

**Summer 2018**  
noncredit  
courses

DANVERS • LYNN • MIDDLETON



**Short-term**  
**TRAINING**  
**Long-term**  
**RESULTS**



Corporate &

Professional  
**EDUCATION**

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

## DEAN'S MESSAGE



As I am writing this, another Nor'easter is about to hit. In spite of that, our minds are on summer! We plan our summer courses 6-9 months in advance and work hard to envision what you will need to begin a new career, complete a certificate, or engage in new activities. This summer, beginning May 15th, we will be offering many new and interesting learning opportunities.

A brand new Digital Marketing Certificate will guide you through everything from creating high-quality graphics using Adobe Illustrator to coding web pages to how to change the content on your blog using Wordpress. Another new program, the Help Desk Support Certificate, includes courses such as Cybersafe, CompTIA IT Fundamentals, and CompTIA A+. A new course within the certificate, Service Desk and Support Analyst, will equip you with essentials in customer service in the help desk environment, and help you get that start toward a lucrative career. NSCC is also offering both parts of Recovery Coach Training for those interested in working with people with active addictions or who are already in recovery. These two 30 hour courses fulfill the requirements to become a Massachusetts Certified Addiction Recovery Coach.

We welcome you to try some of our Culinary, Floral or Gardening Workshops. Summer is the perfect time to explore Farm to Table, Field to Vase, or Gardening in Containers. Register Today! Call us at 978-236-1200 so that you don't miss out. As William Shakespeare said: "Summer's lease hath all too short a date."

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



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# Noncredit Programs of Study at North Shore Community College



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CompTIA Network+ Certification Prep	XCT	21
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Floral Design Certificate	XFL	26
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Interior Design	XID	25
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Microsoft Office Suite Certificate	XMO	14
Nail Technician	ZNT	10
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Personal Fitness Trainer	XPF	7
Pharmacy Technician	XPT	9
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SHRM Essentials of Human Resources Management	XSH	12



Find us on  
**Facebook**

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

Follow us on  
**LinkedIn**

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

# 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 noncredit courses, military training, or cultural experiences.

Are you a High School Junior or Senior? You can prepare for the Nurse Assistant exam in as little as six weeks this summer. Are you a college student home for the summer who is interested in IT? Register today for Service Desk Support Analyst and complete the program in just eight weeks! Don't miss out.

Visit [www.northshore.edu/cas/credit/alternative\\_studies.html](http://www.northshore.edu/cas/credit/alternative_studies.html) for more information.

## Online Courses & Career Training Programs



ed2go offers hundreds of Career Training Programs that provide relevant, in-demand workplace skills that complement current on-campus programs and courses by adding additional educational opportunities to the community. These programs are structured to suit the individual learning styles in a self-paced format with open enrollment periods that allow students to complete them as their schedules dictate.

### 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
- Oracle SQL and PL/SQL
- PMP
- Python Developer
- Medical Billing and Coding
- Optician Certification
- Salesforce: Power User
- Information Security Training

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

### Professional Development & Personal Enrichment

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

#### Topics Include:

- Accounting and Finance
- Law and Legal
- College Readiness
- Personal Development
- Computer Applications
- Teaching and Education
- Design and Composition
- Technology
- Language and Arts

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



### MindEdge Online

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

#### Topics Include:

- Agile
- Nonprofit Management
- Finance
- Six Sigma and Lean
- Human Resource Management
- Operations Management

For a complete listing of courses and to register go to [community.northshore.edu/online/mindedge.html](http://community.northshore.edu/online/mindedge.html)

You +  
Online Training  
= Success!

### ProTrain Online

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

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

# The Adult Learning Center

## Creating Opportunities for Education and Career Development

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. You must be able to commit to three morning classes a week from 9:30 to 1:00. Students must have:

- **Level 3:** at least 9th grade skills in Reading and Math (Monday, Wednesday, Friday)
- **Level 2:** at least 5th-8th grade skills in Reading and Math (Monday, Wednesday, Friday)
- **Level 1:** at least 2nd-5th grade skills in Reading and Math (Tuesday, Thursday, Friday)
- **Distance Learning:** study at home with an online teacher and education curriculum

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/](http://www.northshore.edu/adult_learning/) to learn more.

### For students with or without their high school diploma, we offer the following two opportunities:

① The Adult Learning Center also offers **Adult Career Pathways**, a college and career preparation program with a focus on Health Care careers to help prepare for the HiSET or college entrance tests. You must be at least 16 and able to commit to three morning classes each week on Tuesday, Wednesday and Thursday from 9:30 to 1:30. Have your high school diploma or equivalent? You can participate with or without one.

② **Integrated Education and Training:** Prepare to become a Certified Nurse Assistant (CNA) while studying for the HiSET exam or college entrance tests. You must be able to commit to three classes per week on Tuesday, Wednesday and Thursday from 9:30-1:30. The CNA training is paid from grant funding, so it is provided at no cost to students. You can participate with or without a high school diploma. A pre-admission interview is required, so call today!

For these two programs, schedule an appointment to find out more.

Contact Diane Amelia Read, Special Programs Coordinator at 978-236-1245 or [dread01@northshore.edu](mailto:dread01@northshore.edu).

**All classes held on the Danvers campus. Transportation discounts are available through Uber.**



## North Shore Career Centers

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



The North Shore WIB believes and understands that a skilled workforce will ensure the State's competitive economic advantage. North Shore Career Centers located in Salem, Lynn, and Gloucester are designed to help companies and individuals get all available services in the simplest and most efficient manner.

**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 employed but use our services to explore their options.

**Am I eligible for re-training dollars?** The staff of the North Shore Career Center can help determine if you qualify for specialized funding. Training funds may be available to you if you meet eligibility criteria under the Trade Adjustment Assistance (TAA) program, the National Emergency Grants (NEG), the Workforce Investment Opportunity Act (WIOA), the Education Rewards Loan Program, 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 North Shore Career Center and North Shore Community College are working together to assist job seekers and students earn an industry-recognized **National Career Readiness Certificate** 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?** You may list your company's 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 credit and noncredit certificate training programs that may qualify for funding. For more information visit [www.nscareers.org/](http://www.nscareers.org/) or call 978-825-7200



# HEALTH CAREERS

## NURSE ASSISTANT/HOME HEALTH AIDE

<b>QUICK FACTS:</b> Nursing Assistants/ Home Health Aides	<ul style="list-style-type: none"> <li>■ Nursing assistants give personal care to patient in hospitals and nursing homes. They work under the direction of nurses and doctors.</li> <li>■ Home health aides care for recovering patients, the elderly, or people with disabilities in their own homes.</li> </ul>
Median Level Wages	\$25,710 – \$30,010
Preparation	High school diploma or equivalent recommended. Be at least 16 years old, complete formal training program, and pass the state licensing exam.
10 Year Projected Growth	Massachusetts: 17.3% ■ North Shore: 18.0%

– Data from Massachusetts Career Information Systems

### Nurse Assistant/Home Health Aide

Prepare for an entry-level career in health care. Nurse Assistant (NA) 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 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) CORI check, come to the Danvers Campus, Math & Science Building 106C. (3) Proof of immunizations and a negative TB test is required.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA100 AOH	65109	MAY 29	8:00AM-1:00PM	TUE/THU	12 WEEKS	FIELD	SULLIVAN	\$1,279
HEA100 ADL	65110	JUN 5	6:00PM-10:00PM	TUE/THU	14 WEEKS	LYNN	SAYLER	\$1,279
HEA100 XLH	65111	JUL 09	8:00AM-12:00PM	MON/WED/FRI	10 WEEKS	LYNN	STAFF	\$1,279
HEA100 XDH	65107	JUL 16	5:00PM-10:00PM	MON-THU	6 WEEKS	DANVERS	DONAHUE	\$1,279

### Caring for People with Alzheimer's

Habilitation Therapy is a method used to best care for and positively enhance the quality of life for those who have dementia or Alzheimer Disease. Learn ways in which you can promote positive emotions in those you care for and learn simple ways to maximize their strengths and abilities, while minimizing their limitations. Learn how a well-planned environment can promote independence and help the thinking of a person with dementia, and how using good communication skills can help to decrease or even eliminate distressing behaviors or other problems. Helpful to those working in the healthcare field as well as those caring for family members at home.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA111 ADH	65184	JUN 4	12:30PM-5:00PM	MON/WED	2 WEEKS	DANVERS	MURRAY	\$159



## Do you enjoy helping people? Are science classes your favorite?

Consider a career in allied health: you may provide direct care and treatment for patients to improve their health, or you might make sure that medical machines operate, or you might make sure that medical offices operate smoothly. These programs can serve as the first steps in your career in healthcare.

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

[www.northshore.edu/cas](http://www.northshore.edu/cas)

## CENTRAL STERILE PROCESSING

*Scheduled for the fall and winter/spring semesters.*

<b>QUICK FACTS: Medical Equipment Preparers</b>	Medical equipment preparers clean and sterilize surgical instruments and medical equipment. They also prepare instruments and equipment for use.
<b>Median Level Wages</b>	\$33,330 – \$58,070
<b>Preparation</b>	High school diploma or equivalent recommended. Complete moderate on-the-job-training. Certification will increase wage.
<b>10 Year Projected Growth</b>	Massachusetts: 17.3% ■ North Shore: 20.5%

– Data from Massachusetts Career Information Systems

## PHLEBOTOMIST

<b>QUICK FACTS: Phlebotomists</b>	Phlebotomists draw blood from people to be analyzed or donated.
<b>Median Level Wages</b>	\$31,630 – \$41,880
<b>Preparation</b>	High school diploma or equivalent recommended. Complete formal training program.
<b>10 Year Projected Growth</b>	Massachusetts: 19.6% ■ Metro North: 17.3%

– 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 and given to the instructor at the first class. (4) Drug Screening.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA103 ADH	65123	MAY 29	6:00PM-9:30PM	TUE/THU	14 WEEKS	DANVERS	VALDEZ	\$1,899
HEA103 ALH	65122	JUN 05	1:30PM-5:00PM	TUE/THU	14 WEEKS	LYNN	STAFF	\$1,899

## EKG TECHNICIAN

<b>QUICK FACTS: EKG Technicians</b>	EKG technicians use machines and monitors to perform diagnostic cardiac exams on patients.
<b>Median Level Wages</b>	\$31,630 – \$41,880
<b>Preparation</b>	High school diploma or equivalent recommended. Complete formal training program.
<b>10 Year Projected Growth</b>	Massachusetts: 19.6% ■ Metro North: 17.3%

