

Courses in Presque Isle, Houlton and the St. John Valley



**NORTHERN
MAINE**
COMMUNITY COLLEGE

Fall 2013 Courses

CREDIT DIVISION

*Semester
Begins
August 26*

**Day & Evening
Classes
Available...**

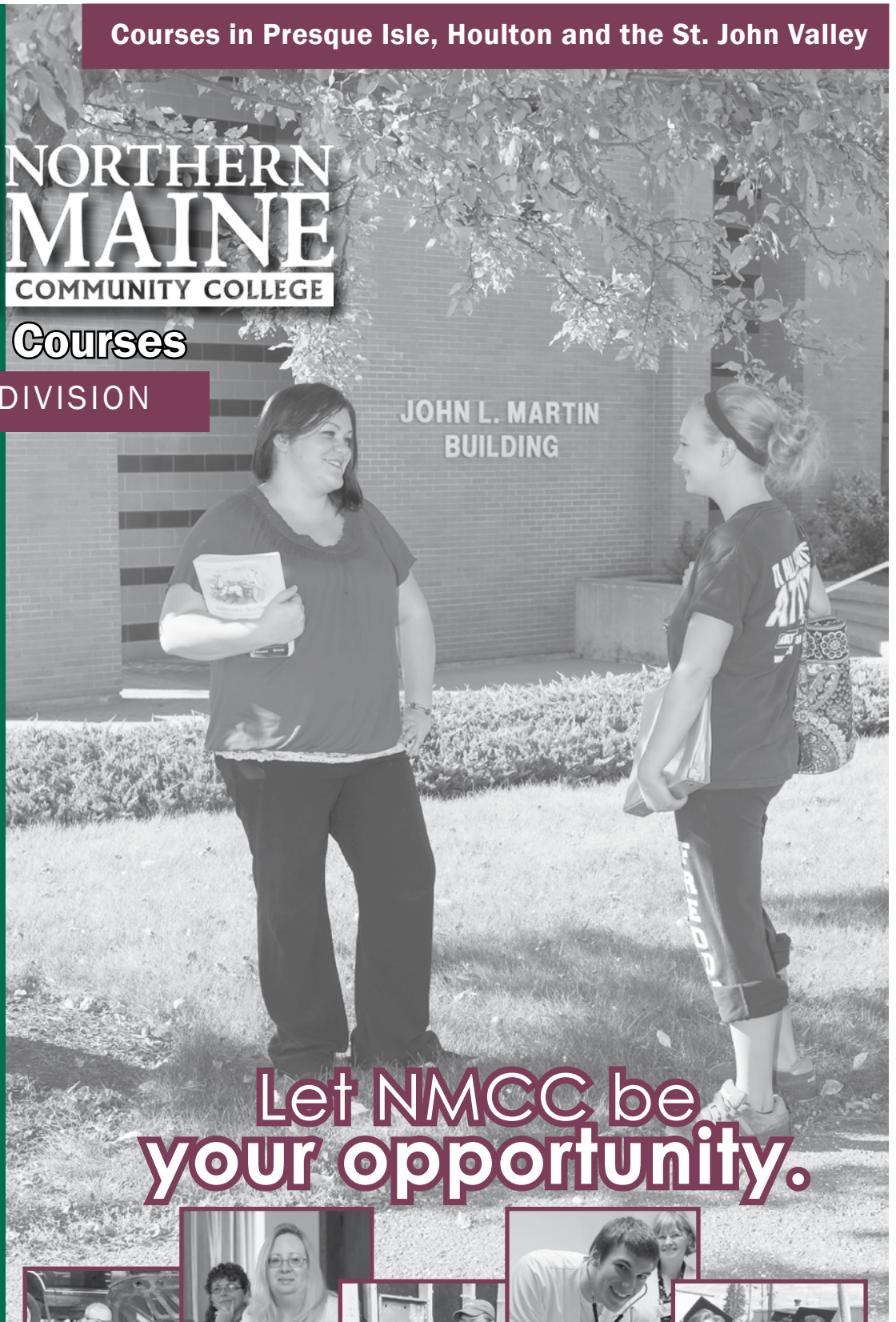
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**Classes Offered
at Convenient
Off-Campus
Locations...**

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**Flip this guide
over to see our**

**CONTINUING
EDUCATION DIVISION
OFFERINGS**



**Let NMCC be
your opportunity.**



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!**

Enter for a chance
to win free tuition!
See page 15
for details

Tuition

In-State	\$ 88/cr.hr.
New England Regional Students/ New Brunswick Residents	\$132/cr.hr.
Non-Resident	\$176/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. 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, AUGUST 1 • 4:00-7:00 P.M.

Presque Isle
NMCC Campus
33 Edgemont Drive

Madawaska
Madawaska High School
135 Seventh Avenue

Houlton
Houlton Higher Ed. Ctr.
18 Military Street

Campus Housing

We're a small, close-knit campus community so your room mate won't just be a fellow student, he or she will likely become a close friend. NMCC's campus is a safe, secure and comfortable place to call home, and it's extremely affordable.

Check it out...it often costs less for you to live on campus than to rent an apartment in town. You have a number of housing styles to choose from. Whether you prefer privacy or want a true dorm experience, NMCC has an option to fit your taste.



Contact our residential life office at **768-2795** to learn more.

your opportunity
Find your home away from home.

your opportunity

Enter the workforce or get an affordable start to a four-year degree.

Arts & Sciences Department

Early Childhood Education
Liberal Studies

Business Technology Department

Accounting
Business Administration
General Technology - Business Option
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 Dept.

Automotive Collision Repair
Automotive Technology
Computer-Aided Drafting
Computer Electronics
Diesel Hydraulics
Electrical Construction & Maintenance
General Technology - Trade Option
Machine Tool Technology
Plumbing & Heating
Precision Metals Manufacturing
Residential Construction
Welding & Metal Fab.
Wind Power Technology

Call 768-2785
to learn more.

Fall Courses

Business Technology Courses

The following are descriptions for some of our 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 are introduced to computerized accounting procedures after they become proficient with the manual process. (Not available for credit by accounting 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 121 Principles of Accounting II

Emphasis is on the corporate form of ownership. Topics include accounting for bonds, investments in stocks and bonds, business combinations and the statement of cash flows. Managerial accounting is introduced. Topics include job order and process cost systems and cost-volume-profit analysis. Students will apply concepts learned by the completion of a computerized homework system and an investment project. Prerequisite: ACC 111

ACC 214 Federal Taxation

Study of the U.S. Federal Income Tax laws to provide training in preparation of individual tax returns. Special emphasis is on recognition of taxable income, non-taxable income, personal deductions, gain or loss recognition basis, capital gains, monetary conversion, business expenses and itemized deductions. Prerequisite: ACC 121 or ACC 125

ACC 234 Accounting Information Systems 1

Covers the functions of an accounting information system within an organization and examines topics in internal controls and system documentation. The course emphasizes a commercial software package integrated with accounting projects. These projects explore systems in banking, customers and sales, vendor purchases and inventory, payroll, budgets, reports, and graphics. Prerequisites: ACC 121 or ACC 125

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 a step-by-step business plan while examining entrepreneurial opportunities, financing, marketing, selling and customer service, cash flow, managing employees, and growing a business. Recommended for all students who aspire to business ownership and 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.

BUS 215 Business Ethics

Introduces contemporary and controversial ethical issues that face the business community. Case studies are utilized to study the competing values and interests involved in ethical situations. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society. Prerequisite: ENG 111, second-year associate degree standing, or permission of instructor.

BUS 229 Principles of Management

Enlivens management principles through its emphasis of real-world management practices. The experiences of people and businesses used in class illustrate the relevance of each theoretical management concept and how those concepts apply to actual business situations. Due to constantly changing management practices, leadership and change management concepts are integrated in the issues and applications throughout the course.

Accounting

ACC 110-01	College Accounting C. Harmon	3 credits T R	CHR 207 9:05-10:20 am
ACC 110-60	College Accounting TBA	3 credits R	Houlton 6:00-8:50 pm
ACC 111-01	Prin. of Accounting I N. Cowett	4 credits M T R F	CHR 208-1 1:00-1:50 pm
ACC 111-02	Prin. of Accounting I N. Cowett	4 credits M T R F	CHR 208-1 2:00-2:50 pm
ACC 111-50	Prin. of Accounting I W. Bradstreet	4 credits T R	CHR 206 4:00-5:50 pm
ACC 121-50	Prin. of Accounting II N. Cowett	4 credits T R	CHR 208-1 4:00-5:50 pm
ACC 211-01	Inter. Accounting I N. Cowett	4 credits M T R F	CHR 208-1 11:00-11:50 am
ACC 214-01	Federal Taxation I D. Clayton	3 credits M W F	CHR 208-1 10:00-10:50 am
ACC 234-01	Accounting Info. Sys. I D. Clayton	3 credits T R	CHR 206 1:00-2:15 pm

Business

*BTE 253-50	Business Internship D. Clayton	3 credits	On-line
BUS 101-01	Introduction to Business P. York	3 credits T R	CHR 206 9:05-10:20 am
BUS 101-02	Introduction to Business C. Harmon	3 credits T R	CHR 207 10:30-11:45 am
BUS 101-50	Introduction to Business TBA	3 credits T	CHR 208-1 6:00-9:00 pm
BUS 109-60	Entrepreneurship O. Smith	3 credits W	Houlton 3:00-5:50 pm
BUS 117-01	Business Law I P. York	3 credits T R	CHR 206 10:30-11:45 am
BUS 117-02	Business Law I P. York	3 credits T R	CHR 207 2:25-3:40 pm
BUS 117-50	Business Law I K. Jackson	3 credits R	CHR 208-1 6:00-9:00 pm
BUS 215-01	Business Ethics B. Hummel	3 credits T R	CHR 207 1:00-2:15 pm
BUS 229-02	Principles of Mgmt. K. Jackson	3 credits M W F	CHR 207 11:00-11:50 am

*Additional weekly site work required.

your opportunity

At NMCC, you can expect a career-focused education and accessible faculty with business-world experience to help you on your way to successful job placement in the career of your choice. Or, if a four-year degree is your goal, take advantage of an affordable start in getting there.

