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noncredit  
courses  
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ESL



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## DEAN'S MESSAGE



Nothing ever stays the same at Corporate and Professional Education at NSCC. As I am writing this, it has been 11 months since we have left our offices at NSCC to work from home. You will be reading this summer catalog sometime this spring and will likely be planning for your future. We want to help you make good decisions, knowing that our instructors are motivated to help you learn and to start fresh and that you are interested in a change.

**Learn from the Experts!** This summer catalogue brings new approaches to learning with our instructors who are always innovative and creative. As you can see from our cover, many of our instructors are using Zoom or other platforms to make sure that you can learn from home. The brief instructor bios that we have inside this catalog give you an idea of the breadth and depth of the knowledge that NSCC instructors bring to the table. There are experts like Candace Dryden, who is a Registered Landscape Architect and will be teaching *Landscape Design Drawing: Session Three and Materials and Methods of Landscape Construction* for us this summer. Her love of sustainable practices, combined with her design and project

management background, make her the ideal instructor for those who are simply interested in landscape design or want to complete our Landscape Design Certificate.

Greg West has many talents and he brings them all to the classroom. He not only teaches in our credit EMT program, but Greg is a professional photographer (thank you Greg for helping with our cover photos) and has been teaching our photography classes for many years. As a professional photographer and well-respected teacher, Greg can help you learn Digital Photography this summer with our *Digital Photography Part One* and *Part Two* classes. He also is teaching *Adobe Lightroom*, a great class (and a very cool one, I might add) to help you learn photo management.

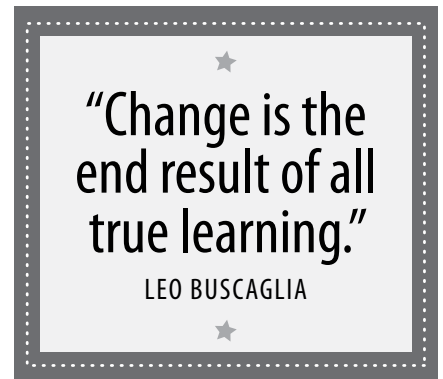
**Search, Find, Click, Pay: Register with ease today!** And in case you missed it, we have a new “Shopping cart” to make registering for our classes easy. Go to [northshore.coursestorm.com](http://northshore.coursestorm.com) and find exactly what you need to make the changes that you have been wanting to make. We are here to help you create the change you envision. Email [professional@northshore.edu](mailto:professional@northshore.edu) with any questions you may have.

*Dianne Palter Gill*

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

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Microsoft Office Suite Certificate	XMO	15
Nurse Assistant/Home Health Aide	XCN	5
Personal Fitness Trainer Certification	XPF	12
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NSCCProfessionalEducation](http://www.facebook.com/NSCCProfessionalEducation)

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

# 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 working remotely throughout the COVID-19 period. During this time staff remain 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, the Workforce Investment Opportunity Act (WIOA), and the Federal/State Financial Aid (Pell Grants, Scholarships and Stafford Loans).

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

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

**North Shore Community College offers many certificate and certification training programs that may qualify for funding. For more information visit [www.masshire-nscareers.org](http://www.masshire-nscareers.org) or call 978-825-7200.**

# Credit for Prior and Experiential Learning

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

Visit [www.northshore.edu/cas/credit/evaluation-credit.html](http://www.northshore.edu/cas/credit/evaluation-credit.html) for more information.

# Remote Learning is Happening at The Adult Learning Center!

## Creating Opportunities for Education, Workplace Training, and Career Exploration 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 incorporate academics with college and career readiness into 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.**

There is an opportunity for every starting point:

- Level 3: at least 9th grade skills in Reading and Math
- Level 2: at least 5th to 8th grade skills in Reading and Math
- Level 1: at least 2nd to 5th grade skills in Reading and Math

Current circumstances require that our classes are held on Zoom. If you are thinking, "I can't do that!," then talk to us first. We had to learn how to do this too, so we can help. It is not as hard as you think! If you do not have the digital access you need, contact us. We have resources to assist you. All face-to-face classes held on the Danvers campus.

- ▶ **Schedule an appointment for an assessment to begin the process. Contact Erin O'Brien at 978-236-1226 to learn more.**

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### Cannot Attend Classes in Person at All?

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

- Commit to 5 hours of Distance Learning work per week
- Attend an orientation session
- Participate in periodic face-to-face meetings
- Conduct ongoing email communication with instructors

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

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### Get Into the Tech Industry!

**Earning industry certification can give you the edge up needed to advance in your career. This is for students with OR without a high school diploma.**

A new integrated and education training 20-week program is offered at the Adult Learning Center. You will learn CyberSafe, CompTIA IT Fundamentals, Service Desk and Support Analyst, Microsoft Office Bootcamp, and more! Don't miss this opportunity! The median level wages for these jobs range from \$41,940-\$60,090. In addition to the IT classes, students will either study for their HiSET or work on Accuplacer skills to advance their reading or math proficiency.

- ▶ **Interested? Contact Stacy Randell-Shaheen at [srandell@northshore.edu](mailto:srandell@northshore.edu).**

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### Special Opportunity for Employees at North Shore Medical Center/Salem Hospital

Want to improve your English language skills? Better fluency in English can improve communication between employees, managers, and patients. It can also open the door to career advancement. If you work at Salem Hospital, or know someone who does, please ask about our employer-sponsored ESL classes. Earn your hourly rate while you learn!

- ▶ **Contact Stacy Randell-Shaheen at [srandell@northshore.edu](mailto:srandell@northshore.edu) or 978-236-1227 for more information.**

# Attention! 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!

Register today! We've made it easy for you: <https://northshore.coursetorm.com> 978-236-1200

## We have a new refund policy!

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

## Online Courses & Career Training Programs



### Career Training

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

Cisco CCNA ■ Digital Marketing Strategist ■ CBCS Medical Billing and Coding  
CCA Certified Medical Administrative Assistant with Medical Billing and Coding  
Web Design Professional  
Certified Administrative Professional with Microsoft Office Specialist 2019  
CompTIA Certification Training: A+, Network+, Security+  
Full Stack Software Developer ■ Python Developer

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

### Professional Development & Personal Enrichment

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

Accounting and Finance ■ 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](http://www.ed2go.com/nscc)



### Online Training + You = Success

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

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

### New! Connect LIVE. Online

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

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



## HEALTH CARE

If you're passionate about helping people and making a difference in their lives, working in health care can be one of the most rewarding career choices there is. The industry already employs over 18 million people.

According to the Bureau of Labor and Statistics, **employment in healthcare occupations is projected to grow 15 percent from 2019 to 2029**, much faster than the average for all occupations, adding about 2.4 million new jobs. Healthcare occupations are projected to add more jobs than any of the other occupational groups. You could work directly with people. Or you could work in laboratories to get information used in research or diagnosis. Health service employees go to work at a variety of different sites. Some work in hospitals, offices, or laboratories. Others work on cruise ships, at sports arenas, or within communities.

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

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

**QUICK FACTS:** Nurse Assistants Plus (Nurse Assistant, Phlebotomy and EKG) help care for patients in hospitals. Under the direction of nurses, they run lab tests, EKG's and assist patients as needed.

Median Level Wages	\$40,770
Preparation	High school diploma or equivalent required for Phlebotomy certification. Short-term training program, and pass the Massachusetts state licensing exam to become a Certified Nurse Assistant.
10 Year Projected Growth	Massachusetts: 17.2%

Enhance your skills and employment opportunities with these three certifications



– Data from Massachusetts Career Information Systems.

See course schedule below.



**Jennifer J. Sayler, BS, RN, CHPN** has been an RN for 21 years, and currently works full time as a hospice nurse. She has been teaching CNA/HHA courses for 15 years and joined the faculty of North Shore Community College in 2017. Jennifer is a strong advocate for CNAs both in school and in the workplace and feels privileged to teach the next generation of healthcare providers. In her spare time, Jennifer enjoys all things Red Sox!

### NURSE ASSISTANT/HOME HEALTH AID (XCN)—HYBRID COURSE

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

Median Level Wages	\$33,810
Preparation	High school diploma or equivalent recommended. Be at least 16 years old. Short-term training program, and pass the Massachusetts state licensing exam.
10 Year Projected Growth	Massachusetts: 10.0%



– Data from Massachusetts Career Information Systems

Nurse Assistant training prepares you for an entry-level career in healthcare. Training includes preparation for the State Board exam to become certified, along with certifications in Home Health Aide, CPR, and CMS Hand in Hand Dementia Training. Fulfill your classroom hours remotely and your clinical\* experience in a local nursing facility with Registered Nurse Instructors. Skills will be taught in our state-licensed lab\* with safe social distancing and sanitation guidelines. Skills include vital signs, moving and turning patients, personal care basics, bed-making, bed, bath and feeding, record keeping and responding to emergencies. Open to students 16 years of age and older. Students must take and pass the State Board examination to become a Certified Nurse Assistant in the state of Massachusetts. The cost of the state exam is not included in the cost of tuition. **Textbook and workbook required.** Visit [www.hartmanonline.com](http://www.hartmanonline.com) to order textbooks: ISBN: 9781604250701 and ISBN: 9781604250718. **Prerequisites:** (1) It is strongly recommended that students take the Accuplacer Placement Exam for advising purpose. For testing information or to schedule exam please visit: [www.northshore.edu/cas/testing](http://www.northshore.edu/cas/testing). (2) A CORI check is required. Please call 978-236-1200 to schedule. (3) Proof of immunizations and a negative TB test is required at the start of class. \*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 H1	65187	MAY 26-AUG 09	8:00AM-12:00PM	MON/WED/FRI	FLEX DANVERS	DONAHUE	\$1,299
HEA100 H2	65185	JUN 08-AUG 18	5:30PM-9:30PM	TUE/WED/THU	FLEX LYNN	STAFF	\$1,299
HEA100 H3	65188	JUL 13-OCT 26	5:30PM-9:30PM	TUE/THU	FLEX LYNN	SAYLER	\$1,299