– Data from Massachusetts Career Information Systems

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.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA102 ADH	65124	JUN 05	9:00AM-12:00PM	TUE/THU	9 WEEKS	DANVERS	STAFF	\$999
HEA102 XLH	65125	JUL 09	6:00PM-9:30PM	MON/WED	8 WEEKS	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. You will 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 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 and given to the instructor at the first class. (4) Drug Screening.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA115 ALH	65121	MAY 22	8:30AM-12:30PM	TUE/THU	13 WEEKS	LYNN	STAFF	\$2,499

### DENTAL ASSISTANT

<b>QUICK FACTS: Dental Assistants</b>	Dental assistants help dentists with patient care, office tasks, and lab duties.
<b>Median Level Wages</b>	\$35,980 – \$45,670
<b>Preparation</b>	High school diploma or equivalent recommended. Complete formal training program.
<b>10 Year Projected Growth</b>	Massachusetts: 12.5% ■ North Shore: 10.8%

– 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA106 ALH	65120	MAY 30	6:00PM-9:00PM	MON/WED	13 WEEKS	LYNN	CARRASQUILLO	\$1,699
HEA106 ADH	65119	JUN 11	9:00AM-12:00PM	MON/WED/FRI	9 WEEKS	DANVERS	AGERSEA	\$1,699

### MEDICAL INTERPRETING

<b>QUICK FACTS: Interpreters and Translators</b>	Interpreters and translators convert spoken or written words from one language to another.
<b>Median Level Wages</b>	\$37,500 – \$61,510
<b>Preparation</b>	High school diploma or equivalent recommended. Complete formal training.
<b>10 Year Projected Growth</b>	Massachusetts: 42.1% ■ Metro North: 51.4%

– Data from Massachusetts Career Information Systems

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA110 ALH	65113	JUN 12	6:30PM-9:30PM	TUE/THU	9 WEEKS	LYNN	STAFF	\$1,199



## PERSONAL FITNESS TRAINER

<b>QUICK FACTS:</b> Fitness Trainers and Aerobics Instructors	Fitness trainers and aerobics instructors help people get in shape. They teach aerobics classes or set up individual training programs.
<b>Median Level Wages</b>	\$36,160 – \$55,850
<b>Preparation</b>	High school diploma or equivalent recommended. Complete formal training.
<b>10 Year Projected Growth</b>	Massachusetts: 29.5% ■ North Shore: 31.7%

– Data from Massachusetts Career Information Systems

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 of Alternative Studies and Testing prior to registration for advising purposes. Program includes workbook, access to online student study tools and test voucher. W.I.T.S. Certified Personal Trainer is NCCA Accredited. **Text required** and not included in the price of the course. 7th edition of the Fitness Professional's Handbook with web resources (ISBN-13: 9781492523376) available for purchase online. An ebook is also available for purchase online: ISBN-13:9781492535935too. You can also order the book through W.I.T.S. by calling 1-888-330-9487.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS210 ADH	65114	JUN 06	9:00AM-4:00PM	WED	9 WEEKS	DANVERS	STAFF	\$889
PSS210 XLH	65115	JUL 17	6:00PM-9:00PM	TUE/THU	8 WEEKS	LYNN	STAFF	\$889

## NEW! RECOVERY COACH CERTIFICATION

<b>QUICK FACTS:</b> Recovery Coaches	Recovery coaches work with persons with active addictions as well as persons already in recovery.
<b>Median Level Wages</b>	\$26,000 – \$41,910, Massachusetts salaries are 14% above national average
<b>Preparation</b>	High school diploma or equivalent. Complete formal training.
<b>10 Year Projected Growth</b>	Massachusetts: 19.5% ■ Metro North: 21.7%

– Data from Massachusetts Career Information Systems

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 and Steve Chisholm who are trainers, counselors, and recovery advocates who bring a combined 40+ years of professional and life experience to their 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA300 XDH	65112	AUG 20	9:00AM-5:30PM	MON-THU	1 WEEK	DANVERS	CHISHOLM	\$499

### New! 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 CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA301 ADH	65185	JUN 25	9:00AM-5:30PM	MON-THU	1 WEEK	DANVERS	CHISHOLM	\$499

**Reiki Usui/Holy Fire II: Level One**

Learn about the concepts, energies, history, and lineages of Usui and Holy Fire II Reiki, a new 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. You will 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 II Reiki Placement/attunement, hands-on practice, as well as the Reiki Healing with Reiki Master Peter Van Twuyver. Cost of class includes \$25 material fee. Certification: Certificate of Completion of Usui/Holy Fire II Reiki Level One.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA200 ADH	65213	JUN 15	9:00AM-5:00PM	FRI	1 DAY	DANVERS	VANTWUYVER	\$165

**Reiki Usui/Holy Fire II: Level Two Practitioner Certification**

Enhance your healing power and intuition as well as your confidence and skills with Level Two training. Learn full treatment session techniques including advanced body scanning and traditional Japanese Reiki techniques. At course completion you will have an understanding of the following concepts: clearing negative energy from your clients and their homes, distance healing, healing of emotional problems and trauma, and changing unwanted habits. As a Usui/Holy Fire II Reiki Level Two Practitioner, you can see clients and open your own Reiki healing practice if you chose to do so. Taught by Reiki Master Peter Van Twuyver. Cost includes \$25 materials fee. **Prerequisites:** Successful completion of Usui/Holy Fire II Reiki Level One.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA201 XDH	65214	JUL 20	9:00AM-5:00PM	FRI	1 DAY	DANVERS	VANTWUYVER	\$165

**Integrated Energy Therapy: Level One**

Basic Integrated Energy Therapy (IET), the first of three levels, is considered to be one of the next generation hands-on power energy therapy systems. Created by Stevan Thayer in 1994, IET has been taught to students in 75 countries across the globe. This gentle yet powerful energy therapy gets the issues out of your tissues for good. Learn everything you need to do a powerful IET session on yourself or others either in person or at a distance. Ideal for individuals in the health care field, those who want to start their own energy therapy practice, and IET is an excellent adjunct to other modalities like Massage, Reiki and Therapeutic Touch to name a few. Class consists of the Basic Attunement and includes training Clearing Cellular Memory. Cost of class includes \$20 materials fee. There are no prerequisites for this class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA203 XDH	65215	AUG 24	9:00AM-5:00PM	FRI	1 DAY	DANVERS	VANTWUYVER	\$165

**TEAS TEST PREP****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 Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD104 ADH	65246	MAY 21	6:00PM-8:00PM	MON	6 WEEKS	DANVERS	ST PIERRE	\$149

**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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD106 XDH	65248	JUL 10	10:15AM-12:15PM	TUE/THU	3 WEEKS	DANVERS	MCGUINNESS	\$149

**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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD105 XDH	65247	JUL 10	8:00AM-10:00AM	TUE/THU	3 WEEKS	DANVERS	MCKNIFF	\$149

## ONLINE HEALTHCARE COURSES

### PHARMACY TECHNICIAN – ONLINE

<b>QUICK FACTS:</b> Pharmacy Technicians	Pharmacy technicians help pharmacists provide medicines and other health care products to patients.
Median Level Wages	\$26,240 – \$30,410
Preparation	High school diploma or equivalent recommended. Complete formal training.
10 Year Projected Growth	Massachusetts: 15.2% ■ North Shore: 15.1%

– Data from Massachusetts Career Information Systems

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! For more information call 978-236-1200.

COURSE CODE: HEA116

ONLINE COURSES START EACH MONTH

COST OF COURSE IS \$1,299

### DIALYSIS TECHNICIAN – ONLINE

<b>QUICK FACTS:</b> Dialysis Technologist	Dialysis technicians help prepare patients with severe kidney problems for hemodialysis treatment.
Median Level Wages	\$35,980 – \$45,670
Preparation	High school diploma or equivalent recommended. Complete formal training program.
10 Year Projected Growth	Massachusetts: 12.5% ■ North Shore: 10.8%

– Data from Massachusetts Career Information Systems

Provides a detailed introduction to the knowledge needed to perform the responsibilities of a Dialysis Technician. It reviews 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

ONLINE COURSES START EACH MONTH

COST OF COURSE IS \$1,299

### Certified Medical Administrative Assistant with Medical Billing and Coding – Online

Interested in obtaining a career in the healthcare industry? Learn the essential medical office management skills that health care managers look for when hiring front office staff along with medical vocabulary, billing and coding. Course prepares you to sit for the Certified Billing and Coding Specialist (CBCS) and the Certified Medical Administrative Assistant (CMAA) exams offered by National Health Career Association (NHA). The registration fee for both exams are included with this program. This program will also prepare you to sit for the Certified Professional Coder (CPC) exam and the Certified Coding Associate (CCA) exam. These two exams are not covered in the cost of the program. **Prerequisite:** High School Diploma or equivalent. <https://careertraining.ed2go.com/northshorecc>

COURSE CODE: HEA001

ONLINE COURSES START EACH MONTH

COST OF COURSE IS \$2,795

### CPR & FIRST AID

#### Basic First Aid

Learn all the essentials needed to be prepared for a medical emergency. Topics include legal issues regarding providing care to strangers, protecting yourself from infectious disease while providing care, and how to respond when an emergency arises. Care for injuries including burns, bleeding and wound care, bandaging and splinting, and assisting with spine immobilization. Medical conditions considered include heart attack, stroke, diabetes, seizures, poisoning, and heat/cold emergencies. The course cost includes a full-color text to be picked up at the Danvers Campus Math & Science Building 106C.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA210 ADH	65127	MAY 19	9:00AM-1:00PM	SAT	1 DAY	DANVERS	MOORE	\$69

#### CPR and AED

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA211 ADH	65126	JUN 13	6:00PM-9:30PM	WED	1 DAY	DANVERS	MOORE	\$69

### Professional Rescuer CPR

As a public safety professional or healthcare provider, it is your duty to respond to cardiac or breathing emergencies until more advanced medical personnel can take over. Utilizing the 2015 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, two-person CPR and AED use. Successful completion of all skill stations and the final exam earns a certificate from the American Heart Association for Professional Rescuer CPR, valid for two years. Attendance for the entire course is required for successful completion. The course cost includes a full-color text to be picked up at the Danvers Math & Science Building 106C. Note: This course is the American Heart Association Basic Life Support (BLS). Meets the CPR requirement for accepted Health Professions students at NSCC.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
HEA212 ALH	65118	JUN 06	5:30PM-10:00PM	WED	1 DAY	LYNN	MOORE	\$89
HEA212 XDH	65116	JUL 11	5:30PM-10:00PM	WED	1 DAY	DANVERS	MOORE	\$89
HEA212 YDH	65117	AUG 08	5:30PM-10:00PM	WED	1 DAY	DANVERS	MOORE	\$89

