

NORTH SHORE COMMUNITY COLLEGE

WINTER-SPRING 2023
noncredit
courses
DANVERS • LYNN

REGISTRATION
IS JUST A *CLICK AWAY*

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INFORMATION.



Corporate & Professional
EDUCATION

northshore.edu/professional • 978-236-1200

DEAN'S MESSAGE

Join us either on campus or online this Winter/Spring term to begin a new career or upgrade your skills.

Students who seek to register for any courses that include an in-person component or who plan to come on campus for any reason for the Winter/Spring 2023 semester, will be required to provide documentation of their COVID-19 vaccination. More detailed information will be available when you register.



You may be looking out your window and seeing Winter gloom, or worse yet, snow, but don't let that stop you from seeing the opportunities and making plans for a bright sunny future. NSCC is excited to continue to offer programs that are short-term, career-oriented, and **free** to eligible students. Sign up for an information session so you can learn more about eligibility and course requirements.

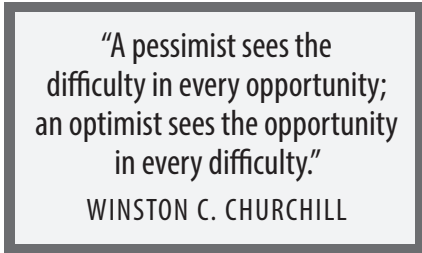
An **IT Technical Support Specialist** program is designed to assist with issues related to both computer hardware and software. Duties range from: security compliance considerations to upgrading, repairing, optimizing performance, and performing preventative maintenance. Program includes three distinct courses: *CompTIA IT Fundamentals*, *CompTIA A+*, and *CyberSafe*. Learn how to use technology safely and securely. The grant covers the course fee and textbooks, cost of three certification exams and provides coaching, tutoring, two stipends totaling \$1,000, and more. Program also is a pathway to credit courses at NSCC. Average starting salary based on recent graduates is \$26.81 per hour. You must be 18 years of age or older, unemployed, underemployed, or underrepresented, and have your COVID-19 vaccinations.



Healthcare jobs are in demand! Interested in becoming a **Nurse Assistant/Home Health Aide**, providing personal care to patients in hospitals, nursing homes, or in-home settings, providing direct care to patients such as bathing, feeding, dressing, assistance with transferring from bed to chair? If so, this course prepares you to take the State certification exam for Nurse Assistants. You will also receive a Home Health Aide certification, your CPR certification, and Hand-in-Hand Dementia training. There are in-class lectures, skills training in the lab, and assignment to a nursing facility to apply the skills learned. This program covers the course fee and textbooks, and provides coaching, tutoring, two stipends totaling \$1,000, in addition to scrubs, shoes, and more. Average starting salary based on U.S. Bureau of Labor Statistics is \$17.22 per hour. You must be 18 years of age or older, unemployed, underemployed or underrepresented and have COVID-19 vaccination plus booster.

Another in-demand field is **Community Health Worker** and is a great first step to continuing your pathway to college. CHWs ensure the health and well-being of multi-cultural residents in a variety of community-based settings such as homes, schools, clinics, shelters, local businesses, and community centers. Course content is based on the ten core competencies of Community Health Workers: www.mass.gov/service-details/core-competencies-for-community-health-workers. This grant-funded program covers the course fee and textbooks, and provides coaching, tutoring, two stipends totaling \$1,000, and more. Average starting salary based on recent graduates is \$19.63 per hour. Must be 18 years of age or older, unemployed, underemployed, or underrepresented and have a COVID-19 vaccination. For more details about the programs above, contact the Corporate and Professional Education Division: 978-236-1200 or email professional@northshore.edu.

A **CNC Machinist** is another high-demand career and NSCC offers this program funded by the GE Foundation in conjunction with Essex Technical High School. Explore how your dream of a well-paying career as a CNC machinist can come true. Average starting salary based on recent graduates is \$22 per hour. Demand for trained workers has never been higher. For more information or to sign up for the next information session contact Susan Ryan at sryan@northshore.edu.



Dianne Palter Gill

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

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Credit for Prior & Experiential Learning



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

<https://myexperiencecounts.mass.edu/home>

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

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

Noncredit Programs of Study at North Shore Community College

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IT Technical Support Specialist	XDH	12
Landscape Design Certificate	XLD	21
Landscape & Garden Maintenance Certificate	XLG	22
Medical Interpreting	XMC	9
Nurse Assistant/Home Health Aide	XCN	5
Personal Fitness Trainer	XPF	12
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Who is MassHire and Why Should I Care?



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

Need help with a job search or would you like to learn about new career training options? The staff from the MassHire-North Shore Career Centers are prepared to help companies and individuals get all available services in the simplest and most efficient manner. Staff is prepared to help our customers explore career pathways in local priority industries, the skills needed in these industries, and where to find the training to get the jobs. Assistance from MassHire-North Shore Career Center is only a phone call away at 978-825-7200 or at our website <https://masshire-nscareers.org>.

Do I have to be unemployed to use the Career Centers? No. The career center services are available to everyone. As a matter of fact, many of our customers are currently students or employed but use our services to explore their new career options.

Am I eligible for re-training dollars? Training is a great way to close skills gaps in your work experience and help customers to become more competitive for current job openings. The staff of the MassHire-North Shore Career Center can help determine if residents qualify for specialized skills training funds or other grant funded training programs. Training funds may be available to you if you are receiving unemployment benefits, are on certain public assistance programs, or are basic skills deficient. The Workforce Investment Opportunity Act (WIOA), is designed to provide access to and opportunities for the employment, education, training, and support services you need to succeed in the labor market.

As a business owner, what services can I receive from the Career Center? Area businesses may list company job openings, get assistance with pre-screening job applicants, obtain information about the local labor market, assistance with basic worker recruitment or information related to participating in a job fair.

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

Did You Know...

Each of our classes has a minimum enrollment!

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

Our COVID-19 Policy:

A COVID-19 vaccination is required for students attending in-person classes for Winter/Spring 2023 and for anyone coming to campus for in-person services. Students registering for on-campus courses for the Winter/Spring 2023 semester must proof of vaccination. Students who are ready to comply with this mandate can submit proof they are fully vaccinated right now: <https://bit.ly/3EjBCRm>. This link will only work if you are currently signed into your NSCC Gmail account. NSCC will continue to offer online and video-conference courses for the Winter/Spring 2023 semester. Students can register for these courses without proof of their COVID-19 vaccination status.

Our Refund Policy!

Students registered for Professional Education (non-credit) workshops and courses must withdraw in writing by email to professional@northshore.edu at least three days prior to the first session in order to receive a full refund of tuition, less a 6% processing fee. All other charges are nonrefundable. All remaining amounts paid to North Shore Community College will be refunded directly to the student or to the credit card that was used to pay for the course(s). After the three-day withdrawal period, no refunds will be given. Failure to submit proof of complete COVID-19 vaccination for in-person classes will result in automatic withdrawal in accordance with said refund policy.

Register Today! We've made registration easy for you at <https://northshore.coursestorm.com> or call 978-236-1200.

Online Courses & Career Training Programs



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

- Digital Marketing Strategist GES2040
- Comprehensive Medical Billing and Coding (vouchers included) GES1014
- Medical Billing and Coding Comprehensive with Certified Medical Administrative Assistant (vouchers included) GES2015
- Web Design Professional GES517
- Certified Administrative Professional with Microsoft Office Specialist 2019
- CompTIA Certification Training: A+, Network+, Security+
- Certified Administrative Professional with Microsoft Office Specialist 2019 GES2047
- Full Stack Software Developer GES375
- CISCO CCNA Certification (vouchers included) GES3023

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

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

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

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



ProTrain Online

Synchronous and Asynchronous Online Training

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

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

Live Online, Instructor Led

Courses are taught in real time, online by a live instructor based on a predetermined schedule.

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

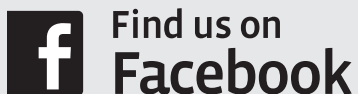
Upcoming Opportunity!

Essential Skills for Leaders

This highly interactive training program consists of ten three-hour modules delivered over ten consecutive weeks on Wednesdays 8:30–11:30AM or 12:30–3:30PM. To learn more about this training, scan the QR code.

Interested? Contact:

Adelin Nunez, CTS Sales | 978-236-1205 or anunez@northshore.edu



Find us on
Facebook

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



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LinkedIn

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

Free Classes Begin January 30, 2023

Start Your Career in Manufacturing!

Explore how your dream of a well-paying career as a CNC machinist can come true.
Demand for trained workers has never been higher.

For more information or to sign up for the next information session, scan the code at right with your phone. You may also contact Susan Ryan at sryan@northshore.edu.



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

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

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

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

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

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

Cannot attend classes in person at all?

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

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

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



Get into the Tech Industry! Earning IT industry certification will give you the skills needed to advance in your career or discover a new one.

An innovative and individualized 20-week education and training program is offered at the Adult Learning Center twice per year. You will learn CyberSafe, CompTIA IT Fundamentals, Service Desk and Support Analyst, Elements of Coding, Microsoft Office and Google Docs, and more! In addition to the IT classes, students will study for their HiSET if needed, strengthen academic skills, develop a professional resume, and discuss workplace skills in the 21st century.

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

**Interested? Ready to take the next step in your life?
Contact the Program Coordinator Stephanie Moriarty at smoriart01@northshore.edu.**

HEALTHCARE

Employment in healthcare occupations is projected to grow 13 percent from 2021 to 2031—much faster than the average for all occupations. This increase is expected to result in about two million new jobs over the decade.

Train for an occupation helping clients maintain and improve well-being. Work directly with clients or in laboratories to get information used in research, diagnosis or sterilization. Work at a variety of different sites including hospitals, offices, laboratories, cruise ships, sports arenas, or within communities. If you choose to pursue a degree in healthcare, you may be eligible to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.

— US BLS OCCUPATIONAL HANDBOOK, SEPTEMBER 2022

NURSE ASSISTANT PLUS: NURSE ASSISTANT, PHLEBOTOMY & EKG

Demand for this occupation continues to grow! Enhance your skills and employment opportunities when you combine the following three courses: Nurse Assistant, Phlebotomy, and EKG. See schedules below for class information.



NURSE ASSISTANT/HOME HEALTH AIDE (XCN)

QUICK FACTS: Nursing Assistants give personal care to patient in hospitals and nursing homes. They work under the direction of nurses and doctors. Home Health Aides care for recovering patients, the elderly, or people with disabilities in their own homes.



Entry Level to Experienced Level Wages	\$29,920–\$47,820
Preparation	High school diploma or equivalent recommended. Be at least 16 years old. Short-term training program, and pass the Massachusetts state licensing exam.
Certification Opportunities	Nurse Assistants must be certified in the Commonwealth of Massachusetts.
Massachusetts Outlook	Demand is very strong for this occupation. Many nurse assistance continue their education into other health careers.

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Nurse Assistant/Home Health Aide

Nurse Assistant training prepares you for an entry-level career in healthcare. Training includes preparation for the State Board exam to become certified, along with certifications in Home Health Aide, CPR, and CMS Hand in Hand Dementia Training. Clinical experience* in a local nursing facility with Registered Nurse Instructors. Skills will be taught in our state-licensed lab.* Skills include vital signs, moving and turning patients, personal care basics, bed-making, bed, bath and feeding, record keeping and responding to emergencies. Open to students 16 years of age and older. Students must take and pass the State Board examination to become a Certified Nurse Assistant in the Commonwealth of Massachusetts. The cost of the state exam is not included in the cost of tuition. **Textbook and workbook required:** Call 978-236-1200 for information. Read first four chapters in the textbook prior to the first class. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam for advising purpose. For testing information or to schedule exam please visit: www.northshore.edu/cas/testing (2) A CORI check is required. (3) Proof of immunizations and a negative TB test is required at the start of class. Proof of a COVID-19 vaccine and a booster is required. *Lab and clinical portion of the program is subject to change depending on the status of the COVID-19 pandemic.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA100 F	25005	FEB 7-MAY 25	5:30PM-9:30PM	TUE/THU	DANVERS	KOTSOVILLIS	\$1,299

Nurse Assistant Scholarship-Funded Classes Available
Please call 978-236-1200 or email professional@northshore.edu to find out if you may be eligible.