### Phlebotomy and EKG Career Path—Hybrid Course

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). Includes CPR and optional lab. 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. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility. **Cost includes the required eBook.** Exam not included in the cost of the program. **Prerequisite:** High School Diploma or GED. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For testing information or to schedule exam please visit: [www.northshore.edu/cas/testing](http://www.northshore.edu/cas/testing). *Lab 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 H	65615	MAY 25-AUG 26	9:00AM-1:00PM	TUE/THU	FLEX LYNN	STAFF	\$2,499
HEA115 H1	65191	JUL 12-OCT 27	6:00PM-9:30PM	MON/WED	FLEX DANVERS	STAFF	\$2,499

### PHLEBOTOMIST (XPH)—HYBRID COURSE



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

Median Level Wages	\$39,670
Preparation	High school diploma or equivalent recommended for training, required for certification. Short-term training program.
10 Year Projected Growth	Massachusetts: 16.1%

– Data from Massachusetts Career Information Systems

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). Includes CPR and optional lab. 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. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility. **Cost includes the required eBook.** Exam not included in the cost of the program. **Prerequisite:** High School Diploma or GED. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For testing information or to schedule exam please visit: [www.northshore.edu/cas/testing](http://www.northshore.edu/cas/testing). *Lab 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
HEA103 H	65190	MAY 25-AUG 31	6:00PM-9:00PM	MON/WED	FLEX LYNN	STAFF	\$1,949
HEA103 H1	65614	JUN 28-OCT 06	8:30AM-12:00PM	MON/WED	FLEX DANVERS	STAFF	\$1,949

### EKG TECHNICIAN (XET)—HYBRID COURSE

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

Median Level Wages	\$56,850
Preparation	High school diploma or equivalent required. Short-term training program.
10 Year Projected Growth	Massachusetts: 8.5%

– Data from Massachusetts Career Information Systems

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). Optional lab\* time is available. **Cost includes the required eBook.** Exam not included in the cost of the program. **Prerequisite:** High School Diploma or GED. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For testing information or to schedule exam please visit: [www.northshore.edu/cas/testing](http://www.northshore.edu/cas/testing). \*Lab portion of the program is subject to change depending on the status of the COVID-19 pandemic.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA102 H	65192	JUN 01-AUG 03	6:00PM-9:00PM	TUE/THU	FLEX DANVERS	STAFF	\$999

### CENTRAL STERILE PROCESSING (XSP)

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

Median Level Wages	\$48,470
Preparation	High school diploma or equivalent required. Short-term training with moderate on-the-job-training. Certification will increase wage.
10 Year Projected Growth	Massachusetts: 8.2%

**WIOA  
Approved**

Look for  
Central Sterile  
Processing classes  
in Fall 2021.

– Data from Massachusetts Career Information Systems

### DENTAL ASSISTANT (XDA)—HYBRID COURSE

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

Median Level Wages	\$48,450
Preparation	High school diploma or equivalent required. Short-term training.
10 Year Projected Growth	Massachusetts: 6.1%

**WIOA  
Approved**

– Data from Massachusetts Career Information Systems

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 optional lab time.\* 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. **Cost includes required eBook.** Exam not included in the cost of the program. **Prerequisite:** High School Diploma or GED. It is strongly recommended that students take the Accuplacer Placement Exam for advising purposes. For testing information or to schedule exam please visit: [www.northshore.edu/cas/testing](http://www.northshore.edu/cas/testing). \*Lab 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
HEA106 H	65183	MAY 26-AUG 30	6:00PM-9:00PM	MON/WED	FLEX LYNN	STAFF	\$1,749
HEA106 H1	65184	JUL 26-SEP 22	9:00AM-12:00PM	MON/WED/FRI	FLEX DANVERS	STAFF	\$1,749

### MEDICAL INTERPRETING CERTIFICATION PREP (XMC)—REMOTE LEARNING COURSE

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

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

**WIOA  
Approved**

– Data from Massachusetts Career Information Systems

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



**Catherine Bermudez Sanabria**, Certified Medical Healthcare Interpreter, holds a Master's in Education/ESL from Interamerican University of Puerto Rico, and specializes in VRI (Video Remote Interpreting and OPI (Over the Phone Interpreting). Catherine formerly worked at Baystate Medical Center in Springfield, MA as a staff interpreter. She is an experienced medical interpreting instructor and has also interpreted for Due Process Hearings, Unemployment Hearings, IEP School Department Hearings, and Department of Social Services Hearings.

of the course, you will receive a certificate of completion from the college and may elect to apply for national certification. Certification fees are not included in the price of the course. **Prerequisites:** High school diploma or equivalent. Students must be fluent in English and one other language. Screening required, call 978-236-1200 to request a screening appointment after registration. **Textbook required:** "What You Need to Know to Become a Medical Interpreter," ISBN: 9780578411910. Available at Amazon.com.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA110 V	65193	JUN 12-AUG 21	9:00AM-3:30PM	SAT	DISTANCE LEARNING	STAFF	\$1,199

## ONLINE HEALTH PROGRAMS MEDICAL BILLING & CODING

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

Median Level Wages	\$42,330
Preparation	High school diploma or equivalent required. Short-term training. Currently employed in healthcare.
10 Year Projected Growth	Massachusetts: 10.4%

– Data from Massachusetts Career Information Systems

### **New! Medical Billing and Coding Comprehensive with Certified 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 the 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 CRN: 65685 ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER! COST: \$3,495

### **New! 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. **Exam voucher included! Upon completion choose the 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 CRN: 65686 ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER! COST: \$2,995

## DIALYSIS (XDT)—ONLINE COURSE

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

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

– Data from Massachusetts Career Information Systems

Provides a detailed introduction to the knowledge needed to perform the responsibilities of a Dialysis Technician. Course covers normal kidney physiology, the basic principles of hemodialysis, kidney dialysis machines, dialyzer preparation and reprocessing as well as how to assist dialysis patients in managing their disease and treatment. For more information call 978-236-1200. Online course can be started at any time during the semester. You must call 978-236-1200 to register for this course.

COURSE CODE: HEA107 CRN: 65205 ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER! COST: \$1,299

## PHARMACY TECHNICIAN (XPT)—ONLINE COURSE


 WIOA  
Approved

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

Median Level Wages	\$35,660
Preparation	High school diploma or equivalent required. Short-term training. Pass the Massachusetts certification and licensing exams.
10 Year Projected Growth	Massachusetts: 8.8%

– Data from Massachusetts Career Information Systems

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 PTCEB exam(s): Pharmacy Technician Certification Board (PTCEB) 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.* **Cost includes required Ebook.** Exam not included in the cost. **Prerequisite:** High School Diploma or GED. You must call 978-236-1200 to register for this course.

COURSE CODE: HEA116 CRN: 65206

ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER!

COST: \$1,299

## HEALTH CARE COURSES IN SPANISH

### EKG Technician in Spanish—Online Course

¡Los técnicos de EKG están en demanda! Pueden trabajar en consultorios médicos, hospitales, clínicas y otras instalaciones y organizaciones dedicadas a la atención médica. Los técnicos de EKG también trabajan para compañías de seguros para proporcionar datos para pólizas de seguro de vida y salud. Al igual que otras profesiones sanitarias en crecimiento, se espera que la demanda de técnicos para la toma de electrocardiogramas, continúe creciendo sustancialmente. Para el año 2024 aproximadamente un 25% más de trabajos de técnico de EKG estarán disponibles. Este programa técnico para técnico de EKG, prepara a los alumnos para efectuar la toma de electrocardiogramas (EKG). Este curso incluirá información sobre anatomía y fisiología del corazón, procesos de enfermedades médicas, terminología médica, ética médica, aspectos legales del contacto con el paciente, electrocardiografía y pruebas de estrés. ¡Un curso altamente interactivo! Hay varios exámenes de certificación nacional disponibles para los alumnos que completan con éxito este programa: National Workforce Career Association (NWCA) Certified EKG Technician (CEKG). Los estudiantes que completan este programa son elegibles para participar en una oportunidad de práctica voluntaria opcional con una compañía / agencia / organización local cuyo trabajo se alinea con esta área de estudio para obtener una valiosa experiencia práctica. A medida que los alumnos avanzan en su programa de eLearning, un Coordinador de Externship se comunicará para coordinar la colocación. Se recomienda fuertemente que los estudiantes tomen el Examen de Colocación Accuplacer para fines de asesoramiento. Para obtener información sobre las pruebas o para programar un examen, por favor visita: [www.northshore.edu/cas/testing](http://www.northshore.edu/cas/testing). Para registrarse visita: [northshore.edu2.com](http://northshore.edu2.com).

COURSE CODE: HEA402 CRN: 65660

LOS CURSOS EN LINEA SE PUEDEN INICIAR EN CUALQUIER MOMENTO DURANTE EL SEMESTRE!  
ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER!

COST: \$999

### Phlebotomy Technician in Spanish—Online Course

El flebotomista es un miembro vital del equipo del laboratorio clínico, cuya función principal es obtener muestras de sangre del paciente mediante punción venosa y microcolectión con fines de prueba. Los flebotomistas se emplean en todo el sistema de atención médica, incluidos hospitales, centros de salud del vecindario, consultorios médicos grupales, HMO, centros de salud pública, hospitales veteranos, compañías de seguros y en otros entornos de atención médica. La demanda de técnicos en flebotomía ha aumentado sustancialmente con la complejidad general de los servicios de salud y los riesgos de enfermedades infecciosas. Los expertos actuales de la industria de la salud predicen un aumento del 15% en los trabajos de flebotomía para 2018. El Programa de técnico en flebotomía prepara a los alumnos para recolectar muestras de sangre de los clientes con el fin de realizar análisis de laboratorio. Los alumnos se familiarizarán con todos los aspectos de la recolección de sangre y ejecutarán las habilidades necesarias para realizar las venopunturas de manera segura. También incluye terminología, procedimientos de extracción de sangre, orden de extracción y otros temas interesantes. ¡El programa también incluye una práctica clínica externa opcional en un proveedor de atención médica local! Hay varios exámenes de certificación nacional disponibles para los alumnos que completan con éxito este programa: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT). Los estudiantes que completan este programa son elegibles para participar en una oportunidad de práctica voluntaria opcional con una compañía / agencia / organización local cuyo trabajo se alinea con esta área de estudio para obtener una valiosa experiencia práctica. A medida que los alumnos avanzan en su programa de eLearning, un Coordinador de Externship se comunicará para coordinar la colocación. Se recomienda fuertemente que los estudiantes tomen el Examen de Colocación Accuplacer para fines de asesoramiento. Para obtener información sobre las pruebas o para programar un examen, por favor visita: [www.northshore.edu/cas/testing](http://www.northshore.edu/cas/testing). *Nota: el centro de prácticas externas puede requerir documentación adicional que incluya registros de salud, inmunizaciones, detección de drogas, verificación de antecedentes penales, etc. Para registrarse visita: <https://northshore.edu2.com>.*

COURSE CODE: HEA403 CRN: 65659

LOS CURSOS EN LINEA SE PUEDEN INICIAR EN CUALQUIER MOMENTO DURANTE EL SEMESTRE!  
ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER!

