



Spring Credit Courses

- ◆ Semester begins January 14
- ◆ Day and evening classes available
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St. John Valley... page 17

*Offering a wide
variety of
classes in
allied health,
arts & sciences,
business and
the trades.*

Let
NMCC be
**your
opportunity**

CREDIT DIVISION

Spring 2013 Courses

*Flip this guide
over to see our*

CONTINUING EDUCATION
DIVISION OFFERINGS



NMCC Credit Courses

How Can We Help You?

General Information	768-2700
Admissions Office <i>(for information on academic programs/ applying to the college)</i>	768-2785
Student Affairs Office <i>(credit course information/registration)</i>	768-2787
Continuing Education <i>(non-credit course information/registration)</i>	768-2849
Financial Aid Office	768-2711
Bursar's Office <i>(student billing)</i>	768-2898
Bookstore	768-2715

Look for us on-line at **www.nmcc.edu**

The most affordable tuition in Maine!

Tuition

In-State	\$ 86/cr.hr.
New England Regional Students/ New Brunswick Residents	\$129/cr.hr.
Non-Resident	\$172/cr.hr.

Fees

Registration Fee	(full-time) \$13/sem. (part-time) \$11/sem.
Health Fee	(full-time) \$40/sem. (part-time) \$15/sem.
Information Services Fee	\$ 6/cr.hr.
Comprehensive Fee	\$ 3/cr.hr.
Course Fee	without lab \$ 8/cr.hr. with lab \$16/cr.hr.

For a complete listing of fees, including fees for certain programs and labs, as well as housing and meal costs, please call the Student Affairs office at 768-2787. All fees are subject to change.

5 Easy Ways to Register

On-Line

Current students can sign on to the Portal to register on-line.

In Person

Monday-Friday, 8 am to 5pm
Student Affairs Office
1st Floor of Christie Building

By Phone: 768-2787

By Fax: 768-2848

Print out the registration form at www.nmcc.edu and fax it.

By Mail

Print out the registration form at www.nmcc.edu and mail it to:

NMCC
33 Edgemont Drive
Presque Isle, ME 04769

Registration Notes...

Prospective Full-Time Students

Call our admissions office at 768-2785 for information regarding college programs.

Part-Time Students

Open registration for all non-matriculated students (those who are not registered in a specific program of study) will continue through the first week of classes. See what's available in the schedule to meet your needs!

Non-Credit Classes

The continuing education division offers short-term, non-credit classes throughout the year. See the back of this booklet for details on upcoming classes and how to register.

Please Note: There are times when courses must be cancelled. The college reserves the right to cancel any course for any reason it may deem necessary. In case of a course cancellation, every effort is made to contact the students who have registered. Please keep a copy of your registration form.

Northern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 768-2791.

your opportunity

Now's the time to get started. Come learn more about spring classes. Stop by one of our three Info Night locations to learn more!

Enroll in a class at INFO NIGHT and have your registration fee waived.

NMCC INFO NIGHT

Have you been out of school for a while but are now thinking about continuing your education?

Taking a class or two is a great way to get started.

High school students can also get started on their college education at a great savings. Through the High School Aspirations program, qualified juniors and seniors can take a class for only \$30 plus the cost of the textbook.

Learn more about the opportunities awaiting you at NMCC by coming to our Info Night on our main campus in Presque Isle or our off-campus centers in Houlton and Madawaska.

THURSDAY, JANUARY 3 • 3:00-7:00 P.M.

Presque Isle

NMCC Campus
33 Edgemont Drive

Madawaska

Madawaska High School
135 Seventh Avenue

Houlton

Houlton Higher Ed. Ctr.
18 Military Street

your opportunity

to prepare for a career

or get an

affordable

start

*to a
four-year
degree*



Our Academic Programs

Arts & Sciences Department

Early Childhood Education
Liberal Studies

Business Technology Department

Accounting Information Systems
Business Administration
Entrepreneurship
General Technology - Business
Medical Office Administration
Office Assistant

Nursing & Allied Health Department

Community Paramedicine
Emergency Medical Services
EMT - Intermediate
Health Information Technology
Medical Assisting
Medical Coding
Nursing
Paramedicine

Trade & Technical Occupations Department

Automotive Collision Repair
Automotive Technology
Computer-Aided Drafting
Computer Electronics
Diesel Hydraulics
Elect'l Construction & Maintenance
General Technology - Trade
Machine Tool Technology
Plumbing & Heating
Precision Metals Manufacturing
Residential Construction
Trade & Technical Occupations
Welding & Metal Fabrication
Wind Power Technology

Arts & Sciences Courses

COM 111 Speech

An oral communication course offering experience in selection and organization of speech content, audience analysis and delivery. Classroom experience emphasizes preparation and delivery of informative, persuasive, short speeches plus other types of oral presentations.

COM 212 Business Communications I

Focuses on principles of nonacademic spoken and written expression that will help the student succeed in a business occupation. Concentrates on the practical written and oral applications of communication theory in the forms of business correspondence, memoranda, employment related documents and oral presentations. The class also includes technological applications and ethical and cross-cultural considerations in business communication practices. Other interpersonal communication topics that may be discussed are nonverbal communication, listening skills, telephone skills and business etiquette. Prerequisite: ENG 111

COM 221 Technical Communications

Designed to strengthen oral and written skills. It focuses on the elements of technical writing, report writing and business correspondence. Particular emphasis is given to utilizing visual aides effectively, writing several types of job-related technical reports, and giving oral presentations. Prerequisite: ENG 111

ECE 120 Programmatic & Prof. Development in the Child Care Field

Covers topics including: techniques for establishing positive and productive relationships with the families of child care/development program participants; program management skills such as planning, record keeping, communication and cooperation; and the processes inherent in establishing and maintaining a demonstrated commitment to professionalism.

ECE 200 Child Growth and Development

Development of children from conception to pre-adolescence will be studied. Focus of the course will be on four age groups of early childhood – infants, toddlers, preschoolers, and early elementary children – in relation to the four domains of development: physical, cognitive, social-emotional, and acquisition of language and communication. Includes exploration of the latest child development research, including the neurological bases of learning or “brain-based” learning. Students will develop an understanding of how experiences provided in childcare settings can impact the development of the young child.

ECE 205 Children's Literature

Emphasis is placed on the creation of an environment that supports development of emergent literacy and encourages young children's exploration and enjoyment of literature. Experiences will include development of reading centers; storytelling; creative dramatics; and evaluation, selection and presentation of age appropriate reading materials. Students will directly explore a variety of children's literature appropriate for use in early childhood settings.

ECE 220 Education of Young Children with Special Needs

Includes: observation and documentation of child behavior; categories and descriptions of special needs; adapting curriculum to meet individual needs; and developing healthy attitudes and behaviors in children, staff and parents toward the special needs child. Emphasis will be placed on developing and maintaining supportive relationships with parents of children with special needs and developing cooperative relationships with other professionals involved with the child, including therapists, social workers and medical personnel. Prerequisite: ECE 200 or commensurate experience

ECE 235 Curriculum in Early Childhood Education - (Ages 3-8)

Continues topics studied in ECE 230 with emphasis on the development and evaluation of curriculum and materials suitable for the preschool child and for school-aged children in childcare settings. Coursework will focus on curricula as exemplars of developmentally appropriate practice in early childhood education and on practical issues around implementation of curricula for children in this age group. Students will work toward development of their personal definition, goals and values around curriculum. Prerequisite: ECE 105 and ECE 200 or commensurate experience

Communications

COM 111-01	Speech	3 credits	MRT 105
	L. Nelson-Manion	M F	7:40-8:55 am
COM 111-02	Speech	3 credits	MRT 105
	L. Nelson-Manion	T R	9:05-10:20 am
COM 111-50	Speech	3 credits	CHR 207
	L. Nelson-Manion	W	6:00-9:00 pm
COM 111-60	Speech	3 credits	Houlton
	S. Shain	T	5:00-7:50 pm
COM 212-01	Business Comm. I	3 credits	MRT 107
	J. Graham	T R	9:05-10:20 am
COM 212-02	Business Comm. I	3 credits	MRT 105
	J. Graham	T R	10:30-11:45 am
COM 212-03	Business Comm. I	3 credits	MRT 105
	J. Graham	M W F	11:00-11:50 am
COM 221-01	Technical Comm.	3 credits	MRT 107
	L. Nelson-Manion	M W	3:00-4:15 pm
COM 221-02	Technical Comm.	3 credits	MRT 210
	L. Nelson-Manion	T R	7:40-8:55 am
COM 221-04	Technical Comm.	3 credits	MRT 105
	L. Nelson-Manion	M F	1:00-2:15 pm
COM 221-50	Technical Comm.	3 credits	MRT 107
	L. Nelson-Manion	R	6:00-9:00 pm

Early Childhood Education

ECE 120-01	Programmatic & Prof. Dev. in Childcare Field	3 credits	MRT 212
	H. Broad-Smith	T R	10:30-11:45 am
*ECE 195-01	Field Experience ECE II	5 credits	MRT 212
	H. Broad-Smith	W	4:00-4:50 pm
*ECE 197-01	Field Experience ECE III	5 credits	MRT 212
	H. Broad-Smith	W	3:00-3:50 pm
ECE 200-50	Child Growth & Develop.	3 credits	MRT 212
	H. Broad-Smith	W	5:30-8:30 pm
ECE 205-01	Children's Literature	3 credits	MRT 212
	H. Broad-Smith	T R	2:25-3:40 pm
ECE 205-60	Children's Literature	3 credits	Houlton
	H. Broad-Smith	T	6:00-8:50 pm
ECE 220-50	Ed. of Young Children Special Needs	3 credits	MRT 212
	H. Broad-Smith	R	5:00-8:00 pm
ECE 235-50	Curriculum in Early Childhood Ed. (Ages 3-8)	3 credits	MRT 212
	K. Campbell-Sawyer	T	5:30-8:30 pm

*Additional weekly field study required.



English

ENG 015-01	Basic Grammar Review L. McPherson	1 credit T	MRT 105 12:00-12:50 pm
ENG 017-50	Reading Writing Fund. L. McPherson	4 credit M W	MRT 105 4:00-6:00 pm
ENG 018-01	Reading Basics Review L. McPherson	1 credit W	MRT 105 12:00-12:50 pm
ENG 111-01	English Composition J. Grieco	3 credits M W F	MRT 107 11:00-11:50 am
ENG 111-02	English Composition E. Pelkey	3 credits T R	MRT 107 12:40-1:55 pm
ENG 111-03	English Composition E. Pelkey	3 credits T R	MRT 107 7:40-8:55 am
ENG 111-04	English Composition J. Grieco	3 credits T R	MRT 107 2:25-3:40 pm
ENG 111-05	English Composition J. Grieco	3 credits T R	MRT 107 10:30-11:45 am
ENG 111-06	English Composition E. Pelkey	3 credits M W F	MRT 107 10:00-10:50 am
ENG 111-07	English Composition J. Grieco	3 credits M W F	MRT 107 9:00-9:50 am
ENG 111-50	English Composition P. Sweetser	3 credits T	MRT 107 6:00-9:00 pm
ENG 111-60	English Composition R. Murray	3 credits M	Houlton 3:00-5:50 pm
ENG 111-80	English Composition M. Kelly	3 credits M	Madawaska 3:15-6:30 pm
ENG 120-01	Intro. to Literature J. Graham	3 credits M W F	MRT 212 9:00-9:50 am
ENG 120-02	Intro. to Literature J. Graham	3 credits M W F	CHR 207 8:00-8:50 am
ENG 120-03	Intro. to Literature J. Graham	3 credits	<i>On-line</i>
ENG 120-70	Intro. to Literature C. Germain	3 credits R	Van Buren 4:00-7:00 pm
ENG 227-01	Advanced Composition J. Graham	3 credits T R	MRT 105 2:00-3:15 pm
ENG 231-50	Women in Literature J. Grieco	3 credits T R	CHR 207 4:00-5:15 pm
ENG 239-01	Creative Writing J. Grieco	3 credits M W	CHR 214 1:00-2:15 pm