Phlebotomy and EKG Career Path

The combined Phlebotomy and EKG Technician program provides the necessary skills required to function as a vital member of the clinical laboratory team. Phlebotomists and EKG Technicians are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMO's, public health facilities, veteran hospitals, insurance carriers, and in other healthcare settings. Learn to collect blood specimens from clients for the purpose of laboratory analysis, become familiar with all aspects of blood collection, and the necessary skills needed to perform venipunctures safely. Combined with EKG, the course further covers topics and processes critical to conducting and interpreting electrocardiograms (EKGs) including the anatomy and physiology of the heart, technology used such as the EKG machine, how to interpret a rhythm strip, and details of a myocardial infarction. After completing this program, learners will have the opportunity to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT), and National Workforce Career Association (NWCA) Certified EKG Technician (CEKG). Learners who successfully



complete this program are eligible to participate in an optional volunteer externship* opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. Course includes CPR. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the clinical/fieldwork facility. Proof of a COVID-19 vaccine and a booster is required. Cost includes the required textbooks. Exam(s) not included in the cost of the program. **Prerequisite:** High School diploma or equivalent. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For exam information or to schedule an exam please visit: www.northshore.edu/cas/testing. *Lab and externship portion of the program is subject to change depending on the status of the COVID-19 pandemic.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA115 F	25014	FEB 6-JUN 5	6:00PM-9:30PM	MON/WED	LYNN	STAFF	\$2,499

PHLEBOTOMIST (XPH)

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

WIOA
Approved

Entry Level to Experienced Level Wages	\$36,780–\$49,600
Preparation	High school diploma or equivalent recommended for training, required for certification. Short-term training program.
Certification Opportunities	National Workforce Career Association (NWCA)—Certified Phlebotomy Technician (CPT), National Healthcareer Association (NHA) Phlebotomy Technician Certification (CPT)
Massachusetts Outlook	Demand will grow as hospitals and blood donor centers need more phlebotomists to perform blood collection. Doctors will continue to use lab procedures, such as blood analysis, to diagnose and treat diseases.

— MASSACHUSETTS CAREER INFORMATION SYSTEM

***Meet the Instructor:** Jerome K. Kanoni, MD, Anesthesiologist, is an international medical graduate from the Democratic Republic of Congo. Working his process for licensing in the U.S., Dr. Jerome is currently working as lab technician for MGH, Tufts Medical Center, and Salem Hospital. He has been teaching phlebotomy for three years. He is empowering a new generation of phlebotomists to feel really part of a medical team. In his free time Dr. Jerome enjoys sports in general and listens to motivational speakers.*

Phlebotomy

The phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patient's blood specimens by venipuncture and micro-collection for testing purposes. Phlebotomists are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMO's, public health facilities, veteran hospitals, insurance carriers, and in other healthcare settings. The demand for phlebotomy technicians has increased substantially with the overall complexity of healthcare services and the risks of infectious disease. Current healthcare industry experts predict a 15% increase in phlebotomy jobs by 2024. Learn to collect blood specimens from clients for the purpose of laboratory analysis, become familiar with all aspects of blood collection, and the skills needed to perform venipunctures safely. Topics in this course include medical terminology, related anatomy and physiology, blood collection procedures, and procedures for collection of other types of specimens within the scope of practice of the phlebotomist. After completing this program, learners will have the opportunity to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT). Learners who successfully complete this program are eligible to participate in an optional volunteer externship* opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. Course includes CPR. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the clinical/externship facility. Proof of a COVID-19 vaccine and a booster is required. Cost includes the required textbook. Exam not included in the cost of the program. **Prerequisite:** High School diploma or equivalent. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For testing information or to schedule exam please visit: www.northshore.edu/cas/testing. *Lab and externship portion of the program is subject to change depending on the status of the COVID-19 pandemic.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA103 F	25010	MAR 21-JUN 8	9:00AM-1:00PM	TUE/THU	LYNN	STAFF	\$1,899

EKG TECHNICIAN (XET)

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

WIOA
Approved

Entry Level to Experienced Level Wages	\$36,650–\$78,170
Preparation	High school diploma or equivalent required. Short-term training program.
Certification Opportunities	National Workforce Career Association (NWCA)—Certified EKG Technician (CEKG), National Healthcareer Association (NHA) Certified EKG Technician (CET)
Massachusetts Outlook	Job growth will be very strong in this occupation. This is due to developments in technology that allow non-invasive treatments for cardiac problems. The strongest job growth will occur in health clinics because more procedures are done outside hospitals.

— MASSACHUSETTS CAREER INFORMATION SYSTEM

EKG Technician

EKG technicians are in demand and are expected to continue to grow substantially. As an EKG technician you can work in a physician's office, hospital, clinic, healthcare facility, and even an insurance company to provide data for health and life insurance policies. This program covers topics and processes critical to conducting and interpreting electrocardiograms (EKGs) including the anatomy and physiology of the heart, equipment technology, how to interpret a rhythm strip, and details of a myocardial infarction. Course prepares students to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: National Workforce Career Association (NWCA) Certified EKG Technical (CEKG). Cost includes the required textbook. Exam not included in the cost of the program. **Prerequisite:** High School diploma or GED. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For testing information or to schedule exam please visit www.northshore.edu/cas/testing. Lab portion of the program is subject to change depending on the status of the COVID-19 pandemic. Proof of a COVID-19 vaccine and a booster is required.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA102 F	25013	APR 10-MAY 10	9:00AM-1:00PM	MON/WED/FRI	LYNN	STAFF	\$999

PHARMACY TECHNICIAN (XPT)

QUICK FACTS: Pharmacy technicians prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.

Entry Level to Experienced Level Wages	\$29,560–\$55,850
Preparation	High school diploma or equivalent required. Be at least 18 years old. Complete a moderate-term training.
Certification Opportunities	Pharmacy Technician Certification Board (PTCB), National Workforce Career Association Pharmacy Technician Associate Certification (PTAC)
Massachusetts Outlook	Demand for pharmacy technicians also grows as pharmacy technicians do more tasks formally done by pharmacists.

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Pharmacy Technician

The need for Pharmacy Technicians continues to grow with demand expected to increase substantially through 2024. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings. Approximately 400,000 technicians will be employed by the year 2024 to meet our nation's growing healthcare demands. Learn pharmacy medical terminology, reading and interpreting prescriptions, and defining generic and brand names drugs and much, much more. Prepares you to enter the pharmacy field and to pursue certification including the Pharmacy Technician Certification Board's PTCB exam(s): Pharmacy Technician Certification Board (PTCB) Certified Pharmacy Technician (CPhT) and National Workforce Career Association (NWCA) Pharmacy Technician Associate Certification (PTAC). After successful completion of this program you are eligible to participate in an optional volunteer externship opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility. Proof of a COVID-19 vaccine and a booster is required. Cost includes required textbook. Exam not included in the cost. **Prerequisite:** High School diploma or equivalent. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For testing information or to schedule exam please visit: www.northshore.edu/cas/testing. *Lab and externship portion of the program is subject to change depending on the status of the COVID-19 pandemic.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA116 F	25367	FEB 21-APR 25	6:00PM-9:00PM	TUE/THU	DANVERS	STAFF	\$1,299

CENTRAL STERILE PROCESSING (XSP)

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



Entry Level to Experienced Level Wages	\$36,780–\$61,910
Preparation	High school diploma or equivalent required. Short-term training with moderate on-the-job-training. Certification will increase wage.
Certification Opportunities	Certified Registered Central Service Technician (CRST)
Massachusetts Outlook	Demand for this occupation will be strong. Advancements in technology will increase the use of new, complex medical equipment that will need to be prepared.

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Central Sterile Processing Technician

Learn to clean and sterilize surgical instruments and medical equipment, and set up and deliver them to surgical areas, hospital rooms, clinics and even patient's homes. Assemble, adjust and check non-sterile equipment, and sterile supplies needed for surgery or other medical procedures. Learn about microbes and germs and how they cause infections, as well as managing inventory, ordering supplies, inspecting, maintaining, delivering and retrieving equipment and instruments for surgery, emergency room and other patient care units. After completing this program, test for the certifying exam given at a local Prometric Testing Center to obtain provisional certification from the Healthcare Sterile Processing Association (HSPA). The cost of this exam is not included in cost of this program. Once employed, you must accumulate 400 hours of work experience within 6 months to become fully certified. Program includes classroom, and

experience in a sterile processing department during the clinical* portion of the program. Job requires ability to lift at least 25 pounds. *Clinical experience may be on any day/time of the week, based on clinical site schedules and is scheduled to change depending on the status of the COVID-19 pandemic.

Prerequisites: (1) It is strongly recommended that students take the Accuplacer Placement Exam for advising purpose. For testing information or to schedule exam please visit: www.northshore.edu/cas/testing. (2) A CORI check is required. (3) Proof of immunizations and a negative TB test is required at the start of class. Proof of a COVID-19 vaccine and a booster is required. Cost of course includes required textbook.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA104 F	25001	FEB 7-MAY 18	6:00PM-9:00PM	MON/THU	DANVERS	DECOSTA	\$1,999

Central Sterile Test Prep

Don't miss out! Legislation requiring Central Sterile Technicians to be certified in Massachusetts is currently being reviewed. Prepare now for the Healthcare Sterile Processing Association (HSPA) certification exam. Test materials and test strategies will be covered to increase your success on the exam. **Textbook required:** Please visit www.SHOPNSCC.com to order book. Note: Students should not open the workbook until the first class meeting with the instructor.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA105 V	25955	JAN 3-JAN 31	6:00PM-8:00PM	TUE	REMOTE CLASS	STAFF	\$149

DENTAL ASSISTANT (XDA)

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

WIOA
Approved

Entry Level to Experienced Level Wages	\$37,420–\$61,870
Preparation	High school diploma or equivalent required. Short-term training.
Certification Opportunities	National Workforce Career Association (NWCA) Dental Assistant Clinical Certification (DACC) DANB-Radiology Health & Safety
Massachusetts Outlook	This occupation will see strong growth due to the increased demand for preventative dental care services. More people have health insurance that includes dental coverage.

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Dental Assisting

Entry-level positions in Dental Assisting is one of the fastest growing healthcare fields, with a growing workforce of over 300,000 strong. This program prepares you for entry-level positions as a chair-side dental assistant, familiarizing you with all areas of administrative and clinical dental assisting to function in a dental practice. Learn the history of dentistry, introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operator, introduction to tooth structure (primary and permanent teeth), the oral cavity; and other areas. After course completion, learners will have the opportunity to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: National Workforce Career Association (NWCA) Dental Assistant Clinical Certification (DACC). Includes CPR and lab.* After successful completion of this program you are eligible to participate in an optional volunteer externship* opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the clinical/fieldwork facility. Proof of a COVID-19 vaccine is required and a booster maybe required. Cost includes required textbook. Exam not included in the cost of the program. **Prerequisite:** High School diploma or equivalent. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For testing information or to schedule exam please visit: www.northshore.edu/cas/testing.