COST: \$1,949

### Phlebotomy/EKG in Spanish—Online Course

El flebotomista es un miembro vital del equipo del laboratorio clínico, cuya función principal es obtener muestras de sangre del paciente mediante punción venosa y microcolectión con fines de prueba. Los flebotomistas se emplean en todo el sistema de atención médica, incluidos hospitales, centros de salud del vecindario, consultorios médicos grupales, HMO, centros de salud pública, hospitales veteranos, compañías de seguros y en otros entornos de atención médica. La demanda de técnicos en flebotomía ha aumentado sustancialmente con la complejidad general de los servicios de salud y los riesgos de enfermedades infecciosas. Los expertos actuales de la industria de la salud predicen un aumento del 15% en los trabajos de flebotomía para 2018. El Programa de técnico en flebotomía prepara a los alumnos para recolectar muestras de sangre de los clientes con el fin de realizar análisis de laboratorio. Los alumnos se familiarizarán con todos los aspectos de la recolección de sangre y ejecutarán las habilidades necesarias para realizar las venopunturas de manera segura. Este programa técnico para técnico de EKG, prepara a los alumnos para efectuar la toma de electrocardiogramas (EKG). Este curso incluirá información sobre anatomía y fisiología del corazón, procesos de enfermedades médicas, terminología médica, ética médica, aspectos legales del contacto con el paciente, electrocardiografía y pruebas de estrés. ¡Un curso altamente interactivo! Hay varios exámenes de certificación nacional disponibles para los alumnos que completan con éxito este programa: National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT) and National Workforce Career Association (NWCA) Certified EKG Technician (CEKG). Los estudiantes que completan este programa son elegibles para participar en una oportunidad de práctica voluntaria opcional con una compañía / agencia / organización local cuyo trabajo se alinea con esta área de estudio para obtener una valiosa experiencia práctica. A medida que los alumnos avanzan en su programa de eLearning, un Coordinador de Externship se comunicará para coordinar la colocación. Se recomienda fuertemente que los estudiantes tomen el Examen de Colocación Accuplacer para fines de asesoramiento. Para obtener información sobre las pruebas o para programar un examen, por favor visita: [www.northshore.edu/cas/testing](http://www.northshore.edu/cas/testing). *Nota: el centro de prácticas externas puede requerir documentación adicional que incluya registros de salud, inmunizaciones, detección de drogas, verificación de antecedentes penales, etc. Para registrarse visita: <https://northshore.edu2.com>.*

COURSE CODE: HEA415 CRN: 65661

LOS CURSOS EN LINEA SE PUEDEN INICIAR EN CUALQUIER MOMENTO DURANTE EL SEMESTRE!  
ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER!

COST: \$2,499

## CPR

### Professional Rescuer CPR—Hybrid Course

As a public safety professional or healthcare provider, it is your duty to respond to cardiac or breathing emergencies until more advanced medical personnel can take over. Utilizing the most current guidelines, you will be taught basic life support skills for all ages of patients (infant, child, and adult) including rescue breathing, foreign body airway obstruction, 2-person CPR and AED use. Successful completion of all skill stations and the final exam earns a certificate from the American Heart Association for Professional Rescuer CPR, valid for two years. Attendance for the entire course is required for successful completion. **Cost includes a digital eBook.** Class meets virtually on Tuesday, June 1 and on Campus June 2 for lab. *Note: This course is the American Heart Association Basic Life Support (BLS). Meets the CPR requirement for accepted Health Professions students at NSCC.*

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA212 YDH	65203	JUNE 01-JUN 02	9:00AM-12:00PM	TUE/WED	DANVERS CAMPUS	MOORE	\$95

## COMMUNITY HEALTH WORKER—REMOTE LEARNING COURSE

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



WIOA  
Approved

Median Level Wages	\$43,670
Preparation	High school diploma or equivalent required. Short-term training with moderate on-the-job-training.
10 Year Projected Growth	Massachusetts: 10.4%

– Data from Massachusetts Career Information Systems

Community Health Workers (CHW's) play a key role in ensuring the health and well-being of multi-cultural residents in a variety of community-based settings such as homes, schools, clinics, shelters, local businesses, and community centers. Learn the various components and functions of community health work including outreach methods and strategies, individual and community assessment, effective communication, cultural responsiveness and mediation, education to promote healthy behavior change, care coordination and system navigation, use of public health concepts and approaches, advocacy and community capacity building, documentation along with professional skills and conduct. The Community Health Worker (CHW) training program has been developed to align with the Massachusetts Department of Public Health's recommended ten core competencies to prepare you for an entry-level position in community health. **Textbook required:** "Foundations for Community Health Workers," ISBN: 9781119060819.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA120 V	65553	JUN 01-AUG 12	5:30PM-9:30PM	TUE/THU	DISTANCE LEARNING	STAFF	\$1,299

## RECOVERY COACH TRAINING

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



WIOA  
Approved

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

– Data from Massachusetts Career Information Systems

**Recovery Coach Training: Part I—Remote Learning Course**

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

**Textbook required:** “CCAR’S Recovery Coach Academy,” ISBN: 9798675419241, available on Amazon.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA300 V	65549	JUN 14-JUN 23	9:00AM-5:00PM	MON/WED	DISTANCE LEARNING	SIMONS	\$499

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA301 V	65258	JUL 19-JUL 28	9:00AM-5:00PM	MON/WED	DISTANCE LEARNING	SIMONS	\$499

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA302 V	65260	JUL 19-JUL 21	9:00AM-5:00PM	MON/WED	DISTANCE LEARNING	SIMONS	\$279

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

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
HEA303 V	65259	JUL 26-JUL 28	9:00AM-5:00PM	MON/WED	DISTANCE LEARNING	SIMONS	\$279

**TEAS TEST PREPARATION****TEAS Test Preparation for Health Programs: Science—Remote Learning Course**

Preparation for those planning on taking the TEAS test. Life science, human body science and vocabulary, chemical and physical science, and general science will be covered. **Textbook required:** “TEAS Study Manual,” ISBN: 978-156533-2324.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD104 V	65157	JUL 13-AUG 17	9:00AM-11:00AM	TUE	DISTANCE LEARNING	ST PIERRE	\$159

**TEAS Test Preparation for Health Programs: Verbal—Remote Learning Course**

Preparation for those planning on taking the TEAS test. Reading development (including maps, charts, and graphs), English grammar and punctuation will be covered. If time allows, other areas will be reviewed according to student interest and need, and by specific student request. Students must have a basic knowledge of English grammar and punctuation. **Textbook required:** “TEAS Study Manual,” ISBN: 978-156533-2324

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD105 V	65158	JUN 07-JUL 19	6:00PM-8:00PM	MON	DISTANCE LEARNING	ROBICHAUD	\$159

**TEAS Test Preparation for Health Programs: Math—Remote Learning Course**

Preparation for those planning on taking the TEAS test. Focus on whole numbers, fractions and decimals, percentages, ratios and proportion, metric conversions, and algebraic equations. **Textbook required:** “TEAS Study Manual,” ISBN: 978-156533-2324.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD106 V	65159	JUN 02-JUL 14	6:00PM-8:00PM	WED	DISTANCE LEARNING	STAFF	\$159

## PERSONAL FITNESS TRAINER CERTIFICATION (XPF)

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

Median Level Wages	\$53,290
Preparation	High school diploma or equivalent required. Short-term training. Pass a certification exam.
10 Year Projected Growth	Massachusetts: 9.1%

– Data from Massachusetts Career Information Systems

**Certified Personal Trainer Course with CPR—Remote Learning Course**

Two Nationally Certified Personal Trainer Certifications, CPR Certification, and Level 1 Certified Personal Trainer Test Vouchers for one price! Gain all the required skills and knowledge needed to become a Certified Personal Trainer with in-depth instruction and hands-on practical labs. Topics include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessments to game plan a solid program for your client. Hands-on training labs include role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. For Level 1 Certified Personal Trainer you must successfully complete the written and practical exams. For Level 2 Nationally Certified Personal Trainer you must successfully complete your Level 1 exams followed by a 30-hour internship. Hands-on practical training occurs off-site and you must provide your own transportation. Class meets online from 6:00PM to 9:00PM on Tuesdays, followed by off-site lab from 6:00PM to 9:00PM on Thursdays. **Textbook required and not included in the price of the course:** “Fitness Professional’s Handbook,” 7th edition, with web resources (ISBN-13: 9781492523376). Available for purchase online. An e-book is also available for purchase online: ISBN-13: 9781492535935. You can also order the book through W.I.T.S. by calling 1-888-330-9487. *Practical off-site 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	65194	JUN 8-JULY 20	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	STAFF	\$889



## ADVANCED COMPUTER TRAINING

## As technology continues to evolve, your career can too!

There are over 17K IT support jobs in Massachusetts across all industries with strong potential for job growth.