Ergonomics/Wellness

HPR 110-01	Lifelong Wellness L. Googins	3 credits M W	CHR 108 10:00-11:15 am
PHE 124-01	Ergonomics/Occup'l Wellness - L. Googins	1 credit M	CHR 108 8:00-8:50 am
PHE 124-02	Ergonomics/Occup'l Wellness - L. Googins	1 credit M	CHR 108 9:00-9:50 am
PHE 124-03	Ergonomics/Occup'l Wellness - L. Googins	1 credit T	CHR 108 8:00-8:50 am
PHE 124-04	Ergonomics/Occup'l Wellness - L. Googins	1 credit T	CHR 108 9:05-9:55 am
PHE 124-05	Ergonomics/Occup'l Wellness - L. Googins	1 credit R	CHR 108 8:00-8:50 am
PHE 124-06	Ergonomics/Occup'l Wellness - L. Googins	1 credit W	CHR 108 8:00-8:50 am
PHE 124-07	Ergonomics/Occup'l Wellness - L. Googins	1 credit W	CHR 108 9:00-9:50 am
PHE 124-10	Ergonomics/Occup'l Wellness - L. Googins	1 credit R	CHR 108 9:05-9:55 am
PHE 124-50	Ergonomics/Occup'l Wellness - L. Googins (runs 1/16 - 2/26)	1 credit W	CHR 108 6:00-9:00 pm
PHE 124-80	Ergonomics/Occup'l Wellness - J. Doucette (runs 1/7 - 1/11 only)	1 credit MTWRF	Madawaska 6:00-9:00 pm

ENG 015 Basic Grammar Review

This self-paced online course will provide a quick and efficient review of the grammar necessary when preparing to take any high school and college test. The course concentrates on basic usage and a general review of grammatical problem areas. The course is ideal for self-motivated students who want to get an edge on taking a high school, college, or a job-related English exam and anyone wishing to update their grammar skills. This is a pass/fail course. *Not applicable towards graduation.*

ENG 017 Reading & Writing Fundamentals

Designed to help students improve their reading vocabulary; writing skills, including paragraph and essay development; comprehension; and study and test-taking abilities. This course covers critical reading and writing skills, main ideas, vocabulary development, supporting details, organizational patterns and inference. Resources such as the textbooks, a novel, newspapers, magazines, internet websites blogs and books will be used to help the student strengthen and build reading and writing skills, as well as background knowledge. *Not applicable towards graduation.*

ENG 018 Reading Basics Review

This self-paced online course provides a review of the basic reading skills necessary when preparing to take a high school and college test. The course concentrates on fundamental skills such as using the dictionary, understanding prefixes and suffixes, and using reading strategies to figure out meaning. Learners will be able to study at their own level and move at their own pace. This is a pass/fail course. *Not applicable towards graduation.*

ENG 111 English Composition

Basic writing course intended to strengthen the student's ability to think logically and to write clearly. The course will cover grammar, paragraph organization, the essay and the research paper with a strong emphasis on revision.

ENG 120 Introduction to Literature

An introduction to the study of literature designed to help students develop the ability to read, interpret, and criticize a variety of literary forms and to appreciate literature as a source of insight into human values. Prerequisite: ENG 111

ENG 227 Advanced Composition

Students review writing process and the strategies for drafting, revising and editing, and then continue to work on developing the ability to critically read and analytically write papers that clearly express their ideas. Emphasis will be on primary and secondary research skills and the use of MLA and APA style documentation. Students will learn and practice the writing conventions used within their major area of study. The course will prepare students for upper level course work in their majors, research in the workplace, and/or transfer to four-year programs. Prerequisite: ENG 111

ENG 231 Women in Literature

Examines and explores the role of literary expression in defining, understanding and communicating the experience of being alive and female. This course analyzes how women have used literature to claim a voice, defining and writing themselves and their experiences into existence. Students will read a variety of women's perspectives that will address these issues and develop their own skills and voice in understanding, speaking and writing about women's literature. Prerequisite: ENG 120

ENG 239 Introduction to Creative Writing

The course is portfolio based and broken into two eight-week units, fiction and poetry. In each section, students will read a great deal, up to three short stories or several works by multiple poets each week. Class time will be used to write and discuss exercises, workshops and analyze texts. Prerequisite: ENG 111

HPR 110 Lifelong Wellness

Provides students with the tools to be an active participant in their own health and wellness. The course actively engages the student in assessing how the various topics presented in the course can affect their own lifestyle. The purpose of the course is to allow the student to gain the knowledge necessary to result in positive behavior changes that will result in habits, beliefs and attitudes that will result in a high level of health. This course also covers ergonomic issues that can result in a healthy and safe work environment.

PHE 124 Ergonomics & Occupational Wellness Conditioning

Increases the awareness of the types of occupational injuries that can occur in the workplace. Discussions will focus on the types of occupational risks that are present in each student's career field. This will include ergonomic risk factors as well as health and wellness risk factors. The course provides information that will allow the student to evaluate and re-design a work station to minimize the risks of injuries. Students will learn flexibility and strength conditioning exercises to better equip them to sustain the stresses and strains associated with their work activities.

ART 110 Introductory Drawing

Provides the student with an understanding of the fundamental principles of the visual arts. Lectures and slide presentations will introduce the formal elements of the visual arts (line, shape, value, texture, color and space) and the organizing principles used by artists to create works of art. The course includes an overview of the stylistic and technical developments throughout the history of art up until the present moment, with emphasis on the key figures and movements of the 19th and 20th centuries. This course will benefit practicing artists as well as those wishing to gain a better appreciation and understanding of the arts.

ART 122 Architectural History

Introduces students to significant features of ancient to modern architecture. The student will recognize when certain types of structures were constructed, how those structures were built, and relate building features of the past to the present (i.e. why we build as we do today).

HIS 119 World Civilization 1715 to Present

Within this time frame, emphasis will be on the ideas, institutions and cultural heritage of the West as well as a more traditional focus on political events. Key themes are: the legacy and meaning of the American and French Revolutions; the Industrial Revolution; the ideologies of the 19th and 20th century Europe; imperialism and decolonization; the origin and impacts of the two world wars; and postwar superpower relations.

HIS 125 U.S. History 1865 to Present

A survey of the political, social, economic, and cultural forces that shaped American history from the end of the Civil War until the present.

PHI 111 Everyday Ethics

An introduction to virtue ethics and how the virtues apply to the dilemmas of everyday life.

PHI 201 Ethics

An introduction to morality, moral theory and moral thinking. Students will be exposed to basic moral concepts, theory, and reasoning before applying that knowledge to specific moral problems. Prerequisite: ENG 111

PHI 206 World Religions

Provides an analytical overview of the beliefs, sacred writings, and worship in the major world religions, including Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity and Islam. Students will examine the issues and problems reflected in current events that are influenced by these religions.

POL 101 American Government

Introduces the origins and development of the American system of government. Special consideration will be given to the United States Constitution, the powers and limitations of the executive, legislative and judicial branches of government, the political process and the policy-making process.

SPA 101 Elementary Spanish I

By using five aspects of language learning...speaking, listening, reading, writing and culture...the student will begin to attain an understanding of and ability to use the Spanish language.

MAT 012 Basic Mathematics Review

This self-paced online course provides a quick review of the basic math skills necessary when preparing to take any high school and college test. It concentrates on basic computation, measurement, and problem solving strategies, giving students exposure to real-life problems and solutions. This is a pass/fail course. *Not applicable toward graduation.*

MAT 016 Basic Algebra Review

This self-paced online course provides a quick and efficient review of the basic algebra skills necessary when preparing to take any high school and college test. It concentrates on basic number ideas, linear equations, other special topics. Problem solving strategies give students exposure to real-life problems and solutions. This is a pass/fail course. *Not applicable toward graduation.*

MAT 064 Elementary Algebra

Designed so each student can begin at a level of proficiency corresponding to that individual's background in math and algebra. This course prepares the student for upper-level math courses and fulfills the basics for a good background in elementary algebra. *Not applicable toward graduation.*

MAT 115 Business Mathematics

Designed to provide solid, practical and current coverage of the mathematical topics students must master to succeed in business today. Students will develop the computational and vocabulary skills necessary for retailing, marketing, accounting, business management, and finance. Topics include: interest, banking, depreciation systems, payroll, statistics, and graphs. It includes expanded discussion of key business topics in an algebra-based context.

History/Humanities

ART 110-50	Introductory Drawing F. Sullivan	3 credits W	CHR 205 6:00-9:00 pm
ART 122-50	Architectural History L. McPherson	3 credits T R	MRT 105 4:30-5:45 pm
HIS 119-50	World Civilization 1715 to Present	3 credits	<i>On-line</i>
HIS 123-80	US History, 1500 to 1865 - P. Buck	3 credits T	Madawaska 6:00-9:00 pm
HIS 125-01	US History 1865 to Present - D. Raymond	3 credits MWF	MRT 212 11:00-11:50 am
HIS 125-02	US History 1865 to Present - D. Raymond	3 credits T R	MRT 213-1 10:30-11:45 am
HIS 125-03	US History 1865 to Present - D. Raymond	3 credits M W	MRT 213-1 1:00-2:15 pm
PHI 111-01	Everyday Ethics E. Pelkey	3 credits M W F	MRT 213-1 9:00-9:50 am
PHI 111-02	Everyday Ethics E. Pelkey	3 credits M W	MRT 213-1 7:40-8:55 am
PHI 201-50	Ethics E. Pelkey	3 credits T	MRT 213-1 6:00-9:00 pm
PHI 206-01	World Religions D. Raymond	3 credits M W	MRT 212 7:40-8:55 am
POL 101-01	American Government D. Engels	3 credits M W F	CHR 205 8:00-8:50 am
SPA 101-50	Elementary Spanish I T. Nelson	3 credits W	CHR 206 6:00-9:00 pm
SPA 102-50	Elementary Spanish II T. Nelson	3 credits T	CHR 207 6:00-9:00 pm

Mathematics

MAT 012-01	Basic Math Review L. McPherson	1 credit M	MRT 105 12:00-12:50 pm
MAT 016-01	Basic Algebra Review L. McPherson	1 credit F	MRT 105 12:00-12:50 pm
MAT 064-01	Elementary Algebra M. Gregg	3 credits T R	MRT 212 7:40-8:55 am
MAT 064-50	Elementary Algebra J. Levasseur	3 credits W	MRT 213-1 6:00-9:00 pm

your opportunity

Take an early college class.

There are lots of advantages of taking an early college class:

- Studies show that students who participate in early college are more likely to graduate from college.
- Early college programs reduce costs substantially; you can save hundreds of dollars for each class taken.
- Students can learn college procedures while still in high school, making it easier to move into the college world.
- Taking classes now may reduce the number of classes required on campus to earn a degree.
- The academic rigor of challenging college-level coursework keeps students engaged.

To learn more about taking a class(es) while still in high school, contact our On Course for College office at 768-2771 or ecrawford@nmcc.edu

MAT 115-01	Business Mathematics C. Harmon	3 credits M W F	CHR 207 10:00-10:50 am
MAT 115-02	Business Mathematics C. Harmon	3 credits T R	CHR 207 10:30-11:45 am
MAT 115-60	Business Mathematics S. Jacobs	3 credits M	Houlton 5:00-7:50 pm
MAT 118-01	Electrical Math J. Levasseur	4 credits T R W	CHR 217 9:05-10:20 am 9:00-9:50 am
MAT 119-01	Applied Mathematics R. Duplessis	4 credits T R W	MRT 106 7:40-8:55 am CHR 207 9:00-9:50 am
MAT 119-03	Applied Mathematics R. Duplessis	4 credits T R W	CHR 207 2:25-3:40 pm 2:00-2:50 pm
MAT 119-50	Applied Mathematics R. Duplessis	4 credits T R	MRT 213-1 4:00-6:00 pm
MAT 119-60	Applied Mathematics TBA	4 credits W	Houlton 5:00-8:50 pm
MAT 119-80	Applied Mathematics C. Collins	4 credits T R	SJVTC 6:00-9:00 pm
MAT 125-01	College Algebra M. Gregg	3 credits M W F	MRT 212 1:00-1:50 pm
MAT 125-02	College Algebra M. Gregg	3 credits T R	MRT 212 1:00-2:15 pm
MAT 125-03	College Algebra M. Gregg	3 credits M W	MRT 213-1 3:00-4:15 pm
MAT 125-04	College Algebra R. Duplessis	3 credits T R	MRT 212 9:05-10:20 am
MAT 125-50	College Algebra R. Duplessis	3 credits W	MRT 106 6:00-9:00 pm
MAT 125-60	College Algebra L. Brown	3 credits W	Houlton 3:00-5:50 pm
MAT 151-01	College Algebra & Trig. R. Duplessis	3 credits M F	CHR 214 7:40-8:55 am
MAT 210-01	Statistics M. Gregg	3 credits M W F	MRT 210 10:00-10:50 am

Psychology/Sociology

PSY 100-01	App. Human Relations L. Googins	3 credits T R	MRT 106 1:00-2:15 pm
PSY 101-01	General Psychology S. Cronkhite	3 credits M F	MRT 106 7:40-8:55 am
PSY 101-02	General Psychology S. Cronkhite	3 credits T R	MRT 106 10:30-11:45 am
PSY 101-50	General Psychology T. Nelson	3 credits R	MRT 106 6:00-9:00 pm
PSY 101-60	General Psychology P. Cyr	3 credits M	Houlton 6:00-8:50 pm
PSY 207-01	Developmental Psych. S. Cronkhite	3 credits M W F	MRT 106 3:00-3:50 pm
PSY 207-60	Developmental Psych. M. Ivey	3 credits W	Houlton 6:00-8:50 pm
PSY 207-70	Developmental Psych. K. Miller	3 credits F	Van Buren 3:00-6:00 pm
SOC 111-01	Sociology S. Cronkhite	3 credits M W	MRT 106 11:00a-12:15p
SOC 111-02	Sociology S. Cronkhite	3 credits T R	MRT 213-1 1:00-2:15 pm
SOC 111-60	Sociology P. Cyr	3 credits R	Houlton 6:00-9:00 pm
SOC 111-80	Sociology D. Saucier	3 credits R	Madawaska 6:00-9:00 pm
SOC 215-50	Social Issues & Problems - S. Cronkhite	3 credits T R	MRT 106 4:00-5:15 pm

MAT 115 Business Mathematics

Designed to provide solid, practical and current coverage of the mathematical topics students must master to succeed in business today. Students will develop the computational and vocabulary skills necessary for retailing, marketing, accounting, business management, and finance. Topics include: interest, banking, depreciation systems, payroll, statistics, and graphs. It includes expanded discussion of key business topics in an algebra-based context.