*Lab and externship portion of the program is subject to change depending on the status of the COVID-19 pandemic.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA106 F	25002	FEB 14-MAY 16	6:00PM-9:00PM	TUE/THU	LYNN	AGERSEA	\$1,699
HEA106 F1	25003	APR 3-JUN 2	9:00AM-12:00PM	MON/WED/FRI	DANVERS	AGERSEA	\$1,699

COMMUNITY HEALTH WORKER

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

Entry Level to Experienced Level Wages	\$37,220–\$63,340
Preparation	High school diploma or equivalent required. Short-term training with moderate on-the-job-training.
Certification Opportunities	Recommended, not required. Wage will increase with certification.
Massachusetts Outlook	Demand for this occupation will be very strong. As healthcare costs go up, there is more interest in educating people about how to stay healthy. Educators can also help people manage chronic illnesses they already have such as asthma or diabetes.

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Community Health Worker

Community Health Workers (CHWs) play a key role in ensuring the health and well-being of multi-cultural residents in a variety of community-based settings such as homes, schools, clinics, shelters, local businesses, and community centers. Learn the various components and functions of community health work

including outreach methods and strategies, individual and community assessment, effective communication, cultural responsiveness and mediation, education to promote healthy behavior change, care coordination and system navigation, use of public health concepts and approaches, advocacy and community capacity building, documentation along with professional skills and conduct. The Community Health Worker (CHW) training program has been developed to align with the Massachusetts Department of Public Health's recommended ten core competencies to prepare you for an entry-level position in community health. **Textbook required:** "Foundations for Community Health Workers," ISBN: 9781119060819.

STARTS-ENDS: MAR 28-JUN 1 MTG TIME: 5:30PM-9:30PM LOCATION: LYNN FEE: SCHOLARSHIP FUNDED ONLY
PLEASE CALL 978-236-1200 OR EMAIL PROFESSIONAL@NORTHSHORE.EDU TO FIND OUT IF YOU MAY BE ELIGIBLE

MEDICAL INTERPRETING (XMC)

QUICK FACTS: Interpreters and translators convert spoken or written words from one language to another.	
Entry Level to Experienced Level Wages	\$38,720–\$86,820
Preparation	High school diploma or equivalent recommended. Short-term training.
Certification Opportunities	Certification preferred.
Massachusetts Outlook	Interpreters and translators will be needed in schools, other public agencies, and large work places. In addition, the growth of the healthcare industry will create more jobs.

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Medical Interpreting Certification Prep—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA110 V1	25639	FEB 14-APR 27	6:00PM-9:00PM	TUE/THU	REMOTE CLASS	STAFF	\$1,199

Professional Rescuer CPR

As a public safety professional or healthcare provider, it is your duty to respond to cardiac or breathing emergencies until more advanced medical personnel can take over. Utilizing the most current guidelines, you will be taught basic life support skills for all ages of patients (infant, child, and adult) including rescue breathing, foreign body airway obstruction, 2-person CPR and AED use. Successful completion of all skill stations and the final exam earns a certificate from the American Heart Association for Professional Rescuer CPR, valid for two years. Proof of a COVID-19 vaccine is required. Attendance for the entire course is required for successful completion. Cost includes textbook. Note: This course is the American Heart Association Basic Life Support (BLS) and meets the CPR requirement for accepted Health Professions students at NSCC.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA212 F	25019	FEB 18	9:00AM-1:30PM	SAT	DANVERS	STAFF	\$99
HEA212 F1	25020	APR 26	5:30PM-9:30PM	WED	DANVERS	STAFF	\$99

ONLINE HEALTHCARE COURSES

DIALYSIS TECHNICIAN (XDT)

QUICK FACTS: Dialysis technicians assist nurses in monitoring patients and equipment during dialysis treatments.	
Entry Level to Experienced Level Wages	\$31,960–\$53,100
Preparation	High school diploma or equivalent required. Complete formal training program.
Certification Opportunities	National Workforce Career Association (NWCA) Certified Dialysis Technician Associate (CDTA)
Massachusetts Outlook	11%

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Dialysis Technician—Online Course

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

COURSE CODE: HEA107 OL	CRN: 25161	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: \$1,299
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MEDICAL ADMINISTRATIVE ASSISTANT

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

Entry Level to Experienced Level Wages	\$36,780–\$60,920
Preparation	High school diploma or equivalent required. Short-term training.
Certification Opportunities	Certified Medical Administrative Assistant (CMAA)
Massachusetts Outlook	Demand for this occupation will significantly increase. Job prospects are best for those with formal training.

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Medical Office Manager (CCPM)—Online Course

Medical Office Managers and Administrative Medical Assistants are versatile and valuable members of the healthcare team who can handle a broad range of duties, including patient registration, telephone, scheduling, medical records, accounts receivable, data entry, compliance regulations, human resources, and health information. This in-depth program combines several programs, Medical Terminology, Microsoft Word 2016, Microsoft Excel 2016, Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and Certified Physician Practice Manager (CPPM), to give you the foundation and training needed to be a Medical Office Manager. In Certified Medical Administrative Assist (CMAA) you will learn how to handle the increasing complexities of healthcare management and patient care in offices of physicians, offices of other providers, clinics, urgent care centers, ambulatory surgery centers, hospital departments and emergency rooms, home health agencies, assisted living facilities, educational institutions and group homes. You will get hands-on practice using real EHR software and learn the benefits these systems provide and understand not only medical terms themselves, but also their application. Certified Physicians Practice Manager (CPPM) will cover the requirements of managing the revenue cycle, compliance regulations, human resources, health information, and general business processes that make practice management a challenging yet rewarding profession. Upon completion of this course, you will be ready to take the Certified Physician Practice Manager (CPPM) exam, offered by the American Academy of Professional Coders (AAPC), the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by the National Healthcareer Association (NHA). You will receive study guide materials, practice exams, AAPC membership, access to the Practicecode tool, and a voucher for each exam. Requirements: This course must be taken on a PC device. A Mac OS is not compatible. To register: <https://careertraining.ed2go.com/northshorecc/search-results/?term=GES152>.

COURSE CODE: HEA002 0 CRN: 25730

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$3,995

MEDICAL BILLING & CODING

QUICK FACTS: Medical coders and billers assign codes to illnesses, injuries, and medical procedures based on doctor's and nurse's notes. They work in every type of healthcare facility.

Entry Level to Experienced Level Wages	\$36,300–\$47,642
Preparation	High school diploma or equivalent required. Short-term training.
Certification Opportunities	Certified Professional Coder (CPC), Certified Coding Associate (CCA), Certified Billing and Coding Specialist (CBCS)
Massachusetts Outlook	This is an emerging occupation. Certified coders will earn a higher salary.

— MASSACHUSETTS CAREER INFORMATION SYSTEM

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

Are you interested in obtaining a career in the healthcare industry but have little or no experience? Administrative Medical Assistants are versatile and valuable healthcare team members. Prepare for the Certified Medical Administrative Assistant (CMAA) national exam; learn medical office management and legal, ethical, and regulatory concepts, HIPPA compliance and third-party guidelines for filing insurance claims. Medical Billers and Coders are also in high demand! Learn about the medical billing and coding field and career paths while preparing for one of the three MBC certifications; CBCS, CCA, or CPC. You will receive hands-on practical experience in medical billing and coding, and an externship starter kit, medical terminology, and the structures and functions of the human body. Exam vouchers included! Upon completion choose which MBC exam voucher that best aligns with your interests and career goals, voucher for CMAA included. To register visit <https://careertraining.ed2go.com/northshorecc/training-programs/certified-medical-administrative-assistant-with-medical-billing-coding-voucher-included>.

COURSE CODE: HEA007 0 CRN: 25678

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$3,495

Comprehensive Medical Billing and Coding—Online Course

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

COURSE CODE: HEA008 0 CRN: 25853

ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!

FEE: \$2,995

RECOVERY COACH TRAINING

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

Entry Level to Experienced Level Wages	\$37,070–\$78,540
Preparation	High school diploma or equivalent recommended. Short-term training.
Certification Opportunities	Certified Addiction Recovery Coach (CARC)
Massachusetts Outlook	Demand is expected to be strong for addictions counselors. New healthcare laws require that insurance providers cover more mental health services. This will lead to more jobs for addictions counselors.

The Recovery Coach Training includes the courses below.

Recovery Coach Training: Part I—Remote Course

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

Textbook required: “CCAR’s Recovery Coach Academy: Rev. November 2021,” ISBN: 979-8756114867. Available on Amazon.

STARTS-ENDS: FEB 3-FEB 24 MTG TIME: 9:00AM-5:00PM DAY(S): FRIDAY LOCATION: REMOTE CLASS INSTRUCTOR: SIMONS

Recovery Coach Training: Part II—Remote Course

Recovery Coach Academy fulfills 30 of the 60 educational hours required to become a Massachusetts Certified Addiction Recovery Coach. Designed to provide those seeking to work as Recovery Coaches with a thorough overview of addiction science, the various substances of misuse and their effects, and how addiction impacts mental health, physical health, and overall wellness. Stages of change related to recovery are examined, along with Motivational Interviewing, an evidence-based intervention used to promote recovery goal attainment. The course utilizes case studies and experiential exercises that will strengthen the students’ cultural awareness and responsiveness to differences. A great deal of time is spent examining the accepted ethical standards for coaches-how best to navigate boundaries and “stay in the lane” of a Recovery Coach. Training participants will receive knowledge and resources designed to help people heal from addiction, whether they are just entering recovery or looking to deepen and sustain their recovery. Topics covered required by the Commonwealth of Massachusetts for the CARC certification are: Addiction 101, Mental Health, Motivational Interviewing, Cultural Competencies and Ethical Responsibilities. Course materials are included in the cost of the class.

STARTS-ENDS: MAR 24-APR 14 MTG TIME: 9:00AM-5:00PM DAY(S): FRIDAY LOCATION: REMOTE CLASS INSTRUCTOR: SIMONS

This program is scholarship funded only. Please call 978-236-1200 or email professional@northshore.edu to find out if you are eligible. You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Reiki Usui/Holy Fire III: Level 1

Learn about the concepts, energies, history, and lineages of Usui and Holy Fire III Reiki, a form of Reiki developed by the International Center for Reiki Training. It is a powerful yet gentle form of healing that provides purification, empowerment and guidance. Gain a general understanding of the concepts of chakras, auras and Reiki energy healing using scanning and traditional Reiki hand positions. Learn to give yourself, your friends, family, and even your pets Reiki. For beginners or for anyone interested in learning more about Holy Fire Reiki. Training consists of lecture and discussion, Holy Fire III Reiki placement/attunement, hands-on practice, as well as the Reiki Healing. Proof of a COVID-19 vaccine is required. Cost of class includes course manual and certificate of completion of Reiki Usui/Holy Fire III: Level 1.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA200 F	25023	FEB 11	9:00AM-5:00PM	SAT	DANVERS	BAVARO	\$169

Reiki Usui/Holy Fire III: Level 2 – Practitioner Certification

Enhance your healing power and intuition as well as your confidence and skills with Level 2 training. Learn full treatment session techniques including advanced body scanning and traditional Japanese Reiki techniques. At course completion you will understanding of the following concepts: clearing negative energy from your clients and their homes, distance healing, healing of emotional problems and trauma, and changing unwanted habits. As a Usui/Holy Fire III Reiki Level II Practitioner, you can see clients and open your own Reiki healing practice if you chose to do so. Proof of a COVID-19 vaccine is required. **Textbook required** (same as Level 1). Please call 978-236-1200 if you do not have the book from Level 1. **Prerequisite:** Successful completion of any Level I Reiki lineage.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA201 F1	25024	MAR 25	9:00AM: 5:00PM	SAT	DANVERS	BAVARO	\$169

Reiki Review/Practice Workshop

Looking to practice and discuss Reiki? This workshop is designed for people who want to brush up on their Reiki skills and learn a few new techniques. The workshop will include Q&A time and practice. For all levels of Reiki practitioners. **Prerequisites:** Students must be certified in any lineage or system of Reiki at Level 2 or higher. Students must be able to provide their Reiki course completion certificate upon request.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA208 F	25365	APR 11	6:00PM-8:00PM	TUE	DANVERS	BAVARO	\$49

Facial Threading

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
PSS306 F	25188	MAR 6	9:00AM-3:00PM	MON	DANVERS	BAVARO	\$189

PERSONAL FITNESS TRAINER (XPF)

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

Entry Level to Experienced Level Wages	\$30,520–\$96,870
Preparation	High school diploma or equivalent required. Short-term training.
Certification Opportunities	World Instructor Training School (WITS)
Massachusetts Outlook	Demand for this occupation is growing. As retirees are expected to be active and want to stay in shape, many of them will take exercise classes. In addition more companies are providing incentives to their employees to stay healthy.

