

NORTH SHORE COMMUNITY COLLEGE

WINTER/
SPRING 2020
noncredit
courses

DANVERS • LYNN • MIDDLETON



**Train Now for
In-Demand Jobs**
Healthcare • IT • Business



Corporate &

Professional
EDUCATION

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DEAN'S MESSAGE



Facebook, Flickr, Reddit, Twitter, YouTube, Snapchat, Tumblr, blogging, posting, poking, tweeting! **OMG! LOL! RU %-) EZ?** Yes it is! And no, our editor has not fallen asleep. Those are NOT typos! What we are saying is that while you may have #FOMO, there is no need, because this semester, we will introduce you to Social Media. Looking for a way to get the word out about your products and services? Want to learn about how to find your target audience? Want to bring in new **eyeballs?** (Really, I am NOT making that up!) If you want to learn from the expert, join our instructor, Stephanie St. Martin, for our social media classes. Whether it is *Social Media for Business 101*, *Social Media for Customer-Centered Business Writing*, *Social Media: Target Audience*, or *Social Media on a Budget*, **DMO** and wait until it is **SRO**. Sign up 2day! *See bottom of letter for code to cryptic shorthand.



The FAA predicts there will be 100,000 new jobs by 2025 in the Drone industry. Join us and our drone instructor, James Malgeri, to learn how to prepare for this hot new field. Mr. Malgeri is a licensed Drone Operator who will cover the laws and required licenses, the different types of model drones, the apps, and what industries are using drones. And remember—**DMO!**

Register TODAY so that you DMO (there I go again!) To find courses, go to: www.northshore.edu/professional/index.html. Call us at 978-236-1200 to register. Classes with low enrollment are cancelled one week before the start of the course.

Dianne Palter Gill

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

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NEW WEB ADDRESS: WWW.NORTHSHORE.EDU

* Translation: *OMG (Oh my gosh), LOL (Laugh out loud), RU %-) (Are you confused), EZ (easy), DMO (Don't miss out), SRO (Standing room only), FOMO (Fear of missing out)*



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

Follow us on
LinkedIn

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

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 & Career Training Programs



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

- Cisco CCNA
- Certified Ethical Hacker
- CBCS Medical Billing and Coding
- Web Design Professional
- Certified Administrative Professional
- CompTIA Certification Training: A+, Network+, Security+
- Oracle SQL and PL/SQL
- Python Developer

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

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

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

ProTrain Online

You + Online Training = Success!

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

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

New! Connect LIVE. Online

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

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

The Adult Learning Center

Creating Opportunities for Education and Career Exploration

Need your high school diploma? 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 5 hours of Distance Learning work per week
- Attend an orientation session
- Participate in periodic face to face meetings
- Conduct ongoing email communication with instructors

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

Get into the TECH INDUSTRY!

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.

Interested?

Contact Stacy at srandell@northshore.edu



ADVANCED COMPUTER TRAINING

Do you enjoy working with computers?
 Are you organized and able to focus on detail?
 Do you learn new computer programs quickly?

Information Technology (IT) is an area that is growing and always changing with new developments, increasing the need for employees with industry expertise and credentials. Gain the skills needed to 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!

HELP DESK SUPPORT PROFESSIONAL (XDH)

QUICK FACTS: Computer user support specialists help people solve problems with their computer hardware and software.	
Median Level Wages	\$60,240
Preparation	High school diploma or equivalent. Short-term training. Industry certification.
Required Courses (listed in recommended order):	
<ul style="list-style-type: none"> • INF307 CompTIA IT Fundamentals • INF106 CyberSafe • INF300 CompTIA A+ Certification 	
<p>You may enroll in any of these courses even if you are not in the certificate program.</p> <p>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

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	19667	JAN 21-FEB 13	5:30PM-9:30PM	TUE/THU	DANVERS	MOGA	\$399
INF307 ABH	19967	MAR 31-APR 23	5:30PM-9:30PM	TUE/THU	DANVERS	RAIMO	\$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 ADH	19452	FEB 26-APR 22	6:30PM-9:30PM	WED	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. Class also available online or Live online. Please call 978-236-1200 for more information.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF300 ADH	19448	FEB 18-APR 16	5:30PM-9:30PM	TUE/THU	DANVERS	MOGA	\$1,899
INF300 BDH	19969	APR 28-JUN 23	5:30PM-9:30PM	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. Also available Live online. Call 978-236-1200 for more information.

COURSE CODE: INF055	COURSES BEGIN EVERY MONTH	COST OF COURSE: \$1,695
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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. Also available Live online. Call 978-236-1200 for more information.

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 220-1001, 220-1002, CompTIA™ Network+ Exam N10-007 and CompTIA™ Security+ Exam SY0-501. at no additional cost. Classes begin each month, for more information please call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc>, search GES327.

COURSE CODE: INF058 COURSES BEGIN EVERY MONTH COURSE OF COST: \$3,995

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>, search GES605.

COURSE CODE: INF050 COURSES BEGIN EVERY MONTH COST OF COURSE: \$1,995

DIGITAL MARKETING CERTIFICATE (XDM)

QUICK FACTS: Digital marketers/public relations help build a positive public image for organizations.	
Median Level Wages	\$62,290
Preparation	High school diploma or equivalent. Short-term training. Excellent communication and media skills. Computer proficiency.
Required Courses:	
<ul style="list-style-type: none"> • INF238 Digital Marketing • INF233 Website Design and Management with WordPress 	<ul style="list-style-type: none"> • BAA228 Adobe Creative Cloud: Design Amazing Graphics • INF053 HTML Online • INF054 Creating Mobile Apps with HTML • INF240 Google Analytics
In addition: Students must provide documentation of 40 hours of supervised field work.	
You may enroll in any of these courses even if you are not in the certificate program.	
You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.	

– Data from 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, plug-ins, 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 ADH	19838	FEB 27-APR 9	6:00PM-9:00PM	THU	DANVER	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/nscc>.

COURSE CODE: INF053 COURSES BEGIN EVERY MONTH COST OF COURSE: \$299

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/nscc>.

COURSE CODE: INF054 COURSES BEGIN EVERY MONTH COST OF COURSE: \$115

GRAPHIC DESIGN CERTIFICATE (XGD)

QUICK FACTS: Graphic designers create designs using print, electronic, and film media.	
Median Level Wages	\$60,530
Preparation	High school diploma or equivalent. Artistic aptitude. Short-term training.
Required Courses:	
<ul style="list-style-type: none"> • BAA100 Principles of Design • BAA227 Graphic Design Theory and Beyond • BAA228 Adobe Creative Cloud: Design Amazing Graphics 	<ul style="list-style-type: none"> • BAA221 Advanced Illustration • BAA223 Electronic Imaging • BAA225 Publication Design
<ul style="list-style-type: none"> • INF233 Website Design and Management with WordPress • BAA201 How to Manage Conflict in the Organization • BAA202 Time Management: Take Control 	
In addition: Students must provide documentation of 40 hours of supervised field work.	
You may enroll in any of these courses even if you are not in the certificate program.	
You may be 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 ADH	19839	JAN 30-MAR 5	6:00PM-9:00PM	THU	DANVERS	STAFF	\$239

Adobe Creative Cloud: Design Amazing Graphics – Part I

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA228 ADH	19840	FEB 6-APR 30	6:00PM-9:00PM	THU	DANVERS	BURNS	\$389

Adobe Creative Cloud: Design Amazing Graphics – Part II

Build on your Photoshop, Illustrator, and InDesign skills learned in Adobe Create Cloud Part I to create eye-catching designs and graphics. Learn about additional features available in each program to create rich graphics and layouts. Creative uses of Photoshop and Illustrator will be explored along with advanced layout concepts with InDesign. **Prerequisite:** Adobe Creative Cloud Part I or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA232 ADH	20195	FEB 25-MAY 19	6:00PM-9:00PM	TUE	DANVERS	BURNS	\$389

Adobe Creative Cloud: Photoshop with InDesign – Part I

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA230 ADH	20103	FEB 6-MAR 19	6:00PM-9:00PM	THU	DANVERS	BURNS	\$229