## BEAUTY

### AESTHETICS & SKIN CARE

<b>QUICK FACTS:</b> Skin Care Specialists	Skin care specialists clean and care for clients' skin. They also remove unwanted hair and apply makeup.
Median Level Wages	\$30,090 – \$45,750
Preparation	High school diploma or equivalent recommended. Be at least 16 years old, complete a skin care program and pass the licensing exam.
10 Year Projected Growth	Massachusetts: 52.6% ■ Boston: 53.8%

– Data from Massachusetts Career Information Systems

A 300 clock-hour program approved by the Massachusetts Board of Registration of Cosmetology. Designed to give you a fundamental knowledge of skin care products, electric equipment, and techniques used on clients in the aesthetics industry. Gain hands-on training in skin care, facial massage, facial and body waxing, and makeup application. Learn physiology, histology and anatomy of the skin, including skin diseases and disorders, cosmetic chemistry and ingredient analysis, sterilization, sanitation, and bacteriology. You will work on clients in a clinical environment to practice these treatments and procedures while learning about professional ethics, business opportunities, record keeping, and sales aspects of the aesthetics and spa industry. Course prepares you to take the Massachusetts Aesthetics License Examination after successful completion of the 300 hour course. Immunization record must be completed and submitted first week of class. Class size is limited register early. **Textbook required:** Available at Danvers Campus Bookstore. Payment plan available and arrangements should be made at the time of registration. Please contact Student Accounts, 978-762-4000 x4508 or x4480. Course does not cover cost of State Exam. Additional supplies needed for class and State Boards. **Beginning September 8 class meets every other Saturday.**

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS300 XDH	65208	AUG 27	5:00PM-9:30PM	MON/WED/SAT	28 WEEKS	DANVERS	TENNANT	\$4,250

### Bridal Makeup: Advanced Aesthetic and Cosmetology Workshop

Increase your revenue by offering bridal makeup! Learn what questions to ask the bride and wedding party, makeup tips and techniques, lash tabbing, supplies needed, and the contract and pricing for this service. Includes theory, bridal makeup demo, and hands on practice of bridal makeup. Lashes and glue will be supplied. Please bring your own makeup and brushes. **Prerequisites:** Licensed Aesthetician or Cosmetologist.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
PSS301 ADH	65209	JUN 11	8:30AM-3:30PM	MON	1 DAY	DANVERS	STAFF	\$199

### NAIL TECHNICIAN

*Scheduled for the fall and winter/spring semesters.*

<b>QUICK FACTS:</b> Manicurists	Manicurists clean, shape, and polish clients nails.
Median Level Wages	\$20,820 – \$32,660
Preparation	High school diploma or equivalent recommended. Be at least 16 years old, complete a skin care program and pass the licensing exam.
10 Year Projected Growth	Massachusetts: 28.1% ■ North Shore: 22.4%

– Data from Massachusetts Career Information Systems



# BUSINESS

## BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA)

<b>QUICK FACTS:</b> Bookkeeping and Accounting Clerks	Bookkeeping and accounting clerks manage the financial records of companies or clients.
Median Level Wages	\$37,250 – \$45,760
10 Year Projected Growth	Massachusetts: 11.0% ■ North Shore: 13.3%
<b>Required Courses:</b> <ul style="list-style-type: none"> <li>• BAA140 Bookkeeping and Accounting: Part I*</li> <li>• BAA141 Bookkeeping and Accounting: Part II</li> <li>• INF143 QuickBooks Pro: Level 1</li> <li>• INF144 QuickBooks Pro: Level 2</li> <li>• INF145 QuickBooks Pro Payroll</li> <li>• INF147 Microsoft Excel: Level 1 or INF120 Excel for Accounting: Level 1</li> <li>• INF148 Microsoft Excel: Level 2 or INF121 Excel for Accounting: Level 2</li> <li>• BAA150 Taxes for Bookkeepers and Tax Preparers: Introduction</li> <li>• BAA142 How to Keep an Audit Trial</li> <li>• INF104 File Management Proficiency</li> <li>• INF106 CyberSafe</li> <li>• BAA201 How to Manage Conflict in the Organization</li> <li>• BAA202 Take Control – Time Management</li> </ul> <p>* Students must take Bookkeeping and Accounting: Part I, or have accounting experience before taking any QuickBooks course.</p> <p style="text-align: center;"><b>You may enroll in any of these courses even if you are not in the certificate program.</b>  <b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b></p>	

– 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 Campus Pipeline Account prior to first class. **Prerequisites:** Excel Level 1 or equivalent experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA140 ADH	65142	MAY 24	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	HAYES	\$249
BAA140 BDH	65143	JUN 04	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	HAYES	\$249

### 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 Campus Bookstore. **Prerequisite:** Bookkeeping and Accounting Part I or equivalent experience. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA141 XDH	65144	JUL 23	6:00PM-9:00PM	MON	6 WEEKS	DANVERS	HAYES	\$249
BAA141 YDH	65145	JUL 26	9:00AM-12:00PM	THU	6 WEEKS	DANVERS	HAYES	\$249

### 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 1 or equivalent experience. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA143 ADH	65146	MAY 22	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	TOYE	\$299
BAA143 XDH	65147	JUL 16	9:00AM-12:00PM	MON	6 WEEKS	DANVERS	TOYE	\$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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA144 XDH	65148	JUL 17	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	TOYE	\$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 Campus Pipeline Account prior to first class. **Prerequisite:** QuickBooks Level 1 or equivalent experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA145 ADH	65149	JUN 08	9:00AM-12:00PM	FRI	3 WEEKS	DANVERS	TOYE	\$179

### QuickBooks: Just Reports

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA146 XDH	65150	AUG 17	9:00AM-12:00PM	FRI	1 DAY	DANVERS	TOYE	\$79

### Excel for Accounting: Part 1

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA147 ADH	65199	MAY 23	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	SEGAL	\$299

### 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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA148 XDH	65200	JUL 18	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	SEGAL	\$299

## H.R. & MANAGEMENT

### SHRM Essentials of Human Resources Management

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA132 ADH	65205	MAY 22	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	GOLD	\$499

### 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 conflicts successfully. Respond quickly and effectively to issues as they arise, turn conflicts into constructive forces for improving your performance, and understand the fundamental processes and factors that cause and perpetuate conflicts. Cost includes required textbook.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA201 ADH	65202	MAY 21	6:00PM-8:30PM	MON	6 WEEKS	DANVERS	MIRANDI	\$299

### **New!** Supervisory Skills Bootcamp

Are you a potential, new, or seasoned supervisor that wants to learn the invaluable tools and theories required to be a truly effective leader? If so, you don't want to miss this program! Topics include understanding behavioral styles, setting SMART goals, the magic C's of effective leadership, creating a climate for motivation, maintaining a productive work environment, and providing world class customer service. Instructor Gerry Bruno has over 20 years of experience as a supervisor and senior manager. For the past 25 years Gerry has been providing people in leadership positions the skill building knowledge they require to be comfortable, effective and successful. Gerry's workshops are content packed, highly interactive and fun.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA201	65206	JUN 12	9:00AM-3:30PM	TUE/THU	2 WEEKS	DANVERS	BRUNO	\$389

## FRONT OFFICE PROFESSIONAL CERTIFICATE (XOE)

<b>QUICK FACTS:</b> Receptionist	Front office receptionists greet visitors, answer phone calls, and perform clerical duties.
Median Level Wages	\$27,300 – \$32,970
10 Year Projected Growth	Massachusetts: 4.9% ■ Metro North 4.8%

**Required Courses:**

- INF101 Intro to the Computer\*
- BAA130 Business Communication and Office Skills
- BAA131 Business Writing
- INF110 Microsoft Word: Level 1
- INF120 Microsoft Excel: Level 1
- INF140 Microsoft Outlook: Level 1
- INF104 File Management Proficiency
- BAA201 How to Manage Conflict in the Organization
- BAA202 Take Control – Time Management
- INF230 Share This: Professional Approaches to Social Media
- INF106 CyberSafe

**Bookkeeping Pathway:**

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

**Medical Office Pathway:**

- HEA112 Electronic Healthcare Records
- HEA113 Terminology for the Medical Office

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

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

– Data from Massachusetts Career Information Systems

### Business Communication and Office Skills

Learn the necessary skills and effective communication to achieve career success in an office environment. Designed to provide you with the essential skills by offering skill development in 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, email basics along with office etiquette. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA130 ADH	65201	MAY 23	10:00AM-12:00PM	WED	8 WEEKS	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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA131 ADH	65151	MAY 22	6:00PM-8:00PM	TUE	6 WEEKS	DANVERS	STAFF	\$259

### Public Speaking for Impact

Do you admire people who seem to have a command of the English language and can entertain an audience easily? Learn techniques, methods, and tips to diminish “stage fright,” improve your stage presence, and leave a lasting, memorable impression on your listeners.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA134 ADH	65207	MAY 22	9:00AM-12:00PM	TUE	5 WEEKS	DANVERS	STAFF	\$179

### **New! Starting a Pet Sitting Business – Online**

Are you an animal lover? Translate your passion into a profitable career! By the end of this six week course, you’ll have all the knowledge you need to become a professional pet sitter. Call 978-236-1200 or visit [www.ed2go.com/nsc/](http://www.ed2go.com/nsc/)

COURSE CODE: BAA003	ONLINE COURSES START EACH MONTH	COST OF COURSE IS \$149
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## 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 certification of completion to sit for the exam. Taught by Massachusetts certified instructor. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA160 ADH	65203	MAY 29	6:00PM-9:00PM	TUE/THU	6 WEEKS	DANVERS	SHULTZ	\$399
BAA160 ALH	65204	JUL 16	9:00AM-3:30PM	MON/WED	6 WEEKS	LYNN	SHULTZ	\$399



# COMPUTER TRAINING

## Computer: An Introduction

An ideal beginner's class to learn hardware basics to exploring Windows and Office 2016 (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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF101 ADH	65187	MAY 25	9:00AM-11:30PM	FRI	4 WEEKS	DANVERS	STAFF	\$209

## Keyboarding on the Computer

Do you need to learn the keyboard to use computers more effectively? If you have little or no keyboarding experience, you will gain speeds from 25+ words per minute. With previous training, you can increase speed and advance to higher topics. Students must activate their Campus Pipeline Account prior to first class. **Textbook required:** Available at the Danvers Campus Bookstore.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF100 ADH	65128	MAY 23	6:00PM-7:30PM	WED	6 WEEKS	DANVERS	HANSON	\$209