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Certified Personal Trainer Course with CPR

Two Nationally Certified Personal Trainer Certifications, CPR Certification, and Level I Certified Personal Trainer course for one price! Gain all the required skills and knowledge needed to become a Certified Personal Trainer with in-depth instruction and hands-on practical labs. Topics include biomechanics, exercise physiology, fitness testing, equipment usage, and health assessments to game plan a solid program for your client. Hands-on training labs include role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. For Level I Certified Personal Trainer you must successfully complete the written and practical exams. For Level II Nationally Certified Personal Trainer you must successfully complete your Level I exams followed by a 30-hour internship. Hands-on practical training occurs off-site and you must provide your own transportation. Class meets online from 9:00AM to 12:00PM followed by off-site lab* from 1:00PM to 4:00PM. National exam is 03/25/2023. **Textbook required** and not included in the price of the course: "Fitness Professional's Handbook with Web Resources," 7th edition, ISBN-13: 9781492523376, available for purchase online. An E-book is also available for purchase online: ISBN-13:9781492535935. You can also order the book through W.I.T.S. by calling 1-888-330-9487. Join us for an informational webinar <https://attendee.gotowebinar.com/register/2165995440081874446>. *Practical offsite training subject to change depending on the status of COVID-19 pandemic.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
PSS210 V	25016	FEB 11-MAR 18	9:00AM-4:00PM	SAT	DISTANCE LEARNING	STAFF	\$899

ADVANCED INFORMATION TECHNOLOGY

Employment in the computer and information technology (IT) industry is projected to grow 15 percent from 2021 to 2031—much faster than the average for all occupations. This increase is expected to result in about 682,800 new jobs over the decade.

Train to be part of an industry that continues to make an impact on society and individuals. Work in all types and sizes of businesses from Microsoft and Google to your local hospital. Create or support computer applications, systems, and networks. Computer and IT opportunities are growing and always changing with new developments.

— US BLS OCCUPATIONAL HANDBOOK, SEPTEMBER 2022

IT TECHNICAL SUPPORT SPECIALIST (XDH)

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

Entry Level to Experienced Level Wages	\$46,590–\$101,440
Preparation	High school diploma or equivalent. Short-term training.
Certification Opportunities	CompTIA IT Fundamentals and CompTIA A+ national Certifications.

The IT Technical Support Specialist includes the three courses below and the program runs January through June 2023, evenings.

INF307 CompTIA IT Fundamentals

CompTIA IT Fundamentals certification is your launch pad for an IT career. Course provides a strong IT foundation for non-technical professionals and advanced end-users at home, work, college, or high school. Focus on essential IT skills including features and functions of common operating systems and establishing network connectivity, identifying common software applications and their purpose, and using security and web browsing best practices. Prepares you for the CompTIA IT Fundamentals examination (Exam FC0-U61) and is a suggested prerequisite to CompTIA A+. Cost of the exam and textbook are included. This course is scholarship funded only.

IT Technical Support Specialist (continues)

IT Technical Support Specialist (continued)

INF300 CompTIA A+ Certification

CompTIA A+ Certification is the foundation of your Information Technology Profession and provides you with an industry recognized, valued credential. Learn the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic PCs, and the ability to connect users to the data they need to do their jobs regardless of the devices being used. This course prepares you to take the CompTIA A+ Certification Exams. Cost of the exams are not included in the cost of the program. Cost of the exam and textbook are included.

INF106 CyberSafe

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

This program is scholarship funded only. Please call 978-236-1200 or email professional@northshore.edu to find out if you are eligible. You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.

— DATA FROM BLS.GOV

CompTIA A+ with Exam Vouchers—Online Course

CompTIA A+ Certification is the foundation of your information technology profession and provides you with an industry recognized, valued credential. Learn the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic PC's and the ability to connect users to the data they need to do their jobs regardless of the devices being used. This course prepares you to take the CompTIA A+ Certification Exams. Please call 978-236-1200 for more information. This class will be taught with the new updated CompTIA A+ exams—CompTIA A+ 220-1101 (Core 1) and 220-1102 (Core 2) Course includes textbooks and exam voucher. This course is self paced and can begin at any time. To register visit: <https://careertraining.ed2go.com/northshorecc/training-programs/a-plus-certification-with-exam>.

COURSE CODE: INF056 OL CRN: 25918 ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! FEE: \$1,995

CompTIA Network+ with Exam Voucher—Online Course

CompTIA Network+ Certification is a widely recognized and respected credential within the Information Technology industry. Build on your existing IT knowledge by exploring computer-networking concepts, including layers of the OSI model and the TCP/IP model. This vendor neutral certification will give you the skills needed to manage, troubleshoot, install, and configure basic network infrastructure. Prepares you to take the CompTIA Network+ Exam N10-008. Course includes textbooks and exam voucher. This course is self-paced and can begin at any time. To register visit: <https://careertraining.ed2go.com/northshorecc/search-results/?term=GES329>.



COURSE CODE: INF055 OL CRN: 25194 ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! FEE: \$1,695

CompTIA Security+ with Exam Voucher—Online Course

Do your job responsibilities include securing network services, devices and traffic in your organization? If so, build on your knowledge and skills with CompTIA Security+ Certification to keep up with what today's job market demands. Learn security fundamentals, networks, and organizational security as you acquire the specific skills required to implement basic security services on any type of computer network. Course prepares you to take the CompTIA Security+ Certification Exam SY0-601 . The exam is intended for candidates who possess Network+ certification and two years of experience in IT administration with a security focus. Course includes textbooks and exam voucher. This course is self-paced and can start at any time. To register visit: <https://careertraining.ed2go.com/northshorecc/training-programs/security-plus-certification-with-exam>.



COURSE CODE: INF057 OL CRN: 25195 ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! FEE: \$1,695

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

Careers in Information Technology are steadily growing, and what better way to train for a new career than to prepare for three respected certifications in one convenient online program? Build on your foundational knowledge needed for employment in cutting-edge IT roles. You will study a range of related disciplines, including building and managing a data network, troubleshooting networking issues, routing and switching, risk assessment, and data recovery. To gain further understanding, you will be able to practice the concepts being taught, using interactive virtual software. Possible careers include Tech Support, IT Specialist, Network Administrator, Network Installer, and Security Consultant. Upon successful completion you will receive exam vouchers for CompTIA A+ Exams 220-1001, 220-1002, CompTIA Network+ Exam N10-007 and CompTIA Security+ Exam SY0-601 at no additional cost. To register visit: <https://careertraining.ed2go.com/northshorecc/search-results/?term=GES327>.



COURSE CODE: INF058 OL CRN: 25196 ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! FEE: \$3,995

Google IT Support Professional Certificate—Online Course

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

COURSE CODE: INF400 OL CRN: 26048 ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER! FEE: \$1,899

OCCUPATIONAL TRADES

AUTO DAMAGE APPRAISAL (XAD)



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

Entry Level to Experienced Level Wages	\$47,950–\$93,580
Preparation	High school diploma or equivalent. 2 year experience or formal education.
Certification Opportunities	Licensing issued by the Commonwealth of Massachusetts

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Auto Damage Appraisal: 60-Hour Test Prep

Have some automotive experience? Obtain the necessary knowledge needed to get your Automobile Appraisal License in this Massachusetts state-approved course. Learn to read, write, and appraise auto damage and prepare for the state certification exam. Cost includes digital access required manual.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD150 V	24921	JAN 24-APR 6	6:00PM-9:00PM	TUE/THU	REMOTE CLASS	NAZZARO	\$629
OTD150 F	24920	APR 1-JUN 3	9:00AM-3:00PM	SAT	DANVERS	GEORGE	\$629

BASIC COMPUTER SKILLS

Keyboarding—Online Course

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

COURSE CODE: INF021 0L	CRN: 25177	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: \$115
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Computer: An Introduction

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF101 F	24853	FEB 7-FEB 28	9:00AM-11:30AM	TUE	DANVERS	PARTLAN	\$209

File Management Proficiency

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF104 F	24878	MAR 23-MAR 30	6:00PM-9:00PM	THU	DANVERS	PARTLAN	\$149

Google Apps

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF105 F	24880	APR 25-MAY 2	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	\$149

CyberSafe

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF106 F1	24882	MAR 4	9:00AM-1:00PM	SAT	DANVERS	STAFF	\$89

MICROSOFT OFFICE

Microsoft Bootcamp with Google Apps

Stretch your mind and firm up your Microsoft and computer skills with this fun, fast-paced program that will provide a solid foundation of the Microsoft programs. Word, Excel, PowerPoint, and Outlook will be covered along with Google Apps and File Management Proficiency. Must have some experience with Windows and the keyboard. **Flash drive required.** Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF161 F	24974	FEB 21-MAY 2	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	\$459

Excel for the Workplace: Level 1

Shave hours off your work time! Create budget and expense reports by entering and copying formulas and functions. Format spreadsheets with different fonts, styles, shading, and color. Create and print colorful bar, line, and pie graphs. Use the database functions to sort and print records. **Flash drive required.** Must have some experience with Windows and the keyboard. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF120 F	24861	JAN 25-MAR 1	6:00PM-9:00PM	WED	DANVERS	PARTLAN	\$299
INF120 F1	24856	FEB 22-APR 5	9:00AM-12:00PM	WED	DANVERS	PARTLAN	\$299

Excel for the Workplace: Level 2

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF121 F	24857	APR 19-MAY 24	9:00AM-12:00PM	WED	DANVERS	PARTLAN	\$299

Word for the Workplace: Level 1

Have some typing skills, familiar with the keyboard and Windows? Time to take it to the next level. Learn to create, format, and print all types of documents. Discuss file management, text management, formatting, and much more. **Flash drive required.** Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF110 F	24863	FEB 6-FEB 27	9:00AM-12:00PM	MON	DANVERS	STAFF	\$299

MICROSOFT OFFICE WORKSHOPS

Word for the Workplace: Level 1 Workshop

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF113 F	24875	FEB 21-FEB 28	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	\$149

Excel for the Workplace: Level 1 Workshop

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF123 F	25169	MAR 7-MAR 21	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	\$149

PowerPoint for the Workplace: Level 1 Workshop

Create professional looking overheads, slides, signs and on-screen presentations. Explore creating, viewing, editing and formatting through the use of fonts, color, clip art, and drawing tools. Review bar graphs, pie graphs, and organization charts. **Flash drive required.** Must have some experience with Windows and the keyboard. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF132 F	24877	MAR 28-APR 4	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	\$149

Outlook for the Workplace: Level 1 Workshop

There is much more to Outlook than just sending and responding to emails. Learn to manage your calendar, contact information, and utilizing the Tasks and Notes features as well as discussing the importance of using email responsibly and effectively. **Flash drive required.** Must have some experience with Windows and the keyboard. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF145 F	25354	APR 11-APR 18	6:00PM-9:00PM	TUE	DANVERS	PARTLAN	\$149

BUSINESS ADMINISTRATION

BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA)



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

Entry Level to Experienced Level Wages	\$37,140–\$76,240
Preparation	High school diploma or equivalent. Short-term training.