So, get started on a business education at NMCC.

Call 768-2785 today!

Computers

CIS 105-01	Intro PC Operating Systems - K. Jackson	1 credit	MRT 210
CIS 105-02	Intro PC Operating Systems - K. Jackson	1 credit	CHR 208-1
CIS 105-03	Intro PC Operating Systems - K. Jackson	1 credit	MRT 210
CIS 105-04	Intro PC Operating Systems - K. Jackson	1 credit	CHR 208-1
CIS 105-45	Intro PC Operating Systems - TBA	1 credit	Caribou TBA
CIS 108-01	Spreadsheet Apps. Business - D. Clayton	3 credits	MRT 210
CIS 108-50	Spreadsheet Apps. Business - D. Wyman	3 credits	MRT 210
CIS 112-01	Fund. of Computer Concepts - K. Jackson	3 credits	MRT 210
CIS 113-01	Intro to Computer Apps. B. Hummel	3 credits	MRT 210
CIS 113-02	Intro to Computer Apps. B. Hummel	3 credits	MRT 210
CIS 113-03	Intro to Computer Apps. B. Hummel	3 credits	MRT 210
CIS 113-04	Intro to Computer Apps. B. Hummel	3 credits	MRT 210
CIS 113-50	Intro to Computer Apps. B. Hummel	3 credits	MRT 210
CIS 118-01	Office Computer Apps. K. Jackson	3 credits	MRT 210
CIS 129-01	Database Applications Business - D. Clayton	3 credits	CHR 208-1
CIS 129-50	Database Applications Business - K. Jackson	3 credits	MRT 210

Economics

ECO 111-01	Prin. of Economics I K. Jackson	3 credits	CHR 208-1
ECO 111-02	Prin. of Economics I K. Jackson	3 credits	CHR 206
ECO 111-50	Prin. of Economics I K. Atcheson	3 credits	MRT 213-1

Office Administration

SES 107-01	Word Processing I P. York	3 credits	CHR 206
SES 116-01	Speed Accuracy I P. York	0.5 credit	MRT 210
SES 210-01	Word Processing III A. Osgood	3 credits	CHR 204
SES 216-01	Speed Accuracy III P. York	0.5 credit	MRT 210
SES 220-01	Medical Terminology A. Osgood	3 credits	CHR 204
SES 220-02	Medical Terminology A. Osgood	3 credits	CHR 204
SES 220-03	Medical Terminology A. Osgood	3 credits	CHR 204
SES 220-60	Medical Terminology D. Folsom	3 credits	Houlton
SES 224-01	Electronic Health Records - A. Osgood	3 credits	CHR 204
SES 239-50	Medical Coding R. Harvey	3 credits	CHR 206

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. Students will use Excel to solve business problems by completing hands-on activities to design, create and modify basic to advanced electronic spreadsheets. Activities will include: 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

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 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, micro-computer operating systems, and hands-on experience with a business software suite consisting of word processing, spreadsheets, databases, and presentation graphics.

CIS 118 Office Computer Applications

This course is designed to develop student proficiency in intermediate/advanced levels in word templates, mail merge techniques, creating news letters in word processing, data manipulation, data exchange, creating forms and reports in database applications, financial formulas and data sorting and filtering in spreadsheet applications and information presentation techniques using presentation software. The lab software used is the Microsoft Office Professional suite of applications operating in a Windows environment. Advanced projects in Word, Excel, Access and PowerPoint are completed.

CIS 129 Database Applications for Business

Provides a comprehensive coverage of database management systems using Microsoft Access. Students will use 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 107 Word Processing I

Introduces keyboarding and formatting skills, correct typing techniques, and theory. Emphasizes the keying of block and modified-block letters, interoffice memorandums, signing and initialing, unbound and leftbound reports, multi-page documents, title pages, and reference pages. Speed and accuracy are developed through drills and timings.

SES 116 Speed/Accuracy I

Speed is increased and accuracy maintained through out-of-class work and in-class timed writings. Speed/accuracy requirement is one 3-minute writing at 30 words/minute with three or fewer errors.
Pre/Corequisite: SES 113

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.

SES 224 Electronic Health Records

Prepares students to manipulate the electronic health record, which includes documenting the total patient encounter, managing the revenue cycle, billing patient encounters, and producing reports. Hands-on activities using Connect Plus will provide students with transferrable skills that will prepare them for success in the medical office, regardless of what program their practice uses.

SES 239 Medical Coding

Fundamental instruction in CPT (Current Procedural Technology) and ICD-9-CM (International Classification of Diseases).
Prerequisite: SES 220

Arts & Sciences Courses

COL 103 College Success

Designed to help students feel comfortable with the experience of being a college student. As a class, we will examine the academic culture of college and look at ways to be successful at NMCC. Through interactive exercises and assignments, the class will discuss a variety of topics including the transition to college life, goal setting, study skills, time management, campus resources, and information literacy. The ultimate purpose of the course is to provide an opportunity for students to learn and adopt strategies to be successful in college and beyond.

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 210 Mass Communication: Media & Culture

Introduces the field of mass media/communication and its impact on society. Students will explore, observe, discuss and analyze media, using a cultural perspective as a basis for/of communication and media studies. Special attention is paid to understanding aspects of media and mass communication in the context of comparative cultural studies with special attention to: "texts" of culture, media, and communication, including print, the internet, television, film, music, and radio. Corequisite: ENG 111

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. 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. Emphasis is given to utilizing visual aides effectively, writing several types of job-related technical reports, and giving oral presentations. Prerequisite: ENG 111

ECE 101 Healthy Learning Environments for Children

Examines organizing space and equipment for indoor and outdoor activities; helping children learn to play together; understanding and providing for children's health, safety and nutritional needs; and maintaining a safe learning and play environment in and outside of the classroom.

ECE 105 Advancing Intellectual & Social Development in the Young Child

Covers the intellectual (cognitive) and social development of children and the ways that teachers support development in their daily interactions with young children. Topics will include encouraging young children to explain, experiment and question; advancing language use and comprehension; and building positive self-concept in the young child. Focus of the course will be applying developing knowledge of young children to help them learn in a manner that supports development in the whole child.

ECE 210 Child Guidance and Discipline

Discusses the differences between punishment and discipline, and techniques for guiding young children. Topics will include positive reinforcement, redirection of negative behavior, setting and enforcing limits, and the natural and logical consequences of a child's choices. Students will learn techniques for self-control and stress management, and will develop an understanding that effective discipline follows development of a respect for the dignity of the child. Prerequisite: ECE 105 or ECE 200 or commensurate experience

ECE 230 Curriculum in Early Childhood Education (Birth-3 years)

Provides an in-depth study of the development and implementation of developmentally appropriate curriculum for infants and toddlers based on an understanding and knowledge of child development, individual children, the group of children, and community and program goals. Topics will include assessment of children; age-appropriate scheduling and instructional planning; and maintaining a physically and psychologically safe learning environment. Students will develop creative instructional materials and will evaluate and utilize commercially developed products. Prerequisite: ECE 200 or commensurate experience

College Success

COL 103-01	College Success H. Broad-Smith	1 credit T	MRT 105 1:00-1:50 pm
COL 103-02	College Success H. Broad-Smith	1 credit R	MRT 105 1:00-1:50 pm
COL 103-03	College Success R. Duplessis	1 credit F	MRT 105 2:00-2:50 pm
COL 103-04	College Success J. Graham	1 credit M	MRT 105 8:00-8:50 am
COL 103-05	College Success J. Graham	1 credit W	MRT 107 8:00-8:50 am

Communications

COM 111-01	Speech L. Nelson Manion	3 credits M W	MRT 213-1 3:00-4:15 pm
COM 111-02	Speech L. Nelson Manion	3 credits T R	MRT 213-1 12:40-1:55 pm
COM 111-50	Speech L. Nelson Manion	3 credits R	MRT 107 6:00-8:50 pm
COM 111-60	Speech S. Shain	3 credits T	Houlton 5:00-7:50 pm
COM 210-01	Mass Comm: Media & Culture - J. Grieco	3 credits M W	CHR 207 4:00-5:15 pm
COM 212-50	Business Comm. I E. Pelkey	3 credits W	MRT 107 6:00-8:50 pm
COM 221-01	Technical Comm. L. Nelson Manion	3 credits M W F	MRT 105 1:00-1:50 pm
COM 221-02	Technical Comm. L. Nelson Manion	3 credits T R	MRT 105 7:40-8:55 am
COM 221-50	Technical Comm. L. Nelson Manion	3 credits W	MRT 105 6:00-8:50 pm

Early Childhood Education

ECE 101-01	Healthy Learning Environments Children H. Broad-Smith	3 credits M W F	MRT 212 2:00-2:50 pm
ECE 105-01	Adv. Intellectual Social Development in Young Child - H. Broad-Smith	3 credits M W F	MRT 212 3:00-3:50 pm
*ECE 192-50	Field Experience ECE I H. Broad-Smith	3 credits T	MRT 212 4:00-4:50 pm
ECE 210-01	Child Guidance & Discipline - Broad-Smith	3 credits T R	MRT 212 2:25-3:40 pm
ECE 230-50	Curriculum in Early Childhood Ed. (Birth-3) K. Campbell-Sawyer	3 credits T	MRT 212 5:30-8:20 pm

*Additional weekly field study required.

