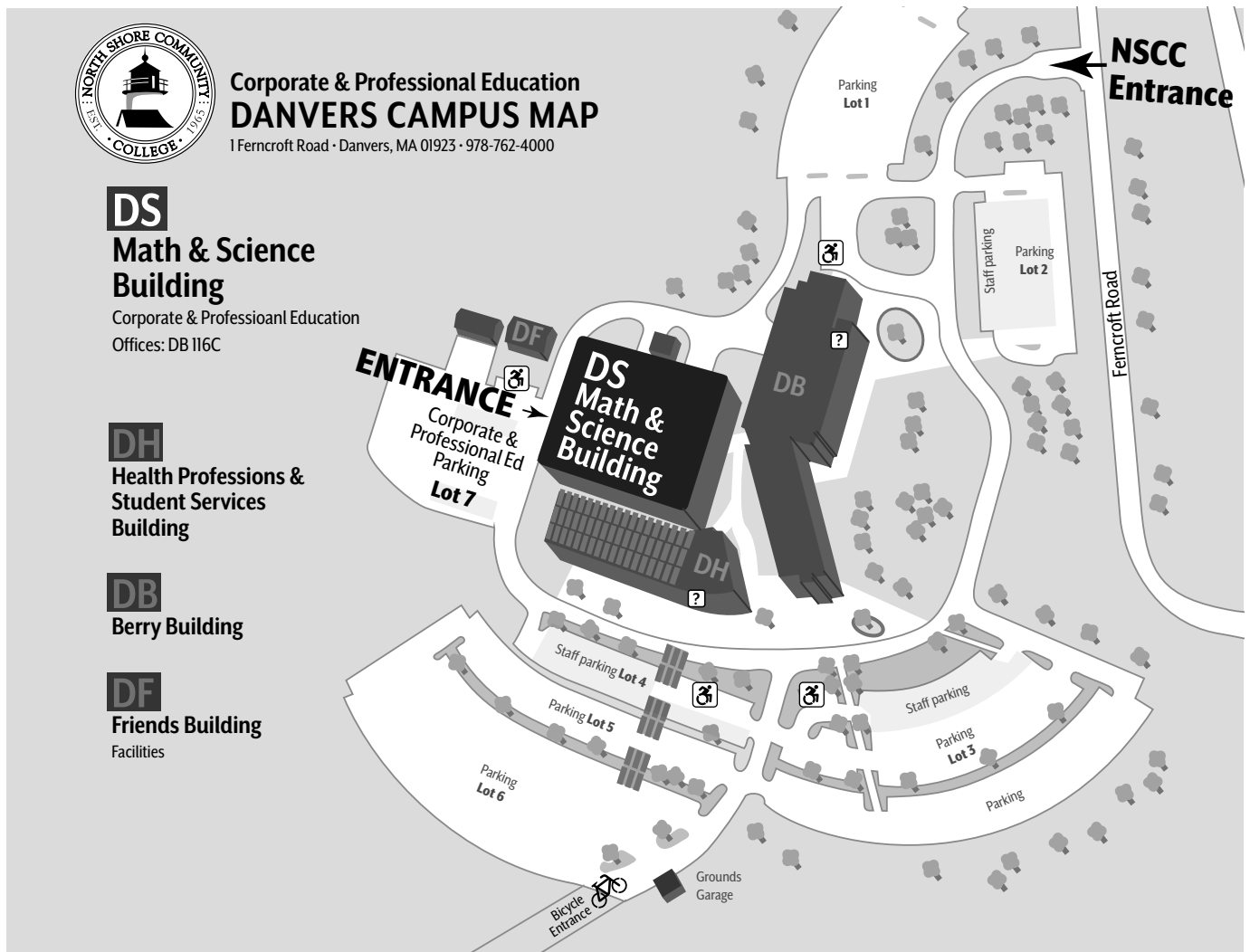
LYNN. The Lynn Campus located at 300 Broad Street, adjacent to the Lynnway, includes science and technology laboratories and a library. The College also houses Community Education courses, classrooms, offices and the Campus Police Office at the MBTA station across from the Lynn Campus on the corner of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

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

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

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

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



POLICIES

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

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

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

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

Community Notification of Where to Access Sex Offender Information. In accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be

obtained. Information concerning Level 2 and Level 3 offenders is available to the general public by contacting the Commonwealth of Massachusetts Sex Offender Registry Board, located at P.O. Box 4547, Salem, MA 01970-4547, 978-740-6400, or the following Police Departments:

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

Level 3 offender information is also available on-line at www.mass.gov/sorb. If you have any questions regarding access to sex offender information, please feel free to contact the Colleges Chief of Police, Douglas P. Puska at 781-593-7032.

Jeanne Clery Disclosure of Campus Security Policy and Crime

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

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

INFORMATION DIRECTORY

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

COLLEGE BOOKSTORES FALL 2019 RUSH

Danvers Campus Bookstore – 1 Ferncroft Road, Danvers, MA 01923 – 978-762-4046
 Lynn Campus Bookstore – 300 Broad Street, Lynn, MA 01901 – 781-477-2127

August 12-27	M-F	8:00AM – 5:00PM	September 2	M	<i>Closed for Labor Day</i>	September 9-11	M-W	8:00AM – 6:30PM
August 28+29	W+Th	8:00AM – 6:00PM	September 3-5	T-Th	8:00AM – 7:00PM	September 12+13	Th+F	8:00AM – 5:00PM
August 30	F	8:00AM – 5:00PM	September 6	F	8:00AM – 5:00PM			

COLLEGE HOLIDAY SCHEDULE FALL 2019

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

- Monday, September 2: Labor Day ■ Monday, October 14: Columbus Day
- Monday, November 11: Veteran’s Day Observed ■ Wednesday, November 27: Morning Classes Only
- Wednesday, November 27 – Saturday, November 30: Thanksgiving Recess – No classes
- Tuesday, December 24 – Wednesday, January 1: Christmas Break – No classes

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

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understood our business objectives, and successfully customized training programs of the highest caliber to meet our strategic objectives. CTS’ “Essential Skills for Supervisors” program is one from which Windover has benefited most recently. This program, invaluable to a supervisor’s development, covers a spectrum of relevant issues and key takeaways for both the long-term manager and anyone new to a supervisory role. The instructors combine strong facilitation, expertise, and real-world examples to create stimulating conversation and exploration resulting in a highly interactive and engaging program.” — *Hannah Ginley, Vice President of Administration*

Contact Us

Dianne Palter Gill, Ed.D.

Dean, Corporate & Community Education
Phone: 978-236-1225
dpalterg@northshore.edu

Elaine Champagne

Director of Sales/Workforce Development –
Directs and coordinates contract training
programs with Business & Industry partners.
Phone: 978-236-1206
Email: echampag@northshore.edu

Susan Ryan

Fulfillment Specialist – Supports corporate
training area; handles corporate trainers’
materials, contracts, and questions pertaining
to fulfillment of corporate contracts.
Phone: 978-236-1240
Email: sryan@northshore.edu

Helene VanDernoot

Director, Business & Industry Programs /
Workforce Development – Directs and
coordinates contract training programs with
Business & Industry partners.
Phone: 978-236-1207
Email: hvandern@northshore.edu



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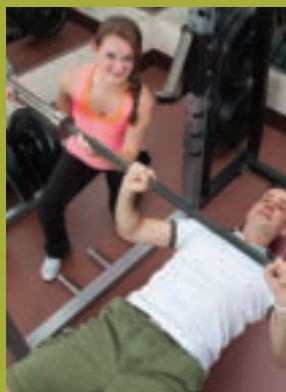
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