## MICROSOFT OFFICE SUITE CERTIFICATE (XMO)

<b>QUICK FACTS:</b> Administrative Office Secretaries	Administrative Office secretaries assist managers and direct office activities.
<b>Median Level Wages</b>	\$33,910 – \$45,850
<b>10 Year Projected Growth</b>	Massachusetts: 9.4% ■ North Shore: 11.6%
<p><b>Required Courses:</b></p> <ul style="list-style-type: none"> <li>• INF101 Introduction to the Computer*</li> <li>• INF110 Microsoft Word: Level 1</li> <li>• INF111 Microsoft Word: Level 2</li> <li>• INF112 Microsoft Word: Level 3</li> <li>• INF120 Microsoft Excel: Level 1</li> <li>• INF121 Microsoft Excel: Level 2</li> <li>• INF122 Microsoft Excel: Level 3</li> <li>• INF130 Microsoft PowerPoint: Level 1</li> <li>• INF140 Microsoft Outlook</li> <li>• INF104 File Management Proficiency</li> <li>• INF106 CyberSafe</li> </ul> <p>* Students proficient with the computer may replace Intro to the Computer for a more advanced class.</p> <p><b>To receive an NSCC Certificate in Microsoft Office, students must complete the required courses. Workshops may not be used to fulfill requirements.</b></p> <p><b>You may enroll in any of these courses even if you are not in the certificate program.</b></p> <p><b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b></p>	

– Data from Massachusetts Career Information Systems

## Excel 2016 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 and Lynn Campus Bookstores. Must have some experience with Windows and the keyboard. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF120 ADH	65132	MAY 23	9:00AM-12:00PM	WED/FRI	3 WEEKS	DANVERS	MCNEIL	\$289
INF120 BDH	65133	JUN 13	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	PARTLAN	\$289
INF120 XLH	65134	JUL 26	6:00PM-9:00PM	THU	6 WEEKS	LYNN	PARTLAN	\$289

## Excel 2016 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 experiences. **Textbook and flash drive required:** Available at the Danvers and Lynn Campus Bookstores. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF121 ADH	65135	JUN 13	9:00AM-12:00PM	WED/FRI	3 WEEKS	DANVERS	MCNEIL	\$289
INF121 XDH	65136	AUG 01	6:00PM-9:00PM	WED	6 WEEKS	DANVERS	PARTLAN	\$289



**Word 2016 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 and Lynn Campus Bookstores. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF110 ADH	65188	MAY 22	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	STAFF	\$289
INF110 ALH	65129	JUN 12	9:00AM-12:00PM	TUE/THU	3 WEEKS	LYNN	PARTLAN	\$289
INF110 XDH	65130	JUL 23	9:00AM-12:00PM	MON	6 WEEKS	DANVERS	PARTLAN	\$289

**Word 2016 for the Workplace: Level 2**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF111 XLH	65131	JUL 10	9:00AM-12:00PM	TUE/THU	3 WEEKS	LYNN	PARTLAN	\$289
INF111 XDH	65189	JUL 24	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	STAFF	\$289

**Word 2016 for the Workplace: Level 3**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF112 XDH	65190	AUG 07	9:00AM-12:00PM	TUE/THU	3 WEEKS	LYNN	STAFF	\$289

**PowerPoint 2016 for the Workplace: Level 1**

Welcome to the world of presentation graphics. Learn how to create professional and exciting overheads, slides, signs and on-screen presentations. Explore creating, viewing, editing and formatting through the use of fonts, color, clip art and drawing tools. Review bar graphs, pie graphs and organization charts. Must have some experience with Windows and the keyboard. **Textbook and flash drive required:** Available at the Danvers and Lynn Campus Bookstores. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF130 ADH	65191	MAY 31	6:00PM-9:30PM	THU	5 WEEKS	DANVERS	GOULD	\$289

**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.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF105 ADH	65192	JUN 05	6:30PM-8:30PM	TUE	2 WEEKS	DANVERS	GOULD	\$59
INF105 XDH	65193	AUG 02	9:00AM-11:00AM	THU	2 WEEKS	DANVERS	RAMSEY	\$59

**ONE DAY COMPUTER WORKSHOPS****CyberSafe**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF106 ALR	65254	MAY 29	4:30PM-8:30PM	TUE	1 DAY	LYNN	JONES	\$89
INF106 XDH	65256	JUL 24	5:30PM-9:30PM	TUE	1 DAY	DANVERS	JONES	\$89

**File Management Proficiency**

Create, delete, restore, rename, and copy files and folders. Organize and keep track of your files and folders more efficiently using 'My Computer' and the file manager 'Explorer'. Become proficient in using a flash drive to store files and folders and transfer to another computer. Use a network drive and hierarchy to locate files and folders. Create shortcuts and perform searches. **Prerequisites:** Completion

of Introduction to the Computer or equivalent computer experience. **Flash drive required.** Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF104 ADH	65141	JUN 04	9:00AM-12:00PM	MON	2 WEEKS	DANVERS	PARTLAN	\$149
INF104 XDH	65198	AUG 08	6:00PM-9:00PM	WED	2 WEEKS	DANVERS	RAMSEY	\$149

### Excel 2016 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 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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF123 ADH	65194	JUN 19	9:00AM-3:00PM	TUE	1 DAY	DANVERS	STAFF	\$149
INF123 ADM	65284	AUG 24	9:00AM-3:00PM	FRI	1 DAY	DANVERS	STAFF	\$149

### Excel 2016 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. **Prerequisites:** Completion of Excel 2016: Level 1 or equivalent experience. **Flash drive required.** Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF124 XDH	65195	JUL 17	9:00AM-3:00PM	TUE	1 DAY	DANVERS	STAFF	\$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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF125 ADH	65196	JUN 13	6:00PM-9:00PM	WED	1 DAY	DANVERS	GOULD	\$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. The Software utilized in this workshop is Microsoft Excel 2016, but the techniques covered will apply to Excel 2007, 2010, and 2013 and work similarly in earlier Excel versions. **Flash drive required.** Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF126 XDH	65197	AUG 15	6:00PM-9:00PM	WED	1 DAY	DANVERS	GOULD	\$109

### PowerPoint for the Workplace 2016: 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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF132 ALH	65140	MAY 30	9:00AM-3:00PM	WED	1 DAY	LYNN	PARTLAN	\$149

### Word 2016 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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF113 ADH	65137	JUN 18	9:00AM-3:00PM	MON	1 DAY	DANVERS	PARTLAN	\$149
INF113 XLH	65139	JUL 20	9:00AM-3:00PM	FRI	1 DAY	LYNN	PARTLAN	\$149

### Word 2016 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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF114 ADH	65138	JUL 16	9:00AM-3:00PM	MON	1 DAY	DANVERS	PARTLAN	\$149

### GRAPHIC DESIGN CERTIFICATE (XGD)

<b>QUICK FACTS:</b> Graphic Designer	Graphic designers create designs using print, electronic, and film media.
Median Level Wages	\$41,240 – \$58,210
10 Year Projected Growth	Massachusetts: -1.4% ■ Boston: 3.5%
<p><b>Required Courses:</b></p> <ul style="list-style-type: none"> <li>• BAA100 Principles of Design</li> <li>• BAA227 Graphic Design Theory</li> <li>• BAA220 Adobe Illustrator: Level 1</li> <li>• BAA221 Adobe Illustrator: Level 2</li> <li>• BAA222 Adobe Photoshop: Level 1</li> <li>• BAA223 Adobe Photoshop: Level 2</li> <li>• BAA224 Adobe InDesign: Level 1</li> <li>• BAA225 Adobe InDesign: Level 2</li> <li>• BAA201 How to Manage Conflict in the Organization</li> <li>• BAA201 Take Control – Time Management</li> </ul> <p><b>In addition:</b> Students must provide documentation of 40 hours of supervised field work.</p> <p style="text-align: center;"><b>You may enroll in any of these courses even if you are not in the certificate program.</b></p> <p style="text-align: center;"><b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b></p>	

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### NEW! DIGITAL MARKETING CERTIFICATE

<b>QUICK FACTS:</b> Marketing, Sales, and Advertising	Sales persons, marketing professionals and web developers use technology to advertise their services.
Median Level Wages	Vary according to experience \$30,000 – \$50,000
10 Year Projected Growth	Massachusetts: 22% ■ Metro North 22.2%
<p><b>Required Courses:</b></p> <ul style="list-style-type: none"> <li>• INF236 HTML Programming I</li> <li>• INF HTML Email</li> <li>• INF231 Building a Website with WordPress</li> <li>• INF234 Digital Marketing</li> <li>• BAA224 Adobe InDesign: Level 1</li> <li>• INF240 Google Analytics</li> <li>• BAA220 Adobe Illustrator: Level 1</li> <li>• BAA222 Adobe Photoshop: Level 1</li> </ul> <p><b>In addition:</b> Students must provide documentation of 40 hours of supervised field work.</p> <p style="text-align: center;"><b>You may enroll in any of these courses even if you are not in the certificate program.</b></p> <p style="text-align: center;"><b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b></p>	

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### Share This: Professional Approaches to Social Media

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
IINF230 ADH	65234	MAY 22	6:00PM-9:00PM	TUE	3 WEEKS	DANVERS	CURCURU	\$199
INF230 XDH	65237	AUG 30	6:00PM-9:00PM	THU	3 WEEKS	DANVERS	CURCURU	\$199

### New! Social Media: Where's My Audience? Reaching Your 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 Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF242 ADH	65235	JUN 12	6:00PM-9:00PM	TUE	3 WEEKS	DANVERS	CURCURU	\$199

### New! Selling on Social Media: How to be Profitable within Social Platforms

Explore various ways to turn Social Media presence into an e-commerce platform. Explore and better understand shopper units, third party companies that help create shops within social media, and monetizing your social presence. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF244 XDH	65236	AUG 02	6:00PM-9:00PM	THU	3 WEEKS	DANVERS	CURCURU	\$199

# Registration Information

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

## Five Ways to Register:



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



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



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



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



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

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

## Policies

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

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

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

**Course Refund.** You must officially withdraw from a noncredit course by completing a Student Action Form (available from NSCC administrators at most campus locations), and returning it by fax to 978-762-4015, or by dated letter to Enrollment & Student Records, or Corporate & Professional Education, 1 Ferncroft Road, Danvers, MA 01923-0840).

- Withdrawal before the second class meeting: Total Refund
- Withdrawal after the second class meeting: No Refund

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

**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.

# Mail-in / Fax-in Registration Form – Noncredit Only

BE SURE TO REGISTER EARLY FOR BEST SELECTION OF CLASSES!

## REGISTRATION FORM Please complete all questions on this registration form.

**Students with documented disabilities** who anticipate the need for accommodations are encouraged to visit [www.northshore.edu/accessibility](http://www.northshore.edu/accessibility) and follow the outlined procedure to request accommodations at least 4-6 weeks before the start of classes. Accessibility Services provides academic accommodations and services for students with disabilities so as to provide equal access and opportunity to programs and activities. For more information, please visit our website or call: Danvers Campus: 978-762-4000, x4501 or Lynn Campus: 781-593-6722, x2134.