English

ENG 015-01	Basic Grammar Review L. McPherson	1 credit F	MRT 105 12:00-12:50 pm
ENG 017-01	Reading Wrting Fund. L. McPherson	4 credits T W	MRT 105 4:00-5:30 pm
		R	4:00-5:00 pm
ENG 017-45	Reading Wrting Fund. B. Finlay	4 credits R	Caribou 6:00-9:00 pm

ENG 111-02	English Composition J. Graham	3 credits M W F	MRT 107 10:00-11:50 am
ENG 111-03	English Composition J. Grieco	3 credits M W F	MRT 105 10:00-10:50 am
ENG 111-04	English Composition E. Pelkey	3 credits M W F	MRT 105 11:00-11:50 am
ENG 111-05	English Composition E. Pelkey	3 credits M W F	MRT 105 9:00-9:50 am
ENG 111-06	English Composition J. Grieco	3 credits M W F	MRT 107 1:00-1:50 pm
ENG 111-07	English Composition E. Pelkey	3 credits T R	MRT 107 3:00-4:15 pm
ENG 111-08	English Composition J. Grieco	3 credits T R	MRT 107 9:05-10:20 am
ENG 111-09	English Composition E. Pelkey	3 credits T R	MRT 107 7:40-8:55 am
ENG 111-10	English Composition J. Graham	3 credits T R	MRT 105 10:30-11:45 am
ENG 111-11	English Composition J. Grieco	3 credits T R	MRT 107 10:30-11:45 am
ENG 111-12	English Composition J. Graham	3 credits T R	MRT 107 1:00-2:15 pm
ENG 111-50	English Composition L. Nelson-Manion	3 credits M	MRT 107 6:00-8:50 pm
ENG 111-60	English Composition TBA	3 credits M	Houlton 3:00-5:50 pm
ENG 111-70	English Composition C. Germain	3 credits R	Van Buren 4:30-7:30 pm
ENG 120-01	Intro. to Literature J. Graham	3 credits M W	MRT 213-1 1:00-2:15 pm
ENG 234-01	American Literature II J. Graham	3 credits T R	MRT 213-1 9:05-10:20 am

Ergonomics/Wellness

HPR 110-01	Lifelong Wellness L. Googins	3 credits T R	MRT 211 12:40-1:55 pm
PHE 124-01	Ergonomics/Occup'l Wellness - L. Googins	1 credit M	MRT 211 10:00-10:50 am
PHE 124-02	Ergonomics/Occup'l Wellness - L. Googins	1 credit M	MRT 211 9:00-9:50 am
PHE 124-03	Ergonomics/Occup'l Wellness - L. Googins	1 credit F	MRT 211 2:00-2:50 pm
PHE 124-04	Ergonomics/Occup'l Wellness - L. Googins	1 credit M	MRT 211 1:00-1:50 pm
PHE 124-05	Ergonomics/Occup'l Wellness - L. Googins	1 credit T	MRT 211 11:00-11:50 am
PHE 124-06	Ergonomics/Occup'l Wellness - L. Googins	1 credit F	MRT 211 1:00-1:50 pm
PHE 124-07	Ergonomics/Occup'l Wellness - L. Googins	1 credit F	MRT 211 8:00-8:50 am
PHE 124-08	Ergonomics/Occup'l Wellness - L. Googins	1 credit W	MRT 211 11:00-11:50 am
PHE 124-09	Ergonomics/Occup'l Wellness - L. Googins	1 credit W	MRT 211 1:00-1:50 pm
PHE 124-10	Ergonomics/Occup'l Wellness - L. Googins	1 credit R	MRT 211 11:00-11:50 am
PHE 124-11	Ergonomics/Occup'l Wellness - L. Googins	1 credit W	MRT 211 2:00-2:50 pm
PHE 124-12	Ergonomics/Occup'l Wellness - L. Googins	1 credit W	MRT 211 3:00-3:50 pm
PHE 124-50	Ergonomics/Occup'l Wellness - L. Googins (Meets 8/27 - 9/24)	1 credit T	MRT 211 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. 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, study and test-taking abilities. The class will cover critical reading and writing skills, main ideas, vocabulary development, supporting details, organizational patterns, study skills and strategies and inference. We will use a wide variety of resources such as the textbook, a novel, newspapers, magazines, internet websites, blogs and books to help the student strengthen and build reading and writing basic skills, as well as, background knowledge at the same time. *Not applicable towards graduation.*

ENG 111 English Composition

Basic writing course intended to strengthen the student's ability to write clearly in either an academic or nonacademic setting. 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 234 American Literature II

An historic survey of American literature from the Civil War to the present. Prerequisite: ENG 111

HPR 110 Lifelong Wellness

Provides students with the tools to be an active participant in their own health and wellness. Since knowledge by itself rarely results in change, the course will actively engage the student in assessing how the various topics presented in the course can affect their own lifestyle. Wellness is an all encompassing term and 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 will also discuss ergonomic issues that can result in a healthy and safe work environment for the individual.

PHE 124 Ergonomics & Occupational Wellness Conditioning

Increases the awareness of the types of occupational injuries that can occur in the workplace, including macro traumas, micro traumas and cumulative trauma disorders. Class 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 will provide information that will allow the student to evaluate a work station and re-design that work station in order to minimize the risks of macro, micro and cumulative trauma injuries. Students will learn flexibility and strength conditioning exercises to better equip them to sustain the stresses and strains associated with their work activities.

Undecided?
Consider our
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**

ART 101 Fundamentals of Art

Provides the student with an understanding of the fundamental principles of the visual arts. Students are introduced to 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. Includes a comprehensive 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 both practicing artists as well as anyone wishing to gain a better appreciation and understanding of the arts.

HIS 117 World Civilization to 1715

Emphasis will be placed on the ideas, institutions and cultural heritage of civilization, as well as political events. Key themes are: the political, philosophical and cultural legacies of ancient Greece and Rome; the origins and beliefs of Judaism and Christianity; Medieval society and institutions; the Renaissance and Reformation; European exploration and colonization; the emergence of capitalism; the English Revolution; Constitutionalism and Absolutism; the Scientific Revolution; and the Enlightenment.

HIS 123 U.S. History, 1500-1865

A survey of the political, social, economic and cultural forces that shaped American history from the beginnings of European exploration to the end of the Civil War.

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.

HIS 207 Maine History

A survey of Maine history from the age of discovery to the present.

PHI 111 Everyday Ethics

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

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

Concentrates on basic computation, measurement, and problem solving strategies embedded across the curriculum, giving students exposure to real-life problems and solutions. The course is ideal for all types of self-motivated students who want to get an edge on taking a high school, college, or a job related math exam and anyone wishing to update their mathematical skills. Pass/fail course; *not applicable toward graduation*.

MAT 016 Basic Algebra Review

This self-paced online course will provide 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, monomials, graphing, conversion of percents, decimals and fractions, other special topics. Problem solving strategies give students exposure to real-life problems and solutions. Pass/fail course; *not applicable toward graduation*.

MAT 064 Elementary Algebra

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

Provides 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

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.

History/Humanities

ART 101-50	Fundamentals of Art F. Sullivan	3 credits W	CHR 205 6:00-8:50 pm
HIS 117-50	World Civilization to 1715 - Nelson Manion	3 credits	On-line
HIS 123-01	US History 1500 to 1865 - D. Raymond	3 credits T R	MRT 213-1 10:30-11:45 am
HIS 123-02	US History 1500 to 1865 - D. Raymond	3 credits M W F	MRT 107 9:00-9:50 am
HIS 123-03	US History 1500 to 1865 - D. Raymond	3 credits M W F	MRT 213-1 8:00-8:50 am
HIS 125-45	US History 1865 to Present - J. Paton	3 credits R	Caribou 6:00-9:00 pm
HIS 207-01	Maine History D. Raymond	3 credits T R	MRT 213-1 4:00-5:15 pm
PHI 111-01	Everyday Ethics E. Pelkey	3 credits M W F	MRT 106 10:00-10:50 am
POL 101-01	American Government D. Engels	3 credits M W F	CHR 207 8:00-8:50 am
SPA 101-50	Elementary Spanish I T. Nelson	3 credits T	MRT 213-1 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 012-45	Basic Math Review R. Drost	1 credit W	Caribou 6:00-8:00 pm
MAT 016-01	Basic Algebra Review L. McPherson	1 credit T	MRT 105 12:00-12:50 pm
MAT 016-02	Basic Algebra Review L. McPherson	1 credit W	MRT 105 12:00-12:50 pm
MAT 064-01	Elementary Algebra M. Gregg	3 credits M W F	MRT 106 9:00-9:50 am
MAT 064-02	Elementary Algebra M. Gregg	3 credits M W F	MRT 212 11:00-11:50 am
MAT 064-50	Elementary Algebra R. Duplessis	3 credits R	MRT 212 6:00-8:50 pm
MAT 064-60	Elementary Algebra TBA	3 credits W	Houlton 3:00-5:50 pm
MAT 115-01	Business Mathematics C. Harmon	3 credits M W F	CHR 206 8:00-8:50 am
MAT 115-02	Business Mathematics C. Harmon	3 credits M W F	CHR 206 9:00-9:50 am
MAT 115-03	Business Mathematics C. Harmon	3 credits M W F	CHR 207 10:00-10:50 am
MAT 115-50	Business Mathematics C. Harmon	3 credits M W	CHR 208-1 4:30-5:45 pm
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	CHR 217 8:00-9:50 am
MAT 118-02	Electrical Math J. Levasseur	4 credits T R	CHR 217 10:00-11:50 am
MAT 119-01	Applied Mathematics R. Duplessis	4 credits T R	MRT 212 9:05-10:50 am
MAT 119-02	Applied Mathematics R. Duplessis	4 credits T R	MRT 212 1:00-2:50 pm
MAT 119-45	Applied Mathematics R. Drost	4 credits M	Caribou 5:00-9:00 pm
MAT 119-50	Applied Mathematics R. Duplessis	4 credits M W	MRT 212 4:00-5:50 pm
MAT 119-60	Applied Mathematics D. Stone	4 credits W	Houlton 5:00-8:50 pm
MAT 119-80	Applied Mathematics C. Collins	4 credits T R	SJVTC 6:00-8:00 pm
MAT 125-01	College Algebra R. Duplessis	3 credits M W F	MRT 212 8:00-8:50 am