MAT 118 Electrical Math

Students learn to use numeric, algebraic and trigonometric methods to analyze DC and AC circuits and systems. Topics include measurement; series, parallel and series-parallel circuits; capacitance; inductance; transformers power; resistance of wire and the AWG; line drops; and three-phase systems.

MAT 119 Applied Mathematics

This applied mathematics course reviews and strengthens the student's understanding of fundamental algebra, measurement, plane geometry, solid figures and geometric constructions skills. Emphasis is placed on problem solving in the specific trade areas to prepare the student to meet the mathematical challenges that they will encounter in physics, technical lab, and field of employment.

MAT 125 College Algebra

This course includes the number system, operations with algebraic expressions, factoring, linear equations, exponents, radicals, quadratic equations, fractions and graphs.

MAT 151 College Algebra & Trigonometry

Fundamental concepts and operations, trigonometric functions, systems of linear equations, factoring and fractions, quadratic equations, vectors and oblique triangles, exponents and radicals. Prerequisite: MAT 125 or permission of advisor.

MAT 210 Statistics

Develops techniques for organizing, evaluating and analyzing data. Includes frequency distributions, measures of central tendency, variation, probability, the normal and binomial distributions and hypothesis testing. Prerequisite: MAT 125 or instructor's permission

PSY 100 Applied Human Relations

Techniques and processes that lead to effective human interaction both at home and at work are examined through in class discussions and experiential exercises that enable the student to become more aware of the various aspects of human interactions that occur in their daily lives. Classroom focus is on the student's understanding of intrapersonal and interpersonal effectiveness with emphasis on communications, motivation, leadership, personal attitude, and conflict and stress management skills.

PSY 101 General Psychology

Introduces the field of psychology as a study of human behavior. Through lecture and discussion in such areas as learning, human growth and development, an introduction of motivation, sensation/perception, personality, emotions, behavior disorders and self and society are presented.

PSY 207 Developmental Psychology

The development of the individual is an exciting process, beginning at birth and continuing through the intricate changes of growth and aging. The study of the life span is also intriguing because each of us, and everyone we care about, is constantly developing. This course includes the biosocial, cognitive and psychosocial domains of human development. Prerequisite: PSY 101

SOC 111 Sociology

Introduces students to sociology, the "science of society," and its approach to human social life. The course shows students how sociologists conduct research, and it describes the basic concepts and theories sociologists use to explain the social world.

SOC 215 Social Issues and Problems

An analytical introduction to contemporary social issues and problems in the United States, with emphasis on the underlying causes of and competing solutions to each issue. Issues to be discussed include abortion, aging, crime and violence, race and ethnic relations, medical care, family dysfunction and overpopulation. Prerequisite: any Behavioral Science course

BIO 114 Human Biology w/Lab

Introduces the anatomy and physiology of the human body. All systems of the body are covered, and each system also has a chemistry component relating to its function. Detailed scientific data and terminology are not used, so that a concept approach can be used to learn about the human body. Recommended for students in early childhood education or liberal studies, as well as for those preparing for a medical career but lacking a biology and/or chemistry background.

BIO 120 Anatomy & Physiology I w/Lab

Designed for first year students preparing for a career in the medical field. Topics include: introduction, structure levels and anatomical positions and cavities. This will be followed in a topical manner by the skeletal, muscular and nervous systems. The intent of this approach is to allow the student to develop a concise understanding of how each system of the body functions and interacts. The concepts covered in the lecture course are explored in greater detail in lab. Models, prepared slides and preserved specimens will all be used to supply the student with a detailed view of the anatomy of the body. Those who have not successfully completed a high school or college lab-based chemistry and biology course are recommended to take BIO 114 prior to this course. An introductory knowledge of both chemistry and biology is essential for course success.

BIO 130 Anatomy & Physiology II w/Lab

Continuation of BIO 120. Topics include: sensory, circulatory, urinary, lymphatic, digestive, endocrine, reproduction systems and fluids, electrolytes and acid-base control, as well as nutrition and metabolism. The intent of this approach is to allow the student to develop a concise understanding of how each system of the body functions and interacts. The concepts covered in the lecture course are explored in greater detail in lab. Models, prepared slides and preserved specimens will all be used to supply the student with a detailed view of the anatomy of the body. Prerequisite: BIO 120

PHY 110 Introduction to Astronomy

Designed to acquaint the student with the fundamentals of astronomy, as well as the basic precepts of science. Although helpful, no significant science and/or math background is required, only a spirit of discovery. While building a foundation in astronomy, the student will battle common misconceptions, witness recent breakthroughs, conduct his/her own observations, exercise critical thinking, explore interactive technology and thrill to spectacular images.

PHY 150 Physics

Physics is the most basic of sciences. It deals with the behavior and structure of matter. This algebra/trigonometry-based course is designed to acquaint the student with basic physical concepts relating to measurement, the interaction of forces, work and energy, properties of fluids, vibrations and waves, and heat and thermodynamics. Employing a systems approach, unifying principles are applied to four major energy systems: mechanical, fluid, electric, and thermal. The student will read, attend lectures, view demonstrations, participate in class discussions, complete homework exercises in the text, and complete laboratory activities. Prerequisite: MAT 118 or MAT 119

PHY 215 Statics and Strength of Materials

Covers the topics of statics, the study of stationary structures, and strength of materials, the study of stresses and deformations in a body which must support loads. The student will analyze trusses and frames by applying basic principles in algebra and trigonometry as well as determine the internal reactions, shear forces and bending moments of the members in a structure. Prerequisite: MAT 151

Sciences

BIO 114-01	Human Biology w/Lab G. Thompson	4 credits T R	MRT 106 9:05-10:20 am CHR 215
		F	9:00-10:50 am
BIO 114-50	Human Biology w/Lab H. Kierstead	4 credits T	CHR 215 6:00-8:30 pm CHR 206
		W	6:00-8:30 pm
BIO 120-01	Anatomy/Physiology I w/Lab - E. Michalowski	4 credits M	CHR 201 8:00-11:00 am CHR 215
		W	3:00-5:00 pm
BIO 130-01	Anatomy/Physiology II w/Lab - G. Thompson	4 credits M	CHR 215 8:00-9:50 am CHR 101
		F	1:00-3:50 pm
BIO 130-02	Anatomy/Physiology II w/Lab - G. Thompson	4 credits M	CHR 215 10:00-11:50 am CHR 101
		F	1:00-3:50 pm
BIO 130-03	Anatomy/Physiology II w/Lab - G. Thompson	4 credits M	CHR 215 1:00-2:50 pm CHR 101
		F	1:00-3:50 pm
BIO 130-04	Anatomy/Physiology II w/Lab - E. Michalowski	4 credits T R	MRT 213-1 2:25-3:40 pm CHR 215
		F	1:00-2:50 pm
BIO 130-60	Anatomy/Physiology II w/Lab - M. Hannigan	4 credits T R	Houlton 3:00-4:50 pm 3:00-5:50 pm
BIO 130-70	Anatomy/Physiology II w/Lab - E. Ouellette	4 credits M W	Van Buren 3:00-6:00 pm 3:00-5:00 pm
PHY 110-01	Intro. to Astronomy J. Levasseur	3 credits T R	CHR 217 10:30-11:45 am
PHY 150-01	Physics J. Levasseur	4 credits M W	CHR 217 1:00-2:50 pm
		F	1:00-1:50 pm
PHY 150-02	Physics J. Levasseur	4 credits M W	CHR 217 10:00-11:50 am
		F	10:00-10:50 am
PHY 150-50	Physics J. Levasseur	4 credits T R	CHR 217 4:00-6:30 pm
PHY 215-01	Statics & Strength of Materials - J. Levasseur	3 credits M F	CHR 217 7:40-8:55 am

Undecided?

Check out NMCC's

Liberal Studies
program.

You can...

- Pursue your associate degree while taking the time to decide on a career.
- Graduate in two years.
- Transfer to a four-year program.

Contact our admissions office
at **768-2785** or

look for us on-line at **www.nmcc.edu**

Business Technology Courses

Accounting

ACC 110-01	College Accounting C. Harmon	3 credits T R	CHR 207 1:00-2:15 pm
ACC 111-50	Prin. of Accounting I W. Bradstreet	4 credits M W	CHR 208-1 4:00-6:00 pm
ACC 112-50	Computerized Accounting N. Cowett	3 credits T R	CHR 208-1 4:00-5:15 pm
ACC 113-01	Payroll Accounting N. Cowett	3 credits T R	CHR 208-1 2:25-3:40 pm
ACC 121-01	Prin. of Accounting II N. Cowett	4 credits M T R F	CHR 206 9:00-9:50 am
ACC 125-01	Managerial Accounting N. Cowett	4 credits M T R F	CHR 208-1 1:00-1:50 pm
ACC 221-01	Inter. Accounting II N. Cowett	4 credits M T R F	CHR 208-1 10:00-10:50 am
ACC 225-01	Federal Taxation II D. Clayton	3 credits M W F	CHR 208-1 9:00-9:50 am
ACC 242-01	Accounting Info. Sys. II D. Clayton	3 credits T R	CHR 208-1 11:00a-12:15p

Business

*BTE 253-01	Business Internship TBA	3 credits W	CHR 208-2 5:00-6:00 pm
BUS 101-01	Introduction to Business TBA	3 credits T R	CHR 206 2:25-3:40 pm
BUS 109-01	Entrepreneurship C. Harmon	3 credits M W F	CHR 206 11:00-11:50 am
BUS 109-02	Entrepreneurship C. Harmon	3 credits M W F	CHR 208-1 2:00-2:50 pm
BUS 109-60	Entrepreneurship O. Smith	3 credits R	Houlton 3:00-5:50 pm
BUS 117-50	Business Law I B. Hummel	3 credits R	CHR 208-1 6:00-9:00 pm
BUS 201-01	Leadership TBA	3 credits T R	CHR 206 1:00-2:15 pm
BUS 239-01	Human Resource Mgmt. K. Jackson	3 credits T R	CHR 206 10:30-11:45 am
BUS 241-01	Principles of Marketing TBA	3 credits M W F	CHR 207 1:00-1:50 pm

*Additional weekly site work required.

**New
Program**

Entrepreneurship

a new one-year certificate program

Entrepreneurship is an employment strategy that can lead to economic self-sufficiency. Entrepreneurship ranges in scale from solo projects, even involving the entrepreneur only part-time, to major undertakings creating many job opportunities. No matter what the scale, however, some basic business knowledge is a must for successfully getting a new business off the ground. Graduates who want to expand their business management skills further can go on to complete the associate degree business administration program at NMCC; they will be able to apply 30 of the 33 credits they have earned toward an AAS in business administration.

The following are descriptions for some of our introductory classes.

ACC 110 College Accounting

Designed to meet the needs of students who are not accounting majors. Emphasis is on manually applying the process of the accounting cycle. Students will be required to journalize, post, adjust and close for an accounting cycle; prepare payroll and payroll tax records; and prepare financial statements. Service sole-ownership businesses are presented. Students are introduced to computerized accounting procedures after they become proficient with the manual process. (Not available for credit by accounting information systems and business administration majors.)