Last Name:

First Name:

Middle Initial:

Street:

City:

State:

Zip Code:

Home Phone: ( )

Cell Phone: ( )  ext.

Email Address:

Student ID #:

(if known)

Semester/Year:

Date of Birth: (Required)

High School Name:

High School Graduation Year:  GED:

### Please fill the appropriate circle for demographic purposes:

- 1-** Gender: .....
- 2-** US Citizenship: .....    
If no, are you a Resident Alien (Green Card)? .....
- 3-** Permission to be listed in a public student directory: ...
- 4-** Is English your primary language: .....
- 5-** Attended another college: .....
- 6-** Race:

CRN	Course Code	Sec	Course Title	Day	Time	Noncredit Course Cost
Program of Study (see list on page 2 of catalog):						\$ <input type="text"/>

Noncredit Total

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Note: We cannot accept cash payments. Personal checks, bank money orders and MasterCard/Discover/Visa are acceptable.

For Mail-in and Fax-in, use MasterCard, Visa or Discover. Please complete the following:

Account No.: \_\_\_\_\_ Expiration Date (mo) \_\_\_\_\_ / (yr) \_\_\_\_\_  
 Cardholder's Signature \_\_\_\_\_ Print Cardholder Name \_\_\_\_\_

### Parent/Guardian Info for Students under age 18

Last Name:

First Name:

Home Phone: ( )

Cell Phone: ( )

Address:

City:

State:  Zip:

Email Address:

Mail completed registration form along with your payment to:  
**North Shore Community College, Enrollment & Records Office, 1 Ferncroft Road, Danvers, MA 01923-08402**  
 Or, fax (with your Visa, MasterCard, or Discover Card number) to: **978-762-4015**



**Adobe Illustrator: Level 1**

Geared to both artists and non-artists who wish to create a variety of high quality graphics. Course covers the program's 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. **Flash drive required.** Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA220 XDH	65231	AUG 07	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	STAFF	\$289

**Adobe Photoshop: Level 1**

Designed to familiarize you with the software that has become the industry standard in digital imaging. Learn both basic and more advanced techniques, including computer imaging, scanning, memory management, and imaging basics for the World Wide Web.

**Prerequisites:** Working knowledge of the PC or MAC. **Flash drive required.** Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA222 XDH	65230	JUN 12	6:00PM-9:00PM	TUE	6 WEEKS	DANVERS	HILDEBRAND	\$289

**HTML Programming**

Learn how to code web pages using modern HTML5 techniques. From understanding the elements of HTML pages to designing pages that work well on desktop browsers and mobile devices. Markup and presentation controls using CSS will also be covered. You must have a working knowledge of file management and how to efficiently work on a Windows based computer. **Flash drive required.** Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF236 XDH	65257	JUL 10	6:00PM-9:30PM	TUE	6 WEEKS	DANVERS	HASHEMI	\$299

**Website Design Using 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 along with using themes, plugins, and widgets. Also included is an overview of how to manage and update your website or blog. At conclusion you will have begun to design and develop your first blog or website. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF231 ADH	65232	JUN 06	6:00PM-9:00PM	WED	3 WEEKS	DANVERS	STAFF	\$149

**Website Management with Wordpress**

Tired of having another company manage your Wordpress or blog? You no longer have to be a techie to manage it yourself. Learn to navigate your previously created Wordpress website including how to manage and change content, create posts, add pages, embed video and change media files. Students must activate their Campus Pipeline Account prior to first class.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF232 XDH	65233	JUL 11	6:00PM-9:00PM	WED	2 WEEKS	DANVERS	STAFF	\$99

# INFORMATION TECHNOLOGY

## HELP DESK SUPPORT CERTIFICATE (XDH)

<b>QUICK FACTS:</b> Computer User Support Specialist	Computer user support specialists help people solve problems with their computer hardware and software.
Median Level Wages	\$49,390 – \$61,470
10 Year Projected Growth	Massachusetts: 9.9% ■ North Shore: 6.8%
<b>Required Courses</b> (listed in recommended order):	
• INF306 Service Desk and Support Analyst	• INF106 Cybersafe
• INF307 CompTIA IT Fundamentals	• INF300 CompTIA A+ Certification
<b>You may enroll in any of these courses even if you are not in the certificate program.</b>	
<b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b>	

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

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

### New! CompTIA IT Fundamental

Are you a high-end computer user at home, work, or college considering a career in information technology, or interested in furthering your knowledge about personal computers? If so, this course is your first step. Learn to identify PC components, work with files and folders, conduct basic software installations and the fundamental skills and concepts required to maintain, support, and work efficiently with personal computers. In addition, you will acquire the essential skills and information you need to set up, configure, maintain, troubleshoot, and perform preventative maintenance of the hardware and software components of a basic personal computer workstation and basic wireless devices. Basic security measures and implementation of basic computer and user support practices will also be covered. Prepares you for the CompTIA® IT Fundamentals™ examination (Exam FC0-U51 or FC0-Z51). 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF307 ADR	65249	JUL 11	6:00PM-9:00PM	WED	8 WEEKS	DANVERS	MOGA	\$399

### New! Service Desk and Support Analyst

Designed to equip you with the skills essential to deliver excellent levels of customer service in the service and support desk environment. Learn best practice 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF306 ADH	65250	MAY 21	5:00PM-8:30PM	MON/THU	8 WEEKS	DANVERS	MOGA	\$399

### CompTIA A+ Certification Prep

Looking for a career as an Information Technology (IT) professional or personal computer (PC) service technician in a mobile or corporate environment? CompTIA A+ Certification 900 series course is the first step in your preparation. Build on your existing user-level knowledge and experience with personal computer software and hardware to learn fundamental skills and concepts needed for the job. Acquire the essential skills and information to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic PCs, digital devices and operating systems. Prepares you for the CompTIA A+ certification examinations, 2016 objectives exam numbers 220-901 and 220-902. 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF300 ADH	65251	MAY 30	6:00PM-9:00PM	MON/WED	9 WEEKS	DANVERS	STAFF	\$1,899

### CompTIA Network+ Certification Prep

CompTIA Network+ provides you with a solid foundation of how computer networks operate, and builds upon the knowledge using real world examples of network technologies and protocols including the OSI model, TCP/IP, DNS, ARP, IP addressing (including subnetting), media types, and connectors, including fiber optics, copper, and wireless. Prepares you for the Network + Certification Exam N10-006. Targeted for Network Administrators, Network Engineers, and System Administrators. **Prerequisites:** Familiarity with Windows is required. Must be able to copy files, create folders, use Microsoft Notepad and navigate throughout Windows. A+ certification or equivalent knowledge or CIW certification is recommended, but not required. 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF301 XDH	65252	AUG 01	6:00PM-9:00PM	MON/WED	7 WEEKS	DANVERS	JONES	\$1,299

### Cybersecurity: CompTIA Security+ Certification Prep

Does 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. For networking professionals, PC support analysts, and application developers and senior managers in accounting, sales, product development and marketing. Prepares you for the CompTIA Security+ certification exam (Exam SY0-401). 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
INF302 ADH	65253	MAY 31	6:00PM-9:00PM	TUE/THU	6 WEEKS	DANVERS	JONES	\$999

## ONLINE PROGRAMMING & NETWORKING

### Java Programming Series: Online

Learning computer programming without any prior experience using Java, one of the most widely used computer languages in the world. Learn how to save data permanently on a disk by writing it to a sequential data file. Organize information using multiple classes in Java's class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools. This 48 hour course is taught online through ed2go for more information call 978-236-1200 or visit [www.ed2go.com/nscc/](http://www.ed2go.com/nscc/)

COURSE CODE: INF004	ONLINE COURSES START EACH MONTH	COST OF COURSE IS \$199
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### SQL Series: Online

SQL (Structured Query Language) is one of the most requested skills from today's data-driven employers. From the key concepts to advanced techniques, you will gain a solid working knowledge of this powerful and universal database programming language, and enhance your competitiveness in the technical fields of software development and database administration. This 48 hour course is taught online through ed2go for more information call 978-236-1200 or visit [www.ed2go.com/nscc/](http://www.ed2go.com/nscc/)

COURSE CODE: INF003	ONLINE COURSES START EACH MONTH	COST OF COURSE IS \$199
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### New! 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. This 500 hour course is taught online through ed2go for more information call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc/>

COURSE CODE: INF050	ONLINE COURSES START EACH MONTH	COST OF COURSE IS \$1,995
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### New! Certified Ethical Hacker

The Certified Ethical Hacker program is the pinnacle of the most desired information security training program any information security professional will ever want to be in. To master the hacking technologies, you will need to become one, but an ethical one! The accredited course provides the advanced hacking tools and techniques used by hackers and information security professionals alike to break into an organization. As we put it, "To beat a hacker, you need to think like a hacker". All materials are included in the cost of this program. Upon completion of this program, you will be prepared to sit for the Certified Ethical Hacker (CEH) Exam 312-50, offered by EC-Council. The registration fee for this exam is included with this program. Prepares you for careers in Certified Ethical Hacker, Security Analyst, and Network Security Analyst. **Prerequisites:** Students must have a very strong knowledge of network infrastructure, computer hardware, software and security. This 100 hour course is taught online through ed2go for more information call 978-236-1200 or visit <https://careertraining.ed2go.com/northshorecc/>

COURSE CODE: INF052	ONLINE COURSES START EACH MONTH	COST OF COURSE IS \$2,895
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### New! Cisco CCNA Routing and Switching

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

COURSE CODE: INF051	ONLINE COURSES START EACH MONTH	COST OF COURSE IS \$2,195
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# CULINARY ARTS & FOOD SERVICE

## BASIC CULINARY ARTS CERTIFICATE (XCR)



<b>QUICK FACTS:</b> Chefs and Dinner Cooks	Chefs and dinner cooks measure, mix, and cook food.
Median Level Wages	\$27,500 – \$51,290
10 Year Projected Growth	Massachusetts: 21.0% ■ North Shore: 23.9%

### Required Courses:

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

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

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

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

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

– Data from Massachusetts Career Information Systems

### Culinary Arts: Part I

Discover and learn hands-on techniques of professional chefs. Explore basic culinary techniques including safe and handy knife skills, proper cutting techniques of fruits, vegetables, and meats. Identify herbs, spices, tools and equipment used in a professional kitchen. Hands-on daily cooking demonstrations and individual participation in the seven cooking techniques of braising, roasting, 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, and a fun apron. Please bring along your favorite knife from home. Happy Cooking!