Adobe Creative Cloud: Photoshop with InDesign – Part II

Take Photoshop to the next level with advanced editing techniques, layer masking, smart objects, blending, and composites. Creative uses of Photoshop will be explore as well as advanced layout techniques with InDesign. **Prerequisite:** Adobe Creative Cloud Photoshop Part I or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA233 ADH	20196	FEB 25-APR 7	6:00PM-9:00PM	TUE	DANVERS	BURNS	\$229

Adobe Creative Cloud: Illustrator with InDesign – Part I

Looking to create high quality graphics using Adobe Cloud? Learn the program terms, menus, tools, palettes, objects, and type. Explore keyboard shortcuts and the pen tool, Illustrator’s most powerful tool. Learn to manipulate type to create artwork, manage color, make gradients, and create new illustrations. Adobe Cloud InDesign will also be covered. Must have familiarity with the mac/pc operating system and knowledge of computer file management.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA231 XDH	20104	MAR 26-APR 30	6:00PM-9:00PM	THU	DANVERS	BURNS	\$229

Adobe Creative Cloud: Illustrator with InDesign – Part II

Take Adobe Illustrator to the next level with advanced drawing techniques, gradient mesh, pattern creation, custom symbols and brushes. Creative uses of vector graphics and text will be explored as well as advanced layout techniques with InDesign. **Perquisite:** Adobe Creative Cloud Illustrator Part I or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA234 XDH	20197	APR 14-MAY 19	6:00PM-9:00PM	TUE	DANVERS	BURNS	\$229

SOCIAL MEDIA

New! Social Media for Business 101

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF248 ADH	20160	FEB 4-MAR 31	6:00PM-9:00PM	TUE	DANVERS	ST MARTIN	\$339

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 ADH	20133	FEB 4-FEB 11	6:00PM-9:00PM	TUE	DANVERS	ST MARTIN	\$89

New! Social Media: Customer-Centered Business Writing

Drive action through effective social media business writing. Learn effective strategies to sharpen your writing skills by structuring your ideas logically, exercising diplomacy and shaping your arguments for composing emails, social media posts (Facebook messages and tweets) as well as how to make blog articles that are engaging and drive traffic to your website. You will also learn the importance of SEO and how to get found online. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF249 ADH	20161	FEB 18-FEB 25	6:00PM-9:00PM	TUE	DANVERS	ST MARTIN	\$89

Social Media: Target Audience

Identify the best social media platforms for your business based on the target audience you are trying to reach. Within each specific platform, learn what the best tactics are for you to reach your audience. Explore ways to market and connect with them through your own followers as well as understanding the targeting capabilities of these platforms. Platforms will include Facebook, Twitter, LinkedIn, YouTube, Pinterest, Instagram, Tumblr, etc. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF242 ADH	19529	MAR 3-MAR 17	6:00PM-9:00PM	TUE	DANVERS	ST MARTIN	\$89

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 BDH	20134	MAR 24-MAR31	6:00PM-9:00PM	TUE	DANVERS	ST MARTIN	\$89

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 ADH	19527	JAN 30-FEB 20	6:00PM-9:00PM	THU	DANVERS	TRAINOR	\$189

DRONE

New! Drones 101

Did you know the FAA predicts there will be upward to 30,000 drones in the nation's skies by 2020 creating 70,000 new jobs in the industry? Now is the time to prepare for this exploding technology. Learn the first steps of becoming a drone pilot. Areas covered will be some of the ways a drone can be used and some of the most popular drones on the market and their features. Learn about what industries are using drones and how they are using them. Get an overview of some of the basic resources available to drone pilots, an overview of basic operations and some of the basic functions of drones. Learn about how to become a licensed drone pilot and how to take your first step to incorporating this new technology into your business.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF310 XDH	20198	FEB 29	9:00AM-12:00PM	TUE	DANVERS	MALGERI	\$49

Drone Pilot Commercial Certificate Test Prep

Looking to become a commercial drone pilot? Drone technology is skyrocketing as more and more businesses recognize the potential and use of commercial drones. Learn the material you need to know to take the Part 107 Drone Pilot to become a certified. Course includes classroom and field training.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF309 XDH	20110	APR 25-MAY 9	9:00AM-3:00PM	SAT	DANVERS	MALGERI	\$279

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	20108	APR 2-MAY 28	6:00PM-8:30PM	THU	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 ADH	20107	JAN 29-MAR 25	6:00PM-9:00PM	WED	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 ADH	19467	FEB 6-MAR 26	6:00PM-8:30PM	THU	DANVERS	DRYDEN	\$289

COMPUTER APPLICATIONS
MICROSOFT OFFICE SUITE CERTIFICATE (XMO)



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

Median Level Wages	\$46,440
Preparation	High school diploma or equivalent. Short-term-training.

Required Courses:

- INF101 Introduction to the Computer*
- INF110 Microsoft Word: Level 1
- INF111 Microsoft Word: Level 2
- 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 Campus 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	19390	JAN 28-MAR 3	9:00AM-12:00PM	TUE	DANVERS	STAFF	\$289
INF120 BDH	19395	MAR 19-APR 23	6:00PM-9:00PM	THU	DANVERS	PARTLAN	\$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 Campus 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	19391	MAR 17-APR 21	9:00AM-12:00PM	TUE	DANVERS	STAFF	\$289
INF121 XDH	19394	APR 30-JUN 11	6:00PM-9:00PM	THU	DANVERS	PARTLAN	\$289

Excel 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 Campus 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	19392	FEB 5-MAR 18	6:00PM-9:00PM	WED	DANVERS	STAFF	\$289

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 Bookstore. 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	19397	JAN 30-MAR 5	9:00AM-12:00PM	THU	DANVERS	GOULD	\$289
INF110 BDH	19400	FEB 18-MAR 31	6:00PM-9:00PM	TUE	DANVERS	TRAINOR	\$289

Word for the Workplace: Level 2

Ready to move beyond the basics? Learn how to create, sort, and modify tables, format styles and bookmarks, work with section breaks, insert graphic objects, work with advanced headers and footers, navigate with hyperlinks, create templates, format columns, create footnotes and endnotes, insert a table of figures, and create charts and diagrams. **Prerequisite:** A strong working knowledge of Microsoft Word. **Textbook and flash drive required:** Available at the Danvers Campus 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	19398	MAR 19-APR 30	9:00AM-12:00PM	THU	DANVERS	GOULD	\$289

Word 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 Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF112 XDH	19399	MAY 7-JUN 18	6:00PM-9:00PM	THU	DANVERS	MCNEIL	\$289

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	19509	FEB 19-APR 29	6:00PM-9:00PM	WED	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	19409	FEB 19-FEB 26	6:00PM-9:00PM	WED	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 ADH	19410	MAR 16	9:00AM-3:00PM	MON	DANVERS	PARTLAN	\$149

Excel for the Workplace: Level 1 Workshop

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF123 ADH	19405	JAN 31	9:00AM-3:00PM	FRI	DANVERS	PARTLAN	\$149
INF123 XDH	19816	MAR 4-MAR 18	6:00PM-9:00PM	WED	DANVERS	PARTLAN	\$149

Excel for the Workplace: Level 2 Workshop

Take Excel to the next level. Learn to convert a spreadsheet to a table/database, filter, advance filter, sort, subtotal data, manipulate and group worksheets, link and consolidate data, password protect workbooks, create and use named ranges in a formula. **Prerequisite:** Completion of Excel 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 ADH	19406	FEB 28	9:00AM-3:00PM	FRI	DANVERS	PARTLAN	\$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	19407	APR 20	6:00PM-9:00PM	MON	DANVERS	MCNEIL	\$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 ADH	19408	MAR 2	6:00PM-9:00PM	MON	DANVERS	STAFF	\$109

File Management Proficiency

Create, delete, 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	19412	FEB 8	9:00AM-3:00PM	SAT	DANVERS	PARTLAN	\$149
INF104 XDH	19413	MAR 30	9:00AM-3:00PM	MON	DANVERS	GOULD	\$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	20088	APR 8-APR 15	6:00PM-9:00PM	WED	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 XDH	19411	MAR 25-APR 1	6:00PM-9:00PM	WED	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	19387	FEB 14-MAR 6	9:00AM-11:30AM	FRI	DANVERS	PARTLAN	\$209
INF101 XDH	19388	APR 7-APR 28	6:00PM-8:30PM	TUE	DANVERS	TRAINOR	\$209

Keyboarding: 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.ed2go.com/nsc.