ACC 111 Principles of Accounting I

Covers fundamental principles of accounting as related to service and merchandising sole proprietorships. Emphasis is on developing technical procedures of the accounting cycle including journalizing, posting, adjusting entries, closing books and preparing financial statements. Exposes the specific areas of deferrals and accruals, inventories, payroll, receivables, payables and accounting systems. Practical application will be through the use of a computerized homework system and projects.

ACC 112 Computerized Accounting

Covers small business accounting using computerized accounting software. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing reports. Setting up a new company is covered, as well as advanced topics such as exporting to spreadsheet software, and using the audit trail of the computerized accounting software. Prerequisite: any college-level accounting course or permission of instructor

ACC 113 Payroll Accounting

Studies federal and state employment laws and their effects on personnel and payroll records with a full explanation of the subject matter using a building block approach to guide the student from the basic principles through the complex applications of payroll. This course is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are also exposed to computerized payroll procedures. Prerequisite: any college-level accounting course or permission of instructor

BUS 101 Introduction to Business

Introduces students to the environment in which business is transacted by presenting an overview of functional areas of business and the basic concepts of the business world.

BUS 109 Entrepreneurship

Covers the essentials of how to start and operate a small business. Students create customized business plan content while examining entrepreneurial opportunities, financing, marketing, selling and customer service, cash flow, managing employees, and growing a business. Recommended for students who aspire to business ownership or management.

BUS 117 Business Law I

Provides a background in the sources of American law and the global legal environment. Provides a basic knowledge of courts and procedures, ethics, torts and crimes, contracts, property and its protection, and debtor-creditor relationship.



CIS 105 Introduction to PC Operating Systems

This course provides an introductory overview of the most commonly used operating systems for personal computers.

CIS 108 Spreadsheet Applications for Business

Provides a comprehensive coverage of electronic spreadsheets using Microsoft Excel. Excel will be used to solve business problems by completing hands-on activities to design, create and modify basic to advanced electronic spreadsheets. Activities will include the following concepts and techniques: formulas and functions, spreadsheet designs, charts and graphics, lists, sorting and filtering, templates, consolidation and 3-D formulas, protection, data validation, Web features, data tables, scenario management, importing data, using macros, and VBA.

CIS 112 Fundamentals of Computer Concepts

Introduction to end-user computer concepts and applications. The course focuses on personal computer software applications, computer concepts and terminology regularly used in a computerized business environment to solve business problems. An important part of this course will be hands-on activities using Microsoft Office XP to demonstrate various information system concepts. Activities will involve the following introductory concepts: Windows XP operating system, word processing, electronic spreadsheets, database management systems, presentation graphics, and several Internet applications.

CIS 113 Introduction to Microcomputer Applications

Provides an overview of microcomputer applications, including a brief introduction to computer concepts, microcomputer operating systems, and hands-on experience with a business software suite consisting of word processing, spreadsheets, databases, and presentation graphics.

CIS 129 Database Applications for Business

Provides a comprehensive coverage of database management systems using Microsoft Access. An important part of this course will be using Access to solve business problems by completing hands-on activities to design, create and modify basic to advanced database applications. Activities will include: designing databases, creating and maintaining a database, defining table relationships, using queries and action queries, creating forms and reports, using the switchboard manager, integration and Web features, using macros and VBA, managing and securing a database.

ECO 111 Principles of Economics

Based on a basic theory of economics: that people will try to be efficient and will try to achieve their objectives with minimum cost. Provides a balanced treatment of both micro and macro principles, problems, and policies.

SES 108 Medical Office Law & Ethics

Provides an overview of the laws and ethics pertinent to the medical field. Relevant legal cases, anecdotes, sidebars, and acceptable legal and ethical boundaries will be discussed.

SES 117 Information & Records Management

The course provides an introduction to communication skills (spelling, grammar, word choice and punctuation) used frequently in business, offers essential records management applications, and includes organizational tasks required through a professional project.

SES 121 Medical Diagnostic Coding (ICD-9)

Introduces coding and classification schemes for hospital patients. The course offers a comprehensive review of the entire range of International Classification of Disease – 9th – Clinical Modification (ICD-9-CM) codes. From an introduction to the content, format and coding process to an in-depth analysis for identifying and locating the most appropriate codes. Pre/corequisite: SES 109

SES 124 Medical Insurance Processing

Focuses on understanding medical insurance and billing of the diverse medical insurances, including Blue Cross/Blue Shield, Medicare and Medicaid in the healthcare industry. Provides an overview of insurance claim procedures and legal aspects of billing where students strive for accuracy in completing medical insurance forms. Pre/Corequisite: SES 220

SES 220 Medical Terminology

Introduces students to essential medical terminology analysis through the knowledge of prefixes, suffixes, and root words. Also included will be vocabulary that cannot be analyzed, verbal pronunciation, medical abbreviations, spelling, and medical vignettes.

Computers

CIS 105-50	Intro PC Operating Systems - K. Jackson	1 credit W	MRT 210 4:00-5:00 pm
CIS 108-01	Spreadsheet Apps. Business - K. Jackson	3 credits M W F	CHR 208-1 8:00-8:50 am
CIS 108-02	Spreadsheet Apps. Business - K. Jackson	3 credits M W F	CHR 206 10:00-10:50 am
CIS 108-50	Spreadsheet Apps. Business - D. Wyman	3 credits W	MRT 210 6:00-9:00 pm
CIS 112-01	Fund. Computer Concepts K. Jackson	3 credits M T R F	MRT 210 1:00-1:50 pm
CIS 113-01	Intro to Computer Apps. TBA	3 credits M W F	MRT 210 11:00-11:50 am
CIS 113-02	Intro to Computer Apps. TBA	3 credits T R	MRT 210 9:05-10:20 am
CIS 113-50	Intro to Computer Apps. K. Jackson	3 credits R	MRT 210 5:30-8:30 pm
CIS 118-01	Office Computer Apps. K. Jackson	3 credits T R	MRT 210 2:25-3:40 pm
CIS 129-50	Database Applications Business - K. Jackson	3 credits T	MRT 210 5:30-8:30 pm

Economics

ECO 111-50	Prin. of Economics I K. Atcheson	3 credits R	CHR 206 6:00-9:00 pm
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Office Administration

SES 101-01	Keyboarding Fundamentals - P. York	1 credit W	CHR 206 3:00-3:50 pm
SES 108-01	Medical Office Law & Ethics - A. Osgood	3 credits T R	CHR 204 9:05-10:20 am
SES 108-02	Medical Office Law & Ethics - A. Osgood	3 credits T R	CHR 204 2:25-3:40 pm
SES 117-01	Information & Records Mgmt. - A. Osgood	3 credits T R	CHR 204 1:00-2:15 pm
SES 119-01	Speed Accuracy II P. York	0.5 credit T W	MRT 210 12:00-12:50 pm
SES 121-50	Medical Diagnostic Coding (ICD-9) - P. Palm	3 credits M W	CHR 204 4:00-5:15 pm
SES 123-01	Production Formatting II A. Osgood	3 credits M W F	CHR 204 1:00-1:50 pm
SES 124-01	Medical Insurance Processing - P. York	3 credits M W F	CHR 206 8:00-8:50 am
SES 124-02	Medical Insurance Processing - P. York	3 credits M W F	CHR 206 1:00-1:50 pm
SES 219-01	Speed Accuracy IV P. York	0.5 credit W F	MRT 210 12:00-12:50 pm
SES 220-01	Medical Terminology A. Osgood	3 credits M W F	CHR 204 2:00-2:50 pm
SES 220-02	Medical Terminology P. Mints	3 credits	<i>On-line</i>
SES 220-60	Medical Terminology D. Folsom	3 credits T	Houlton 5:00-7:50 pm
SES 225-01	Office Communications P. York	3 credits M W F	CHR 206 2:00-2:50 pm
SES 246-01	Medical Transcription P. York	3 credits T R	MRT 210 10:30-11:45 am

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Earn a quality, hands-on
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Nursing & Allied Health Courses

Allied Health

ALH 115-01	Intro Healthcare Professions - P. Mints	3 credits T R	CHR 203 1:00-2:30 pm
ALH 124-01	Health Safety Compliance for Healthcare - P. Mints	1 credit	On-line

Emergency Medical Services

EMS 111-50	EMT-Basic Course M. Beil	5 credits W S	CHR 201 6:00-8:50 pm 8:00a-4:00p
EMS 115-50	Fund. EMS Systems W. Grass	3 credits T	CHR 203 6:00-8:50 pm
		S	CHR 201 12:00-4:00 pm
EMS 117-50	Respiratory Emergencies B. Collamore	3 credits W S	CHR 203 6:00-8:50 pm 8:00-11:00 am
*EMS 120-50	Inter. Clinical Extern. I L. Mitchell	1 credit R	CHR 201 4:00-5:00 pm
*EMS 126-50	Inter. Clinical Extern. II L. Mitchell	2 credits R	CHR 201 5:00-6:00 pm
EMS 207-50	Emergency Care Across Lifespan - W. Grass	2 credits R	CHR 201 6:00-8:50 pm
EMS 214-01	Advanced Emergency Pharmacology - TBA	3 credits M W	CHR 205 12:00-3:00 pm
*EMS 216-50	Paramedic Clinical Externship I - L. Mitchell	5 credits R	CHR 201 4:00-5:00 pm
*EMS 226-50	Paramedic Clinical Externship II - TBA	4 credits R	CHR 201 5:00-6:00 pm
EMS 243-01	Community Parmedicine TBA	8 credits	On-line
EMS 245-01	CP Clinical TBA	3 credits	On-line

*Additional field study required.

Health Information Technology

HIT 101-01	Intro. Health Info Tech. - R. Harvey	3 credits T R	CHR 203 7:40-8:55 am
HIT 111-01	Medical Law & Ethics R. Harvey	3 credits M W	CHR 203 1:00-2:30 pm
HIT 113-01	Clinical Class Systems I R. Harvey	3 credits T R	CHR 203 10:00-11:15 am
HIT 115-01	Clinical App. Pathophysiology Pharmacology G. Thompson	3 credits T R	CHR 203 1:00-2:15 pm

ALH 115 Introduction to the Healthcare Professions

In addition to providing an overview of healthcare career choices, this class will present topics that will assist students to be successful. It introduces common topics encountered by healthcare professionals including medical legal issues, medical asepsis, communication, knowledge of healthcare across the lifespan and professional behavior.

ALH 124 Health & Safety Compliance for Healthcare Professions

In the past several years, regulatory agencies have significantly increased the life and environmental safety requirements for health care agencies. Emphasis on the increases in healthcare provider injuries, the spread of communicable diseases, and the protection of patient health information have resulted in the need for extensive orientation programs for staff and students employed or completing clinical experiences in these settings. This course is designed to meet these regulatory requirements.

EMS 111 EMT Basic Course

Prepares ambulance and rescue personnel, police officers, military personnel and firefighters to provide emergency prehospital care. The lab provides opportunities to perfect skills in basic airway management, CPR, automatic external defibrillation, oxygen delivery, shock management, splinting, and spinal immobilization. The curriculum follows the National Educational Standards for EMT. Students who successfully complete this course with a minimum grade of 75 may be eligible to sit for national registry examination and state licensure, pending a successful background check. Prerequisite: valid driver's license; compliance with all medical and health immunization requirements

HIT 101 Introduction to Health Information Technology

Course content includes the body of knowledge, competencies, legal and ethical principles that constitute the core of the health information management profession's contribution to the healthcare industry. The course focuses on the role and responsibilities of the HIT professional. Students will learn about legal and ethical issues, HIPAA privacy standards, clinical classifications and vocabularies, and healthcare delivery systems, as well as garner an understanding of reimbursement methodologies.

HIT 111 Medical Law & Ethics

Provides the student with a study of law and legal concepts as they apply to the practice of health information technology. Emphasis is on HIPAA Privacy/Rule regarding privacy and confidentiality; health record documentation management and release of information practices; and use and disclosure of patient information. Other topics include state and federal regulations for legal health records, medical staff appointments, healthcare provider credentialing, healthcare risk management, physician liability, and the expanding role of medical record information and subsequent impact due to the advance of electronic health records. It will provide the language and framework for understanding more about ethics within the context of dealing with complex health information issues as well as the process that HIT professionals can use to make appropriate ethical choices and to analyze what is and is not justified from an ethical perspective.