Required Courses:

- BAA140 Bookkeeping and Accounting: Part 1*
- BAA141 Bookkeeping and Accounting: Part 2
- BAA157 QuickBooks Cloud: Level 1
- BAA257 QuickBooks Cloud: Level 2
- BAA145 QuickBooks Cloud Payroll
- INF120 Excel for the Workplace: Part 1
- INF121 Excel for the Workplace: Part 2
- BAA150 Taxes for Bookkeepers and Tax Preparers: Introduction**
- BAA142 How to Keep an Audit Trail
- INF104 File Management Proficiency
- INF106 CyberSafe
- BAA201 How to Manage Conflict in the Organization
- BAA202 Time Management: Take Control

* Students must take Bookkeeping and Accounting: Part 1, or have accounting experience prior to taking any QuickBooks course.

** Students must complete Bookkeeping and Accounting: Parts 1 and 2 prior to taking Taxes for Bookkeepers.

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

— MASSACHUSETTS CAREER INFORMATION SYSTEM

***Meet the Instructor:** Craig Peterson works as an accountant with several nonprofit organizations. He has been an accountant for over six years. Before that, he was a teacher for over ten years, teaching classes in math, adult basic education, and English as a second language. Craig decided to switch careers into accounting and earned a Master’s degree and CPA license. He enjoys helping clients manage their finances, and helping students and others understand accounting concepts.*

Bookkeeping and Accounting: Part 1

An introduction to bookkeeping and accounting covering the accounting cycle. Analyze and record transactions using debits, credits, and T accounts, along with posting in the journal and the ledger. Prepare trial balance, create adjustments, and produce financial statements. Calculator and ruler are required.

Textbook required: Please visit www.SHOPNSCC.com to order book. Students must activate their My Northshore account prior to first class. **Prerequisite:** *Excel Level 1* or equivalent experience. There is an instructor led virtual or in person option for this course. Please see schedule.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA140 V	24884	FEB 2-MAR 9	9:00AM-12:00PM	THU	REMOTE CLASS	MCALARNEY	\$299
BAA140 F	24883	MAR 22-APR 26	6:00PM-9:00PM	WED	DANVERS	PETERSON	\$299

Bookkeeping and Accounting: Part 2

Continue the accounting cycle in more depth, covering banking procedures, cash and understanding payroll and payroll taxes. Work with sales and cash receipts including credits and accounts receivables. Purchases and accounts payable posting procedures will be prepared. Calculator and ruler are required.

Textbook required (same as *Bookkeeping and Accounting: Part 1*): Please visit www.SHOPNSCC.com to order book. **Prerequisite:** *Bookkeeping and Accounting: Part 1* or equivalent experience. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA141 V	24885	MAR 23-APR 27	9:00AM-12:00PM	THU	REMOTE CLASS	MCALARNEY	\$299
BAA141 F	25655	MAY 3-JUN 7	6:00PM-9:00PM	WED	DANVERS	PETERSON	\$299

QuickBooks Cloud: Level 1

An introduction to the cloud-based version of QuickBooks. Topics include chart of accounts, list of vendors, items, customers, cash sales, invoicing, payments, deposits, bank reconciliation, bill payments, and creating reports and graphs. Knowledge of computers and Windows required. **Flash drive required.**

Textbook required: Available at Danvers Campus Bookstore. **Prerequisite:** *Bookkeeping and Accounting: Part 1* or equivalent experience. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA157 V	25950	FEB 6-MAR 27	6:00PM-9:00PM	MON	REMOTE CLASS	WHITE	\$299
BAA157 F	25951	MAR 21-APR 25	9:00AM-12:00PM	TUE	DANVERS	PETERSON	\$299

QuickBooks Cloud: Level 2

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

Textbook required: Please visit www.SHOPNSCC.com to order book. **Prerequisite:** *QuickBooks Level 1* or equivalent experience. Students must activate their My Northshore account.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA257 V	25952	APR 10-MAY 22	6:00PM-9:00PM	MON	REMOTE CLASS	WHITE	\$299

QuickBooks: Tips and Tricks of Moving from Desktop to Cloud Version—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA158 V	25953	FEB 9-FEB 23	6:00PM 9:00PM	THU	REMOTE CLASS	WHITE	\$149

QuickBooks Cloud 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. **Prerequisite:** *QuickBooks Level 1* or equivalent experience. Students must activate their My Northshore account and download QuickBooks software prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA145 F	24894	MAR 31-APR 14	9:00AM-12:00PM	FRI	DANVERS	WHITE	\$179

Audit Paper Trail—Remote Learning Course

What to do with all that paperwork? Bookkeeping and accounting transactions originate from a document source. What happens to all those documents when you are done with them? What happens when you need to produce these documents upon audit? How long do you need to save these documents? These are some of the questions surrounding all those papers you need to put somewhere. Learn how to set procedures creating a proper audit trail. Covered topics include: accounts receivable, accounts payable, fixed assets, manual files, electronic files, scanning, shredding, sales tax returns, income tax returns, payroll and payroll tax returns and much more. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA142 V	24896	MAR 27	1:00PM-4:00PM	MON	REMOTE CLASS	MCALARNEY	\$79

Taxes for Bookkeepers and Tax Preparers: An Introduction—Remote Learning Course

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

Prerequisite: *Bookkeeping and Accounting: Part 1* or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA150 V	24895	JAN 18-MAR 8	9:00AM-12:00PM	WED	REMOTE CLASS	MCALARNEY	\$359

PROFESSIONAL BUSINESS COURSES**Time Management: Take Control**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA202 F	24905	JAN 24-FEB 28	6:00PM-8:30PM	TUE	DANVERS	ROBICHAUD	\$299

Business Writing

Learn the techniques and types of professional writing needed for a variety of business correspondence. Designed to help strengthen skills of effective business and professional communication in both oral and written modes. After successful completion of this course, students will have the skills necessary to communicate effectively in a variety of professional situations. Areas to be covered include: Business emails, memos, letters and PowerPoint presentations. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA131 F	24904	FEB 2-MAR 9	6:00PM-8:00PM	THU	DANVERS	STAFF	\$259

How to Manage Conflict in the Organization

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA201 F	24906	MAR 21-APR 25	6:00PM-8:30PM	TUE	DANVERS	ROBICHAUD	\$299

Public Speaking

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA134 F	25167	MAR 23-APR 27	6:00PM-8:30PM	THU	DANVERS	ROBICHAUD	\$249

New! Project Management Professional: Test Preparation—Remote Learning Course

Project Management Certification (PMP and CAPM) is becoming the sought-after prerequisite for all skilled and highly capable project management practitioners and has become a necessity for doing any type of business in the present fast-paced business climate. As resources become increasingly scarce, the need to manage and lead teams, communicate with all stakeholders (internal and external), closely manage and control cost, risk, human resources, schedule and quality become a necessity. As the demand for better, faster, less expensive quality products continues to increase, so does the demand for knowledgeable, competent, trained Project Managers. This exciting, high energy, skill-producing, and interactive course provides students with the framework needed to define scope; plan the activities, resources and timeframes; execute and manage the implementation and leadership; and evaluate the success of projects in all areas of business and industry. Course prepares students for the Project Management Institute (PMI) Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) exams. Course satisfies PMI's contact hour requirements for the PMP exam. Students wishing to take the PMI (or CAPM) Certification Exams should note that the exam has additional requirements, such as experience hours. Class meets Monday through Friday.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA137 V	25948	MAR 13-MAR 17	8:00AM-4:30PM	MON-FRI	REMOTE CLASS	SANDFORD	\$1,599

New! Grant Writing—Remote Learning Course

Learn the essentials of grant writing including how to compose well-developed, succinctly written grant proposals. Learn how to read and understand grant language and requirements and how to research, identify and approach appropriate funding sources with an effective message.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA138 V	25949	APR 5-APR 26	6:30PM-8:30PM	THU	REMOTE CLASS	STAFF	\$249

SHRM ESSENTIALS OF HUMAN RESOURCES MANAGEMENT (XSH)

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

Entry Level to Experienced Level Wages \$34,530–\$70,010

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA132 F	24901	FEB 8-MAR 22	6:30PM-9:00PM	WED	DANVERS	DABRIEO	\$545

SHRM LEARNING SYSTEM (XSL)

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

Entry Level to Experienced Level Wages \$80,000–\$168,790

Preparation High school diploma or equivalent. Associate degree. Five years or more work experience in human resources.

Certification Opportunities Society of Human Resource Management Certified Professional (CP), Senior Certified Professional (SCP)

This program is offered during Winter/Spring & Fall semesters!

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SHRM Learning System Certification Prep Course—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA133 V	24902	FEB 2-APR 27	6:00PM-9:00PM	THU	REMOTE CLASS	STAFF	\$1,475

REAL ESTATE

Real Estate Salesperson's Exam Preparation—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA160 V	24897	FEB 14-APR 6	6:00PM-9:00PM	TUE/THU	REMOTE CLASS	HEIL	\$399

DIGITAL MARKETING CERTIFICATE (XDM)

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

Entry Level to Experienced Level Wages	\$44,710–\$98,600
Preparation	High school diploma or equivalent. Short-term training. Excellent communication and media skills. Computer proficiency.

Required Courses:

- INF238 Digital Marketing for Small Business
- INF233 Website Design and Management with WordPress
- BAA228 Adobe Creative Cloud: Design Amazing Graphics: Part 1
- INF053 HTML and CSS Series—Online
- INF054 Creating Mobile Apps with HTML—Online
- INF240 Google Analytics: Why Every Business Should Be Using It

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.

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Digital Marketing for Small Business: Stay in the Game

Now is the time more than ever to develop your online presence to grow your business through digital marketing. Learn the fundamentals of digital marketing including SEO, content marketing, social media, email campaigns and more that will help you achieve your goals. Students must activate their My Northshore account prior to the first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF238 F	24991	FEB 7-MAR 21	6:00PM-9:00PM	TUE	DANVERS	CALDWELL	\$299

Website Design and Management with WordPress

WordPress has grown to become one of the world's most popular content management systems (CMS) and blogging tools. Creating a simple blog or website no longer requires knowledge of any programming language. Learn how to get your blog or website started from installing and configuring the software, to using themes, plug-ins, and widgets. At conclusion, you will have begun to design and develop your first blog or website along with managing and changing content, creating posts, adding pages, embedding video and changing media files. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF233 F	25189	APR 6-MAY 11	6:00PM-9:00PM	THU	DANVERS	STAFF	\$299

Google Analytics: Why Every Business Should Be Using It—Remote Learning Course

Do you know how many people visit your website, where visitors come from, what websites send traffic to YOUR website, and which pages are most popular? Learn the answer to these by gaining the skills on how google analytics works, the proper setup, navigating google analytics, understanding reports, and utilizing dashboard. Maximize the amount of traffic directed to your website providing you with invaluable information for your business. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF240 V	24992	MAY 9-MAY 23	6:00PM-9:00PM	TUE	REMOTE CLASS	CALDWELL	\$159

HTML and CSS Series—Online Course

Looking to survive and excel in the fast-paced world of web publishing? Then you're going to need to keep up with ever-evolving standard sites like the pros by learning the new standard for web developers, CSS3 and HTML5. Almost every web development tool, including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer, offers support for CSS3 and HTML5. These powerful languages make it easier for you to build and manage large websites, and allow more precise control over the appearance of every page you build. Course includes creating state-of-the-art websites using modern CSS3 and HTML5 techniques. Gain the foundation you'll need to master two critical and fast-growing new web languages. Begin your transition to CSS3 and HTML5 today! To register visit: www.ed2go.com/nscc/online-courses/learn-html5.