MAT 125-02	College Algebra R. Duplessis	3 credits T R	MRT 212 7:40-8:55 am
MAT 125-03	College Algebra M. Gregg	3 credits M W F	MRT 212 1:00-1:50 pm
MAT 125-04	College Algebra M. Gregg	3 credits T & Online	MRT 106 2:25-3:40 pm
MAT 125-50	College Algebra R. Fitzgerald	3 credits W	CHR 206 6:00-8:50 pm
MAT 125-80	College Algebra W. Henderson	3 credits T	SJVTC 4:00-7:00 pm
MAT 210-01	Statistics M. Gregg	3 credits M W F	MRT 107 2:00-2:50 pm

Psychology/Sociology

PSY 101-01	General Psychology S. Cronkhite	3 credits M W F	MRT 106 3:00-3:50 pm
PSY 101-02	General Psychology S. Cronkhite	3 credits T R	MRT 106 10:30-11:45 am
PSY 101-50	General Psychology S. Cronkhite	3 credits M W	MRT 106 4:00-5:15 pm
PSY 101-51	General Psychology T. Nelson	3 credits R	MRT 106 6:00-8:50 pm
PSY 101-60	General Psychology P. Cyr	3 credits M	Houlton 6:00-8:50 pm
PSY 101-80	General Psychology D. Saucier	3 credits W	Madawaska 6:00-9:00 pm
PSY 207-01	Developmental Psych. S. Cronkhite	3 credits M W	MRT 106 7:40-8:55 am
PSY 207-60	Developmental Psych. M. Ivey	3 credits W	Houlton 6:00-8:50 pm
PSY 209-70	Abnormal Psychology K. Miller	3 credits F	Van Buren 3:00-6:00 pm
SOC 111-01	Sociology S. Cronkhite	3 credits M F	MRT 106 11am-12:15 pm
SOC 111-02	Sociology S. Cronkhite	3 credits T R	MRT 106 1:00-2:15 pm
SOC 111-45	Sociology TBA	3 credits T	Caribou 6:00-9:00 pm
SOC 111-60	Sociology P. Cyr	3 credits R	Houlton 6:00-8:50 pm

MAT 125 College Algebra

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

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 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 therefore includes the biosocial, cognitive and psychosocial domains of human development. Prerequisite: PSY 101

PSY 209 Abnormal Psychology

Students will demonstrate mastery of past and current theoretical perspectives on abnormal behavior. The course will evaluate issues relating to classification, etiology, and treatment of basic abnormal behaviors identified in the diagnostic and statistical manual. Case studies will be examined as they relate to various disorders. Prerequisite: PSY 101

SOC 111 Sociology

Introduces basic concepts and descriptive materials of sociology, including society, culture, social organization, social mitigation, and social and cultural change.

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Ask about NMCC's new Health Information Technology program.

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Admissions
Office at
768-2785



BIO 120 Anatomy & Physiology I w/Lab

Designed for first year students preparing for a career in the medical field. Topics include: structure levels and anatomical positions and cavities. This will be followed in a topical manner by the skeletal, muscular and nervous systems. The concepts covered in the lecture are explored in greater detail in lab. Models, prepared slides and preserved specimens are 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

BIO 218 Microbiology Lecture & Lab

A basic introduction to the science of microbiology. Students develop a broad understanding of theoretical and laboratory aspects of the science. Topics include general characteristics of bacteria, viruses, protozoa and fungi; disease transmission; immunology; epidemiology; and microbial control. Students will have the opportunity to practice techniques for specimen collection, culturing, staining and microscope observation of representative species. Prerequisite: BIO 130 or BIO 114

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

Sciences

BIO 120-01	Anatomy/Physiology I w/Lab G. Thompson	4 credits M	CHR 215 8:00-9:50 am CHR 101 1:00-3:50 pm
BIO 120-02	Anatomy/Physiology I w/Lab G. Thompson	4 credits M	CHR 215 10:00-11:50 am CHR 101 1:00-3:50 pm
BIO 120-03	Anatomy/Physiology I w/Lab G. Thompson	4 credits M	CHR 215 1:00-2:50 pm CHR 101 1:00-3:50 pm
BIO 120-50	Anatomy/Physiology I w/Lab H. Kierstead	4 credits M	CHR 215 6:00-8:00 pm MRT 213-1 6:00-9:00 pm
BIO 120-60	Anatomy/Physiology I w/Lab M. Hannigan	4 credits T	Houlton 3:00-5:50 pm
BIO 130-01	Anatomy/Physiology II w/Lab H. Kierstead	4 credits T R	4:00-5:50 pm MRT 106 7:40-8:55 am CHR 215 9:00-10:50 am
BIO 218-01	Microbiology Lecture & Lab G. Thompson	4 credits T	CHR 201 1:00-3:50 pm CHR 215 10:00-11:50 am
BIO 218-02	Microbiology Lecture & Lab G. Thompson	4 credits T	CHR 201 1:00-3:50 pm CHR 215 5:00-6:50 pm
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	CHR 217 11:00-11:50 am W F 10:00-11:50 am
PHY 150-50	Physics J. Levasseur	4 credits T R	CHR 217 4:00-6:30 pm

Nursing & Allied Health Courses

ALH 115 Introduction to the Healthcare Professions

Introduces students to the various roles of the healthcare provider and their 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.

NUT 101 Intro Nutrition

Fundamental concepts of nutrition across the lifespan are introduced, including the relationship of nutrition to health, necessary nutrients for healthy functioning, energy balance and fitness, food safety, and national guidelines, with applications to individuals and groups. Strategies include classroom presentations, nutritional assessments of self and case-study clients, planning of interventions, and evaluation of various nutritional approaches.

Allied Health

ALH 115-01	Intro Healthcare Professions - P. Mints	3 credits M W	TBA 2:00-3:15 pm
ALH 124-01	Health Safety Compliance for Healthcare - P. Mints (runs 8/12 & 8/13)	1 credit M T	CHR 201 8:00am-4:30pm
ALH 124-02	Health Safety Compliance for Healthcare - P. Mints (runs 8/15 & 8/16)	1 credit R F	CHR 201 8:00am-4:30pm
ALH 124-03	Health Safety Compliance for Healthcare - P. Mints (runs 8/26 - 9/27)	1 credit	On-line
NUT 101-01	Intro Nutrition A. Bouchard	3 credits	On-line

Emergency Medical Services

EMS 111-50	EMT-Basic Course M. Beil	5 credits W S	CHR 201 6:00-9:00 pm 8:00a-4:00p
EMS 115-01	Fund. of EMS Systems K. Soucy	3 credits M W	CHR 203 3:00-5:00 pm

EMS 117-50	Respiratory Emergencies TBA	3 credits M W	CHR 203 6:00-9:00 pm
*EMS 120-50	Inter. Clinical Extern. I L. Mitchell	1 credit M	CHR 201 5:00-6:00 pm
*EMS 126-50	Inter. Clinical Extern. II L. Mitchell	2 credits M	CHR 201 5:00-6:00 pm
EMS 205-01	Medical Emergencies M. Beil	3 credits W	CHR 205 1:00-4:00 pm
EMS 213-01	Adv. Emergency Cardio. Care - L. Mitchell	4 credits M T	CHR 203 2:00-5:00 pm
EMS 214-01	Adv. Emergency Pharm. J. Moore	3 credits	On-line
*EMS 216-50	Paramedic Clinical Externship I - L. Mitchell	5 credits M	CHR 201 5:00-6:00 pm
*EMS 226-50	Paramedic Clinical Extern. II - L. Mitchell	4 credits M	CHR 201 5:00-6:00 pm
EMS 243-01	Community Paramed. K. Soucy	8 credits	On-line
EMS 246-50	Leadership in EMS K. Soucy	2 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 7:40-9:00 am
HIT 111-01	Medical Law & Ethics R. Harvey	3 credits T R	CHR 203 1:00-2:15 pm
HIT 113-01	Clinical Class Systems I R. Harvey	3 credits M W	CHR 203 10:00-11:15 am
HIT 115-01	Clinical App. Patho- physiology Pharm. G. Thompson	3 credits W	CHR 101 1:00-4:00 pm
HIT 213-01	Clinical Class Systems II	3 credits M	Library Rm2 1:00-4:00 pm
HIT 215-01	Healthcare Statistics M. Gregg	3 credits T R	Library Rm2 1:00-2:15 pm
HIT 217-01	Reimburse Sys. Revenue Cycle Mgmt. - R. Harvey	3 credits W	Library Rm2 1:00-4:00 pm

Medical Assisting

MDA 110-01	Med. Assisting Office Procedures - P. Mints	3 credits M W F	CHR 203 9:00-9:50 am
MDA 110-02	Med. Assisting Office Procedures - P. Mints	3 credits M W F	CHR 203 11:15a-12:15p
MDA 211-01	Med. Assisting Proced. w/Lab II - P. Mints	4 credits T R	CHR 203 9:00-11:00 am
MDA 211-02	Med. Assisting Proced. w/Lab II - P. Mints	4 credits T R	CHR 203 11:00a-1:00p