## HELP DESK SUPPORT PROFESSIONAL (XDH)

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

Median Level Wages	\$61,210
Preparation	High school diploma or equivalent. Short-term training. Industry certification.
<b>Required Courses</b> (listed in recommended order): <ul style="list-style-type: none"> <li>• INF307 CompTIA IT Fundamentals</li> <li>• INF106 CyberSafe</li> <li>• INF300 CompTIA A+ Certification</li> </ul> <p style="text-align: center;"><b>You may enroll in any of these courses even if you are not in the certificate program.</b>  <b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b></p>	

– Data from Massachusetts Career Information Systems

**CompTIA IT Fundamentals—Remote Learning Course**

CompTIA IT Fundamentals certification is your launch pad for an IT career. Course provides a strong IT foundation for non-technical professionals and advanced end-users at home, work, college, or high school. Focus on essential IT skills including features and functions of common operating systems and establishing network connectivity, identifying common software applications and their purpose, and using security and web browsing best practices. Prepares you for the CompTIA IT Fundamentals examination (Exam FC0-U61) and is a suggested prerequisite to *CompTIA A+*. Cost of the exam is not included in the cost of the program. **Textbook required:** For textbook information visit: <https://store.comptia.org/p/978-1-64274-089-9>.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF307 V	65171	JUN 01-JUN 24	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	RODRIGUEZ	\$399

**CompTIA A+ Certification Prep—Remote Learning 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, optimized, and perform preventative maintenance of basic PCs, and the ability to connect users to the data they need to do their jobs regardless of the devices being used. This course prepares you to take the CompTIA A+ Certification Exams. Cost of the exam is not included in the cost of the program. **Textbook required:** For textbook information visit: <https://store.comptia.org/p/978-1-64274-138-4>. Class also available online or Live online. Please call 978-236-1200 for more information.



COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF300 V	65173	JUL 13-SEP 02	5:30PM-9:30PM	TUE/THU	DISTANCE LEARNING	RODRIGUEZ	COST: \$1,899

**CompTIA Network+—Online Course**

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



COURSE CODE: INF055	CRN:65176	ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER!					COST: \$1,695
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**CompTIA Security+—Online Course**

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



COURSE CODE: INF057	CRN: 65177	ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER!					COST: \$1,695
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**CompTIA Certification Training: A+, Security+, and Network+—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 the foundational knowledge needed for employment in cutting-edge IT roles. Along with learning the fundamentals of IT, you will study a range of related disciplines, including building and managing a data network, troubleshooting networking issues, routing and switching, risk assessment, and data recovery. To gain further understanding, you will be able to practice the concepts being taught, using interactive virtual software. Possible careers include Tech Support, IT Specialist, Network Administrator, Network Installer, and Security Consultant. **Upon successful completion you will receive exam vouchers for CompTIA™ A+ Exams 220-1001, 220-1002, CompTIA™ Network+ Exam N10-007 and CompTIA™ Security+ Exam SY0-501 at no additional cost.** To register visit <https://careertraining.ed2go.com/northshorecc/search-results/?term=GES327>.



COURSE CODE: INF058	CRN: 65179	ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER!					COST: \$3,995
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**Video Game Design and Development—Online Course**

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

COURSE CODE: INF050	CRN: 65178	ONLINE COURSES CAN BE STARTED AT ANY TIME THROUGHOUT THE SEMESTER!					COST: \$1,995
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**DIGITAL MARKETING CERTIFICATE (XDM)**

<b>QUICK FACTS:</b> Digital marketers/public relations help build a positive public image for organizations.	
Median Level Wages	\$63,100
Preparation	High school diploma or equivalent. Short-term training. Excellent communication and media skills. Computer proficiency.
<b>Required Courses:</b>	
<ul style="list-style-type: none"> <li>• INF238 Digital Marketing</li> <li>• INF233 Website Design and Management with WordPress</li> </ul>	<ul style="list-style-type: none"> <li>• BAA228 Adobe Creative Cloud: Design Amazing Graphics</li> <li>• INF053 HTML Online</li> <li>• INF054 Creating Mobile Apps with HTML</li> <li>• INF240 Google Analytics</li> </ul>
<b>In addition:</b> Students must provide documentation of 40 hours of supervised field work.	
<b>You may enroll in any of these courses even if you are not in the certificate program.</b>	
<b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b>	

– Data from Massachusetts Career Information Systems

**Website Design and Management with WordPress—Remote Learning Course**

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 V	65310	MAY 26-JUN 30	6:00PM-9:00PM	WED	DISTANCE LEARNING	PRATT	\$289

**Digital Marketing for Small Business: Stay in the Game—Remote Learning Course**

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 V	65429	JUL 27-AUG 31	6:00PM-9:00PM	TUE	DISTANCE LEARNING	ST MARTIN	\$289

**HTML and CSS Series—Online Course**

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

COURSE CODE: INF053	CRN:65166	ONLINE CLASSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	COST: \$299
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**Creating Mobile Apps with HTML—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 or tablet computer. By the end you’ll have built your first mobile web app, and you’ll be on your way to making your dream of being a successful mobile app developer a reality! To register visit: [www.ed2go.com/nscc/SearchResults.aspx?SearchTerms=mobile%20apps%20with%20HTML5](http://www.ed2go.com/nscc/SearchResults.aspx?SearchTerms=mobile%20apps%20with%20HTML5).

COURSE CODE: INF054	CRN:65167	ONLINE CLASSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!	COST: \$115
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**GRAPHIC DESIGN CERTIFICATE (XGD)**

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

Median Level Wages	\$63,350
Preparation	High school diploma or equivalent. Artistic aptitude. Short-term training.



**Required Courses:**

- BAA100 Principles of Design
- BAA227 Graphic Design Theory
- BAA228 Adobe Creative Cloud—Design Amazing Graphics: Part I
- BAA232 Adobe Creative Cloud—Design Amazing Graphics: Part II
- 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.**

— Data from Massachusetts Career Information Systems

**Adobe Creative Cloud—Design Amazing Graphics: Part II—Remote Learning Course**

Build on your Photoshop, Illustrator, and InDesign skills learned in Adobe Create Cloud: Part I to create eye-catching designs and graphics. Learn about additional features available in each program to create rich graphics and layouts. Creative uses of Photoshop and Illustrator will be explored along with advanced layout concepts with InDesign. **Prerequisite:** *Adobe Creative Cloud: Part I* or equivalent experience. **Adobe software required:** [www.adobe.com/creativecloud/buy/students.html](http://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
BAA232 V	65669	JUL 12-SEP 20	6:00PM-8:00PM	MON/THU	DISTANCE LEARNING	BURNS	\$579

**Adobe Creative Cloud—Photoshop with InDesign: Part II—Remote Learning Course**

Take Photoshop to the next level with advanced editing techniques, layer masking, smart objects, blending, and composites. Creative uses of Photoshop will be explored as well as advanced layout techniques with InDesign. **Prerequisite:** *Adobe Creative Cloud: Part I* or equivalent experience. **Adobe software required:** [www.adobe.com/creativecloud/buy/students.html](http://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
BAA233 V	65670	JUL 12-AUG 12	6:00PM-8:00PM	MON/THU	DISTANCE LEARNING	BURNS	\$299



**Adobe Creative Cloud—Illustrator with InDesign: Part II—Remote Learning Course**

Take Adobe Illustrator to the next level with advanced drawing techniques, gradient mesh, pattern creation, custom symbols and brushes. Creative uses of vector graphics and text will be explored as well as advanced layout techniques with InDesign. **Prerequisite:** *Adobe Creative Cloud: Part I* or equivalent experience necessary. **Adobe software required:** [www.adobe.com/creativecloud/buy/students.html](http://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
BAA234 V	65671	AUG 16-SEP 20	6:00PM-8:00PM	MON/THU	DISTANCE LEARNING	BURNS	\$299

**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	65672	JUN 08-JUN 22	6:00PM-9:00PM	TUE	DISTANCE LEARNING	ST MARTIN	\$149

**CAD**

**SketchUp Level 1—Remote Learning Course**

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 free 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 V	65244	JUN 03-JUL 29	6:00PM-8:00PM	THU	DISTANCE LEARNING	DRYDEN	\$299

**COMPUTER APPLICATIONS**

**MICROSOFT OFFICE SUITE CERTIFICATE (XMO)**



<b>QUICK FACTS:</b> Secretaries perform a variety of clerical and administrative duties needed to run an office.	
Median Level Wages	\$37,830
Preparation	High school diploma or equivalent. Short-term-training.
<p><b>Required Courses:</b></p> <ul style="list-style-type: none"> <li>• INF101 Introduction to the Computer*</li> <li>• INF110 Microsoft Word: Level 1</li> <li>• INF111 Microsoft Word: Level 2</li> <li>• INF120 Microsoft Excel: Level 1</li> <li>• INF121 Microsoft Excel: Level 2</li> <li>• INF132 Microsoft PowerPoint Workshop</li> <li>• INF145 Microsoft Outlook Workshop</li> <li>• INF104 File Management Proficiency</li> <li>• INF106 CyberSafe</li> </ul> <p>* Students proficient with the computer may replace Introduction to the Computer for a more advanced class.</p> <p><b>To receive an NSCC Certificate in Microsoft Office, students must complete the required courses. Workshops may not be used to fulfill requirements.</b></p> <p><b>You may enroll in any of these courses even if you are not in the certificate program.</b></p> <p><b>You may be able to receive college credit through Prior Learning Assessment and Experiential Learning for these courses.</b></p>	

– Data from Massachusetts Career Information Systems

**Excel for the Workplace: Level 1—Remote Learning Course**

Shave hours off your work time! Create budget and expense reports by entering and copying formulas and functions. Format spreadsheets with different fonts, styles, shading, and color. Create and print colorful bar, line, and pie graphs. Use the database functions to sort and print records. **Textbook and flash drive required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. Must have some experience with Windows and the keyboard. Students must activate their My Northshore account and download Microsoft Software prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF120 V	65281	JUN 03-JUL 15	6:00PM-9:00PM	THU	DISTANCE LEARNING	MCNEIL	\$299
INF120 V1	65280	JUL 21-AUG 25	9:00AM-12:00PM	WED	DISTANCE LEARNING	PARTLAN	\$299

**Excel for the Workplace: Level 2—Remote Learning Course**

Expand your Excel knowledge. Topics include tables, templates, linking sheets and workbooks, range names, database filter and sorts, subtotals and outlines, pivot tables, and macros. **Prerequisite:** Completion of *Excel: Level 1* or equivalent experience. **Textbook and flash drive required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. Students must activate their My Northshore account and download Microsoft Software prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF121 V	65282	JUL 22-AUG 26	6:00PM-9:00PM	THU	DISTANCE LEARNING	MCNEIL	\$299

**Word for the Workplace: Level 1—Remote Learning Course**

Have some typing skills, familiar with the keyboard and Windows? Time to take it to the next level. Learn to create, format, and print all types of documents. Discuss file management, text management, formatting, and much more. **Textbook and flash drive required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. Students must activate their My Northshore account and download Microsoft Software prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF110 V	65276	MAY 25-JUN 29	9:00AM-12:00PM	TUE	DISTANCE LEARNING	PARTLAN	\$299

**Word for the Workplace: Level 2—Remote Learning Course**

Ready to move beyond the basics? Learn how to create, sort, and modify tables, format styles and bookmarks, work with section breaks, insert graphic objects, work with advanced headers and footers, navigate with hyperlinks, create templates, format columns, create footnotes and endnotes, insert a table of figures, and create charts and diagrams. **Prerequisite:** Completion of *Word Level 1* or equivalent experience. **Textbook and flash drive required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. Students must activate their My Northshore account and download Microsoft Software prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF111 V	65279	JUL 13-AUG 17	9:00AM-12:00PM	TUE	DISTANCE LEARNING	PARTLAN	\$299

**Microsoft Bootcamp with Google Apps—Remote Learning Course**

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 and download Microsoft Software prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF161 V	65284	JUN 02-AUG 11	6:00PM-9:00PM	WED	DISTANCE LEARNING	PARTLAN	\$459



Excited about the impact computer business tools have on a person's professional advancement, **Jay Partlan** has been teaching computer applications at colleges and businesses since the early nineties. He continually receives excellent student evaluations, stating he is caring, patient and highly knowledgeable in Microsoft Office.