**Textbook required:** Available at the Danvers Campus Bookstore. Cost of class includes a \$95 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS100 AMH	65216	MAY 22	6:30PM-9:30PM	TUE	6 WEEKS	MIDDLETON	PHILLIPS	\$384

### New! Summer Desserts

Learn to create fresh desserts of New England that are perfect for warm weather and outside entertaining. From fresh tarts, pies, light cakes, cheesecakes, fruit dessert to desserts that are easy to make ahead of time. Also learn how to save the bounties of the summer to use later in the fall and winter months. Comfortable clothing is suggested; sneakers or non-skid shoes, baseball cap, and an apron. Please bring along your favorite knife from home. Cost of class includes a \$60 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS022 XMM	65290	MAY 22	9:30AM-12:30PM	TUE	3 WEEKS	MIDDLETON	PHILLIPS	\$219

### Plant Based Cuisine

Learn how to create delicious satisfying meals, snacks and desserts using nuts, seeds, sprouts and organic vegetables. All gluten and dairy free. Appetizing recipes will include nachos, veggie burgers, pizza, spiraled zucchini pasta, chocolate truffles and more! Please bring a knife, apron, cutting board and a container to each class. Comfortable clothing is suggested; sneakers or nonskid shoes, a baseball cap, and a fun apron. Taught by Diane DeGuzman Pyle, Raw Food Chef, Health Educator, Health Coach and owner of Enough on My Plate. [Enoughonmyplate.com](http://Enoughonmyplate.com). Cost of class includes a \$60 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS013 AMM	65287	MAY 30	6:30PM-9:30PM	WED	3 WEEKS	MIDDLETON	PLYE	\$219

### New! Appetizers and Hors d'oeuvres for Summer Entertaining

Small plates, appetizers and hors d'oeuvres are a must for all your summer entertaining. Learn recipes using fresh foods that can be prepared easily as well as more complex small bites that can be made ahead. Learn to assemble canapes, seafood displays, and crudité platters with homemade dips and sauces. Seasonal hot and cold salads with dressings made from scratch will also be covered. Comfortable clothing is suggested; sneakers or nonskid shoes, baseball cap, and an apron. Please bring along your favorite knife from home. Cost of class includes a \$60 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS023 XDH	65291	JUN 7	6:30PM-9:30PM	THU	3 WEEKS	MIDDLETON	PHILLIPS	\$219

### New! Farm to Table

Bring New England seasonal bounty to your table. Create mouthwatering dishes from appetizers to desserts using the freshest local products available. Learn to recognize what produce is available during this time and when it is at its peak of ripeness. Sustainable and organic agriculture and how to support it will also be discussed. Comfortable clothing is suggested; sneakers or non-skid shoes, baseball cap, and an apron. Please bring along your favorite knife from home. Cost of class includes a \$60 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS021 XMH	65289	JUN 12	9:30AM-12:30PM	TUE	3 WEEKS	MIDDLETON	PHILLIPS	\$219

### FOOD SERVICE DIRECTOR CERTIFICATE (XFS)

<b>QUICK FACTS: Restaurant Managers</b>	Restaurant managers plan and direct the activities of places that serve food and beverages.
<b>Median Level Wages</b>	\$48,690 – \$56,650
<b>10 Year Projected Growth</b>	Massachusetts: 8.9% ■ North Shore: 11.8%

**Required Courses:**

- AFS100 Intro to Culinary Arts: Part 1
- AFS106 "ServSafe" Food Sanitation\*
- AFS120 Nutrition for the Food Service Professional
- BAA200 Leadership Skills for Managers
- BAA201 How to Manage Conflict in the Organization
- BAA202 Take Control – Time Management

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. "Serv-Safe" 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 (NRAEF) of the National Restaurant Association. Successfully complete the exam and be awarded a certificate and be registered 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS106 XMH	65217	JUL 9	6:00PM-9:00PM	MON	4 WEEKS	MIDDLETON	MIRANDI	\$199

#### ServSafe Re-certification

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS107 ADH	65218	JUN 11	9:00AM-1:00PM	MON	1 DAY	DANVERS	MIRANDI	\$129
AFS107 XDH	65219	AUG 06	5:00PM-9:00PM	MON	1 DAY	DANVERS	MIRANDI	\$129

### BARTENDING

#### Bartending

Learn the basic skills of professional bartending for all your needs from a small house party to a large professional bar. Learn proper garnishing, glassware, which drinks are shaken and stirred along with wine and beer basics. Customer service and the difficult customer will be covered. ServSafe Alcohol Certification exam given in class. Must be 18 years or over to take class. Class held at North Shore Bartending Service Training Center, 6 Bourbon St., Peabody. [www.bartendingtrainingcenter.com/](http://www.bartendingtrainingcenter.com/) Cost of class includes a \$35 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS130 AOH	65211	MAY 22	6:30PM-9:30PM	TUE	6 WEEKS	FIELD	MCCABE	\$274
AFS130 XOH	65212	JUL 24	9:30AM-12:30PM	TUE	6 WEEKS	FIELD	MCCABE	\$274

### EVENT PLANNING CERTIFICATE (XEP)

<b>QUICK FACTS: Meeting and Convention Planners</b>	Meeting and conventions planners organize events for groups of people.
<b>Median Level Wages</b>	\$46,840 – \$67,150
<b>10 Year Projected Growth</b>	Massachusetts: 35.0% ■ North Shore: 45.8%

**Required Courses:**

- BAA120 Event Planning I
- BAA121 Event Planning II
- BAA122 Event Design and Décor
- BAA125 Business and Financial Math or BAA203 Successful Negotiating
- BAA201 How to Manage Conflict in the Organization
- BAA202 Take Control – Time Management

**Recommended Supporting Classes:**

- 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 facts 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA120 ADH	65157	MAY 23	6:00PM-8:00PM	WED	8 WEEKS	DANVERS	KARSADI-TADIELLO	\$299

**CERTIFICATES IN DESIGN****INTERIOR DESIGN CERTIFICATE (XID)**

<b>QUICK FACTS:</b> Interior Designers	Interior designers plan and design spaces and furnish interiors.
Median Level Wages	\$48,840 – \$60,030
10 Year Projected Growth	Massachusetts: 13.1% ■ Metro North: 11.9%
<b>Required Courses</b> (listed in suggested order):	
<ul style="list-style-type: none"> <li>• BAA100 Principles of Design*</li> <li>• BAA101 Drafting for Interior Designers*</li> <li>• BAA102 Fundamentals of Interior Design</li> <li>• BAA103 Color 3D Less Theory More Practice</li> <li>• BAA104 Textiles and Materials</li> <li>• BAA105 History of Furniture Styles</li> </ul>	<ul style="list-style-type: none"> <li>• BAA106 Window Treatments and Soft Furnishing Design</li> <li>• BAA110 SketchUp</li> <li>• BAA111 Interior Design Studio: Living Space</li> <li>• BAA112 Interior Design Studio: Master Suite</li> <li>• BAA201 How to Manage Conflict in the Organization</li> <li>• BAA202 Take Control – Time Management</li> </ul>
<b>Recommended Supporting Course:</b>	
• <i>New!</i> Interior Design Studio: Commercial Space	
<b>In addition:</b> Students must provide documentation of 40 hours of supervised field work.	
* Students must take Principles of Design and Drafting for Interior Designers, and all design classes before any Studio course.	
<b>You may enroll in any of these courses even if you are not in the certificate program.</b>	
<b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b>	

– Data from Massachusetts Career Information Systems

**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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA103 ADH	65153	MAY 24	9:00AM-12:00PM	THU	8 WEEKS	DANVERS	COLLINS JERMAIN	\$379

**Drafting for Interior Designers**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA101 ADH	65152	MAY 30	6:00PM-8:30PM	WED	8 WEEKS	DANVERS	STAFF	\$339

**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 or equivalent.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA111 ADJ	65154	MAY 29	9:30AM-11:30AM	TUE	12 WEEKS	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, and 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 or equivalent experience.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA112 ADH	65155	MAY 29	9:30AM-11:30AM	TUE	12 WEEKS	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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA109 XDH	65156	MAY 23	9:00AM-11:00AM	WED	6 WEEKS	DANVERS	STEEVES-GLIDDEN	\$289

### New! Staging: Part II

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA117 XDH	65288	JULY 25	6:00PM-8:00PM	WED	6 WEEKS	DANVERS	STEEVES-GLIDDEN	\$289

### New! Basic Kitchen Design

Learn the basic knowledge of kitchen planning, guidelines, different types of kitchens, and choices in wood and cabinetry. Create hand-drawn kitchen layouts to scale. Appliance overview and how to meet with clients and determine their needs, and client presentations will be covered. **Prerequisite:** Drafting for Interior Design.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA107 XDH	65210	JUL 19	6:30PM-8:30PM	THU	8 WEEKS	DANVERS	STAFF	\$299

## FLORAL DESIGN CERTIFICATE (XFL)

<b>QUICK FACTS:</b> Floral Designer/Florist	Floral Designers cut and arrange live, dried, and artificial flowers and plants.
Median Level Wages	\$25,850 – \$34,520
10 Year Projected Growth	Massachusetts: -2.1% ■ Metro North 3.2%
<b>Required Courses:</b>	<ul style="list-style-type: none"> <li>• AFS230 Floral Design I</li> <li>• AFS231 Floral Design II</li> <li>• AFS232 Floral Design III</li> <li>• AFS233 Floral Merchandising and Business Practice</li> <li>• BAA201 How to Manage Conflict in the Organization</li> <li>• BAA201 Take Control – Time Management</li> </ul>
<b>In addition:</b> Students must provide documentation of 40 hours of supervised field work.	
<b>You may enroll in any of these courses even if you are not in the certificate program.</b>	
<b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b>	

– Data from Massachusetts Career Information Systems

### Floral Design I

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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS230 ADH	65224	MAY 22	6:00PM-8:00PM	TUE	6 WEEKS	DANVERS	ALEXANDRA	\$309

### Floral Design II

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:** 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS231 XDH	65225	JUL 17	6:00PM-8:00PM	TUE	6 WEEKS	DANVERS	ALEXANDRA	\$339

### **New! Wedding Bouquet Designs**

Wedding bells are ringing! Learn the art of the beautiful bespoke bouquet styles that will wow the bride-to-be. Please bring scissors, knife, ribbon cutters and wire cutters to class. Cost of class includes a \$35 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS243 ADH	65226	MAY 29	2:00PM-5:00PM	TUE	1 DAY	DANVERS	ALEXANDRA	\$89

### **New! Decorating Arches and Trellises for Weddings**

What is more beautiful than a floral decorated arch or trellis for wedding vows to be exchanged under? Learn the techniques to decorate with large floral sprays for a gorgeous arch or trellis. A wooden arch will be used in class for hands-on experience. Please bring scissors, knife, ribbon cutters and wire cutters to class. Cost of class includes a \$35 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS244 ADH	65227	JUN 12	2:00PM-5:00PM	TUE	1 DAY	DANVERS	ALEXANDRA	\$89