Nursing

NUR 115-01	Pharmacology for Nurses - S. Dugal	3 credits R	CHR 101/clinical 1:00 - 4:00 pm
NUR 115-60	Pharmacology for Nurses - S. Dugal	3 credits R	Houlton 1:00 - 4:00 pm
NUR 125-01	Foundations of Nursing	7 credits T W R F	CHR 101 8:00a-2:30p 8:00a-12:30p 9:00a-12:00p
NUR 125-60	Foundations of Nursing	7 credits T W R F	Houlton 8:00a-2:30p 8:00a-12:30p 9:00a-12:00p
NUR 226-01	Nursing Across the Life Span II	9 credits T W R F	CHR 201/clinical 9:00a-12:00pm 1:00-4:00 pm 6:45a-3:00p

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 US DOT National Standard Curriculum for Basic EMTs. 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 and American Heart Association Health Care Provider BLS Certification

EMS 115 Fundamentals of EMS

Introduces the student to the role of the advanced life support provider. Topics covered include roles and responsibilities of the EMS professional, medical terminology, self care, and initial stabilization and management of the patient. In the lab, students will learn how to perform a health history and physical examination, perform intravenous cannulation, and learn introductory pharmacology concepts. An in depth introduction to pathophysiology is included. Prerequisite: matriculation in program; EMT licensure or EMS 111 or NCEMT certification

EMS 117 Respiratory Emergencies

Provides an in depth study of the respiratory system. Students learn advanced airway management skills, following the National Educational Standards for paramedics. Basic cardiac rhythm interpretation is introduced, and students learn the pathophysiology and management of various common cardiac and respiratory system disorders. Serves as the major core course for Intermediate licensure and practice. Corequisite: EMS 115

EMS 205 Medical Emergencies

Introduces the pathophysiology and management of selected diseases, using a body systems approach. Topics include infectious and communicable diseases, allergies and anaphylaxis, toxicology and hematology, neurological, endocrine, renal, and gastroenterology emergencies. An overview of common lab and diagnostics tests is included. Pre/corequisite: EMS 115

HIT 101 Intro. to Health Information Technology

Introduces the principles, functions and standards of the health information technology profession. 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

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 statutory 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. Issues that occur in biomedical ethics will also be presented. 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: applicable 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.

MDA 110 Medical Assisting Office Procedures

This course introduces the student to the healthcare industry and the medical assisting profession. It will assist the student to develop skills necessary to perform effectively within the medical office, to include: interpersonal skills, professional behavior, computer and telephone techniques, patient processing, office operations, health information management, financial and practice management.

Trade/Technical Courses

Need to build your computer skills?

COE 117 Operating Systems

Through lectures, discussions, demonstrations, textbook exercises and classroom labs, this course teaches students the skills and knowledge necessary to understand core concepts of DOS, Windows XP, and Windows 7 operating systems. The course offers a study of the functions of installing, configuring and maintaining operating systems. Students will work with many commands used with DOS, Windows XP and Windows 7. File systems such as FAT, FAT32 and NTFS will be covered.

COE 125 Computer Networking Hardware

Provides the student with basic knowledge and skills needed to install and maintain a network. The course prepares students to become Network+ certified. Network+ is a leading vendor-neutral certification in the computer industry for network technicians. The course covers network security, installing operating systems (Windows 2003 Server and Windows XP Professional); installing network interface cards; cabling; peer-to-peer networks; client/server networks; configuring TCP/IP, DHCP, TCP/IP utilities; 100BaseT; wireless technology; star, ring, bus topologies; monitoring network traffic; protocols and the OSI model; accessing the Internet; measuring server performance; analyzing network traffic; and maintaining and supporting the network. The Network+ exam is the final exam for the course. The cost of the exam is approximately \$125 (2012 academic pricing). Includes considerable hands-on experience; limited to 12 students.

COE 135 Network Administration

Provides students with information covering the basics of networking, the hardware components of networking and the Microsoft Windows Server 2003 operating system. It prepares students for Microsoft exam #70-290. The course includes: an introduction to Windows Server 2003; managing hardware devices; creating and managing users; implementing and managing groups; managing access to files; managing disk and data storage; implementing and managing printing; implementing and using group policies; administrating a server; monitoring server performance; managing and implementing backups and disaster recovery; administrating Web resources; and security basics for Windows Server 2003. The theory is supported by many hands-on experiments. Students are encouraged to take the 70-290 Microsoft certification exam upon course completion. Exam price is \$83 (2012 academic pricing).

COE 214 Implementing & Managing Network Infrastructure

Through lectures, discussions, demonstrations, textbook exercises, and classroom labs, this course teaches students the skills and knowledge necessary to configure, manage and troubleshoot a Windows Server 2008 network infrastructure. Key concepts of Windows Server 2008 network management, such as DHCP, DNS, Routing and Remote Access are covered. Students are encouraged to take the 70-642 Microsoft certification exam upon course completion. Exam price is \$83 (2012 academic pricing).

COE 216 Computer Security+ Prep

Teaches students the skills and knowledge necessary to understand core concepts of computer security. Explained are key security concepts, including understanding encryption technologies, securing communications and applications, and responding to incidents. The course helps prepare students for the Security+ Certification exam administered by the Computing Technology Industry Association (CompTIA). Those who successfully pass the Security+ Certification exam are certified as possessing the basic knowledge and skills needed to work in computer security. The Security+ Certification exam is the final exam for the course. The cost of the exam is approximately \$175 (2012 academic pricing). Prerequisite: COE 125, Network+ Certification, or approval of instructor

Just take the classes you need, or ask about our Computer Electronics program.

Contact the Admissions Office at 768-2785 to learn more.

Automotives

ACR 111-01	Non-Structural Repairs B. Collins	6 credits M F M F	AB CR & Lab 9:00-11:50 am 1:00-3:50 pm
ACR 211-01	Painting & Refinishing B. Collins	6 credits T R T R	AB CR & Lab 9:00-11:50 am 1:00-3:50 pm
AUT 113-01	Suspension/Steering/ Brakes - R. Bugbee	6 credits M F M F	AT CR1 & Lab 9:00- 11:50 am 1:00-3:50 pm
AUT 115-01	Automotive Electricity P. Lajoie	3 credits W	AT CR2 8:00-11:50 am
AUT 115-02	Automotive Electricity P. Lajoie	3 credits W	AT CR2 1:00-4:50 pm
AUT 125-50	Automotive Electronics P. Lajoie	3 credits M	AT CR2 5:00-8:50 pm
AUT 214-01	Engine Performance R. Bugbee	6 credits T R T R	AT CR1 & Lab 9:00-11:50 am 1:00-3:50 pm
AUT 229-50	Auto Heating & Air Conditioning - P. Lajoie	3 credits T	AT CR2 5:00-8:50 pm
AUT 229-51	Auto Heating & Air Conditioning - P. Lajoie	3 credits R	AT CR2 5:00-8:50 pm

Computer Electronics

COE 117-01	Operating Systems J. McLaughlin	3 credits M	CHR 112 1:00-4:50 pm
COE 125-50	Computer Networking Hardware - J. McLaughlin	3 credits T R	CHR 112 4:00-5:50 pm
COE 135-50	Network Administration J. McLaughlin	3 credits W	CHR 112 4:00-7:50 pm
*COE 214-01	Implementing/Managing Network Infrastructure J. McLaughlin	3 credits T R T R	CHR 112 9:05-11:50 am 1:00-3:50 pm
◆COE 216-01	Computer Security+ Prep J. McLaughlin	3 credits T R T R	CHR 112 9:05-11:50 am 1:00-3:50 pm
MCP 211-01	Microcomputer Software J. McLaughlin	3 credits W	CHR 112 8:00-11:50 am

* Meets the first half of the semester

◆ Meets the last half of the semester

Diesel Hydraulics

*DIM 112-01	Intro. Diesel Hydraulics Tech. - R. Rice	3 credits M F M F	DH CR & Lab 9:00-11:50 am 1:00-3:50 pm
◆DIM 114-01	Engine Diagnosis & Tune Up - R. Rice	3 credits M F M F	DH CR & Lab 9:00-11:50 am 1:00-3:50 pm
*DIM 211-01	Hydraulic Technology R. Rice	3 credits T R T R	DH CR & Lab 9:00-11:50 am 1:00-3:50 pm
◆DIM 213-01	Diesel Engine Rebuilding Tech. - R. Rice	3 credits T R T R	DH CR & Lab 9:00-11:50 am 1:00-3:50 pm