**COMPUTER APPLICATION WORKSHOPS****Word for the Workplace: Level 1 Workshop—Remote Learning Course**

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 and download Microsoft Software prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF113 V	65230	JUN 02-JUN 09	6:00PM-9:00PM	WED	DISTANCE LEARNING	PARTLAN	\$149

**Excel for the Workplace: Level 1 Workshop—Remote Learning Course**

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 and download Microsoft Software prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF123 V	65232	JUN 16-JUN 23	6:00PM-9:00PM	WED	DISTANCE LEARNING	PARTLAN	\$149

**Excel for the Workplace: Level 2 Workshop—Remote Learning Course**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF124 V	65233	AUG 18-AUG 25	6:00PM-9:00PM	WED	DISTANCE LEARNING	PARTLAN	\$149

**File Management Proficiency—Remote Learning Course**

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 and download Microsoft Software prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF104 V	65237	JUN 07-JUN 14	6:00PM-9:00PM	MON	DISTANCE LEARNING	MCNEIL	\$149

**PowerPoint for the Workplace: Level 1 Workshop—Remote Learning Course**

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 and download Microsoft Software prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF132 V	65236	JUN 30-JUL 14	6:00PM-9:00PM	WED	DISTANCE LEARNING	PARTLAN	\$149

**Outlook for the Workplace: Level 1 Workshop—Remote Learning Course**

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 and download Microsoft Software prior to first class. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF145 V	65363	JUL 21-JUL 28	6:00PM-9:00PM	WED	DISTANCE LEARNING	PARTLAN	\$149

**ADDITIONAL COMPUTER TRAINING****Keyboarding—Online Course**

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

COURSE CODE: INF021	CRN: 65274	ONLINE COURSES CAN BE STARTED ANYTIME THROUGHOUT THE SEMESTER!					COST: \$115
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**Computer: An Introduction—Remote Learning Course**

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 and download Microsoft Software prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF101 V	65275	MAY 25-JUN 15	6:00PM-8:30PM	TUE	DISTANCE LEARNING	MCNEIL	\$209

**Google Apps—Remote Learning Course**

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. **Free Microsoft Office software available with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
INF105 V	65285	JUN 25	9:00AM-3:00PM	FRI	DISTANCE LEARNING	STAFF	\$149
INF105 V1	65286	AUG 4-AUG 11	6:00PM-9:00PM	WED	DISTANCE LEARNING	PARTLAN	\$149

**CyberSafe—Remote Learning Course**

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 V	65174	JUN 21	5:30PM-9:30PM	MON	DISTANCE LEARNING	STAFF	\$89
INF106 V1	65175	AUG 23	5:30PM-9:30PM	MON	DISTANCE LEARNING	STAFF	\$89

# BUSINESS ADMINISTRATION

## BOOKKEEPING & ACCOUNTING CERTIFICATE (XBA)



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

Median Level Wages	\$48,140
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Preparation	High school diploma or equivalent. Short-term training.
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**Required Courses:**

- BAA140 Bookkeeping and Accounting: Part I\*
- BAA141 Bookkeeping and Accounting: Part II
- INF143 QuickBooks Pro: Level 1
- INF144 QuickBooks Pro: Level 2
- INF145 QuickBooks Pro Payroll
- BAA147 Excel for Accounting: Part I
- BAA148 Excel for Accounting: Part II
- BAA150 Taxes for Bookkeepers and Tax Preparers: Introduction
- BAA142 How to Keep an Audit Trail
- INF104 File Management Proficiency
- INF106 CyberSafe
- BAA201 How to Manage Conflict in the Organization
- BAA202 Time Management: Take Control

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

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

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

– Data from Massachusetts Career Information Systems

**Bookkeeping and Accounting: Part I—Remote Learning Course**

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

**Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. Students must activate their My Northshore account prior to first class. **Prerequisite:** *Excel Level 1* or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA140 V	65262	MAY 26-JUN 30	9:00AM-12:00PM	WED	DISTANCE LEARNING	MCALARNEY	\$259
BAA140 V1	65263	JUL 22-AUG 26	6:00PM-9:00PM	THU	DISTANCE LEARNING	MCALARNEY	\$259

**Bookkeeping and Accounting: Part II—Remote Learning Course**

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 I*). Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. **Prerequisite:** *Bookkeeping and Accounting: Part I* or equivalent experience. Students must activate their My Northshore account prior to first class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA141 V	65264	JUL 14-AUG 18	9:00AM-12:00PM	WED	DISTANCE LEARNING	MCALARNEY	\$259

**QuickBooks: Level 1—Remote Learning Course**

An introduction to the current version of QuickBooks for Windows. Topics include chart of accounts, list of vendors, items, customers, cash sales, invoicing, payments, deposits, bank reconciliation, bill payments, and creating reports and graphs. Knowledge of computers and Windows required. **Flash drive required.** **Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. **Prerequisite:** *Bookkeeping and Accounting: Part I* or equivalent experience. Students must activate their My Northshore account and download QuickBooks Software prior to first class. **Free Quickbooks software available for up to 6 months with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA143 V	65266	MAY 27-JUL 01	6:00PM-9:00PM	THU	DISTANCE LEARNING	WASHBURNE	\$299
BAA143 V1	65265	JUL 20-AUG 24	9:00AM-12:00PM	TUE	DISTANCE LEARNING	STAFF	\$299

**QuickBooks: Level 2—Remote Learning Course**

Learn the various areas of QuickBooks that go beyond the basics such as reconciliations, credit cards and other liabilities, class usage, 1099 reporting, sales tax, utilities including importing and exporting files and various back up choices, budgeting, forecasting, and journal entries. **Flash drive required.** **Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. **Prerequisite:** *QuickBooks Level 1* or equivalent experience. Students must activate their My Northshore account and download QuickBooks Software prior to first class. **Free Quickbooks software available for up to 6 months with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA144 V	65267	JUL 15-AUG 19	6:00PM-9:00PM	THU	DISTANCE LEARNING	WASHBURNE	\$299



**Shawn Washburne** teaches Accounting, QuickBooks and Excel. He is an Accounting Manager with audit, tax and corporate accounting experience for private, public and international companies. When Shawn is not "accounting," he can be found hiking in the woods. He and his wife live on the North Shore and have two wonderful children.

**QuickBooks Payroll—Remote Learning Course**

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. **Free Quickbooks software available for up to 6 months with registration!**

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA145 V	65269	AUG 16-AUG 30	6:00PM-9:00PM	MON	DISTANCE LEARNING	STAFF	\$179

**Excel for Accounting: Part I—Remote Learning Course**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA147 V	65418	JUL 21-AUG 25	6:00PM-9:00PM	WED	DISTANCE LEARNING	STAFF	\$299

**PERSONAL BUSINESS SKILLS****Time Management: Take Control—Remote Learning Course**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA202 V	65289	MAY 26-JUN 30	6:00PM-8:30PM	WED	DISTANCE LEARNING	ROBICHAUD	\$299

**How to Manage Conflict in the Organization—Remote Learning Course**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA201 V	65569	JUL 21-AUG 25	6:00PM-8:30PM	WED	DISTANCE LEARNING	ROBICHAUD	\$299

**SHRM ESSENTIALS OF HUMAN RESOURCES MANAGEMENT (XSH)—REMOTE LEARNING COURSE**

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

Median Level Wages	\$46,190
Preparation	High school diploma or equivalent. Short-term training.



– Data from Massachusetts Career Information Systems

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA132 V	65293	JUN 09-JUL 21	6:00PM-9:00PM	WED	DISTANCE LEARNING	REGA	\$499

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA160 V	65294	JUN 01-JUL 22	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	HEIL	\$399

## REMOTE INTERPRETING

### New! Remote Interpreting (Video and Phone)—Remote Learning Course

Calling Interpreters of all Languages! If you speak a second language, you can work from home and make your own hours. There is a tremendous amount of work available for Remote Interpreters—both phone and video—throughout the country. Offered in partnership with TransFluenci EDU, this 30-hour class meets twice a week for 5 weeks. Students will learn the ins and outs of remote interpreting which includes both video and over the phone (VRI and OPI). Students will learn how to set up their offices and computers to accept assignments from a number of companies who are actively searching for interpreters of all languages. The class will cover Medical and Legal Standards of Practice, ethics, HIPAA and intense practice sessions and simulations using a variety of platforms on a wide variety of topics, such as Medical Encounters, Depositions, Unemployment Hearings, Educational Hearings and Meetings such as IEP Meetings, and Due Process Hearings. In addition to intense classroom simulated practice, our instructor will provide advice on best practices, how to apply for assignments, and what to expect as compensation. **Prerequisite:** Students must provide a Certificate of Completion for a minimum of 40 hours of interpreter training or a letter from your employer confirming a minimum of 2 years' experience in providing interpretation in any setting. Students must possess a high school diploma or equivalent. Please register early as a brief telephone interview will be required before acceptance into the course. Please call 978-236-1200 to set up your interview.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA250 V	65594	JUN 02-AUG 25	6:00PM-9:00PM	MON/WED	DISTANCE LEARNING	STAFF	\$599

### New! Legal Interpreting for Depositions, Due Process Hearings and Unemployment Hearing—Remote Learning Course

Trained legal interpreters are in demand throughout Massachusetts and nationwide in law offices, schools, state agencies and contracting agencies. Open to all language interpreters who would like to expand their interpreting skills in a legal setting. Course covers the most in-demand types of hearings, such as Due Process Hearings, Unemployment Hearings, and Depositions. Learn legal terminology and procedural protocols needed to interpret for these various types of hearings. In addition, you will have the opportunity for intense practice through mock hearings. These mock hearings will give you the experience and comfort-level needed to apply for work in the field. **Prerequisite:** Students must provide a certificate of completion for a minimum of 40 hours of interpreter training or a letter from your employer confirming a minimum of 3 years' experience as a working interpreter in any setting. High school diploma or equivalent required and must be fluent in English and one other language. Screening required, call 978-236-1200 to request a screening appointment after registration.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA251 V	65673	JUN 15-AUG 12	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	STAFF	\$1,079

## EVENT PLANNING CERTIFICATE (XEP)

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

Median Level Wages	\$52,480
Preparation	High school diploma or equivalent. Short-term training.