HIT 113 Clinical Classification Systems I

Emphasizes the principles and conventions of clinical classification systems used in today's healthcare settings. Emphasis is placed on ICD-9-CM. A history of nomenclatures and classifications systems is covered, as well as the relationship between coding and health care reimbursement. Other topics include: licensing and regulatory issues relative to coded data, payment and reimbursement systems, professional ethics content of the medical record, decision-making processes, data validity and integrity, classification systems and nomenclature, quality assessment and improvement, work and legal standards related to reimbursement, and retrieval of information. There will also be emphasis on ICD-10-CM and ICD-10-PCS in preparation of implementation on the compliance date presented.

HIT 115 Clinical Apps. of Pathophysiology & Pharmacology

Examines the fundamentals of pathophysiology as it is manifested within each body system. It includes pathogenesis etiology, clinical manifestations, current diagnostics, and pharmacological and other treatment modalities. Emphasis will be on disease terminology and abbreviations with identification of disease symptomatology, differential diagnosis and evaluation of laboratory data and drug therapy through textbook readings. It will also focus on the principles of drug action and how the use of drugs alters the disease process. Also included will be the cellular mechanisms of drug actions and the mechanisms of adverse drug effects.



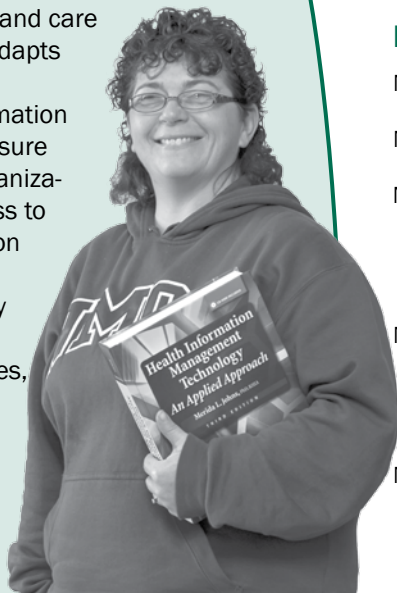
your opportunity

The medical field offers a wide variety of career options. Learn more about NMCC's allied health programs.

768-2785

Health Information Technology

Health information is the profession dedicated to the effective management of patient information and healthcare data needed to deliver high-quality treatment and care to the public. As healthcare adapts to the electronic health record environment, the health information technician role is critical to ensure that providers, healthcare organizations, and patients have access to the right healthcare information when and where it is needed. Graduates of the program may find employment in hospitals, office-based physician practices, nursing homes, home health agencies, mental health facilities and public health agencies. HIT professionals are an integral part of the healthcare team.



Medical Assisting

MDA 111-01	Medical Assisting Procedure w/Lab I P. Mints	4 credits M W	CHR 203 9:00-11:00 am
MDA 111-02	Medical Assisting Procedure w/Lab I P. Mints	4 credits M W	CHR 203 11:00a-1:00p
MDA 223-01	Med. Assisting Externship - P. Mints	2 credits	Clinical

Nursing

NUR 114-01	Health Promotion & Nutrition - J. McDougal	3 credits R	CHR 101 1:00 - 4:00 pm
NUR 114-02	Health Promotion & Nutrition - A. Bouchard	3 credits	On-line
NUR 127-01	Nursing Across the Life Span I	7 credits T W or T W	CHR 201 7:00a-1:30p 12:00-6:30 pm
NUR 229-01	Nursing Across the Life Span III	R F 9 credits T W	CHR 101 9:00a-12:00p 1:00-4:00 pm CHR 201 9:00a-12:00p
NUR 229-60	Nursing Across the Life Span III	R F 9 credits T W R F	6:45a-2:45p Houlton 9:00a-12:00p 1:00-4:00 pm 6:45a-2:45p

Trade/Technical Courses

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Get hands-on training in the career that is right for you!

Be ready to go to work in just two years with the job skills you need.



Automotives

ACR 121-01	Structural Analysis/Plastics - B. Collins	6 credits M F M F	AB CR & Lab 9:00-11:50 am 1:00-3:50 pm
ACR 214-50	Airbrushing Techniques Graphic Design - Collins	3 credits W	AB CR & Lab 5:00-8:50 pm
ACR 221-01	Structural Repairing/Estimating - B. Collins	6 credits T R T R	AB CR & Lab 9:05-11:50 am 1:00-3:50 pm
AUT 115-50	Automotive Electricity P. Lajoie	3 credits T	AT CR2 5:00-9:00 pm
AUT 123-01	Electrical Systems R. Bugbee	6 credits M F M F	AT CR1 & Lab 9:00- 11:50 am 1:00-3:50 pm
AUT 125-01	Automotive Electronics P. Lajoie	3 credits W	AT CR2 9:00-11:50 am
AUT 125-02	Automotive Electronics P. Lajoie	3 credits W	AT CR2 1:00-3:50 pm
AUT 216-01	Motor Vehicle Inspection P. Lajoie	2 credits M	AT CR2 1:00-2:50 pm
AUT 216-03	Motor Vehicle Inspection P. Lajoie	2 credits M	AT CR2 10:00-11:50 am
AUT 224-01	Engine/Transmissions R. Bugbee	6 credits T R T R	AT CR1 & Lab 9:05-11:50 am 1:00-3:50 pm
AUT 227-50	Advanced Electronic Systems - P. Lajoie	3 credits M	AT CR2 5:00-9:00 pm
AUT 229-50	Auto Heating & Air Conditioning - P. Lajoie	3 credits R	AT CR2 5:00-9:00 pm

Computer Electronics

COE 112-50	Intro. to Linux J. McLaughlin	3 credits M	CHR 115 4:00-8:00 pm
COE 122-01	Computer Fundamentals J. McLaughlin	3 credits M F	CHR 115 9:05-10:25 am
COE 123-01	Computer Fund. Lab J. McLaughlin	3 credits M F M F	CHR 112 10:35-11:50 am 1:00-3:50 pm
COE 125-01	Computer Networking Hardware - J. McLaughlin (runs 1/15 - 3/14)	3 credits W T R	CHR 112 1:00-4:50 pm 4:00-5:50 pm
COE 125-02	Computer Networking Hardware - J. McLaughlin (runs 3/19 - 5/15)	3 credits W T R	CHR 112 1:00-4:50 pm 4:00-5:50 pm
COE 220-50	Intro. to Computer Forensics - J. McLaughlin	3 credits W	CHR 112 5:00-9:00 pm
COE 224-01	Adv. Comp. Electronics J. McLaughlin	3 credits T R	CHR 115 9:05-10:25 am
COE 225-01	Adv. Comp. Electronics Lab - J. McLaughlin	3 credits T R T R	CHR 112 10:35-11:50 am 1:00-3:50 pm
MCP 221-01	Microcomputer Interfacing - McLaughlin	3 credits W	CHR 112 8:00-11:50 am

Diesel Hydraulics

DIM 122-01	Electrical Systems (Heavy Equipment) R. Rice (runs 1/14 - 3/15)	3 credits M F M F	DH CR & Lab 9:00-11:50 am 1:00-3:50 pm
DIM 123-01	Brake Systems R. Rice (runs 3/18 - 4/19)	1.5 credits M F	DH CR & Lab 9:00-11:50 am 1:00-3:50 pm
DIM 125-01	Suspension & Steering Systems - R. Rice (runs 4/22 - 5/15)	1.5 credits M F M F	DH CR & Lab 9:00-11:50 am 1:00-3:50 pm
DIM 221-01	Drive Train Systems R. Rice (runs 1/15 - 3/14)	3 credits T R	DH CR & Lab 9:05-11:55 am 1:00-3:50 pm
DIM 222-01	Air Cond. Sys./Transport Refrigeration - R. Rice (runs 3/19 - 5/13)	3 credits T R	DH CR & Lab 9:05-11:55 am 1:00-3:50 pm

Drafting/Drawing

DRR 117-01	Blueprint Rdg. Construct. Trades - D. Albert	3 credits T R	CHR 121 8:00-9:50 am
DRR 117-02	Blueprint Rdg. Construct. Trades - D. Albert	3 credits T R	CHR 121 1:00-2:50 pm
DRR 118-01	Ductwork Calculations D. Albert	4 credits T R	CHR 121 10:00-11:50 am
DRR 220-01	Architectural Drafting II P. Buck	2 credits W	CHR 218 8:00a-12:00p
DRT 123-01	Residential Architectural Drafting - S. Caron	6 credits M F M F	CHR 218 9:00-11:50 am 1:00-3:50 pm
DRT 225-01	Commercial Architectural Drafting II - S. Caron	6 credits T R T R	CHR 218 9:05-11:55 am 1:00-3:50 pm

Electrical/Electronics

DIB 113-01	Intro. Digital Systems C. Kelley	3 credits T R	CHR 214 8:00-9:50 am
DIB 113-02	Intro. Digital Systems C. Kelley	3 credits T R	CHR 214 10:00-11:50 am
EET 221-01	Control Systems & PLC's C. Kelley	3 credits W	CHR 113 10:00-11:50 am CHR 111-2 1:00-3:50 pm
EET 221-02	Control Systems & PLC's C. Kelley	3 credits W	CHR 113 10:00-11:50 am CHR 111-2 4:00-6:50 pm
ELC 116-01	Nat'l Electrical Code for Industry - B. McDougal	3 credits W	CHR 113 1:00-3:50 pm
ELC 116-50	Nat'l Electrical Code for Industry - B. McDougal	3 credits W	CHR 113 4:00-6:50 pm
ELE 222-01	Electrical Construct. & Maint. II - T. Maynard	3 credits T R	CHR 113 9:05-10:20 am
ELE 223-01	Electrical Construction & Maintenance II Lab T. Maynard	3 credits T R T R	CHR 110 10:30-11:50 am 1:00-3:50 pm
ELS 124-01	Industrial Electronics C. Kelley	3 credits M	CHR 214 10:00-11:50 am CHR 111-2 1:00-3:50 pm
ELS 124-02	Industrial Electronics C. Kelley	3 credits F	CHR 214 10:00-11:50 am CHR 111-2 1:00-3:50 pm
ELS 125-01	Motors And Controls T. Maynard	3 credits M	CHR 113 10:00-11:50 am CHR 110 1:00-3:50 pm
ELS 125-02	Motors And Controls T. Maynard	3 credits F	CHR 113 10:00-11:50 am CHR 110 1:00-3:50 pm

Plumbing & Heating

PLH 122-01	Plumbing Code Review A. St. Peter	3 credits M F	Alt. Energy Ctr. 9:00-10:20 am
PLH 123-01	Plumbing Lab II A. St. Peter	3 credits M F M F	PH Lab 10:35-11:50 am 1:00-3:50 pm
PLH 127-01	Solar Thermal TBA	3 credits W	Alt. Energy Ctr. 8:00-11:50 am
PLH 217-50	Propane & Natural Gases TBA	3 credits T R	PH CR & Lab 6:00-8:00 pm
PLH 220-50	Refrig./Air Conditioning II W. Akeley	2 credits M	Alt. Energy Ctr. 6:00-10:00 pm
PLH 222-01	Heating II A. St. Peter	5 credits T R T R	PH CR & Lab 10:05-11:55 am 9:05-11:55 am 1:00-3:50 pm
PLH 225-01	Maine Oil & Solid Fuel Code - A. St. Peter	1 credit T	PH CR 9:05-9:55 am



your opportunity



Save money.

Start your education at NMCC.

Advantages of a two-year college:

- **Cost savings**
- **Earnings capacity**
(work at a job in your field while still in school)
- **Low student loan debt**
- **Flexibility**

Call today to learn how NMCC can meet your needs!