* Meets the first half of the semester

◆ Meets the last half of the semester

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 10:00-11:50 am
DRR 117-50	Blueprint Rdg. Construct. Trades - D. Albert	3 credits T R	CHR 121 4:00-5:50 pm
DRR 212-01	Architectural Drafting I S. Caron	3 credits W	CHR 214 12:00-4:50 pm
DRT 115-01	Engineering Drawing P. Buck	3 credits W F	CHR 218 1:00-3:50 pm 9:00-11:50 am
DRT 115-02	Engineering Drawing S. Caron	3 credits M W	CHR 218 8:30-11:20 am
DRT 117-01	Basic Computer-Aided Drafting - S. Caron	3 credits M F	CHR 218 1:00-3:50 pm
DRT 217-01	Commercial Architectural Drafting - S. Caron	3 credits T T	CHR 218 9:00-11:50 am 1:00-3:50 pm
DRT 218-01	Adv. Computer-Aided Drafting - P. Buck	3 credits R R	CHR 218 9:00-11:50 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
ELC 110-01	National Electrical Code B. McDougal	3 credits W	CHR 113 1:00-3:50 pm
ELC 110-50	National Electrical Code B. McDougal	3 credits T	CHR 113 4:00-6:50 pm
ELE 112-01	Basic Residential Wiring T. Maynard	3 credits M M	CHR 113 10:00-11:50 am CHR 110 1:00-2:50 pm
ELE 112-02	Basic Residential Wiring T. Maynard	3 credits W W	CHR 113 10:00-11:50 am CHR 110 1:00-2:50 pm
ELE 117-01	Heating & Cooling Controls - R. Wood	3 credits W W	PH CR & LAB 10:00-11:50 am 1:00-3:50 pm
ELE 210-01	Electrical Const./Maint. I Lecture - T. Maynard	3 credits T R	CHR 113 9:05-10:20 am
ELE 212-01	Electrical Construction & Maintenance I Lab T. Maynard	3 credits T R T R	CHR 110 10:30-11:50 am 1:00-3:50 pm
ELS 115-01	Basic Electricity/ Electronics - McLaughlin	3 credits M F	CHR 205 7:40-8:55 am
ELS 115-02	Basic Electricity/ Electronics - McLaughlin	3 credits M F	CHR 205 9:00-10:15 am
ELS 115-03	Basic Electricity/ Electronics - McLaughlin	3 credits M F	CHR 115 10:30-11:45 am
ELS 116-01	Basic Electricity/Elec. Lab - J. McLaughlin	2 credits W F	CHR 112 1:00-3:50 pm
ELS 116-02	Basic Electricity/Elec. Lab - C. Kelley	2 credits W F	CHR 111-2 1:00-3:50 pm
ELS 116-03	Basic Electricity/Elec. Lab - T. Maynard	2 credits M W	CHR 110 3:00-5:50 pm

NMCC Breaks Ground on New Wellness and Student Centers



Exciting changes are underway on the NMCC campus. Construction and renovation are underway for a new wellness center and student center. The project is anticipated to be completed in April 2014.



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.

your opportunity
Get a start to your career.

*Call our Admissions Office to learn more about the careers you can train for at NMCC. **768-2785***

BIG Addition to Wind Power Program

Earlier this year, NMCC celebrated the addition of the largest teaching tool ever purchased in the College's 50 year history. An 18,000 pound nacelle and rotor assembly from a wind turbine that was previously operating in Denmark will now play a pivotal role in the training of NMCC wind power students.

By eliminating the tower and blades, the 12-year-old Vestas V-25 200 kW nacelle assembly fits into the wind power lab, where it has been mounted on a stand to simulate a tower. The nacelle houses the generator and controls of a wind turbine responsible for its operation.

Students can now work with equipment regardless of weather and without having to first climb 150 feet in the air. They will be able to perform maintenance and troubleshooting and interact with the complete system.

Since its arrival, students have been hard at work making it operationally ready. Wind power students took it apart, cleaned and replaced components as needed. Automotive collision repair students also got involved, painting the exterior casing of the equipment.



Plumbing & Heating

*PLH 108-01	Plumbing Technology R. Wood	2 credits M F	PH CR 9:00-10:30 am
PLH 109-01	Plumbing Lab I R. Wood	3 credits M F M F	PH Lab 10:30-11:50 am 1:00-3:50 pm
PLH 113-50	Pipefitting Calculations A. St. Peter	3 credits M	CHR 113 5:30-8:20 pm
◆PLH 115-01	Water Pump Basics R. Wood	1 credit M F	Energy Lab 9:00-10:30 am
PLH 210-50	Refrigeration/Air Cond. I R. Wood	2 credits T	Energy Center 4:30-8:20 pm
PLH 211-01	Heating I A. St. Peter	6 credits T	Energy Center 9:00-11:50 am PH CR & Lab 9:00-11:50 am
		R T R	1:00-3:50 pm
PLH 213-01	Solid Fuel Equipment A. St. Peter	2 credits M	Energy Center 1:00-5:00 pm

* Meets the first and last five weeks of semester

◆ Meets the second five weeks of semester

Precision Metals/Machine Tool

MTT 113-01	Machine Tool Tech. I D. Duplessis	6 credits M W F	CHR 121 12:30-1:20 pm CHR 122 1:30-4:20 pm
		M W F	1:30-4:20 pm
MTT 115-50	NIMS Lab I D. Duplessis	1 credit M W	CHR 120 5:00-6:30 pm
PMM 122-50	CAM Level I Milling D. Duplessis	3 credits T R	CHR 218 5:30-7:20 pm
PMM 223-01	Intro. Precision Metals Manufacturing D. Duplessis	6 credits T R	CHR 120 9:00-11:50 am
		T R	1:00-3:50 pm
PMM 223-02	Intro. Precision Metals Mfg. - D. Duplessis	6 credits M W F	CHR 120 7:40-11:50 am
PMM 227-01	NIMS Lab III D. Duplessis	1 credit T R	CHR 120 7:40-8:55 am
PMM 227-05	NIMS Lab III D. Duplessis	1 credit T R	CHR 120 4:00-5:20 pm

Residential Construction

CAP 111-01	Carpentry I F. Pytlak	6 credits M F M F	RC CR & Lab 9:00-11:50 am 1:00-3:50 pm
CAP 211-01	Carpentry III F. Pytlak	6 credits T R T R	RC CR & Lab 9:00-11:50 am 1:00-3:50 pm

Related Trade & Technical

IFP 110-01	Industrial Fluid Power Tech. - C. Kelley	3 credits M	CHR 111-1 10:00-11:50 am CHR 111-2 1:00-3:50 pm
		M	1:00-3:50 pm
SAE 117-01	Occupational Safety C. Allen	1 credit W	CHR 205 7:40-8:40 am
SAE 117-02	Occupational Safety C. Allen	1 credit R	CHR 205 3:00-4:00 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 credits T R	CHR 205 9:00-10:15 am
SAE 121-03	Industrial Safety C. Allen	3 credits T R	CHR 205 10:30-11:45 am

SUR 213-01	Construction Surveying R. Crouse	3 credits W	CHR 214 7:40-11:30 am
TEC 112-50	Building Science I S. Caron	3 credits T	CHR 214 4:00-5:30 pm BS Lab 6:00-8:50 pm
*TTE 251-50	Internship P. Buck	1 credit M	CHR 214 4:00-5:00 pm
*TTE 252-50	Internship P. Buck	2 credits M	CHR 214 4:00-5:00 pm
*TTE 253-50	Internship P. Buck	3 credits M	CHR 214 4:00-5:00 pm

*Additional weekly site work required.

Welding & Metal Fabrication

SHM 111-01	Sheet Metal I D. Albert	6 credits M W F	CHR 122 8:00-11:50 am
WEI 101-01	Intro. to Welding R. Taggett	3 credits T R	WLD CR & Lab 8:00-9:50 am
WEI 101-02	Intro. to Welding R. Taggett	3 credits T R	WLD CR & Lab 10:00-11:50 am
WEI 101-03	Intro. to Welding R. Taggett	3 credits T R	WLD CR & Lab 1:00-2:50 pm
WEI 101-04	Intro. to Welding R. Taggett	3 credits W	WLD CR & Lab 1:00-4:50 pm
WEI 113-01	Thin Metals Welding R. Taggett	3 credits W	WLD CR & Lab 8:00-11:50 am
WEI 133-02	Electric Welding R. Taggett	3 credits T R	WLD CR & Lab 3:00-4:50 pm

Wind Power Technology

WPT 113-01	Safety Fundamentals for Wind Technicians W. Kilcollins	3 credits M F	CHR 111-1 8:00-9:50 am
WPT 117-01	Intro. Wind Power W. Kilcollins	2 credits T R	CHR 111-1 8:00-9:30 am
WPT 123-50	Residential Wind Tech. W. Kilcollins	3 credits T R	CHR 111-1 6:00-7:50 pm
WPT 210-01	Wind Turbine Mechanical Systems W. Kilcollins	3 credits T	CHR 111-1 10:00-11:50 am
			T 1:00-3:50 pm

NMCC Alumni & Friends ORGANIZATION

Tuition Raffle

Win free tuition for one year!
Four winners will be selected!
(one per academic department)

Payment of 12 credit hours (*in-state tuition rate*) will be applied to the winning students' business office accounts at Northern Maine Community College for the Fall 2013 semester and again for the Spring 2014 semester. A maximum amount of 24 credit hours of tuition will be awarded for the year.

Tickets and payment must be received by August 16, 2013; winning tickets to be drawn at the College on August 19.

For more information or to purchase tickets, contact:

NMCC ALUMNI OFFICE
760-1188 or info@nmcc.edu

your opportunity
Reconnect with the college.

An Alumni & Friends Organization is now active on campus. They hosted the second annual Homecoming in September, along with a 50th anniversary gala dinner. The weekend was a great success!

Want to be involved? Or be sure that you get information about upcoming activities? Make certain we have your up-to-date contact information. Call the college at **760-1188** or e-mail us at **alumni@nmcc.edu**.

And be sure to check us out on Facebook for updates, photos and more!

Save your money.

Start your education at NMCC.

Advantages of a two-year college:

- ◆ Low student loan debt
- ◆ Affordable start to a 4-year degree
- ◆ Flexibility
- ◆ Earnings capacity (*work at a job in your field while still in school*)

Call our admissions office to learn more.