COURSE CODE: INF053 OL	CRN: 25192	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: \$299
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Creating Mobile Apps with HTML 5—Online Course

Want to discover a better way to build apps? Learn to make mobile apps that run on iPhone and iPad, as well as on Android, and Windows Phone without being forced to learn five different programming languages. Course covers how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone, tablet, or computer. By the end you'll have built your first mobile web app, and you'll be on your way to making your dream of being a successful mobile app developer a reality! To register visit: www.ed2go.com/nscc/SearchResults.aspx?SearchTerms=creating%20mobile%20apps%20with%20html5&ac=True.

COURSE CODE: INF054 OL	CRN: 25193	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	FEE: \$115
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SOCIAL MEDIA

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF248 V	25420	APR 5-APR 19	6:00PM-9:00PM	WED	REMOTE CLASS	STAFF	\$159

Content Creation

Whether you are enforcing your personal brand, promoting an organization, or supporting a cause; content creation is paramount. This course looks to examine the various channels that exist and the various types of content you can create. This will be a heavily participative process; each student will be creating content in each of the following archetypes: Written Blog Series, Pre-Recorded Video Content, Live Streaming, Podcasting, Audio, and Video Creation.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF254 F	25954	FEB 9-MAR 23	6:00PM-9:00PM	THU	DANVERS	CALDWELL	\$299

GRAPHIC DESIGN CERTIFICATE (XGD)

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

Entry Level to Experienced Level Wages	\$39,270–\$80,860
Preparation	High school diploma or equivalent. Computer proficiency and artistic aptitude. Short-term training.

Required Courses:

- BAA100 Principles of Design
- BAA227 Graphic Design Theory
- BAA228 Adobe Creative Cloud – Design Amazing Graphics: Part 1
- BAA232 Adobe Creative Cloud – Design Amazing Graphics: Part 2
- INF233 Website Design and Management with WordPress
- BAA201 How to Manage Conflict in the Organization
- BAA202 Time Management: Take Control

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

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

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Adobe Creative Cloud – Design Amazing Graphics: Part 1

An introduction to the software most widely used in the graphic and publishing industry today, Adobe Creative Cloud. Using bitmap (Photoshop), vector (Illustrator) and page layout (In Design) graphic software, you will learn to create outstanding print and digital designs. No prior design software knowledge required, but a familiarity with the mac/pc operating system, knowledge of computer file management, and use of internet browser. Adobe software available with discount upon registration: www.adobe.com/creativecloud/buy/students.html. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA228 F	25191	FEB 1-MAY 24	6:00PM-8:00PM	WED	DANVERS	STAFF	\$579

Adobe Creative Cloud – Photoshop with InDesign: Part 1

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA230 F	25369	FEB 1-MAR 29	6:00PM-8:00PM	WED	DANVERS	STAFF	\$299

Adobe Creative Cloud – Illustrator with InDesign: Part 1

Looking to create high quality graphics using Adobe Cloud? Learn the program terms, menus, tools, palettes, objects, and type. Explore keyboard shortcuts and the pen tool, Illustrator’s most powerful tool. Learn to manipulate type to create artwork, manage color, make gradients, and create new illustrations. Adobe Cloud InDesign will also be covered. Familiarity with the mac/pc operating system, knowledge of computer file management and use of internet browser. Adobe software available with discount upon registration: www.adobe.com/creativecloud/buy/students.html. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA231 F	25370	APR 5-MAY 24	6:00PM-8:00PM	WED	DANVERS	STAFF	\$149

New! Adobe Creative Cloud Tips and Tricks Bootcamp—Remote Learning Course

Learn top strategies to master Photoshop, Illustrator, and InDesign like a pro! Learn about Adobe Creative Cloud strategies and workflows that industry professionals use today. A small amount of experience with Photoshop, Illustrator, and InDesign is preferred to get the most out of these workshops. Access to Adobe software is required, educational discount is available upon activation of NSCC account. Please see www.adobe.com/creativecloud/buy/students.html for details.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA235 V	25947	FEB 16-MAR 2	6:00PM-9:00PM	THU	REMOTE CLASS	STAFF	\$149

PHOTOGRAPHY

Digital Photography: Part 1 – Camera Operations—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA173 V	24965	FEB 7-MAR 28	6:00PM-8:00PM	TUE	REMOTE CLASS	WEST	\$189

Digital Photography: Part 2 – Shooting Challenges and Post Production—Remote Learning Course

If you are comfortable shooting images, whether with a digital camera or an iPhone, this course will challenge you with weekly photo assignments, critiques and advanced skills. Explore more advanced photography topics including shooting in the raw format, capturing motion, utilizing selective focus, HDR shooting, and more. We will establish an efficient post-production workflow and learn to evaluate, organize and enhance our images using Adobe Lightroom Classic (the computer, not tablet/web-based version). This virtual class will meet live using the Zoom platform, which requires a computer with microphone, camera and internet access. Requirements: Any digital camera, Adobe Lightroom Classic (\$10/month subscription required), and a computer capable of running Lightroom. An external hard drive dedicated to your photo library is recommended.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA182 V	24966	APR 11-MAY 23	6:00PM-8:00PM	TUE	REMOTE CLASS	WEST	\$189

Photographing the North Shore

The North Shore is a spectacular place to shoot photos especially in the Spring. Each class meeting, we will gather at some local, photogenic area and discover new ways of capturing the beauty of our region. While shooting you will learn about creative composition and the way light, shadows and textures help to create great photographs. Bring any camera you wish from cell phone to DSLR to mirrorless, the basics are the same and you'll develop your photographer's eye as we build our portfolios.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA179 F	25708	APR 21-MAY 19	10:00AM-12:00PM	FRI	FIELD	WEST	\$159

AGRICULTURE

LANDSCAPE DESIGN CERTIFICATE (XLD)



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

Entry Level to Experienced Level Wages	\$60,190–\$119,880
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Preparation	High school diploma or equivalent. Formal training including an internship.
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Required Courses:

- AFS210 Perennials, Annuals and Vines—ID and Culture
- AFS211 Landscape Design Drawing: Session 1*
- AFS212 Landscape Design Drawing: Session 2*
- AFS213 Landscape Design Drawing: Session 3*
- AFS214 Landscape Design Drawing: Session 4*
- BAA100 Principles of Design (formerly Basic Design)
- AFS200 Landscape Garden Maintenance—Spring**
- AFS201 Landscape Garden Maintenance—Summer**
- AFS202 Landscape Garden Maintenance—Fall**
- AFS215 Trees—Identification and Culture
- AFS217 Shrubs—Identification and Culture
- AFS219 The Business of Landscaping
- AFS203 Materials and Methods of Landscape Construction
- INF308 AutoCAD
- BAA230 Adobe Creative Cloud: Photoshop with InDesign: Part 1

Recommended Supporting Courses:

- SketchUp
- Adobe Illustrator

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

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

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

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

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

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

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Landscape Design Drawing: Session 1—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS211 V	25054	APR 6-MAY 18	6:30PM-8:30PM	THU	REMOTE CLASS	DRYDEN	\$289

Landscape Design Drawing: Session 3—Remote Learning Course

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS213 V	24940	JAN 31-MAR 21	6:30PM-8:30PM	TUE	REMOTE CLASS	DRYDEN	\$289

Landscape Design Drawing: Session 4—Remote Learning Course

Learn advanced design and rendering techniques for presentation plans and drawings. Be introduced to basic landscape design techniques and how to illustrate your designs with hand-drawn graphics. It is suitable for professionals, homeowners, and career changers. A basic knowledge of trees, shrubs, and perennials will be helpful. Homework and a small workspace at home is required. **Textbook required:** Please visit www.SHOPNSCC.com to order books. **Prerequisite:** *Landscape Design Drawing: Sessions 1, 2, and 3* or working knowledge/experience in design drawing.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS214 V	25173	APR 4-MAY 16	6:30PM-8:30PM	TUE	REMOTE CLASS	DRYDEN	\$289

Perennials, Annuals, and Vines: Identification and Culture

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS210 F	24943	FEB 8-MAR 22	6:30PM-8:30PM	WED	DANVERS	FLANAGAN	\$269

Identification and Culture of Shrubs

An introduction to the most commonly planted shrubs in New England, their distinguishing characteristics, horticultural requirements, and some suggested landscape applications. Learn to choose appropriate shrubs for the landscape as well as recognize established specimens. Plant specimens, slide lectures, and field trips will be utilized to teach the material. Class meets for seven sessions during the six weeks, which includes one mandatory weekend field trip, to be arranged with the instructor in class. One quiz and a final test will be given and a photo journal is required for successful completion of this course. The first class will meet on the Danvers Campus in the Math & Science Building Room 106 and classes after that are TBD off site in the field. **Textbook required:** “Durr’s Encyclopedia of Trees and Shrubs,” ISBN: 978-0881929010.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS217 F	24944	APR 12-MAY 24	5:30PM-7:30PM	WED	FIELD	SIMPSON	\$289

LANDSCAPE & GARDEN MAINTENANCE CERTIFICATE (XLG)

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

Entry Level to Experienced Level Wages	\$38,520-\$49,040
Preparation	Complete a hands-on or on-the-job training. Valid driver’s license.

Required Courses:

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

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

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

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

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Landscape Garden Maintenance—Spring

Enjoy learning on-site at Long Hill, an outstanding Country Garden estate in Beverly, managed by the Trustees of Reservations. A hands-on opportunity to participate in spring landscaping and garden maintenance with a field professional/supervisor. Long Hill Garden is located at 575 Essex Street, Beverly MA.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS200 F	24939	MAR 21-MAY 25	9:00AM-12:00PM	TUE/THU	FIELD	BOUCHARD	\$269

LANDSCAPE WORKSHOP

Gardening in Containers

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS222 F	25174	MAY 24	6:30PM-8:30PM	WED	DANVERS	STAFF	\$49

AUTOCAD

AutoCAD: An Introduction—Remote Learning Course

Through lecture, hands-on exercises, and drawing, learn the introductory features of AutoCAD. Topics include starting and setting up drawings, point coordinate entry methods, creation of basic 2D drawing objects, layer management, line types and colors, selection sets, object snap modes, AutoSnap, polar

tracking, object snap tracking, construction techniques, creating and managing text objects, editing geometry, display control, and drawing inquiry methods. Upon completing this course, you will be able to use AutoCAD's precision drawing tools and methods to construct accurate 2D drawings. Strong computer skills and knowledge of windows required. AutoCAD software required. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF308 V	25374	FEB 2-MAR 30	6:00PM-8:30PM	THU	REMOTE CLASS	DRYDEN	\$389

SketchUp Level 1

Designed to teach the fundamentals of both 2D and 3D computer aided drawing. Emphasis will be placed on fully understanding the SketchUp interface and inference system. Lectures, tutorials, and in class assignments will guide you through the use of SketchUp's drawing, construction, and modification tools. By the end of the course you will have a 3D model constructed of groups and layers which will be ready for further development in the Level 2 SketchUp course. **Flash drive and SketchUp software required.** Strong computer skills and knowledge of windows required. Students must activate their My Northshore account and download SketchUp software prior to first class. Discounted SketchUp software available at <https://shop.creationengine.com/collections/sketchup-studio-for-students>.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA110 F	24933	MAY 4-JUN 22	6:00PM-8:30PM	THU	DANVERS	STAFF	\$299

FLORAL DESIGN CERTIFICATE (XFL)

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

Entry Level to Experienced Level Wages	\$29,950–\$48,340
Preparation	High school diploma or equivalent recommended. Short-term training.