COURSE CODE: INF021	COURSES BEGIN EVERY MONTH	COST OF COURSE: \$115
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CyberSafe

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF106 ADH	19415	FEB 4	5:30PM-9:30PM	TUE	DANVERS	STAFF	\$89
INF106 XDH	19416	MAR 28	9:00AM-1:00PM	SAT	DANVERS	STAFF	\$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 BDH	20193	FEB 7-FEB 14	9:00AM-12:00PM	FRI	DANVERS	TRAINOR	\$59
INF105 XDH	19414	APR 22-APR 29	6:00PM-9:00PM	WED	DANVERS	PARTLAN	\$59

BUSINESS ADMINISTRATION

BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA)



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

Median Level Wages	\$46,180
Preparation	High school diploma or equivalent recommended. Short-term training.

<p>Required Courses:</p> <ul style="list-style-type: none"> • 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 • INF104 File Management Proficiency 	<ul style="list-style-type: none"> • INF148 Microsoft Excel: Level 2 • BAA150 Taxes for Bookkeepers and Tax Preparers: Introduction • BAA142 How to Keep an Audit Trail • INF106 CyberSafe • BAA201 How to Manage Conflict in the Organization • BAA202 Time Management: Take Control 	<p>Recommended Course:</p> <ul style="list-style-type: none"> • Business Tax
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* Students must take Bookkeeping and Accounting: Part I, or have accounting experience before taking any QuickBooks course.

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

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

– Data from Massachusetts Career Information Systems

Bookkeeping and Accounting: Part 1

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 Campus 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 ADH	19418	FEB 6-MAR 19	9:00AM-12:00PM	THU	DANVERS	MCALARNEY	\$259
BAA140 XDH	19417	MAR 16-APR 27	6:00PM-9:00PM	MON	DANVERS	TRANTOS	\$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 the 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	19419	MAY 4-JUN 15	6:00PM-9:00PM	MON	DANVERS	TRANTOS	\$259
BAA141 ADH	19420	APR 2-MAY 7	9:00AM-12:00PM	THU	DANVERS	TRANTOS	\$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 the Danvers Campus 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
BAA143 ADH	19424	JAN 28-MAR 3	6:00PM-9:00PM	TUE	DANVERS	STAFF	\$299
BAA143 BDH	19423	MAR 25-APR 29	9:00AM-12:00PM	WED	DANVERS	STAFF	\$299

QuickBooks: Level 2

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

Textbook required: Available at the Danvers Campus 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 BDH	19425	MAR 17-APR 21	6:00PM-9:00PM	TUE	DANVERS	STAFF	\$299
BAA144 XDH	19426	MAY 6-JUN 10	9:00AM-12:00PM	WED	DANVERS	STAFF	\$299

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 ADH	19428	MAR 25-APR 8	6:00PM-9:00PM	WED	DANVERS	STAFF	\$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	19427	APR 24	9:00AM-12:00PM	FRI	DANVERS	STAFF	\$79

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	19430	APR 29	6:00PM-9:00PM	WED	DANVERS	TRIANOTOS	\$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 Campus 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 ADH	19421	FEB 3-MAR 23	6:00PM-9:00PM	MON	DANVERS	SEGAL	\$289

Excel for Accounting: Part 2

A continuation of Excel for Accounting. Depreciation schedule, payroll register, bond amortization, financial statement analysis and budgeting and cost analysis will be covered. **Prerequisite:** Bookkeeping and Accounting Part 2 or equivalent experience. **Textbook required:** Available at the Danvers Campus bookstore. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA148 ADH	19422	MAR 30-MAY 11	6:00PM-9:00PM	MON	DANVERS	SEGAL	\$289

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 ADH	20090	FEB 20-APR 30	6:30PM-8:30PM	THU	DANVERS	MCALARNEY	\$299

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	19429	FEB 5-APR 29	6:00PM-9:00PM	WED	DANVERS	MCALARNEY	\$349

FRONT OFFICE PROFESSIONAL CERTIFICATE (XOE)

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

Median Level Wages | \$30,890 – \$33,760

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

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 Time Management: Take Control

Bookkeeping Pathway:

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

Recommended:

- Customer Service Excellence

* 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

Front Office Professional, continued

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.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA130 ADH	19437	FEB 4-MAR 31	10:00AM-12:00PM	TUE	DANVERS	SHAPLEIGH	\$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	19438	FEB 12-MAR 25	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 ADH	19439	JAN 21-FEB 25	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	19440	MAR 17-APR 21	6:00PM-8:30PM	TUE	DANVERS	ROBICHAUD	\$299

Customer Service Excellence: How to Win and Keep Customers

Looking for a competitive edge in your organization? How you and your team handle customers has a direct effect on how well your company performs. Learn the tricks of the trade to deliver superb customer service and set you, your team, and your company apart. **Textbook required:** Delivering Knock Your Socks Off Service (Knock Your Socks Off Series): Performance Research Associates, ISBN: 978-0814417553.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA204 ADH	19444	FEB 24-APR 6	6:00PM-8:30PM	MON	DANVERS	DANH HUANG	\$299

Advertising Strategies for Your Business

Learn to develop advertising and marketing strategies for your business along with identifying target audiences and creating ways to sell products through a variety of tactics. Advertising media covered will include print advertising (newspapers/magazines), direct mail, radio, TV, outdoor advertising, online (digital) advertising (including Google Adwords and social media), email, blogs, trade shows, and press releases. You will analyze case studies, magazine ads, TV/radio commercials, newspaper and Internet ads, and learn what is involved in developing an ad campaign. Instructor Cecilia Buckles is owner of Advertising That Works, an ad agency in Haverhill for over 25 years.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA136 ADH	20192	FEB 24-APR 6	6:00PM-8:00PM	MON	DANVERS	BUCKLES	\$249

Successful Negotiating

Very few people are born negotiators. Learn how to achieve positive outcomes using planning and conversational techniques. All the tricks and techniques the pros use will be presented. From pre-negotiation planning to the seemingly unimportant details like seating arrangements and meeting site selection to swaying an opponent with timing techniques and walkout ploys, this program has it all. Textbook included.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA203 ADH	19442	MAR 19-APR 23	6:00PM-8:30PM	THU	DANVERS	ROBICHAUD	\$299

Public Speaking

Learn to develop your public speaking poise, self-confidence and skills. Through presentation and delivery of individual speeches you will experience a variety of effective public speaking techniques such as breathing for relaxation, developing and maintaining eye contact, hand gestures, body language, and how to avoid unnecessary pauses such as "aah" or "umh" that are essential to becoming a success in business and personal settings. Take your first step toward overcoming your fear of public speaking by attending this course!

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA134 ADH	19814	APR 15-MAY 20	6:00PM-9:00PM	WED	DANVERS	SEGAL	\$299

Practical Mathematics for Business

Many business jobs require basic math skills. Calculating price discounts, researching credit card interest rates, budgeting, understanding payroll deductions, and making your own financial plans are just a few examples. Strengthen your skills by reviewing (or learning for the first time) the basic math functions you will need to perform these tasks. Topics include using calculators or Excel for basic calculations, calculating percents, working with decimals, creating graphs, double-checking your work, and developing a "critical eye" to evaluate statistical data. Class exercises focus on practical business applications.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA159 BDH	20130	MAR 19-APR 23	6:00PM-8:00PM	THU	DANVERS	SHAPLEIGH	\$189

SHRM ESSENTIALS OF HUMAN RESOURCE MANAGEMENT (XSH)

QUICK FACTS: Human resource specialists recruit, screen, interview, and place qualified job applicants.