768-2785

Precision Metals/Machine Tool

MTT 119-50	NIMS Lab II D. Duplessis	1 credit M W	CHR 121 5:00-6:20 pm
MTT 125-01	Machine Tool Tech. II D. Duplessis	6 credits M W F	CHR 121 12:30-1:20 pm
PMM 120-01	Intro. CNC Setup, Prog. & Operations D. Duplessis	3 credits M	CHR 120 7:40-9:55 am
		T	CHR 218 5:30-6:50 pm
PMM 120-02	Intro. CNC Setup, Prog. & Operations D. Duplessis	3 credits T	CHR 218 5:30-6:50 pm
		F	CHR 120 10:00-11:50 am
PMM 210-50	Geometric Dimensioning & Tolerancing D. Duplessis	3 credits M W	CHR 120 6:30-8:45 pm
		R	CHR 218 5:30-6:50 pm
PMM 231-01	Adv. Precision Metals Manufacturing D. Duplessis	6 credits T R	CHR 120 9:00-11:50 am
		T R	CHR 120 1:00-3:50 pm
PMM 233-50	NIMS Lab IV D. Duplessis	2 credits T R	CHR 120 7:40-8:55 am
		T	CHR 218 4:00-5:20 pm
		R	CHR 218 4:00-5:20 pm

Residential Construction

CAP 121-01	Carpentry II F. Pytlak	6 credits M F	RC CR & Lab 9:00-11:50 am
		M F	1:00-3:50 pm
CAP 221-01	Carpentry IV F. Pytlak	6 credits T R	RC CR & Lab 9:05-11:50 am
		T R	1:00-3:50 pm

Related Trade & Technical

HPB 110-50	High Pressure Boiler Operator - Drew	3 credits T	CED Classroom 6:00-9:00 pm
SAE 117-01	Occupational Safety C. Allen	1 credit T	CHR 205 11:00-11:50 am
SAE 117-50	Occupational Safety C. Allen	1 credit M	CHR 205 5:30-7:30 pm
SAE 121-01	Industrial Safety C. Allen	3 credits T R	CHR 205 7:40-8:55 am
SAE 121-02	Industrial Safety C. Allen	3 T R	CHR 205 9:00-10:15 am
SAE 121-03	Industrial Safety C. Allen	3 credits T R	CHR 205 1:00-2:15 pm
SAE 121-04	Industrial Safety C. Allen	3 credits T R	CHR 205 2:30-3:45 pm
SAE 121-80	Industrial Safety P. Ouellette	3 credits T	Madawaska 6:00-9:00 pm
TEC 109-50	Energy Auditing R. Crouse	3 credits W	Alt. Energy Ctr. 5:00-9:00 pm
TEC 123-50	Building Science II S. Caron	3 credits T	CHR 214 4:00-5:30 pm
		T	RC Lab 6:00-9:00 pm
TEC 123-51	Building Science II S. Caron	3 credits T	CHR 214 4:00-5:30 pm
		R	RC Lab 6:00-9:00 pm
TEC 221-50	Construction Mgmt. R. Nadeau	3 credits T	CHR 214 6:00-9:00 pm
TTE 254-50	Internship TBA	3 credits W	CHR 208-2 5:00-5:50 pm

Welding & Metal Fabrication

SHM 121-01	Sheet Metal II D. Albert	6 credits M W F	CHR 121 8:00-11:50 am
WEI 111-01	Oxyacetylene Welding R. Taggett	3 credits M	WLD CR & Lab 8:00a-12:00p
WEI 133-02	Electric Welding R. Taggett	3 credits T R	WLD CR & Lab 10:00-11:50 am
WEI 133-03	Electric Welding R. Taggett	3 credits W	WLD CR & Lab 8:00-11:50 am
WEI 133-04	Electric Welding R. Taggett	3 credits T R	WLD CR & Lab 1:00-2:50 pm
WEI 134-01	Advanced Welding R. Taggett	3 credits M	WLD CR & Lab 1:00-5:00 pm
WEI 134-50	Advanced Welding R. Taggett	3 credits T	WLD CR & Lab 4:00-8:00 pm

Wind Power Technology

WPT 115-01	Concepts Wind Power Tech. - W. Kilcollins	3 credits W W	CHR 111-1 10:00-11:50 am 1:00-2:50 pm
WPT 213-01	Wind Power Control Systems - W. Kilcollins	3 credits T T	CHR 111-1 10:00-11:50 am 1:00-3:50 pm
WPT 213-02	Wind Power Control Systems - W. Kilcollins	3 credits T F	CHR 111-1 10:00-11:50 am 1:00-3:50 pm
WPT 214-01	Wind Power Delivery Systems - W. Kilcollins	3 credits R F	CHR 111-1 10:00-11:50 am 9:00-11:50 am
WPT 224-01	Wind Turbine Mgmt. W. Kilcollins	3 credits M M	CHR 111-1 10:00-11:50 am 1:00-3:50 pm
WPT 224-02	Wind Turbine Mgmt. W. Kilcollins	3 credits M R	CHR 111-1 10:00-11:50 am 1:00-3:50 pm

your opportunity
Reconnect with the college.

Many thanks to the Alumni & Friends Organization for hosting the third annual Homecoming in September.

Want to be involved? Be sure to get information about upcoming activities! Please send your up-to-date contact information to the college at **760-1188** or e-mail us at **alumni@nmcc.edu**.

Check us out on Facebook for updates, photos and more!

HOMECOMING 2012



Alumni & Friends Organization Board of Directors, 2012

Honorees at the Alumni Dinner



Evening Courses

Arts & Sciences Courses

ART 110-50	Introductory Drawing	3 credits	CHR 205	Sullivan	W	6:00-9:00 pm
ART 122-50	Architectural History	3 credits	MRT 105	McPherson	T R	4:30-5:45 pm
BIO 114-50	Human Biology w/Lab	4 credits	CHR 206	Kierstead	T	6:00-8:30 pm
			CHR 215		W	6:00-8:30 pm
COM 111-50	Speech	3 credits	CHR 207	Nelson-Manion	W	6:00-9:00 pm
COM 212-50	Business Comm. I	3 credits	MRT 107	Nelson-Manion	R	6:00-9:00 pm
ECE 200-50	Child Growth & Development	3 credits	MRT 212	Broad-Smith	W	5:30-8:30 pm
ECE 220-50	Ed. Young Children/Special Needs	3 credits	MRT 213-2	Alden	R	5:00-8:00 pm
ECE 235-50	Curriculum in Early Childhood Ed.	3 credits	MRT 212	Campbell-Sawyer	T	5:30-8:30 pm
ENG 017-50	Reading Writing Fundamentals	4 credits	MRT 105	McPherson	M W	4:00-6:00 pm
ENG 111-50	English Composition	3 credits	MRT 107	Sweetser	T	6:00-9:00 pm
ENG 231-50	Women in Literature	3 credits	CHR 207	Grieco	T R	4:00-5:15 pm
MAT 064-50	Elementary Algebra	3 credits	MRT 213-1	Levasseur	M	6:00-9:00 pm
MAT 119-50	Applied Mathematics	4 credits	MRT 106	Duplessis	T R	4:00-6:00 pm
MAT 125-50	College Algebra	3 credits	MRT 106	Duplessis	W	6:00-9:00 pm
PHE 124-50	Ergonomics (<i>runs 1/16 - 2/26</i>)	1 credit	CHR 108	Googins	W	6:00-9:00 pm
PHI 201-50	Ethics	3 credits	MRT 213-1	Pelkey	T	6:00-9:00 pm
PHY 150-50	Physics	4 credits	CHR 217	Levasseur	T R	4:00-6:30 pm
PSY 101-50	General Psychology	3 credits	MRT 106	Nelson	R	6:00-9:00 pm
SOC 215-50	Social Issue & Problems	3 credits	MRT 106	Cronkhite	T R	4:00-5:15 pm
SPA 101-50	Elementary Spanish I	3 credits	CHR 206	Nelson	W	6:00-9:00 pm
SPA 102-50	Elementary Spanish II	3 credits	CHR 207	Nelson	T	6:00-9:00 pm

Business Courses

ACC 111-50	Principles of Accounting I	4 credits	CHR 208-1	Bradstreet	M W	4:00-6:00 pm
ACC 112-50	Computerized Accounting	3 credits	CHR 208-1	Cowett	T R	4:00-5:15 pm
BUS 117-50	Business Law I	3 credits	CHR 208-1	Hummel	R	6:00-9:00 pm
CIS 105-50	Intro PC Operating Sys.	1 credit	MRT 210	Jackson	W	4:00-5:00 pm
CIS 108-50	Spreadsheet Apps.	3 credits	MRT 210	Wyman	W	6:00-9:00 pm
CIS 113-50	Intro to Computer Apps.	3 credits	MRT 210	Jackson	R	5:30-8:30 pm
CIS 129-50	Database Applications	3 credits	MRT 210	Jackson	T	5:30-8:30 pm
ECO 111-50	Prin. of Economics I	3 credits	CHR 206	Atcheson	R	6:00-9:00 pm
SES 121-50	Medical Diagnostic Coding	3 credits	CHR 206	Palm	M W	4:00-5:15 pm

Nursing & Allied Health Courses

EMS 111-50	EMT-Basic Course	5 credits	CHR 201	Beil	W	6:00-8:50 pm
					S	8:00a-4:00p
EMS 115-50	Fund. EMS Systems	3 credits	CHR 203	Grass	T	6:00-8:50 pm
			CHR 201		S	12:00-4:00 pm
EMS 117-50	Respiratory Emergencies	3 credits	CHR 203	Collamore	W	6:00-8:50 pm
					S	8:00-11:00 am
EMS 207-50	Emergency Care Across Lifespan	2 credits	CHR 201	Grass	R	6:00-9:00 pm

Trade & Technical Occupation Courses

ACR 214-50	Airbrushing Techniques	3 credits	AB CR & Lab	Collins	W	5:00-8:50 pm
AUT 115-50	Automotive Electricity	3 credits	AT CR2	Lajoie	T	5:00-9:00 pm
AUT 227-50	Advanced Electronic Systems	3 credits	AT CR2	Lajoie	M	5:00-9:00 pm
AUT 229-50	Auto Heating & Air Conditioning	3 credits	AT CR2	Lajoie	R	5:00-9:00 pm
COE 112-50	Intro. to Linux	3 credits	CHR 115	McLaughlin	M	4:00-8:00 pm
COE 220-50	Intro. to Computer Forensics	3 credits	CHR 112	McLaughlin	W	5:00-9:00 pm
ELC 116-50	Nat'l Electrical Code for Industry	3 credits	CHR 113	McDougal	W	4:00-6:50 pm
HPB 110-50	High Pressure Boiler Operator	3 credits	CED Class	Drew	T	6:00-9:00 pm
PLH 217-50	Propane & Natural Gases	3 credits	PH CR & Lab	TBA	T R	6:00-8:00 pm
PLH 220-50	Refrig./Air Conditioning II	2 credits	Alt. Energy Ctr.	TBA	M	6:00-10:00 pm
MTT 119-50	NIMS Lab II	1 credit	CHR 121	Duplessis	M W	5:00-6:20 pm
SAE 117-50	Occupational Safety	1 credit	CHR 205	Allen	M	5:30-7:30 pm
TEC 109-50	Energy Auditing	3 credits	Alt. Energy Ctr.	Crouse	W	5:00-9:00 pm
TEC 123-50	Building Science II	3 credits	CHR 214	Caron	T	4:00-5:30 pm
			RC Lab	Caron	T	6:00-9:00 pm
TEC 123-51	Building Science II	3 credits	CHR 214	Buck	T	4:00-5:30 pm
			RC Lab	Hanson	R	6:00-9:00 pm
TEC 221-50	Construction Management	3 credits	CHR 214	Nadeau	T	6:00-9:00 pm
WEI 133-50	Advanced Welding	3 credits	WLD CR & Lab	Taggett	T	4:00-8:00 pm

Off-Campus Courses

Houlton

BIO 130-60	Anatomy/Physiology II w/Lab - M. Hannigan	4 credits T R	Houlton 3:00-4:50 pm 3:00-5:50 pm
BUS 109-60	Entrepreneurship O. Smith	3 credits R	Houlton 3:00-5:50 pm
COM 111-60	Speech S. Shain	3 credits T	Houlton 5:00-7:50 pm
ECE 205-60	Children's Literature H. Broad-Smith	3 credits T	Houlton 6:00-8:50 pm
ENG 111-60	English Composition R. Murray	3 credits M	Houlton 3:00-5:50 pm
MAT 115-60	Business Mathematics S. Jacobs	3 credits M	Houlton 5:00-7:50 pm
MAT 119-60	Applied Mathematics TBA	4 credits W	Houlton 5:00-8:50 pm
MAT 125-60	College Algebra L. Brown	3 credits W	Houlton 3:00-5:50 pm
PSY 101-60	General Psychology P. Cyr	3 credits M	Houlton 6:00-8:50 pm
PSY 207-60	Developmental Psych. M. Ivey	3 credits W	Houlton 6:00-8:50 pm
SES 220-60	Medical Terminology D. Folsom	3 credits T	Houlton 5:00-7:50 pm
SOC 111-60	Sociology P. Cyr	3 credits R	Houlton 6:00-9:00 pm

NMCC classes in the St. John Valley are offered at Madawaska High School (MHS), St. John Valley Tech. Center in Frenchville (SVJTC) and Van Buren High School (VBHS)

Frenchville

MAT 119-80	Applied Mathematics C. Collins	4 credits T R	SVJTC Rm 117 6:00-8:00 pm
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Madawaska

ENG 111-80	English Composition M. Kelly	3 credits M	MHS Rm 306 3:15-6:30 pm
HIS 123-80	US History, 1500 to 1865 - P. Buck	3 credits T	MHS Rm 207 6:00-9:00 pm
PHE 124-80	Ergonomics/Occup'l Wellness - J. Doucette (runs 1/7 - 1/11 only)	1 credit MTWRF	MHS Rm 217 6:00-9:00 pm
SAE 121-80	Industrial Safety P. Ouellette	3 credits T	MHS Rm 217 6:00-9:00 pm
SOC 111-80	Sociology D. Saucier	3 credits R	MHS Rm 207 6:00-9:00 pm

Van Buren

BIO 130-70	Anatomy/Physiology II w/Lab - E. Ouellette	4 credits M W	Van Buren 3:00-6:00 pm 3:00-5:00 pm
ENG 120-70	Intro. to Literature C. Germain	3 credits R	Van Buren 4:00-7:00 pm
PSY 207-70	Developmental Psych. K. Miller	3 credits F	Van Buren 3:00-6:00 pm

Houlton Higher Education Center



For more information on Houlton classes, contact:

Otis Smith
Houlton Higher Education Center
18 Military Street
Houlton, ME 04730
(207) 521-3100 ext. 3152
osmith@nmcc.edu

St. John Valley Center



For more information on
St. John Valley classes, contact:

Sandy Cyr
Madawaska High School
135 Seventh Avenue
Madawaska, ME 04756
(207) 551-5781
scyr@nmcc.edu

NMCC's Continuing Education Division

**Affordable
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Bring a course in-house or ask us to create an employee development program custom-designed for your organization.