### **New! Field to Vase**

Field to vase movement is hot! Learn the art of arranging beautiful picked flowers from the garden, local fields, or local farm. Please bring scissors, knife, ribbon cutters and wire cutters to class. Cost of class includes a \$20 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS245 ADH	65228	JUN 21	9:30AM-11:30AM	THU	1 DAY	DANVERS	ALEXANDRA	\$59

### **New! Field to Bouquet**

Wildflowers sing to us in the summer. Learn to design beautiful hand-picked bouquets from the garden, farmers markets and your local fields. Please bring scissors, knife, ribbon cutters and wire cutters to class. Cost of class includes a \$20 perishable fee.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS246 ADH	65229	JUN 21	12:30PM-2:30PM	THU	1 DAY	DANVERS	ALEXANDRA	\$59

## LANDSCAPE DESIGN CERTIFICATE (XLD)

<b>QUICK FACTS:</b> Landscape Designers/Architects	Landscape architects design and plan outdoor areas for use and beauty.
Median Level Wages	\$63,810 – \$75,130
10 Year Projected Growth	Massachusetts: 11.6% ■ Metro North: 14.9%

### **Required Courses:**

- AFS210 Perennials, Annuals and Vines – ID and Culture\*
- AFS211 Landscape Design Drawing: Session 1\*
- AFS212 Landscape Design Drawing: Session 2\*
- AFS213 Landscape Design Drawing: Session 3\*
- AFS214 Landscape Design Drawing: Session 4\*
- BAA100 Principles of Design (formerly Basic Design)
- AFS200 Landscape Garden Maintenance – Spring\*\*
- AFS201 Landscape Garden Maintenance – Summer\*\*
- AFS202 Landscape Garden Maintenance – Fall\*\*
- AFS215 Trees – Identification and Culture
- AFS217 Shrubs – Identification and Culture
- AFS219 The Business of Landscaping
- AFS203 Materials and Methods of Landscape Construction

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

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

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

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

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

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

– Data from Massachusetts Career Information Systems

## LANDSCAPE & GARDEN MAINTENANCE CERTIFICATE (XLG)

<b>QUICK FACTS:</b> Landscapers and Groundskeepers	Landscapers and groundskeepers plant and take care of flowers, lawns, shrubs, and trees.
Median Level Wages	\$20,820 – \$34,740
10 Year Projected Growth	Massachusetts: 9.5% ■ North Shore: 9.0%
<b>Required Courses:</b> <ul style="list-style-type: none"> <li>• AFS200 Landscape and Garden Maintenance – Spring</li> <li>• AFS201 Landscape and Garden Maintenance – Summer</li> <li>• AFS202 Landscape and Garden Maintenance – Fall</li> </ul> <b>In addition:</b> Students must provide documentation of 120 hours of supervised field work. <p style="text-align: center;"><b>You may enroll in any of these courses even if you are not in the certificate program.</b>  <b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b></p>	

– Data from Massachusetts Career Information Systems

### Landscape and Garden Maintenance – Summer

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS201 ADH	65158	JUN 05	9:00AM-12:00PM	TUE/THU	9 WEEKS	FIELD	BOUCHARD	\$249

## GARDENING WORKSHOPS

### **New! Gardening in Containers**

Want to add punch to your patios, window boxes and walkways? Containers are a great way to go. Through lecture and demonstration learn the best plants for containers, great color combinations, designs and how to maintain healthy and attractive plants.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS222 ADH	65220	MAY 23	6:30PM-8:30PM	WED	1 DAY	DANVERS	FLANAGAN	\$39

### **New! Growing and Using Herbs**

Nothing enhances meals like the taste of fresh herbs and most are easy to grow. Come explore a variety of under-used perennial and annual herbs in addition to the more common ones. Learn how to grow healthy and productive plants and how to preserve herbs for year round use.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS223 BDH	65221	JUN 06	6:30PM-8:30PM	WED	1 DAY	DANVERS	FLANAGAN	\$39

### **New! The Garden in Autumn**

With a bit of planning you can create beauty, color and enjoyment in your garden throughout the fall. Discover the wide variety of fall plants, what grows best where, and how to prepare the garden for winter.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS224 XDH	65222	AUG 22	6:30PM-8:30PM	WED	1 DAY	DANVERS	FLANAGAN	\$39

### **New! Gardening with Bulbs**

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
AFS225 YDH	65223	AUG 29	6:30PM-8:30PM	WED	1 DAY	DANVERS	FLANAGAN	\$39

## PHOTOGRAPHY

### **New! Choosing and Purchasing a Digital Camera**

Today's pro photographers shoot with everything from cell phones to large DSLRs and beyond. We'll consider your needs, look at advanced point and shoot, DSLR and mirror-less camera options, comparing pricing and value.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA174 ADH	65264	MAY 22	6:00PM-9:00PM	TUE	1 DAY	DANVERS	WEST	\$39

### Basic Camera Techniques for Digital and Film

New to photography? Want your pictures to be worth a thousand words? Learn the techniques for both the 35-mm and digital adjustable cameras along with accessories. Work outside of the automatic features on your camera. Covers f-stops, shutter speed, focusing, depth of field, composition, and when and how to use different film types and digital settings, plus proper use of filters and lenses. Bring your own adjustable 35-mm film camera or a digital camera that allows you to switch out of automatic mode.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA173 ADH	65259	MAY 23	9:30AM-11:30AM	WED	6 WEEKS	DANVERS	CONWAY	\$169
BAA173 ALH	65260	MAY 31	7:00PM-9:15PM	THU	5 WEEKS	LYNN	ROZAVSKY	\$169
BAA173 XDH	65261	JUL 17	6:00PM-8:00PM	TUE	6 WEEKS	DANVERS	CONWAY	\$169

### New! Advanced Camera Techniques for Digital Photography

Take your photography skills to the next level. Learn to increase your picture quality, productivity, and options for shooting. You will examine the digital workflow, increase efficiency and creative manipulation of images. Portrait shooting and retouching will be covered, as well as experiencing studio shooting. Shooting and processing High Dynamic Range images will open the door for a unique and stylized look. Making money with digital photography will also be covered.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA182 XDH	65271	JUL 11	6:00PM-8:00PM	WED	6 WEEKS	DANVERS	WEST	\$189

### Photographing the North Shore

We live in one of the most picturesque areas of the state. Our oceans, beaches, quaint fishing ports and woodlands lend themselves to great photographs. Come capture the beauty. Spend three Saturday mornings at selected locations in and around the North Shore followed by classroom time at the college to review, critique, and work with Photoshop to enhance your images from the previous field trip. You will need an adjustable digital camera you are familiar with, a sturdy tripod, and a basic understanding of transferring your images to a computer. Class meets 7/30, 8/4, 8/6, 8/11, 8/13, 8/18, 8/20, 8/27.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA179 XDH	65258	JUL 30	6:30PM-8:30PM	MON	5 WEEKS	DANVERS	GOOBY	\$189

### New! Professional Photographer Certification Prep

Are you an enthusiast photographer ready to bring your photography to a professional level? Both the Professional Photographers of America (PPA) and Wedding and Portrait Professionals International (WPPI) offer certification to photographers. The organizations require passing both a written exam and acceptance of a submitted portfolio. Whether you seek certification to advertise your credentialed achievement or simply as a personal challenge to develop your own knowledge and skills as a photographer, this program will help you to build your professionalism. This 10-week hybrid course will consist of three elements: 1) home reading/online learning/shooting assignments; 2) classroom discussions/image critiques; and 3) class shooting opportunities to experience and develop skills in studio, event, and portrait shooting.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
BAA183 ADH	65272	JUN 06	6:00PM-9:00PM	WED	10 WEEKS	DANVERS	WEST	\$399

## LANGUAGES

### 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: [gutierr@northshore.edu](mailto:gutierr@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. **Textbook required:** Available at the Lynn Campus Bookstore. **Prerequisites:** Must complete Placement Test administered at the Lynn campus. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC100 ALH	65160	MAY 15	6:00PM-9:00PM	TUE/THU	6 WEEKS	LYNN	DESHAIES	\$209
LAC100 BLH	65159	JUNE 04	9:00AM-12:00PM	MON	12 WEEKS	LYNN	MCCUNE BARCA	\$209
LAC100 XLH	65161	JUL 10	6:00PM-9:00PM	TUE/THU	6 WEEKS	LYNN	KILEY	\$209

**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. **Prerequisites:** Must have completed Basic ESL I, or tested into ESL II according to the test administered at the Lynn Campus within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC101 ALH	65162	MAY 15	6:00PM-9:00PM	TUE/THU	6 WEEKS	LYNN	ALEXANDER	\$209
LAC101 BLH	65163	MAY 29	9:00AM-12:00PM	TUE	12 WEEKS	LYNN	FUCILLO	\$209
LAC101 XLH	65164	JUL 09	6:00PM-9:00PM	MON/WED	6 WEEKS	LYNN	MCCUNE BARCA	\$209

**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. **Prerequisites:** Must complete ESL II or test into ESL III according to the test administered at the Lynn campus within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC102 ALH	65165	MAY 15	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	BUZZI	\$209
LAC102 BLH	65167	MAY 30	9:00AM-12:00PM	WED	12 WEEKS	LYNN	BUZZI	\$209
LAC102 XLH	65166	JUL 10	6:00PM-9:00PM	TUE/THU	6 WEEKS	LYNN	BUZZI	\$209

**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. **Prerequisites:** Must have completed ESL III or test into ESL IV according to the test administered at the Lynn campus within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC103 ALH	65168	MAY 14	6:00PM-9:00PM	MON/WED	7 WEEKS	LYNN	WHEELER	\$209
LAC103 BLH	65170	MAY 29	9:00AM-12:00PM	TUE	12 WEEKS	LYNN	SHAMS	\$209
LAC103 XLH	65169	JUL 10	6:00PM-9:00PM	TUE/THU	6 WEEKS	LYNN	DELANEY	\$209

**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 within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC104 XLH	65180	JUL 10	6:00PM-9:00PM	TUE/THU	6 WEEKS	LYNN	MAESTRANZI	\$209

**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. **Prerequisites:** Must have completed ESL IV or tested into Integrated Skills according to test administered at the Lynn campus within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC105 ALH	65171	MAY 15	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	MORENCY	\$209
LAC105 BLH	65173	MAY 31	9:00AM-12:00PM	THU	12 WEEKS	LYNN	BROWN	\$209
LAC105 XLH	65172	JUL 09	6:00PM-9:00PM	MON/WED	6 WEEKS	LYNN	STRAGER	\$209



### Integrated Skills for High-Intermediate ESL Students

You will 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. **Prerequisites:** Must have completed Intermediate Integrated Skills for Low-Intermediate ESL or tested according to test administered at the Lynn Campus within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC106 ALH	65174	MAY 14	6:00PM-9:00PM	MON/WED	7 WEEKS	LYNN	STEVENS	\$209
LAC106 XLH	65175	JUL 09	6:00PM-9:00PM	MON/WED	6 WEEKS	LYNN	JOBITY	\$209

### 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. **Prerequisites:** Must have completed Integrated Skills for High/Intermediate ESL or tested into Integrated Skills Advanced according to test administered at Lynn campus within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC107 ALH	65176	MAY 14	6:00PM-9:00PM	MON/WED	7 WEEKS	LYNN	SKAHAN	\$209
LAC107 XDH	65177	JUL 09	6:00PM-9:00PM	MON/WED	6 WEEKS	DANVERS	MORENCY	\$209

### 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. **Prerequisites:** Must have completed Advanced Integrated Skills or tested into Integrated Skills High Advanced according to test administered at the Lynn campus within the year. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC108 ALH	65178	MAY 15	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	FUCILLO	\$209

### ESL: Academic Writing

Recommended to help Low Intermediate ESL and Basic IV students learn how to write correct academic English at the Low Intermediate level for preparation in taking academic, credit ESL classes at the Intermediate 1 level, and to generally improve 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. **Prerequisites:** Must have completed Basic III, or tested into Basic IV according to the test administered at the Lynn Campus within the year. New students must take the ESL assessment test on the Lynn Campus. (See box for more information.)