Median Level Wages \$68,110

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

– 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 SHRM and earn 1.5 CEUs. Cost of class includes required textbook.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA132 XDH	19435	MAR 18-APR 22	6:00PM-8:30PM	WED	DANVERS	DABRIEO	\$499

SHRM LEARNING SYSTEM CERTIFICATION PREP COURSE (XSL)

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

Median Level Wages \$117,330 – \$123,750

Preparation High school diploma or equivalent. Bachelor's degree. Five years or more work experience in human resources. Industry certification.

– Data from Massachusetts Career Information Systems

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	19436	FEB 13-MAY 7	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 for purchase online: Modern Real Estate Practice 20th Edition, ISBN 9781475463729 and Mass Real Estate Practice & Law, ISBN 9781475456684.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA160 ADH	19431	FEB 4-MAR 26	6:00PM-9:00PM	TUE/THU	DANVERS	STAFF	\$399
BAA160 BDH	19432	APR 4-MAY 16	9:00AM-3:00PM	SAT	DANVERS	STAFF	\$399

EVENT PLANNING CERTIFICATE (XEP)

QUICK FACTS: Meeting and conventions planners organize events for groups of people.

Median Level Wages \$52,480

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

Required Courses:

- BAA120 Event Planning I
- BAA121 Event Planning II
- BAA122 Event Design and Décor
- BAA203 Successful Negotiations
- BAA201 How to Manage Conflict in the Organization
- BAA202 Time Management: Take Control

Recommended Supporting Courses:

- Microsoft Word
- Microsoft Excel

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

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

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

– Data from 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	19445	FEB 5-APR 1	6:00PM-8:00PM	WED	DANVERS	KARSADI-TADIELLO	\$299

Event Planning: Part II

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 I or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA121 ADH	19446	APR 15-JUN 3	6:00PM-8:00PM	WED	DANVERS	KARSADI-TADIELLO	\$299

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	20102	JAN 28-APR 7	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	\$62,840
Preparation	High school diploma or equivalent recommended Short-term training.

Required Courses (listed in suggested order):

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

Recommended Supporting Courses:

- AutoCAD
- Adobe Photoshop

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

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

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

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

– 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	19461	JAN 30-MAR 26	9:30AM-11:30AM	THU	DANVERS	HAZELTON	\$289

Color 3D: Less Theory, More Practice

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA103 ADH	19817	JAN 25-FEB 29	9:00AM-1:00PM	SAT	DANVERS	COLLINS JERMAIN	\$379

Textiles and Materials

Learn the large spectrum of fabrics available to the interior designer. Explore fabric make-up, aesthetics, durability, maintainability values, appropriate application to specifications, and how to create finish schedule charts for residential and commercial interiors.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA104 ADH	19462	JAN 28-MAR 24	6:00PM-8:00PM	TUE	DANVERS	HAZELTON	\$289

Window Treatment and Soft Furnishing Design

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA106 ADH	19466	MAR 31-MAY 19	6:00PM-8:00PM	TUE	DANVERS	HAZELTON	\$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	19463	FEB 26-MAY 13	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	19464	FEB 26-MAY 13	9:30AM-11:30AM	WED	DANVERS	HAZELTON	\$379

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 ADH	19819	MAR 25-MAY 13	9:30AM-11:30AM	WED	DANVERS	STEEVES-GLIDDEN	\$289

Redesign: Part I

Did you ever think you could refresh or redesign a space with what you already own? Sometimes all you need is a new color scheme or to rearrange the furniture and identify what works and what does not. Learn the basic interior design principals from space planning to color, along with defining soft and hard scape, what style you are trying to attain as well as the esthetic for the space. At the end of the course, we will create a redesign of a student's space for a hands-on experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA118 ADH	19818	FEB 3-APR 6	6:00PM-8:00PM	MON	DANVERS	STEEVES-GLIDDEN	\$289

PROFESSIONAL PHOTOGRAPHY CERTIFICATE

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

Median Level Wages \$46,770

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

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

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 ALH	19498	JAN 25-MAR 7	9:30AM-11:30AM	SAT	LYNN	ROZAVSKY	\$189
BAA173 BDH	19499	MAR 25-MAY 6	6:00PM-8:00PM	WED	DANVERS	CONWAY	\$189

Digital Camera: Part II

Explore more advanced photography topics including shooting in the raw format, image composition and aesthetics, capturing motion, utilizing selective focus, HDR shooting, post-production workflows, off-camera flash and shooting in natural light. Critiquing and improving photographic skills as we master our cameras and utilize their powerful options will also be covered. **Prerequisite:** Digital Camera: Part I or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA182 ALH	19500	MAR 28-MAY 9	9:30AM-11:30AM	SAT	LYNN	ROZAVSKY	\$189

New! iPhone Photography and Video

Time to get the most of your iPhone camera and video feature. Learn camera controls, shooting, image enhancement and manipulation, editing, and shooting video. Alternative camera apps and inexpensive accessories will be introduced to enhance your images and videos.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA186 ADH	20109	FEB 6-APR 30	6:00PM-8:00PM	THU	DANVERS	WEST	\$329

New! iPhone Photography — Image Capture

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA187 ADH	20150	FEB 6-FEB 27	6:00PM-8:00PM	THU	DANVERS	WEST	\$119

New! iPhone Photography — Image Enhancement

Image capture is only the first half of iPhone photography—the other, more creative half, is the in-camera processing that follows. Whether you are enhancing an image, editing out unwanted elements, or artistically creating something unique, this course will introduce image manipulation with several powerful and inexpensive apps.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA188 BDH	20151	MAR 5-APR 2	6:00PM-8:00PM	THU	DANVERS	WEST	\$119

New! iPhone Photography — Video Capture

Shooting video on the iPhone requires skills, software and tools not needed by stills-shooters. Learn basic shooting techniques, software options, sound capture and simple solutions that can improve your iPhone videos.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA189 XDH	20152	APR 9-APR 30	6:00PM-8:00PM	THU	DANVERS	WEST	\$119

New! Portrait and Event Photography

Most professional photography captures images of people and the important events of their lives. Explore techniques used to create stunning portraiture and story-telling images to capture life's important moments. Topics will include lens selection, natural lighting, off-camera flash, posing, image composition, and portrait post-production techniques. **Required materials:** A digital camera (preferably with interchangeable lens capability); textbooks "The Flash Book" by Scott Kelby (ISBN 978-1-68198-274-8) and "The Portrait by Glenn Rand" (ISBN 1-978-937538-57-6).

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA190 BDH	20153	FEB 4-MAR 24	6:00PM-9:00PM	TUE	DANVERS	WEST	\$329

Adobe Photoshop for Photographers

Learn Photoshop basics that are important for photographers including working in Adobe's Camera raw, exposure correction, working with levels, curves and color balance. Explore Photoshop's workspace navigation, selecting tools, masking, layers, and the many other techniques used for image retouching and manipulation. Weekly assignments will be given, and weekly critiques of your work will foster an atmosphere of group and individual learning. No prior experience using Adobe Photoshop is necessary.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA170 ADH	19855	MAR 31-MAY 12	6:00PM-9:00PM	TUE	DANVERS	YUTKINS	\$329

HEALTHCARE



Are you inspired by helping people?

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	\$32,310
Preparation	High school diploma or equivalent recommended. Be at least 16 years old. Short-term training program, and pass the Massachusetts state licensing exam.
10 Year Projected Growth	Massachusetts: 10.0%

– Data from Massachusetts Career Information Systems

Nurse Assistant training prepares you for an entry-level career in healthcare. Training includes preparation for the State Board exam to become certified, along with certifications in Home Health Aide, 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 Campus Bookstore. Read the first four chapters in the

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 My Northshore.



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.