Event Planning classes will resume in the Fall 2021 semester.

– Data from Massachusetts Career Information Systems

## INTERIOR DESIGN CERTIFICATE (XID)

**QUICK FACTS:** Interior designers plan and design spaces and furnish interiors.

Median Level Wages	\$59,760
Preparation	High school diploma or equivalent. Short-term training.

**Required Courses** (listed in suggested order):

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

**Recommended Supporting Courses:**

- AutoCAD
- Adobe Photoshop
- Staging for Interior Design

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

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

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

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

– Data from Massachusetts Career Information Systems

**Principles of Design—Remote Learning Course**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA100 V	65425	JUN 15-JUN 27	6:00PM-9:00PM	TUE	DISTANCE LEARNING	STAFF	\$239

**Textiles and Materials—Remote Learning Course**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA104 V	65242	JUN 7-AUG 2	6:00PM-8:00PM	MON	DISTANCE LEARNING	HAZELTON	\$289

**Interior Design Studio: Living Space—Remote Learning Course**

Learn the technical requirements to complete an interior design project for residential living space. Explore floor planning, color and material coordination, furniture, and schedules. Complete project board that will become part of your professional portfolio. A materials list will be distributed at the first class.

**Prerequisite:** *Drafting for Interior Designers, Fundamentals of Interior Design* or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA111 V	65674	JUN 02-AUG 25	9:30AM-11:30AM	WED	DISTANCE LEARNING	HAZELTON	\$379

**Interior Design Studio: Master Suite—Remote Learning Course**

Learn the technical requirements to complete an interior design project for a master suite. Explore floor planning, color and material coordination, furniture, and schedules. Complete project board that will become part of your professional portfolio. A materials list will be distributed at the first class.

**Prerequisite:** *Drafting for Interior Designers, Fundamentals of Interior Design* or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA112 V	65675	JUN 02-AUG 25	9:30AM-11:30AM	WED	DISTANCE LEARNING	HAZELTON	\$379

**FLORAL DESIGN CERTIFICATE (XFL)**

<b>QUICK FACTS:</b> Floral designers cut and arrange live, dried, and artificial flowers and plants.	
Median Level Wages	\$34,630
Preparation	High school diploma or equivalent recommended. Short-term training.



– Data from Massachusetts Career Information Systems

**PHOTOGRAPHY**

**Digital Photography: Part I—Camera Operations—Remote Learning Course**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA173 V	65313	JUN 01-JUL 20	6:00PM-8:00PM	TUE	DISTANCE LEARNING	WEST	\$189

**Digital Photography: Part II—Shooting Challenges and Post Production—Remote Learning Course**

If you’re comfortable shooting images, whether you’re shooting with a digital camera or an iPhone, this course will challenge you with weekly photo assignments, critiques and advanced skills. Explore more advanced photography topics including shooting in the raw format, capturing motion, utilizing selective focus, HDR shooting, and more. You will establish an efficient post-production workflow and learn to evaluate, enhance and make projects with our images using Adobe Photoshop Elements. This virtual class will meet live using the Zoom platform which requires a computer with microphone, camera and



**Greg West** has been teaching at NSCC for 17 years. He brings his years of experience as both an EMT/firefighter and professional photographer to the classroom for a variety of courses. Gregg offers digital photography classes ranging from introductory courses to specialized classes in post-processing and professional shooting techniques. Greg is both the program director for and an instructor of the Emergency Medical Technician course.

internet access. Course Requirements: Any digital camera, Adobe Photoshop Elements (version 2018 or later), and a computer capable of running Elements.  
**Prerequisite:** *Digital Photography: Part I—Camera Operations* or equivalent experience.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA182 V	65315	JUL 27-AUG 31	6:00PM-8:00PM	TUE	DISTANCE LEARNING	WEST	\$189

**Adobe Lightroom: Post Production—Remote Learning Course**

Establish an efficient and effective workflow with Adobe Lightroom, the most popular photo management program for photographers. Topics will include the Lightroom Classic interface, catalog creation, interface customization and preference settings, importing files, viewing options, naming and moving files/folders, flagging/rating/categorizing, key wording, creating collections, cropping, applying global adjustments, exporting files and file/catalog backup/archiving. From these basics you will extend your abilities in Lightroom to include advanced global editing skills, applying local adjustments, portrait retouching, using smart previews, tethered shooting, creating slide shows, building photo albums, printing and publishing photos and using the map module. This virtual class will meet live using the Zoom platform which requires a computer with microphone, camera and internet access. Subscription to Adobe Photography Plan (\$9.99/month—not required until after the first class)

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
BAA175 V	65433	JUN 17-AUG 05	6:00PM-8:00PM	THU	DISTANCE LEARNING	WEST	\$189

## AGRICULTURE

### LANDSCAPE DESIGN CERTIFICATE (XLD)

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

Median Level Wages	\$84,210
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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 Business of Landscaping
- AFS203 Materials and Methods of Landscape Construction
- AutoCAD
- Adobe Photoshop

**Recommended Supporting Courses:**

- Adobe Illustrator
- Sketchup

**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.

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

– Data from Massachusetts Career Information Systems



**Candace Dryden** has been a Massachusetts Registered Landscape Architect since 2016. She graduated cum laude with a Bachelor of Science degree from University of Massachusetts and an Associate of Science degree from Middlesex Community College. Candace spends her career advocating for a sustainable approach to landscape, incorporating the natural environment and the human element in design and project management.

**Landscape Design Drawing: Session 3**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS213 V	65656	JUN 01-JUL 20	6:00PM-8:00PM	TUE	DISTANCE LEARNING	DRYDEN	\$259



**Business of Landscaping**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS219 V	65658	JUN 07-JUL 19	6:30PM-8:30PM	MON	DISTANCE LEARNING	STAFF	\$259

**Materials and Methods of Landscape Construction**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS203 V	65657	JUL 27-SEP 07	6:00PM-8:00PM	TUE	DISTANCE LEARNING	DRYDEN	\$259

**LANDSCAPE & GARDEN MAINTENANCE CERTIFICATE (XLG)**

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

Median Level Wages	\$30,070 – \$49,780
Preparation	Complete a hands-on or on-the-job training. Valid driver’s license.

**Required Courses:**

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

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

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

– Data from Massachusetts Career Information Systems

**Landscaping and Garden Maintenance—Summer**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
AFS201 BEH	65302	JUN 01-AUG 05	9:00AM-12:00PM	TUE/THU	FIELD PLACEMENT	BOUCHARD	\$259

**GARDENING WORKSHOPS**

**Gardening in Containers—Remote Learning Course**

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 V	65421	JUN 02	6:30PM-08:30PM	WED	DISTANCE LEARNING	FLANAGAN	\$39

**LANGUAGES & COMMUNICATION**

**BASIC ENGLISH AS A SECOND LANGUAGE**



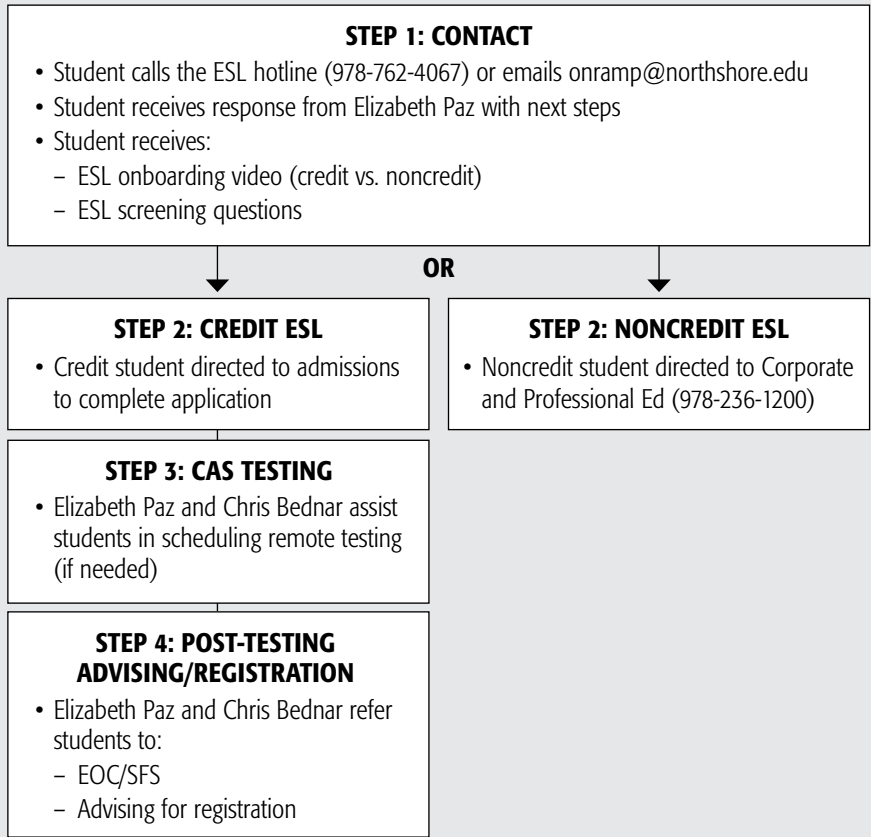
**Anne Calton** is our new ESL Coordinator. She holds a Master’s degree in TESOL and is a Doctoral Candidate in Education with a focus on Curriculum and Instruction. Anne has been teaching English as a Second Language across all levels and skill areas for almost 10 years. Prior to this, she has been working as an ESL instructor and in student and curriculum assessment. She believes that language teaching is not a simple transfer of knowledge, but rather situated language development in which the students’ experiences inform the learning process.