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC109 ALH	65179	MAY 15	6:00PM-9:00PM	TUE/THU	7 WEEKS	LYNN	MAESTRANZI	\$209

### **New! Business Writing for English as a Second Language: Advanced**

Need to reinforce your English reading and writing skills? Learn to perfect these skills so you can write clear, effective, professional business documents; especially email, memos, letters, press releases, proposals, and reports. Gain the skills necessary to communicate effectively in a variety of professional situations. The class is ideal for administrative assistants, executives, managers, and senior managers who have a good command of the English language, but have basic usage problems resulting from speaking English as a second language.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC110 ALH	65186	MAY 14	6:00PM-9:00PM	MON/WED	6 WEEKS	LYNN	JOBITY	\$209

## FOREIGN LANGUAGES

### Italian 1

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC120 ADH	65239	MAY 15	6:30PM-8:45PM	TUE	7 WEEKS	DANVERS	DIFILLIPO	\$229

### Spanish 1

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

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC122 ADH	65238	MAY 16	6:30PM-8:45PM	WED	7 WEEKS	DANVERS	STARK	\$229



# 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 the new 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD101 XDH	65244	JUL 10	8:00AM-10:00AM	TUE/THU	3 WEEKS	DANVERS	MCGUINNESS	\$149
OTD101 XLH	65245	JUL 19	6:00PM-8:00PM	THU	6 WEEKS	LYNN	STAFF	\$149

## 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
OTD100 XDH	65242	JUL 10	10:15AM-12:15PM	TUE/THU	3 WEEKS	DANVERS	MCNIFF	\$149
OTD100 XLH	65243	JUL 17	6:00PM-8:00PM	TUE	6 WEEKS	LYNN	STAFF	\$149

# 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 as well. 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC149 ADH	65263	MAY 31	6:30PM-8:30PM	THU	6 WEEKS	DANVERS	GANGI	\$159

### **New! E-book: How to Write and Get it Published**

See your work published tomorrow! 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	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC148 ADH	65241	JUN 05	9:30AM-11:30AM	TUE	1 DAY	DANVERS	GANGI	\$39

## Story Structure

Take an in-depth look at the building blocks of the story. Whether it be applied to a short story or novel, every story is governed by a form of structure, whether it be a TV sitcom or a classic novel. Learning to understand structure and the various ways it can be applied not only to a work as a whole, but also to its individual parts, is imperative in the journey to becoming a stronger writer.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC145 XDH	65262	AUG 02	6:30PM-8:30PM	THU	3 WEEKS	DANVERS	GANGI	\$99

## Get Published

You've written that short story, memoir or novel. Now what? Learn the basics of query letters, elevator pitches and submitting to publishers. Tips and tricks will be shared on how best to bridge the gap between unpublished and published author.

COURSE CODE	CRN	STARTS	MTG TIME	DAY(S)	DURATION	LOCATION	INSTRUCTOR	FEE
LAC146 XDH	65240	AUG 23	6:30PM-8:30PM	THU	2 WEEKS	DANVERS	GANGI	\$59

# 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).

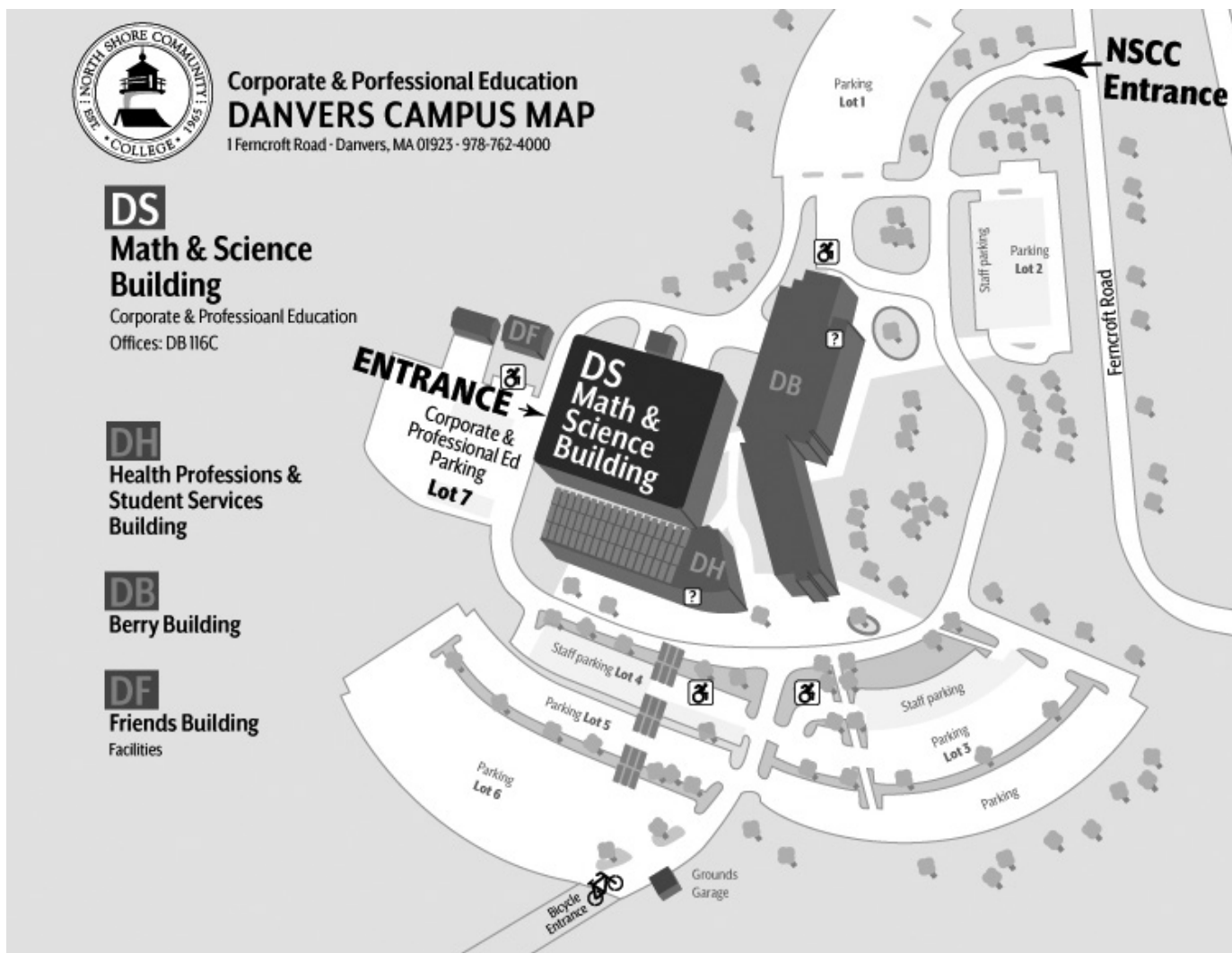
**LYNN.** The Lynn Campus located at 300 Broad Street, adjacent to the Lynnway, includes science and technology laboratories and a library. The College also houses Community Education courses, classrooms, offices and the Campus Police Office at the MBTA station across from the Lynn Campus on the corner 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](http://www.northshore.edu/accessibility) and follow the outlined procedure to request accommodations at least four to six weeks before the start of classes. For more information, please visit our website or call: Danvers Campus: 978-762-4000 x4501 or the Lynn Campus: 781-593-6722 x2134.

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

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

**Community Notification of Where to Access Sex Offender Information.**

In accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be

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

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

Level 3 offender information is also available on-line at [www.mass.gov/sorb](http://www.mass.gov/sorb).

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

**Jeanne Clery Disclosure of Campus Security Policy and Crime**

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

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

## INFORMATION DIRECTORY

<b>Connecting All Departments</b>	978-762-4000	781-593-6722
Adverse Weather Hotline	978-762-4200 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	

## THE COLLEGE BOOKSTORE

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

### Summer 2018 Store Hours, Both Bookstores

March 19-30	M-F	8:00 AM – 5:00 PM	May 28	M	<i>Closed for the holiday</i>
April 2-13	M-F	8:00 AM – 5:00 PM	May 29-31	T-F	8:00 AM – 5:00 PM
April 16	M	<i>Closed for the holiday</i>	June 1-29	M-F	8:00 AM – 5:00 PM
April 17-20	T-F	8:00 AM – 5:00 PM	July 2-6	M-F	<i>Closed for summer break</i>
April 23-30	M-F	8:00 AM – 5:00 PM	July 9-31	M - F	8:00 AM – 5:00 PM
May 1-25	M-F	8:00 AM – 5:00 PM	August 1-17	M- F	8:00 AM – 5:00 PM

Please note: Lynn Bookstore supplies books for the Lynn Campus students only. All others must purchase books in Danvers. 10% Senior citizens discount given at time of purchase for registered students with proof of age and registration. Cash, personal check drawn on Massachusetts bank with pictured ID, Master Card, Visa and Discover are accepted. **Out-of-state and company checks are not accepted at either bookstore.**

### SUMMER 2018 HOLIDAY SCHEDULE

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

May 28	.....	Memorial Day
July 4	.....	Independence Day

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

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# Corporate Training SOLUTIONS



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VP, HR Northeast Health systems*

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