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	19541	JAN 20-MAR 20	9:00AM-2:00PM	MON/WED/FRI	LYNN	STAFF	\$1,279
HEA100 BLH	19542	FEB 25-JUN 11	5:30PM-9:30PM	TUE/THU	LYNN	SAYLER	\$1,279
HEA100 CLH	19540	MAR 16-MAY 15	9:30AM-2:00PM	MON/WED/FRI	LYNN	STAFF	\$1,279
HEA100 XDH	19543	APR 7-JUN 2	5:00PM-10:00PM	TUE/WED/THU	DANVERS	DONAHUE	\$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 ADH	19544	MAR 24-APR 2	5:30PM-8:45PM	TUE/THU	DANVERS	STAFF	\$159

COMMUNITY HEALTH WORKER

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

Median Level Wages \$42,330

Preparation High school diploma or equivalent required. Short-term training. Currently employed in healthcare.

10 Year Projected Growth Massachusetts: 10.4%

– Data from Massachusetts Career Information Systems

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 Campus Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA120 ADH	20096	FEB 25-MAY 7	5:30PM-9:30PM	TUE/THU	DANVERS	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 \$43,370

Preparation High school diploma or equivalent required. Short-term training with moderate on-the-job-training. Certification will increase wage.

10 Year Projected Growth Massachusetts: 8.2%

– Data from Massachusetts Career Information Systems

Learn to clean and sterilize surgical instruments and medical equipment. Set up and deliver them to surgical areas, hospital rooms, clinics and even patient's homes. Assemble, adjust and check non-sterile equipment, and sterile supplies needed for surgery or other medical procedures. Learn about microbes and germs and how they cause infections, as well as managing inventory, ordering supplies, inspecting, maintaining, delivering and retrieving equipment and instruments for surgery, emergency room and other patient care units. After completing this program, test for the certifying exam given at a local Prometric Testing Center to obtain provisional certification from the International Association of Healthcare Central Service Material Management Association (IAHCSMM). The cost of this exam is not included in cost of this program. Once employed, you must accumulate 400 hours of work experience within 6 months to become fully certified. Program includes classroom, lab, and experience in a sterile processing department during the clinical portion of the program. Job requires ability to lift at least 50 pounds. Clinical experience may be on any day/time of the week, based on clinical site schedules. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam 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:** Cost of course includes required textbook and flash cards.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA104 ADH	19536	JAN 27-MAY 18	6:00PM-9:30PM	MON/THU	DANVERS	DECOSTA	\$1,999

PHLEBOTOMIST (XPH)

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

Median Level Wages	\$38,880
Preparation	High school diploma or equivalent recommended for training, required for certification. Short-term training program.
10 Year Projected Growth	Massachusetts: 16.1%

– 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 ALH	19545	MAR 31-JUN 23	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	\$56,850
Preparation	High school diploma or equivalent required. Short-term training program.
10 Year Projected Growth	Massachusetts: 8.5%

– Data from Massachusetts Career Information 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	19548	JAN 21-MAR 24	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	19549	FEB 4-MAY 26	6:00PM-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	\$45,760
Preparation	High school diploma or equivalent required. Short-term training.
10 Year Projected Growth	Massachusetts: 6.1%

– Data from Massachusetts Career Information Systems

Entry-level positions in dental assisting is one of the fastest growing 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. The cost of this exam is not included as part of 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	19537	JAN 27-APR 20	6:00PM-9:30PM	MON/WED	LYNN	CARRASQUILLO	\$1,699
HEA106 BDH	19538	MAR 23-MAY 20	8:30AM-11:30AM	MON/WED/FRI	DANVERS	AGERSEA	\$1,699

MEDICAL INTERPRETING (XMC)

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

Median Level Wages	\$53,280
Preparation	High school diploma or equivalent recommended. Short-term training.
10 Year Projected Growth	Massachusetts: 13.3%

– 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. You can opt to continue working with the language coach upon completion of the course. **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 ALH	19550	MAR 16-MAY 27	6:30PM-9:30PM	MON/WED	LYNN	STAFF	\$1,199

ONLINE HEALTH PROGRAMS

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%

– Data from Massachusetts Career Information Systems

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

COURSE CODE: HEA107	COURSES BEGIN EVERY MONTH	COST OF COURSE: \$1,299
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PHARMACY TECHNICIAN (XPT)

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

Median Level Wages	\$35,490
Preparation	High school diploma or equivalent required. Short-term training. Pass the Massachusetts certification and licensing exams.
10 Year Projected Growth	Massachusetts: 8.8%

– Data from Massachusetts Career Information Systems

Pharmacy Technician, continues

Pharmacy Technician, continued

Pharmacy Technician: Online

Prepares prospective healthcare technicians to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Content includes pharmacy medical terminology, pharmacy calculations, reading and interpreting prescriptions, defining generic and brand names drugs and much, much more! 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. Upon successful completion, students are prepared to sit for the Pharmacy Technician Certification Board (PTCB), Certified Pharmacy Technician Exam (CPhT). For exam information visit www.ptcb.org. For more information call 978-236-1200.

COURSE CODE: HEA116

COURSES BEGIN EVERY MONTH

COST OF COURSE: \$1,299

RECOVERY COACH TRAINING

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

Median Level Wages	\$44,360
Preparation	High school diploma or equivalent recommended. Short-term training. Massachusetts certificate in Recovery Coaching.
10 Year Projected Growth	Massachusetts: 17.6%

– Data from Massachusetts Career Information Systems

Recovery Coach Training: Part I

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	19620	JAN 17-FEB 7	9:00AM-5:00PM	FRI	LYNN	SIMONS	\$499
HEA300 BLH	19621	APR 17-MAY 8	9:00AM-5:00PM	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 ALH	19800	FEB 28-MAR 20	9:00AM-5:00PM	FRI	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. Please bring your lunch each day.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA302 ALH	19801	FEB 28-MAR 6	9:00AM-5:00PM	FRI	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. Please bring your lunch each day.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA303 ALH	19802	MAR 13-MAR 20	9:00AM-5:00PM	FRI	LYNN	SIMONS	\$279

HOLISTIC HEALTH

NEW! REIKI MASTER CERTIFICATION

QUICK FACTS: Reiki is used to aid in relaxation, assist in the body's natural healing processes and develop emotional, mental, and spiritual well-being.

Median Level Wages \$25-\$60/hour. Many Reiki practitioners volunteer.

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

– Data from Massachusetts Career Information Systems

Become certified as a Reiki Master. 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 CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA209 ADH	20098	FEB 8-SEP 19	9:00AM-5:00PM	SAT	DANVERS	BAVARO	\$799

Reiki Usui/Holy Fire III: Level 1

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. Cost of class includes \$25 material fee and certificate of Completion of Usui/Holy Fire III Reiki Level One.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA200 ADH	19558	FEB 8	9:00AM-5:00PM	SAT	DANVERS	BAVARO	\$189

Reiki Usui/Holy Fire III: Level 2 — 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. Cost includes \$25 materials fee.

Prerequisite: Successful completion of any level 1 Reiki lineage.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA201 ADH	19559	MAR 28	9:00AM-5:00PM	SAT	DANVERS	BAVARO	\$189

Reiki Usui/Holy Fire III: Levels 3 and 4 — Advanced 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.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA202 ADH	19560	APR 30-MAY 2	9:00AM-5:00PM	THU/FRI/SAT	DANVERS	BAVARO	\$499
HEA202 ADH	98580	SEP 17-SEP 19	9:00AM-5:00PM	THU/FRI/SAT	DANVERS	BAVARO	\$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 ADH	20099	FEB 26	6:30PM-8:30PM	WED	DANVERS	BAVARO	\$39
HEA208 BDH	20100	APR 22	6:30PM-8:30PM	WED	DANVERS	BAVARO	\$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 ADH	19805	MAR 31	6:00PM-9:00PM	TUE	DANVERS	CLIFFORD	\$49

Holistic View of Digestive Health

Digestion is the foundation of all health. Learn about the macrobiotic diet, chakra healing, meditation and the power of affirmations, as well as facial diagnosis and transformational breath work to improve health in yourself and others. Instructor Donna Clifford, RN BSN, is a licensed massage therapist, certified in body centered meditation and transformational breath work, Registered Polarity Practitioner, and a Kushi Institute trained macrobiotic teacher.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA207 ADH	20097	FEB 11-FEB 25	6:00PM-8:00PM	TUE	DANVERS	CLIFFORD	\$89