NSSC'S English as a Second Language Department aims to provide non-native speakers of English with skills necessary for their professional and academic advancement. Using both traditional and communicative teaching methods and providing a supportive environment, the ESL department assists students as they work toward the level of linguistic competence necessary for their participation in the local and global community. We are committed to respecting individual cultural and linguistic diversity at North Shore Community College.

Ready to take the next step in advancing your English Language skills? Please see the chart below.

To register call 978-236-1200.

Tiene alguna pregunta? Si no está seguro por dónde empezar y desea mas información, llame al 978-762-4067 o comuníquese por email a: [onramp@northshore.edu](mailto:onramp@northshore.edu).



**Basic English as a Second Language I—Remote Learning Course**

Introduction to English for true beginners whose first language is not English. Course includes extensive vocabulary development, simple reading and writing tasks, basic grammatical concepts, speaking, listening and student interaction. (Basic ESL I) **Textbook required:** Please visit [www.SHOPNSSC.com](http://www.SHOPNSSC.com) to order books. **Prerequisite:** See ESL chart at the beginning of the section for placement detail.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC100 V	65208	MAY 25-JUL 01	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	RINCON	\$239
LAC100 V1	65207	JUN 05-AUG 28	9:00AM-12:00PM	SAT	DISTANCE LEARNING	RINCON	\$239
LAC100 V2	65209	JUL 20-AUG 26	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	RINCON	\$239

**Basic English as a Second Language II—Remote Learning Course**

Vocabulary development is taught, integrated with grammar topics such as plural formation, question words, and basic parts of speech. Write short paragraphs, develop basic strategies for listening comprehension, and improve oral skills. **Textbook required:** Please visit [www.SHOPNSSC.com](http://www.SHOPNSSC.com) to order books. **Prerequisite:** See ESL chart at the beginning of the section for placement detail.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC101 V	65211	MAY 25-JUL 01	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	BUZZI	\$239
LAC101 V1	65210	JUN 05-AUG 28	9:00AM-12:00PM	SAT	DISTANCE LEARNING	STAFF	\$239
LAC101 V2	65212	JUL 21-AUG 27	6:00PM-9:00PM	WED/FRI	DISTANCE LEARNING	STAFF	\$239

**Basic English as a Second Language III—Remote Learning Course**

Learn more complex grammar structures. Practice writing short paragraphs and increase your vocabulary by reading a variety of texts. Speaking skills will be emphasized throughout the course. **Textbook required:** Please visit [www.SHOPNSSC.com](http://www.SHOPNSSC.com) to order books. **Prerequisite:** See ESL chart at the beginning of the section for placement detail.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC102 V	65215	MAY 25-JUL 01	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	STAFF	\$239
LAC102 V1	65214	JUN 05-AUG 28	9:00AM-12:00PM	SAT	DISTANCE LEARNING	BUZZI	\$239
LAC102 V2	65213	JUL 20-AUG 26	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	BUZZI	\$229

We now offer Health Care courses in Español! See pages 9-10.



Loreley Wheeler has been teaching ESL for 35 years, and can confidently say it is her passion. She loves that she is able to help and encourage students to achieve their academic goals and have better lives in their new country. Loreley enjoys meeting new people, traveling and cooking with her family.

### Basic English as a Second Language IV—Remote Learning Course

A high-beginning course that focuses on improving reading skills and building vocabulary. Students plan and write short paragraphs and continue to work on speaking and listening skills. **Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. **Prerequisite:** See ESL chart at the beginning of the section for placement detail.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC103 V	65217	MAY 26-JUL 02	6:00PM-9:00PM	WED/FRI	DISTANCE LEARNING	STAFF	\$239
LAC103 V1	65218	JUN 05-AUG 28	9:00AM-12:00PM	SAT	DISTANCE LEARNING	STAFF	\$239
LAC103 V2	65216	JUL 21-AUG 30	6:00PM-9:00PM	MON/WED	DISTANCE LEARNING	STAFF	\$239

### Integrated Skills for Low-Intermediate ESL Students—Remote Learning Course

Recommended for students intending to take credit ESL classes next semester or those looking to continue to build their skills. Concentrate on reinforcing and developing individual reading, writing, and oral skills in preparation for Intermediate ESL classes. **Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. **Prerequisite:** See ESL chart at the beginning of the section for placement detail.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC105 V	65221	MAY 25-JUL 01	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	STAFF	\$239
LAC105 V1	65220	JUN 05-AUG 28	9:00AM-12:00PM	SAT	DISTANCE LEARNING	STAFF	\$239
LAC105 V2	65219	JUL 20-AUG 26	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	STAFF	\$239

### Integrated Skills for Advanced ESL Students—Remote Learning Course

Intended for High-Intermediate and Advanced speakers of English as a Second Language who would like to improve their reading, writing, listening, and speaking skills. Emphasis will be placed on building vocabulary, and increasing fluency and accuracy in all areas. **Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. **Prerequisite:** Must have completed *Integrated Skills for High/Intermediate ESL* or tested into *Integrated Skills Advanced*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC107 V	65222	MAY 26-JUL 02	6:00PM-9:00PM	WED/FRI	DISTANCE LEARNING	STAFF	\$239
LAC107 V1	65223	JUL 21-AUG 30	6:00PM-9:00PM	MON/WED	DISTANCE LEARNING	STAFF	\$239

### Integrated Skills for High-Intermediate ESL Students—Remote Learning Course

Focus on developing writing, reading, grammar and listening and speaking skills in preparation for more advanced ESL credit courses and to improve English skills for work. **Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. **Prerequisite:** See ESL chart at the beginning of the section for placement detail.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC106 V	65224	MAY 25-JUL 01	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	STAFF	\$239
LAC106 V1	65225	JUL 20-AUG 26	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	STAFF	\$239

### Integrated Skills High Advanced—Remote Learning Course

Intended for advanced speakers of English as a Second Language looking to build further on their reading, writing, grammar, listening, and speaking skills. The class will focus on advanced vocabulary, essay writing, and grammar. **Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. **Prerequisite:** See ESL chart at the beginning of the section for placement detail.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC108 V	65226	JUN 01-AUG 24	6:00PM-9:00PM	TUE	DISTANCE LEARNING	STAFF	\$239

### English Pronunciation and Oral Practice—Remote Learning Course

For non-native speakers of English who want to improve their pronunciation of English sounds so that they can be more easily understood by native English speakers. You will meet individually with the instructor to help identify the sounds that are difficult. Pronunciation practice will include oral dialogues, poem recitation, and short presentations. Learn to understand the phonetic pronunciation symbols in dictionaries. **Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. **Prerequisite:** See ESL chart at the beginning of the section for placement detail.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC104 V	65227	MAY 26-JUL 02	6:00PM-9:00PM	WED/FRI	DISTANCE LEARNING	STAFF	\$239

### ESL: Writing—Remote Learning Course

Recommended to help Low Intermediate ESL and Basic IV students learn how to write correct English at the Low Intermediate level to improve your writing skills. The focus will be on creating grammatically correct sentences, organizing ideas, learning the academic writing process, and revising and self-editing drafts. Learn to open a document in MS Word and attach a file to an e-mail message. **Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books. **Prerequisite:** Must have completed *Basic III*, or tested into *Basic IV*.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC109 V	65416	JUN 05-AUG 28	9:00AM-12:00PM	SAT	DISTANCE LEARNING	STAFF	\$239

**Intermediate Listening Comprehension and Oral Fluency: ESL—Remote Learning Course**

Designed for intermediate to advanced students, this course engages students with a variety of listening and speaking activities in every-day conversation, and professional and academic contexts. Students develop greater confidence with their listening comprehension and speaking fluency while improving their ability to understand and produce the sounds and rhythms of spoken English. **Textbook required:** Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books.

**Prerequisite:** See ESL chart at the beginning of the section for placement detail.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC204 V	65228	JUL 21-AUG 27	6:00PM-9:00PM	WED/FRI	DISTANCE LEARNING	STAFF	\$239

**FOREIGN LANGUAGES**

**Italian 1—Remote Learning Course**

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

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC120 V	65322	JUL 13-AUG 31	6:30PM-8:30PM	TUE	DISTANCE LEARNING	BOWERS	\$239



**Lorella Bowers** was born and raised in Abruzzo Italy. She has a BA in Italian Language and Literature, and a minor in Spanish from UMASS Boston. She received her MA degree from Boston College in Italian Language and literature and taught at Boston College for four years. Lorella currently teaches at a public high school, Middlesex Community College, and North Shore Community College. Lorella enjoys spending time in her native country during the Summer.

**Spanish 1—Remote Learning Course**

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 V	65323	JUN 02-JUL 28	6:30PM-8:30PM	WED	DISTANCE LEARNING	SHAMS	\$239

**WRITING & LITERATURE**

**Writeously Obsessed with Non-Fiction—Remote Learning Course**

Do you have a nonfiction story you'd like to tell? Maybe you've been working on your family's story or a blog, memoir or other nonfiction piece that you're not quite sure how to get onto paper? Don't wait! Join us for this exciting class that delves deeply into everything nonfiction. From getting your ideas down on paper to structuring the story you want to tell and more, this course will help you get started on that personal tale that you've been itching to get out.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
LAC154 V	65567	JUN 01-JUN 22	6:30PM-8:30PM	TUE	DISTANCE LEARNING	GANGI	\$129

**Creative Writing—Remote Learning Course**

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 V	65319	JUL 22-AUG 26	10:00AM-12:00PM	THU	DISTANCE LEARNING	GANGI	\$169

**OCCUPATIONAL TRADES**

**AUTO DAMAGE APPRAISAL (XAD)**



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

Median Level Wages	\$75,250
Preparation	High school diploma or equivalent. Two years experience or formal education. Pass the Massachusetts licensing exam.