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Learn from the convenience of your home or office. Choose from hundreds of web-based career training and professional development courses.



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Learn what it takes to be a responsible driver and how to handle a tractor and trailer safely and efficiently.

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NMCC's continuing education division provides a wide variety of options for lifelong learners. Our in-demand classes and knowledgeable instructors give you the most current training.



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Upgrade and strengthen job skills through seminars, non-credit courses workshops, and certificate programs.

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Courses offered to enlighten, enthuse, and engage: the perfect way to relax and learn something new.



For more information on what NMCC's Continuing Education Division can do for you, call 768-2849.

CAREER CERTIFICATES

*Looking for a Career Certificate?
Try one of these On-Line Programs*

Legal Secretary - 350 hours

This program teaches you all the skills you need to work for a lawyer in a law office. You'll master everything from legal office management and accounting to legal terminology and legal writing. Upon completion, you'll possess the knowledge necessary to successfully pass the National Association of Legal Professionals (NALS) Accredited Legal Secretary (ALS) examination. Cost: \$2,095

Grant Writing - 300 hours

The Grant Writing Online Training Program will teach you the essentials of writing, researching, obtaining, and maintaining grants. You'll learn how to format your proposals and how to write effectively. If you want to learn the essentials of writing or acquiring grants for private, public, or government use, this program is perfect for you. You'll discover how to develop successful grants by focusing on the skills needed to prepare professional, competitive, compelling grant proposals. An experienced grant writer will show you how to create proposals that get funded. Cost: \$2,095

Project Management - 40 hours

Are you looking for a high-paying career with a bright future? The field of project management is growing exponentially, and so is the demand for highly qualified project management professionals. Project managers are needed in all industries, from construction and manufacturing to aerospace and telecommunications. In this program, you'll master the skills you need to get started in project management or take your career to the next level. You'll also complete the 35 hours of formal project management education that are a prerequisite for taking the Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) certification exam. Cost: \$1,495

Enroll in these or other on-line courses through the online courses link at www.nmcc.edu.

Personal Enrichment Courses

Notary Course

A Notary Public is a sworn public official with the powers to perform a number of official acts. This class is designed to assist you in applying for a Notary Public commission in Maine.

Discussion will include history, enabling legislation, powers and duties, qualifications, and procedures of a Notary Public including performing civil wedding ceremonies. You will receive a guidebook from the Secretary of State's office and a Notary application. Time will be allotted to complete the Notary application that will be forwarded to the Secretary of State's office.

BNI-600 ♦ Cost \$49 ♦ .8 CEUs

Friday, April 19 ♦ 8:00 am – 4:30 pm

Mastering Public Speaking

You can become an effective public speaker! In this fun and hands-on course, you'll find out how to talk confidently and persuasively to both large audiences and small groups. You'll learn how to plan and deliver your presentations skillfully and how to manage one of the most common public speaking barriers—fear. As you build your skills step-by-step, you'll find out how to present a short or long speech, how to handle questions and manage conflict in meetings, and even how to shine in a job interview. You'll get tips for training your voice and learn how to use both verbal and nonverbal communication effectively. By the time you finish this course, you'll have an entire set of skills you can use on the job, in social settings, and in any other situation where you need to communicate with ease and authority. Along the way, you'll explore many real-world examples and have lots of opportunities to practice your new skills. Cost: \$99 - *Enroll at www.nmcc.edu.*

Keys to Effective Communication

If you often find yourself at a loss for words or lack confidence in your communication abilities, you'll appreciate this course. With the help of a patient instructor and a supportive community of your fellow students, you'll work step by step through the process of becoming a great conversationalist. You'll learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships. Cost: \$99
Enroll at www.nmcc.edu.

COMMERCIAL DRIVING ACADEMY

Time for a change? This is a state-certified Commercial Driving Academy, designed to train you to become a professional truck driver. Our training meets or exceeds all state and industry standards. The goal of this course is to teach you to handle a tractor-trailer safely and efficiently for a new career in one of today's fastest growing industries.

Admission Requirements:

- ◆ Valid Maine driver's license with a copy of driving record
- ◆ High school or GED diploma
- ◆ Personal interview with the instructor
- ◆ A copy of your immunization records
- ◆ DOT physical w/pre-entrance drug & alcohol screen
- ◆ Steel-toe work boots or shoes to meet OSHA regulations

CDA 600 Cost: \$3,495 - includes tuition, insurance & state testing fees
(Additional cost for books - \$85)

TAKE ONE OF OUR DAY CLASSES:

Monday – Friday, 8:00 am – 4:30 pm

January 2 – February 22

OR March 11 – May 3

EVENING AND WEEKEND COURSE

Begins November 26

Mondays & Wednesdays, 6:00 - 10:00 pm

and Saturdays, 8:00 am - 4:30 pm

Invest in Your Future Now!

Call 768-2768 to reserve your seat.

We also offer other transportation-related training, including:

DOT Safety Compliance

New Hours of Service Seminar

Drug Testing Compliance Training

General Log Books Workshops

**Call 768-2768
for more information.**



“Great program. I learned more than I expected to learn.

Wonderful, quality program that properly trains candidates as professional truck drivers.”

Kevin Bouchard



Trade/Technical Courses

High Pressure Boiler Operator

This course provides the student with the knowledge and techniques necessary to operate high pressure boilers and associated equipment. It also prepares the student to operate and maintain a steam generating plant in a safe and efficient manner. Course emphasis is on boiler classification, design, accessories and theory of operation, as well as State of Maine boiler rules. It meets the education requirements necessary to take the State of Maine High Pressure Boiler Operator exam.

HPB-110-50 ♦ 3 Credits
Cost \$495 - text additional
Tuesdays, January 15 – May 14
6:00 – 9:00 pm

MAINE QUALITY CENTERS

Customized education and training for new or expanding businesses - at no cost. In essence, that is the Maine Quality Centers Program, one of the state's most exciting economic development tools designed to make Maine a more attractive place to do business.

To participate, businesses must create new full-time job opportunities with benefits (located in Maine). Training is provided to trainees free of charge, with classes offered in the day, evening and/or weekends. Upon completion, trainees are issued college certification delineating the skill competencies obtained. Placement of trainees is not guaranteed. Final determination of hire rests with the employer.

Call 768-2849
to learn more about this
free training opportunity.



Codes and Loads

This course is a training seminar for residential contractors, builders and code enforcement officers. The training will provide an understanding of floor and roof loads and how they affect the structure. Participants will be using span tables from the International Residential Code 2012 and manufacturer's data for wood products to select joists, beams, headers and rafters. Dimension and engineered lumber products will be discussed. Participants should bring a copy of the 2012 International Residential Code)

CED-600 ♦ Cost \$59 ♦ .4 CEUs
Wednesdays, December 5 & 12 ♦ 8:30 am – 12:30 pm

Weatherization Technician

This course will prepare students for entry level jobs as weatherization technicians. The course will cover practical aspects of building science, including energy movement in buildings, ventilation and indoor air quality, framing and energy flow, surface and air heat loss, R and U values, the building envelope, weatherization materials, building diagnostic tools (including blower doors and infrared cameras), and techniques for air sealing and insulation. The course will emphasize safety as well as quality control in the installation of weatherization measures, and post-installation quality assurance analysis. The course is designed to meet the requirements of both MaineHousing and Efficiency Maine.

CED-600 ♦ Cost \$450 - text additional ♦ 4 CEUs
Monday - Friday, February 18 - 22 ♦ 8:00 am – 4:30 pm



EMS providers...

Here's the training you need to keep your skills up to date.

EMT Basic Refresher

Update your EMT Basic or First Responder certification. Topics will include: preparation for the National Registry Exam; patient assessment and airway management review; trauma care; EMS operations; practical skills review; and CPR update.

HLT-765 ♦ Cost \$110 – text additional ♦ 2.4 CEUs
Tuesdays, February 5, 12 & 19 ♦ 8:00 am – 5:00 pm

Advanced Life Support Refresher (ALS)

This refresher course for Emergency Medical Services personnel satisfies the educational requirements for relicensure as a Maine Emergency Medical Technician-Intermediate and Paramedic and for registration in the National Registry of EMT's. This course contains a review of Department of Transportation theory and skill objectives, an EMS update, and an ALS Skills Lab.

HLT-760 ♦ Cost \$220 – *bring your own text ♦ 4.8 CEUs
Tuesdays, February 5, 12, & 19 ♦ 8:00 am – 5:00 pm
AND Friday, March 1 ♦ 8:00 am – 5:00 pm
AND Friday & Saturday, March 8 & 9 ♦ 8:00 am – 5:00 pm

*AAOS Paramedic Review Manual for National Certification,
ISBN 13:9780763755188

Pediatric Advanced Life Support Provider (PALS)

This course is designed to aid the pediatric healthcare provider in developing the knowledge and skills necessary to efficiently and effectively manage critically ill infants and children, resulting in improved outcomes. Skills taught include recognition and treatment of infants and children at risk for cardiopulmonary arrest; the systematic approach to pediatric assessment; effective respiratory management; defibrillation and synchronized cardioversion; intraosseous access and fluid bolus administration; and effective resuscitation team dynamics.

HLT-600 ♦ Cost \$110 – *bring your own text ♦ 1.6 CEUs
Saturday & Sunday, April 20 & 21 ♦ 8:00 am – 5:00 pm

* PALS Provider Manual & Course Guide, AHA #80-1434

Emergency Vehicle Driver Training Program (AVOC)

This course meets the requirements of Maine EMS and Maine Law that state a person who operates an ambulance must complete a Maine EMS AVOC course or equivalent. A combination of lecture and hands-on driving experience will train emergency medical personnel and firefighters to safely operate an emergency vehicle.

HLT-600 ♦ Cost \$65 – includes text ♦ 1.6 CEUs
Friday, March 22 ♦ 5:00 – 9:00 pm
AND Saturday, March 23 ♦ 8:00 am – 4:00 pm



CRMA Certification

This 40-hour course is designed for individuals working in and responsible for administering medications in Residential Care Facilities. Participants will learn safe, accurate, and appropriate methods of administering medications as well as acceptable documentation techniques. Enrollment is limited to 12.

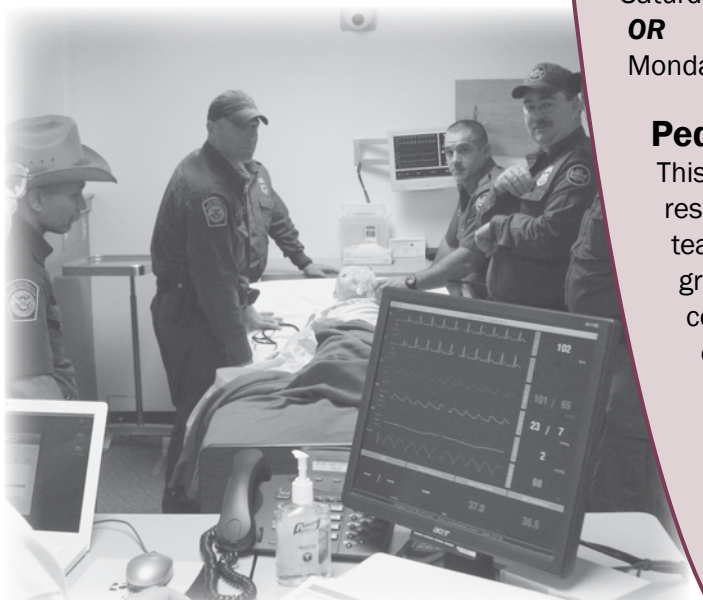
HLT-705 ♦ Cost \$350 ♦ 4.0 CEUs
Thursday & Friday, January 3 & 4
Monday & Tuesday, January 7 & 8
& Saturday, January 12
8:00 am – 4:30 pm

CRMA Recertification

This 8-hour course offers a complete review and update on the state regulations for the administration of medications. Participants must have a current CRMA 40 certificate to register for this course. Class enrollment is limited to 15.