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 Campus Bookstores.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD104 BDH	19497	FEB 11-MAR 24	6:00PM-8:00PM	TUE	DANVERS	ST PIERRE	\$159
OTD104 ALH	19496	APR 1-MAY 6	3:45PM-5:45PM	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 Campus Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD106 ADH	19492	FEB 1-MAR 7	10:15AM-12:15PM	SAT	DANVERS	MCGUINNESS	\$159
OTD106 XDH	19493	MAR 21-APR 25	10:15AM-12:15PM	SAT	DANVERS	MCGUINNESS	\$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	19494	FEB 1-MAR 7	8:00AM-10:00AM	SAT	DANVERS	ROBICHAUD	\$159
OTD105 XDH	19495	MAR 21-APR 25	8:00AM-10:00AM	SAT	DANVERS	ROBICHAUD	\$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 Math & Science Building room 106C. Note: This course does NOT meet the requirement for Health Professions students.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA211 ADH	19556	FEB 26	6:00PM-10:00PM	WED	DANVERS	WRONKOWSKI	\$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 room 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 XDH	19555	MAR 25	5:30PM-10:00PM	WED	DANVERS	WRONKOWSKI	\$89

PERSONAL FITNESS TRAINER (XPF)

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

Median Level Wages	\$54,770
Preparation	High school diploma or equivalent required. Short-term training. Pass a certification exam.
10 Year Projected Growth	Massachusetts: 9.1%

– Data from Massachusetts Career Information Systems

Certified Personal Trainer Course with CPR

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. Seventh 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 ADH	19551	FEB 8-MAR 7	9:00AM-4:00PM	SAT	DANVERS	STAFF	\$889

AGRICULTURE & FOOD SERVICE

BASIC CULINARY ARTS CERTIFICATE (XCR)



QUICK FACTS: Chefs and dinner cooks measure, mix, and cook food.

Median Level Wages Earn \$30,720 – \$56,070

Preparation High school diploma or equivalent recommended. ServSafe Certification.

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 Time Management: Take Control

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, sautéing, 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	19612	FEB 4-MAR 17	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 AMH	19514	MAR 31-MAY 5	6:30PM-9:30PM	TUE	MIDDLETON	STAFF	\$384

Culinary Arts: Part III

Learn more advanced preparation of reductions and glazes, sauces and soups including clear, cream and chowder. Please bring a knife, apron, cutting board and containers to each class. Cost of class includes \$95 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS102 AMH	19515	MAY 12-JUN 16	6:30PM-9:30PM	TUE	MIDDLETON	STAFF	\$384

Global Cuisine

Explore and learn to prepare traditional foods from around the world. From the European countries to the Middle East, Asia, and more. Please bring a knife, apron, cutting board and containers to each class. Cost of class includes \$100 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS105 AMH	19517	MAR 18-APR 22	6:30PM-9:30PM	WED	MIDDLETON	STAFF	\$389

New! International Pasta

Learn to make pasta from several countries. Starting in Asia making pot stickers (with homemade dough) and Pad Thai (with commercial rice sticks), then traveling to Eastern Europe making homemade pierogis and spätzle, finishing off in Italy with homemade lasagna and gnocchi. Please bring knife, apron, cutting board and containers to each class. Cost of class includes a \$60 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS032 AMH	19856	MAR 21-MAR 28	9:00AM-12:00PM	SAT	MIDDLETON	STAFF	\$219

New! Food Technology

Food technology has continually transformed throughout history. With applications like salting meats to canning fruits and vegetables to utilizing modified atmospheric packaging, we will discuss where food technology has taken us today with new ways to process, produce and package foods.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS033 AMH	20143	JAN 30-FEB 20	6:00PM-8:30PM	THU	MIDDLETON	DUNN	\$149

New! R&D Becoming a Research Chef

R&D and new product development are key components to the growth and success of a company. This course will dive into which direction you can take to become a R&D chef. We will discuss how to become a R&D chef, what a R&D chef does on a daily basis and where you could potentially work as a R&D.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS034 AMH	20144	FEB 27-MAR 26	6:00PM-8:30PM	THU	MIDDLETON	DUNN	\$149

New! Molecular Gastronomy

This class will explore how chefs and culinarians can use Food Science to physically or chemically transform foods. We will look at applications like spherification, foams and even making dry ice cream.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS035 AMH	20145	APR 2-APR 23	6:00PM-8:30PM	THU	MIDDLETON	DUNN	\$149

FOOD SERVICE DIRECTOR CERTIFICATE (XFS)

QUICK FACTS: Food service worker supervisors direct and oversee staff who prepare and serve food.

Median Level Wages	\$39,810
Preparation	High school diploma or equivalent recommended. One to five years of related work experience.

Required Courses:

- 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 Time Management: Take Control

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.

* 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.

**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

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 Campus 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 ADH	19908	FEB 24-MAR 2	5:30PM-9:30PM	MON	DANVERS	STAFF	\$199

FLORAL DESIGN CERTIFICATE (XFL)

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

Median Level Wages	\$32,840
Preparation	High school diploma or equivalent recommended. Short-term training.

Required Courses:

- 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 Time Management: Take Control

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

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

– Data from 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 Campus Bookstore. Cost of class includes a \$90 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS230 ADH	19615	JAN 27-MAR 16	9:00AM-11:30AM	MON	DANVERS	STAFF	\$309
AFS230 BDH	19479	MAR 24-APR 28	6:00PM-8:30PM	TUE	DANVERS	STAFF	\$309

Floral Design II: Let Your Creativity Blossom

Keep your creativity flowing! Create more challenging arrangements using tropical flowers, exotics, lilies, Dutch flowers, and several species of roses. Use an unusual and diverse variety of greenery and interesting containers to complement each arrangement. Discuss cut flower identification and preservation. Fresh cut flowers and floral supplies are available in class. Please bring scissors, knife, ribbon cutters and wire cutters to class. **Textbook required** (same as Floral Design I): Available at the Danvers Campus 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 ADH	19480	MAR 23-MAY 4	9:00AM-11:30AM	MON	DANVERS	STAFF	\$339
AFS231 XDH	19823	MAY 5-JUN 9	6:00PM-8:30PM	TUE	DANVERS	STAFF	\$339

Floral Design III: Beyond the Rule of Three

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS232 XDH	19693	MAY 18-JUN 29	9:00AM-11:30AM	MON	DANVERS	STAFF	\$339

Floral Jewelry

Join us as we use the latest mechanics to design stunning necklaces, bracelets or floral halos for proms, weddings, or social events. Leave with fabulous designs and the knowledge, glue and decorative wire to create these on your own. Cost of class includes \$20 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS242 ADH	20092	APR 15	6:00PM-8:30PM	WED	DANVERS	ALEXANDRA	\$59

Tulip Mania

Design one of nature’s gems in a dramatic, stable and new way. Please bring scissors, knife, ribbon cutters and wire cutters to class. Cost of class includes \$20 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS238 XDH	19634	APR 22	6:00PM-8:30PM	WED	DANVERS	ALEXANDRA	\$59

LANDSCAPE DESIGN CERTIFICATE (XLD)

QUICK FACTS: Landscape architects design and plan outdoor areas for use and beauty.	
Median Level Wages	\$71,880
Preparation	High school diploma or equivalent. Formal training including an internship.
<p>Required Courses:</p> <ul style="list-style-type: none"> • 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 	<p>Recommended Supporting Courses:</p> <ul style="list-style-type: none"> • AutoCAD • Adobe Photoshop
<p>In addition: Students must provide documentation of 120 hours of supervised field work.</p> <p>* Please note Landscape Graphics I and II and Landscape Design Basics I and II have been revised please contact Professional Education if you are unsure of which class you need to complete your certificate. ** See Landscape and Garden Maintenance box for course information</p> <p align="center">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.</p>	

– 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. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS211 ADH	19613	JAN 28-MAR 17	6:30PM-8:30PM	TUE	DANVERS	DRYDEN	\$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 the 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 ADH	19614	MAR 31-MAY 12	6:30PM-8:30PM	TUE	DANVERS	DRYDEN	\$249

Perennials, Annuals, and Vines: Identification and Culture

Learn the identification, horticultural requirements and which annuals, perennials, and vines are most suitable to grow in the New England area. Examine foliage, flowers, texture, color, and companion planting. Weekly quizzes and one design project will be assigned. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS210 ADH	19477	FEB 12-MAR 25	6:30PM-8:30PM	WED	DANVERS	FLANAGAN	\$229

Identification and Culture of Shrubs

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS217 ADH	19478	APR 15-MAY 27	6:00PM-8:30PM	WED	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	\$27,000 – \$46,880
Preparation	Complete a hands-on or on-the-job training. Valid driver's license.