– Data from Massachusetts Career Information Systems

**Auto Damage Appraisal: 60-Hour Test Prep—Remote Learning Course**

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 required manual. A 3 ring binder will be needed for class.

COURSE CODE	CRN	STARTS-ENDS	MTG TIME	DAY(S)	LOCATION	INSTRUCTOR	FEE
OTD150 V	65326	JUN 01-AUG 12	6:00PM-9:00PM	TUE/THU	DISTANCE LEARNING	NAZZARO	\$629

# GENERAL INFORMATION

## CAMPUS LOCATIONS

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

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

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

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

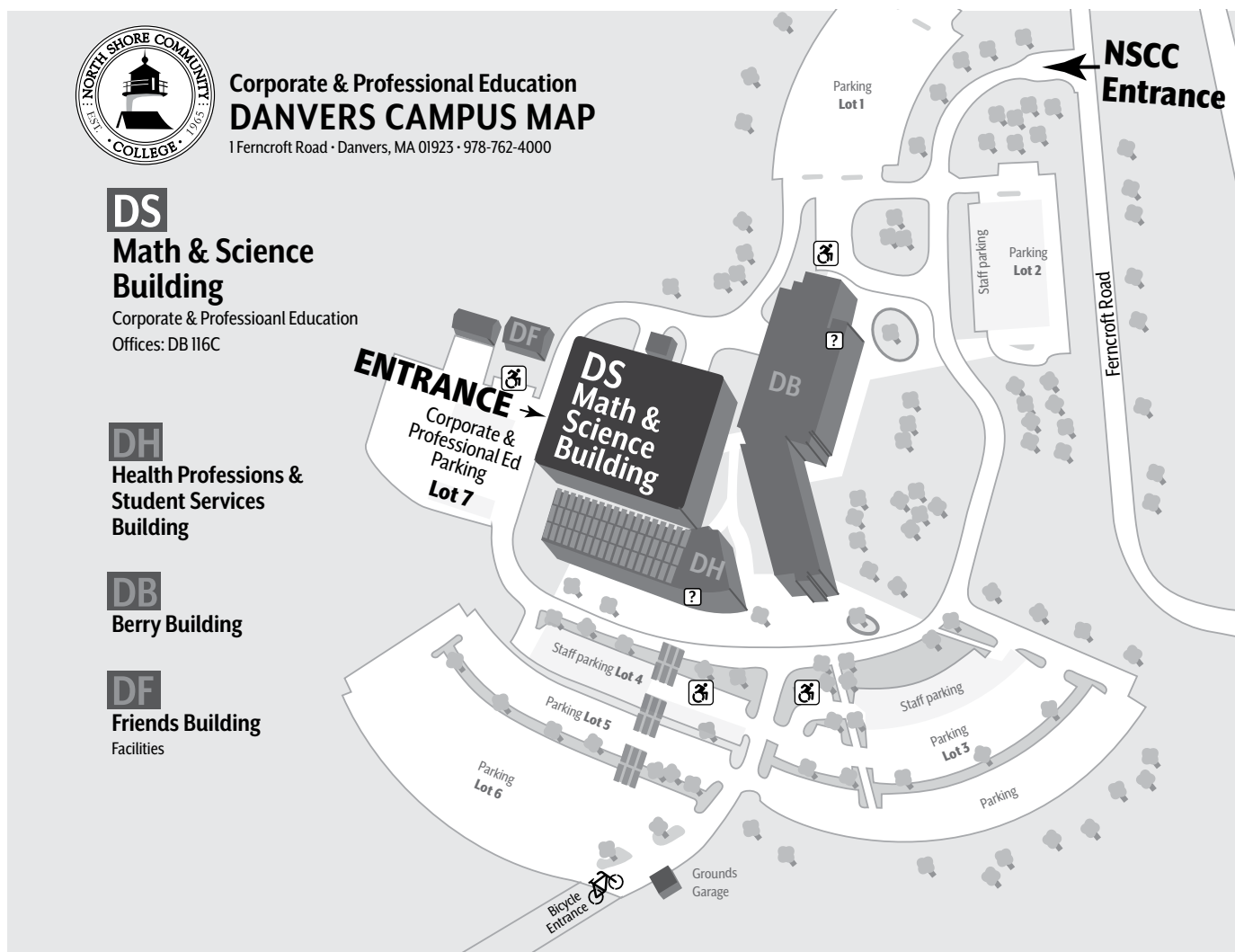
**LYNN.** The Lynn Campus located at 300 Broad Street, adjacent to the Lynnway, includes science and technology laboratories and a library. The College also houses Community Education courses, classrooms, offices and the Campus Police Office at the MBTA station across from the Lynn Campus on the corner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

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

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

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

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



## POLICIES

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

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

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

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

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

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

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

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

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

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

**Statistics Act.** North Shore Community College is committed to assisting all the members of the college community in providing for their own safety and security. The annual security compliance document is available on the North Shore Community College website at [www.northshore.edu/safety/police/](http://www.northshore.edu/safety/police/).

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

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

## INFORMATION DIRECTORY

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

## NORTH SHORE COMMUNITY COLLEGE BOOKSTORE

The Northshore Community College Bookstore is here for you!

Please visit [www.SHOPNSCC.com](http://www.SHOPNSCC.com) to order books.

**Hours** (subject to change): Lynn: 9:00AM–3:00PM Danvers 9:00AM–4:00PM

### Important 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 in the process of being made so they will know how to get from the parking lot to the side door.

**Danvers Bookstore** will have a table outside of the back of math and science building (near door 4) and signs are already up around the campus and being finalized in proper locations. 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 will state 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 is set up they can come at that time and park in the lot across from the math and science building and call the Danvers bookstore at 978-762-4046 to state they have arrived and give their name and order number. Then an employee will meet them at the table, check their i.d. to confirm their information and hand them their order. Danvers campus police officers will be checking students at the entrance of the parking lot so the students will need to inform the officers that they are there to pick up an online order from the bookstore at the proper time arranged, otherwise they will not be allowed to enter the lot.

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

## SUMMER 2021 HOLIDAY SCHEDULE

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

May 31: Memorial Day ■ July 5: Fourth of July Holiday Observed ■ September 6: Labor Day

**For additional academic calendar information, please go to <http://www.northshore.edu/calendar>**

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# Registration Information

## Online Registration Now Available!

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

### Policies

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

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

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

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

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

**Tuition Waivers.** Students with approved tuition waivers, tuition remission, or tuition vouchers may register at any time by calling 978-236-1200. Tuition waivers, tuition remission, or tuition vouchers do not apply to special programs, seminars, or online courses. To verify whether a course is eligible for a waiver or voucher call 978-236-1200. In the event that the class is cancelled, the individual has the option to resubmit for the next scheduled class. Individuals with tuition waivers will be responsible for the cost of all materials and/or books even when materials are included in tuition.

**Walk-in Registration.** The office of Corporate and Professional Education is currently working remotely. Call 978-236-1200 or email [professional@northshore.edu](mailto:professional@northshore.edu) for assistance. If you need to come to campus to complete the enrollment or testing process, pick up books, pay your bill, use the computer lab, or access other services, you must have an appointment to come to campus or you'll be denied admittance. If you already have a scheduled appointment, please check in upon arrival to campus. No access will be granted to students or visitors without previously scheduled appointments.

#### **Danvers Campus Appointments:**

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

#### **Lynn Campus Appointments:**

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

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

# Thank You For Staying With Us!

## How have our classes changed?

**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.

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

**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.*

## Tips for taking an online course:



Schedule times several days a week to work on the course just like a face-to-face class.



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.



Communicate with your teacher on a weekly basis via email or by phone.



Ask questions. Let your teacher know when you don't understand something.



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



Use a calendar to schedule reminders for assignment due dates.



Complete your assignments on time, doing your best work.



Check your email every day.



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



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

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Corporate Training  
SOLUTIONS  
*Train your people. Transform your company.*

## Train Your People. Transform Your Company.

Hybrid, Remote, Onsite (Pending Safety Protocols)

**Did you know that Corporate Training Solutions at North Shore Community College works with businesses to provide group training for their employees?**

Corporate Training Solutions (CTS) at NSCC has served hundreds of businesses on the North Shore for over 30 years by providing customized programs that specifically focus on today's business challenges.

Our group training programs are delivered by expert facilitators who understand the importance of updating the skills of the workforce. Our team will work with you to make sure the content of the programs matches your specific learning objectives and provides real time skills-based learning.

The benefit of group training provides an opportunity for colleague collaboration and teamwork, making it a much richer learning experience.

**Let us work with you to design a high quality, interactive, customized program for your team!**

To learn more about our customized group contract training programs,  
contact our Workforce Development Associates at 978-236-1200.

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## *Free!* Machinist Training Programs

### *Offered mid-July 2021: Machinist Training Preparation*

Prepare for machinist training and a new career with this foundational skills class at North Shore Community College. 50 hours over 5 weeks, remote instruction.  
Schedule TBD. Must have high school credential.

### *Offered Fall 2021: Machinist Training*

Hands-on instruction in the machine shop classroom at Essex North Shore Agricultural & Technical High School. 415 hours over 20 weeks:  
Tuesday, Wednesday, Thursday 4:00-8:00PM and Saturday 7:00AM-3:00PM.

Information sessions will be held in May and June 2021.  
Dates and times TBD. Email Susan Ryan at [sryan@northshore.edu](mailto:sryan@northshore.edu) to sign up for an information session or for more information.

[northshore.edu/professional/programs/machinist-training](http://northshore.edu/professional/programs/machinist-training)

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NORTH SHORE COMMUNITY COLLEGE  
Corporate & Professional  
**EDUCATION**

NONPROFIT ORGANIZATION  
U.S. POSTAGE  
**PAID**  
NORTH SHORE  
COMMUNITY COLLEGE  
ECRWSS POSTAL CUSTOMER

1 Ferncroft Road • Danvers, MA 01923-1840  
[northshore.edu/professional](http://northshore.edu/professional)  
978-236-1200

**Join us for our FREE INFO SESSIONS!**



**IT/Computer Applications**

Tuesday, April 27th, 12pm



**Health Care**

Wednesday, May 5th, 10am



**ESL**

Monday, May 10th, 6pm



**Business/Design**

Tuesday, May 18th, 4pm

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