HLT-711 ♦ Cost \$129 ♦ .8 CEUs
Friday, February 22
8:00 am – 4:30 pm
OR
Tuesday, April 2
8:00 am – 4:30 pm

Ask about customized training in our state of the art Simulation Center.



Healthcare Related Courses

Basic Life Support (BLS) Healthcare Provider

Designed to meet the needs of healthcare professionals, EMS and nursing students who respond to or are learning to respond to cardiac and respiratory emergencies. You will learn the role of the healthcare provider and the community in the total emergency cardiac care system; the information and techniques needed for adult and pediatric CPR and special rescue situations; signals and actions for survival that victims and healthcare providers must take to lessen the chance of disability and to prevent sudden death; and injury prevention in the pediatric age group.

HLT-615 ♦ Cost \$99 - includes text ♦ .6 CEUs
Saturday, February 9 ♦ 9:00 am – 4:00 pm
OR Saturday, April 27 ♦ 9:00 am – 4:00 pm

BLS Healthcare Provider REFRESHER

Designed for healthcare providers who need their credentials updated. Prerequisite: Current BLS Course Completion Card

HLT-615 ♦ Cost \$35 – text additional ♦ .3 CEUs
Tuesday, February 5 ♦ 2:00 – 5:00 pm

Heartsaver Adult First Aid with CPR & AED

This course provides first responders with training in basic first aid procedures, including the first aid skills recommended by OSHA. It also includes modules in CPR, AED, and environmental emergencies.

HLT-615 ♦ Cost \$99 - includes text ♦ .6 CEUs
Saturday, January 12 ♦ 9:00 am – 4:00 pm
OR
Monday & Wednesday, March 18 & 20 ♦ 5:30 – 8:30 pm

Pediatric First Aid/CPR

This course provides training for those who have a duty to respond to first aid emergencies, such as child care workers, teachers, foster care workers, camp counselors, youth groups, coaches for sports organizations and others. This course covers first aid basics, medical emergencies, injury emergencies and environmental emergencies.

HLT-616 ♦ Cost \$55 – includes text ♦ .6 CEUs
Saturday, January 26 ♦ 8:00 am – 3:00 pm
OR
Tuesday & Thursday, May 14 & 16 ♦ 6:00 – 9:00 pm



No More Film!

Learn how to take great photos with a digital camera...and how to fix them when they aren't so great!

Digital Photography for Seniors

This course teaches the basic techniques on effective use of a digital camera. We will also be demonstrating many of the exciting things you can do with an electronic picture, such as e-mailing it to family members, adding a colorful background, and inserting one picture over another. If you have recently invested in a digital camera (please bring your camera along) or are thinking about making a purchase, this hands-on workshop is for you. *Discover the possibilities of computerized photography!*

CMP-610 ♦ Cost \$39 - no text ♦ .3 CEUs
Saturday, January 19 ♦ 9:00 am – 12:00 pm

Digital Imaging

This course will help you master the art of digital image file management. You'll learn how to edit your photos including cropping, resizing, adjusting colors and adding special effects. You will also learn how to store the files, print at the highest possible quality, email digital photos to friends and family and use them to create electronic photo albums or to use with websites.

CMP-610 ♦ Cost \$69 - no text ♦ .6 CEUs
Saturdays, March 2 & 9 ♦ 9:00 am – 12:00 pm

Creating Videos from Your Photos

Have a bunch of photos and wish to share them at a reunion, anniversary, or birthday? Create a video. Learn how to create a slide show with dissolves and special effects. Bring in digital images on a flash drive and if you have music, bring a file to add. Class will consist of a demonstration of creating a video from Windows Movie Maker. Learn how to upload your video to YouTube to share with friends! As movies take time to create, you'll only be creating a short video in class.

CSA-600 ♦ Cost \$45 ♦ .4 CEUs
Thursdays, March 7 & 14 ♦ 5:00 – 7:00 pm

Introduction to QuickBooks 2012

Use the power of QuickBooks 2012 software to take control of your business accounting! In these lessons, you'll learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you'll discover how to track your accounts payable and receivable, manage your assets, control inventory, and generate estimates and reports. QuickBooks is designed for small to mid-sized businesses that want to incorporate powerful, effective software with a traditional approach to accounting. Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will equip you to quickly and efficiently gain control over the financial aspects of your business. Cost: \$99

Enroll through the online courses link at www.nmcc.edu.

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Need CEU's to recertify your credential? Check out these on-line courses...Only \$99 each! ***You can complete any course entirely from your home or office. Any time of the day or night.***

Microsoft PowerPoint 2010 in the Classroom

Teaching Smarter with SMART Boards

Singapore Math Strategies: Model Drawing for Grades 1-6

Guided Reading and Writing: Strategies for Maximum Student Achievement

Teaching Students With ADHD

Enhancing Language Development in Childhood

Enroll in these classes and more through the online courses link at

www.nmcc.edu

Certificate of Professional Development

Microsoft Office 2010 Applications

There is no doubt that you need good computer skills to compete in today's job market. This course will help you develop new skills using the most up-to-date hardware and software used in today's businesses. Through easy-to-follow, step-by-step instructions, you'll get comfortable creating Word documents, Excel spreadsheets, PowerPoint presentations, and an Access database. These hands-on training classes help to develop basic to advanced skills with Microsoft Office business desktop software.

The certificate of professional development has been designed to provide a wide range of basic and advanced skills. After successful completion, you will receive a certificate reflecting your skill level.

Level I - Basic

Microsoft Word
Microsoft Excel Basics
Access for Beginners
PowerPoint Essentials

CSA 660 ♦ 3.6 CEUs
Cost: \$325 – text additional
Wednesdays ♦ 5:00pm – 8:00 pm
February 6 – May 8

Level II - Advanced

Microsoft Word
Microsoft Excel Advanced
Access Design/Implementation
PowerPoint, the Next Level

Call and ask about dates. 768-2849

Computer Courses

Are You Afraid of Computers?

Designed for the true beginner, this workshop provides an overview of the PC. Starting with basic terms, we will show you the "must know" components of a PC, their names and what they mean and do! Learn how to work with the Windows operating system and how to run the applications you want to use and install. You will also learn about the popular Microsoft Office Suite and how to surf the Internet!

CSA-600 ♦ Cost \$39 ♦ .3 CEUs
Tuesday & Thursday, May 21 & 23 ♦ 5:00 – 8:00 pm

Office 2010: New Features

Interested in making the move to Office 2010? Become familiar with the new and enhanced features of the Microsoft Office 2010 suite to make your transition seamless. We will cover the new changes to Word, Excel, Access, and PowerPoint. Additional topics include common program changes, elements of the ribbon menu, new visual tools to enhance documents and presentations and much more. Prerequisite: Experience with a previous version of any of the Microsoft Office programs.

CSA-620 ♦ Cost: \$89 – includes text ♦ .6 CEUs
Friday, February 8 ♦ 9:00 am – 4:00 pm

Introduction to Social Media

Social media has become extremely popular because it allows people to connect in the online world to discover, read and share news, information and content and to form relationships for personal and business purposes. It can take many different forms. In this class we will get you started with a few of the most popular examples, such as Facebook (social networking), YouTube (social networking and video), Twitter (social networking and microblogging), Wikipedia (reference), and MySpace (social networking). Find out why millions are choosing online networking profitable both socially and professionally.

CSA-600 ♦ Cost: \$39 ♦ .3 CEUs
Wednesday, February 20 ♦ 5:30 – 8:30 pm

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Certificate in **NON-PROFIT MANAGEMENT**

This program provides resources and skills to strengthen non-profit leaders as they deal with today's challenges.

These workshops offer strategies to improve the effectiveness of staff, executive directors, board members, and key volunteers responsible for the day-to-day operations of non-profit organizations. Participants are encouraged to interact and provide real-life experiences.

Enroll in as many or as few workshops in the program as desired. Those who complete any six of the workshops will be issued a Certificate in Non-Profit Management.

*Each workshop runs from **8:00 am to 12:00 noon.***

Courses are \$59 each or enroll in all 8 and pay only \$425!

Marketing for Non-Profits - Friday, January 11

This workshop looks at a variety of marketing and public relations tools that can be used to bring attention to the work your organization performs. Instructor: Jason Parent

Grant-Writing 101 - Friday, February 1

This workshop addresses the layout of sound grant proposals, tips for winning grants, the correct way to write goals and objectives for grant proposals, and how to prepare an evaluation plan. Instructor: Kim Smith

Coaching Staff for Improved Performance - Friday, February 22

Personnel is a key resource and non-profits must make the most of the talent available to them. This workshop explores effective coaching to improve and enhance employee performance. Instructor: Carol Bell

Fundraising for the Non-Profit - Friday, March 15

Fundraising is essential to the non-profit. Add to that the challenges of today's economy, living in a small rural community, and competition for dollars. This workshop deals with the development of fundraising campaigns, planned giving, and other techniques. Instructor: Kim Smith

Strategic Planning for Non-Profits - Friday, April 5

Executive directors and board presidents can build more effective organizations by understanding the strategic planning process and its importance. This workshop examines various plan models, as well as implementation and evaluation of the process. Instructor: Carl Michaud

Leadership Development for Non-Profits - Friday, April 26

Choosing the appropriate board members and leaders is essential for non-profits who want to ensure effective governance. This workshop examines the traits desired in leaders, and how to nurture leaders. Instructor: Kim Smith

Effective Use of Volunteers - Friday, May 17

Volunteers are a primary resource allowing non-profits to fulfill their mission while meeting budget restrictions for staff. The workshop focuses on the identification of good volunteers; the preparation, utilization, retention, and evaluation; and the importance of volunteer recognition. Ideas for avoiding volunteer "burnout" and the need for role descriptions will also be examined. Instructor: Kim Smith

Financial Management for Non-Profits - Friday, June 7

Successful management of limited resources is vital for non-profits. The importance of the separation of duties in a small agency, proper record keeping, and monitoring cash flows will be included in the topics of discussion.

Continuing Education Courses

How Do I Register?

By Phone:

(207) 768-2849

Using MasterCard or Visa

By Mail:

NMCC Continuing

Education Division

33 Edgemont Dr.

Presque Isle, ME 04769

In Person:

Stop by our office on the second floor of the Edmunds Building.

Late Registration:

Registration after the first day of class is available for some courses.

Call for details.

Call us and learn how easy it can be to become our training partner.

768-2768



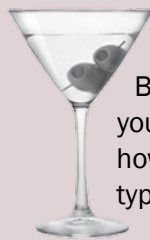
www.nmcc.edu

Business/Career Courses

Looking for a full or part-time career?

Professional Bartending & Mixology

Become a professional bartender for less money and time than you would expect! Learn to identify a variety of brand names, how to mix hundreds of drinks and how to effectively handle every type of patron. This is a hands-on course that includes practice workshops and speed building.



MIX 600 ♦ Cost \$350 – includes text & bar kit ♦ 3.6 CEUs

March 19 – April 27

Tuesdays, 5:30 – 8:30 pm & Saturdays, 10:00 am – 1:00 pm

Business Finance for Non-Finance Personnel

Are you interested in making better business decisions to increase your company's profits, move you up the corporate ladder, and help you reach a better, personal financial position? Then you need to take this course. Whether you're an employee, sales executive, supervisor, or manager, this course will help you understand basic financial information and use that information to make decisions that will positively affect your company's financial situation. This is a business finance course for non-financial employees and managers. In six weeks, you will obtain significantly improved business acumen skills and financial understanding.

Position yourself to be more confident in your business and financial decisions! Cost: \$99

Enroll through the online courses link at www.nmcc.edu.

“Northern Maine Community College’s Continuing Education programs are a true asset to employers and employees. With technology changing so rapidly, it is necessary to provide up to date training to enhance skills and increase productivity.”

~ Carol Bell, Partnership Director
Healthy Aroostook, a program of the
Aroostook County Action Program



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