768-2785

Evening Courses

Business Courses

ACC 111-50	Prin. of Accounting I	4 credits	CHR 206	W. Bradstreet	T R	4:00-5:50 pm
ACC 121-50	Prin. of Accounting II	4 credits	CHR 208-1	N. Cowett	T R	4:00-5:50 pm
BUS 101-50	Introduction to Business	3 credits	CHR 208-1	TBA	T	6:00-9:00 pm
BUS 117-50	Business Law I	3 credits	CHR 208-1	K. Jackson	R	6:00-9:00 pm
CIS 108-50	Spreadsheet Applications	3 credits	MRT 210	D. Wyman	R	6:00-8:50 pm
CIS 113-50	Intro to Computer Apps.	3 credits	MRT 210	B. Hummel	W	6:00-8:50 pm
CIS 129-50	Database Applications	3 credits	MRT 210	K. Jackson	T	6:00-8:50 pm
ECO 111-50	Prin. of Economics I	3 credits	MRT 213-1	K. Atcheson	R	6:00-8:50 pm
SES 239-50	Medical Coding	3 credits	CHR 206	R. Harvey	T R	2:25-3:40 pm

Allied Health Courses

EMS 111-50	EMT-Basic Course	5 credits	CHR 201	M. Beil	W S	6:00-8:50 pm 8:00a-4:00p
EMS 117-50	Respiratory Emergencies	3 credits	CHR 203	TBA	M W	6:00-9:00 pm

Arts & Sciences Courses

ART 101-50	Fundamentals of Art	3 credits	CHR 205	F. Sullivan	W	6:00-8:50 pm
BIO 120-50	Anatomy/Physiology I w/Lab	4 credits	CHR 215	H. Kierstead	M	6:00-8:00 pm
			MRT 213-1		W	6:00-9:00 pm
COL 103-05	College Success	1 credit	MRT 107	J. Graham	W	8:00-8:50 am
COM 111-50	Speech	3 credits	MRT 107	L. Nelson Manion	R	6:00-8:50 pm
COM 212-50	Business Communications I	3 credits	MRT 107	E. Pelkey	W	6:00-8:50 pm
COM 221-50	Technical Communications	3 credits	MRT 105	L. Nelson Manion	W	6:00-8:50 pm
ECE 230-50	Curriculum in Early Childhood Education (Birth-3 years)	3 credits	MRT 212	Campbell-Sawyer	T	5:30-8:20 pm
ENG 111-50	English Composition	3 credits	MRT 107	L. Nelson-Manion	M	6:00-8:50 pm
HIS 117-50	World Civilization to 1715	3 credits	MRT 210	L. Nelson Manion		TBA
MAT 064-50	Elementary Algebra	3 credits	MRT 212	R. Duplessis	R	6:00-8:50 pm
MAT 115-50	Business Mathematics	3 credits	CHR 208-1	C. Harmon	M W	4:30-5:45 pm
MAT 119-50	Applied Mathematics	4 credits	MRT 212	R. Duplessis	M W	4:00-5:50 pm
MAT 125-50	College Algebra	3 credits	CHR 206	R. Fitzgerald	W	6:00-8:50 pm
PHE 124-50	Ergonomics/Occup'l Wellness (runs 8/27 - 9/24 only)	1 credit	MRT 211	L. Googins	T	6:00-9:00 pm
PHY 150-50	Physics	4 credits	CHR 217	J. Levasseur	T R	4:00-6:30 pm
PSY 101-50	General Psychology	3 credits	MRT 106	S. Cronkhite	M W	4:00-5:15 pm
PSY 101-51	General Psychology	3 credits	MRT 106	T. Nelson	R	6:00-8:50 pm
SPA 101-50	Elementary Spanish I	3 credits	MRT 213-1	T. Nelson	T	6:00-9:00 pm

Trade & Technical Occupation Courses

AUT 125-50	Automotive Electronics	3 credits	AT CR2	P. Lajoie	M	5:00-8:50 pm
AUT 229-50	Auto Heating & Air Conditioning	3 credits	AT CR2	P. Lajoie	T	5:00-8:50 pm
AUT 229-51	Auto Heating & Air Conditioning	3 credits	AT CR2	P. Lajoie	R	5:00-8:50 pm
COE 125-50	Computer Networking Hardware	3 credits	CHR 112	J. McLaughlin	T R	4:00-5:50 pm
COE 135-50	Network Administration	3 credits	CHR 112	J. McLaughlin	W	4:00-7:50 pm
DRR 117-50	Blueprint Rdg. Construct. Trades	3 credits	CHR 121	D. Albert	T R	4:00-5:50 pm
ELC 110-50	National Electrical Code	3 credits	CHR 113	B. McDougal	T	4:00-6:50 pm
PLH 113-50	Pipefitting Calculations	3 credits	Energy Center	A. St. Peter	M	5:30-8:20 pm
PLH 210-50	Refrigeration/Air Cond. I	2 credits	Energy Center	R. Wood	T	4:30-8:20 pm
MTT 115-50	NIMS Lab I	1 credit	CHR 120	D. Duplessis	M W	5:00-6:30 pm
PMM 122-50	CAM Level I Milling	3 credits	CHR 218	D. Duplessis	T R	5:30-7:20 pm
PMM 227-50	NIMS Lab III	1 credit	CHR 120	D. Duplessis	T R	4:00-5:20 pm
TEC 112-50	Building Science I	3 credits	CHR 214	S. Caron	T	4:00-5:30 pm
			BS Lab		T	6:00-8:50 pm
WPT 123-50	Residential Wind Technology	3 credits	CHR 111-1	W. Kilcollins	T R	6:00-7:50 pm



Off-Campus Courses

Houlton

ACC 110-60	College Accounting TBA	3 credits R	Houlton 6:00-8:50 pm
BIO 120-60	Anatomy/Physiology I w/Lab M. Hannigan	4 credits T R	Houlton 3:00-5:50 pm 4:00-5:50 pm
BUS 109-60	Entrepreneurship O. Smith	3 credits W	Houlton 3:00-5:50 pm
COM 111-60	Speech S. Shain	3 credits T	Houlton 5:00-7:50 pm
ENG 111-60	English Composition TBA	3 credits M	Houlton 3:00-5:50 pm
MAT 064-60	Elementary Algebra TBA	3 credits W	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 D. Stone	4 credits W	Houlton 5:00-8:50 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 6:00-8:50 pm

Caribou

CIS 105-45	Intro PC Operating Systems - TBA	1 credit	Caribou TBA
ENG 017-45	Reading Wrting Fund. B. Finlay	4 credits R	Caribou 5:00-9:00 pm
HIS 125-45	US History 1865 to Present - J. Paton	3 credits R	Caribou 6:00-9:00 pm
MAT 012-45	Basic Math Review R. Drost	1 credit W	Caribou 6:00-8:00 pm
MAT 119-45	Applied Mathematics R. Drost	4 credits M	Caribou 5:00-9:00 pm
SOC 111-45	Sociology TBA	3 credits T	Caribou 6:00-9:00 pm

Frenchville

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

MAT 125-80	College Algebra W. Henderson	3 credits T	MHS 4:00-7:00 pm
PSY 101-80	General Psychology D. Saucier	3 credits W	MHS 6:00-9:00 pm

Van Buren

ENG 111-70	English Composition C. Germain	3 credits R	VBHS 4:30-7:30 pm
PSY 209-70	Abnormal Psychology K. Miller	3 credits F	VBHS 3:00-6:00 pm

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

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:

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

Trade/Technical Courses

**New
Code**

2014 National Electrical Code Update

Anyone involved with the electrical industry needs to keep up-to-date with the new 2014 National Electrical Code. NMCC is offering a 15-hour Electrical Code Update course for all electricians and associates to update the trade on these important changes. This course provides the necessary 15 hours of continuing education required for license renewal in the State of Maine. Bring a 2014 codebook, calculator and notebook.

ELT-605-01 ♦ Cost \$129 – text included ♦ 1.5 CEUs

8:00 am – 4:30 pm

Friday & Saturday, October 25 & 26

OR Friday & Saturday, December 6 & 7

OR Friday & Saturday, January 10 & 11

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; 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/shoes to meet OSHA regulations

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

Upcoming day sessions:

September 23 - November 15

December 2 - January 24

Classes meet Monday – Friday, 8:00 am – 4:30 pm.

Or ask about our evening and weekend course.

Invest in Your Future Now!

Call 768-2768 for more information or to reserve your seat.

Training for Propane and Natural Gas

CETP: Basic Principles & Practices

This entry level course provides instruction about propane's physical and combustion properties and how propane is produced and transported. Other topics include: basic functions performed in a bulk plant, including primary safety concerns and customer service; complete & incomplete combustion characteristics; and organizations that influence, publish or enforce codes and standards.

CED 600 ♦ Cost \$325 ♦ 2.5 CEUs

Tuesdays & Thursdays, August 27 – Sept. 19 ♦ 6:00 – 9:00 pm

Installing Appliances & Interior Vapor Dist. Systems

This course focuses on the installation of gas appliances and the interior of a piping system. You will learn how to design and install interior venting systems, piping and tubing. Also covered are interior vapor distribution systems and appliances.

CED 600 ♦ Cost \$325 ♦ 1.8 CEUs

Tuesdays & Thursdays, October 1 – 17 ♦ 6:00 – 9:00 pm

Fuel Gas Technician 1.1

Learn to identify gas properties, the procedures for installing house piping, and the procedures for placing natural gas operated equipment in service.

CED 600 ♦ Cost \$325 ♦ 1.8 CEUs

Tuesdays & Thursdays, Oct. 29 – Nov. 14 ♦ 6:00 – 9:00 pm

Basic Electricity for Propane Appliances

The course emphasizes electrical troubleshooting of conventional and high-efficiency appliances. Learn how to read and understand the electrical schematics, as well as how to operate other electrical testing devices. Also covered are how to identify the properties of electrical circuits, identifying the operating characteristics of circuit control devices, electromagnetic devices and transformers.