Required Courses:

- AFS230 Floral Design 1: Bring on the Flower Power
- AFS232 Floral Design 3: Beyond the Rule of Three
- BAA201 How to Manage Conflict in the Organization
- AFS231 Floral Design 2: Let Your Creativity Blossom
- AFS233 Floral Merchandising and Business Practice
- BAA202 Time Management: Take Control

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

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

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

— MASSACHUSETTS CAREER INFORMATION SYSTEM

Meet the Instructor: June Alexandra has worked in the Floral Industry for over 30 years. She has owned her own floral shop and her own event studio. Her experience includes lead wedding planner and coordinator, head designer and floral design instructor. Floral design and education are her passions.

Floral Design I: Bring on the Flower Power

From round, long and low, vertical, loose and airy, and cottage garden styles, learn to create a beautiful arrangement to take home each week. Includes flowering plant care, culture, and handling. Fresh cut flowers and florist supplies are provided in class. Please bring scissors, knife, ribbon cutters and wire cutters to class. **Textbook required:** "Flower Arranging Complete Guide," by Blacklock, ISBN: 9780955239175. Please visit www.SHOPNSCC.com to order book. Cost of class includes a \$120 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS230 F	24945	MAR 1-APR 12	9:30AM-12:00PM	WED	DANVERS	ALEXANDRA	\$369

Floral Design II: Let Your Creativity Blossom

Keep your creativity flowing! Create more challenging arrangements using tropical flowers, exotics, lilies, Dutch flowers, and several species of roses. Use an unusual and diverse variety of greenery and interesting containers to complement each arrangement. Discuss cut flower identification and preservation. Fresh cut flowers and floral supplies are provided in class. Please bring scissors, knife, ribbon cutters and wire cutters to class. **Textbook required** (same as *Floral Design I*): "Flower Arranging Complete Guide," by Blacklock, ISBN: 9780955239175. Please visit www.SHOPNSCC.com to order book. **Prerequisite:** *Floral Design I* or equivalent experience. Cost of class includes a \$150 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS231 F	24946	APR 26-MAY 31	9:30AM-12:00PM	WED	DANVERS	ALEXANDRA	\$389

Floral Design III: Beyond the Rule of Three

Take your passion of floral design to an advanced level by improving your design skills and speed with the principles and elements of floral design along with floral terminology. Reviewing what you have learned from Design I and Design II, you will expand on the concepts. Sessions will include a lecture and demo, followed by each student creating a design. Fresh cut flowers and florist supplies are provided in class. Please bring scissors, wire cutters, and floral clippers to the class. **Textbook required** (same as *Floral Design I* and *Floral Design II*): "Flower Arranging Complete Guide," by Blacklock, ISBN: 9780955239175. Please visit www.SHOPNSCC.com to order book. **Prerequisites:** *Floral Design I* and *Floral Design II* or equivalent experience. Cost of class includes \$120 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS232 F	24947	JAN 11-FEB 15	9:30AM-12:00PM	WED	DANVERS	ALEXANDRA	\$389

Wedding Floral Design Bootcamp

Learn to create a complete wedding along with the latest design, styles, and techniques for an on-trend fabulous event. This includes fresh flower sourcing, care and handling, making bouquets, personal flowers, reception and ceremony flowers. Sustainable, eco-friendly mechanics and techniques are emphasized. Please bring scissors, knife, ribbon cutters, and wire cutters to class. Cost of class includes a \$180 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS247 F	25176	FEB 6-MAR 27	9:30AM-12:00PM	MON	DANVERS	ALEXANDRA	\$399

Floral Merchandising and Business Practices

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS233 F	24948	APR 4-MAY 9	6:30PM-8:30PM	TUE	DANVERS	MIGLIACCIO	\$299

FLORAL DESIGN WORKSHOPS

Valentines' Delight

Dazzle the one you love with a custom creation sure to say "I Love You." Please bring scissors, knife, ribbon cutters, and wire cutters to class. Course fee includes a \$30 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS266 F	25724	FEB 8	1:00PM-3:30PM	WED	DANVERS	ALEXANDRA	\$79

Bodacious Bulbs

The Earth sings in flowers and you will design a symphony with spring's abundance. Please bring scissors, knife, ribbon cutters, and wire cutters to class. Course fee includes a \$30 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS267 F	25725	MAR 27	1:00PM-3:30PM	MON	DANVERS	ALEXANDRA	\$79

European Hand Tied Bouquets

Spring brings us rich brilliant colors. This design style is a must to have in your design toolbox. Expand your design skills as you work with an exciting variety of flowers and colors. Flower care and handling, as well as floral choices are covered. Please bring scissors, knife, ribbon cutters and wire cutters to class. Course fee includes a \$30 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS239 F	25076	APR 11	9:30AM-12:00PM	TUE	DANVERS	ALEXANDRA	\$79

Mother's Day Masterpiece

Create a blushing bouquet to give your love and flowers to the mother in your life. Please bring scissors, knife, ribbon cutters, and wire cutters to class. Course fee includes a \$30 perishable fee.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS263 F	25726	MAY 11	9:30AM-12:00PM	THU	DANVERS	ALEXANDRA	\$79

LANGUAGE & COMMUNICATION

WRITING & LITERATURE

Novel Bootcamp: Part 1

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC140 F	24997	FEB 7-APR 4	6:00PM-8:00PM	TUE	DANVERS	GANGI	\$199

Creative Writing

Do you have a story to tell or an emotion to convey? Begin each class with an exercise that will initiate you into the process of creative writing. Explore the genre of short fiction, and you are also welcome to explore creative non-fiction and poetry. Topics of discussion will include strategies for keeping the process flowing in the midst of our busy lives and ways to publish your work in print or online. You will have the opportunity to share your work and receive feedback from other writers. Current writers are welcome, and no prior experience is necessary.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC149 F	25182	MAR 30-MAY 4	10:00AM-12:00PM	THU	DANVERS	GANGI	\$159



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-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC120 F	24951	FEB 9-APR 6	6:30PM-8:30PM	THU	DANVERS	STAFF	\$249

Italian 2

Expand on your proficiency in listening and speaking skills in Italian, with an emphasis on increased conversation. **Prerequisite:** *Italian 1* or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC121 F	25179	APR 27-JUN 15	6:30PM-8:30PM	THU	DANVERS	STAFF	\$249

Spanish 1

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC122 F	24949	MAR 21-MAY 9	6:30PM-8:30PM	TUE	LYNN	STAFF	\$239



ENGLISH AS A SECOND LANGUAGE

NSCC's English as a Second Language (ESL) program provides non-native speakers of English with skills necessary for their personal, professional, and academic

growth. We offer online and face-to-face classes in a supportive multicultural environment to assist students as they work towards their desired level of linguistic competence necessary for their participation in the local and global community. At North Shore Community College, we are committed to respecting individual cultural and linguistic diversity.

Ready to advance your English language skills? Please see chart for registration steps or contact us directly at professional@northshore.edu or 978-236-1200.

¿Tiene alguna pregunta? Si no está seguro por dónde empezar y desea más información, llame al 978-236-1200 o comuníquese por email a: professional@northshore.edu.

STEP 1: CONTACT

- Student calls 978-236-1200 or emails professional@northshore.edu

OR

- Student comes to campus and fills out questionnaire at the ESL check-in station

STEP 2: LEVEL ASSESSMENT

- Student comes to campus or receives material online for level testing and course placement

STEP 3: REGISTRATION

- Student registers for class online via CourseStorm or in person at the Lynn or Danvers Campus offices

Basic English as a Second Language I

This course is for students whose first language is not English and who are at the very beginning stage of learning English. All skill areas are taught: listening, speaking, reading, and writing. The focus is also on practicing everyday vocabulary and foundational grammatical concepts in preparation for Basic ESL II. **Textbook required. Prerequisite:** Placement upon initial registration. Classes are offered in person on the Lynn Campus and online.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC100 F	24829	FEB 18-MAY 13	9:00AM-12:00PM	SAT	LYNN	STAFF	\$249
LAC100 F1	24830	FEB 18-MAY 13	9:00AM-12:00PM	SAT	LYNN	STAFF	\$249
LAC100 V	24828	FEB 22-MAY 19	5:30PM-7:00PM	WED/FRI	REMOTE CLASS	STAFF	\$249

Basic English as a Second Language II

This course is intended for students at the low-beginner level who already possess some foundational English language skills. The focus is on further building vocabulary as well as strengthening grammatical concepts. Students write short paragraphs, develop basic strategies for listening comprehension, and improve their speaking skills in preparation for a mid-beginner class. **Textbook required. Prerequisite:** Successful completion of *Basic ESL I* or placement upon initial registration. Classes are offered in person on the Lynn Campus and online.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC101 F	24832	FEB 18-MAY 13	9:00AM-12:00PM	SAT	LYNN	STAFF	\$249
LAC101 V	24833	FEB 21-MAY 18	5:30PM-7:00PM	TUE/THU	REMOTE CLASS	STAFF	\$249

Basic English as a Second Language III

This course is intended for students at the mid-beginner level who already possess foundational English language skills. The focus is on further building vocabulary as well as more complex grammatical structures. Students will practice writing short paragraphs, reading and responding to a greater variety of

texts, and improving their listening and speaking skills in preparation for a high-beginner class. **Textbook required. Prerequisite:** Successful completion of *Basic ESL II* or placement upon initial registration. Classes are offered in person on the Lynn Campus and online.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC102 F	24835	FEB 18-MAY 13	9:00AM-12:00PM	SAT	LYNN	STAFF	\$249
LAC102 V	24834	FEB 21-MAY 18	5:30PM-7:00PM	TUE/THU	REMOTE CLASS	STAFF	\$249

Basic English as a Second Language IV

This course is intended for students at the high-beginner level who already possess most foundational English language skills. The focus is on further building vocabulary as well as advanced grammatical structures. Students will practice writing short paragraphs, reading longer and more complex texts, and improving their listening and speaking skills in preparation for the intermediate level. **Textbook required. Prerequisite:** Successful completion of *Basic ESL III* or placement upon initial registration. Classes are offered in person on the Lynn Campus and online.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC103 F	24838	FEB 18-MAY 13	9:00AM-12:00PM	SAT	LYNN	STAFF	\$249
LAC103 V	24837	FEB 21-MAY 18	5:30PM-7:00PM	TUE/THU	REMOTE CLASS	STAFF	\$249

Low-Intermediate ESL

This course is recommended for students who intend to take more advanced level noncredit classes or who wish to transition to credit ESL classes in the future. It concentrates on reinforcing and developing individual reading, writing, and oral skills in preparation for high-intermediate ESL classes. **Textbook required. Prerequisite:** Successful completion of *Basic ESL IV* or placement upon initial registration. Classes are offered in person on the Lynn Campus and online.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC105 F	24841	FEB 18-MAY 13	9:00AM-12:00PM	SAT	LYNN	STAFF	\$249
LAC105 V	24840	FEB 22-MAY 19	5:30PM-7:00PM	WED/FRI	REMOTE CLASS	STAFF	\$249

High Intermediate ESL

This course is recommended for students who intend to take more advanced level noncredit classes or who wish to transition to credit ESL classes in the future. It concentrates on reinforcing and developing more academically geared reading, writing, and oral skills in preparation for low-advanced ESL classes. **Textbook required. Prerequisite:** Successful completion of *Low-Intermediate ESL* or placement upon initial registration. Classes are offered in person on the Lynn Campus and online.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC106 F	24846	FEB 18-MAY 13	9:00AM-12:00PM	SAT	LYNN	STAFF	\$249
LAC106 V	24845	FEB 21-MAY 18	5:30PM-7:00PM	TUE/THU	REMOTE CLASS	STAFF	\$249

Low Advanced ESL

This course is intended for students who already possess intermediate-level English skills and are ready for more advanced level noncredit classes or who wish to transition to credit classes in the future. The focus is on reinforcing and developing individual reading, writing, and oral skills as well as reviewing more advanced grammatical concepts. **Textbook required. Prerequisite:** Successful completion of *High Intermediate ESL* or placement upon initial registration. Classes are offered in person on the Lynn Campus and online.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC107 F	24844	FEB 18-MAY 13	9:00AM-12:00PM	SAT	LYNN	STAFF	\$249
LAC107 V	24843	FEB 22-MAY 19	5:30PM-7:00PM	WED/FRI	REMOTE CLASS	STAFF	\$249