Required Courses:

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

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

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

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

– Data from Massachusetts Career Information Systems

Landscape Garden Maintenance Spring

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS200 AFH	19473	MAR 17-MAY 21	9:00AM-12:00PM	TUE/THU	FIELD	BOUCHARD	\$249

GARDENING WORKSHOPS

Gardening in Containers

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS222 ADH	19822	MAY 11	6:30PM-8:30PM	MON	DANVERS	FLANAGAN	\$39

LANGUAGE & COMMUNICATION



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: ggtierr@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 Campus Bookstore.

Prerequisite: Must complete placement test administered at the Lynn and Danvers Campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC100 ALH	19364	FEB 3-MAY 11	9:00AM-12:00PM	MON	LYNN	BUZZI	\$229
LAC100 BLH	19362	FEB 5-MAY 1	5:30PM-7:00PM	WED/FRI	LYNN	DESHAIES	\$229
LAC100 CLH	19363	FEB 8-MAY 2	9:00AM-12:00PM	SAT	LYNN	BUZZI	\$229

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 Campus Bookstore.

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC101 ALH	19365	FEB 4-APR 30	5:30PM-7:00PM	TUE/THU	LYNN	SHAMS	\$229
LAC101 BLH	19366	FEB 8-MAY 2	9:00AM-12:00PM	SAT	LYNN	SHAMS	\$229
LAC101 CLH	19367	FEB 11-MAY 5	9:00AM-12:00PM	TUE	LYNN	KEVA	\$229

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 Campus Bookstore. **Prerequisite:** Must complete ESL II or test into ESL III according to the test administered at the Lynn and Danvers Campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC102 ALH	19368	FEB 4-APR 30	5:30PM-7:00PM	TUE/THU	LYNN	STRAGER	\$229
LAC102 BLH	19370	FEB 5-APR 29	9:00AM-12:00PM	WED	LYNN	FUCILLO	\$229
LAC102 CLH	19369	FEB 8-MAY 2	9:00AM-12:00PM	SAT	LYNN	RINCON	\$229

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC103 ALH	19371	FEB 4-APR 30	5:30PM-7:00PM	TUE/THU	LYNN	LAROSA	\$229
LAC103 BLH	19373	FEB 13-MAY 7	9:00AM-12:00PM	THU	LYNN	STAFF	\$229
LAC103 CLH	19372	FEB 8-MAY 2	9:00AM-12:00PM	SAT	LYNN	STAFF	\$229

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 Campus Bookstore. **Prerequisite:** Must have completed ESL IV or tested into Integrated Skills according to test administered at the Lynn and Danvers Campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC105 ALH	19374	FEB 4-APR 30	5:30PM-7:00PM	TUE/THU	LYNN	STAFF	\$229
LAC105 BLH	19376	FEB 14-MAY 8	9:00AM-12:00PM	FRI	LYNN	WASSON	\$229
LAC105 CLH	19375	FEB 8-MAY 2	9:00AM-12:00PM	SAT	LYNN	WASSON	\$229

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 Campus 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	19383	FEB 8-MAY 2	9:00AM-12:00PM	SAT	LYNN	MAESTRANZI	\$229

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 Campus 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	20086	FEB 5-MAY 1	5:30PM-7:00PM	WED/FRI	LYNN	MAESTRANZI	\$229

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 Campus 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 and Danvers Campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC108 ALH	19381	FEB 5-MAY 1	5:30PM-7:00PM	WED/FRI	LYNN	RADJEWSKA	\$229
LAC108 BLH	19382	FEB 8-MAY 2	9:00AM-12:00PM	SAT	LYNN	FUCILLO	\$229

ESL: Writing

Recommended to help Low Intermediate ESL and Basic IV students learn how to write correct English at the Low Intermediate level to improve your writing skills. The focus will be on creating grammatically correct sentences, organizing ideas, learning the academic writing process, and revising and self-editing drafts. Learn to open a document in MS Word and attach a file to an e-mail message. **Textbook required:** Available at the Lynn Campus 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	19385	FEB 4-APR 30	5:30PM-7:00PM	TUE/THU	LYNN	STAFF	\$229

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 Campus Bookstore. **Prerequisite:** Must have completed Integrated Skills for High/Intermediate ESL or tested into Integrated Skills Advanced according to test administered at Lynn and Danvers Campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC107 ALH	19377	FEB 5-MAY 1	5:30PM-7:00PM	WED/FRI	LYNN	STEVENS	\$229
LAC107 BLH	19378	FEB 8-MAY 2	9:00AM-12:00PM	SAT	LYNN	STEVENS	\$229
LAC107 ADH	19507	FEB 11-MAY 5	9:00AM-12:00PM	TUE	DANVERS	KIM	\$229

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 Campus 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 and Danvers Campus.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC106 ALH	19379	FEB 5-MAY 1	5:30PM-7:00PM	WED/FRI	LYNN	STAFF	\$229
LAC106 ADH	19508	FEB 7-MAY 1	9:00AM-12:00PM	FRI	DANVERS	STAFF	\$229
LAC106 BLH	19380	FEB 8-MAY 2	9:00AM-12:00PM	SAT	LYNN	JOHNSON	\$229

FOREIGN LANGUAGES**Italian I**

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	19485	FEB 4-MAR 31	6:30PM-8:30PM	TUE	DANVERS	BOWERS	\$229

Italian II

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC121 XDH	19827	APR 7-MAY 26	6:30PM-8:30PM	TUE	DANVERS	BOWERS	\$229

Spanish I

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC122 ADH	19483	JAN 29-MAR 25	6:30PM-8:30PM	WED	DANVERS	STARK	\$229
LAC122 BLH	19826	FEB 24-APR 27	6:30PM-8:30PM	MON	LYNN	HOOD	\$229

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	19486	FEB 1-MAR 7	8:00AM-10:00AM	SAT	DANVERS	MCGUINNESS	\$159
OTD101 BDH	19487	MAR 21-APR 25	8:00AM-10:00AM	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	19489	FEB 1-MAR 7	10:15AM-12:15PM	SAT	DANVERS	ROBICHAUD	\$159
OTD100 BDH	19490	MAR 21-APR 25	10:15AM-12:15PM	SAT	DANVERS	ROBICHAUD	\$159

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 ADH	19830	FEB 27-APR 9	6:00PM-8:00PM	THU	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	19829	FEB 8	9:00AM-12:00PM	SAT	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	19532	FEB 4-MAR 31	6:00PM-8:00PM	TUE	DANVERS	GANGI	\$199

Writing for Wellness and Self-Care

Based on the documented psychological, emotional, and physiological benefits of expressive writing, you will discover how journaling can help you to build confidence, self-awareness and your unique narrative voice through in-class writing exercises and respectful peer review. The workshop includes an overview of contemporary nonfiction writing genres and how you to transition your personal or expressive writing to publishable essays or advocacy writing. Taught by Irish author Áine Greaney. Visit her website at www.ainegreaney.com

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC152 ADH	20106	FEB 24-MAR 2	6:00PM-8:00PM	MON	DANVERS	ELLROTT	\$59

OCCUPATIONAL TRADES**AUTO DAMAGE APPRAISAL (XAD)**

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

Median Level Wages \$75,250

Preparation High school diploma or equivalent. Two years experience or formal education. Pass the Massachusetts licensing exam.