CED 600 ♦ Cost \$325 ♦ 1.5 CEUs

Tuesdays & Thursdays, Dec. 3 – 17 ♦ 6:00 – 9:00 pm

**Complete all four courses and be eligible for
Appliance Installation & Service Technician certification.**

**Enroll in all four classes and get
your fourth class for free!**

*More propane courses coming this spring!
Look for our schedule in January.*

Healthcare Related Courses

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

Advanced Cardiac Life Support (ACLS)

The ACLS course is intended for healthcare providers who direct or participate in the resuscitation of a patient, either in the hospital or out of hospital settings. Scenarios and core case studies are developed for nurses, physicians, EMS providers, and other professionals who may respond in an emergency. Take the ACLS course in a relaxed atmosphere, where there is time to perfect skills and improve your confidence. Participants will have the opportunity to resuscitate STAN, our high fidelity simulation mannequin.

HLT-600-01 ♦ Cost \$120- includes text ♦ 1.6 CEUs
Saturday & Sunday, December 7 & 8
8:00 am – 4:30 pm

Prehospital Trauma Life Support (PHTLS)

The PHTLS course is an intensive focus program designed to increase the trauma assessment and management skills of the Pre-hospital provider. Through the widespread dissemination of this program, we have been able to save lives by decreasing the pre-hospital time of critically injured patients. This program emphasizes hands-on instruction, with 50% of the program dedicated to practical teaching stations.

HLT-730-01 ♦ 1.6 CEUs
Cost \$195 - includes books & NAEMT fees
Saturday & Sunday, December 14 & 15
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-711-01 ♦ Cost \$129 ♦ .8 CEUs
Saturday, November 2 ♦ 8:30 am – 5:00 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. The course covers first aid basics, medical emergencies, injury emergencies and environmental emergencies.

HLT-616-01 ♦ Cost \$55 - includes text ♦ .6 CEUs
Monday & Wednesday, August 5 & 7 ♦ 6:00 – 9:00 pm
OR Tuesday & Thursday, Oct. 22 & 24 ♦ 6:00 – 9:00 pm
OR Saturday, December 7 ♦ 9:00 am – 4:00 pm

Basic Life Support (BLS) Healthcare Provider

Learn to save a life. This course is 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-615-18 ♦ Cost \$99 - includes text ♦ .6 CEUs
Tuesday & Thursday, July 30 & August 1 ♦ 6:00 – 9:00 pm
OR Saturday, August 10 ♦ 9:00 am – 4:00 pm
OR Tuesday, August 13 ♦ 9:00 am – 4:00 pm
OR Thursday, August 15 ♦ 9:00 am – 4:00 pm
OR Saturday, October 19 ♦ 9:00 am – 4:00 pm

your opportunity

Share your skill or knowledge with others and get paid for it.

Do you have an idea for a course that you would like to teach?

Contact us and let us know.

**Call NMCC's Continuing Education Division
768-2768**

QuickBooks Pro 2012 Training

Coming this fall...call for dates and details!

QuickBooks – Beginner

Learn how to use QuickBooks to make your bookkeeping easy and insightful. Manage basic tasks quickly and effectively, increase efficiency and accuracy, and organize information for financial management. Students will learn how to set up an accounting system for a company, manage accounts payable and accounts receivable, create invoices, bill customers, print checks and reconcile bank accounts. A basic understanding of Windows is recommended.

CMP-670-01 ♦ Cost \$129 ♦ 1.2 CEUs

QuickBooks - Advanced

Move beyond the basics. Students will learn how to customize invoices and create letters using QuickBooks. Other topics include customizing reports for your company; making journal entries; tracking assets and liabilities; processing payroll, payroll taxes and necessary forms for the IRS. There will also be time spent on problem solving, shortcuts and company specific questions.

CMP-670-02 ♦ Cost \$159 ♦ 1.2 CEUs

ENROLL EARLY

FOR NON-CREDIT COURSES THROUGH
NMCC'S CONTINUING EDUCATION DIVISION

Decisions to conduct a class are based on enrollment approximately one week prior to the start date.

Call 768-2849

“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
Aroostook County Action Program



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

768-2768
www.nmcc.edu

Computers for Seniors (50 years +)

These hands-on classes feature dedicated teachers, slower pace and low student to teacher ratio, designed to connect you to the world at your fingertips.

Are You Afraid of Computers?

Designed for the true beginner, this crash course 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-600-01 ♦ Cost \$45 ♦ .4 CEUs
Tuesday & Wednesday, September 10 & 11 ♦ 5:00 – 7:00 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-600-02 ♦ Cost \$35 ♦ .3 CEUs
Monday, October 21 ♦ 5:00 – 8:00 pm

Creating Videos from Your Photos

Have a bunch of photos and wish to share them at a reunion, anniversary, birthday, or an upcoming holiday event? 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
Wednesdays, Nov. 13 & 20 ♦ 5:00 – 7:00 pm

Computer Courses

Certificate of Professional Development

new Office 2013: New Features

Interested in making the move to Office 2013? Become familiar with the new and enhanced features of the Microsoft Office 2013 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.

COMING SOON...CALL FOR DETAILS

Introduction to Publisher 2010

In this hands-on class for beginners, you will learn how to design, create, and publish a wide variety of documents. You'll find out how Publisher's built-in layouts and templates can help you complete almost any desktop publishing project.

CMP-660-01 ♦ Cost \$89 - text add'l ♦ .6 CEUs
Saturday, November 9 ♦ 9:00 am – 4:00 pm

new Smartphone Tips

How well do you know your smartphone? This course will include the basics, like connecting to a wifi/bluetooth and setting up your password for security measures. You will also learn how to synch your accounts and update your contacts and calendar from email and other social media. We will also walk you through some simple tips to expand your battery life and turning off any accessory hardware or software that may run in the background. This course would also be a great opportunity to ask any other questions you might have regarding your smartphone! Be sure to bring your smartphone with you! Our instructor is most knowledgeable with Apple iOS and Android OS, but will also be able to point out some things in Blackberry and Windows.

CED 600 ♦ Cost \$35 ♦ .3 CEUs
Monday, October 28 ♦ 5:00 – 8:00 pm

Microsoft Excel 2010 Application Professional

The Microsoft Excel 2010 Application Professional certificate program prepares students for today's high-tech business environment. Students will be presented with real-life examples that teach the skills demanded by today's employers. Today's workforce demands skilled employees, and this certificate of professional development demonstrates you are in that select group.

Each Course \$89 or take all 3 for \$240

Basic Microsoft Excel 2010

Learn to create spreadsheets that help you do the math. Whether you are tracking a budget at work or tracking expenses at home, Excel software can help you organize and analyze data. Students will learn to enter and edit text, values, formulas, and pictures; and will save workbooks in various formats. Additional topics will include moving and copying data; absolute and relative references; working with ranges, rows, and columns; creating and modifying charts and working with multiple worksheets.

CSA-632-01 ♦ Cost \$89 - text additional ♦ .9 CEUs
Wednesdays, August 14 – 28 ♦ 5:00 – 8:00 pm

Intermediate Microsoft Excel 2010

Learn how to use multiple worksheets and workbooks efficiently. Students will work with more advanced formatting options including styles, themes, and backgrounds. You will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates.

CSA-633-01 ♦ Cost \$89 - text additional ♦ .9 CEUs
Wednesdays, September 11 – 25 ♦ 5:00 – 8:00 pm

Advanced Microsoft Excel 2010

Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. You will learn how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, and sharing Excel data via the Web.

CSA-634-01 ♦ Cost \$89 - text additional ♦ .9 CEUs
Wednesdays, October 9 – 23 ♦ 5:00 – 8:00 pm

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Business/Career Courses

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Project Management Fundamentals

If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. You'll become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control and close any type of project. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success.

Resume Writing Workshops

Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. Learn different resume formats and the advantages and disadvantages of each. Write an employment objective that shows potential employers that you have direction. Make the most of your work experience. Know what to reveal in a resume, and what to keep to yourself. Learn to overcome gaps in work history and age discrimination. Discover how to use references to your advantage. This course includes the use of online resumes and Internet Resume Secrets.

Only \$99 ~ Classes start every six weeks.

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

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 an INM student workbook, guidebook from the Secretary of State's office and a Notary application. Time will be allotted at the end of the day to complete the Notary application that will be forwarded to the Secretary of State's office.

BNI-600 ♦ Cost \$49 ♦ .8 CEUs

Friday, October 4 ♦ 8:00 am – 4:30 pm

Personal Enrichment Courses

Handling Medical Emergencies

Every second counts during a medical emergency. This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care. For adults, you will learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty, burns, and allergic reactions. For children, you will also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse. Cost \$99

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. 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

Everyday Math

You'll learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes, and discounts. You'll find out how to calculate interest rates and you'll develop a better understanding of mortgages, credit cards, and other types of loans. You'll discover a handy method for converting one type of measurement to another, and you'll be able to calculate areas correctly so you don't overspend on your next home improvement project. You'll become adept at interpreting graphs, calculating the probability that something will (or won't) happen, and understanding the statistics embedded in test results, polls, and even news stories. Cost \$99

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

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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.

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Let us help you determine the training and education needs for your company, large or small. We'll arrange for the right workshops, courses, seminars, or any number of training solutions to help you successfully compete in today's fast-changing business climate.

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768-2768

The workplace changes too fast for you to rely on yesterday's skills. At NMCC, our in-demand classes and knowledgeable instructors give you the most current training. The continuing education division provides a wide variety of options for lifelong learners:

Customized Training

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

Online Courses

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

Commercial Driving

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

Professional Development

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

Personal Enrichment

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.

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.



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