Low-Intermediate English Pronunciation for ESL Students

This course is intended for students at the basic to low-intermediate level who want to improve their English pronunciation to better communicate with native speakers. The focus is on differentiating between similar vowel and consonant sounds as well as practicing American English rhythm and intonation. **Textbook required. Prerequisite:** Placement upon initial registration. Open to all basic and low-intermediate level students. Classes are offered in person on the Lynn Campus and online.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC104 F	24849	FEB 18-MAY 13	9:00AM-12:00PM	SAT	LYNN	STAFF	\$249

Intermediate-Advanced English Pronunciation for ESL Students

This course is intended for students at the high-intermediate to advanced level who want to further improve their English pronunciation to communicate more successfully with native speakers. The focus is on differentiating between more complex vowel and consonant sounds as well as practicing more complicated American English stress and intonation patterns. **Textbook required. Prerequisite:** Successful completion of *Low-Intermediate English Pronunciation* or placement upon initial registration. Classes are offered in person on the Lynn Campus and online.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC204 F	25352	FEB 18-MAY 13	9:00AM-12:00PM	SAT	LYNN	STAFF	\$249

An Introduction to Academic Writing

This course is designed to prepare non-credit ESL students for the credit ESL program. Students work on writing well-formed sentences using academic language. They also learn to apply an organizational plan in developing clear and cohesive paragraphs. Emphasis is on expanding use of academic vocabulary, writing with topic sentences, supporting details, correct verb tenses and word forms. **Textbook required. Prerequisite:** LLC 110-123 and ELLW 1-2, or completion of *Basic ESL III*, or ESL 063 C to A and ESL 061 C to A, or ESL 065 C- to D-.

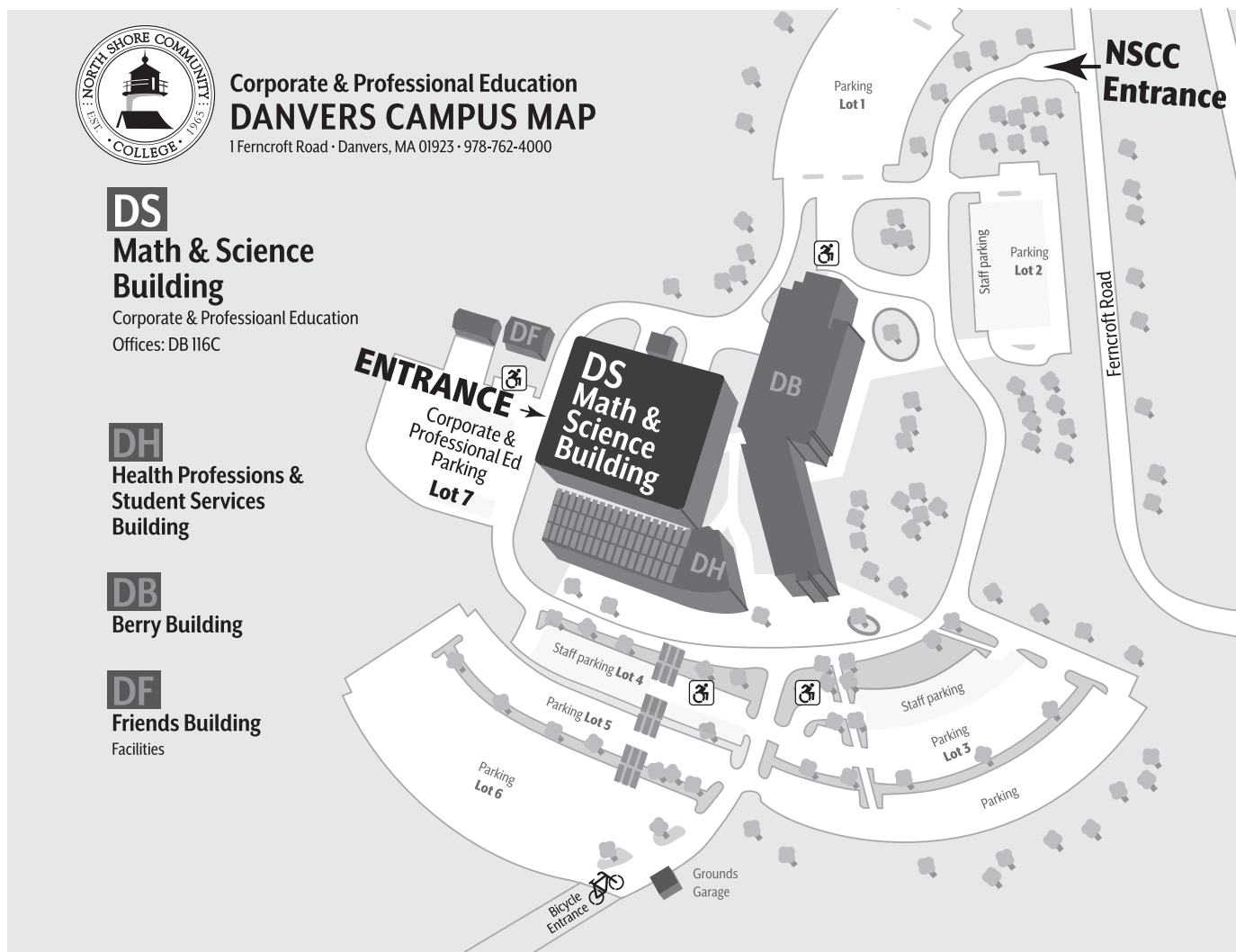
COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC010 F	25959	FEB 22-MAY 24	5:30PM-7:00PM	MON/WED	LYNN	STAFF	\$249

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GENERAL INFORMATION

CAMPUS LOCATIONS



DS
Math & Science Building

Corporate & Professional Education
 Offices: DB 116C

DH
Health Professions & Student Services Building

DB
Berry Building

DF
Friends Building
 Facilities

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

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

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

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

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

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

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

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

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

POLICIES

Affirmative Action/Equal Opportunity

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

Accessibility Services

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

Alcohol and Drug Policy

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

Drug Free Schools and Campuses

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

Community Notification of Where to Access Sex Offender Information

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

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

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

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

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

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

Computer Use Policy

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

INFORMATION DIRECTORY

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

NORTH SHORE COMMUNITY COLLEGE BOOKSTORE

The Northshore Community College Bookstore is here for you!

Please visit www.SHOPNSCC.com to order books.

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

Winter/Spring 2023 Store Hours, Danvers and Lynn

December 1-16	M-F	9:00AM – 4:00PM	January 2-6	M-F	9:00AM – 4:00PM	January 20	F	9:00AM – 4:00PM
December 19-22	M-TH	9:00AM – 4:00PM	January 9-13	M-F	9:00AM – 5:00PM	January 23-26	M-TH	9:00AM – 5:30PM
December 23	F	9:00AM – 1:00PM	January 17-19	T-TH	9:00AM – 5:30PM	January 27	F	9:00AM – 4:00PM
December 26-30	M-TH	9:00AM – 3:00PM						

All other Winter/Spring 2023 non-Holiday days are 9:00AM to 4:00PM (subject to change)

Important Bookstore information

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

Danvers Bookstore. Students will be able to pick up their books outside of the back of math and science building (near door 4) and signs are posted around the campus indicating where the book pick-up is located. Their online orders will have the same process as Lynn in that the confirmation email that is sent after a student places an online order. In the email it tells them that they must wait until a bookstore employee calls them to set a time and day for them to pick up their order. Once a time and day are set up they can come at that time and pick up their books and supplies. When they arrive at the pick-up location, there is a sign including our phone number, indicating they need to call and let us know they're here. When they call, an employee will meet them at their vehicle, and hand them their order.

WINTER/SPRING 2023 HOLIDAY SCHEDULE

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

Monday, January 2: New Year's Day ■ Monday, January 16: Martin Luther King Day ■ Monday, February 20: President's Day
March 13-March 18: Spring Recess, day and evening classes ■ Monday, April 17: Patriots' Day ■ Monday, May 29: Memorial Day

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

Registration Information

Online Registration Now Available!

Register with ease at northshore.coursestorm.com

Policies

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

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

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

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

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

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

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

Walk-in Registration. A COVID-19 vaccination is required for students attending in-person classes for the Winter/Spring 2023 semester and for anyone coming to campus for in-person services. Call 978-236-1200 or email professional@northshore.edu for assistance.

Danvers Campus:

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

Lynn Campus:

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

COVID-19:

- A COVID-19 vaccination is required for students attending in-person classes and for anyone coming to campus for in-person services during the Winter/Spring 2023 semester. Students must show proof of vaccination before they will be able to register for in-person courses or come to our campuses for in-person services during the Winter/Spring 2023 semester. Students who are ready to comply with this mandate can submit proof they are fully vaccinated right now: <https://bit.ly/3EjBCRm>. This link will only work if you are currently signed into your NSCC Gmail account.
- NSCC will continue to offer courses for the Winter/Spring 2023 semester in online and video-conference formats. Students can register for these courses without proof of their COVID-19 vaccination status.

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

Suggestions To Be Successful

We will continue to offer the following style classes:

Face to Face: We're back on campus!

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

Online: Self-paced classes that flex with your schedule. This structure allows you to plan study time around your day, and balance work and family commitments with your schedule.

Hybrid: A combination of live remote, self-paced course work and if required lab time. *Note: Lab and clinical portion of programs is subject to change depending on the status of the COVID-19 pandemic.*

Review the schedule carefully to see how your class is being offered. If you need support visit: northshore.edu/help.

Tips for taking an online course:



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



Read the information. The directions for completing assignments are written in the course!



Do your own work! Plagiarism is not acceptable and could make you fail the course.



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



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



Use a calendar to schedule reminders for assignment due dates.



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



Check your email every day.



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



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



Corporate Training SOLUTIONS

Train your people. Transform your company.

Train Your People. Transform Your Company.

Corporate Training Solutions (CTS) at North Shore Community College works with businesses to provide:

- **Custom Training for Employers** – Work with us to design a high quality, interactive, customized program for your team! Our team will work with you to make sure the content of the programs matches your specific learning objectives.
- **Group Training for Employees** – CTS creates a much richer learning experience for your team! Our group training programs are delivered by expert facilitators who understand the importance of updating the skills of the workforce.

Upcoming Opportunity: Essential Skills for Leaders

This highly interactive training program consists of ten three-hour modules delivered over ten consecutive weeks on Wednesdays 8:30-11:30AM or 12:30-3:30PM. To learn more about this training, scan the QR code.



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

CONTACT

Adelin Nunez, Director, Workforce Development and Training
978-236-1205 | anunez@northshore.edu



NORTH SHORE COMMUNITY COLLEGE
Corporate & Professional
EDUCATION

NONPROFIT ORGANIZATION
U.S. POSTAGE
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NORTH SHORE
COMMUNITY COLLEGE

ECRWSS POSTAL CUSTOMER

1 Ferncroft Road • Danvers, MA 01923-1840

northshore.edu/professional

978-236-1200

FREE Training Available.



North Shore Community College,

through funding from the Commonwealth of Massachusetts, is offering **Nurse Assistant/Home Health Aide, Community Healthworker, Recovery Coach, and IT Technical Support Specialist.** Please view pages 5, 8, 11, and 13 for course descriptions

For more information please contact

PHONE: 978-236-1200

EMAIL: professional@northshore.edu

northshore.edu/professional



We are happy to answer your questions so you can share in this opportunity!



northshore.edu/professional/free_courses