— Data from Massachusetts Career Information Systems

Auto Damage Appraisal — 60-Hour Test Prep

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 ALH	19455	JAN 28-APR 9	6:00PM-9:00PM	TUE/THU	LYNN	NAZZARO	\$599
OTD150 BDH	19454	MAR 21-MAY 26	9:00PM-3:00PM	SAT	DANVERS	GEORGE	\$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).

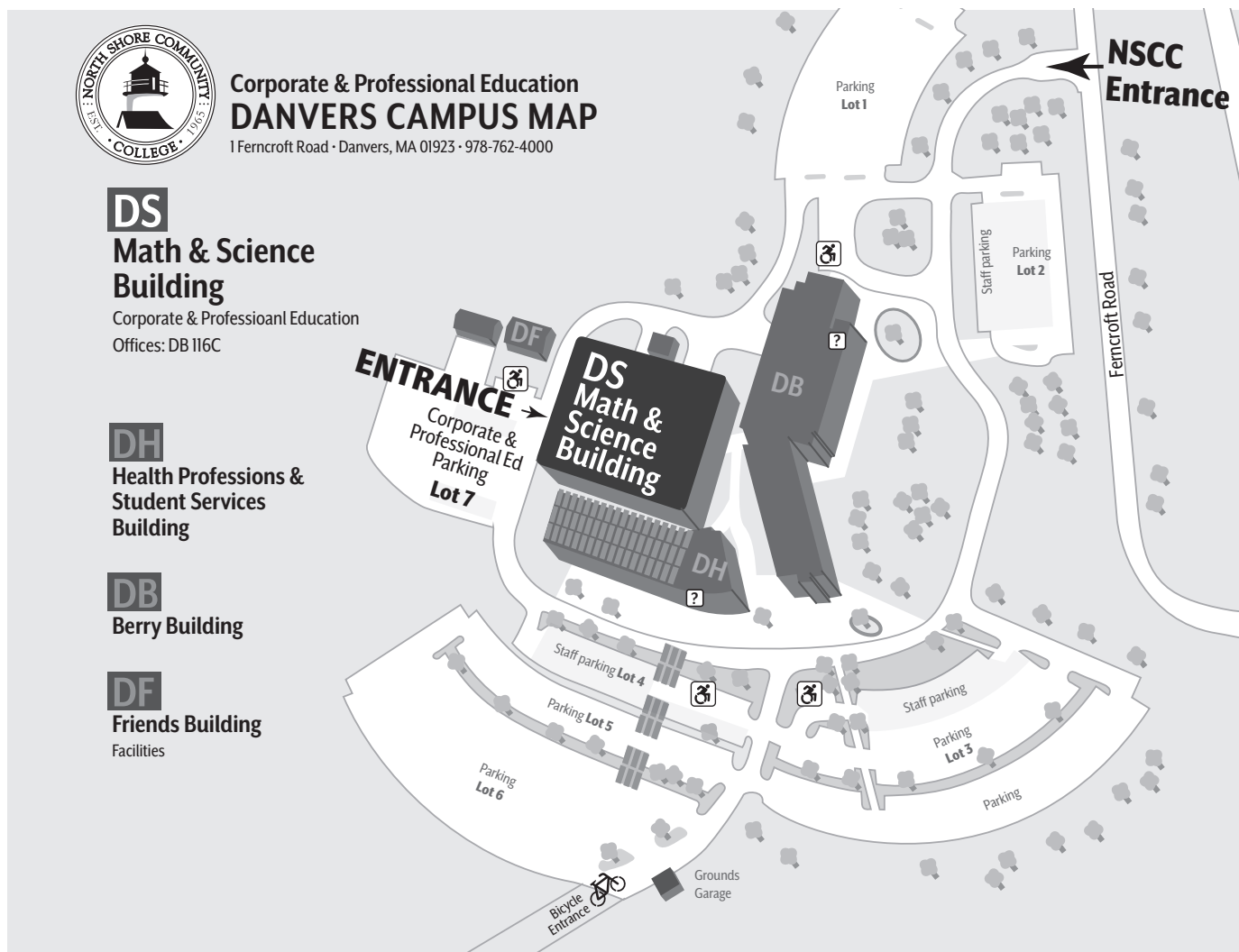
LYNN. The Lynn Campus located at 300 Broad Street, adjacent to the Lynnway, includes science and technology laboratories and a library. The College also houses Community Education courses, classrooms, offices and the Campus Police Office at the MBTA station across from the Lynn Campus on the corner of 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 WINTER/SPRING 2020

Danvers Campus Bookstore – 1 Ferncroft Road, Danvers, MA 01923 – 978-762-4046

Lynn Campus Bookstore – 300 Broad Street, Lynn, MA 01901 – 781-477-2127

December 16-20	M-F	9:00AM – 4:00PM	January 1	W	<i>Closed for holiday</i>	January 13-16	M-TH	8:00AM – 6:30PM
December 23+24	M+T	9:00AM – 3:00PM	January 2+3	TH+F	9:00AM – 4:00PM	January 18	F	8:00AM – 5:00PM
December 25	W	<i>Closed for holiday</i>	January 6+7	M+T	8:00AM – 5:00PM	January 20	M	<i>Closed for holiday</i>
December 26+27	TH+F	9:00AM – 3:00PM	January 8+9	W+TH	8:00AM – 6:00PM	January 21+22	T+W	8:00AM – 6:00PM
December 30+31	M+T	9:00AM – 3:00PM	January 10	F	8:00AM – 5:00PM	January 23+24	TH+F	8:00AM – 5:00PM

All other Winter/Spring 2020 non-Holiday days are 9:00AM – 4:00PM (subject to change)

COLLEGE HOLIDAY SCHEDULE WINTER/SPRING 2020

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

January 1: New Year's Day ■ January 13: Martin Luther King Day ■ February 17: President's Day

March 8-March 14: Spring Recess, day and evening classes ■ April 13: Patriots' Day

May 21: Commencement – No evening classes ■ May 25: Memorial Day

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

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Corporate Training SOLUTIONS

Train your people. Transform your company.

Do Your Supervisors Need Training?

Sign up now for this **FREE** Essential Skills for Supervisors training program funded by the Workforce Training Fund and offered by Corporate Training Solutions at NSCC.

This highly interactive program consists of 10 three-hour modules delivered over 10 consecutive weeks at North Shore Community College, One Ferncroft Road, Danvers, MA.

Topics Include:

Role of the Supervisor • Time Management • Performance Coaching
Difficult Conversations • Motivation and Conflict • Effective Delegation
Employee Performance • Overview of Labor Laws (2) • Performance Reviews

Programs Begin March 31, 2020

Enroll Your Employees Now! Seats Are Limited.

Business Eligibility Requirements:

- Fewer than 100 employees
- Must pay unemployment insurance
- Be current with all fiscal responsibilities to the State of Massachusetts
- Pay employees while in training
- Submit a current Certificate of Good Standing

Four Easy Steps to Enroll Your Business:

- ➊ Request your Certificate of Good Standing online at: www.mass.gov/how-to/request-a-certificate-of-good-standing-tax-compliance-or-a-corporate-tax-lien-waiver
- ➋ Go to masstrainingexchange.org, create your business profile and upload your Certificate of Good Standing at: <https://masstrainingexchange.org>
- ➌ Once approved by Commonwealth Corporation, enroll your employees in the program of choice
- ➍ Send an email to echampag@northshore.edu listing what program you are enrolling employees into and how many people in each program

This project is funded by a Workforce Training Fund grant from the Commonwealth of Massachusetts, Executive Office of Labor and Workforce Development. The grant program is administered by Commonwealth Corporation.

Any questions? Contact Elaine Champagne at 978-236-1206 or echampag@northshore.edu



NORTH SHORE COMMUNITY COLLEGE
Corporate & Professional
EDUCATION

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Kickstart your pathway to college!

Deepen your practical and professional skills.



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- Landscape*
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- Nurse Assistant*
- CompTIA*